



City of Hillsdale

City Council Agenda

April 3, 2017
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 Claims of March 24, 2017: \$250,954.75
 2. BPU Claims of March 24, 2017: \$206,489.04
 3. Payroll of: \$153,453.48
 - B. City Council Minutes of March 20, 2017
 - C. Planning Commission Minutes of February 21, 2017
 - D. Board of Review Minutes of March 7, 13 & 14, 2017
- VI. Communications/Petitions**
 - A. Arbor Day Proclamation
- VII. Introduction and Adoption of Ordinance/Public Hearing**
 - A. [Resolution 3306](#): An Authorizing Resolution for the Garden-Vine-Mead-Rippon Street CDBG-Infrastructure Capacity Enhancement (I.C.E.) Grant
 - B. Approval of Anti-Displacement and Relocation Assistance Plan for the I.C.E. Grant
 - C. Approval of Community Development Plan for the I.C.E. Grant
- VIII. Unfinished Business**
- IX. Old Business**
 - A. Finance Committee Recommendation re: Banking RFQ's
- X. New Business**
 - A. Approval of Contract to Paint the Exterior of the Hillsdale Municipal Library Building
 - B. Establishing a Public Hearing Regarding Proposed Changes to City Council Election Dates
 - C. Hillsdale College Noise Variance, Alley Closure, and Use Agreement Request
 - D. Hillsdale College Street Closure and Use Agreement Request
 - E. Introduction of 2017-2018 Budget and Public Hearing Date
- XI. Miscellaneous/Reports**
- XII. City Manager's Report**
- XIII. General Public Comment**
- XIV. Council Comment**
- XV. Adjournment**

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 77074							
101-295.000-850.000	INSURANCE	CRAFT AGENCY, INC	UNDERGROUND STORAGE TANK POLLUTION	BTA 2149493-19	03/13/17	2,243.00	77074
						<u>2,243.00</u>	
Total For Check 77074							
						2,243.00	
Check 77075							
101-265.000-801.000	CONTRACTUAL SERVICES	ACCUSHRED	PAPER SHREDDING SERVICE	37698	03/24/17	55.00	77075
						<u>55.00</u>	
Total For Check 77075							
						55.00	
Check 77076							
640-444.000-981.000	CAPITAL OUTLAY - VEHICLE	AIS CONSTRUCTION EQUI	JOHN DEERE 524K LOADER	2017	03/24/17	130,350.00	77076
						<u>130,350.00</u>	
Total For Check 77076							
						130,350.00	
Check 77077							
271-790.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	BALLAST, WIRE NUTS	17INV011740	03/24/17	58.54	77077
271-790.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	800 SERIES BULBS (LIBRARY)	17INV011379	03/24/17	51.50	77077
						<u>110.04</u>	
Total For Check 77077							
						110.04	
Check 77078							
101-301.000-726.000	SUPPLIES	ANYTIME FIRE PROTECTI	VEHICLE BRACKET/FIRE EXTINGUISHER	614795	03/24/17	45.00	77078
101-301.000-726.000	SUPPLIES	ANYTIME FIRE PROTECTI	VEHICLE BRACKET/FIRE EXTINGUISHER	614795	03/24/17	12.00	77078
101-301.000-726.000	SUPPLIES	ANYTIME FIRE PROTECTI	VEHICLE BRACKET/FIRE EXTINGUISHER	614795	03/24/17	11.50	77078
						<u>68.50</u>	
Total For Check 77078							
						68.50	
Check 77079							
101-265.000-801.000	CONTRACTUAL SERVICES	ARROW UNIFORM	MAT & LINEN SERVICE	14-977496	03/24/17	21.55	77079
101-265.000-801.000	CONTRACTUAL SERVICES	ARROW UNIFORM	MAT & LINEN SERVICE	14-970221	03/24/17	21.55	77079
101-336.000-801.000	CONTRACTUAL SERVICES	ARROW UNIFORM	CONTRACTUAL LINEN SERVICE	14-977497	03/24/17	20.10	77079
101-441.000-742.000	CLOTHING / UNIFORMS	ARROW UNIFORM	RUGS & UNIFORMS - DPS	14-962955	03/24/17	22.60	77079
101-441.000-742.000	CLOTHING / UNIFORMS	ARROW UNIFORM	RUGS & UNIFORMS - DPS	14-970220	03/24/17	22.60	77079
101-441.000-801.000	CONTRACTUAL SERVICES	ARROW UNIFORM	RUGS & UNIFORMS - DPS	14-962955	03/24/17	32.31	77079
101-441.000-801.000	CONTRACTUAL SERVICES	ARROW UNIFORM	RUGS & UNIFORMS - DPS	14-970220	03/24/17	32.31	77079
271-790.000-801.000	CONTRACTUAL SERVICES	ARROW UNIFORM	LIBRARY FLOOR MATS 3-9-17	14-965839	03/24/17	31.87	77079
588-588.000-801.000	CONTRACTUAL SERVICES	ARROW UNIFORM	MAT & LINEN SERVICE	14-965838	03/24/17	32.04	77079
640-444.000-742.000	CLOTHING / UNIFORMS	ARROW UNIFORM	RUGS & UNIFORMS - DPS	14-962955	03/24/17	10.52	77079
640-444.000-742.000	CLOTHING / UNIFORMS	ARROW UNIFORM	RUGS & UNIFORMS - DPS	14-970220	03/24/17	10.52	77079
640-444.000-801.000	CONTRACTUAL SERVICES	ARROW UNIFORM	RUGS & UNIFORMS - DPS	14-962955	03/24/17	16.81	77079
640-444.000-801.000	CONTRACTUAL SERVICES	ARROW UNIFORM	RUGS & UNIFORMS - DPS	14-970220	03/24/17	16.81	77079
						<u>291.59</u>	
Total For Check 77079							
						291.59	
Check 77080							
101-265.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE FEB 17 - MAR 16	517437098303	03/24/17	145.67	77080
101-295.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE FEB 17 - MAR 16	517437098303	03/24/17	56.02	77080
588-588.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE FEB 17 - MAR 16	517437338503	03/24/17	135.56	77080
						<u>337.25</u>	
Total For Check 77080							
						337.25	
Check 77081							
588-588.000-925.000	TELEPHONE	AT&T LONG DISTANCE	LONG DISTANCE CHARGES	829553719 FEB 2	03/24/17	15.69	77081
						<u>15.69</u>	
Total For Check 77081							
						15.69	
Check 77082							
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPAN	MARCH BOOK ORDER - ADULTS	2032694243	03/24/17	462.50	77082
271-792.000-982.000	BOOKS	BAKER & TAYLOR COMPAN	FEB 2017 CHILDREN'S BOOK ORDER	2032694242	03/24/17	18.95	77082
271-792.000-982.000	BOOKS	BAKER & TAYLOR COMPAN	MARCH CHILDREN'S BOOK ORDER	2032694307	03/24/17	621.11	77082
						<u>1,102.56</u>	
Total For Check 77082							
						1,102.56	
Check 77083							

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 77083							
101-172.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	27.60	77083
101-215.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	123.35	77083
101-219.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	55.20	77083
101-301.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	150.95	77083
101-301.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	(62.68)	77083
101-301.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	788.34	77083
101-336.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	457.06	77083
101-400.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	95.75	77083
101-441.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	150.95	77083
208-751.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	55.20	77083
588-588.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	99.16	77083
588-588.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	55.20	77083
640-444.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	27.60	77083
640-444.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	85.92	77083
699-441.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	268.22	77083
699-441.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	VISION & DENTAL COVERAGE	007003454710 AP	03/24/17	27.60	77083
Total For Check 77083						2,405.42	
Check 77084							
101-265.000-925.000	TELEPHONE	BOARD OF PUBLIC UTILI	TELEPHONE CHARGES	FEB 2017	03/24/17	1,305.24	77084
202-460.000-801.000	CONTRACTUAL SERVICES	BOARD OF PUBLIC UTILI	STREET LIGHT MAINTENANCE	17-0000078	03/24/17	319.90	77084
202-460.500-801.000	CONTRACTUAL SERVICES	BOARD OF PUBLIC UTILI	STREET LIGHT MAINTENANCE	17-0000078	03/24/17	149.51	77084
203-460.000-801.000	CONTRACTUAL SERVICES	BOARD OF PUBLIC UTILI	STREET LIGHT MAINTENANCE	17-0000078	03/24/17	131.29	77084
208-751.000-925.000	TELEPHONE	BOARD OF PUBLIC UTILI	TELEPHONE CHARGES	FEB 2017	03/24/17	28.71	77084
247-900.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES FOR TIFA PARCELS	11844 FEB 2017	03/24/17	29.00	77084
247-900.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES FOR TIFA PARCELS	25845 FEB 2017	03/24/17	65.92	77084
271-790.000-925.000	TELEPHONE	BOARD OF PUBLIC UTILI	TELEPHONE CHARGES	FEB 2017	03/24/17	246.56	77084
Total For Check 77084						2,276.13	
Check 77085							
101-336.000-726.000	SUPPLIES	COREY BURKE	SHOE BOXES PURCHASED FOR USE IN ME	REIMBURSEMENT	03/24/17	18.80	77085
101-336.000-726.000	SUPPLIES	COREY BURKE	SHOE BOXES PURCHASED FOR USE IN ME	REIMBURSEMENT	03/24/17	1.13	77085
Total For Check 77085						19.93	
Check 77086							
247-900.000-801.000	CONTRACTUAL SERVICES	CHESTEY PUBLISHING	QUARTER PAGE AD - MAR/APR SIMPLY H	6125	03/24/17	185.00	77086
247-900.000-801.000	CONTRACTUAL SERVICES	CHESTEY PUBLISHING	QUARTER PAGE AD MAY/JUNE	6182	03/24/17	185.00	77086
Total For Check 77086						370.00	
Check 77087							
101-191.000-726.000	SUPPLIES	CITY OF HILLSDALE - P	PETTY CASH REIMBURSEMENT	JAN-FEB 2017	03/24/17	78.38	77087
101-209.000-734.000	POSTAGE	CITY OF HILLSDALE - P	PETTY CASH REIMBURSEMENT	JAN-FEB 2017	03/24/17	25.05	77087
101-215.000-734.000	POSTAGE	CITY OF HILLSDALE - P	PETTY CASH REIMBURSEMENT	JAN-FEB 2017	03/24/17	244.95	77087
101-253.000-726.000	SUPPLIES	CITY OF HILLSDALE - P	PETTY CASH REIMBURSEMENT	JAN-FEB 2017	03/24/17	36.80	77087
Total For Check 77087						385.18	
Check 77088							
208-751.000-726.000	SUPPLIES	COUNTRY SIDE TROPHIES	ADULT VOLLEYBALL CHAMPIONSHIP PLAQ	1236	03/24/17	48.00	77088
Total For Check 77088						48.00	
Check 77089							
101-174.000-801.000	CONTRACTUAL SERVICES	CURRENT OFFICE SOLUTI	COPIER LEASE & DEPARTMENT COPIES	283965	03/24/17	45.59	77089
101-209.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	OFFICE SUPPLIES - 2ND FLOOR	583226	03/24/17	68.07	77089
101-209.000-801.000	CONTRACTUAL SERVICES	CURRENT OFFICE SOLUTI	COPIER LEASE & DEPARTMENT COPIES	283965	03/24/17	50.02	77089

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 77089							
101-215.000-801.000	CONTRACTUAL SERVICES	CURRENT OFFICE SOLUTI	COPIER LEASE & DEPARTMENT COPIES	283965	03/24/17	17.64	77089
101-215.000-801.000	CONTRACTUAL SERVICES	CURRENT OFFICE SOLUTI	COPIER LEASE & DEPARTMENT COPIES	283965	03/24/17	221.54	77089
101-265.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	COPY PAPER/PAPER TOWELS/TOILET TIS	441490	03/24/17	321.38	77089
101-301.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	TAPE DISPENSER/CORRECTION TAPE	583731	03/24/17	7.24	77089
101-301.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	TAPE DISPENSER/CORRECTION TAPE	583731	03/24/17	1.75	77089
101-336.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	FILE RACK/TABS/SCISSORS/PENS	583371	03/24/17	9.14	77089
101-336.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	FILE RACK/TABS/SCISSORS/PENS	583371	03/24/17	1.19	77089
101-336.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	FILE RACK/TABS/SCISSORS/PENS	583371	03/24/17	3.52	77089
101-336.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	FILE RACK/TABS/SCISSORS/PENS	583371	03/24/17	16.53	77089
101-336.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	LETTER FILE FRAMES/ENVELOPES	583480	03/24/17	4.57	77089
101-336.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	LETTER FILE FRAMES/ENVELOPES	583480	03/24/17	3.69	77089
101-336.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	LETTER FILE FRAMES/ENVELOPES	583480	03/24/17	23.47	77089
101-336.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	LETTER FILE FRAMES/ENVELOPES	583480	03/24/17	9.14	77089
101-336.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	STAMP	582185	03/24/17	92.83	77089
101-372.000-801.000	CONTRACTUAL SERVICES	CURRENT OFFICE SOLUTI	COPIER LEASE & DEPARTMENT COPIES	283965	03/24/17	13.64	77089
101-400.000-801.000	CONTRACTUAL SERVICES	CURRENT OFFICE SOLUTI	COPIER LEASE & DEPARTMENT COPIES	283965	03/24/17	13.64	77089
101-441.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	BRD CLNR, RED INK, ERASER, MARKERS	583519	03/24/17	21.16	77089
101-441.000-801.000	CONTRACTUAL SERVICES	CURRENT OFFICE SOLUTI	COPIER LEASE & DEPARTMENT COPIES	283965	03/24/17	108.73	77089
208-751.000-801.000	CONTRACTUAL SERVICES	CURRENT OFFICE SOLUTI	COPIER LEASE & DEPARTMENT COPIES	283965	03/24/17	40.80	77089
Total For Check 77089						1,095.28	
Check 77090							
271-792.000-726.010	SUPPLIES-SUMMER READING	DYNAMIC WEST SCHOOL A	SUMMER READING KICKOFF EVENT	7210	03/24/17	395.00	77090
Total For Check 77090						395.00	
Check 77091							
101-336.000-726.000	SUPPLIES	EMERGENCY MEDICAL PRO	MEDICAL SUPPLIES	1891101	03/24/17	31.00	77091
101-336.000-726.000	SUPPLIES	EMERGENCY MEDICAL PRO	MEDICAL SUPPLIES	1891101	03/24/17	37.95	77091
101-336.000-726.000	SUPPLIES	EMERGENCY MEDICAL PRO	MEDICAL SUPPLIES	1891101	03/24/17	19.75	77091
101-336.000-726.000	SUPPLIES	EMERGENCY MEDICAL PRO	MEDICAL SUPPLIES	1891101	03/24/17	2.45	77091
101-336.000-726.000	SUPPLIES	EMERGENCY MEDICAL PRO	MEDICAL SUPPLIES	1891101	03/24/17	64.74	77091
101-336.000-726.000	SUPPLIES	EMERGENCY MEDICAL PRO	MEDICAL SUPPLIES	1891101	03/24/17	133.75	77091
101-336.000-726.000	SUPPLIES	EMERGENCY MEDICAL PRO	MEDICAL SUPPLIES	1892616	03/24/17	199.90	77091
101-336.000-726.000	SUPPLIES	EMERGENCY MEDICAL PRO	MEDICAL SUPPLIES	1892616	03/24/17	12.95	77091
101-336.000-726.000	SUPPLIES	EMERGENCY MEDICAL PRO	MEDICAL SUPPLIES	1892616	03/24/17	3.50	77091
Total For Check 77091						505.99	
Check 77092							
401-452.000-801.000	CONTRACTUAL SERVICES	FLEIS & VANDENBRINK	PROF SERVICES - UNION ST RECONSTRU	45730	03/24/17	5,478.32	77092
Total For Check 77092						5,478.32	
Check 77093							
101-441.000-726.000	SUPPLIES	FORESTRY SUPPLIERS IN	WIRE RISING TOOL (HOOKS)	159663	03/24/17	63.64	77093
Total For Check 77093						63.64	
Check 77094							
101-265.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	NUTS, BOLTS	C232922	03/24/17	15.98	77094
101-265.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	NUTS, BOLTS	C232928	03/24/17	1.00	77094
101-336.000-726.000	SUPPLIES	GELZER & SON INC	BUNGEY/BULBS/24HR TIMER/TAP	C232181	03/24/17	3.49	77094
101-336.000-726.000	SUPPLIES	GELZER & SON INC	BUNGEY/BULBS/24HR TIMER/TAP	C232181	03/24/17	1.49	77094
101-336.000-726.000	SUPPLIES	GELZER & SON INC	BUNGEY/BULBS/24HR TIMER/TAP	C232181	03/24/17	7.99	77094
101-336.000-726.000	SUPPLIES	GELZER & SON INC	BUNGEY/BULBS/24HR TIMER/TAP	C232181	03/24/17	3.09	77094
101-756.000-726.000	SUPPLIES	GELZER & SON INC	ROLLER COVERS,TRAY LINERS	C232872	03/24/17	15.81	77094
271-790.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	DELTA STEM (LIBRARY)	A139029	03/24/17	19.98	77094

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 77094							
271-790.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	PLUMBERS GREASE	A139030	03/24/17	2.79	77094
271-790.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	DRIVE EXTENSION	A139027	03/24/17	5.99	77094
Total For Check 77094						77.61	
Check 77095							
101-336.000-726.000	SUPPLIES	DAVID D.GRUMHAUS, JR.	PURCHASED BLOOD PRESSURE KIT/BANDA	REIMBURSEMENT	03/24/17	8.99	77095
101-336.000-726.000	SUPPLIES	DAVID D.GRUMHAUS, JR.	PURCHASED BLOOD PRESSURE KIT/BANDA	REIMBURSEMENT	03/24/17	16.99	77095
101-336.000-726.000	SUPPLIES	DAVID D.GRUMHAUS, JR.	PURCHASED BLOOD PRESSURE KIT/BANDA	REIMBURSEMENT	03/24/17	1.56	77095
Total For Check 77095						27.54	
Check 77096							
101-174.000-967.002	PROJECT COSTS - CDBG BLI	HAGER CONSULTING, LLC	CDBG GRANT - 42 UNION ST	DRAW #15	03/24/17	3,350.00	77096
Total For Check 77096						3,350.00	
Check 77097							
101-336.000-930.000	REPAIRS & MAINTENANCE	HALT FIRE, INC	RH/LH PROXIMITY NC W/RELAY SWITCH	439785	03/24/17	36.22	77097
101-336.000-930.000	REPAIRS & MAINTENANCE	HALT FIRE, INC	RH/LH PROXIMITY NC W/RELAY SWITCH	439785	03/24/17	36.74	77097
101-336.000-930.000	REPAIRS & MAINTENANCE	HALT FIRE, INC	RH/LH PROXIMITY NC W/RELAY SWITCH	439785	03/24/17	15.58	77097
Total For Check 77097						88.54	
Check 77098							
101-265.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER	WATER DELIVERY	103846	03/24/17	33.25	77098
588-588.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER	WATER DELIVERY	103849	03/24/17	4.75	77098
Total For Check 77098						38.00	
Check 77099							
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	JACKSON TRUCK SERVICE	FILTERS	PC001290216	03/24/17	11.43	77099
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	JACKSON TRUCK SERVICE	U-BOLT KIT (#39)	PC001290477	03/24/17	61.32	77099
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	JACKSON TRUCK SERVICE	U-BOLT ASM	PC001290417	03/24/17	114.36	77099
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	JACKSON TRUCK SERVICE	SPRING PIN, REAR SPRING	PC001290422	03/24/17	370.26	77099
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	JACKSON TRUCK SERVICE	FILTERS	PC001290432	03/24/17	51.50	77099
Total For Check 77099						608.87	
Check 77100							
247-900.000-862.000	LODGING AND MEALS	LHAT	ANNUAL DUES/CONFERENCE REGISTRATIO	04/05/17	03/24/17	325.00	77100
247-900.000-862.000	LODGING AND MEALS	LHAT	ANNUAL DUES/CONFERENCE REGISTRATIO	04/05/17	03/24/17	185.00	77100
Total For Check 77100						510.00	
Check 77101							
101-175.000-806.000	LEGAL SERVICES	MARCOUX ALLEN	LEGAL SERVICES	FEB 2017	03/24/17	552.50	77101
Total For Check 77101						552.50	
Check 77102							
101-295.000-726.000	SUPPLIES	MARKET HOUSE	PAPER TOWELS - AIRPORT	105325	03/24/17	8.99	77102
Total For Check 77102						8.99	
Check 77103							
101-441.000-810.000	DUES AND SUBSCRIPTIONS	MICH ASSOC OF MUNICIP	MEMBERSHIP & CONFERENCE REGISTRATI	2017	03/24/17	35.00	77103
101-441.000-810.000	DUES AND SUBSCRIPTIONS	MICH ASSOC OF MUNICIP	MEMBERSHIP & CONFERENCE REGISTRATI	2017	03/24/17	35.00	77103
101-441.000-810.000	DUES AND SUBSCRIPTIONS	MICH ASSOC OF MUNICIP	MEMBERSHIP & CONFERENCE REGISTRATI	2017	03/24/17	35.00	77103
101-441.000-861.000	TRAINING & SEMINARS	MICH ASSOC OF MUNICIP	MEMBERSHIP & CONFERENCE REGISTRATI	2017	03/24/17	95.00	77103
101-441.000-861.000	TRAINING & SEMINARS	MICH ASSOC OF MUNICIP	MEMBERSHIP & CONFERENCE REGISTRATI	2017	03/24/17	95.00	77103
Total For Check 77103						295.00	
Check 77104							

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 77104							
101-441.000-801.000	CONTRACTUAL SERVICES	MICH DEPT OF ENVIRONM	COMPOST FACILITY REGISTRATION	2017 RENEWAL	03/24/17	600.00	77104
						<u>600.00</u>	
Total For Check 77104							
Check 77105							
101-301.000-930.000	REPAIRS & MAINTENANCE	MID MICH EMERGENCY EQ	SIREN/17' ANTENNA CABLE - UNIT 2-7	1149	03/24/17	575.00	77105
101-301.000-930.000	REPAIRS & MAINTENANCE	MID MICH EMERGENCY EQ	SIREN/17' ANTENNA CABLE - UNIT 2-7	1149	03/24/17	52.00	77105
						<u>627.00</u>	
Total For Check 77105							
Check 77106							
101-174.000-967.002	PROJECT COSTS - CDBG BLI	MIDSTATE TITLE COMPAN	CDBG GRANT - 42 UNION	DRAW #15	03/24/17	19,162.00	77106
						<u>19,162.00</u>	
Total For Check 77106							
Check 77107							
101-441.000-955.588	MISC. - CDL LICENSING/TE	JEFFREY NOWAK	CDL RENEWAL	REIMBURSEMENT	03/24/17	23.50	77107
						<u>23.50</u>	
Total For Check 77107							
Check 77108							
101-336.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIV	ELECTRIC TAPE/PLIERS	1206622	03/24/17	0.89	77108
101-336.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIV	ELECTRIC TAPE/PLIERS	1206622	03/24/17	6.09	77108
101-336.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIV	OIL DRY/ANTI-FREEZE	1207226	03/24/17	74.32	77108
101-336.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIV	RAPID FIX	1207867	03/24/17	19.99	77108
101-336.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	MINI LAMP	1206647	03/24/17	3.56	77108
101-336.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	CREDIT VISIOIN LED BULBS	1206648	03/24/17	(72.28)	77108
101-336.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	SMART STRAW	1207079	03/24/17	5.99	77108
101-336.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	BULBS	1207083	03/24/17	5.58	77108
101-336.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	OIL DRY/ANTI-FREEZE	1207226	03/24/17	35.28	77108
588-588.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	BRAKE PADS	1206918	03/24/17	51.04	77108
588-588.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	BRAKE PADS	1206934	03/24/17	(65.44)	77108
588-588.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	DISC HARDWARE, PIN	1206846	03/24/17	18.96	77108
588-588.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	BRAKE PADS	1206810	03/24/17	56.02	77108
588-588.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	RTRN BRK PADS WARRANTY	1206881	03/24/17	(56.02)	77108
588-588.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	BRAKE PADS	1206969	03/24/17	11.18	77108
588-588.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	OIL FILTER & OIL	1206612	03/24/17	61.32	77108
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	COUPLER	1207013	03/24/17	8.38	77108
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	FUEL CAP	1207805	03/24/17	7.85	77108
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	SPARK PLUG	1207890	03/24/17	4.38	77108
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	FITTINGS	1206775	03/24/17	24.56	77108
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	FITTINGS	1206980	03/24/17	96.59	77108
						<u>298.24</u>	
Total For Check 77108							
Check 77110							
101-172.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	INSURANCE APR 2017 COVERAGE GROUP	17074001268	03/24/17	436.91	77110
101-215.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	INSURANCE APR 2017 COVERAGE GROUP	17074001268	03/24/17	1,747.64	77110
101-219.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	INSURANCE APR 2017 COVERAGE GROUP	17074001268	03/24/17	1,048.58	77110
101-301.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	INSURANCE APR 2017 COVERAGE GROUP	17074001268	03/24/17	13,194.67	77110
101-336.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	INSURANCE APR 2017 COVERAGE GROUP	17074001268	03/24/17	2,184.55	77110
101-400.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	INSURANCE APR 2017 COVERAGE GROUP	17074001268	03/24/17	1,310.73	77110
101-441.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	INSURANCE APR 2017 COVERAGE GROUP	17074001268	03/24/17	2,359.31	77110
208-751.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	INSURANCE APR 2017 COVERAGE GROUP	17074001268	03/24/17	1,048.58	77110
271-790.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	INSURANCE APR 2017 COVERAGE GROUP	17074001268	03/24/17	436.91	77110
588-588.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	INSURANCE APR 2017 COVERAGE GROUP	17074001268	03/24/17	3,145.74	77110
640-444.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	INSURANCE APR 2017 COVERAGE GROUP	17074001268	03/24/17	1,747.64	77110
699-441.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	INSURANCE APR 2017 COVERAGE GROUP	17074001268	03/24/17	6,903.17	77110
						<u>35,564.43</u>	
Total For Check 77110							

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Check 77111							
271-790.000-982.000	BOOKS	RANDOM HOUSE, INC.	DEC AUDIOBOOK ORDER	1181297720	03/24/17	60.00	77111
271-790.000-982.000	BOOKS	RANDOM HOUSE, INC.	DEC AUDIOBOOK ORDER	1081399893	03/24/17	22.50	77111
271-790.000-982.000	BOOKS	RANDOM HOUSE, INC.	AUDIOBOOKS	1081297720	03/24/17	30.00	77111
Total For Check 77111						112.50	
Check 77112							
101-336.000-861.000	TRAINING & SEMINARS	READING EMERGENCY UNI	CPR TRAINING- PART-TIME FF BRIAN B	AHA170036	03/24/17	7.50	77112
Total For Check 77112						7.50	
Check 77113							
101-336.000-726.000	SUPPLIES	ROE-COMM., INC.	MINITOR V & MINITOR VI BATTERIES	344865	03/24/17	57.00	77113
101-336.000-726.000	SUPPLIES	ROE-COMM., INC.	MINITOR V & MINITOR VI BATTERIES	344865	03/24/17	60.00	77113
101-336.000-726.000	SUPPLIES	ROE-COMM., INC.	MINITOR V & MINITOR VI BATTERIES	344865	03/24/17	11.00	77113
Total For Check 77113						128.00	
Check 77114							
101-000.000-230.000	DUE TO OTHER UNITS OF GO	JEFFERY ROGERS	FIRE INSURANCE - 251 W BACON ST	OF17-0018	03/24/17	12,000.00	77114
Total For Check 77114						12,000.00	
Check 77115							
101-301.000-726.000	SUPPLIES	SIRCHIE FINGERPRINT L	BLACK MAGNETIC POWDER/HINGE LIFTER	0291559-IN	03/24/17	36.56	77115
101-301.000-726.000	SUPPLIES	SIRCHIE FINGERPRINT L	BLACK MAGNETIC POWDER/HINGE LIFTER	0291559-IN	03/24/17	37.08	77115
101-301.000-726.000	SUPPLIES	SIRCHIE FINGERPRINT L	BLACK MAGNETIC POWDER/HINGE LIFTER	0291559-IN	03/24/17	6.95	77115
101-301.000-726.000	SUPPLIES	SIRCHIE FINGERPRINT L	BLACK MAGNETIC POWDER/HINGE LIFTER	0291559-IN	03/24/17	8.50	77115
Total For Check 77115						89.09	
Check 77116							
101-295.000-920.000	UTILITIES	SPRATT'S	FUEL DELIVERY	38576	03/24/17	481.51	77116
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	SPRATT'S	FILTER (#88), CHAIN	156679	03/24/17	52.44	77116
Total For Check 77116						533.95	
Check 77117							
101-172.000-726.000	SUPPLIES	STOCKHOUSE CORPORATIO	STOCK PAPER	55616	03/24/17	99.33	77117
101-209.000-726.000	SUPPLIES	STOCKHOUSE CORPORATIO	DOOR HANGERS	55569	03/24/17	70.00	77117
247-900.000-726.000	SUPPLIES	STOCKHOUSE CORPORATIO	DEVELOPMENT SIGNS - KEEFER HOUSE	55578	03/24/17	50.00	77117
Total For Check 77117						219.33	
Check 77118							
101-172.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	23.43	77118
101-172.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	65.88	77118
101-209.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	14.20	77118
101-209.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	30.06	77118
101-215.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	28.40	77118
101-215.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	39.49	77118
101-219.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	14.20	77118
101-219.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	29.83	77118
101-301.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	170.40	77118
101-301.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	253.69	77118
101-336.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	71.00	77118
101-336.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	110.66	77118
101-372.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	14.20	77118
101-372.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	15.39	77118
101-400.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	14.20	77118
101-400.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	18.50	77118
101-441.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	28.40	77118

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Check 77118							
101-441.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	44.27	77118
208-751.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	14.20	77118
208-751.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	22.57	77118
271-790.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	28.40	77118
271-790.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	29.61	77118
588-588.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	56.80	77118
588-588.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	60.70	77118
640-444.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	28.40	77118
640-444.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	36.29	77118
699-441.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	71.00	77118
699-441.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE FOR CLIENT 020894	APR 2017	03/24/17	85.88	77118
Total For Check 77118						1,420.05	
Check 77119							
208-751.000-726.000	SUPPLIES	TEAM SPORTS, INC	VOLLEY LITE VOLLEYBALLS - YOUTH PR	292550	03/24/17	183.89	77119
Total For Check 77119						183.89	
Check 77120							
101-209.000-862.000	LODGING AND MEALS	KIMBERLY A. THOMAS	BOARD OF REVIEW EXPENSES (6 HOUR M	EXPENSES	03/24/17	45.27	77120
Total For Check 77120						45.27	
Check 77121							
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	TRI COUNTY INT'L TRUC	SPRING & PINS	JP36348	03/24/17	565.88	77121
Total For Check 77121						565.88	
Check 77122							
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	UNITED ROTARY BRUSH C	BLUE STEEL VACALL WOOD BK	CI198409	03/24/17	926.82	77122
Total For Check 77122						926.82	
Check 77123							
101-301.000-801.000	CONTRACTUAL SERVICES	VERIZON WIRELESS	NETWORK ACCESS FEE FOR IN-CAR MOBI	9781304544	03/24/17	160.04	77123
Total For Check 77123						160.04	
Check 77124							
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	WHITES WELDING SERVIC	STEEL PLATES	82817	03/24/17	45.00	77124
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	WHITES WELDING SERVIC	STEEL PLATES	82824	03/24/17	45.00	77124
Total For Check 77124						90.00	
Check 82							
101-000.000-228.003	DUE TO MMERS-RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	6,757.79	82
101-172.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	1,355.18	82
101-209.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	269.57	82
101-215.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	348.36	82
101-219.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	288.04	82
101-301.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	10,750.04	82
101-336.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	1,585.10	82
101-372.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	140.12	82
101-400.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	163.24	82
101-441.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	411.17	82
208-751.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	205.34	82
271-790.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	176.47	82
588-588.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	152.76	82
640-444.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	163.90	82
699-441.000-716.000	RETIREMENT	MERS	FEB 2017 CONTRIBUTIONS	00067741-13	03/24/17	155.25	82

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Check 82							
Total For Check 82						22,922.33	
Check 83							
101-265.000-920.000	UTILITIES	MICH GAS UTILITIES	GAS UTILITY	FEB 2017	03/24/17	293.80	83
101-265.000-920.000	UTILITIES	MICH GAS UTILITIES	GAS UTILITY	FEB 2017	03/24/17	624.56	83
101-336.000-920.000	UTILITIES	MICH GAS UTILITIES	GAS UTILITY	FEB 2017	03/24/17	312.97	83
101-441.000-920.000	UTILITIES	MICH GAS UTILITIES	GAS UTILITY	FEB 2017	03/24/17	186.17	83
271-790.000-920.000	UTILITIES	MICH GAS UTILITIES	GAS UTILITY	FEB 2017	03/24/17	348.73	83
588-588.000-920.000	UTILITIES	MICH GAS UTILITIES	GAS UTILITY	FEB 2017	03/24/17	148.97	83
640-444.000-920.000	UTILITIES	MICH GAS UTILITIES	GAS UTILITY	FEB 2017	03/24/17	186.16	83
Total For Check 83						<u>2,101.36</u>	

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			Fund Totals:				
			Fund 101 GENERAL FUND			92,594.22	
			Fund 202 MAJOR ST./TRUNKLINE FUND			469.41	
			Fund 203 LOCAL ST. FUND			131.29	
			Fund 208 RECREATION FUND			1,647.29	
			Fund 247 TAX INCREMENT FINANCE ATH.			1,024.92	
			Fund 271 LIBRARY FUND			3,047.41	
			Fund 401 CAPITAL IMPROVEMENT FUND			5,478.32	
			Fund 588 DIAL-A-RIDE FUND			3,984.43	
			Fund 640 REVOLVING MOBILE EQUIP. FUN			135,066.34	
			Fund 699 DPS LEAVE AND BENEFITS FUND			7,511.12	
			Total For All Funds:			<hr/>	250,954.75

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Check 67598							
582-000.000-010.000	RECEIVING FUND-CHECKING	STATE OF MICHIGAN	SALES TAX	03162017	03/16/17	(208.11)	67598
582-000.000-265.000	ACCRUED SALES TAX	STATE OF MICHIGAN	SALES TAX	03162017	03/16/17	33,055.37	67598
Total For Check 67598						32,847.26	
Check 67599							
582-175.000-930.000	REPAIRS & MAINTENANCE	A CLEAN START	OFFICE CLEANING	192143	03/23/17	61.50	67599
582-544.000-930.000	REPAIRS & MAINTENANCE	A CLEAN START	OFFICE CLEANING	192143	03/23/17	13.50	67599
590-175.000-930.000	REPAIRS & MAINTENANCE	A CLEAN START	OFFICE CLEANING	192143	03/23/17	31.25	67599
590-546.000-930.000	REPAIRS & MAINTENANCE	A CLEAN START	OFFICE CLEANING	192143	03/23/17	6.25	67599
591-175.000-930.000	REPAIRS & MAINTENANCE	A CLEAN START	OFFICE CLEANING	192143	03/23/17	31.25	67599
591-544.000-930.000	REPAIRS & MAINTENANCE	A CLEAN START	OFFICE CLEANING	192143	03/23/17	6.25	67599
Total For Check 67599						150.00	
Check 67601							
582-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PLUMBING PARTS FOR COOLING TOWER M	17INV011087	03/23/17	1.40	67601
582-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PLUMBING PARTS FOR COOLING TOWER M	17INV011087	03/23/17	0.70	67601
582-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PLUMBING PARTS FOR COOLING TOWER M	17INV011087	03/23/17	8.21	67601
582-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PLUMBING PARTS FOR COOLING TOWER M	17INV011087	03/23/17	8.51	67601
582-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PLUMBING PARTS FOR COOLING TOWER M	17INV011087	03/23/17	2.17	67601
582-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PLUMBING PARTS FOR COOLING TOWER M	17INV011087	03/23/17	5.16	67601
582-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PLUMBING PARTS FOR COOLING TOWER M	17INV011087	03/23/17	4.13	67601
582-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PLUMBING PARTS FOR COOLING TOWER M	17INV011087	03/23/17	0.52	67601
582-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PLUMBING PARTS FOR COOLING TOWER M	17INV011087	03/23/17	8.76	67601
582-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	ENGINE COOLING WATER	17INV011980	03/23/17	8.86	67601
582-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	ENGINE COOLING WATER	17INV011980	03/23/17	5.34	67601
582-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	ENGINE COOLING WATER	17INV011980	03/23/17	2.04	67601
590-546.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PIPES, FLANGES, GLUE	17INV011758	03/23/17	5.36	67601
590-546.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PIPES, FLANGES, GLUE	17INV011758	03/23/17	48.80	67601
590-546.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PIPES, FLANGES, GLUE	17INV011758	03/23/17	29.55	67601
590-546.000-930.960	REPAIRS & MAINT. - SEWER	AMERICAN COPPER AND B	PIPES, FLANGES, GLUE	17INV011758	03/23/17	24.40	67601
590-547.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	JUNCTION BOXES FOR WWTP ALARM SYST	17INV010265	03/23/17	124.47	67601
590-547.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	480 EXT CORD PARTS	17INV011076/110	03/23/17	1.99	67601
590-547.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	480 EXT CORD PARTS	17INV011076/110	03/23/17	2.34	67601
590-547.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	480 EXT CORD PARTS	17INV011076/110	03/23/17	1.27	67601
590-547.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	480 EXT CORD PARTS	17INV011076/110	03/23/17	40.91	67601
590-547.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	480 EXT CORD PARTS	17INV011076/110	03/23/17	29.91	67601
590-547.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	480 EXT CORD PARTS	17INV011076/110	03/23/17	111.00	67601
Total For Check 67601						475.80	
Check 67602							
582-544.000-801.300	TREE TRIMMING	AMERICAN ELECTRIC POW	JANUARY TREE TRIMMING	170-21046332	03/23/17	14,095.53	67602
Total For Check 67602						14,095.53	
Check 67603							
582-000.000-110.000	INVENTORY	ANIXTER POWER SOLUTIO	INVENTORY	3492068-02	03/23/17	74.00	67603
582-000.000-110.000	INVENTORY	ANIXTER POWER SOLUTIO	INVENTORY	3492068=01	03/23/17	250.00	67603
Total For Check 67603						324.00	
Check 67604							
582-175.000-726.200	OFFICE SUPPLIES	ARROW SWIFT PRINTING	SUPPLIES	141977	03/23/17	47.50	67604
590-175.000-726.200	OFFICE SUPPLIES	ARROW SWIFT PRINTING	SUPPLIES	141977	03/23/17	23.75	67604
591-175.000-726.200	OFFICE SUPPLIES	ARROW SWIFT PRINTING	SUPPLIES	141977	03/23/17	23.75	67604
Total For Check 67604						95.00	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 67605							
590-175.000-955.000	MISCELLANEOUS	ART STEBELTON	CREDIT REFUND	032217	03/23/17	16.70	67605
						<u>16.70</u>	
Total For Check 67605							
Check 67606							
582-175.000-955.000	MISCELLANEOUS	ASHLEY ANTHONY	CREDIT REFUND	031017	03/23/17	46.00	67606
						<u>46.00</u>	
Total For Check 67606							
Check 67607							
582-175.000-925.000	TELEPHONE	AT&T	PRI LINES	517R21057603	03/23/17	689.99	67607
582-543.000-925.000	TELEPHONE	AT&T	PP	517439120403	03/23/17	33.32	67607
582-543.000-925.000	TELEPHONE	AT&T	CENTREX LINES	517437098603	03/23/17	38.31	67607
582-543.000-925.000	TELEPHONE	AT&T	CENTREX LINES	517437098603	03/23/17	38.31	67607
590-175.000-925.000	TELEPHONE	AT&T	PRI LINES	517R21057603	03/23/17	345.00	67607
590-175.000-925.000	TELEPHONE	AT&T	CENTREX LINES	517437098603	03/23/17	38.31	67607
590-547.000-925.000	TELEPHONE	AT&T	CENTREX LINES	517437098603	03/23/17	19.17	67607
591-175.000-925.000	TELEPHONE	AT&T	PRI LINES	517R21057603	03/23/17	345.00	67607
591-175.000-925.000	TELEPHONE	AT&T	CENTREX LINES	517437098603	03/23/17	38.31	67607
591-545.000-925.000	TELEPHONE	AT&T	CENTREX LINES	517437098603	03/23/17	19.17	67607
						<u>1,604.89</u>	
Total For Check 67607							
Check 67608							
582-175.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	PREMIUMS DENTAL	030717	03/23/17	233.38	67608
582-175.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	PREMIUMS DENTAL	030717	03/23/17	50.92	67608
582-544.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	PREMIUMS DENTAL	030717	03/23/17	403.96	67608
590-175.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	PREMIUMS DENTAL	030717	03/23/17	116.72	67608
590-175.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	PREMIUMS DENTAL	030717	03/23/17	25.46	67608
590-546.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	PREMIUMS DENTAL	030717	03/23/17	140.09	67608
590-547.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	PREMIUMS DENTAL	030717	03/23/17	75.46	67608
591-175.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	PREMIUMS DENTAL	030717	03/23/17	116.67	67608
591-175.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	PREMIUMS DENTAL	030717	03/23/17	25.46	67608
591-543.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	PREMIUMS DENTAL	030717	03/23/17	34.11	67608
591-544.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	PREMIUMS DENTAL	030717	03/23/17	136.48	67608
591-545.000-715.000	HEALTH AND LIFE INSURANC	BLUE CROSS & BLUE SHI	PREMIUMS DENTAL	030717	03/23/17	56.85	67608
						<u>1,415.56</u>	
Total For Check 67608							
Check 67609							
590-175.000-955.000	MISCELLANEOUS	BRIAN L RICHARDS	CREDIT REFUND	032217	03/23/17	96.00	67609
						<u>96.00</u>	
Total For Check 67609							
Check 67610							
582-544.000-740.000	FUEL AND LUBRICANTS	BRINER OIL CO, INC	GLACIAL BLUE HYD FLUID FOR NEW 39-	1024889	03/23/17	94.30	67610
						<u>94.30</u>	
Total For Check 67610							
Check 67611							
582-175.000-955.000	MISCELLANEOUS	BRITTANY RODGER	CREDIT REFUND	031017	03/23/17	111.00	67611
						<u>111.00</u>	
Total For Check 67611							
Check 67612							
582-175.000-726.200	OFFICE SUPPLIES	BUSINESS CARD	SUPPLIES, IPAD & BLUE WAVE COMPUTI	547415135352929	03/23/17	52.79	67612
582-175.000-801.200	COMPUTER	BUSINESS CARD	SUPPLIES, IPAD & BLUE WAVE COMPUTI	547415135352929	03/23/17	74.50	67612
582-544.000-925.000	TELEPHONE	BUSINESS CARD	SUPPLIES, IPAD & BLUE WAVE COMPUTI	547415135352929	03/23/17	16.89	67612
590-175.000-726.200	OFFICE SUPPLIES	BUSINESS CARD	SUPPLIES, IPAD & BLUE WAVE COMPUTI	547415135352929	03/23/17	26.40	67612
590-175.000-801.200	COMPUTER	BUSINESS CARD	SUPPLIES, IPAD & BLUE WAVE COMPUTI	547415135352929	03/23/17	37.25	67612
591-175.000-726.200	OFFICE SUPPLIES	BUSINESS CARD	SUPPLIES, IPAD & BLUE WAVE COMPUTI	547415135352929	03/23/17	26.39	67612
591-175.000-801.200	COMPUTER	BUSINESS CARD	SUPPLIES, IPAD & BLUE WAVE COMPUTI	547415135352929	03/23/17	37.25	67612

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Check 67612							
						Total For Check 67612	271.47
Check 67613							
582-546.000-930.000	REPAIRS & MAINTENANCE	CEM SUPPLY, INC	COOLING FAN MOTORS FOR TRANSFORMER	76969/1	03/23/17	544.00	67613
						Total For Check 67613	544.00
Check 67614							
582-175.000-801.000	CONTRACTUAL SERVICES	CHESTEY PUBLISHING	PITTSFORD GIRLS BB PROGRAM	6283	03/23/17	25.00	67614
590-175.000-801.000	CONTRACTUAL SERVICES	CHESTEY PUBLISHING	PITTSFORD GIRLS BB PROGRAM	6283	03/23/17	12.50	67614
591-175.000-801.000	CONTRACTUAL SERVICES	CHESTEY PUBLISHING	PITTSFORD GIRLS BB PROGRAM	6283	03/23/17	12.50	67614
						Total For Check 67614	50.00
Check 67615							
590-175.000-955.000	MISCELLANEOUS	CHET A LONCZKOWSKI	CREDIT REFUND	032217	03/23/17	129.00	67615
						Total For Check 67615	129.00
Check 67616							
582-175.000-930.000	REPAIRS & MAINTENANCE	CINTAS CORPORATION	MATS, TOWELS & RUGS	306600962	03/23/17	110.31	67616
582-175.000-930.000	REPAIRS & MAINTENANCE	CINTAS CORPORATION	MATS, RUGS & TOWELS	306598076	03/23/17	110.12	67616
582-543.000-726.000	SUPPLIES	CINTAS CORPORATION	RUGS	306600963	03/23/17	137.44	67616
582-543.000-726.000	SUPPLIES	CINTAS CORPORATION	RUGS	306598077	03/23/17	148.02	67616
582-544.000-726.800	SUPPLIES - OPERATIONS	CINTAS CORPORATION	MATS, TOWELS & RUGS	306600962	03/23/17	110.31	67616
582-544.000-726.800	SUPPLIES - OPERATIONS	CINTAS CORPORATION	MATS, RUGS & TOWELS	306598076	03/23/17	110.12	67616
590-175.000-930.000	REPAIRS & MAINTENANCE	CINTAS CORPORATION	MATS, TOWELS & RUGS	306600962	03/23/17	55.16	67616
590-175.000-930.000	REPAIRS & MAINTENANCE	CINTAS CORPORATION	MATS, RUGS & TOWELS	306598076	03/23/17	55.07	67616
590-546.000-726.800	SUPPLIES - OPERATIONS	CINTAS CORPORATION	MATS, TOWELS & RUGS	306600962	03/23/17	55.16	67616
590-546.000-726.800	SUPPLIES - OPERATIONS	CINTAS CORPORATION	MATS, RUGS & TOWELS	306598076	03/23/17	55.07	67616
591-175.000-930.000	REPAIRS & MAINTENANCE	CINTAS CORPORATION	MATS, TOWELS & RUGS	306600962	03/23/17	55.16	67616
591-175.000-930.000	REPAIRS & MAINTENANCE	CINTAS CORPORATION	MATS, RUGS & TOWELS	306598076	03/23/17	55.06	67616
591-544.000-726.800	SUPPLIES - OPERATIONS	CINTAS CORPORATION	MATS, TOWELS & RUGS	306600962	03/23/17	55.15	67616
591-544.000-726.800	SUPPLIES - OPERATIONS	CINTAS CORPORATION	MATS, RUGS & TOWELS	306598076	03/23/17	55.07	67616
						Total For Check 67616	1,167.22
Check 67617							
582-175.000-820.000	PILOT	CITY OF HILLSDALE	FEBRUARY PILOT	032317	03/23/17	67,164.47	67617
582-544.000-730.000	VEH./EQUIP. MAINT. SUPPL	CITY OF HILLSDALE	VEHICLE REPAIR	31617-1	03/23/17	298.55	67617
590-175.000-820.000	PILOT	CITY OF HILLSDALE	FEBRUARY PILOT	032317	03/23/17	9,509.99	67617
591-175.000-820.000	PILOT	CITY OF HILLSDALE	FEBRUARY PILOT	032317	03/23/17	5,698.23	67617
						Total For Check 67617	82,671.24
Check 67618							
582-175.000-955.000	MISCELLANEOUS	COMMUNITY ACTION AGEN	MONTHLY BOARD MEMBERS DONATION	021417	03/23/17	62.50	67618
582-175.000-955.000	MISCELLANEOUS	COMMUNITY ACTION AGEN	BOARD MEMBERS DONATIONS	031417	03/23/17	50.00	67618
590-175.000-955.000	MISCELLANEOUS	COMMUNITY ACTION AGEN	MONTHLY BOARD MEMBERS DONATION	021417	03/23/17	31.25	67618
590-175.000-955.000	MISCELLANEOUS	COMMUNITY ACTION AGEN	BOARD MEMBERS DONATIONS	031417	03/23/17	25.00	67618
591-175.000-955.000	MISCELLANEOUS	COMMUNITY ACTION AGEN	MONTHLY BOARD MEMBERS DONATION	021417	03/23/17	31.25	67618
591-175.000-955.000	MISCELLANEOUS	COMMUNITY ACTION AGEN	BOARD MEMBERS DONATIONS	031417	03/23/17	25.00	67618
						Total For Check 67618	225.00
Check 67619							
582-175.000-726.200	OFFICE SUPPLIES	CURRENT OFFICE SOLUTI	OFFICE SUPPLIES	583666-00	03/23/17	29.75	67619
582-175.000-726.200	OFFICE SUPPLIES	CURRENT OFFICE SOLUTI	OFFICE SUPPLIES	5839609-00	03/23/17	6.26	67619
590-175.000-726.200	OFFICE SUPPLIES	CURRENT OFFICE SOLUTI	OFFICE SUPPLIES	583666-00	03/23/17	14.88	67619
590-175.000-726.200	OFFICE SUPPLIES	CURRENT OFFICE SOLUTI	OFFICE SUPPLIES	5839609-00	03/23/17	3.13	67619
591-175.000-726.200	OFFICE SUPPLIES	CURRENT OFFICE SOLUTI	OFFICE SUPPLIES	583666-00	03/23/17	14.87	67619

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 67619							
591-175.000-726.200	OFFICE SUPPLIES	CURRENT OFFICE SOLUTI	OFFICE SUPPLIES	5839609-00	03/23/17	3.13	67619
						<u>72.02</u>	
Total For Check 67619							
Check 67620							
591-545.000-727.100	SUPPLIES - POTASSIUM PER	ELHORN	WTP TREATMENT CHEMICALS	268449	03/23/17	5,477.24	67620
591-545.000-727.200	SUPPLIES - SODIUM HYPOCH	ELHORN	WTP TREATMENT CHEMICALS	268449	03/23/17	1,240.80	67620
						<u>6,718.04</u>	
Total For Check 67620							
Check 67621							
591-544.000-930.000	REPAIRS & MAINTENANCE	ETNA	WATEROUS/PACER HYDRANT REPAIR PART	S102111375.001	03/23/17	110.70	67621
591-544.000-930.000	REPAIRS & MAINTENANCE	ETNA	WATEROUS/PACER HYDRANT REPAIR PART	S102111375.001	03/23/17	164.00	67621
591-544.000-930.000	REPAIRS & MAINTENANCE	ETNA	WATEROUS/PACER HYDRANT REPAIR PART	S102111375.001	03/23/17	219.40	67621
591-544.000-930.000	REPAIRS & MAINTENANCE	ETNA	WATEROUS/PACER HYDRANT REPAIR PART	S102111375.001	03/23/17	8.20	67621
						<u>502.30</u>	
Total For Check 67621							
Check 67622							
590-175.000-955.000	MISCELLANEOUS	FELIX RIVERA	CREDIT REFUND	072217	03/23/17	148.16	67622
						<u>148.16</u>	
Total For Check 67622							
Check 67623							
582-175.000-955.000	MISCELLANEOUS	FLOYD KIERSEY	CREDIT REFUND	031017	03/23/17	20.00	67623
						<u>20.00</u>	
Total For Check 67623							
Check 67624							
582-543.000-742.000	CLOTHING / UNIFORMS	GARRETT ADAMS	REIMBURSEMENT BOOT	031817	03/23/17	50.00	67624
590-546.000-742.000	CLOTHING / UNIFORMS	GARRETT ADAMS	REIMBURSEMENT BOOT	031817	03/23/17	25.00	67624
591-544.000-742.000	CLOTHING / UNIFORMS	GARRETT ADAMS	REIMBURSEMENT BOOT	031817	03/23/17	25.00	67624
						<u>100.00</u>	
Total For Check 67624							
Check 67625							
582-543.000-726.000	SUPPLIES	GELZER & SON INC	RAKES FOR MAINTENANCE AT THE POWER	C233455	03/23/17	10.49	67625
582-543.000-726.000	SUPPLIES	GELZER & SON INC	RAKES FOR MAINTENANCE AT THE POWER	C233455	03/23/17	8.97	67625
590-547.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	PAINT SUPPLIES, MURIATIC ACID, AD	C231998	03/23/17	82.98	67625
590-547.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	PAINT SUPPLIES, MURIATIC ACID, AD	C231998	03/23/17	11.98	67625
590-547.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	PAINT SUPPLIES, MURIATIC ACID, AD	C231998	03/23/17	8.98	67625
590-547.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	PAINT SUPPLIES, MURIATIC ACID, AD	C231998	03/23/17	3.98	67625
590-547.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	PAINT SUPPLIES, MURIATIC ACID, AD	C231998	03/23/17	3.58	67625
591-544.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	PAINT SUPPLIES, MURIATIC ACID, AD	C231998	03/23/17	1.98	67625
591-545.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	PAINT SUPPLIES, MURIATIC ACID, AD	C231998	03/23/17	11.94	67625
591-545.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	PAINT SUPPLIES, MURIATIC ACID, AD	C231998	03/23/17	6.98	67625
						<u>151.86</u>	
Total For Check 67625							
Check 67626							
590-547.000-726.900	SUPPLIES - LABORATORY	HEFFERNAN SOFT WATER	WWTP LABORATORY DISTILLED WATER	1073748	03/23/17	8.25	67626
590-547.000-726.900	SUPPLIES - LABORATORY	HEFFERNAN SOFT WATER	WWTP LABORATORY DISTILLED WATER	1073748	03/23/17	17.50	67626
590-547.000-726.900	SUPPLIES - LABORATORY	HEFFERNAN SOFT WATER	WWTP LABORATORY DISTILLED WATER	1073748	03/23/17	7.55	67626
						<u>33.30</u>	
Total For Check 67626							
Check 67627							
590-175.000-955.000	MISCELLANEOUS	HOWARD HOUCHEM	CREDIT REFUND	032217	03/23/17	32.00	67627
						<u>32.00</u>	
Total For Check 67627							
Check 67628							
582-000.000-110.000	INVENTORY	IRBY CO	INVENTORY	S1010098644.001	03/23/17	495.00	67628

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 67628							
						Total For Check 67628	495.00
Check 67629							
582-175.000-955.000	MISCELLANEOUS	JENNIFER COLLINS	CREDIT REFUND	031017	03/23/17	106.16	67629
						Total For Check 67629	106.16
Check 67630							
582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ENGINE MAKE-UP WATER	S105674120.00	03/23/17	5.98	67630
582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ENGINE MAKE-UP WATER	S105674120.00	03/23/17	29.79	67630
582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ENGINE MAKE-UP WATER	S105674120.00	03/23/17	17.95	67630
582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ENGINE MAKE-UP WATER	S105674120.00	03/23/17	52.06	67630
582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ENGINE MAKE-UP WATER	S105674120.00	03/23/17	40.11	67630
582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ENGINE MAKE-UP WATER	S105674120.00	03/23/17	13.44	67630
582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ENGINE MAKE-UP WATER	S105674120.00	03/23/17	3.67	67630
582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ENGINE MAKE-UP WATER	S105674120.00	03/23/17	16.33	67630
582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ENGINE MAKE-UP WATER	S105674120.00	03/23/17	3.36	67630
582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ENGINE MAKE-UP WATER	S105674120.00	03/23/17	2.78	67630
582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ENGINE MAKE-UP WATER	S105674120.00	03/23/17	52.06	67630
582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ENGINE MAKE-UP WATER	S105674120.00	03/23/17	52.06	67630
582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ALARM LIGHT FOR ENGINE COOLING WAT	S105670041.002	03/23/17	109.12	67630
582-544.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	ELECTRICAL BOXES AND CONNECTORS	S105619292.001	03/23/17	456.73	67630
						Total For Check 67630	855.44
Check 67631							
590-546.000-955.000	MISCELLANEOUS	KSS ENTERPRISES	PAPER TOWELS, WASH AND WAX	1026288	03/23/17	68.22	67631
590-547.000-730.039	BPU VEHICLE MAINT/SUPPLI	KSS ENTERPRISES	PAPER TOWELS, WASH AND WAX	1026288	03/23/17	50.52	67631
590-547.000-730.039	BPU VEHICLE MAINT/SUPPLI	KSS ENTERPRISES	PAPER TOWELS, WASH AND WAX	1026288	03/23/17	4.95	67631
						Total For Check 67631	123.69
Check 67632							
582-175.000-801.000	CONTRACTUAL SERVICES	KUBRA DATA TRANSFER L	FEB PROCESSING	108787	03/23/17	1,302.29	67632
590-175.000-801.000	CONTRACTUAL SERVICES	KUBRA DATA TRANSFER L	FEB PROCESSING	108787	03/23/17	651.15	67632
591-175.000-801.000	CONTRACTUAL SERVICES	KUBRA DATA TRANSFER L	FEB PROCESSING	108787	03/23/17	651.14	67632
						Total For Check 67632	2,604.58
Check 67633							
582-175.000-801.000	CONTRACTUAL SERVICES	MARCOUX ALLEN	LEGAL SERVICES	32062	03/23/17	150.00	67633
590-175.000-801.000	CONTRACTUAL SERVICES	MARCOUX ALLEN	LEGAL SERVICES	32062	03/23/17	75.00	67633
591-175.000-801.000	CONTRACTUAL SERVICES	MARCOUX ALLEN	LEGAL SERVICES	32062	03/23/17	75.00	67633
						Total For Check 67633	300.00
Check 67634							
591-544.000-930.000	REPAIRS & MAINTENANCE	MARKET HOUSE	UPS SHIPPING METER PROGRAMMER	105484	03/23/17	36.35	67634
						Total For Check 67634	36.35
Check 67635							
582-175.000-801.000	CONTRACTUAL SERVICES	BRAD MARTIN	PROCESS SERVICE	121316	03/23/17	50.47	67635
590-175.000-801.000	CONTRACTUAL SERVICES	BRAD MARTIN	PROCESS SERVICE	121316	03/23/17	25.24	67635
591-175.000-801.000	CONTRACTUAL SERVICES	BRAD MARTIN	PROCESS SERVICE	121316	03/23/17	25.23	67635
						Total For Check 67635	100.94
Check 67636							
590-547.000-801.000	CONTRACTUAL SERVICES	MERIT LABORATORIES	BEF COMPLIANCE	79648/79701/795	03/23/17	188.75	67636
590-547.000-801.000	CONTRACTUAL SERVICES	MERIT LABORATORIES	BEF COMPLIANCE	79648/79701/795	03/23/17	158.75	67636
590-547.000-801.000	CONTRACTUAL SERVICES	MERIT LABORATORIES	BEF COMPLIANCE	79648/79701/795	03/23/17	119.38	67636

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 67636							
590-547.000-955.000	MISCELLANEOUS	MERIT LABORATORIES	QUARTERLY IPP SAMPLES	79494	03/23/17	387.50	67636
						<u>387.50</u>	
						854.38	
Total For Check 67636							
Check 67637							
582-175.000-920.400	UTILITIES - GAS	MICH GAS UTILITIES	OFFICE	0503214966-0000	03/23/17	121.57	67637
590-175.000-920.400	UTILITIES - GAS	MICH GAS UTILITIES	OFFICE	0503214966-0000	03/23/17	60.78	67637
590-547.000-920.400	UTILITIES - GAS	MICH GAS UTILITIES	WWTP	0504657973-0001	03/23/17	166.75	67637
591-175.000-920.400	UTILITIES - GAS	MICH GAS UTILITIES	OFFICE	0503214966-0000	03/23/17	60.80	67637
						<u>409.90</u>	
Total For Check 67637							
Check 67638							
582-175.000-955.000	MISCELLANEOUS	MICHELLE ADAMS	CREDIT REFUND	031017	03/23/17	71.48	67638
						<u>71.48</u>	
Total For Check 67638							
Check 67639							
582-543.000-740.300	NATURAL GAS - ENGINE #5	MICHIGAN SOUTH CENTRA	NATURAL GAS	H 02-17	03/23/17	134.60	67639
582-543.000-920.400	UTILITIES - GAS	MICHIGAN SOUTH CENTRA	NATURAL GAS	H 02-17	03/23/17	648.68	67639
						<u>783.28</u>	
Total For Check 67639							
Check 67640							
582-175.000-726.200	OFFICE SUPPLIES	OFFICE 360	OFFICE SUPPLIES	818112	03/23/17	49.48	67640
582-175.000-726.200	OFFICE SUPPLIES	OFFICE 360	OFFICE SUPPLIES	821203	03/23/17	1.99	67640
582-175.000-726.200	OFFICE SUPPLIES	OFFICE 360	SUPPLIES	815011	03/23/17	13.49	67640
590-175.000-726.200	OFFICE SUPPLIES	OFFICE 360	OFFICE SUPPLIES	818112	03/23/17	24.75	67640
590-175.000-726.200	OFFICE SUPPLIES	OFFICE 360	OFFICE SUPPLIES	821203	03/23/17	1.00	67640
590-175.000-726.200	OFFICE SUPPLIES	OFFICE 360	SUPPLIES	815011	03/23/17	6.75	67640
591-175.000-726.200	OFFICE SUPPLIES	OFFICE 360	OFFICE SUPPLIES	818112	03/23/17	24.74	67640
591-175.000-726.200	OFFICE SUPPLIES	OFFICE 360	OFFICE SUPPLIES	821203	03/23/17	0.99	67640
591-175.000-726.200	OFFICE SUPPLIES	OFFICE 360	SUPPLIES	815011	03/23/17	6.74	67640
						<u>129.93</u>	
Total For Check 67640							
Check 67641							
582-175.000-955.000	MISCELLANEOUS	PATRICIA JARRELL-STOW	CREDIT REFUND	031017	03/23/17	156.34	67641
						<u>156.34</u>	
Total For Check 67641							
Check 67642							
582-175.000-801.000	CONTRACTUAL SERVICES	PITNEY BOWES GLOBAL F	LEASE	3302939504	03/23/17	408.00	67642
590-175.000-801.000	CONTRACTUAL SERVICES	PITNEY BOWES GLOBAL F	LEASE	3302939504	03/23/17	204.00	67642
591-175.000-801.000	CONTRACTUAL SERVICES	PITNEY BOWES GLOBAL F	LEASE	3302939504	03/23/17	204.00	67642
						<u>816.00</u>	
Total For Check 67642							
Check 67643							
582-175.000-801.000	CONTRACTUAL SERVICES	PLANT MORAN, PLLC	LEGAL SERVICES	1410604	03/23/17	6,000.00	67643
590-175.000-801.000	CONTRACTUAL SERVICES	PLANT MORAN, PLLC	LEGAL SERVICES	1410604	03/23/17	3,000.00	67643
591-175.000-801.000	CONTRACTUAL SERVICES	PLANT MORAN, PLLC	LEGAL SERVICES	1410604	03/23/17	3,000.00	67643
						<u>12,000.00</u>	
Total For Check 67643							
Check 67644							
582-000.000-110.000	INVENTORY	POWERLINE SUPPLY	INVENTORY	56127423	03/23/17	2,000.04	67644
						<u>2,000.04</u>	
Total For Check 67644							
Check 67645							
582-175.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE	791487	03/23/17	4,543.87	67645
582-544.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE	791487	03/23/17	6,553.65	67645
590-175.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE	791487	03/23/17	2,271.93	67645

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 67645							
590-546.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE	791487	03/23/17	2,499.12	67645
590-547.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE	791487	03/23/17	1,345.68	67645
591-175.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE	791487	03/23/17	2,271.93	67645
591-543.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE	791487	03/23/17	550.50	67645
591-544.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE	791487	03/23/17	2,202.02	67645
591-545.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE	791487	03/23/17	917.51	67645
Total For Check 67645						23,156.21	
Check 67646							
582-175.000-955.000	MISCELLANEOUS	REED GELZER	CREDIT REFUND	031017	03/23/17	114.00	67646
Total For Check 67646						114.00	
Check 67647							
582-175.000-955.000	MISCELLANEOUS	RICHARD GEHRING	CREDIT REFUND	031017	03/23/17	77.38	67647
Total For Check 67647						77.38	
Check 67648							
582-175.000-955.000	MISCELLANEOUS	SAMANTHA GOCHANOUR	CREDIT REFUND	031017	03/23/17	166.00	67648
Total For Check 67648						166.00	
Check 67649							
582-175.000-955.000	MISCELLANEOUS	SOUTHERN MI BANK & TR	CREDIT REFUND	031017	03/23/17	11.68	67649
Total For Check 67649						11.68	
Check 67650							
582-175.000-925.000	TELEPHONE	SPRINT	SPRINT BILL CELLS IPAD ALLOCATION	893827215-113	03/23/17	13.63	67650
582-544.000-925.000	TELEPHONE	SPRINT	SPRINT BILL CELLS IPAD ALLOCATION	893827215-113	03/23/17	381.33	67650
590-175.000-925.000	TELEPHONE	SPRINT	SPRINT BILL CELLS IPAD ALLOCATION	893827215-113	03/23/17	103.92	67650
590-547.000-925.000	TELEPHONE	SPRINT	SPRINT BILL CELLS IPAD ALLOCATION	893827215-113	03/23/17	60.16	67650
591-175.000-925.000	TELEPHONE	SPRINT	SPRINT BILL CELLS IPAD ALLOCATION	893827215-113	03/23/17	6.81	67650
591-544.000-925.000	TELEPHONE	SPRINT	SPRINT BILL CELLS IPAD ALLOCATION	893827215-113	03/23/17	60.02	67650
Total For Check 67650						625.87	
Check 67651							
582-544.000-801.000-1	CONTRACTUAL SERVICES	SSOE	ENGINEERING SERVICES FOR ALLEY PRO	1711116	03/23/17	13,854.39	67651
Total For Check 67651						13,854.39	
Check 67652							
582-175.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	HEALTH INSURANCE/ LIFE INSURANCE	020894/3	03/23/17	173.72	67652
582-544.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	HEALTH INSURANCE/ LIFE INSURANCE	020894/3	03/23/17	426.78	67652
582-544.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	HEALTH INSURANCE/ LIFE INSURANCE	020894/3	03/23/17	33.44	67652
590-175.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	HEALTH INSURANCE/ LIFE INSURANCE	020894/3	03/23/17	28.40	67652
590-546.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	HEALTH INSURANCE/ LIFE INSURANCE	020894/3	03/23/17	36.92	67652
590-546.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	HEALTH INSURANCE/ LIFE INSURANCE	020894/3	03/23/17	53.79	67652
590-547.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	HEALTH INSURANCE/ LIFE INSURANCE	020894/3	03/23/17	19.88	67652
590-547.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	HEALTH INSURANCE/ LIFE INSURANCE	020894/3	03/23/17	28.97	67652
591-175.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	HEALTH INSURANCE/ LIFE INSURANCE	020894/3	03/23/17	42.43	67652
591-175.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	HEALTH INSURANCE/ LIFE INSURANCE	020894/3	03/23/17	58.67	67652
591-545.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	HEALTH INSURANCE/ LIFE INSURANCE	020894/3	03/23/17	11.08	67652
591-545.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	HEALTH INSURANCE/ LIFE INSURANCE	020894/3	03/23/17	12.83	67652
Total For Check 67652						926.91	
Check 67653							
590-175.000-955.000	MISCELLANEOUS	THERESA CATHY COLLINS	CREDIT REFUND	032217	03/23/17	3.12	67653

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 67653							
Total For Check 67653						3.12	
Check 67654							
590-546.000-955.000	MISCELLANEOUS	USABBLUEBOOK	LABORATORY SUPPLIES WTP	194178	03/23/17	18.18	67654
590-547.000-726.900	SUPPLIES - LABORATORY	USABBLUEBOOK	LABORATORY SUPPLIES	200302	03/23/17	508.80	67654
590-547.000-726.900	SUPPLIES - LABORATORY	USABBLUEBOOK	LABORATORY SUPPLIES	200302	03/23/17	394.74	67654
590-547.000-726.900	SUPPLIES - LABORATORY	USABBLUEBOOK	LABORATORY SUPPLIES	200302	03/23/17	89.92	67654
590-547.000-726.900	SUPPLIES - LABORATORY	USABBLUEBOOK	LABORATORY SUPPLIES	200302	03/23/17	40.27	67654
591-545.000-955.000	MISCELLANEOUS	USABBLUEBOOK	LABORATORY SUPPLIES WTP	194178	03/23/17	94.20	67654
591-545.000-955.000	MISCELLANEOUS	USABBLUEBOOK	LABORATORY SUPPLIES WTP	194178	03/23/17	54.58	67654
591-545.000-955.000	MISCELLANEOUS	USABBLUEBOOK	LABORATORY SUPPLIES WTP	194178	03/23/17	63.45	67654
591-545.000-955.000	MISCELLANEOUS	USABBLUEBOOK	LABORATORY SUPPLIES WTP	194178	03/23/17	47.98	67654
591-545.000-955.000	MISCELLANEOUS	USABBLUEBOOK	LABORATORY SUPPLIES WTP	194178	03/23/17	20.20	67654
Total For Check 67654						1,332.32	
Check 67655							
590-546.000-930.000	REPAIRS & MAINTENANCE	WHITES WELDING SERVIC	LABOR FOR DEBRIS HOOK	82816	03/23/17	25.00	67655
Total For Check 67655						25.00	
Check 67656							
582-175.000-801.000	CONTRACTUAL SERVICES	WORKHEALTH-QUINCY, PL	PRE PX	4150	03/23/17	116.50	67656
590-175.000-801.000	CONTRACTUAL SERVICES	WORKHEALTH-QUINCY, PL	PRE PX	4150	03/23/17	14.25	67656
591-175.000-801.000	CONTRACTUAL SERVICES	WORKHEALTH-QUINCY, PL	PRE PX	4150	03/23/17	14.25	67656
Total For Check 67656						145.00	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
			Fund Totals:				
			Fund 582 ELECTRIC FUND			157,356.47	
			Fund 590 SEWER FUND			24,450.52	
			Fund 591 WATER FUND			24,682.05	
			Total For All Funds:			<hr/>	206,489.04

CITY COUNCIL MINUTES

City of Hillsdale

March 20, 2017

7:00 P.M.

Regular Meeting

Call to Order and Pledge of Allegiance

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

Roll Call

Mayor Scott Sessions called the meeting to order.

Council Members present: Scott M. Sessions, Mayor
 Adam Stockford, Ward 1
 Timothy Dixon, Ward 2
 William Morrissey, Ward 2
 Bruce Sharp, Ward 3
 William Zeiser, Ward 3
 Patrick Flannery, Ward 4

Council Members absent: Brian Watkins, Ward 1
 Matthew Bell, Ward 4

Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney Tom Thompson, Bonnie Tew (Finance), Kay Freese (HR), Scott Hephner (HCPD/HCFD), Jeff Hawkins (HCFD), Mike Barber (BPU), Chris McArthur (BPU), Jake Hammel (DPS), Matt Taylor (Engineering), Alan Beeker (Zoning Administrator), Corey Murray (Hillsdale Daily News), Nic Rowan (Hillsdale Collegian), Joseph Hendee, Penny Swan, Dennis Wainscott, Kristin Lucas, Julia Denig, Michael Mitchell, David Roberts, and Ray Briner.

Council Member Excused

Mayor Sessions reported Council Member Bell would not be at the meeting due a family obligation and Council Member Watkins would not be at the meeting due to work obligations.

Council Member Zeiser, seconded by Council Member Flannery, moved to excuse the absence of Council Member Bell and Council Member Watkins from the meeting. By a voice vote, the motion passed unanimously.

Approval of Agenda

Council Member Flannery, seconded by Council Member Dixon, moved to approve the March 20, 2017 agenda as submitted. By a voice vote, the motion carried unanimously.

Public Comment

Mr. Joseph Hendee, 181 Rea Street, argued the meeting was being held in violation of the Open Meetings Act, as the annual meeting notice for the City Council meetings did not include the address of the meeting’s location as well as the city’s telephone number.

Consent Agenda

- A. Approval of Bills
 - 1. City Claims of March 10, 2017: \$96,478.84
 - 2. BPU Claims of March 10, 2017: \$284,967.37
 - 3. Payroll of: \$153,143.45
- B. City Council Minutes:
 - 1. Regular Meeting of March 6, 2017
 - 2. Special Meeting of March 14, 2017 (Open & Closed Sessions)
- C. F.A.I.R. Committee Minutes of January 16, 2017
- D. Financial Reports for period ending February 28, 2017

Council Member Zeiser, seconded by Council Member Flannery, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

Communications/Petitions

- A. Resignation of Library Director LeAnn Beckwith

Mayor Sessions provided the communication for informational purposes only.

B. Hillsdale High School Presentation – Wellhead Protection

Students from Hillsdale High School provided demonstrations of groundwater geological features and the effects of contamination in groundwater. Students discussed the need for proper groundwater protection and highlighted various methods of groundwater conservation. Students utilized a groundwater model that had been provided to the local schools using grant funds in cooperation with the Michigan Wellhead Protection Program and the Michigan Department of Environmental Quality (MDEQ).

C. 2017 Brush Collection Notice

DPS Director Hammel reported the city would provide the first of four, quarterly curbside collections of brush and leaves beginning on Monday, April 3, 2017 for all city wards. Mr. Hammel encouraged residents to have their brush and leaves placed near the roadway for pickup by Monday morning, April 3rd.

D. 2016 Bowhunting Program Report

Chief Hephner provided a report on the 2016 bow hunting program that cultivated 33 deer, which was 10 more than what was taken in 2015. Chief Hephner stated the 2016 program did not have as much available property for hunting than what was available in previous years due to PA425 property being reverted back to the jurisdictions of surrounding townships. Chief Hephner stated the expansion of uses within the Industrial Park and continued build-out of Three Meadows would further restrict available hunting areas with the city limits. Chief Hephner then provided information on the difference between the 2016 program and the deer culls that had been directed by the city in previous years.

E. Right-of-Way Application – Gina Relays – April 27-29, 2017 (Information Only)

Chief Hephner reviewed the staff approval of a right-of-way application from Hillsdale College to restrict parking on the east side of Union Street between E. College Street and Barber Drive on April 27-29, 2017 for the Gina Relays. Chief Hephner noted the restriction of public parking would permit team buses to park in those designated areas during that time. Chief Hephner also indicated the change from the west side of the street to the east side of the road was in response to safety issues raised by neighbors following the same event in 2015.

Introduction and Adoption of Ordinance/Public Hearing**A. Resolution #3303: A Resolution Establishing City of Hillsdale Neighborhood Enterprise Zone #3 Pursuant to P.A. 147 of 1992**

Mayor Sessions opened a public hearing at 7:32 p.m. to receive public comment regarding the establishment of a Neighborhood Enterprise Zone on N. West Street in the City of Hillsdale.

No public comments were offered.

Mayor Sessions closed the public hearing at 7:33 p.m.

Council Member Morrissey, seconded by Council Member Flannery, moved to confirm the staff recommendation regarding this district; and, to consider adoption of the proposed resolution at the April 17, 2017 Council Meeting.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

Unfinished Business

There was no Unfinished Business on the agenda.

Old Business

There was no Old Business on the agenda.

New Business

- A. Approve the Updated Capital Improvement Plan for the City of Hillsdale and Establish a Public Hearing for the Garden/Vine/Mead/Rippon Project Grant

DPS Director Hammel and City Engineer Taylor reviewed the staff recommendation to update the Capital Improvement Plan for the City of Hillsdale by including Vine Street as a 2018 reconstruction project. Director Hammel then reviewed the scope of the Garden/Vine/Mead project, which had recently been expanded to include sanitary sewer improvements throughout a portion of Rippon Street. Director Hammel stated an Infrastructure Capacity Enhancement (I.C.E.) grant for the project would be submitted to the State of Michigan following a public hearing that would be scheduled for April 3, 2017, pending Council approval.

Council Member Flannery, seconded by Council Member Sharp, moved to approve the updated Capital Improvement Plan for the City of Hillsdale as presented.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

Council Member Flannery, seconded by Council Member Sharp, moved to schedule a public hearing for April 3, 2017 in regards to the Infrastructure Capacity Enhancement (I.C.E.) grant application for the Garden/Vine/Mead/Rippon Project. By a voice vote, the motion passed unanimously.

B. 2017 Contract with Domestic Harmony

Ms. Julia Denig, Executive Director of Domestic Harmony, requested Council Members support a \$5,000 request to help in funding the operations of Hillsdale County's only domestic violence shelter. Ms. Denig provided some fiscal year statistics of their operations that included shelter to 52 adults and 43 children, supportive services to 131 non-residential clients, and 367 hotline calls. Ms. Denig stated that although Domestic Harmony served the entire county, 46% of the shelter's services went to serving clients who were residents of the City of Hillsdale. Ms. Denig stated the \$5,000 contract would represent 1.6% of the organization's total budget for the fiscal year.

Council Member Flannery objected to the contract as presented, as the services offered by Domestic Harmony were offered free to city residents. Council Member Flannery also indicated the requested funding could be used by city offices, which had been instructed to cut expense budgets in FY2018.

Council Member Dixon reported he was a volunteer board member for Domestic Harmony. Council Member Dixon recommended the approval of the contract and stated the State of Michigan had recently allowed cities and townships to fund domestic violence shelters that were operated by private, non-profit organizations.

Responding to a question from Council Member Morrissey, Police Chief Hephner stated the Domestic Harmony shelter was an absolute asset to the community that provided a unique service to the area.

Council Member Sharp stated a small group of Council Members had recently toured Domestic Harmony and found the location to be very clean and welcoming, while also having excellent security for the individuals who stayed at the location.

Council Member Stockford thanked Ms. Denig for her leadership and the valuable services offered by Domestic Harmony.

Council Member Sharp, seconded by Council Member Flannery, moved to approve a one-year contract with Domestic Harmony in the amount of \$5,000 for domestic violence services including shelter, counseling, prevention, and legal advocacy.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	No
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 6-1.

C. 2017-2021 Audit Contract with Condon, Hecht, Bisher, Wade & Co. P.C.

City Manager Mackie stated the city had solicited bids for auditing services starting July 1, 2017 through June 30, 2021. City Manager Mackie stated the city had received three bids, with the lowest bid being received from Condon, Hecht, Bisher, Wade & Co. P.C. in the amount of \$122,005.

Council Member Flannery, seconded by Council Member Dixon, moved to approve the 2017-2021 Audit Contract with Condon, Hecht, Bisher, Wade & Co. P.C. at a total cost of \$122,005.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

D. Amendment to No Smoking and Tobacco Use Policy

City Manager Mackie stated city staff recommended an amendment to the City of Hillsdale Employee Handbook that would prohibit smoking, and the use of any form of tobacco, in all city-owned buildings and vehicles. City Manager Mackie stated the existing policy permitted the use of tobacco products in city-owned vehicles that had a gross vehicle weight of 10,000 or more pounds.

Council Member Flannery, seconded by Council Member Dixon, moved to approve an amendment to the City of Hillsdale Employee Handbook that would prohibit smoking and the use of any form of tobacco in all city-owned buildings and vehicles.

Roll call:	Council Member Dixon	Aye
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Council Member Flannery	Aye
Council Member Morrissey	Aye
Council Member Sharp	Aye
Council Member Stockford	No
Council Member Zeiser	Aye
Mayor Sessions	Aye

Motion passed 6-1.

Miscellaneous

A. Board & Committee Appointments

Council Member Flannery, seconded by Council Member Zeiser, moved to approve the appointment of Council Member Sharp to Airport Advisory Committee. By a voice vote, the motion passed unanimously.

City Manager’s Report

City Manager Mackie reported:

1. Council work-sessions for the FY2018 budget had been tentatively scheduled for Tuesday, April 18 and Monday, April 24, 2017
2. Approval for construction of the new apron at the airport would be placed on the April 3, 2017 Council agenda
3. The Funding Alternatives Identification & Recommendation (F.A.I.R.) Committee had met on March 13, 2017 and had recommended Council include a 3-mil levy within the FY2018 budget that would be designated for road improvement projects. City Manager Mackie stated the implementation of the 3-mil levy would generate approximately \$360,000 per year that could be used for capital improvements to city streets.
4. The Planning Commission had scheduled a meeting for Tuesday, March 21, 2017 at 5:30 p.m. to gather information on the state regulations involving medical marijuana businesses. City Manager Mackie stated the new state laws required local units to “opt-in” by December 31, 2017 if medical marijuana businesses were to be permitted within the city limits.

Council Member Stockford noted the 2008 election that permitted medical marijuana had been supported by the citizens of Hillsdale in comparable percentages than what had been approved throughout the rest of the state. Council Member Stockford and Council Member Sharp both expressed an interest in obtaining additional information on the topic before determining their position on medical marijuana businesses within the city.

Council Member Zeiser also encouraged the city staff and Council to solicit the input from area law

enforcement agencies when determining the appropriateness of medical marijuana businesses in the city. Council Member Zeiser also commented on the Open Meeting Act allegation made by Mr. Hendee and encouraged city staff to strive for excellence when complying with state laws and regulations.

General Public Comment

Ms. Penny Swan discussed the importance of having biographies for all board & commission appointments, even if the appointment was an existing City Council member. Ms. Swan also questioned the effect on the decisions made by Council at the meeting if the Open Meetings Act was violated, as alleged by Mr. Hendee.

Mr. Dennis Wainscott thanked Council for approving the contract with Domestic Harmony and encouraged city residents to support this organization with their monetary donations.

Council Comments

Council Member Sharp congratulated the Pittsford High School women's basketball team on winning their second-consecutive state championship.

Adjournment

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

The meeting adjourned at 8:13 p.m.

Scott M. Sessions, Mayor

Stephen M. French, City Clerk

CITY OF HILLSDALE



Planning Commission
97 North Broad Street
Hillsdale, Michigan 49242-1695
(517) 437-6449 Fax: (517) 437-6450

PLANNING COMMISSION MINUTES

REGULAR MEETING

CITY HALL, 97 N. BROAD ST. 2nd FLOOR

February 21, 2017 at 5:30 PM

I. Call to Order 5:30 pm

- A. Pledge of Allegiance
- B. Members present: Vice Chair Samuel Nutter, Mayor Scott Sessions, Laura Smith, Eric Moore, Robert Schall, M.D., Kerry Laycock
- C. Others present: Alan Beeker (Zoning Administrator), Mary Wolfram (Economic Development), Jack McClain, Debra Connors
- D. Members absent: Amber Yoder (excused)

II. Consent Items/Communications

- A. Mayor Scott Sessions moved to approve the agenda as presented, Eric Moore seconded, motion passed.
- B. Mayor Scott Sessions moved to approve the minutes from the January meeting as presented, Eric Moore seconded, motion passed.

III. Public Comment

Mary Wolfram informed the Commission that after the last meeting she contacted Mr. Cogswell of MasTec discuss the possibility of looking at an alternate site for the new tower. She gave a brief summary regarding those discussions. MasTec is currently in communication with WCSR and will be asking ATT if they are interested in ordering the engineering and design for the WCSR site.

IV. Old Business

ATT Tower – WCSR property rezone – The Commission discussed the possibility of rezoning the property as an I-1 Light Industrial District. After a lengthy discussion, the Commission decided that it was not in agreement with the Master Plan to change the zoning of the WCSR property. Instead, the Commission would recommend that the Zoning Board of Appeals grant a variance to allow for the construction of a new communications tower.

V. New Business

- A. **Region 2 Planning Commission Update** – Mr. Beeker presented an overview of the recent R2PC meeting.

VI. Zoning Administrator Report

- A. Zoning Map Amendments – After a brief discussion regarding the proposed zoning map changes presented in the “Draft” zoning map, the Commission proposed a few amendments. Kerry Laycock moved to change the city owned property along railroad at E. Fayette St. and the I-1 Light Industrial parcels along E. Bacon, west of N. Wolcott be changed to PRD Planned Redevelopment District, Mayor Sessions seconded, motion passed.

- B. The Recreation Department is amending the Joint Recreational Plan that was created in 2011 between Hillsdale Township and the City of Hillsdale. The amended plan will need to be approved at a joint meeting between the Hillsdale City Planning Commission and the Hillsdale Township Planning Commission. The proposed date for the meeting is March 20, 2017. Mr. Beeker will contact the Commission members with more information in the near future.

VII. Economic Development

Ms. Wolfram spoke about the recent TIFA purchase of the Keefer Hotel and the Dawn Theater. TIFA will be soon be offering an RFP for the development of the Keefer Hotel. MEDC has asked for estimates in order to expand a grant to rehabilitate the Dawn Theater. Mary asked the Commission to consider addressing zoning in the B-2 district allowing only retail on the ground floor of storefront buildings.

VIII. Public Comment

Jack McClain asked about if the Commission was going to consider implementing zoning to monitor Airbnb type businesses. He also asked if the Commission had begun working on amending the sign ordinance after the ZBA suggested it at their last meeting. He also had concerns about signage at the College and at 42 Union.

- IX. Adjournment at 7:15 pm** – Kerry Laycock moved to adjourn, Eric Moore seconded, motion passed. Meeting adjourned.

Next meeting: March 21, 2017 at 5:30 pm.

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Hillsdale City Hall
97 N Broad Street
Hillsdale, MI 49242

Board of Review Minutes
City of Hillsdale
March Meeting – MCL 211.30

Tuesday, March 7, 2017
Monday, March 13, 2017
Tuesday, March 14, 2017
www.cityofhillsdale.org

ORGANIZATIONAL MEETING

Call to Order and Pledge of Allegiance

Assessor Thomas called the organizational meeting of the City of Hillsdale 2017 March Board of Review to order at 9:02 a.m. Tuesday, March 7, 2017. Assessor Thomas advised that she was not a voting member of the Board but that she would lead the meeting and keep minutes until such time as the Board appointed a Chair and Secretary as the prior Chair and Secretary were no longer serving. All three current members are serving their first term and attended training by the Hillsdale County Equalization Director using State Tax Commission (STC) materials. In addition, Board members were provided with STC Bulletins, FAQ's and Guidelines and given information on where to find information on the www.michigan.gov website as part of their welcome packet upon being appointed.

Roll Call

Members present:	Anthony Vear Richard Curtis Donna McKay
Members absent:	Ed Sumnar (alternate – presence not requested)
Also present:	Assessor, Kimberly Thomas

Election of chair & secretary

Motion by McKay, seconded by Curtis to nominate Vear as Chair. Motion carried unanimously.

Motion by McKay, seconded by Vear to nominate Curtis as Secretary. Motion carried unanimously.

Assessor Thomas abdicated leadership of the meeting and the minutes to Chair Vear and Secretary Curtis.

Approval of Agenda

Motion by Curtis, seconded by McKay to approve the agenda as presented. Motion carried unanimously.

Public Comments on Agenda Items

None

Old Business

1. MTT update – Assessor Thomas indicated that there was one Michigan Tax Tribunal (MTT) appeal pending at this time with a telephonic hearing scheduled for April.
2. Approval of Minutes of previous meeting (December 13, 2016) – Motion by McKay, seconded by Curtis to approve the minutes of the December 13, 2016 meeting as prepared by the prior secretary.

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New Business

1. 2017 appeal procedures
 - a. Board members received and reviewed STC Bulletin No. 15 of 2015 outlining 2017 Property Tax Appeal Procedures as determined by statute.
 - b. Board members received and reviewed Appeal Procedures currently followed for City of Hillsdale March Board of Review appeals. Some discussion followed regarding the handling of walk-in petitioners. Discussion and handout of poverty exemption (MCL 211.7u) standards and Federal income guidelines. In the case of an exemption under MCL 211.7u, the exemption must be approved by both a majority of the Board and the assessor. All other decisions are strictly the responsibility of the Board. Consensus was reached to maintain appeal procedures as previously adopted.
2. 2017 assessment roll, land value and Economic Condition Factor (ECF) maps & equalization studies were presented to the Board by the Assessor and discussed. The Board was also provided with a binder containing state reference guides on various assessment related topics.
3. Correspondence (not petitions) – None.

General Public Comments – None

Recess – 9:33 a.m.

TAXPAYER APPEAL MEETINGS

Call to Order - 8:55 a.m. Monday, March 13, 2017

Roll Call

Members present:	Anthony Vear Richard Curtis Donna McKay
Also present:	Assessor, Kimberly Thomas Gene Ellison, petitioner, M17-008

Petitions

In Person petitioners appeared by appointment as follows:

- M17-008 - 9:00 a.m. Gene Ellison – assessed value, exemption under MCL 211.7u - application, proof of income, and wife’s death certificate attached. Assessor Thomas completed the exemption worksheet and determined that petitioner passed both the income and asset tests under City policy and guidelines. Motion by McKay, seconded by Vear to grant partial exemption. Taxable Value reduced for 2017 only to 11,386, resulting in estimated property taxes equal to 3.5% of income per City policy. Motion carried unanimously. Assessor concurred. Partial exemption granted. No change to AV.
- M17-009 - 9:15 a.m. Chris Parks - assessed and taxable values – purchased for \$195,000 in 2016, submitted copy of appraisal for Wells Fargo/VA financing dated 7/15/2016.

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Motion by Vear, seconded by Curtis to approve revised AV & TV at 102,500 based on appraisal submitted. Motion carried unanimously.

Written petitions were pre-numbered and presented by Assessor Thomas as follows:

- M17-001 Taylor – Disabled Veterans Exemption - Affidavit and VA letter showing payment at 100% level due to unemployable status attached. Motion by McKay, seconded by Vear to grant exemption under MCL 211.7b for 2017 only. Motion carried unanimously.
- M17-002 Ridenour – MCL 211.7u exemption (Application and proof of income, household expenses, and assets attached). Assessor Thomas provided an analysis worksheet to determine petitioner's qualification under City asset test and Federal Poverty Income Level guidelines. Petitioner's income level was slightly above the federal poverty level guidelines for a 3 member household, but provided proof of "substantial and compelling reasons why there should be a deviation from the policy and guidelines" adopted by the City. Motion by Vear, seconded by McKay to grant a partial poverty exemption. Taxable value reduced for 2017 only to 23,392, resulting in estimated taxes equal to 3.5% of income per City policy. Motion carried unanimously. Assessor concurred. Partial exemption granted. No change to AV.
- M17-004 GE HFS – Personal Property amended statement (software, warranty and training expenses included in costs originally reported in error). Motion by McKay, seconded by Vear to approve revised AV & TV of 552,300. Motion carried unanimously.

In Person petitioners appeared by appointment as follows:

- M17-010 – 10:00 a.m. Charles Sigler – assessed value – property does not meet minimum width requirements to be buildable under zoning. Motion by Vear, seconded by Curtis to change AV to \$1,900 with no effect to TV. Motion carried unanimously.
- M17-011 – 10:15 a.m. Edward Trubey – assessed value – "Real Estate Evaluation" by Southern Michigan Bank & Trust Credit Analyst March 2016 with reconciliation of value based on three comparable sales (MLS reports attached). Assessor Thomas also provided a list and analysis of 20 comparable sales within the same ECF neighborhood printed out of the BS&A CAMA software utilized by the City for property tax assessment. Motion by Curtis, seconded by McKay to change AV to \$26,900 with no effect to TV. Motion carried unanimously.
- M17-007 (petition number pre-assigned by Assessor in anticipation of presenting as written petition) – 10:30 a.m. Hugh Whitmore for the Margaret Whitmore Trust – assessed value – petitioner paid \$13,000 for property in January, contends the actual value is \$10,000. Petitioner indicated that his property was negatively impacted by foreclosed houses on both side of his property on Bacon Street and blighted properties to the south on Wolcott Street. Assessor Thomas indicated that if Mr. Whitmore had failed to appear, she had intended to petition for a revised estimate of true cash value of \$17,300 (reduced from \$34,200) due to location, lack of water and sewer hookups following demolition of the house, and the agricultural-type construction of the building (previously assessed as a residential garage). Board Chair Vear indicated that he would like to drive

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by the property on his way home Monday evening before they made a decision. Motion made on March 14, 2017 by Vear, seconded by McKay to change AV to 8,700 with no effect to TV. Motion carried unanimously.

Written petitions were pre-numbered and presented by Assessor Thomas as follows:

- M17-005 Grayhawk Leasing – Petitioner timely filed form 5076 claiming Small Business Tax Exemption for Personal Property within the City with a total value under \$80,000 – data entry error. Motion made by McKay, seconded by Vear to grant exemption for 2017 only under MCL 211.9o. Motion carried unanimously.
- M17-006 US Bank National Association – correction of data entry error brought to the assessor’s attention by the taxpayer. Motion by McKay, seconded by Curtis to change AV & TV to 23,200. Motion carried unanimously.

Recess - 11:55 a.m.

Call To Order - 12:53 p.m.

Roll Call

Regular Members present: Anthony Vear
 Richard Curtis
 Donna McKay
Also present: Assessor, Kimberly Thomas

Petitions

In Person petitioners appeared by appointment as follows:

- M17-012 – 1:00 p.m. Karlye Horton, Attorney for John M Chase Jr Trust, owner of Walnut Arms Apartments – assessed value – submitted 2017 Personal Property statement. Assessor indicated that assessed value had been estimated due to the failure on the part of the owner to file a statement. Assessor advised that the most recent statement in the file for Walnut Arms was submitted in 1995, prior to purchase by Mr. Chase. Assessor also advised petitioner that property owner would likely qualify for the small taxpayers exemption based on the information submitted, but that the deadline to file the affidavit to claim the exemption was February 10 so they could not claim the exemption for 2017. Motion made by Vear, seconded by Curtis to change AV & TV to 3,500. Motion carried unanimously.

Written petitions were presented by Assessor Thomas as follows:

- M17-013 Perry – assessed value - Letter and sales comparables received by mail on March 13. Based on the letter and information provided, the Board members were of the opinion that petitioner did not understand Michigan property tax law and likely just needed an explanation. Member Curtis offered to call petitioner during the next recess to answer petitioner’s questions. March 14, 2017 – Curtis advised the rest of the Board that petitioner expressed that they would like to withdraw their request based on the

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information he provided. Motion by Curtis, seconded by Vear to deny petitioner's appeal based on the request to withdraw. Motion carried unanimously.

In Person petitioners appeared by appointment as follows:

- M17-014, M17-015, M17-016, M17-017 and M17-018 – 2:00 p.m. Debra Young for Alamo Division – assessed value – petitioner's request was for a reduction of overall tax burden due to loss of long-term tenant and decreased value of building from lack of maintenance and functional obsolescence. Assessor provided a list of industrial building sales between October 1, 2014 and December 31, 2016 for comparison.
 - M17-014 – motion by Vear, seconded by Curtis to change AV & TV to 168,000 due to functional obsolescence and structural repairs needed and supported by comparable sales. Motion passed unanimously.
 - M17-015 – motion by Vear, seconded by McKay to deny petitioner's request. Motion passed unanimously.
 - M17-016 – motion by McKay, seconded by Vear to deny petitioner's request. Motion passed unanimously.
 - M17-017 – motion by Curtis, seconded by McKay to deny petitioner's request. Motion passed unanimously.
 - M17-018 – motion by Vear, seconded by McKay to deny petitioner's request. Motion passed unanimously.
- M17-019 – 3:00 p.m. Vicky McNair – assessed value - Petition form was correct to reflect a reduction in the assessed value from \$63,300 to \$45,300 by the assessor due to a review in response to petitioner's request for an appointment to file an appeal. This change was made prior to the assessor printing the assessment roll on the First Monday in March for presentation to the Board, in compliance with Michigan's General Property Tax Act. Petitioner contented that the True Cash Value of the property is \$52,000 based on her purchase price in February of 2016 and presented a letter from realtor Christie Plemmons. Plemmons indicated a reasonable selling price of mid to upper \$60k's for petitioner's property in the current market based on "3 recently sold comparable properties. Attached to the letter were the MLS listings for five properties sold between May 12, 2015 and December 16, 2016 with a low sold price of \$41,500 and a high sold price of \$98,000. It was unclear which three sales Ms. Plemmons' opinion was based upon. Discussion followed regarding the effect of combining the house and adjacent vacant parcel on the 2017 assessment. Assessor Thomas indicated that the value was increased from 2016 to 2017 primarily because the house was assessed as having no heating and cooling and being only 75% functional in 2016 because it was uninhabitable, as testified to by petitioner at the 2016 Board of Review. As Ms. McNair is now occupying the residence there was an increase in the assessed value for installation of forced air heating & cooling, as well as a general increase in the residential market, not because of the parcel combination. There were no "additions" used in the taxable value calculation. However, because there was a transfer of ownership in 2016 the 2017 TV will be the same as the SEV. Record cards were provided for the separate (retired) parcels showing a total land value of \$65,658 if assessed separately based on the 2017 square footage rate typically used for residential parcels under 1 acre. This square

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footage rate was calculated from vacant lot sales in residential neighborhoods throughout the City. By comparison, the record card for the parcel under appeal showed a total land value of \$24,000 for 1.69 acres based on the per acre rate from larger land sales during the same time period. Petitioner also indicated that her property was negatively impacted by several blighted properties at the north end of her section of Wolcott Street. Assessor Thomas provided a list and analysis to the Board of 16 comparable sales within the same ECF neighborhood printed out of the BS&A CAMA software utilized by the City for property tax assessment. Board Chair Vear indicated that he would like to drive by this property on his way home Monday evening before they made a decision, as it was in the same stretch of Wolcott Street as Mr. Whitmore's property. March 14, 2017 – motion by McKay, seconded by Curtis to change the AV & TV to 43,000 based on a 5% negative adjustment to the building value for external obsolescence caused by nearby blighted properties. Motion carried unanimously.

- M17-020 – 3:30 p.m. David Roberts – assessed and taxable value and classification - petitioner indicated that he had purchased the property in question for \$43,000 in 2016. The only improvements to the property since his purchase have been a new roof and other normal repair and maintenance. When asked why the record card showed a sale price of \$52,000, Mr. Roberts indicated that there were seller concessions including payment of the buyer's closing costs by the seller in exchange for a promissory note from the buyer to the seller involved. It was also noted by the assessor that the sale was part of a bankruptcy proceeding. Assessor Thomas asked Mr. Roberts to clarify how many residential housing units were currently in the building and what condition they were in. Mr. Roberts indicated that there was a rented unit on the first floor but that the upstairs unit was still uninhabitable but he intended to renovate it for his own use. He indicated that there was also an uninhabitable efficiency unit at the rear of the downstairs in what was originally a porch. He wasn't sure yet what his plans were for that area. He also indicated that he had cleaned up the exterior property area around the garage but the garage itself still needed repair. Petitioner also questioned the change in classification from 402 to 401. Assessor Thomas explained that both were used for residential properties but the state recommended codes for improved vs vacant properties differed from what had historically been used at the county level so they were in the process of changing over the state recommended codes. Assessor Thomas provided a list and analysis to the Board of 20 comparable sales within the same ECF neighborhood printed out of the BS&A CAMA software utilized by the City for property tax assessment. Motion by Vear, seconded by McKay to change the AV and TV to \$26,000 based on the condition of the upstairs unit. No change to classification. Motion carried unanimously.

Recess - 4:35 p.m.

Call to Order – 1:53 p.m. Tuesday, March 14, 2017

Roll Call

Members present:

Anthony Vear
Richard Curtis
Donna McKay

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Also present: Assessor, Kimberly Thomas

Petitions

In Person petitioners appeared by appointment as follows:

- M17-021 – 2:00 p.m. Donald Hernandez – assessed value – petitioner had questions about why his assessment had decreased. Upon review of the record card and based on familiarity with the property by Board members and the assessor, it was determined that the class of construction used in the assessment was incorrect and should be revised to accurately calculate the current value of the property. Motion made by McKay, seconded by Vear to change the AV to 87,400 with no effect on TV based upon a correction of the residential building class to BC. Motion carried unanimously.
- M17-022, M17-023 and M17-024 – 2:15 p.m. Brett Boyd for the Roger L Boyd Trust/Hillsdale Market House – assessed value – petitioner had questions about the specific taxes and assessment under the Commercial Rehabilitation Exemption (CRE) Certificate and presented documentation of his assessment and that of competing properties. Petitioner’s contention was that the rehabilitation project should not have resulted in a higher assessed value because, based on a comparison of their pre-renovation building assessment to similarly used properties, they were already being assessed as if the building had been adequately maintained and updated. He indicated that he felt should have done more research and appealed the assessment before applying for the abatement and starting the renovation project.
 - M17-022 Motion by Curtis, seconded by McKay to deny petitioner’s request based on the “frozen” value for this parcel under the CRE. Motion carried unanimously.
 - M17-023 Motion by Vear, seconded by Curtis to change the AV & TV to 0 in recognition that the rehabilitation did not add value over the value indicated by the frozen building assessment and in order to keep uniformity in assessments with similarly improved properties. Motion carried unanimously.
 - M17-024 Motion by McKay, seconded by Vear to deny petitioner’s request as petitioner indicated assessment was in line with his opinion of true cash value on the land. Motion carried unanimously.
- M17-025 and M17-026 – 3:30 p.m. Mike Neely for Neely Properties, LLC – assessed value – Petitioner contended that the assessment should be more in line with his purchase price paid in 2016 due to the condition of the building and the length of time the property was on the market before he purchased it. The Board and Assessor discussed the appropriateness of applying an adjustment for functional obsolescence due to the change in use without any substantial redesign of the building.
 - M17-025 motion by Curtis, seconded by McKay to change AV & TV to \$22,500 based on a 20% reduction in land value for easement access only. Motion carried unanimously.
 - M17-016 motion by Vear, seconded by McKay to change AV & TV to \$84,500 based on a 10% reduction to the building value for functional obsolescence. Motion carried unanimously.

- M17-027, M17-028, M17-029, M17-030, M17-031, M17-032, M17-033 & M17-034 – 3:45 p.m. Grant Baker on behalf of himself and his co-owners – assessed value – Petitioner had questions about the sales used to determine values on his downtown properties. Assessor provided a copy of the 2017 commercial building ECF study for the TIFA Historic district. Petitioner also question why the assessments within the same district all changed by different percentages. He also questioned the value of his residential vacant parcel. In addition, he received a notice of assessment for a tiny parcel owned by Cold Spring Woods, Inc but did not complete a petition form for this parcel. The assessor indicated that this parcel was a gap between deeds from Cold Spring Woods, Inc discovered by a title agent while verifying title history on the parcel with which it was previously being assessed. The notice was being sent to all the adjacent property owners in the hopes that one of them had an unrecorded deed establishing ownership of the parcel. Assessor indicated to the board that she would do a more in-depth analysis of the % of change on the downtown parcels and send her findings to Mr. Baker.
 - M17-027 Motion by McKay, seconded by Vear to deny petitioner’s request. Motion carried unanimously.
 - M17-028 Motion by Curtis, seconded by McKay to deny petitioner’s request. Motion carried unanimously.
 - M17-029 Motion by McKay, seconded by Curtis to deny petitioner’s request. Motion carried unanimously.
 - M17-030 Motion by Vear, seconded by Curtis to deny petitioner’s request. Motion carried unanimously.
 - M17-031 Motion by McKay, seconded by Vear to deny petitioner’s request. Motion carried unanimously.
 - M17-032 Motion by Vear, seconded by McKay to deny petitioner’s request. Motion carried unanimously.
 - M17-033 Motion by Curtis, seconded by McKay to deny petitioner’s request. Motion carried unanimously.
 - M17-034 Motion by Vear, seconded by McKay to deny petitioner’s request. Motion carried unanimously.
- M17-035 – 4:30 p.m. Steve Vear – assessed value – Chairman Anthony Vear recused himself from hearing this petition as the petitioner is his brother. Petitioner requested a reduction in assessed value based on a comparison of the per square foot rate used to determine his building value compared with the building to his south. Assessor Thomas indicated to the Board that the difference in square foot rate was attributable to the upstairs on Mr. Vear’s building being finished as a residential apartment and the upstairs of the adjacent building being office space. Motion by Curtis, seconded by McKay to deny petitioner’s request. Motion carried unanimously.
- M17-036, M17-037 and M17-038 – 4:35 p.m. Steve Vear on behalf of Shirley Bratton – assessed & taxable value – Chairman Anthony Vear recused himself from hearing these petitions as the petitioner is his brother. Petitioner indicated that Ms. Bratton is a client of his accounting firm and is in failing health. He presented a hand-written comparison of the assessment on Ms. Bratton’s home with those of her neighbors for the years 2014-

2017. He did not indicate what he believed the value of her property was, only that the change in assessment was not consistent with her neighbors. Mr. Vear also requested a change in classification of the vacant lot with frontage on Broad Street (M-99) from commercial to residential so that it would qualify for the Principal Residence Exemption (PRE). He also requested a reduction in assessment on the vacant lot on Charles Street but did not provide an estimate of True Cash Value. Assessor Thomas confirmed to the Board that the vacant property on Broad Street is zoned B-3 General Business but that the properties on either side were improved with residential structures, currently used as residences and were classified as residential based on that use. Assessor Thomas provided a list and analysis to the Board of 12 comparable home sales within the same ECF neighborhood printed out of the BS&A CAMA software utilized by the City for property tax assessment.

- M17-036 Motion by McKay, seconded by Curtis to deny petitioner's request as he did not indicate his estimate of True Cash Value. Motion carried unanimously.
- M17-037 Motion by McKay, seconded by Curtis to deny petitioner's request as the highest contributing use would be commercial based on zoning and location. Motion carried unanimously.
- M17-038 Motion by McKay, seconded by Curtis to deny petitioner's request. Motion carried unanimously.
- M17-039 – 4:45 p.m. Tim Frosch for 44 Blue & Gold, LLC – taxable value – Mr. Frosch indicated that the taxable value had increased more than the rate of inflation but that no improvements had been made on the property in 2016. Assessor Thomas indicated that the structure had been assessed as partially complete due to being partially gutted as of December 31, 2015. Mr. Frosch indicated that the structure was partially gutted and renovated in 2015 but that all work was completed prior to December 31 so the assessment should not have been reduced for partial construction. Assessor Thomas verified that the building permit was given final approval prior to December 31, 2015. She further found that the taxable value was not reduced for “losses” on the 2016 assessment, so felt that it was not appropriate to have made “additions” in calculating the 2017 taxable value. The 2016 capped value was below the 2016 SEV even with the adjustment for partial construction, so the adjustment had no effect on TV. Motion by Vear, seconded by McKay to change TV to \$23,429 based on the revised capped value after removal of additions. Motion carried unanimously.

Recess - 5:15 p.m.

Call to Order – 5:55 p.m.

Roll Call

Members present:

Anthony Vear
Richard Curtis
Donna McKay

Also present:

Assessor, Kimberly Thomas

Petitions

2nd Floor Conference Room
Hillsdale City Hall
97 N Broad Street
Hillsdale, MI 49242

Board of Review Minutes
City of Hillsdale
March Meeting – MCL 211.30

Tuesday, March 7, 2017
Monday, March 13, 2017
Tuesday, March 14, 2017
www.cityofhillsdale.org

In Person petitioners appeared by appointment as follows:

- M17-040 – 6:00 p.m. Mark Parker – assessed value – petitioner submitted an appraisal prepared for Hillsdale County National Bank on December 4, 2015 indicating a market value of \$62,000 for the property under appeal and a Comparable Market Analysis prepared March 13, 2017 indicating a value of \$46,500. Assessor Thomas provided a list and analysis to the Board of 9 comparable home sales within the same ECF neighborhood printed out of the BS&A CAMA software utilized by the City for property tax assessment. Mr. Parker had an appointment scheduled to appeal a second property but indicated that he had changed his mind about filing that appeal. Motion by McKay, seconded by Curtis to change the AV & TV to 31,500 based on the 2015 appraisal adjusted by the 1.009 inflation rate multiplier. Motion carried unanimously.
- M17-041, M17-042, M17-043 and M17-044 – 6:30 p.m. Harold and Carla Stewart on behalf of themselves and Fred Stewart, Trustee of the Harold F and Helen M Stewart Joint Irrevocable Trust – assessed value – Petitioners corrected several items on the assessment of the house including no crawl space, poured concrete construction (not cement block), and no public sewer. Petitioners also felt there was a negative impact from the same blighted properties on Wolcott Street cited by prior petitioners. The balance of petitioner's testimony related to the amount of usable land for the improved parcel and the three vacant parcels. They indicated (and assessor confirmed using GIS) that each parcel dropped off in the back into a swamp and was further limited by an electrical transmission line easement. Assessor Thomas estimated the usable acreage for each parcel at about 3 acres.
 - M17-041 Motion by McKay, seconded by Curtis to change the AV to 100,000 with no effect on TV based on corrections to the building assessment, reduction in land value for portion under water and encroached, and a 5% negative economic obsolescence adjustment for blighted properties in the neighborhood. Motion carried unanimously.
 - M17-042 Motion by Curtis, seconded by Vear to change the AV to 15,000 with no effect on TV. Motion carried unanimously.
 - M17-043 Motion by Vear, seconded by McKay to change AV to 15,000 with no effect on TV. Motion carried unanimously.
 - M17-044 Motion by McKay, seconded by Vear to change AV to 15,000 with no effect on TV. Motion carried unanimously.
- M17-045 – 7:00 p.m. Steve Wood – assessed value – Petitioner indicated that the assessment had increased in excess of the current value. Assessor Thomas confirmed that there was a significant reduction made to the depreciation applied against the structure for the current year but did not have an explanation for why the change was made. The most recent building permit was for a re-roof in 2007 and petitioner indicated that was the last improvement made. Petitioner further indicated that he had placed the property on the market in 2016 but had received no offers. Assessor Thomas printed off the listing information from www.realtor.com which showed an initial list price of \$72,000, reduced to \$69,000 in October, and to \$67,000 in January. Petitioner indicated that he had recently changed realtors. Assessor Thomas provided a list and analysis to the Board of 9 comparable home sales within the same ECF neighborhood printed out of the BS&A

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CAMA software utilized by the City for property tax assessment. Motion by McKay, seconded by Vear to change AV to 30,700 with no effect on TV. Motion carried unanimously.

Written petitions were presented by Assessor Thomas as follows:

- M17-003 Ryan – Assessed Value appeal (letter attached). City assessing staff member Kelly LoPresto was asked to contact Dr. Ryan to determine his contention of True Cash Value as it was not included with the information provided. Her phone call was returned by Dr. Ryan on Tuesday and the petition amended accordingly. Motion by McKay, seconded by Vear to change the AV to \$28,700 based on a 25% reduction for functional obsolescence. Motion carried unanimously.
- M17-046 – email and completed petition form signed by Lillian and Dominic Cusumano for CFP Group, LLC - assessed and taxable value – Petitioner is appealing the assessed value based on sales as of December 31, 2016 and the taxable value increase above the 1.009 inflation rate multiplier. The “Owner’s Estimate of True Cash Value” is \$8,303, which would have been the prior year’s taxable value increased for inflation. Assessor Thomas provided the Board with a residential land value study and map of the subject property geographic area showing sales of vacant land. The residential land value study analyzed sales of residential land outside of the Neighborhood Enterprise Zones between October 1, 2014 and September 30, 2016 and supported a land value of \$1.00 per square foot. That was the rate used in setting the 2017 assessments on residential lots. Assessor Thomas also provided documentation showing that the property in question had been assessed as 1.49 acres in prior years. In analyzing the sales data from petitioner’s purchase in January, the assessor discovered that the property is actually 2.58 acres. Pursuant to MCL 211.27a and MCL 211.34d, the “additions” used in calculating taxable value includes the addition of “omitted real property” and had been adjusted based on the prior year ratio of taxable to assessed value. Motion by McKay, seconded by Curtis deny petitioner’s request. Motion carried unanimously.

In Person petitioners appeared by appointment as follows:

- M17-047 – 8:00 p.m. Brad Michael – assessed value – Petitioner presented documentation comparing the assessment and property taxes for his property to those of neighboring properties. Based on the comparison, Mr. Michael determined that his property should be assessed at about \$3,500 per acre. He also provided pictures of the same blighted properties cited by the other petitioners from Wolcott Street. Assessor Thomas provided the Board with a copy of the 2017 vacant land study used by the Hillsdale County Equalization Department in appraising agricultural property between 10 and 19.99 acres in Fayette, Hillsdale, Scipio, Litchfield and Allen Townships. That study indicated values of \$4,380 for tillable land and \$3,190 for non-tillable. She indicated that it would be reasonable to assume that, based on the location of this property and the limited availability of city sewer for the area, Mr. Michael’s property would be in competition with acreage located outside the city if he were to list it for sale. Motion by Curtis, seconded by McKay to change the AV & TV to \$32,000 based on county land value study. Motion carried unanimously.

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Petition forms are to be attached and made a part of the official minutes. Official minutes shall be placed on file with the City Assessor and shall be made available upon request in compliance with the Freedom of Information Act pursuant to City of Hillsdale policies and procedures.

Assessor Thomas indicated that she would print off the required summary and other reports to be signed by the members of the Board upon verification that all decisions had been correctly entered into the CAMA software and would contact the Board members when they were ready.

General Public Comments – None

Final Adjournment – 9:29 p.m. Tuesday, March 14, 2017.

Next scheduled meeting: 9:00 a.m. Tuesday, July 18, 2017

Respectfully submitted,

 3/20/17

Richard Curtis, Board of Review Secretary

Typed from Mr. Curtis' notes by Kimberly Thomas, Assessor



- Whereas,** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and,
- Whereas,** This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and,
- Whereas,** Arbor Day is now observed throughout the nation and the world; and,
- Whereas,** Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and,
- Whereas,** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and
- Whereas,** Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and,
- Whereas,** Trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Scott M. Sessions, Mayor of the City of Hillsdale, do hereby proclaim Monday, April 24, 2017 as

Arbor Day

In the City of Hillsdale, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and,

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 3rd day of April, 2017

Scott M. Sessions, Mayor



City of Hillsdale Agenda Item Summary

MEETING DATE: April 3, 2017

NEW BUSINESS ITEM: Garden/Mead/Vine/Rippon Street Project

SUBJECT: Public Hearing

BACKGROUND PROVIDED BY: Stephen M. French, City Clerk

The Infrastructure Capacity Enhancement (ICE) Grant application for the Garden-Mead-Vine-Rippon Street Project requires the City of Hillsdale to hold a public hearing to receive public comment to obtain the views of citizens on the proposed application and community development and housing needs. A copy of the “Public Participation Certification Form” has been included in the packet for reference.

Following the public hearing, city staff recommends Council adopt Resolution #3306 “An Authorizing Resolution for the Garden-Vine-Mead-Rippon Street CDBG-Infrastructure Capacity Enhancement (Ice) Grant.” This resolution will allow staff to submit the grant application for final determination.

At the March 20, 2017 meeting, Council unanimously approved to amend the city’s Capital Improvement Plan to include Rippon Street in the 2018 replacement schedule.

RECOMMENDATION:

Staff recommends Council conduct the public hearing that was scheduled for the meeting then adopt Resolution 3306 regarding the Garden-Vine-Mead-Rippon Street Project.

RESOLUTION #3306

**AN AUTHORIZING RESOLUTION FOR THE GARDEN-VINE-MEAD-RIPPON STREET
CDBG-INFRASTRUCTURE CAPACITY ENHANCEMENT (ICE) GRANT**

- WHEREAS,** the Michigan Strategic Fund has invited Units of General Local Government to apply for its CDBG-Infrastructure Capacity Enhancement (ICE) Competitive Funding Round; and
- WHEREAS,** the City of Hillsdale desires to request \$2,000,000.00 in CDBG funds to replace aging utilities (sanitary sewer, storm sewer, and watermain) on Garden, Mead, and Vine Streets, and Rippon Avenue ; and
- WHEREAS,** the City of Hillsdale commits local funds from its General Fund in the amount of \$222,222.22; and
- WHEREAS,** the proposed project is consistent with the local Community Development Plan as described in the Application; and
- WHEREAS,** the proposed project will benefit all residents of the project area and 52.2 percent of the residents of the City of Hillsdale are low and moderate income persons as determined by census data provided by the U.S. Department of Housing and Urban Development; and
- WHEREAS,** local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.

NOW, THEREFORE, BE IT RESOLVED that the City of Hillsdale hereby designates the City Manager as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

PASSED IN OPEN COUNCIL MEETING THIS 3rd DAY OF APRIL, 2017.

Scott Sessions, Mayor

ATTEST:

Stephen M. French, MMC
City Clerk

ATTACHMENT Gi – UGLG PUBLIC PARTICIPATION CERTIFICATION FORM

1. The UGLG has furnished its citizens with information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken. This includes the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons.
2. The UGLG has published a public notice in such manner to afford affected citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities.
3. One or more public hearings have been held to obtain the views of citizens on the proposed application and community development and housing needs.
4. Citizens have been provided reasonable access to the proposed application and related information on community development and housing needs.
5. The UGLG will provide its citizens with reasonable notice of, and opportunity to comment on, any substantial change proposed to be made in the use of funds if funds are received.
6. The UGLG provided for and encouraged citizen participation, with particular emphasis on participation by persons of low and moderate income, residents of slum and blight areas and of areas in which Section 106 funds are proposed to be used, and in the case of grantees described in Section 106(a), provided for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction. Opportunities to participate must be made available by advertising in publications, which are distributed in the slum and blight areas and the low and moderate income neighborhoods.
7. The UGLG provided citizens with reasonable and timely access to local meetings, information, and records relating to the applicant's proposed use of funds, as required by regulations of the Secretary, and relating to the actual use of funds under this title.
8. The UGLG provided for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee.
9. The UGLG provided for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. Review of program performance shall apply to previously funded CDBG grants.
10. The UGLG has identified how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. If 51% of the expected participants are non-English speaking, the hearings will be advertised in a non-English publication available to those residents. A person fluent in their language must be available to discuss the project and respond to their questions at the hearings.

David D. Mackie, City Manager

April 3, 2017

PUBLIC NOTICE

THE CITY OF HILLSDALE NOTICE OF PUBLIC HEARING FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR THE GARDEN, MEAD, AND VINE STREETS AND RIPPON AVENUE UTILITY IMPROVEMENTS PROJECT

The City of Hillsdale will conduct a public hearing on April 3, 2017 at 7:00 p.m. at City Hall for the purpose of affording citizens an opportunity to examine and submit comments on the proposed application for a CDBG grant.

The City of Hillsdale proposes to request \$2,000,000.00 in CDBG funds to replace aging utilities (sanitary sewer, storm sewer, and watermain) on Garden, Mead, and Vine Streets, and Rippon Avenue and benefit at least 51% low to moderate income persons. Zero (0) persons will be displaced as a result of the proposed activities.

Further information, including a copy of Hillsdale's Community Development Plan and CDBG application is available for review. To inspect the documents, please contact David Mackie (517) 437-6444 or review at City Hall. Comments may be submitted in writing through April 6, 2017 or made in person at the public hearing.

Citizen views and comments on the proposed application are welcome.

The City of Hillsdale
David Mackie – City Manager
(517) 437-6444



City of Hillsdale Agenda Item Summary

MEETING DATE: April 3, 2017

NEW BUSINESS: ICE Grant

SUBJECT: Anti-Displacement and Relocation Assistance Plan.

BACKGROUND PROVIDED BY STAFF: Mary Wolfram

ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The City of Hillsdale is applying for funds under the CDBG Program for the Infrastructure Capacity Enhancement (ICE) Grant to make necessary repairs to Garden, Vine, Mead and Rippon Streets and the underlying infrastructure.

Prior to receiving CDBG funds, Units of Local Government are required to adopt an Anti-Displacement and Relocation Assistance Plan.

RECOMMENDATION

Staff recommends that Council adopt the attached Anti-Displacement and Relocation Assistance Plan.

ATTACHMENT K – RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN UNDER SECTION 104(d) TEMPLATE

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the City of Hillsdale will take the following steps to minimize the displacement of persons from their homes:

- A. Coordinate code enforcement with rehabilitation and housing assistance programs.
- B. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or tenants of multi-family buildings.
- C. Stage rehabilitation of apartment units to allow tenants to remain during and after rehabilitation by working with empty units or buildings first.
- D. Establish facilities to house persons who must be relocated temporarily during rehabilitation.
- E. Adopt public policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- F. Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- G. Adopt tax assessment policies such as deferred tax payment plans to reduce impact or rapidly increasing assessments on low income owner occupants or tenants in revitalizing areas.
- H. Establish counseling centers to provide homeowners and renters with information on the assistance available to help them remain in their neighborhood in the face of revitalization pressures.

Relocation Assistance to Displaced Persons

The City of Hillsdale will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The City of Hillsdale will replace all occupied and vacant occupiable low and moderate income dwelling units demolished or converted to a use other than as low and moderate income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.488 (c) in Subpart I.

Before entering into a contract committing the City of Hillsdale to provide funds for an activity that will directly result in demolition or conversion, the City of Hillsdale will make public by publication in a newspaper of general circulation and submit to Grants Administration the following information in writing:

- A. A description of the proposed assisted activity;
- B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activities;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the City of Hillsdale will identify the general location on an area map and the approximate number of dwellings units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available;
- E. The source of funding and a time schedule for the provision of the replacement dwelling units;
- F. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least 10 years from the date of initial occupancy;
- G. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g. one 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of lower income households in the jurisdiction.

Contacts

To the extent that the specific location of the replacement units and other data in items D-G are not available at the time of the general submission, the City of Hillsdale will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Kimberly Thomas, City Assessor, City of Hillsdale, 517-437-6455, is responsible for tracking the replacement of housing and ensuring that it is provided within the required period.

Kimberly Thomas, City Assessor, City of Hillsdale, 517-437-6455, is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in 570.488 (c), to any lower income person displaced by the demolition of any dwelling unit or the conversion of a low and moderate income dwelling unit to another use in connection with an assisted activity.



City of Hillsdale Agenda Item Summary

MEETING DATE: April 3, 2017

AGENDA ITEM: ICE Grant

SUBJECT: Adoption of Community Development Plan

BACKGROUND PROVIDED BY STAFF: Mary Wolfram

Community Development Plan. All units of local government applying for funds under the CDBG Program are required to identify their community development and housing needs in accordance with the provisions set forth in Title I of the federal Housing and Community Development Act of 1974, as amended. The following major elements must be summarized in the adopted plan.

- I. A statement assessing the needs and problems of the UGLG, including the needs of low and moderate income persons. In all applications, the assessment must address both overall community development and housing needs regardless of the category under which funding is being requested.
- II. A summary list of possible long-term activities (two years or more) to address the identified needs and problems.
- III. A summary of contemplated short-term activities (one to two years) to address the identified needs and problems.
- IV. A description of the effect the proposed CDBG project will have on the UGLG.
- V. A plan for minimizing the displacement of persons as a result of grant assisted activities and to assist persons actually displaced by such activities.

RECOMMENDATION:

The City of Hillsdale is applying for funds under the CDBG Program for the Infrastructure Capacity Enhancement (ICE) Grant to make necessary repairs to Garden, Vine, Mead and Rippon Streets and the underlying infrastructure.

Staff recommends that Council adopt the attached Community Development Plan.

**CITY OF HILLSDALE, MICHIGAN
COMMUNITY DEVELOPMENT PLAN
ADOPTED: APRIL 3, 2017**

The following is a summary of the Community Development Plan within the City of Hillsdale Master Plan adopted September 8, 2015. Unless otherwise noted, information provided can be found on the indicated page of the Master Plan.

I. NEEDS AND PROBLEMS

Including the needs of low and moderate income persons.

In 2015, the City of Hillsdale was chosen as the Project Riding Tide Community for Region 9 of Governor's Snyder's Prosperity Regions based on the following findings:

In the City of Hillsdale, 32% of the general population live in poverty, compared to a statewide average of 17%. The City's Labor Force Participation rate is 56.5% while the statewide participation rate is 60.5%. At 46.2%, Hillsdale's Renter Occupied unit rate is almost double the statewide average of 27.9%. Building vacancy rate in Hillsdale is 7% compared to Michigan's 4% vacancy rate and the number of Households on Food Stamps in Hillsdale is 28% compared to Michigan's 17%, again, almost double the statewide number.

Several focus groups and public meetings have been held during the Project Rising Tide process. S.W.O.T. analyses indicate that citizens perceive the City's roads, aging infrastructure and the lack of funds to fix them to be the number one weakness in the City of Hillsdale. Other weaknesses and threats include the lack of a skilled workforce and lack of workforce development and education, losing talent, loss of jobs, drugs and low quality housing stock. Background research for the Hillsdale's 2015 Master Plan indicated that the City's **median household income of \$32,022** is lower in the City than in the County (\$42,668), the state or the nation. Overall, 22% of City households make less than \$15,000 a year (22). While well-paying jobs are needed, **over 11% of City residents do not have a high school diploma** (16). So, there is still a need for low skilled employment opportunities, skills training and improved general education.

In 2014, the Average Taxable Value for a principal residence in the City of Hillsdale was \$34,069 with an estimated annual tax bill of \$1,220. **Slow housing growth** has created a great need for renovations as a number of issues and problems, such as blight, are associated with an **aging housing stock**. Along with the maintenance needs of aging housing structures, there comes increased maintenance of **aging infrastructure** to support housing such as **water lines, sanitary sewers and roads**.

A significant portion (65%) of the city's **housing stock was built prior to 1940** (84) Housing stock built before 1940 will be at an age where major renovations may be necessary. In many cases, occupants of this housing stock are the original owners who are now elderly, often on fixed incomes and are financially incapable of making necessary repairs. Others have been sold

to first time buyers who are usually young and lack financial resources to make major structural repairs. The existing housing stock is in a state of decline.

In general, the older a structure is, the more likely the need for major repairs and improvements to make it marketable. Because major repairs and improvements are often very costly, older housing is at greater risk of decline. If this issue is ignored, structures may decline to the point that they are converted to multiple units or even need to be demolished, thereby contributing to the blight of a neighborhood. (25)

Other factors will contribute to increasing demand for all types of housing. First, the average number of persons per household in the City has been declining from approximately three per household in 1980 to 2.46 at present. Consequently, an increasing population has an even greater need for additional housing units than it did a decade ago. In addition, the population of the City is expected to continue to expand. (84) Many factors will combine with the increasing population to place additional demands for all types of housing including innovative forms of alternative and affordable types of housing.

The City needs new residential developments of all types. There is a need for more senior residential developments in the City. Certain residential properties and areas of the City continue to lack proper maintenance which threatens property values of surrounding properties and neighborhoods.

“Jobs created by commercial and industrial land users make possible the survival of a community as dollars generated from employment filter down through the local economy.” (85) However, industrial land use has declined relative to residential land use. **Vacant industrial structures** that become available outside the industrial park will be encouraged to be reused for an industrial purpose whenever feasible. When it is not feasible for these structures to be reused for an industrial purpose, adaptive reuse to another use or multiple uses will be considered for review as a mixed development. Reuse of a vacant industrial structures or land must be made compatible in design and character with the surrounding land uses.

Central Business Districts (CBD) across the country have experienced serious difficulties remaining viable. In some areas of Hillsdale’s CBD, businesses are economically marginal. Many businesses are not capable of providing the consumer one-stop-shopping which is available from competitors along the M-99 commercial strip.

The **older age of the Central Business District structures** along with the capital required to renovate these properties make it difficult for the building owner to rehabilitate a structure inside and out. Consequently, some buildings will decline until a profitable venture comes along in the future with a plan to efficiently utilize available space or the structure continues to decline until it becomes unsafe and is torn down. **Probably the most critical issue facing the CBD is the lack of a use of second and third floors.**

MASTER PLAN for COMMUNITY DEVELOPMENT

Neighborhoods			
Goals	Objectives	Action Steps	Complementary Actions/ Responsible Agency
<p><i>Support neighborhood revitalization</i></p>	<ul style="list-style-type: none"> ■ Encourage home rehabilitation and support efforts to rid the community of blighted properties. ■ Improve the physical condition of the existing housing stock to increase property valuations. ■ Encourage a high percentage of home ownership and owner occupied dwellings. ■ Retain single family dwellings and limit conversion. ■ Preserve the historic character of neighborhoods. 	<ul style="list-style-type: none"> ■ Adoption of form-based code and historic preservation tools. – Q4-2015 ■ Consider zoning changes that better manage multi-family housing and work to preserve single-family housing where appropriate. – Q1-2016 ■ Analyze & Recommend Neighborhoods for future Neighborhood Enterprise Zone (NEZ) – Q2-2016 ■ Zone for appropriate mixed-use in residential neighborhoods that encourages redevelopment, walkability and small business development. – Q3-2016 	<ul style="list-style-type: none"> ■ Creation of Local Historic District ■ Increase Neighborhood involvement through competition ■ Research Adopt-A-Neighborhood and implement with non-profits ■ Seek programs and grants for Blight Removal ■ Create neighborhood pocket parks or gardens on empty lots ■ Neighborhood Enterprise Zones (NEZ)
<p><i>Encourage a variety of new residential development that will assure safe and sanitary housing to meet the needs of existing and future residents</i></p> <p><i>Provide affordable housing for working families and senior residents</i></p>	<ul style="list-style-type: none"> ■ Encourage new residential development to be clustered in subdivisions and neighborhood areas located where appropriate community services and utilities can be feasibly provided. ■ Assure that land use policy reflects changing demographics and associated needs including, senior living, evolving family definitions and single (live alone) residents. 	<ul style="list-style-type: none"> ■ Locate new residential development in areas where potential conflicts with incompatible land uses can be avoided. - Ongoing ■ Amend ordinances that allow for variable density of residential uses to be mixed with commercial uses. - Q4-2016 	<ul style="list-style-type: none"> ■ Market Hillsdale as a great place to live

Downtown Hillsdale

Goals	Objectives	Action Steps	Complementary Actions/ Responsible Agency
<p><i>Strengthen the vitality of the downtown district</i></p>	<ul style="list-style-type: none"> ■ Concentrate on redevelopment and restoration of existing commercial areas rather than promoting new commercial development in fringe or strip areas. ■ Preserve the historic character of the downtown business district centered on a historic theme and architectural style most common in the area. ■ Enhance the unique qualities of the downtown business district by creating flexibility in zoning and land use. ■ Encourage the redevelopment and use of second and third floor buildings in the downtown business district to include residential and other uses. ■ Support continued rehabilitation of the Hillsdale County offices and the Post office within the downtown business district. ■ Support the downtown business district property owners with assistance for the review and improvement of the building façades. ■ Encourage alternate forms of transportation 	<ul style="list-style-type: none"> ■ Implement a form-based code overlay for the downtown district. – Q4-2016 ■ Amend Parking Ordinance to allow more on-street overnight parking – Q4-2015 ■ Create bike lanes along major streets. ■ Install bike racks in highly visible areas. 	<ul style="list-style-type: none"> ■ Continue and promote the TIFA façade program and restoration grants ■ Enforce existing code ■ Seek programs and grants for Blight Removal ■ Encourage non-profit involvement especially the arts ■ Obsolete Property Rehabilitation Abatement (OPRA) ■ Rental Rehabilitation Grants ■ Redevelopment Ready Communities Program (RRC) ■ TIFA Business incentive programs ■ Creation of Local Historic District

Brownfield / Industrial			
Goals	Objectives	Action Steps	Complementary Actions/ Responsible Agency
<p><i>Encourage commercial/residential, mixed-use redevelopment of abandoned industrial sites outside of industrial parks.</i></p>	<ul style="list-style-type: none"> ■ Redevelop existing abandoned industrial sites. 	<ul style="list-style-type: none"> ■ Support grant requests for Brownfield redevelopment support. - Ongoing 	<ul style="list-style-type: none"> ■ Research and write grants for blight elimination ■ Industrial Facilities Tax Exemption (IFT) ■ Local Development Financing Act (LDFA) ■ Brownfield Authority ■ Leverage high-speed internet infrastructure to attract technology related businesses. (EDC) ■ Support start-up businesses to locate in redeveloped sites. (EDC)
<p><i>Support industrial development</i></p>	<ul style="list-style-type: none"> ■ Allow light industrial uses that provide economic benefit to the community and that do not result in negative consequences to bordering neighborhoods. ■ Provide high-quality business locations with existing essential infrastructure ■ Increase local employment opportunities 	<ul style="list-style-type: none"> ■ Monitor Zoning Ordinances to remain current with Industrial district needs and trends. – Ongoing 	<ul style="list-style-type: none"> ■ Partner with BPU to attract new business ■ Recertify industrial park locations

<p><i>Encourage the development of light, clean industry clustered in industrial parks that will diversify the local economy, provide a stable tax base and will protect the local environment from degradation.</i></p>	<ul style="list-style-type: none"> ■ Assure industrial uses have access to major thoroughfares and do not disrupt secondary and tertiary roadways. ■ Encourage industrial development in areas where soils are suitable and potential for groundwater contamination is minimized. 	<ul style="list-style-type: none"> ■ Encourage industrial development to locate in well planned locations where these uses can be clustered and assure a high degree of compatibility with surrounding land uses. – Ongoing ■ Encourage location of industrial uses where sufficient infrastructure can support these uses. - Ongoing ■ Buffer industrial uses from residential uses. - Ongoing ■ Favor uses that do not pollute the air, soil, water, or are offensive to neighboring land uses because of noise, sight, or odor. - Ongoing ■ Require appropriate landscaping of each new or expanding industrial site. – Q3-2015 	<ul style="list-style-type: none"> ■ Promote and find technology-based companies, especially data storage
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Commercial Development			
Goals	Objectives	Action Steps	Complementary Actions/ Responsible Agency
<p><i>Encourage the development of commercial uses to support the needs of the City of Hillsdale and surrounding area that will provide convenient shopping and related services to area residents and assure compatibility of commercial areas with other areas.</i></p>	<ul style="list-style-type: none"> ■ Encourage clustered commercial development rather than sprawl or strip developments. ■ Locate commercial establishments so that they are accessible to efficient transportation systems. ■ Locate commercial uses so as to avoid incompatible adjacent uses. ■ Promote commercial activities in areas easily accessible to the area's residents. ■ Encourage diversification in the type of commercial and business establishments in order to meet a greater range of citizen needs. ■ Develop commercial business that promote dollars to be spent locally rather than force residents to spend dollars outside the area. ■ Preserve the architectural integrity of older commercial areas when being redeveloped or restored. 	<ul style="list-style-type: none"> ■ Provide zoning requirements for greater green space and landscaping. – Q3-2015 ■ Establish zoning ordinance safeguards to minimize the negative impacts of commercial activities on roads, adjacent land uses and the environment. ■ Evaluate Form Based Zoning ordinances that encourage historic preservation in commercial areas. – Q3-2016 ■ Encourage B-1 zones on major streets in residential areas 	<ul style="list-style-type: none"> ■ Encourage and invite niche entrepreneurs to the area ■ Commercial Rehabilitation Exemption (CRE)

II. LONG TERM ACTIVITIES: (2+ years) Summary list to address identified needs

HOUSING

- Encourage a variety of residential developments that will assure safe and sanitary housing to meet the needs of existing and future residents
 - Locate new residential development in areas where potential conflicts with incompatible land uses can be avoided.
 - Improve the physical condition of the existing housing stock to increase property valuations

The City should consider participating in a CDBG program to assist low to moderate income households.

- Encourage the development of a variety of housing types and subdivision design which will promote an efficient use of space and preserve environmentally sensitive areas
 - Provide for mixed use projects by creating ordinances that will support planned unit developments or planned rehabilitative development which allows for several densities of residential to be mixed with commercial uses.
 - Plan for additional Senior residential complexes with support services

COMMERCIAL

- Strengthen the commercial function of the Central Business District (CBD)
 - Concentrate on redevelopment and restoration of existing commercial areas rather than promoting new commercial development in fringe or strip areas.
 - Provide for mixed uses on the periphery of the CBD. Use of Planned Rehabilitative Development for the functionally obsolescent industrial buildings that surround the CBD would greatly encourage other commercial uses.
- Encourage the development of commercial uses to support the needs of the City of Hillsdale and surrounding area that will provide convenient shopping and related services to the area residents and assure compatibility of commercial areas with other areas.
 - Encourage clustered commercial development rather than sprawl or strip developments.
 - Locate commercial uses so as to avoid incompatible adjacent uses.
 - Encourage diversification in the type of commercial and business establishments in order to meet a greater range of citizens needs.

INDUSTRIAL

- Encourage the development of clean industry that will diversify the local economy, provide a stable tax base and protect the local environment from degradation
 - Encourage location of industrial uses where sufficient infrastructure can support these uses.
 - Buffer industrial uses from residential uses.

- Favor uses that do not pollute the air, soil, water, or are offensive to neighboring land uses because of noise, sight, or odor.
- Plan industrial areas in the City when necessary to assist in providing an employment base and tax base for the residents of the City.
- Evaluate the need to allow small amounts of retail operations within an industrial building.

III. SHORT TERM ACTIVITIES (1-2 years) Summary list to address identified needs and problems

HOUSING

- Encourage new residential development to be clustered in subdivisions and neighborhood areas located where appropriate community services and utilities can be feasibly provided.
- New subdivision developments should be encouraged in areas where adequate utilities and services exist or can feasibly be extended.
- Promote quality housing, regardless of type, in proper densities.
- Encourage residential development which would reduce the number of driveway and street access points along major roads.
- Provide alternatives such as cluster development and senior citizen housing in moderate and medium density areas.
- Upper floors as attractive for residential purposes.
- Assist Low-Moderate- Income residents to maintain homes. Help senior citizens to maintain homes.

COMMERCIAL

- Encourage the redevelopment and use of second and third floor buildings in the CBD for uses other than commercial.
- Upper floors, when renovated, provide space for additional retail and office thereby bringing additional employment and patrons to the downtown which in turn encourages spending.
- Promote development of commercial establishments which help retail local dollars rather than force residents to spend dollars outside the area.
- Promote commercial activities in areas easily accessible to the area's residents.
- Locate commercial establishments so that they are accessible to efficient transportation systems.
- Mixed developments will be encouraged in “transition” areas where residential uses were once predominant
- Pursue tenants for Underutilized buildings. Encourage commercial location within the City

INDUSTRIAL

- Encourage industrial development to locate in well planned locations where these uses can be clustered and assure a high degree of compatibility with surrounding land uses.
- Encourage reuse of vacant industrial structures when not in conflict with other land users.
- Support efforts of redevelopment of vacant industrial structure into another use or mixed use. Encourage Adaptive Reuse of Buildings

IV. EFFECT OF PROPOSED CDBG PROJECT

The Project Areas are both neighborhoods of low to moderate income households, but the benefits of replacing sewer and water lines in these areas benefit the entire City of Hillsdale. The water mains are estimated to be built before 1950, so there is a high possibility that there may be lead service lines in these areas. Upgrading the water service lines to the houses will ensure that we have no lead service lines or joints in these areas and will provide larger service lines to our customers. Replacement of these water lines is necessary to ensure safe drinking water.

Upgrading the existing two inch water mains will provide a loop between a 10 inch water main on Hillsdale Street and a 12 inch water main on Oak Street which will improve Fire protection, water volume and reliability to the community. Upgrading the existing four inch water main on Rippon Avenue will improve Fire protection, water volume and reliability to that area, as well as the system as a whole. Upgrading the water system will allow us to place additional fire hydrants where needed and isolation valves to minimize the number of customers affected, should any problems occur in the future, by limiting the amount of people without water due to a water main break, leaking service, or any other unforeseen issue.

Upgrading the sewer system on Garden, Mead, and Vine Streets will provide reliability and fix infiltration problems. Replacing sewer lines will prevent a possible sewage spill into the St. Joseph River in the future due to aging sewer laterals that run under the river. These laterals will be relocated from the rear of the houses to the front and connected into the new 8" sanitary sewer on Garden Street. Since Hillsdale provides the headwaters of the St. Joe River, the benefit of preventing infiltration and a spill into the river has benefits for the entire community.

Upgrading the sewer system on Rippon Avenue will have similar benefits. At the north end of Rippon Avenue, there is a portion of the sanitary sewer that runs through a ravine behind several houses. This section of sanitary sewer has experienced backups and overflows in the past which has resulted in raw sewage being discharged into the watercourse which flows in the bottom of the ravine. This watercourse is within a quarter mile of the St. Joseph River. The new sanitary sewer line will be relocated to the Rippon Avenue right-of-way, and will allow the City to abandon the existing sanitary sewer in the ravine. This will eliminate the possibility of sewer overflows in the ravine in the future.

V. ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the City of Hillsdale will take the following steps to minimize the displacement of persons from their homes:

- A. Coordinate code enforcement with rehabilitation and housing assistance programs.
- B. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or tenants of multi-family buildings.
- C. Stage rehabilitation of apartment units to allow tenants to remain during and after rehabilitation by working with empty units or buildings first.
- D. Establish facilities to house persons who must be relocated temporarily during rehabilitation.
- E. Adopt public policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- F. Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- G. Adopt tax assessment policies such as deferred tax payment plans to reduce impact or rapidly increasing assessments on low income owner occupants or tenants in revitalizing areas.
- H. Establish counseling centers to provide homeowners and renters with information on the assistance available to help them remain in their neighborhood in the face of revitalization pressures.

Relocation Assistance to Displaced Persons

The City of Hillsdale will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.



City of Hillsdale Agenda Item Summary

MEETING DATE: April 3, 2017

SUBJECT: Depository and investment services

BACKGROUND PROVIDED BY: Patrick Flannery, Ward IV

The City Council requested the Finance Committee to review the financial institutions used by the City of Hillsdale and to consider whether bids should be requested for depository and investment services. The committee requested staff to compile a list of these institutions. This list is attached.

The Finance Committee noted the following:

1. The City currently has a depository relationship with several banks.
2. The committee also interprets local businesses as those having a presence in the City of Hillsdale. The overwhelming majority of these institutions fit this criteria.
3. It has been noted by Finance Committee members the City receives market rates from our current relationships.
4. Staff recently bid out the process for credit cards. Confirming the City is receiving market rates for this service.
5. Having funds spread out among several institutions is consistent with prudent investor practices. This will protect the City from a financial crisis in any one bank.

RECOMMENDATION

After consideration of these points the Finance Committee does not recommend the City bid out its depository and investment services at this time.

**City of Hillsdale
Financial Institutions
Finance Committee
March 27, 2017**

Institution	Transaction Types	Amount	Date
County National Bank	BPU Checking/ACH/Cash Management	\$ 2,429,248	Mar-17
	Savings		
	Certificates of Deposit	\$ 200,000	Oct-16
Southern Michigan Bank & Trust	Employee Credit Cards		
	City Checking/ACH/Cash Management	\$ 2,419,100	Feb-17
	Certificates of Deposit	\$ 200,000	Oct-16
	Safety Deposit Box	\$ 60	Annual Fee
	Investments - Raymond James	\$ 92,983	Jan-17
Chemical Bank	Employee Credit Cards		
	Certificates of Deposit	\$ 300,000	Oct-16
Flagstar Bank		\$ 200,000	Jul-15
	Certificates of Deposit	\$ 7,000	Dec-14
Michigan Class Investment Pool		\$ 35,000	Oct-16
	Investments	\$ 1,434,925	Feb-17
Norris, Perne & French Investment Counsel - BPU Fedelity Accounts	Investments	\$ 2,998,886	Feb-17
Collection Services	Check Scanning/Credit Card Payments		
Point & Pay	New Credit Card Payment Provider		



City of Hillsdale, Michigan

TO: Mayor Session and City Council Members
City Manager David Mackie

FROM: LeAnn Beckwith, Hillsdale Community Library Director

DATE: March 28, 2017

SUBJECT: Exterior Painting of Hillsdale Community Library

BACKGROUND:

The Hillsdale Community Library (HCL) went out to bid for painting the exterior of the library building. Proposals were received from:

Steve the Painter	\$13,325.00
Commercial Painting Services	\$18,750.00

The HCL Board voted to accept the bid from “Steve the Painter”, who has done quality work throughout Hillsdale and was the low bidder. The bid sheet is attached for your review.

RECOMMENDATION:

It is the recommendation of the HCL Board to approve a contract with “Steve the Painter” to paint the exterior of the library building at a total cost of \$13,325.00.

BID PROPOSAL

Name of Contractor: Steve the Painter (Steve Wismar)

Address of Contractor: 3741 S. Rowsey Rd
Pittsford, MI 49271

Project: Performance or repair and re-painting of all of exterior walls (excluding tan cornice and grey ornamentation at the roof) of the Hillsdale Community Library at 11 E. Bacon St. in Hillsdale, Michigan.


Total Bid Amount: \$ 13,325

The above bid includes and contemplates the performance of needed repairs and re-painting of all exterior walls exterior walls excluding tan cornice and grey ornamentation at the roof. All work contemplated by this bid shall be completed in compliance with and subject to the terms and conditions set forth in the Advertisement for Bids and Description of Project and Project Specifications, the form of Contract to be signed, copies of which are attached, and this Bid Proposal.

Submitted by: Steve Wismar
Printed Name: Steve Wismar

Title (if a partnership, Limited Liability Company or corporation) owner

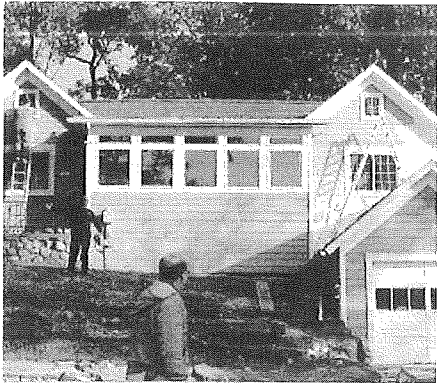
Street Address: as above
City, State and Zip _____

Telephone No: (517) 398-0405
Tax I.D. Number: 

SIGNATURE: Steve Wismar

PROPOSAL

No. 310
 Date March 10, 2017
 Sheet No. 1



Steve the Painter
517-398-0405
Some people have to work - we get to paint

Name Hillsdale Comm. Library ext.
 Street 11 E. Bacon
 City Hillsdale
 State Exterior
 Phone _____
 E-mail _____

We hereby propose to furnish the materials and perform the labor necessary for the completion of repairs and painting / coat of premium Benjamin Moore "Aura" exterior housepaint to areas and in colors specified in Bid Proposal packet dated February 6, 2017. Repairs will be primed with primer tinted toward finish color. Liability insurance per Barrett Insurance, Jonesville

All Material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in substantial workmanlike manner for the sum of

Dollars (\$) 13,325

with payments to be made as follows: 40% ⁱⁿ ~~at~~ commencement. Remainder upon completion

Any alteration or deviation from above specifications involving extra costs. Will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Worker's Compensation and Public Liability Insurance on above work to be take out by

Respectfully submitted Steve Wymar
 Per Bid Proposal

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____
 Date _____ Signature _____



City of Hillsdale, Michigan

TO: Mayor Session and City Council Members
City Manager David Mackie

FROM: Stephen M. French, MMC
City Clerk

DATE: March 28, 2017

SUBJECT: City Council Election Date Changes

BACKGROUND

The current City Charter requires that Council Members and the Mayor be elected in the alternating, odd-numbered years for four-year terms. In 2017 for example, the Mayor and one representative from each of the four wards will be elected; and, in 2019, a separate representative from each of the four wards is elected.

Changes in the State of Michigan election law have allowed school districts and local governments to shift their elections to the even-numbered years in an effort to increase voter turnout and reduce costs. In Hillsdale County, only the cities of Hillsdale and Litchfield have retained local elections in odd-numbered years, as all other jurisdictions and school districts have shifted their elections to the even-numbered years.

The change of schedule for the city elections would save the City of Hillsdale a minimum of \$5,000 per year and would allow the City Clerk's Office to reallocate its personnel to other prioritized projects. In addition, placing the City Council vacancies on the even-numbered years will increase the voter turnout for those elections, as the ballots would include either the Presidential race or the Michigan gubernatorial race.

The recommendation would move the City Council elections to the even-numbered years using the following schedule:

1. The scheduled terms on City Council that are scheduled to expire on November 2019 would be extended to November 2020.
2. The scheduled terms on City Council that are scheduled to expire on November 2021 would be extended to November 2022.

RECOMMENDATION

The City Attorney has drafted the necessary legislation to approve a change which would shift Council elections from the odd numbered years to the even numbered years. Because the state law requires a public hearing prior to making any decision on the proposal, staff is recommending that Council schedule a public hearing for April 17, 2017 to receive public input. Final adoption of the recommended legislation can be determined at the April 17th meeting.

CITY OF HILLSDALE, MICHIGAN

RESOLUTION NO. _____

A RESOLUTION TO CHANGE THE REGULAR ELECTION FOR CITY OFFICES FROM THE ODD YEAR NOVEMBER REGULAR ELECTION TO THE EVEN YEAR GENERAL ELECTION AND THE EVEN YEAR PRIMARY ELECTION PURSUANT TO MCL 168.642a

WHEREAS the City of Hillsdale currently holds its regular election for city offices in the odd year on the November regular election date; and

WHEREAS it has been determined that it would provide significant cost savings to the City to hold its regular election for city offices in the even years on the November regular election date as permitted by MCL 168.642a(4); and

WHEREAS the terms of the Mayor and councilmembers are currently established as four year terms dating from the Monday following the odd-numbered year election at which they are elected; and

WHEREAS in order to facilitate the change from holding the City's regular election for city offices from odd years to even years it will be necessary to temporarily adjust the terms of the Mayor and councilmembers in future election cycles; and

WHEREAS the City Council has conducted a public hearing on this resolution after having given notice of such public hearing in the manner set forth in MCL 168.642(7)(c);

NOW, THEREFORE, BE IT RESOLVED that, pursuant to MCL 168.642a(4) and MCL 168.642(7), the City of Hillsdale hereby changes its regular election schedule to the even year general election and the even year primary election, with the change to take effect as provided in MCL 168.642a(4), thereby resulting in the regular city election that would have been held in November 2019 being held in November 2020, and the regular city election that would have been held in November 2021 being held in November 2022, with the terms of the Mayor and councilmembers whose terms would have otherwise expired as of the applicable regular odd-year elections in 2019 and 2021 being extended until the holding of the next regular even-year elections in 2020 and 2022, respectively.

IT IS FURTHER RESOLVED that the City Clerk shall immediately file a copy of this resolution with the Michigan Secretary of State, as provided in MCL 168.642(7)(e).

Passed in an open regular council session this 17th day of April, 2017, upon the following roll call

vote:

Mayor Sessions:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Councilmember Stockford:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Councilmember Morrisey:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Councilmember Zeiser:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Councilmember Watkins:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Councilmember Flannery:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Councilmember Bell:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Councilmember Sharp:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Councilmember Dixon:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Scott Sessions, Mayor

Stephen French, City Clerk

MICHIGAN ELECTION LAW (EXCERPT)
Act 116 of 1954

168.642 Regular election or regular primary election held by city or village.

Sec. 642. (1) Except as otherwise provided in this section and section 642a, beginning on September 1, 2004, a city shall hold its regular election or regular primary election as follows:

(a) A city shall hold its regular election for a city office at the odd year general election.

(b) A city shall hold its regular election primary at the odd year primary election.

(c) A city that holds its regular election for a city office annually or in the even year on the November regular election date shall continue holding elections on that schedule.

(d) A city that holds its regular election primary for a city office annually or in the even year on the August regular primary election date shall continue holding primary elections on that schedule.

(2) If, on September 1, 2004, a city holds its regular election at other than a regular November election date, the city council may choose to hold the regular election on the May regular election date by adopting a resolution in compliance with this section. Except as provided in section 642a, if a city council adopts the resolution in compliance with this section to hold its regular election on the May regular election date, after December 31, 2004, the city's regular election is on the May regular election date. If a city's regular election is held on the May regular election date, the city shall not hold a regular primary election.

(3) If, on September 1, 2004, a city holds its regular election annually or in the even year on the November regular election date, the city council may choose to hold the regular election at the odd year general election by adopting a resolution in compliance with this section. Except as provided in section 642a, if a city council adopts the resolution in compliance with this section to hold its regular election at the odd year general election, after December 31, 2004, the city's regular election is at the odd year election. If a city's regular election is held at the odd year general election, the city's regular election primary shall be held at the odd year primary election.

(4) If, on September 1, 2004, a city holds its regular election annually on the November regular election date, the city council may choose to hold the regular election at the even year general election by adopting a resolution in compliance with this section. Except as provided in section 642a, if a city council adopts the resolution in compliance with this section to hold its regular election at the even year general election, after December 31, 2004, the city's regular election is at the even year election. If a city's regular election is held at the even year general election, the city's regular election primary shall be held at the even year primary election.

(5) A village shall hold its regular election as follows:

(a) A village shall hold its regular election for a village office at the general election and the appropriate township clerk shall conduct the election.

(b) A village shall not hold a regular primary election.

(6) If a village's special election is held in conjunction with another election conducted by a township, the village shall pay the township a proportionate share of the election expenses. If a village's special election is not held in conjunction with another election conducted by a township, the village shall pay the township 100% of the actual costs of conducting the village's special election.

(7) A resolution permitted under this section or section 642a is valid only if a city council adopts the resolution in compliance with all of the following:

(a) The resolution is adopted before 1 of the following:

(i) If the resolution is permitted under subsection (2), (3), or (4), January 1, 2005.

(ii) If the resolution is permitted under section 642a(1), (2), or (4), January 1 of the year in which the change in the date of the election takes effect.

(b) Before adopting the resolution, the council holds at least 1 public hearing on the resolution. The public hearing may be held on the same day and immediately before considering the adoption of the resolution.

(c) The council gives notice of each public hearing on the resolution in a manner designed to reach the largest number of the jurisdiction's qualified electors in a timely fashion.

(d) The council votes on the resolution and, on a record roll call vote, a majority of the council's board members, elected or appointed, and serving, adopt the resolution.

(e) The council files the resolution with the secretary of state.

History: Add. 2003, Act 302, Eff. Sept. 1, 2004;—Am. 2004, Act 292, Eff. Sept. 1, 2004;—Am. 2011, Act 233, Eff. Jan. 1, 2012;—Am. 2012, Act 523, Eff. Mar. 28, 2013;—Am. 2013, Act 51, Imd. Eff. June 11, 2013;—Am. 2015, Act 100, Eff. Sept. 28, 2015.

Compiler's note: Former MCL 168.642, which pertained to biennial spring elections, was repealed by Act 56 of 1963, 2nd Ex. Sess., Eff. Mar. 24, 1964.

Popular name: Election Code

Rendered Thursday, March 16, 2017

Page 1

Michigan Compiled Laws Complete Through PA 563 of 2016

MICHIGAN ELECTION LAW (EXCERPT)
Act 116 of 1954

168.642a Change of regular election schedule.

Sec. 642a. (1) After December 31, 2004, a city council that adopted a resolution so that its regular election is held on the May regular election date may change its regular election to the odd year general election by adopting a resolution in compliance with section 642. If a city council adopts the resolution in compliance with section 642 to hold its regular election at the odd year general election, after December 31 of the year in which the resolution is adopted, the city's regular election is at the odd year general election.

(2) After December 31, 2004, a city council that holds its regular election for city offices annually or in the even year on the November regular election date may change its regular election schedule to the odd year general election and the odd year primary election by adopting a resolution in compliance with section 642. If a city council adopts the resolution in compliance with section 642, the city's regular election is at the odd year general election and its primary is at the odd year primary election.

(3) After December 31, 2010, a city that adopted a resolution so that its regular election primary is held at the September election shall hold its regular election primary at the odd year primary election.

(4) After December 31, 2011, a city that holds its regular election for city offices annually or in the odd year on the November regular election date may change its regular election schedule to the even year general election and the even year primary election by adopting a resolution in compliance with section 642. If a city council adopts the resolution in compliance with section 642, after December 31 of the year in which the resolution is adopted, the city's regular election is at the even year general election and its primary is at the even year primary election.

(5) After December 31, 2012, a village that adopted a resolution so that its regular election is held at the September election shall hold its regular election at the general November election.

History: Add. 2003, Act 302, Eff. Sept. 1, 2004;—Am. 2004, Act 294, Eff. Sept. 1, 2004;—Am. 2005, Act 71, Imd. Eff. July 14, 2005;—Am. 2010, Act 182, Imd. Eff. Sept. 30, 2010;—Am. 2010, Act 222, Imd. Eff. Dec. 10, 2010;—Am. 2011, Act 233, Eff. Jan. 1, 2012;—Am. 2012, Act 523, Eff. Mar. 28, 2013.

Compiler's note: Enacting section 4 of Act 71 of 2005 provides:

"Enacting section 4. If any portion of this amendatory act or the application of this amendatory act to any person or circumstances is found invalid by a court, the invalidity shall not affect the remaining portions or applications of this amendatory act that can be given effect without the invalid portion or application, if the remaining portions are not determined by the court to be inoperable, and to this end this amendatory act is declared to be severable."

Popular name: Election Code



City of Hillsdale Agenda Item Summary

MEETING DATE: April 3, 2017

NEW BUSINESS ITEM: Hillsdale College Noise Variance Request

SUBJECT: New Business

BACKGROUND PROVIDED BY: Chief Scott Hephner

I have received a letter from Hillsdale College requesting a noise variance on April 29, 2017 from 7:00 pm to 12:00 midnight regarding a Live Band for their Centralhallapalooza Party. The band is schedule to perform inside a tent on the west side of Hillsdale St. between E. Fayette St. and E. College St. This location is zoned C-1 and the block west of this location is zoned RM-1.

The Police Department also received a request for the College to barricade the alley between Hillsdale St. and N. Manning St. which runs north and south between E. Fayette St. and E. College St.; this is also for the date of April 29, 2017 for the Centralhallapalooza Party. The Right of Way permit has been approved and a Temporary Traffic Control Order issued.

RECOMMENDATION:

Staff recommends Council approve the Noise Variance Request as requested.

March 13, 2017

Scott A. Hephner
Chief of Police
Hillsdale Police Department
Hillsdale, MI 49242

Dear Chief Hephner:

Hillsdale College requests permission to close down the north/south alley that is west of Hillsdale Street, south of College Street, and north of Fayette Street between Hillsdale Street and Manning Street on April 29, 2017 starting at 5:00 p.m. and ending at midnight for the Centralhallapalooza Party.

Hillsdale College requests use of the appropriate signs from the City for the closure. (2 Class III barricades and 2 caution/pedestrian signs.)

If you have any questions, please call me at 607-2454, or Anthony Manno at 607-2625.

Thank you for your assistance.

Respectfully submitted,



William K. Whorley
Director of Security and Emergency Management

WKW/cmw

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



Permit # _____

CITY OF HILLSDALE

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

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

TYPE:

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

Post a copy of the
Permit on-site

Hillsdale College		3/13/17	N/A				
Applicant's Name		Date	Contractor's Name		Date		
33 E. College Street							
Mailing Address			Mailing Address				
Hillsdale, MI 49242							
City		State	Zip Code	City		State	Zip Code
517-607-2454							
Telephone Number			Telephone Number				

DESCRIPTION OF WORK OR USE: Request permission to close alley between E. College Street and Fayette Street from 5:00 p.m. on Saturday, April 29, 2017 until midnight.

LOCATION: (Drawing to be provided)
Refer to attached letter.

FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:
Class III Stadium Barricades to prohibit vehicular traffic.

TIME PERIOD:
COMMENCING DATE: 4/29/17 TIME: 5:00 p ENDING DATE: 4/29/17 TIME: 12:00 a

THE FOLLOWING MUST BE SUBMITTED PRIOR TO PERMIT ISSUANCE:

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

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

Staff Use Only

Recommendation for Issuance

Approved Denied

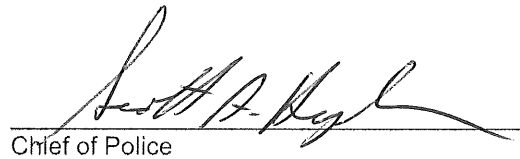
Director Comments:

Director, Department of Public Services

Recommendation for Issuance

Approved Denied

Chief of Police Comments:



Chief of Police

Refer to DPS regarding barricades + signage

Bond Received \$ _____

Fee Received \$ _____

City Clerk

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

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

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

Or email to: jhammel@cityofhillsdale.org

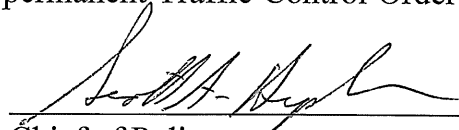
**INSPECTIONS MUST BE SCHEDULED
MINIMUM 2 HOURS PRIOR TO
COMMENCEMENT OF WORK.**

TRAFFIC CONTROL ORDER
2017-07

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

North/South Alley that is west of Hillsdale St., south of College St., and north of Fayette St. between Hillsdale St. and Manning St. will be closed to all traffic from 5:00 p.m. to 12:00 midnight on Saturday, April 29, 2017 for the Hillsdale College Centralhallapalooza Party.

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



Chief of Police

03/22/17
Date

Received for filing in the office of the City Clerk at 11:00 a.m. on the 22 day of March, 2017.

City Clerk

03/22/17
Date

RESOLUTION # _____

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

Passed in open Council this _____ day of _____, 2017.

Attest:

Scott M. Sessions – Mayor

Stephen French, City Clerk

Notes



Map of:
50 E College St
Hillsdale, MI 49242-1250



©2013 MapQuest, Inc. Use of directions and maps is subject to the MapQuest Terms of Use. We make no guarantee of the accuracy of their content, road conditions or route usability. You assume all risk of use. [View Terms of Use](#)

BOOK TRAVEL with mapquest

877-577-5766



Closure Limits



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/10/2017

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

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

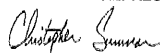
PRODUCER Sumnar-Scholl Insurance Agency, Inc. P.O. Box 265 Hillsdale MI 49242	CONTACT NAME: Jessica Knapp PHONE (A/C, No, Ext): (517) 439-1501 FAX (A/C, No): E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE
INSURED Hillsdale College 33 E College St Hillsdale MI 49242-1205	INSURER A: Citizens Insurance Company Of INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** Cert ID 1269 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		LDH A142530-03	11/01/2016	11/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

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

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AGREEMENT FOR USE OF ALLEY

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

Preamble

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

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

The College desires to sponsor and promote an event that is open to its students, staff, guests, and other members of the public at which food and non-alcoholic drink concessions, music and other activities will be provided. The event is proposed to take place in a large tent to be located on an open lot on Hillsdale Street between premises commonly known and designated as 180 Hillsdale Street and 204 Hillsdale Street on Saturday, April 29, 2017 between the hours of 5:00 p.m. and midnight, The event will require the closing of the north/south alley that is west of Hillsdale Street, south of College Street, and north of Fayette Street between Hillsdale Street and N. Manning Street. Cleanup activities and the return of City barricades will be conducted and finalized within a specified period following the end of the event.

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

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

Agreement

1. In consideration of and reliance on the College's promises and its full compliance with all of the terms and conditions contained in this agreement, the City agrees to allow the College to hold its planned activity as described in the foregoing Preamble, and to close and use the alley that is located between Hillsdale Street and N. Manning Street, and runs north and south from Fayette Street to E. College Street in connection with it. Among other things, it is agreed that:

- A. The described alley shall be closed to motor vehicle traffic between 5:00 p.m. and midnight on Saturday, April 29, 2017 and the City shall authorize and enter a traffic control order to that effect.

- B. The College shall be solely responsible for picking up Type III Barricades from the City Department of Public Services facility on Waterworks drive and then placing and maintaining the barricades at the ends of the described alley as shown on the attached Exhibit A, so as to close off the alley to motor vehicle traffic between 7:00 p.m. and midnight on Saturday, April 29, 2017.
 - C. Between the hours of 3:00 p.m. and 5:00 p.m. on April 29, 2017 the College may exclusively use the described alley for the purpose of transporting, erecting, installing and removing equipment, tents signs, tables, chairs, port-a-johns, roll-offs, food, beverages, provisions, supplies, goods, concessions and other facilities as are reasonably required to conduct the proposed event and related activities.
 - D. Between the hours of 7:00 p.m. and midnight on April 29, 2017 the College may use the described alley in connection with its above described planned activities.
 - E. The College shall cause all music, concession, other entertainment and all activities of any kind related to its planned activities on the referenced vacant lot and alley to cease on or before midnight on April 29, 2017.
 - F. Subject to and in accordance with the following provisions of this agreement, the College shall remove all barricades from the ends of the described alley, open the alley to public travel, and completely restore the alley to a condition that is at least as good as when taken.
2. The College agrees to and shall be solely responsible for obtaining, posting and paying the fees for all applicable and necessary permits, including but not limited to those that might be required by the health department, as well as to comply with any applicable state, county or local statutes, ordinances, rules, or regulations, all at its sole expense.
3. The College agrees to and shall be solely responsible for obtaining, arranging for and providing all staff, equipment, tents, signs, tables, chairs, port-a-johns, roll-offs, food, beverages, provisions, supplies, goods, entertainment, concessions and other facilities as are necessary or otherwise required in connection with its proposed event; all at its sole expense.
4. Following the conclusion of the event, the College agrees to and shall be solely responsible for and at its sole expense shall comply with the following:
- A. Immediately after midnight on April 29, 2017, the College shall contact the Hillsdale City Police and request permission to remove the barricades from the ends of the described alley and open the alley to vehicular traffic.
 - B. Upon receiving such permission, but not before, the College shall remove the barricades and open the alley to public travel and vehicular traffic. When the barricades are removed, the College shall place them out of the main traveled portion of the alley until they are returned to the City; provided that the College shall return the barricades to the City's Department of Public Service's facility on Waterworks Drive no later than noon on Monday, May 1, 2017.
 - C. Between the hours of 8:00 a.m. and noon on May 1, 2017, the College shall at its sole expense remove or cause the removal and proper disposal of all equipment, tents, signs, tables chairs, port-a-johns, roll-offs, trash, garbage, litter and other items from the alley and surrounding environs, restore the alley to at least as good condition as when taken.

5. The College acknowledges that there are no public restroom facilities at the site. Accordingly, the College represents and agrees that, at its sole expense and as a condition precedent to the commencement of its event, it will provide and have in place portable restroom facilities that comply with all applicable health and sanitation codes for its scheduled event that are in full working order and in sufficient quantity to accommodate the needs of its participants and attendees.
6. The College agrees that no attachments for tents or any other facilities will be made to any paved surfaces within any portion of the above-described alley.
7. The College agrees that it shall not permit any public way other than the described alley to be blocked or obstructed. Further, the College agrees to and shall confine its proposed event activities and the activities of the participants and attendees solely to the referenced vacant lot and the above-described alley.
8. The College agrees and understands that it is and shall be solely responsible for the repair and restoration of all damage to real and personal private and public property that results from or because of its proposed event, however and by whom caused.
9. The College represents that it is a valid Michigan corporation, and that it possesses or will obtain and provide persons with the skill, experience, competence and ability to carry out and fulfill all of its duties and obligations under this agreement in a timely and professional manner.
10. The College further represents and covenants that it does not discriminate against any employee or applicant for employment, and that it will not discriminate against any member of the public that will participate in or attend the event it is staging under this agreement because of race, color, religion, national origin, age, height, marital status or other legally protected class. It is understood and agreed by and between the parties that breach of this covenant may be regarded as a material breach of this agreement.
11. The College shall provide City with proof of public liability and property damage insurance with coverage that is satisfactory to the City and limits of liability of not less than a single limit of Five Hundred Thousand and 00/100 (\$500,000.00) Dollars, with City designated therein as a named insured to be and remain in force for the duration of the College's presence on and use of the above-described alley through and until its clean up and final restoration, such proof to be provided at the time of execution of this Agreement.
12. The College shall carry and provide all workers' compensation insurance coverage at its sole expense for its staff, employees, and agents as is required by the laws of the State of Michigan, and provide proof thereof to Hillsdale prior to the commencement of any work or activity under this agreement.
13. The College hereby accepts the exclusive control over the above-described alley and the activities to be conducted thereon, it being the intention of the parties that the College is and shall be solely responsible for maintaining and regulating the described areas and all associated facilities and activities in reasonably safe condition, free of unreasonable risk of harm, for the use and benefit of all those who will be using them, or who will be otherwise be attending or participating in or otherwise present within the area of the College's event.

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

- A. The sole or concurrent negligence, gross negligence or intentional acts or omissions of the College, its agents, servants, employees, guests, vendors, invitees, event participants, event attendees, or others on or within the alley or event area;
- B. Defects of any kind or nature in the City's alley right of way, its surface or subsurface;
- C. All other damages, claims, demands, causes of action, lawsuits, attorney fees and related expenses or injuries, including death, that result from or because of actual or claimed personal injury, including death, property damage or other damage or loss of any kind or nature, however caused.

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

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

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

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

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

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

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

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

CITY OF HILLSDALE

HILLSDALE COLLEGE

Scott Sessions, Mayor

Richard P. Pewe, Jr.
VP/Chief Administrative Officer

Stephen M. French, City Clerk
Dated: April 3, 2017

Dated: April ____, 2017



City of Hillsdale Agenda Item Summary

MEETING DATE: April 3, 2017

NEW BUSINESS ITEM: Hillsdale College Street Closure Request

SUBJECT: New Business

BACKGROUND PROVIDED BY: Chief Scott Hephner

Hillsdale College requests permission to close Hillsdale Street and reroute traffic on Saturday, May 13, 2017 for their Commencement Ceremony. The street closure will be from 10:00 a.m. to 6:00 p.m. A temporary traffic control order has been authorized for this request.

See attached letter of request, traffic control order, right-of-way occupancy request, and map depicting detour routes

RECOMMENDATION:

Staff recommends Council the approval of this request as it is consistent with past practice and procedure.



HILLSDALE COLLEGE

PURSuing TRUTH · DEPENDIng LIBERTY SINCE 1844

March 13, 2017

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

Dear Chief Hephner:

In accordance with our past practice and procedures, Hillsdale College requests permission to close Hillsdale Street between College Street and Galloway/Barber Drive from 10:00 a.m. to 6:00 p.m. for our Commencement ceremony on Saturday, May 13, 2017.

We would reroute northbound traffic from Hillsdale Street East on College to Union Street, North on Union to Barber Drive, then West on Barber Drive back to Hillsdale Street. Southbound traffic on Hillsdale Street would be rerouted West on Galloway to West Street, South on West Street to College Street, then East on College back to Hillsdale Street. We would like to request two (2) road closed barricades and detour signs from the City to be picked up by College personnel. Security personnel will place, remove, and attend all necessary barricades and traffic control signs.

Thank you for your consideration on this request. Your department's cooperation has been very much appreciated by everyone at Hillsdale College.

Sincerely,

William K. Whorley
Director of Security

WKW/cmw

Received by Chris Hepner
 Date 3/17/17
 Amount Rec' _____
 Check # _____



Permit # _____

CITY OF HILLSDALE

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

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

TYPE:

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

Post a copy of the
 Permit on-site

Hillsdale College		3/13/17	N/A		
Applicant's Name		Date	Contractor's Name		Date
33 E. College Street			Mailing Address		
Mailing Address			Mailing Address		
Hillsdale, MI	49242				
City	State	Zip Code	City	State	Zip Code
517-607-2454			Telephone Number		
Telephone Number			Telephone Number		

DESCRIPTION OF WORK OR USE: Request permission to close Hillsdale Street between College Street and Barber Drive from 10:00 a.m. on Saturday, May 13, 2017 and to reopen about 5:30 p.m. the same day. This closing is for Commencement.

LOCATION: (Drawing to be provided)

Refer to attached letter.

FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED: Hillsdale College requests permission to use City signage. They will be attended by Security personnel.

TIME PERIOD:

COMMENCING DATE: 5/13/17 TIME: 10:00 a ENDING DATE: 5/13/17 TIME: 5:30 p

THE FOLLOWING MUST BE SUBMITTED PRIOR TO PERMIT ISSUANCE:

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

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

Staff Use Only

Recommendation for Issuance

Approved Denied

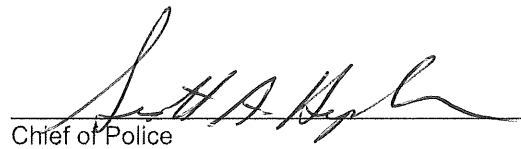
Director Comments:

Director, Department of Public Services

Recommendation for Issuance

Approved Denied

Chief of Police Comments:



Chief of Police

Refer to DPS For barricades & signage

Bond Received \$ _____

Fee Received \$ _____

City Clerk

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

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

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

Or email to: jhammel@cityofhillsdale.org

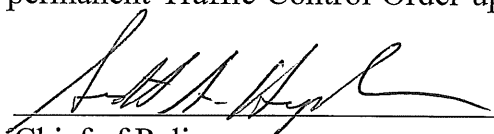
**INSPECTIONS MUST BE SCHEDULED
MINIMUM 2 HOURS PRIOR TO
COMMENCEMENT OF WORK.**

TRAFFIC CONTROL ORDER
2017-08

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

Hillsdale Street between College St. and Galloway/Barber Drive will be closed to all traffic from 10:00 am to 6:00 pm on Saturday, May 13, 2017 for the Hillsdale College Commencement ceremony.

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



Chief of Police

03/22/17

Date

Received for filing in the office of the City Clerk at 11:00 a.m. on the 22 day of March, 2017.

City Clerk

03/22/17

Date

RESOLUTION # _____

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

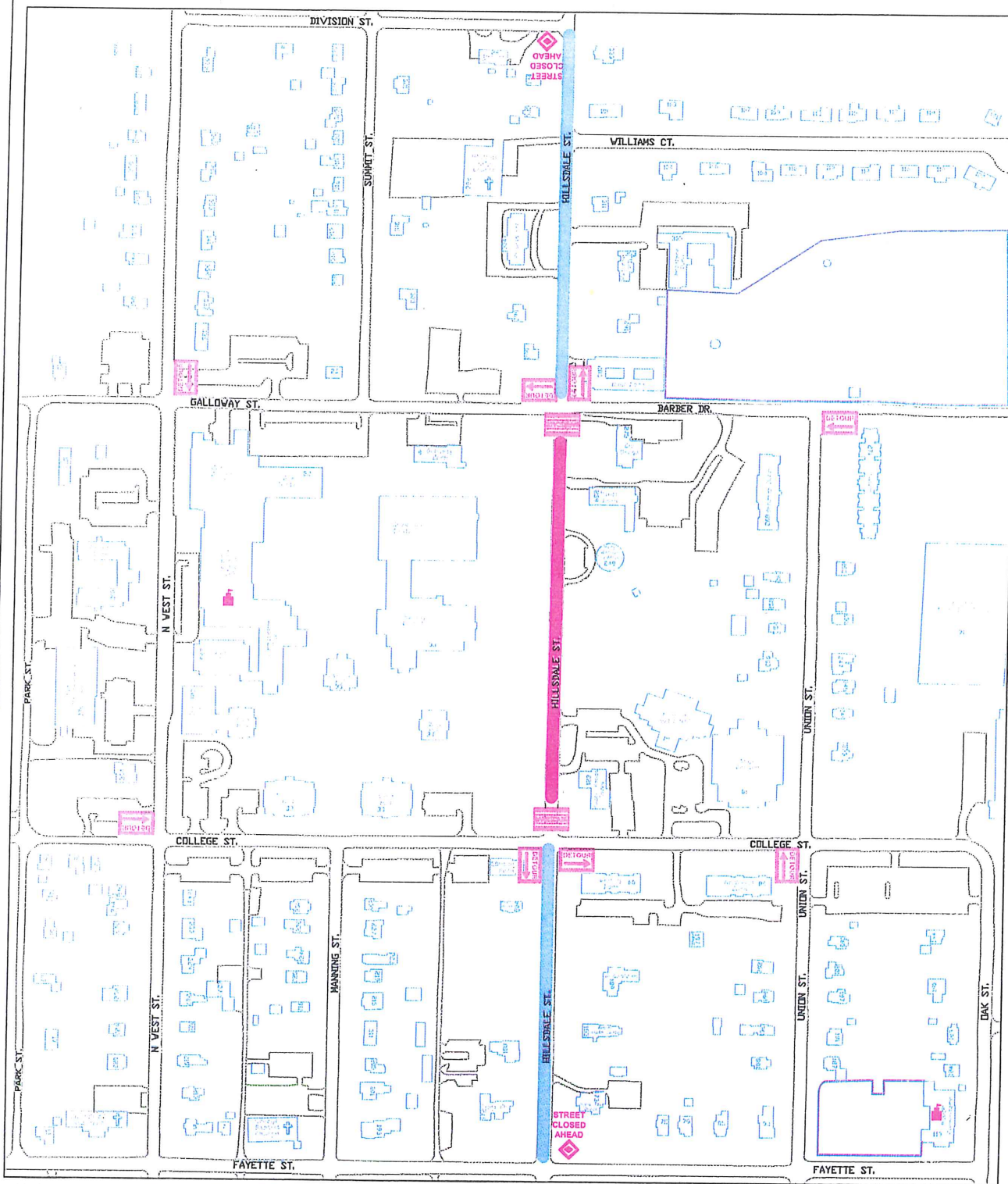
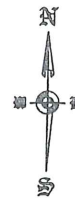
Passed in open Council this _____ day of _____, 2017.


Attest:

Scott M. Sessions – Mayor

Stephen French, City Clerk

HILLSDALE STREET DETOUR ROUTE FOR HILLSDALE COLLEGE




 TYPE III
 BARRICADE INCLUDING 4
 CLASS I
 SAW HORSE
 BARRICADES


 TYPE I
 BARRICADE



 TYPE II
 BARRICADE
 WITH
 STREET
 CLOSED
 AHEAD
 SIGN


 BI-DIRECTIONAL
 DETOUR


 LEFT HAND
 DETOUR


 RIGHT HAND
 DETOUR


 ADVANCE
 WARNING
 AREA

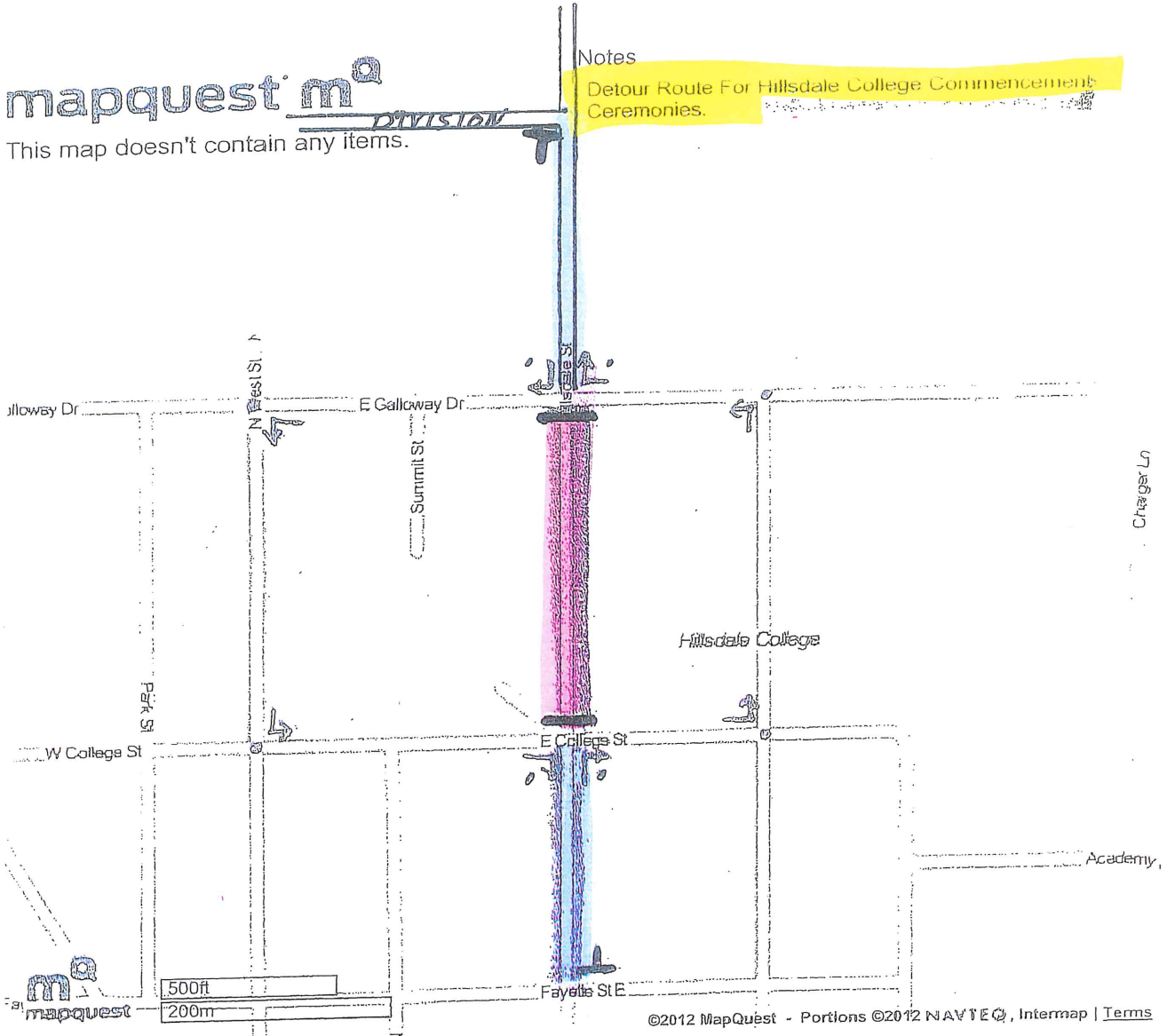

 CLOSURE
 AREAS

mapquest m^a

This map doesn't contain any items.

Notes

Detour Route For Hillsdale College Commencement Ceremonies.



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KEY



CLOSURE AREA LIMITS



ADVANCE WARNING TO CLOSURE



CLASS III BARRICADE
(w/ Supplemental "STREET CLOSED" sign)
"DETOUR" sign



"STREET CLOSED AHEAD" sign



"DETOUR" (w/ Supplemental Arrow sign)

KOR



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/10/2017

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

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PRODUCER Sumnar-Scholl Insurance Agency, Inc. P.O. Box 265 Hillsdale MI 49242	CONTACT NAME: Jessica Knapp	
	PHONE (A/C, No, Ext): (517) 439-1501	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Citizens Insurance Company Of		31534
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** Cert ID 1269 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			LDH A142530-03	11/01/2016	11/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ \$ \$

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

CERTIFICATE HOLDER

City of Hillsdale
97 N Broad Street
Hillsdale MI 49242

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Christopher Sumner

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AGREEMENT FOR USE OF CITY STREET

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

Preamble

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

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

The College desires to hold their Commencement ceremony on Saturday, May 13, 2017 between the hours of 10:00 a.m. and 6:00 p.m. The event will require the closing of the Hillsdale Street between College Street and Galloway/Barber Drive. Cleanup activities and the return of City barricades will be conducted and finalized within a specified period following the end of the event.

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

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

Agreement

1. In consideration of and reliance on the College's promises and its full compliance with all of the terms and conditions contained in this agreement, the City agrees to allow the College to hold its planned activity as described in the foregoing Preamble, and to close and use Hillsdale Street between College Street and Galloway/Barber Drive in connection with it. Among other things, it is agreed that:

- A. Hillsdale Street shall be closed to motor vehicle traffic between 10:00 a.m. and 6:00 p.m. on Saturday, May 13, 2017 and the City shall authorize and enter a traffic control order to that effect.
- B. The College shall be solely responsible for picking up Type III Barricades from the City Department of Public Services facility on Waterworks drive and then placing and maintaining the barricades at the ends of the described alley as shown on the attached Exhibit A, so as to close off the road to motor vehicle traffic between 10:00 a.m. and 6:00 p.m. on Saturday, May 13, 2017

- C. Between the hours of 10:00 a.m. and 6:00 p.m. on Saturday, May 13, 2017 the College may exclusively use the described street for the purpose of transporting, erecting, installing and removing equipment, tents signs, tables, chairs, port-a-johns, roll-offs, food, beverages, provisions, supplies, goods, concessions and other facilities as are reasonably required to conduct the proposed event and related activities.
- D. Between the hours of 10:00 a.m. and 6:00 p.m. on Saturday, May 13, 2017 the College may use the described street in connection with its above described planned activities.
- E. The College shall cause all music, concession, other entertainment and all activities of any kind related to its planned activities on the referenced street to cease on or before 6:00 p.m. on May 13, 2017.
- F. Subject to and in accordance with the following provisions of this agreement, the College shall remove all barricades from the ends of the described street, open the street to public travel, and completely restore the street to a condition that is at least as good as when taken.

2. The College agrees to and shall be solely responsible for obtaining, posting and paying the fees for all applicable and necessary permits, including but not limited to those that might be required by the health department, as well as to comply with any applicable state, county or local statutes, ordinances, rules, or regulations, all at its sole expense.

3. The College agrees to and shall be solely responsible for obtaining, arranging for and providing all staff, equipment, tents, signs, tables, chairs, port-a-johns, roll-offs, food, beverages, provisions, supplies, goods, entertainment, concessions and other facilities as are necessary or otherwise required in connection with its proposed event; all at its sole expense.

4. Following the conclusion of the event, the College agrees to and shall be solely responsible for and at its sole expense shall comply with the following:

- A. Immediately after 6:00 p.m. on May 13, 2017, the College shall contact the Hillsdale City Police and request permission to remove the barricades from the ends of the street and open the street to vehicular traffic.
- B. Upon receiving such permission, but not before, the College shall remove the barricades and open the street to public travel and vehicular traffic. When the barricades are removed, the College shall place them out of the main traveled portion of the alley until they are returned to the City; provided that the College shall return the barricades to the City's Department of Public Service's facility on Waterworks Drive no later than noon on Monday, May 16, 2017.
- C. Between the hours of 8:00 a.m. and noon on May 14, 2017, the College shall at its sole expense remove or cause the removal and proper disposal of all equipment, tents, signs, tables chairs, port-a-johns, roll-offs, trash, garbage, litter and other items from the alley and surrounding environs, restore the alley to at least as good condition as when taken.

5. The College acknowledges that there are no public restroom facilities at the site. Accordingly, the College represents and agrees that, at its sole expense and as a condition precedent to the commencement of its event, it will provide and have in place portable restroom facilities that comply with all applicable health and sanitation codes for its scheduled event that are in full working order and in sufficient quantity to accommodate the needs of its participants and attendees.

6. The College agrees that no attachments for tents or any other facilities will be made to any paved surfaces within any portion of the above-described street.

7. The College agrees that it shall not permit any public way other than the described street to be blocked or obstructed. Further, the College agrees to and shall confine its proposed event activities and the activities of the participants and attendees solely to the referenced vacant lot and the above-described alley.

8. The College agrees and understands that it is and shall be solely responsible for the repair and restoration of all damage to real and personal private and public property that results from or because of its proposed event, however and by whom caused.

9. The College represents that it is a valid Michigan corporation, and that it possesses or will obtain and provide persons with the skill, experience, competence and ability to carry out and fulfill all of its duties and obligations under this agreement in a timely and professional manner.

10. The College further represents and covenants that it does not discriminate against any employee or applicant for employment, and that it will not discriminate against any member of the public that will participate in or attend the event it is staging under this agreement because of race, color, religion, national origin, age, height, marital status or other legally protected class. It is understood and agreed by and between the parties that breach of this covenant may be regarded as a material breach of this agreement.

11. The College shall provide City with proof of public liability and property damage insurance with coverage that is satisfactory to the City and limits of liability of not less than a single limit of Five Hundred Thousand and 00/100 (\$500,000.00) Dollars, with City designated therein as a named insured to be and remain in force for the duration of the College's presence on and use of the above-described alley through and until its clean up and final restoration, such proof to be provided at the time of execution of this Agreement.

12. The College shall carry and provide all workers' compensation insurance coverage at its sole expense for its staff, employees, and agents as is required by the laws of the State of Michigan, and provide proof thereof to Hillsdale prior to the commencement of any work or activity under this agreement.

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

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

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

- B. Defects of any kind or nature in the City's street right of way, its surface or subsurface;
- C. All other damages, claims, demands, causes of action, lawsuits, attorney fees and related expenses or injuries, including death, that result from or because of actual or claimed personal injury, including death, property damage or other damage or loss of any kind or nature, however caused.

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

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

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

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

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

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

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

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

CITY OF HILLSDALE

HILLSDALE COLLEGE

Scott Sessions, Mayor

Richard P. Pewe, Jr.
VP/Chief Administrative Officer

Stephen M. French, City Clerk
Dated: April 3, 2017

Dated: April ____, 2017



City of Hillsdale Agenda Item Summary

MEETING DATE: April 3, 2017

AGENDA ITEM: Introduction of 2017-2018 Budget and Public Hearing Date

SUBJECT: Budget 2017-2018 and Public Hearing

BACKGROUND PROVIDED BY STAFF: Bonnie Tew, Finance Director

You will receive an electronic version of the proposed 2017-2018 budget document on Monday, April 3, 2017. This document represents the efforts of many hours of preparation and collaboration with department heads and the City Manager., Revenue and expenditures have been carefully reviewed to meet Council's expectation of a General Fund balanced budget.

RECOMMENDATION:

Pursuant to Charter requirements, I am requesting City Council to set a public hearing for May 15, 2017 at 7:00 pm and direct the City Clerk to publish notice of the hearing at least one week in advance. The proposed budget document will be on file in the office of the City Clerk and on the City's website on or before April 7, 2017.