



# City of Hillsdale

## City Council Agenda

November 20, 2017  
7:00 p.m.

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

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- 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 November 2, 2017: \$221,895.70
    - 2. BPU Claims of November 2, 2017: \$221,149.23
    - 3. Payroll of November 2, 2017: \$157,574.65
  - B. City Council Minutes
    - 1. November 6, 2017 Regular Meeting
    - 2. November 13, 2017 Special Meeting
  - C. November 7, 2017 Election Report
  - D. Finance Committee Minutes of November 6, 2017
  - E. TIFA Dawn Theater Governance Board Minutes October 26, 2017
  - F. EDC -Architectural Control Committee Minutes of November 7, 2017
  - G. Zoning Board of Appeals Minutes of September 13, 2017
  - H. Light-Up Hillsdale Parade 2017
  - I. September 2017 Financial Reports
- VI. Communications/Petitions**
  - A. Newly Elected Officials Training from Michigan Municipal League
  - B. Small Business Saturday – November 25, 2017
  - C. Communication received from Ms. Nola Wagner
- VII. Introduction and Adoption of Ordinance/Public Hearing**
  - A. CDBG Close-out for 42 Union Street
- VIII. Unfinished Business**
- IX. Old Business**
  - A. Branding for the City of Hillsdale
  - B. 425 Agreement with Fayette Township

**X. New Business**

- A. Purchase of Airport Hangar
- B. Council Committee Appointments
- C. Personnel Handbook Revision

**XI. Miscellaneous Reports**

- A. Appointment of Mr. David Morris to Airport Advisory Committee
- B. Presentation by Police/Fire Chief Scott Hephner

**XII. City Manager's Report**

**XIII. General Public Comment**

**XIV. Council Comment**

**XV. Adjournment**

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 78221							
101-215.000-801.000	CONTRACTUAL SERVICES	ACCUSHRED	DOCUMENT SHREDDING SERVICE	41002	11/04/17	55.00	78221
						<u>55.00</u>	
Total For Check 78221							
Check 78222							
101-000.000-228.013	DUE TO ALLERUS - DC CONT	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS DIV #1104	11-01-17	11/01/17	483.55	78222
101-295.000-716.000	RETIREMENT	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS DIV #1104	11-01-17	11/01/17	66.90	78222
101-301.000-716.000	RETIREMENT	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS DIV #1104	11-01-17	11/01/17	67.30	78222
271-790.000-716.000	RETIREMENT	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS DIV #1104	11-01-17	11/01/17	143.08	78222
699-441.000-716.000	RETIREMENT	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS DIV #1104	11-01-17	11/01/17	68.10	78222
						<u>828.93</u>	
Total For Check 78222							
Check 78223							
640-444.000-801.000	CONTRACTUAL SERVICES	ALTEC, INC	ANNUAL PM & DIELECTRIC TESTING ON	7003121	11/06/17	635.00	78223
						<u>635.00</u>	
Total For Check 78223							
Check 78224							
101-265.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	6V REPLACEMENT BATTERY - EMERGENCY	17INV047747	11/19/17	23.14	78224
						<u>23.14</u>	
Total For Check 78224							
Check 78225							
101-441.000-801.000	CONTRACTUAL SERVICES	ARBORIST SKILLS, INC	CHAIN SAW, CHIPPER, AERIAL LIFT TR	TRAINING - BIGE	11/19/17	100.00	78225
						<u>100.00</u>	
Total For Check 78225							
Check 78226							
101-265.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE 517-437-0983 473	SEPT 17 - OCT 1	11/06/17	151.29	78226
101-295.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE 517-437-0983 473	SEPT 17 - OCT 1	11/06/17	62.85	78226
588-588.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE 517-437-3385 960	SEPT 17 - OCT 1	11/06/17	140.19	78226
						<u>354.33</u>	
Total For Check 78226							
Check 78227							
101-295.000-801.000	CONTRACTUAL SERVICES	AVFUEL CORP	CREDIT INVOICE	Multiple	11/02/17	0.00	78227
101-295.000-930.000	REPAIRS & MAINTENANCE	AVFUEL CORP	FEMALE COUPLER PART	010147993	11/06/17	16.51	78227
481-900.000-740.295	FUEL AND LUBRICANTS - AV	AVFUEL CORP	JET A FUEL DELIVERY	010156264	11/09/17	5,989.41	78227
						<u>6,005.92</u>	
Total For Check 78227							
Check 78228							
271-792.000-982.000	BOOKS	BAKER & TAYLOR COMPAN	ADULT BOOKS OCTOBER	Multiple	11/10/17	671.66	78228
						<u>671.66</u>	
Total For Check 78228							
Check 78229							
101-295.000-850.000	INSURANCE	BARRETT INSURANCE AGE	INSURANCE PREMIUM #AAPN05619592008	1156	12/02/17	964.00	78229
						<u>964.00</u>	
Total For Check 78229							
Check 78230							
101-265.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	2,377.70	78230
101-265.000-925.000	TELEPHONE	BOARD OF PUBLIC UTILI	PHONE SERVICE	Multiple	11/02/17	1,501.18	78230
101-266.000-801.000	CONTRACTUAL SERVICES	BOARD OF PUBLIC UTILI	REQUEST TO SHUT OFF WATER	17-0000167	11/16/17	10.53	78230
101-266.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	207.10	78230
101-276.000-801.000	CONTRACTUAL SERVICES	BOARD OF PUBLIC UTILI	REQUEST TO SHUT OFF WATER	17-0000167	11/16/17	21.06	78230
101-276.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	65.51	78230
101-295.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	400.95	78230
101-336.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	632.43	78230
101-441.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	324.72	78230
101-448.000-920.202	UTILITIES - MAJOR STREET	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	4,558.47	78230
101-448.000-920.203	UTILITIES - LOCAL STREET	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	304.48	78230

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 78230							
101-756.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	851.17	78230
202-460.000-801.000	CONTRACTUAL SERVICES	BOARD OF PUBLIC UTILI	REQUEST TO SHUT OFF WATER	17-0000167	11/16/17	10.53	78230
202-490.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	432.96	78230
202-490.500-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	417.79	78230
203-480.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	29.29	78230
208-751.000-925.000	TELEPHONE	BOARD OF PUBLIC UTILI	PHONE SERVICE	Multiple	11/02/17	75.04	78230
271-790.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	1,414.53	78230
271-790.000-925.000	TELEPHONE	BOARD OF PUBLIC UTILI	PHONE SERVICE	Multiple	11/02/17	353.45	78230
588-588.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	337.95	78230
640-444.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	OCT 2017	11/09/17	300.58	78230
Total For Check 78230						14,627.42	
Check 78231							
101-265.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - OCT 2017	PAYMENT 7 OF 12	11/01/17	151.67	78231
101-266.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - OCT 2017	PAYMENT 7 OF 12	11/01/17	162.50	78231
101-441.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - OCT 2017	PAYMENT 7 OF 12	11/01/17	65.00	78231
101-756.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - OCT 2017	PAYMENT 7 OF 12	11/01/17	3,195.83	78231
202-460.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - OCT 2017	PAYMENT 7 OF 12	11/01/17	512.46	78231
202-460.500-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - OCT 2017	PAYMENT 7 OF 12	11/01/17	125.04	78231
203-460.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - OCT 2017	PAYMENT 7 OF 12	11/01/17	332.50	78231
588-588.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - OCT 2017	PAYMENT 7 OF 12	11/01/17	260.00	78231
Total For Check 78231						4,805.00	
Check 78232							
101-301.000-742.000	CLOTHING / UNIFORMS	TED BRENDEL	2017 EQUIPMENT ALLOWANCE	2017 EQUIP	11/02/17	200.00	78232
Total For Check 78232						200.00	
Check 78233							
101-336.000-726.000	SUPPLIES	COREY BURKE	PHOTOS TAKEN OF ENGINE 331	REIMBURSE	11/02/17	26.87	78233
Total For Check 78233						26.87	
Check 78234							
588-588.000-955.588	MISC. - CDL LICENSING/TE	CE & A PROFESSIONAL S	RANDOM DRUG TESTING - DART 4TH QTR	33709	11/23/17	54.00	78234
Total For Check 78234						54.00	
Check 78235							
247-900.000-801.000	CONTRACTUAL SERVICES	CHESTNEY PUBLISHING	QUARTER PAGE AD - FALL/WINTER - EV	6837	10/25/17	185.00	78235
Total For Check 78235						185.00	
Check 78236							
101-301.000-742.000	CLOTHING / UNIFORMS	CMP DISTRIBUTOR, INC	DOUBLE MAGAZINE POUCH - SGT. PRATT	53069	11/25/17	48.95	78236
Total For Check 78236						48.95	
Check 78237							
101-175.000-808.000	AUDITING SERVICES	CONDON, HECHT, BISHER	AUDIT SERVICES FOR FYE JUNE 30, 20	2000020453	11/29/17	1,000.00	78237
Total For Check 78237						1,000.00	
Check 78238							
640-444.000-801.000	CONTRACTUAL SERVICES	CTT EQUIPMENT , LLC	MOBILE COLUMN ANNUAL TESTING & REP	11610	11/22/17	410.00	78238
Total For Check 78238						410.00	
Check 78239							
101-172.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	PRINTER PAPER	Multiple	11/10/17	91.30	78239
101-174.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	BUSINESS CARDS	595699	11/14/17	16.06	78239
101-191.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	ADDRESS LABELS	444997	11/03/17	21.29	78239



GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 78239							
101-441.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	PAPER, PAPER CLIPS	595307	11/08/17	42.25	78239
588-588.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	CALCULATOR - DART	595181	11/04/17	39.99	78239
						210.89	
Total For Check 78239							
Check 78240							
101-295.000-862.000	LODGING AND MEALS	SCOTT CURRY	AVIATION FUEL PUMPING TRAINING	REIMBURSE	11/02/17	275.72	78240
						275.72	
Total For Check 78240							
Check 78241							
101-295.000-925.000	TELEPHONE	DMCI BROADBAND, LLC	QUARTERLY INTERNT/PHONE - AIRPORT	225366	11/22/17	365.08	78241
						365.08	
Total For Check 78241							
Check 78242							
101-175.000-801.000	CONTRACTUAL SERVICES	DOBERMAN TECHNOLOGIES	SERVER MANAGEMENT MONTHLY FEES	CW-6651	11/01/17	1,340.00	78242
271-790.000-801.000	CONTRACTUAL SERVICES	DOBERMAN TECHNOLOGIES	MANAGED USER SUPPORT PLAN - LIBRAR	CW-6650	11/01/17	295.00	78242
						1,635.00	
Total For Check 78242							
Check 78243							
101-172.000-801.000	CONTRACTUAL SERVICES	DOWN TO EARTH APPRAIS	RESTRICTED APPRAISAL - AIRPORT	DTE-1534	11/26/17	200.00	78243
						200.00	
Total For Check 78243							
Check 78244							
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	DP EQUIPMENT CO	MULCHING BLADES #142	078875	11/20/17	75.02	78244
						75.02	
Total For Check 78244							
Check 78245							
101-174.000-862.000	LODGING AND MEALS	ECONOMIC DVLPMPT PARTN	ANNUAL DINNER	282	11/14/17	15.00	78245
101-301.000-862.000	LODGING AND MEALS	ECONOMIC DVLPMPT PARTN	ANNUAL DINNER	282	11/14/17	15.00	78245
						30.00	
Total For Check 78245							
Check 78246							
101-756.000-801.000	CONTRACTUAL SERVICES	EXCELL PAVING PLUS	FOD ASPHALT MAINTENANCE	5340	10/26/17	4,155.00	78246
						4,155.00	
Total For Check 78246							
Check 78247							
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	FAMILY FARM & HOME	PILLOW BLK HOUSING, ROLLER, BEARIN	000110	11/19/17	74.95	78247
						74.95	
Total For Check 78247							
Check 78248							
101-441.000-726.000	SUPPLIES	FASTENAL	2XL WORK GLOVES	MIJON66916	11/23/17	39.54	78248
						39.54	
Total For Check 78248							
Check 78249							
101-441.000-726.000	SUPPLIES	FORESTRY SUPPLIERS IN	CHEST WADERS	265007	11/30/17	243.32	78249
						243.32	
Total For Check 78249							
Check 78250							
101-756.000-801.000	CONTRACTUAL SERVICES	G&G GLASS, INC	RPL PLEXI ON FOD NOTICE BOX	17-2228	10/18/17	74.00	78250
						74.00	
Total For Check 78250							
Check 78251							
101-301.000-742.000	CLOTHING / UNIFORMS	GALL'S, INC	CREDIT MEMO	Multiple	09/12/17	227.94	78251
						227.94	
Total For Check 78251							

Check 78252

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 78252							
101-215.000-726.000	SUPPLIES	GELZER & SON INC	TWINE	C259407	11/10/17	2.99	78252
101-295.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	PLUMBING PARTS	C260174	11/10/17	30.73	78252
101-756.000-726.000	SUPPLIES	GELZER & SON INC	ANTI-FREEZE	C261893	11/10/17	47.64	78252
203-460.000-726.000	SUPPLIES	GELZER & SON INC	BARN SPIKES	Multiple	11/10/17	154.64	78252
247-900.000-726.000	SUPPLIES	GELZER & SON INC	TIFA DWNTWN BEAUTIFICATION - SPRAY	Multiple	11/10/17	47.77	78252
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	GELZER & SON INC	R-CLIPS	Multiple	11/10/17	33.07	78252
Total For Check 78252						316.84	
Check 78253							
202-450.000-726.000	SUPPLIES	GERKEN MATERIAL, INC	HOT MIX	136611	11/15/17	582.40	78253
203-450.000-726.000	SUPPLIES	GERKEN MATERIAL, INC	HOT MIX	136611	11/15/17	247.31	78253
Total For Check 78253						829.71	
Check 78254							
101-295.000-930.000	REPAIRS & MAINTENANCE	GODFREY BROTHERS, INC	SPRING	S32856	10/22/17	14.08	78254
Total For Check 78254						14.08	
Check 78255							
271-790.000-860.000	TRANSPORTATION AND MILEA	MARY HILL	WOODLANDS COOPERATIVE MEETING/MLA	MILEAGE	11/02/17	107.00	78255
Total For Check 78255						107.00	
Check 78256							
101-253.000-964.000	REFUNDS AND REBATES	HILLSDALE CO TREASURE	BOR ADMIN FEE BILLBACK 2014-2017	30-006-900-225-	10/17/17	179.59	78256
Total For Check 78256						179.59	
Check 78257							
101-441.000-726.000	SUPPLIES	HR DIRECT	2018 ATTENDANCE CALENDAR CARDS	INV5732520	11/27/17	63.97	78257
Total For Check 78257						63.97	
Check 78258							
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	JACKSON TRUCK SERVICE	FILTERS	Multiple	11/19/17	244.75	78258
Total For Check 78258						244.75	
Check 78259							
203-460.000-726.000	SUPPLIES	JONESVILLE LUMBER	PRESSURE TREATED POST (W/O #1153)	774414	11/24/17	187.14	78259
Total For Check 78259						187.14	
Check 78260							
271-792.000-982.000	BOOKS	JUNIOR LIBRARY GUILD	CUST#J024143 CHILDREN'S BOOK SUBSC	383170	11/18/17	3,230.00	78260
Total For Check 78260						3,230.00	
Check 78261							
101-400.000-905.000	PUBLISHING / NOTICES	KCI	REZONING MAILING	263898	10/20/17	391.37	78261
Total For Check 78261						391.37	
Check 78262							
101-441.000-726.000	SUPPLIES	KSS ENTERPRISES	LINERS, PAPER TOWELS	1061651	11/24/17	185.16	78262
202-460.000-726.000	SUPPLIES	KSS ENTERPRISES	LINERS, PAPER TOWELS	1061651	11/24/17	90.94	78262
Total For Check 78262						276.10	
Check 78263							
202-450.000-801.000	CONTRACTUAL SERVICES	M & M PAVEMENT MARKIN	RAILROAD CROSSINGS	3105	10/24/17	1,120.00	78263
203-450.000-801.000	CONTRACTUAL SERVICES	M & M PAVEMENT MARKIN	RAILROAD CROSSINGS	3105	10/24/17	480.00	78263
Total For Check 78263						1,600.00	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 78264							
101-265.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 10/15/2017	40002980	10/19/17	74.57	78264
101-266.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 10/22/2017	40003356	10/26/17	12.43	78264
101-276.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 10/15/2017	40002980	10/19/17	579.96	78264
101-441.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 10/15/2017	Multiple	10/19/17	671.79	78264
101-756.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 10/15/2017	Multiple	10/19/17	445.34	78264
202-450.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 10/22/2017	40003356	10/26/17	354.19	78264
202-490.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 10/15/2017	Multiple	10/19/17	215.39	78264
203-450.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 10/22/2017	40003356	10/26/17	391.48	78264
203-490.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 10/15/2017	Multiple	10/19/17	57.96	78264
Total For Check 78264						2,803.11	
Check 78265							
271-790.000-801.000	CONTRACTUAL SERVICES	MIDWEST COLLSABORATIV	ANNUAL MEMBERSHIP FEE	341239	11/25/17	125.00	78265
Total For Check 78265						125.00	
Check 78266							
640-444.000-801.301	POLICE VEHICLE REPAIR	NORM'S TIREMAN	TIREINSTALL - UNIT 2-5 (2016 EXPLO	5200043289	11/10/17	591.16	78266
Total For Check 78266						591.16	
Check 78267							
101-441.000-955.441	MISCELLANEOUS - SHOE ALL	JEFFREY NOWAK	SAFETY BOOTS	REIMBURSE	11/02/17	63.35	78267
Total For Check 78267						63.35	
Check 78268							
640-444.000-801.301	POLICE VEHICLE REPAIR	PARNEY'S CAR CARE	OIL CHANGE - UNIT 2-7 (17 EXPLORER	61703	11/04/17	32.45	78268
Total For Check 78268						32.45	
Check 78269							
101-336.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	SYNTHETIC DRYING CHAMOIS TOWEL	1229933	11/20/17	8.39	78269
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	PAINT	Multiple	11/17/17	636.11	78269
Total For Check 78269						644.50	
Check 78270							
101-172.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	172880001240	11/01/17	873.82	78270
101-215.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	172880001240	11/01/17	1,747.64	78270
101-219.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	172880001240	11/01/17	1,048.58	78270
101-295.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	172880001240	11/01/17	1,048.58	78270
101-301.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	172880001240	11/01/17	14,068.49	78270
101-336.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	172880001240	11/01/17	2,184.55	78270
101-400.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	172880001240	11/01/17	1,310.73	78270
101-441.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	172880001240	11/01/17	2,359.31	78270
208-751.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	172880001240	11/01/17	1,048.58	78270
271-790.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	172880001240	11/01/17	1,747.64	78270
588-588.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	172880001240	11/01/17	3,145.74	78270
640-444.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	172880001240	11/01/17	1,747.64	78270
699-441.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	172880001240	11/01/17	9,524.63	78270
Total For Check 78270						41,855.93	
Check 78271							
640-444.000-726.000	SUPPLIES	PURITY CYLINDER GASES	ARGON TANKS	Multiple	11/24/17	90.45	78271
Total For Check 78271						90.45	
Check 78272							
101-400.000-862.000	LODGING AND MEALS	REGION 2 PLANNING COM	R2PC ANNUAL DINNER	2017	11/02/17	60.00	78272

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Check 78272							
Total For Check 78272						60.00	
Check 78273							
101-265.000-801.000	CONTRACTUAL SERVICES	SCHINDLER ELEVATOR CO	QUARTERLY ELEVATOR MAINTENANCE	8104663985	12/01/17	583.68	78273
Total For Check 78273						583.68	
Check 78274							
101-301.000-726.000	SUPPLIES	SIRCHIE FINGERPRINT L	NARCOTIC TEST KITS	0321662	11/16/17	279.10	78274
Total For Check 78274						279.10	
Check 78275							
640-444.000-726.000	SUPPLIES	SPRATT'S	LP GAS	157961	11/17/17	19.00	78275
Total For Check 78275						19.00	
Check 78276							
101-276.000-801.000	CONTRACTUAL SERVICES	DAVID STIDHAM	TREE & STUMP REMOVAL	OCT 2017	11/02/17	650.00	78276
101-756.000-801.000	CONTRACTUAL SERVICES	DAVID STIDHAM	TREE & STUMP REMOVAL	09/12/17	10/12/17	1,100.00	78276
203-470.000-801.000	CONTRACTUAL SERVICES	DAVID STIDHAM	TREE & STUMP REMOVAL	Multiple	11/02/17	2,650.00	78276
Total For Check 78276						4,400.00	
Check 78277							
640-444.000-801.301	POLICE VEHICLE REPAIR	STILLWELL FORD MERCUR	REPLACED SEAT BELT BUCKLE ASSEMBLY	591801	11/30/17	198.92	78277
Total For Check 78277						198.92	
Check 78278							
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	STOOPS FREIGHTLINER-F	WINDOW REGULATOR ASSY	X306074141	11/19/17	225.45	78278
Total For Check 78278						225.45	
Check 78279							
101-172.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	23.43	78279
101-172.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	65.88	78279
101-209.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	14.20	78279
101-209.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	30.06	78279
101-215.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	28.40	78279
101-215.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	39.49	78279
101-219.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	14.20	78279
101-219.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	29.83	78279
101-301.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	213.00	78279
101-301.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	305.82	78279
101-336.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	42.60	78279
101-336.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	59.25	78279
101-372.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	14.20	78279
101-372.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	15.39	78279
101-400.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	14.20	78279
101-400.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	18.50	78279
101-441.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	28.40	78279
101-441.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	44.27	78279
208-751.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	14.20	78279
208-751.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	22.57	78279
271-790.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	28.40	78279
271-790.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	32.46	78279
588-588.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	56.80	78279
588-588.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	60.70	78279
640-444.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	28.40	78279
640-444.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	36.29	78279

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Check 78279							
699-441.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	99.40	78279
699-441.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	NOV 2017	11/01/17	116.28	78279
Total For Check 78279						1,496.62	
Check 78280							
202-450.000-726.000	SUPPLIES	TACKETT AND SONS MATE	HOT MIX COMMERICAL MIX	Multiple	11/10/17	1,390.95	78280
203-450.000-726.000	SUPPLIES	TACKETT AND SONS MATE	HOT MIX COMMERICAL MIX	Multiple	11/10/17	759.58	78280
Total For Check 78280						2,150.53	
Check 78281							
202-460.000-801.000	CONTRACTUAL SERVICES	TFC CONCRETE	SIDEWALK ON S WEST STREET	3025	11/30/17	960.00	78281
Total For Check 78281						960.00	
Check 78282							
202-450.000-801.000	CONTRACTUAL SERVICES	THOMPSON CONSTRUCTION	STREET PRESERVATION PROGRAM PAYMEN	2017-00197	09/30/17	22,499.20	78282
203-450.000-801.000	CONTRACTUAL SERVICES	THOMPSON CONSTRUCTION	STREET PRESERVATION PROGRAM PAYMEN	2017-00197	09/30/17	92,760.80	78282
Total For Check 78282						115,260.00	
Check 78283							
101-336.000-726.000	SUPPLIES	TOM'S SMALL ENGINE RE	CHISEL CHAINS/TANK CAP/CHAINSAW BL	33784	11/10/17	64.20	78283
Total For Check 78283						64.20	
Check 78284							
101-301.000-801.000	CONTRACTUAL SERVICES	TRANSUNION RISK AND A	ONLINE INVESTIGATIVE SYSTEM BILLIN	807352 OCT 2017	12/15/17	42.10	78284
Total For Check 78284						42.10	
Check 78285							
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	TRI COUNTY INT'L TRUC	SEAL KIT	JP41228	11/28/17	215.52	78285
Total For Check 78285						215.52	
Check 78286							
271-790.000-970.000	CAPITAL OUTLAY	TYCO INTEGRATED SECUR	PROPOSAL AND SERVICE AGREEMENT	84203940	11/23/17	2,008.65	78286
Total For Check 78286						2,008.65	
Check 78287							
101-191.000-726.000	SUPPLIES	ULINE	STANCHION/BARRIER CHAIN/S-HOOKS	97348582	11/30/17	261.48	78287
Total For Check 78287						261.48	
Check 78288							
101-265.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	Multiple	11/24/17	28.96	78288
101-336.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	CONTRACTUAL LINEN SERVICE	154 0009344	10/30/17	24.40	78288
101-441.000-742.000	CLOTHING / UNIFORMS	UNIFIRST CORP	RUGS/UNIFORMS - DPS	Multiple	11/17/17	52.94	78288
101-441.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	RUGS/UNIFORMS - DPS	Multiple	11/17/17	64.62	78288
271-790.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	CONTRACTUAL MAT SERVICE - LIBRARY	154 0009604	12/02/17	37.53	78288
588-588.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	CONTRACTUAL MAT SERVICE - DART	154 0008343	11/19/17	32.04	78288
640-444.000-742.000	CLOTHING / UNIFORMS	UNIFIRST CORP	RUGS/UNIFORMS - DPS	Multiple	11/17/17	21.04	78288
640-444.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	RUGS/UNIFORMS - DPS	Multiple	11/17/17	33.62	78288
Total For Check 78288						295.15	
Check 78289							
101-265.000-801.000	CONTRACTUAL SERVICES	US STAFFING AGENCY, L	TEMP EMPLOYEES W/E 10/15/17	Multiple	11/16/17	85.50	78289
101-276.000-801.000	CONTRACTUAL SERVICES	US STAFFING AGENCY, L	TEMP EMPLOYEES W/E 10/15/17	Multiple	11/16/17	71.25	78289
101-441.000-801.000	CONTRACTUAL SERVICES	US STAFFING AGENCY, L	TEMP EMPLOYEES W/E 10/15/17	4687	11/16/17	206.63	78289
101-756.000-801.000	CONTRACTUAL SERVICES	US STAFFING AGENCY, L	TEMP EMPLOYEES W/E 10/15/17	Multiple	11/16/17	332.03	78289
202-460.000-801.000	CONTRACTUAL SERVICES	US STAFFING AGENCY, L	TEMP EMPLOYEES W/E 10/15/17	Multiple	11/16/17	71.25	78289

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Check 78289 588-588.000-801.000	CONTRACTUAL SERVICES	US STAFFING AGENCY, L	TEMP EMPLOYEES W/E 10/15/17	4687	11/16/17	7.12	78289
			Total For Check 78289			<u>773.78</u>	
Check 78290 101-265.000-726.000	SUPPLIES	WALMART COMMUNITY	BUILDING CLEANING/SERVICE/COFFEE S	OCT 2017	11/17/17	56.37	78290
271-790.000-726.000	SUPPLIES	WALMART COMMUNITY	PARTY SUPPLIES	WALMART	11/17/17	49.97	78290
			Total For Check 78290			<u>106.34</u>	
Check 78291 640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	WHITES WELDING SERVIC	STEEL	Multiple	11/20/17	247.00	78291
			Total For Check 78291			<u>247.00</u>	

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			Fund Totals:				
			Fund 101 GENERAL FUND			57,595.60	
			Fund 202 MAJOR ST./TRUNKLINE FUND			28,783.10	
			Fund 203 LOCAL ST. FUND			98,050.70	
			Fund 208 RECREATION FUND			1,160.39	
			Fund 247 TAX INCREMENT FINANCE ATH.			232.77	
			Fund 271 LIBRARY FUND			10,244.37	
			Fund 481 AIRPORT IMPROVEMENT FUND			5,989.41	
			Fund 588 DIAL-A-RIDE FUND			4,134.53	
			Fund 640 REVOLVING MOBILE EQUIP. FUN			5,896.42	
			Fund 699 DPS LEAVE AND BENEFITS FUND			9,808.41	
			Total For All Funds:			<u>221,895.70</u>	

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Check 68534							
582-175.000-905.000	PUBLISHING / NOTICES	HILLSDALE CO HALLOWEE	SPONSOR	10262017	10/26/17	150.00	68534
590-175.000-905.000	PUBLISHING / NOTICES	HILLSDALE CO HALLOWEE	SPONSOR	10262017	10/26/17	75.00	68534
591-175.000-905.000	PUBLISHING / NOTICES	HILLSDALE CO HALLOWEE	SPONSOR	10262017	10/26/17	75.00	68534
Total For Check 68534						300.00	
Check 68535							
582-175.000-930.000	REPAIRS & MAINTENANCE	A CLEAN START	OFFICE CLEANING	816020	11/02/17	75.00	68535
590-175.000-930.000	REPAIRS & MAINTENANCE	A CLEAN START	OFFICE CLEANING	816020	11/02/17	37.50	68535
591-175.000-930.000	REPAIRS & MAINTENANCE	A CLEAN START	OFFICE CLEANING	816020	11/02/17	37.50	68535
Total For Check 68535						150.00	
Check 68536							
582-543.000-801.050-1	CONTRACTUAL SERV. - ENGI	AMERICAN COPPER AND B	ELECTRICAL PARTS FOR POWER LANT	17INV048527	11/02/17	108.10	68536
582-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	ELECTRICAL PARTS FOR POWER LANT	17INV048527	11/02/17	112.73	68536
590-546.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PLUMBING AND ELECTRICAL PARTS	17INV047632	11/02/17	10.04	68536
590-547.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PLUMBING AND ELECTRICAL PARTS	Multiple	11/02/17	116.90	68536
591-544.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	PLUMBING AND ELECTRICAL PARTS	Multiple	11/02/17	280.99	68536
Total For Check 68536						628.76	
Check 68537							
590-547.000-930.000	REPAIRS & MAINTENANCE	APPLIED INDUSTRIAL TE	WWTP AERATION BEARINGS AND COUPLIN	Multiple	11/02/17	3,028.93	68537
Total For Check 68537						3,028.93	
Check 68538							
582-175.000-925.000	TELEPHONE	AT&T	EQUIPMENT ROUTER/TELEPHONE SERVICE	4358439309	11/02/17	355.03	68538
582-543.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE - PP	Multiple	11/02/17	241.66	68538
590-175.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE - CENTREX LINES	Multiple	11/02/17	237.03	68538
590-547.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE - CENTREX LINES	517437098610	11/02/17	29.78	68538
591-175.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE - CENTREX LINES	Multiple	11/02/17	237.03	68538
591-545.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE - CENTREX LINES	517437098610	11/02/17	29.78	68538
Total For Check 68538						1,130.31	
Check 68539							
590-547.000-801.000	CONTRACTUAL SERVICES	BIOTECH AGRONOMICS	BIOSOLIDS ANALYTICAL TESTING FORWW	1811	11/02/17	410.40	68539
Total For Check 68539						410.40	
Check 68540							
582-000.000-040.000	ACCOUNTS RECEIVABLE	BOOTH, CLIFTON	UB refund for account: 009987	11/02/2017	11/02/17	47.38	68540
Total For Check 68540						47.38	
Check 68541							
590-547.000-740.000	FUEL AND LUBRICANTS	BRINER OIL CO, INC	DIESEL FUEL, DYED FOR WWTP GENERAT	094698	11/02/17	1,165.00	68541
Total For Check 68541						1,165.00	
Check 68542							
582-175.000-925.000	TELEPHONE	CENTURYLINK	LONG DISTANCE	1422745016	11/02/17	2.59	68542
590-175.000-925.000	TELEPHONE	CENTURYLINK	LONG DISTANCE	1422745016	11/02/17	1.29	68542
591-175.000-925.000	TELEPHONE	CENTURYLINK	LONG DISTANCE	1422745016	11/02/17	1.31	68542
Total For Check 68542						5.19	
Check 68543							
582-175.000-801.000	CONTRACTUAL SERVICES	CINTAS CORPORATION	MATS, TOWELS & RUGS	4002108784	11/02/17	184.31	68543
582-175.000-930.000	REPAIRS & MAINTENANCE	CINTAS CORPORATION	MATS, TOWELS & RUGS	4002194535	11/02/17	213.86	68543
582-543.000-801.000	CONTRACTUAL SERVICES	CINTAS CORPORATION	RUGS - PP	Multiple	11/02/17	183.58	68543
590-175.000-801.000	CONTRACTUAL SERVICES	CINTAS CORPORATION	MATS, TOWELS & RUGS	4002108784	11/02/17	92.16	68543



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Check 68543							
590-175.000-930.000	REPAIRS & MAINTENANCE	CINTAS CORPORATION	MATS, TOWELS & RUGS	4002194535	11/02/17	106.93	68543
591-175.000-801.000	CONTRACTUAL SERVICES	CINTAS CORPORATION	MATS, TOWELS & RUGS	4002108784	11/02/17	92.16	68543
591-175.000-930.000	REPAIRS & MAINTENANCE	CINTAS CORPORATION	MATS, TOWELS & RUGS	4002194535	11/02/17	106.93	68543
Total For Check 68543						979.93	
Check 68544							
582-000.000-249.100	LOW INCOME ENERGY ASSIST	COMMUNITY ACTION AGEN	OPERTION ROUND-UP OCTOBER	11022017	11/02/17	2,648.92	68544
Total For Check 68544						2,648.92	
Check 68545							
582-175.000-808.000	AUDITING SERVICES	CONDON, HECHT, BISHER	PROFESSIONAL SERVICES RENDERED	2000020455	11/02/17	2,593.75	68545
590-175.000-808.000	AUDITING SERVICES	CONDON, HECHT, BISHER	PROFESSIONAL SERVICES RENDERED	2000020455	11/02/17	1,296.87	68545
591-175.000-808.000	AUDITING SERVICES	CONDON, HECHT, BISHER	PROFESSIONAL SERVICES RENDERED	2000020455	11/02/17	1,296.88	68545
Total For Check 68545						5,187.50	
Check 68546							
582-175.000-726.200	OFFICE SUPPLIES	CURRENT OFFICE SOLUTI	LEASE/COPIES	Multiple	11/02/17	138.72	68546
590-175.000-726.200	OFFICE SUPPLIES	CURRENT OFFICE SOLUTI	LEASE/COPIES	Multiple	11/02/17	69.36	68546
591-175.000-726.200	OFFICE SUPPLIES	CURRENT OFFICE SOLUTI	LEASE/COPIES	Multiple	11/02/17	69.36	68546
Total For Check 68546						277.44	
Check 68547							
591-544.000-801.000-1	CONTRACTUAL SERVICES	DIXON ENGINEERING & I	WATER TOWER PROJECT ADMINISTRATION	17-2879	11/02/17	8,412.50	68547
Total For Check 68547						8,412.50	
Check 68548							
582-175.000-801.200	COMPUTER	DOBERMAN TECHNOLOGIES	MONTHLY SERVICE	CW-6649	11/02/17	2,960.00	68548
590-175.000-801.200	COMPUTER	DOBERMAN TECHNOLOGIES	MONTHLY SERVICE	CW-6649	11/02/17	1,480.00	68548
591-175.000-801.200	COMPUTER	DOBERMAN TECHNOLOGIES	MONTHLY SERVICE	CW-6649	11/02/17	1,480.00	68548
Total For Check 68548						5,920.00	
Check 68549							
590-547.000-930.000	REPAIRS & MAINTENANCE	DUBOIS - COOPER	WWTP INFLUENT PUMP TO OUTLET SEALS	0593	11/02/17	160.00	68549
Total For Check 68549						160.00	
Check 68550							
591-544.000-930.000	REPAIRS & MAINTENANCE	DUBOIS TRUCKING AND E	VARIOUS SOILS FOR FILL	Multiple	11/02/17	266.00	68550
Total For Check 68550						266.00	
Check 68551							
591-543.000-727.400	SUPPLIES - PHOSPHATE	ENVIRONMENTAL MANAGEM	PHOSPHATES AND INHIBITOR WTP	15830	11/02/17	3,966.55	68551
Total For Check 68551						3,966.55	
Check 68552							
582-543.000-726.000	SUPPLIES	FAMILY FARM & HOME	WELDING SUPPLIES	A56265	11/02/17	51.82	68552
582-544.000-726.800	SUPPLIES - OPERATIONS	FAMILY FARM & HOME	SHOVELS AND RAKE FOR URD	A56453	11/02/17	100.96	68552
Total For Check 68552						152.78	
Check 68553							
590-000.000-040.000	ACCOUNTS RECEIVABLE	FITTON, TJAY M	UB refund for account: 011421	11/02/2017	11/02/17	96.35	68553
Total For Check 68553						96.35	
Check 68554							
582-000.000-040.000	ACCOUNTS RECEIVABLE	GABR, MOHAMED ALI	UB refund for account: 024118	11/02/2017	11/02/17	8.46	68554
Total For Check 68554						8.46	

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Check 68555							
582-543.000-801.050-1	CONTRACTUAL SERV. - ENGI	GALLOUP	PARTS FOR ENGINE PROJECT	Multiple	11/02/17	162.22	68555
						<u>162.22</u>	
Total For Check 68555							
Check 68556							
582-543.000-726.000	SUPPLIES	GELZER & SON INC	ELECTRICAL SUPPLIES FOR ENGINES	C261799	11/02/17	21.56	68556
582-544.000-726.800	SUPPLIES - OPERATIONS	GELZER & SON INC	PVC STRAPS AND FASTENERS	Multiple	11/02/17	19.84	68556
590-546.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	WATER AND WASTEWATER TOOLS AND PLU	C261154	11/02/17	10.97	68556
590-547.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	WATER AND WASTEWATER TOOLS AND PLU	Multiple	11/02/17	11.12	68556
591-544.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	WATER AND WASTEWATER TOOLS AND PLU	Multiple	11/02/17	51.47	68556
						<u>114.96</u>	
Total For Check 68556							
Check 68557							
582-543.000-930.050	REPAIRS & MAINT. - ENGIN	GIC THERMODYNAMICS	THERMAL COUPLE FOR ENGINE #5	5022306	11/02/17	117.21	68557
						<u>117.21</u>	
Total For Check 68557							
Check 68558							
590-547.000-726.900	SUPPLIES - LABORATORY	HEFFERNAN SOFT WATER	DISTILLED WATER WWTP LAB	Multiple	11/02/17	69.25	68558
						<u>69.25</u>	
Total For Check 68558							
Check 68559							
582-175.000-905.000	PUBLISHING / NOTICES	HILLSDALE ROTARY CLUB	ADS	12012017	11/02/17	100.00	68559
590-175.000-905.000	PUBLISHING / NOTICES	HILLSDALE ROTARY CLUB	ADS	12012017	11/02/17	50.00	68559
591-175.000-905.000	PUBLISHING / NOTICES	HILLSDALE ROTARY CLUB	ADS	12012017	11/02/17	50.00	68559
						<u>200.00</u>	
Total For Check 68559							
Check 68560							
582-544.000-726.800	SUPPLIES - OPERATIONS	JONESVILLE LUMBER	2X8X12 FORM BOARDS	774651	11/02/17	18.88	68560
						<u>18.88</u>	
Total For Check 68560							
Check 68561							
590-000.000-250.100	MUNICIPAL FINANCING - CU	KEY GOVERNMENT FINANC	SEWER VACCUM	581049215001711	11/02/17	36,284.57	68561
590-000.000-251.000	ACCRUED INTEREST	KEY GOVERNMENT FINANC	SEWER VACCUM	581049215001711	11/02/17	2,583.27	68561
590-175.000-955.000	MISCELLANEOUS	KEY GOVERNMENT FINANC	SEWER VACCUM	581049215001711	11/02/17	1,559.98	68561
591-000.000-250.100	MUNICIPAL FINANCING - CU	KEY GOVERNMENT FINANC	SEWER VACCUM	581049215001711	11/02/17	36,284.57	68561
591-000.000-251.000	ACCRUED INTEREST	KEY GOVERNMENT FINANC	SEWER VACCUM	581049215001711	11/02/17	2,583.27	68561
591-175.000-955.000	MISCELLANEOUS	KEY GOVERNMENT FINANC	SEWER VACCUM	581049215001711	11/02/17	1,557.03	68561
						<u>80,852.69</u>	
Total For Check 68561							
Check 68562							
582-000.000-040.000	ACCOUNTS RECEIVABLE	LANDER JR, CHARLES A	UB refund for account: 023925	11/02/2017	11/02/17	39.00	68562
						<u>39.00</u>	
Total For Check 68562							
Check 68563							
582-000.000-040.000	ACCOUNTS RECEIVABLE	LEFERE REALTY	UB refund for account: 012915	11/02/2017	11/02/17	12.48	68563
590-000.000-040.000	ACCOUNTS RECEIVABLE	LEFERE REALTY	UB refund for account: 012915	11/02/2017	11/02/17	13.96	68563
591-000.000-040.000	ACCOUNTS RECEIVABLE	LEFERE REALTY	UB refund for account: 012915	11/02/2017	11/02/17	11.97	68563
						<u>38.41</u>	
Total For Check 68563							
Check 68564							
582-000.000-040.000	ACCOUNTS RECEIVABLE	LITTLE, TRAA A M	UB refund for account: 026744	11/02/2017	11/02/17	28.00	68564
						<u>28.00</u>	
Total For Check 68564							
Check 68565							
582-543.000-801.050-1	CONTRACTUAL SERV. - ENGI	MCMaster - CARR	ENGINE #5 PARTS	Multiple	11/02/17	25.12	68565
582-543.000-930.050	REPAIRS & MAINT. - ENGIN	MCMaster - CARR	ENGINE #5 PARTS	48926662	11/02/17	58.20	68565

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 68565							
						Total For Check 68565	83.32
Check 68566							
590-547.000-801.000	CONTRACTUAL SERVICES	MERIT LABORATORIES	WWTP ADDITIONAL MONITORING REQUIRE	Multiple	11/02/17	2,214.25	68566
						Total For Check 68566	2,214.25
Check 68567							
582-175.000-726.202	SUPPLIES - COMPUTER	NONIK TECHNOLOGIES, I	3 PATCH CABLES 14 FEET FOR NETWORK	INV7008	11/02/17	23.99	68567
590-175.000-726.200	OFFICE SUPPLIES	NONIK TECHNOLOGIES, I	3 PATCH CABLES 14 FEET FOR NETWORK	INV7008	11/02/17	11.99	68567
591-175.000-726.200	OFFICE SUPPLIES	NONIK TECHNOLOGIES, I	3 PATCH CABLES 14 FEET FOR NETWORK	INV7008	11/02/17	11.99	68567
						Total For Check 68567	47.97
Check 68568							
590-547.000-726.900	SUPPLIES - LABORATORY	NORTH CENTRAL LABORAT	LABORATORY SUPPLIES WWTP	396949	11/02/17	273.24	68568
						Total For Check 68568	273.24
Check 68569							
590-547.000-930.000	REPAIRS & MAINTENANCE	NORTHERN SAFETY & IND	SAFETY EQUIPMENT	902663045/10148	11/02/17	213.32	68569
						Total For Check 68569	213.32
Check 68570							
582-175.000-726.200	OFFICE SUPPLIES	OFFICE 360	PRINTER INK CARTIDGES	936688	11/02/17	95.96	68570
						Total For Check 68570	95.96
Check 68571							
582-543.000-801.050-1	CONTRACTUAL SERV. - ENGI	OMEGA ENGINEERING INC	THERMOCOUPLE WIRE FOR ENGINES	N277491	11/02/17	200.00	68571
						Total For Check 68571	200.00
Check 68572							
591-175.000-730.039	BPU VEHICLE MAINT/SUPPLI	PERFORMANCE AUTOMOTIV	OIL AND FILTERS FOR BACKHOE	Multiple	11/02/17	464.90	68572
						Total For Check 68572	464.90
Check 68573							
582-175.000-801.000	CONTRACTUAL SERVICES	PLANT MORAN, PLLC	PROFESSIONAL SERVICES	1483547	11/02/17	2,486.72	68573
590-175.000-801.000	CONTRACTUAL SERVICES	PLANT MORAN, PLLC	PROFESSIONAL SERVICES	1483547	11/02/17	1,243.36	68573
591-175.000-801.000	CONTRACTUAL SERVICES	PLANT MORAN, PLLC	PROFESSIONAL SERVICES	1483547	11/02/17	1,243.37	68573
						Total For Check 68573	4,973.45
Check 68574							
582-543.000-726.000	SUPPLIES	PLANT PROS, INC	OIL ABSORBANT PADS FOR POWER PLANT	6981337	11/02/17	437.84	68574
						Total For Check 68574	437.84
Check 68575							
582-175.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	791487	11/02/17	11,053.82	68575
582-544.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	791487	11/02/17	1,310.73	68575
590-175.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	791487	11/02/17	6,007.50	68575
591-175.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	791487	11/02/17	5,832.74	68575
						Total For Check 68575	24,204.79
Check 68576							
582-000.000-249.100	LOW INCOME ENERGY ASSIST	STATE OF MICHIGAN	LIEAF FOR OCTOBER / 89048 INDEX	11022017	11/02/17	5,509.77	68576
						Total For Check 68576	5,509.77
Check 68577							
582-000.000-040.000	ACCOUNTS RECEIVABLE	RYAN, HEATHER M	UB refund for account: 030047	11/02/2017	11/02/17	44.66	68577

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 68577							
590-000.000-040.000	ACCOUNTS RECEIVABLE	RYAN, HEATHER M	UB refund for account: 030047	11/02/2017	11/02/17	40.42	68577
591-000.000-040.000	ACCOUNTS RECEIVABLE	RYAN, HEATHER M	UB refund for account: 030047	11/02/2017	11/02/17	30.18	68577
						<u>115.26</u>	
Check 68578							
582-544.000-730.000	VEH./EQUIP. MAINT. SUPPL	SELKING INTERNATIONAL	39-04 INITIAL SERVICE	1218373	11/02/17	318.92	68578
						<u>318.92</u>	
Check 68579							
582-175.000-925.000	TELEPHONE	SPRINT	SPRINT BILL CELLS	893827215-120	11/02/17	482.64	68579
590-175.000-925.000	TELEPHONE	SPRINT	SPRINT BILL CELLS	893827215-120	11/02/17	125.09	68579
591-175.000-925.000	TELEPHONE	SPRINT	SPRINT BILL CELLS	893827215-120	11/02/17	69.28	68579
						<u>677.01</u>	
Check 68580							
582-000.000-265.000	ACCRUED SALES TAX	STATE OF MICHIGAN	SALES TAX	10312017	11/02/17	34,580.24	68580
582-000.000-693.000	MISC NON-OPERATIONG INCO	STATE OF MICHIGAN	SALES TAX	10312017	11/02/17	(209.88)	68580
						<u>34,370.36</u>	
Check 68581							
591-544.000-801.000	CONTRACTUAL SERVICES	STATE OF MICHIGAN	DRINKING WATER TESTING	761-8181272	11/02/17	876.00	68581
						<u>876.00</u>	
Check 68582							
591-175.000-810.000	DUES AND SUBSCRIPTIONS	STATE OF MICHIGAN MDE	COMMUNITY PUBLIC WATER SUPPLY ANNU	761-10081935	11/02/17	3,067.41	68582
						<u>3,067.41</u>	
Check 68583							
582-175.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894/10	11/02/17	156.20	68583
582-175.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894/10	11/02/17	329.67	68583
582-544.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894/10	11/02/17	14.20	68583
582-544.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894/10	11/02/17	19.24	68583
590-175.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894/10	11/02/17	85.20	68583
590-175.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894/10	11/02/17	141.42	68583
591-175.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894/10	11/02/17	71.00	68583
591-175.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894/10	11/02/17	109.98	68583
						<u>926.91</u>	
Check 68584							
582-544.000-970.000	CAPITAL OUTLAY	T & R ELECTRIC SUPPLY	TRANSFORMER FOR 7160 BEECHER RD	146253	11/02/17	5,972.00	68584
						<u>5,972.00</u>	
Check 68585							
582-546.000-930.000	REPAIRS & MAINTENANCE	UTILITIES INSTRUMENTA	WORK AT UNION ST. AND POWER PLANT	530352098	11/02/17	5,448.43	68585
						<u>5,448.43</u>	
Check 68586							
582-000.000-123.000	PREPAID EXPENSES	MILSOFT	DISPATCH & UNPLUGGED NOV SUPPORT	Multiple	11/02/17	584.09	68586
590-000.000-123.000	PREPAID EXPENSES	MILSOFT	DISPATCH & UNPLUGGED NOV SUPPORT	Multiple	11/02/17	292.04	68586
591-000.000-123.000	PREPAID EXPENSES	MILSOFT	DISPATCH & UNPLUGGED NOV SUPPORT	Multiple	11/02/17	292.03	68586
						<u>1,168.16</u>	
Check 68587							
582-544.000-730.000	VEH./EQUIP. MAINT. SUPPL	VERMEER OF MICHIGAN,	REPAIR PARTS FOR TRENCHING ARM END	P58561	11/02/17	295.19	68587

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 68587			Total For Check 68587			295.19	
Check 68588							
582-544.000-730.000	VEH./EQUIP. MAINT. SUPPL	WELLS EQUIPMENT SALES	OIL FOR CASE 1840	IN47811	11/02/17	112.90	68588
			Total For Check 68588			112.90	
Check 68589							
582-543.000-930.060	REPAIRS & MAINT. - ENGIN	WHEELER WORLD INC	HEAD PARTS AND LABOR FOR #6 HEAD G	12623	11/02/17	3,043.95	68589
			Total For Check 68589			3,043.95	
Check 68590							
582-544.000-801.300	TREE TRIMMING	WRIGHT TREE SERVICE	TREE TRIMMING SERVICES W.E. 10/14	Multiple	11/02/17	9,454.90	68590
			Total For Check 68590			9,454.90	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
			Fund Totals:				
			Fund 582 ELECTRIC FUND			92,545.56	
			Fund 590 SEWER FUND			59,644.49	
			Fund 591 WATER FUND			68,959.18	
			Total For All Funds:			<hr/>	
						221,149.23	

## CITY COUNCIL MINUTES

City of Hillsdale  
November 6, 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
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Council Members absent:	Brian Watkins, Ward 1 Matthew Bell, Ward 4
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, Scott Hephner (HCPD & HCFD), Mark Hawkins (HCFD), Jake Hammel (DPS), Mike Barber (BPU), Chris McArthur (BPU), Alan Beeker (Zoning), Mary Hill (Library), Corey Murray (Hillsdale Daily News), Nic Rowan (Hillsdale Collegian), Rod Bealt, Brett Boyd, Melissa Tacolla, Paul Marshall, Rod Scholfield, Rich and Robin Galloway, John Paradine, Debbie Myers-Lockwood, Terry Rummel, Mike Phillips, Jan Hutchins, Ruth Brown, Jane Stewart, Brian DuBois, CJ Toncray, Bill Walters, Larry Scholl, Matthew Baxter, Kelcey LeBlanc, Robert Berger, Russell Picek, Glen Ziegler, Wendy Playford, Craig and Laura Follett, Annette Frosch, Maria Bidney, Ron Scholl, Shannon Teller, Michael Mitchell, Ted Jansen, Dennis Wainscott, and Penny Swan.

### **Council Member Excused**

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

Council Member Morrissey, 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 Morrissey, moved to approve the November 6, 2017 agenda as presented. By a voice vote, the motion carried unanimously.

### **Public Comment**

Mr. Jack McLain, 1445 Bunn Road, commended Council Member Stockford for abstaining on the motion to schedule a public hearing for the 425 Agreement with Fayette Township at the October 16, 2017 meeting, due to a conflict of interest. Mr. McLain stated all Council Members should abstain on any issues that involve their respective employers.

### **Consent Agenda**

- A. Approval of Bills
  - 1. City Claims of October 20, 2017: \$84,996.12
  - 2. BPU Claims of October 20, 2017: \$111,000.05
  - 3. Payroll of October 19, 2017: \$160,238.07
- B. City Council Minutes of October 16, 2017 Regular Meeting
- C. Planning Commission Minutes of October 10, 2017
- D. Shade Tree Commission Minutes of October 11, 2017
- E. Economic Development Corporation Minutes of June 15, 2017 & October 19, 2017
- F. EDC – Business Review Committee Minutes of July 25, 2017 & October 3, 2017
- G. Finance Committee Minutes of:
  - 1. August 28, 2017
  - 2. September 11, 2017
  - 3. September 25, 2017
  - 4. October 9, 2017
  - 5. October 26, 2017
- H. Dawn Theater Governance Board Minutes of October 5, 2017
- I. Hillsdale Policy Group Progress Report – October 2017
- J. Code Enforcement Report – October 2017
- K. Quarterly Investment Report

Council Member Flannery, seconded by Council Member Morrissey, 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. State of Michigan: Inflation Rate Multiplier and the Headlee Millage Reduction Fraction (MRF) formula
- B. Communication from Ms. Nola Wagner
- C. Marketing for Hillsdale Manufacturing & Technology Park
- D. “No Shave November” - Hillsdale Police Dept. Officer Ted Brendel
- E. City of Hillsdale Newsletter – December 2017

The communications were received by Council for informational purposes only.

Council Member Sharp noted the correspondence received from Ms. Wagner was not copied in its entirety and could not be read. City Manager Mackie stated Ms. Wagner had written to the city and expressed her support for the construction of a Meijer store in the Hillsdale area.

### **Introduction and Adoption of Ordinance/Public Hearing**

- A. Public Hearing: Ordinance #2017-002: An Ordinance to Amend Section 36-143 of Division of Article III of Chapter 36 of the Code of the City of Hillsdale

City Manager Mackie reviewed the need for a second public hearing for Ordinance #2017-002, due to publication errors from the previous hearing. City Manager Mackie noted the recommended ordinance was identical to the ordinance previously adopted by Council at the September 18, 2017 meeting.

Mayor Sessions opened a public hearing at 7:08 p.m. to receive citizen comments regarding an Ordinance to Amend Section 36-143 of Division of Article III of Chapter 36 of the Code of the City of Hillsdale

Being no public comments, Mayor Sessions closed the public hearing at 7:09 p.m.

Council Member Morrissey, seconded by Council Member Flannery, moved to adopt Ordinance #2017-002: An Ordinance to Amend Section 36-143 of Division of Article III of Chapter 36 of the Code of the City of Hillsdale.

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

Motion passed 7-0.

B. Public Hearing: 425 Agreement with Fayette Township

Mayor Sessions opened a public hearing at 7:10 p.m. to receive citizen comments regarding a proposed 425 Agreement with Fayette Township.

Mr. Brett Boyd, 4400 Homer Road, Fayette Township and owner of the Hillsdale Market House discussed the negative impact of the construction of another large, retail, “box-store” in Hillsdale and the impact that a Meijer store would have on the unique, family-owned businesses in the area. Mr. Boyd highlighted the recent investments that had been made by small businesses in the City of Hillsdale and the commitment of those businesses to the area through donations and community event sponsorships.

Mr. Rich Galloway, 3496 S Edon Road, owner of Performance Automotive, stated the addition of a box-store and major retailer would force small businesses in the city to close and would have a devastating effect on the employees and their families.

Ms. Debbie Myers-Lockwood, 4 E. Bacon Street, voiced support for the 425 Agreement and stated the Meijer store would be a benefit to the entire community and would be a great utility customer to the city’s BPU.

Ms. Sandra George, 4355 Homer Road, voiced displeasure at the secrecy of the Meijer proposal, as the newspaper had recently published an article that indicated Meijer was not interested in a Hillsdale location. Ms. George objected to a Meijer store and stated many people would lose their jobs if Meijer came into Hillsdale.

Mr. Terry Rummel, 44 N. Howell Street, owner of Current Office Supply, stated the construction of a Meijer store into the Hillsdale area would hurt the local economy. Mr. Rummel also reported the large retail stores did not support programs in local communities like small business owners in Hillsdale had always done.

Ms. Annette Frosch, 1671 Bankers Road and CEO of Nash Drugs, stated the health care industry had weathered the storm when Wal-Mart and Walgreens had come into the area; however, there had been many, economic changes in the health care field and the inclusion of a Meijer store would have a serious impact on the locally-owned pharmacies in the area.

Mr. Jack McLain, 1445 Bunn Road, argued the proposed 425 Agreement should be extended to stay in effect for fifty (50) years, rather than the proposed thirty (30) years.

Mr. Kevin Conant, 1540 Bridge Road and owner of Here's to You Pub 'n Grub Restaurant, voiced objection to the proposed Meijer store and noted the great, individual service and expertise provided at the locally-owned businesses in the area.

Ms. Jane Stuart, 106 North Broad Street and owner of Smith Flowers, objected to the 425 Agreement that would allow Meijer to construct a new store in Fayette Township and echoed many of the negative comments that had been raised about another "box-store" coming into the area.

Mr. CJ Toncray, 3884 Mechanic Street, discussed the negative effects of Meijer stores on small, family-owned businesses throughout the state.

Mr. John Paradine, 2770 Taylor Road, stated his property was near the proposed site and warned of the negative traffic and environmental impacts of the new store. Mr. Paradine stated the new construction of the Meijer store would not have a net-positive impact on the tax revenue and overall economy for the City of Hillsdale.

Mr. Ted Jansen, 104 Hillsdale Street, discussed the negative impact the new Meijer location would have on the businesses in the downtown area. Mr. Jansen discussed the many job opportunities that remain unfilled, even without the new Meijer store.

Being no further public comments, Mayor Sessions closed the public hearing at 7:32 p.m.

City Manager Mackie discussed the adage of "competition helps competition" and questioned if the City of Hillsdale really wanted new businesses within the city or not. City Manager Mackie stated that if the Council rejected the application of a Meijer store, it would send a message to other perspective business owners to stay away Hillsdale for business expansion. City Manager Mackie also discussed the additional economic development opportunities that would be realized once the Meijer store was constructed and open for business.

Council Member Sharp argued that many downtown Hillsdale stores did not close because of the Jonesville Wal-Mart store, but left based on other parameters. Council Member Sharp also noted Locey's Jewelers in downtown Hillsdale was closing due to the owner's retirement and not due to economic concerns.

Council Member Stockford reported he would abstain from voting on this issue, as Meijer stores had contracted with his employer for temporary staffing.

City Manager Mackie stated the 425 Agreement had been reviewed by the City Attorney and by Meijer Corporation. City Manager Mackie stated Fayette Township would receive 2-mil of tax revenue from the assessments of the new development.

Council Member Dixon asked if the city had reviewed any studies that reviewed the impact of large, retail stores on locally-owned businesses. City Manager Mackie stated the city had not received or reviewed any such reports.

Responding to a question from Council Member Dixon, City Manager Mackie stated there were alternative locations that Meijer could select to be within the Hillsdale-Jonesville area, although the exact location(s) of their alternate sites were unknown to city staff.

Mayor Sessions discussed the complexity of the request and stated he had received comments, both in favor and opposed, from constituents regarding the development. Mayor Sessions discussed the need for the city to prosper economically, while also supporting the area’s local businesses.

Council Member Zeiser moved to approve a 425 Agreement with Fayette Township as presented. The motion died as there was no support for the motion.

C. Ordinance #2017-003: An Ordinance to Replace Sections 36-271 through and Including 36-279 of Division 7 of Article III of Chapter 36 of the Code of the City of Hillsdale

Council Member Flannery, seconded by Council Member Morrissey, moved to adopt Ordinance #2017-003: An Ordinance to Replace Sections 36-271 through and including 36-279 of Division 7 of Article III of Chapter 36 of the Code of the City of Hillsdale

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. Ordinance #2017-004: An Ordinance to Amend Sections 36-651 Through and Including 36-653 of Division 4 of Article VIII of Chapter 36 of the Code of the City of Hillsdale

Council Member Flannery, seconded by Council Member Sharp, moved to adopt Ordinance #2017-004: An Ordinance to Amend Sections 36-651 through and including 36-653 of Division 4 of Article VIII of Chapter 36 of the Code of the City of Hillsdale

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.

- F. Ordinance #2017-006: An Ordinance to Amend Sections 36-591 Through and Including 36-601 of Division 2 of Article VIII of Chapter 36 of the Code of the City of Hillsdale

Council Member Flannery, seconded by Council Member Dixon, moved to adopt Ordinance #2017-006: An Ordinance to Amend Sections 36-591 through and including 36-601 of Division 2 of Article VIII of Chapter 36 of the Code of the City of Hillsdale

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.

- E. Ordinance #2017-005: An Ordinance to Amend Sections 36-621 Through and Including 36-634 of Division 3 of Article VIII of Chapter 36 of the Code of the City of Hillsdale

Council Member Morrissey, seconded by Council Member Zeiser, moved to adopt Ordinance #2017-005: An Ordinance to Amend Sections 36-621 through and including 36-634 of Division 3 of Article VIII of Chapter 36 of the Code of the City of Hillsdale

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 were no unfinished business items on the meeting agenda.

**Old Business**

- A. Set a Public Hearing for November 20, 2017 regarding the Community Development Block Grant (CDBG) for Blight Elimination at 42 Union Street

Council Member Dixon, seconded by Council Member Stockford, moved to schedule a public hearing on November 20, 2017 regarding the close-out for the Community Development Block Grant (CDBG) for blight elimination at 42 Union Street. By a voice vote, the motion passed unanimously.

**New Business**

- A. TCO 2017-75: No Parking on the west side of Summit Street

Chief Hephner reviewed the recommendation for parking restrictions on Summit Street that had been requested by area residents who voiced concerns with traffic safety and visibility issues. Chief Hephner stated that permitted parking on the east side of Summit Street would allow greater access to the mailboxes on the west side of the street.

Council Member Dixon, seconded by Council Member Flannery, moved to approve TCO 2017-75: No Parking on the west side of Summit Street.

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.

**XI. Miscellaneous Reports**

Council Member Flannery, seconded by Council Member Dixon, moved to appoint Mr. Jeffrey Rogers to the Zoning Board of Appeals and Mr. Ronald Scholl to the Planning Commission. By a voice vote, the motion passed unanimously.

**City Manager's Report**

City Manager Mackie reported:

1. Election Day was scheduled for Tuesday, November 7<sup>th</sup> and encouraged everyone to vote.
2. A special City Council meeting was scheduled for November 13, 2017 at 8:00 p.m.
3. The first edition of the city's newsletter and reported copies would be distributed via Facebook and through the monthly BPU billing statements.
4. The city had exceeded 1,800 "likes", or followers, on Facebook.
5. The second round of leaf collection had started and a schedule of the collection could be found on the city's website.
6. The branding discussion tabled at the October 16<sup>th</sup> Council meeting would be placed on the November 20, 2017 agenda for additional discussion.
7. The State of Michigan had requested approximately 1,400 City of Hillsdale brochures so the informational handouts could be placed at all of the state's Welcome Centers.
8. Recreation Director Michelle Loren reported over 800 residents had participated in the city's recreational programs in 2017, a 17% increase from 2016.
9. The city had re-established an annual contest to award home and business owners for the best Christmas light display.
10. The Hillsdale College Chess Club would be hosting a chess event on November 18, 2017 from 10:00 a.m. until 12:00 p.m. Additional information could be obtained by contacting the city's Recreational Department.

Responding to a concern from Council Member Sharp, DPS Director Hammel stated a third leaf collection would most likely be necessary throughout the city and details about this program would be distributed in the near future.

Council Member Morrisey commended City Manager Mackie and city staff for the excellent newsletter.

**General Public Comment**

Ms. Ruth Brown encouraged the city to fix the audio and visual system in the Council Chambers so that people watching the telecast on Livestream could understand what was being said.

Mr. Dennis Wainscott encouraged everyone to vote in the election on November 7<sup>th</sup>.

Mr. Ted Jansen reviewed the costs associated with the recent Community Halloween Party.

Ms. Penny Swan encouraged the city to fix the Livestream system for broadcasting the Council meetings. Ms. Swan also noted many residents in her ward were having problems with air in the BPU water lines due to the on-going maintenance of the city's water tower.

Ms. Sandy Norwood voiced concern at the city's mandate that a tree be removed from the right-of-way at 29 South Street.

Mr. William Browley, 36 E. Bacon Street, discussed the millions of jobs that had left the area for the State of Texas. Mr. Browley stated the few jobs that remained in the area that were very low-paying.

Mr. Jack McLain, 1445 South Bunn Road, commended staff for the very informative newsletter. Mr. McLain also questioned the impact of the new sign ordinance on existing signs throughout the city, specifically the signs on the new Center City Apartments. Mr. McLain also questioned why automotive repair facilities were not considered retail establishments in the new zoning ordinances, in addition to the requirements in the zoning ordinance that required awnings in certain sections in the city.

Mr. John Paradine, 2770 Taylor Road, noted the accumulation of trash and debris on city-side of Taylor Road and requested city have this area cleaned on a regular basis.

Mr. Michael Mitchell, 108 E. Hallett, encouraged the Council to explicitly deny the 425 Agreement with Fayette Township so the issue could not be re-introduced to Council at a future meeting.

Mr. McLain stated the Council to delay appointments to the Planning Commission until all of the applications could be reviewed by staff and the open application period had expired.

### **Council Comments**

Council Member Sharp stated Council's decision to not support Council Member Zeiser's motion meant the 425 Agreement was dead and no further action would be taken on the issue. Council Member Sharp noted this was the last meeting for Council Member Flannery and thanked him for his service and dedication as a Council Member and Mayor Pro-Tem. Council Member Sharp voiced his commitment for the city's locally owned, small business owners.

Council Member Zeiser stated the local businesses were impacted far more from e-commerce and Internet shopping, than they would be from a new Meijer location. Council Member Zeiser noted the failure to approve the 425 Agreement would have dire financial consequences for city needs, such as road improvements.

City Attorney Lovinger noted that because Council Member Zeiser's motion on the 425 Agreement was not voted on, Council had not taken a conclusive vote on the issue. City Attorney Lovinger stated the Council could decide to place the issue on a future Council meeting agenda.

Council Member Flannery thanked city staff and Council Members for their dedication and assistance during his tenure on Council. Council Member Flannery extended best wishes to the future of the City of Hillsdale and its residents.



Council Member Dixon provided information on the Operations and Governance meeting held earlier in the evening. Council Member Dixon stated a recommendation regarding Michigan Municipal League (MML) training would be presented to Council at an upcoming meeting.

Mayor Sessions thanked Council Member Flannery for his service to the City of Hillsdale. Mayor Sessions also encouraged everyone to vote in the November 7<sup>th</sup> election.

**Adjournment**

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

The meeting adjourned at 8:53 p.m.

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Scott M. Sessions, Mayor

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Stephen M. French, City Clerk

## **CITY COUNCIL MINUTES**

City of Hillsdale  
November 13, 2017  
City Council Chambers  
8:00 P.M.

Special Meeting

### **Roll Call**

Mayor Scott Sessions called the meeting to order at 8:05 p.m.

Council Members present:                    Scott M. Sessions, Mayor  
   Adam Stockford, Ward 1  
   Brian Watkins, Ward 1  
   William Morrissey, Ward 2  
   Bruce Sharp, Ward 3  
   William Zeiser, Ward 3  
   Matthew Bell, Ward 4

Council Members absent:                    Timothy Dixon, Ward 2  
   Patrick Flannery, Ward 4

Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Scott Hephner (HCPD & HCFD), Jake Hammel (DPS), Corey Murray (Hillsdale Daily News), Ruth Brown, Sheri Ingles, Janet Haney, Sue Risk, Ray Briner, Amanda Briner, Dottie Gaya, Heather Tritchka, Robert Socha, Peter Merritt, Stefan Kleinhuz, Sarah Scheutte, Shonna Skalla, Lydia Brant, Shawnae Urban-Stockford, Ted Jansen, Dennis Wainscott, and Penny Swan.

### **Council Member Excused**

Mayor Sessions stated he had received notice from Council Member Flannery indicating he would not be in attendance at the meeting.

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

### **Approval of Agenda**

Council Member Bell, seconded by Council Member Watkins, moved to approve the November 13, 2017 agenda as presented. By a voice vote, the motion carried unanimously.

**Public Comment**

No public comments were offered.

**Oath of Office**

City Clerk French administered the Oath of Office to Mayor Adam L. Stockford, Ward 1 Council Member Greg Stuchell, Ward 2 Council Member William Morrisey, Ward 3 Council Member Bill Zeiser, and Ward 4 Council Member Raymond Briner.

Council Member individually thanked outgoing Mayor Scott Sessions and Council Member Patrick Flannery for their hard work and dedication throughout the past four years.

**Election of Mayor Pro-Tem**

Council Member Sharp nominated Council Member Morrisey as Mayor Pro-Tem.

No other nominations were received.

Council Member Zeiser, seconded by Council Member Sharp, moved to close the nomination process for Mayor Pro-Tem.

Roll call:	Council Member Briner	Aye
	Council Member Flannery	Aye
	Council Member Morrisey	Aye
	Council Member Sharp	Aye
	Council Member Stuchell	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Stockford	Aye

Motion passed 8-0.

Council Members voted by paper ballot for the appointment of Mayor Pro-Tem. City Clerk French then collected the ballots, reviewed the votes, and announced Council Member Morrisey had been elected unanimously as Mayor Pro-Tem.

**Public Comment**

Ms. Penny Swan, 192 South West Street, congratulated all newly elected Council Members.

Mr. Dennis Wainscott, 34 Garden Street, also congratulated all newly elected Council Members.

Mr. Jack McLain, 1445 South Bunn Road, questioned the city's use of the branding logo that had been discussed and tabled at the October 20, 2017 Council Meeting.

Ms. Shawnae Urban-Stockford congratulated Mayor Stockford on his successful election.

Mr. James Galloway noted the community spirit that had been expressed throughout the meeting and congratulated everyone who had participated in the municipal election.

### **Council Comments**

Responding to a question from Council Member Zeiser, City Manager Mackie reported the Communication Committee had discussed the city's logo recommendation and the item would be placed on the November 20, 2017 Council agenda for discussion.

Council Member Bell noted the attendance of Ms. Swan, Mr. Wainscott, and Mr. Jansen at the meeting and thanked them for their community involvement, even though their campaigns were not successful. Council Member Bell stated the transfer of governance from one Council Member to another was the basic fundamental of representative government in our country.

Council Member Briner commended Ms. Swan for her campaign in the Ward 4 race and noted the professionalism that had been maintained throughout the election campaign.

Council Member Stuchell also commended Mr. Wainscott and Mr. Jansen for their involvement in the Ward 1 race and noted both men were honorable individuals and were active in city affairs.

### **Adjournment**

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

The meeting adjourned at 8:38 p.m.

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Adam L. Stockford, Mayor

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Stephen M. French, City Clerk



# City of Hillsdale, Michigan

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

**FROM:** Stephen M. French, MMC  
City Clerk

**DATE:** November 13, 2017

**SUBJECT:** November 7, 2017 Election Report

The November 7, 2017 election has been completed and all of the city results have been reviewed and approved by the County Board of Canvassers. The election was managed exceptionally well by our poll workers and I am very pleased to report that very few issues were raised during Election Day.

The City of Hillsdale had an overall turnout of 17.32% as 858 voters cast ballots either through absentee ballots or by personally visiting the polls. For the election, the City of Hillsdale had a total of 4,954 registered voters who were eligible to vote in the election. In comparison, the city had an 8.43% turnout in the 2015 city election and a 12.34% turnout in 2011. Unfortunately, an accurate voter turnout report for 2013 is not available.

<b>Ward</b>	<b>Reg. Voters</b>	<b># of Voters</b>	<b>Percentage</b>
1	1,032	242	23.5%
2	991	112	11.3%
3	1,447	219	15.1%
4	1,484	285	19.2%
	4,954	858	17.3%

The City Clerk's Office is indebted to the city's poll workers who served 18 hours on Election Day, beginning at 6:00 a.m. and leaving at 11:00 p.m. All of the workers deserve a huge "thank-you" for their dedication and service.

Please let me know if you have any questions/concerns about the election. We are looking forward to a small break from elections before getting ready for 2018 and our new voting equipment!

PRECINCT REPORT  
RUN DATE:11/07/17 11:15 PM

0001 CITY OF HILLSDALE #1

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL . . . . .	1087	
BALLOTS CAST - TOTAL. . . . .	243	
VOTER TURNOUT - TOTAL . . . . .		22.36

MAYOR CITY OF HILLSDALE  
Vote for not more than 1

Scott M. Sessions. . . . .	104	44.26
Adam Stockford. . . . .	130	55.32
WRITE-IN. . . . .	1	.43

COUNCILPERSON HILLSDALE CITY, WARD I  
Vote for not more than 1

Ted Jansen . . . . .	82	34.45
Dennis L. Wainscott . . . . .	55	23.11
WRITE-IN. . . . .	101	42.44

PRECINCT REPORT  
RUN DATE:11/07/17 11:15 PM

0003 CITY OF HILLSDALE #3

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL . . . . .	1445	
BALLOTS CAST - TOTAL. . . . .	220	
VOTER TURNOUT - TOTAL . . . . .		15.22

MAYOR CITY OF HILLSDALE  
Vote for not more than 1

Scott M. Sessions. . . . .	103	46.82
Adam Stockford. . . . .	117	53.18
WRITE-IN. . . . .	0	

COUNCILPERSON HILLSDALE CITY, WARD III  
Vote for not more than 1

Bill Zeiser. . . . .	159	93.53
WRITE-IN. . . . .	11	6.47

PRECINCT REPORT  
RUN DATE:11/07/17 11:15 PM

0002 CITY OF HILLSDALE #2

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL . . . . .	1108	
BALLOTS CAST - TOTAL. . . . .	112	
VOTER TURNOUT - TOTAL . . . . .		10.11

MAYOR CITY OF HILLSDALE  
Vote for not more than 1

Scott M. Sessions. . . . .	50	44.64
Adam Stockford. . . . .	61	54.46
WRITE-IN. . . . .	1	.89

COUNCILPERSON HILLSDALE CITY, WARD II  
Vote for not more than 1

William Morrisey . . . . .	92	93.88
WRITE-IN. . . . .	6	6.12

PRECINCT REPORT  
RUN DATE:11/07/17 11:15 PM

0004 CITY OF HILLSDALE #4

	VOTES	PERCENT
REGISTERED VOTERS - TOTAL . . . . .	1370	
BALLOTS CAST - TOTAL. . . . .	284	
VOTER TURNOUT - TOTAL . . . . .		20.73

MAYOR CITY OF HILLSDALE  
Vote for not more than 1

Scott M. Sessions. . . . .	114	40.71
Adam Stockford. . . . .	165	58.93
WRITE-IN. . . . .	1	.36

COUNCILPERSON HILLSDALE CITY, WARD IV  
Vote for not more than 1

Ray Briner . . . . .	143	52.00
Penny Swan . . . . .	128	46.55
WRITE-IN. . . . .	4	1.45

**Finance Committee Meeting Minutes**  
**Monday, November 6, 2017**  
**Hillsdale City Hall**  
**6:30 p.m.**

**Attendees**

Council: Patrick Flannery, Will Morrissey, Matt Bell, Bruce Sharp  
Staff: Mike Barber, Bonnie Tew, Chief Hephner, City Clerk French  
Public: None

**Minutes**

Call to Order: 6:30 p.m.

Committee reviewed the check register dated 10/20/2017 – 11/2/2017 for the City. Containing check numbers 78221 - 78291. Questions regarding the check register:

- Check #78223 – ALTEC, Inc. – Annual dielectric testing on bucket truck
- Check #78233 – Corey Burke – Reimbursement for thank you cards for new engine equipment
- Check #78238 – CTT Equipment – DPS Hydraulic lift testing
- Check #78243 – Down to Earth – Appraisal on hanger at airport

Motion made by Councilman Sharp and supported by Councilman Morrissey to approve the City bills.  
Motion carried: 4 Ayes, 0 Nays

Committee reviewed the check register dated 10/20/2017 – 11/2/2017 for the Board of Public Utilities. Containing check numbers 68555 - 68590. Questions regarding the check register:

- Check #68559 – Hillsdale Rotary Club – Patterson Basketball Tournament
- Check #68566 – Merit Laboratories – waste water monitoring
- Check #68578 – Selking International – initial service for bucket truck 39-04

Motion made by Councilman Morrissey and supported by Councilman Sharp to approve the Board of Public Utilities bills. Motion carried: 4 Ayes, 0 Nays

Motion made by Councilman Bell and supported by Councilman Morrissey to adjourn. Motion carried: 4 Ayes, 0 Nays

Adjourned: 6:47 p.m. Submitted by and signing off: Councilman Flannery

# City of Hillsdale



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Tax Increment Finance Authority  
Dawn Theater Governance Board  
Minutes: October 26, 2017

Members Present: Rob Socha (chair), Mary Bertakis, Peter Merritt, Ron Scholl, Peggy Youngs  
Also present: Mary Wolfram, Economic Development, Dennis Wainscott, Council candidate.

Meeting call to order: 7:00 pm.

Mr. Scholl move to accept the minutes of 10.5.17 Mr. Merritt seconds. All in favor.

The meeting began with discussion regarding the contract with DLR Group for architectural services for the rehabilitation of the Dawn. Some of the issues that came up include ADA compliance. Members questioned who is responsible for environmental remediation for lead, asbestos, etc. Mr. Merritt wants to make sure that structural issues are addressed, that a structural analysis of the building is done and that the foundation is solid. Ms. Bertakis mentioned that mold might be a concern. Ms. Wolfram, Alan Beeker, City Planning and Zoning Administrator and Mr. Lovinger, TIFA attorney, have a conference call scheduled with DLR Group to finalize details of the contract.

Ms. Wolfram mentioned that she had attended the Board meeting of the Sauk Theater this month. She wanted to let them know that the future vision for the Dawn Theater did not include its use as a community theater and so should not be viewed as a competitor to the Sauk. Both historic theaters should encourage the success of the other.

Discussion then centered on the original Dawn theater Wurlitzer organ. The organ still exists, in parts, and is being stored in the Keefer House. It is one of only a handful of these historic organs first produced for use with Silent movies that still exists. Mr. Socha and the Governance Board have been approached about efforts to restore and preserve the organ. The current owner is Dr. Jeffrey Horton, who has suggested that he would donate the organ if the Board made a commitment to raise the necessary funds to restore the organ. Mr. John Ourensma, Music Director of the Hillsdale First United Methodist Church, has introduced the Board to an organ restoration company in Chicago that is interested in this project. Mr. Scholl and Mr. Socha are very interested in pursuing the idea as it could become a unique draw for visitors to the area.

Discussion followed around developing a Mission Statement for the Dawn Theater Governance Board, and then working on the vision for the future use of the Dawn. Mr. Socha started the discussion with a suggested Mission Statement. Members added thoughts. Ms. Youngs added that the role of the Governance Board should be to renew, preserve and set a path for the future of the Dawn theater through a partnership between the municipality and the community. Mr. Scholl emphasized that the Dawn will be a huge asset to the community. The Board wants it to be used for film, as a dinner theater, and generally as a venue for the arts and other entertainment. Future discussion needs to address the organ, sound system, historic and new projector and seating. Ms. Youngs and Mr. Socha will work on developing a Mission Statement to bring back to the full Board.

Next meeting: November 13, 2017, 7:00 pm





# CITY OF HILLSDALE

Economic Development Corporation  
97 North Broad Street  
Hillsdale, Michigan 49242-1695  
(517) 437-6426

## EDC MINUTES ARCHITECTURAL CONTROL COMMITTEE CITY HALL, 97 N. BROAD ST., 2<sup>ND</sup> FLOOR November 7, 2017 at 4:30 p.m.

### **I. Call to Order 4:30 p.m.**

Members Present: Amanda Janes, Ed Sumnar, David Loader

Others Present: David Mackie (City Manager), Alan Beeker (Zoning & Planning Administrator), Kelly LoPresto (Administrative Assistant)

### **II. Consent Agenda:**

Ms. Janes made a motion to accept consent agenda as presented. Mr. Sumnar seconded.  
Motion passed.

### **III. Public Comment on Agenda Items**

None

### **IV. New Business**

#### 1. Three Meadows – Development of Phase Two & Phase Three –

The committee discussed whether to develop phase two and phase three at this time. The cost to develop phase one was around \$700,000 to \$800,000. At this time the committee feels there is no need to develop as there are still six lots available in phase one. If lots start selling and only two or three lots are available then the committee should revisit developing the rest of the property.

Mr. Sumnar made a motion to not do anything right now with the unplatted property in phase two and phase three and meet again in December 2018 to revisit the development of the property. Ms. Janes seconded. Motion passed.

The committee discussed if there is a possibility of selling the property they would be open for discussion. Ms. LoPresto will post on OppSites website which is a free website to share development opportunities with investors and developers.

**V. Old Business**

1. No Old Business

**VI. Public Comment**

1. None

**VII. Adjournment at 4:50 pm** – Mr. Sumnar moved to adjourn, Ms. Janes seconded, motion passed.

Draft

**CITY OF  
HILLSDALE**



**Zoning Board of Appeals**  
97 North Broad Street  
Hillsdale, Michigan 49242-1695  
(517) 437-6449 Fax: (517) 437-6450

**ZONING BOARD of APPEALS  
SPECIAL MEETING**

**CITY HALL, 97 N. BROAD ST. 3rd FLOOR, COUNCIL CHAMBERS**  
**September 13, 2017 at 5:30 PM**

**I. Call to Order 5:30 pm**

- A. Pledge of Allegiance
- B. Members present: Richard Smith, Eric Swisher (Chair), Richard Curtis, Adam Stockford, Kerry Laycock  
John DeBacker
- C. Others present: Alan Beeker (Zoning Administrator), Tom Knighton, Jack McLain, Scott Sessions, J.J.  
Hodshire, Scott Brown, Rhonda Rowley, Gary Vincent
- D. Members absent:

**II. Consent Items/Communications**

- A. Richard Curtis moved to accept agenda as proposed, John DeBacker seconded. Motion passed
- B. John DeBacker moved to accept minutes from January 11, 2017 meeting, Richard Curtis seconded.  
Motion passed.

**III. Public Comment**

Ben Cuthbert – new residents since June. Thanked the ZBA for allowing him to appeal.

**IV. New Business**

**A. 115 Cold Springs Circle**

- a. **The owner is requesting a variance to allow a circle drive within the front yard setback. Sec. 36-593 Parking – Single Family, Two Family and Multiple Family Dwellings.**

**B. Public Discussion**

- a. Eric Swisher read the appeal request. Mr. Swisher also read the ordinance that is being appealed. The discussion surrounded the existing setback requirements and the existing issues with maintenance of the existing gravel street.
- b. Mr. DeBacker asked the owner if his intent was to allow parking and drop offs of guests during gatherings at the residence. It was also asked
- c. Richard Smith asked for clarification of the ROW permit project extents.
- d. Mr. Cuthbert explained that there were multiple existing limestone drives on the property that the contractor was going to eliminate and install a new concrete drive to access the lower level garage

and install a new patio in the rear of the house. All of the work is complete except for the front yard.

- e. Currently the sod in the area of the proposed drive has been removed and is waiting the decision of the Board.
- f. Mr. Laycock suggests that the existing drive be grandfathered in and consider this an alteration to the existing drive.
- g. Mr. Swisher agrees that the existing drive should be allowed to remain but cannot recommend the new circle drive because it goes against the ordinance.
- h. Mr. Beeker commented that DPS feels that to allow the drive would aggravate the washout issue.
- i. Mr. Cuthbert feels that he is being penalized for following the permitting process.
- j. Mr. DeBacker asked about the number of houses on the street and then went through the questions asked when considering a variance.
- k. Mr. Smith feels that installing a sidewalk along the frontage would be a better alternative and would not be against the ordinance.
- l. Mr. Laycock feels there are two questions, is there a special need and does it create a hardship to the neighbor, in this case the City DPS.
- m. John Loveless, who lives at the end of Cold Springs Circle. He built in 1989. The studio was originally built 2 years prior to the construction of the house. He had informed Mr. Hammel of the existing culvert. He commends the DPS for their continued maintenance. It is a neighborhood of green lawns and wooded lots. His fear was that the drive was going to be concrete and he was pleased to know that it is limestone. His biggest concern is with the amount of water shedding. His other concern is a safety issue in the winter when it is covered with ice and snow.

**C. Facts and Findings:** Chair Swisher read through the Facts and Findings questions with the Board. (See Attached).

**D. Motion** – John DeBacker made a motion to approve the variance to allow the installation of the circle drive in the front yard setback of the property and that the drive must be crushed limestone, Richard Smith seconded. Roll call vote;

- a. Richard Smith – aye
- b. Richard Curtis – nay
- c. Eric Swisher – nay
- d. Adam Stockford – aye
- e. Kerry Laycock – nay
- f. John DeBacker – aye

Motion passed 3 ayes, 3 nays, tied vote, the variance was denied.

## **V. Public Comment**

Mr. Cuthbert is disappointed with the outcome but thanked the ZBA for their service and the time and devotion that they put into coming to their conclusion.

**VI. Adjournment at 6:30 pm** Mr. Curtis moved to adjourn, Mr. DeBacker seconded, motion passed.

**Zoning Board of Appeals Findings**

Case # ZBA-2017-02

Address 115 Cold Springs Circle

Parcel # 227-177-07

Parcel Owner Benjamin & Rachel Cuthbert



City of Hillsdale  
Zoning Board of Appeals  
97 N. Broad Street  
Hillsdale, Michigan 49242  
517.437.6449

A. The Zoning Board of Appeals for the City of Hillsdale hereby makes the following findings as to whether each of the following factors are or are not present based on the facts presented by the appellant seeking the variance.

**1. Will the proposed variance impair an adequate supply of light and air to adjacent property?**

No

**2. Will the proposed variance unreasonably increase congestion in public streets?**

No

**3. Will the proposed variance request increase the danger of fire?**

No

**4. Will the proposed variance endanger the public safety?**

No

**5. Will the proposed variance unreasonably diminish or impair established property values within the surrounding area?**

No

**6. Will the proposed variance in any other respect impair the public health, safety, comfort, morals or welfare?**

No



# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** November 20, 2017

**Agenda Item:** Communications / Petitions

**Subject:** **Light Up Hillsdale Parade 2017**

**Background:**

The Hillsdale Business Association will be holding the Light Up Hillsdale Parade in downtown Hillsdale on Saturday December 2, 2017. The parade begins at 6:15 p.m. and will utilize the same route as in previous years. The Hillsdale Department of Public Services will provide the signage and barricades; the Hillsdale Police Department will provide security and placement of barricades with volunteer assistance. See attached Traffic Control Order 2017-77 and route map.

**Recommendation:**

Staff recommends approval of this Right of Way Use request as this has been a successful annual event for the community.

Scott Hephner

Chief of Police / Fire Chief

**TRAFFIC CONTROL ORDER**

2017-77

Pursuant to the applicable provisions of the Uniform Traffic Code for Cities, Townships and Villages and the Michigan Motor Vehicle Code 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.

**On December 2, 2017 from 5:00 pm until 7:00 pm there shall be the following street closures for the Downtown Hillsdale Christmas Parade:**

- closure of Howell St. from North St. to Barry St.;
- closure of McCollum St. from Broad St. to Manning St.;
- closure of E. Bacon St. from Howell St. to Manning St.;
- closure of alleyway behind Wilson Hall;
- closure of Waldron St. at Howell St.;
- closure of Barry St. from Howell St. to Manning St.;
- closure of Midtown Alley between McCollum St. and E. Bacon St. (for parade staging)

**On December 2, 2017 from 5:00 pm until 7:00 pm the following parking lot will be closed: Midtown Lot (Lot C)**

**On December 2, 2017 from 5:00 pm until 7:00 pm there shall be:**

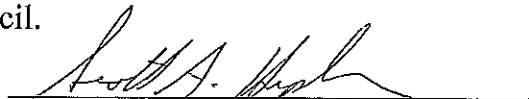
- no parking on McCollum St. between Manning & Broad St.;
- no parking on Howell St. between McCollum & Waldron St.;
- no parking on Barry St. between Howell St. & Midtown Alley

**Downtown Hillsdale Christmas Parade Route: (Parade starts @ 6:15 pm)**

East McCollum to Howell St. then S. Howell St. to Barry St. then West on Barry St. to parade end point at alley behind Flagstar Bank.

**“Street Closed Ahead” advance warning signage will be placed on various streets in advance of Type III Barricades. Please refer to attached map for locations.**

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

11/07/17  
Date

Received for filing in the office of the City Clerk at 1:00 p.m. on the 7 day of November, 2017.

\_\_\_\_\_  
City Clerk

11/07/17  
Date

**RESOLUTION # \_\_\_\_\_**

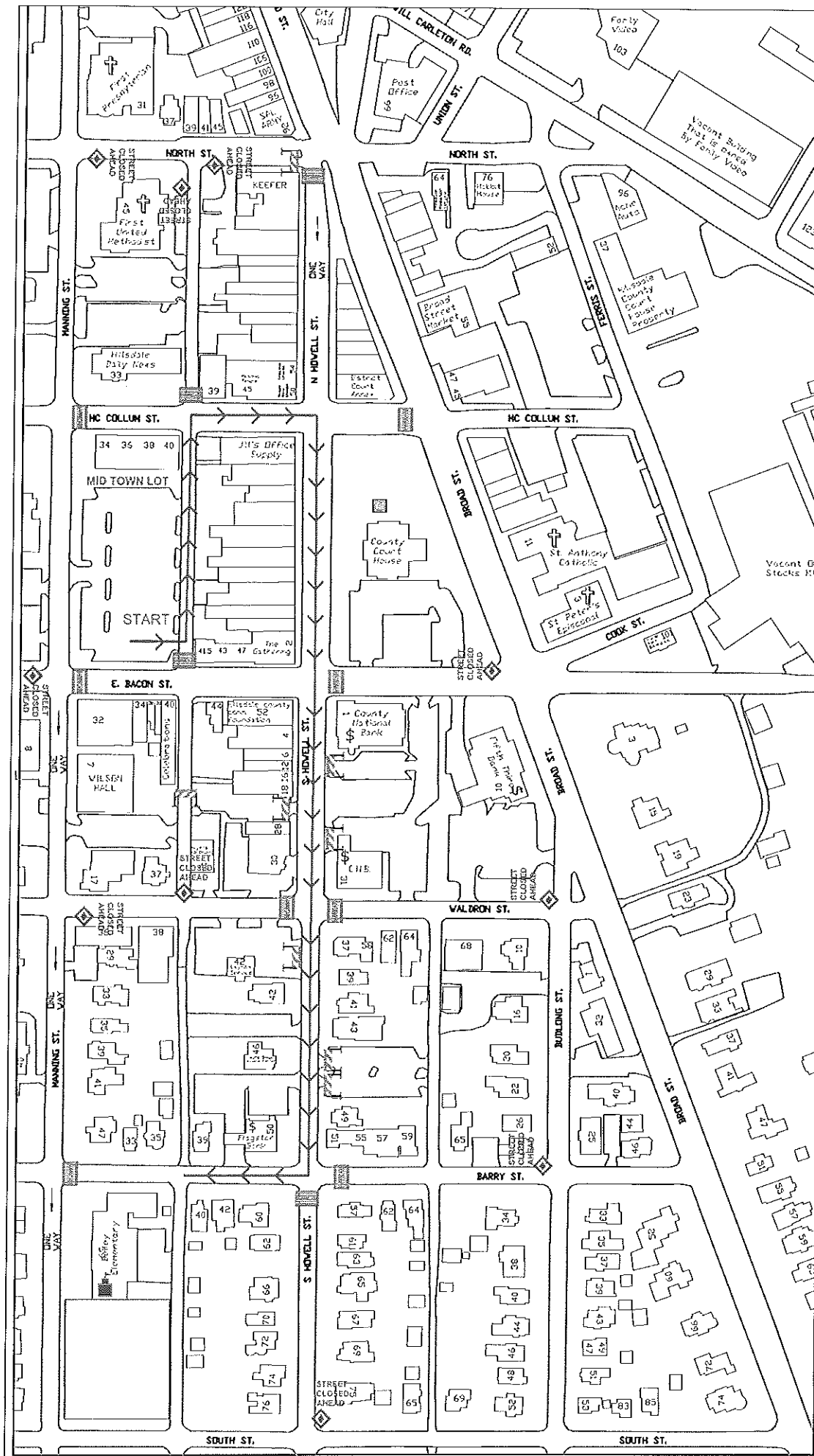
IT IS HEREBY RESOLVED that effective immediately the above Traffic Control Order is made permanent.

Passed in open Council this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Attest: Stephen French - Clerk

\_\_\_\_\_  
Scott M. Sessions – Mayor





**TYPE II  
BARRICADE  
WITH  
STREET  
CLOSED  
AHEAD  
SIGN**



**TYPE III  
BARRICADE  
INCLUDING 4  
CLASS I  
SAW HORSE  
BARRICADES**



**TYPE I  
BARRICADE**



**PARADE  
ROUTE**

DPB MailBox 11-9-17  
 Received by SMF  
 Date 11-2-17  
 Amount Rec' \_\_\_\_\_  
 Check # \_\_\_\_\_  
 Permit # 3339



**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

**Mary Bertakis 10-30-17**

Applicant's Name <b>5788 Cole road</b>	Date	Contractor's Name	Date
Mailing Address <b>hillsdale mi 49242</b>		Mailing Address <b>hillsdale mi 49242</b>	
City State Zip Code <b>313-930-5100</b>		City State Zip Code <b>313-930-5100</b>	
Telephone Number		Telephone Number	

**DESCRIPTION OF WORK OR USE:**

**street closure for light up parade**

LOCATION: (Drawing to be provided)

**FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:**

**TIME PERIOD:**

COMMENCING DATE: **dec. 2, 2017** TIME: **5:00 pm** ENDING DATE: **dec. 2, 2017** TIME: **7:00 pm**

**THE FOLLOWING MUST BE SUBMITTED PRIOR TO PERMIT ISSUANCE:**

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

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

**Staff Use Only**

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Recommendation for Issuance

Approved  Denied

Director Comments:

\_\_\_\_\_  
Director, Department of Public Services

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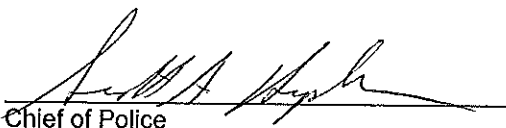
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Recommendation for Issuance

Approved  Denied

Chief of Police Comments:

  
\_\_\_\_\_  
Chief of Police

*Refer TO DPS regarding closures + Barricades*

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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](mailto:jhammel@cityofhillsdale.org)

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

**Staff Use Only**

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Recommendation for Issuance

Approved  Denied

*Paul Lund 11-14-17*  
\_\_\_\_\_  
Director, Department of Public Services

Director Comments:

DPS to provide all traffic control at locations shown on provided map. Applicant to erect and tear down traffic control for event. DPS will pick up traffic control on Monday after event. Be sure to reference included map to ensure all required traffic controls are properly placed.

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Recommendation for Issuance

Approved  Denied

Chief of Police Comments:

\_\_\_\_\_  
Chief of Police

Bond Received \$ \_\_\_\_\_

Fee Received \$ 10<sup>00</sup>

\_\_\_\_\_  
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](mailto:jhammel@cityofhillsdale.org)

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

Fund 101 GENERAL FUND

GL Number	Description	Balance
*** Assets ***		
101-000.000-001.000	CHECKING ACCOUNT - COMMON	886,530.72
101-000.000-001.009	CHECKING ACCOUNT - USDA GRANT FUN	1.60
101-000.000-004.000	CASH ON HAND	1,600.00
101-000.000-018.000	INVESTMENTS - OTHER CD'S	950,000.00
101-000.000-020.000	INVESTMENTS - MBIA/CLASS	676,309.15
101-000.000-049.000	SPECIAL ASSESSMENTS DEFERRED	51,764.21
101-000.000-084.000	DUE FROM OTHER FUNDS	3,195.39
101-000.000-084.582	DUE FROM UTILITIES DEPARTMENT	55.20
101-000.000-084.588	DUE FROM DIAL-A-RIDE	52,825.76
<b>Total Assets</b>		<b>2,622,282.03</b>
*** Liabilities ***		
101-000.000-202.000	ACCOUNTS PAYABLE	64,614.97
101-000.000-214.582	DUE TO ELECTRIC	46,263.12
101-000.000-214.711	DUE TO CEMETERY PERPET. CARE	447,048.00
101-000.000-228.003	DUE TO MMERS-RETIREMENT CONT.	225.48
101-000.000-228.100	DUE TO MMERS - RETIREMENT CONT. B	7,672.37
101-000.000-249.999	DUE TO OTHERS - MISCELLANEOUS	6,000.00
101-000.000-339.443	DEFERRED REV - SPECIAL ASSMNT	51,764.21
<b>Total Liabilities</b>		<b>623,588.15</b>
*** Fund Balance ***		
101-000.000-390.000	FUND BALANCE	913,097.15
<b>Total Fund Balance</b>		<b>913,097.15</b>
<b>Beginning Fund Balance - 16-17</b>		<b>913,097.15</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>184,291.13</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>1,097,388.28</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>901,305.60</b>
<b>Ending Fund Balance</b>		<b>1,998,693.88</b>
<b>Total Liabilities And Fund Balance</b>		<b>2,622,282.03</b>

\* Year Not Closed

Fund 202 MAJOR ST./TRUNKLINE FUND

GL Number	Description	Balance
*** Assets ***		
202-000.000-001.000	CHECKING ACCOUNT - COMMON	538,220.53
<b>Total Assets</b>		<b>538,220.53</b>
*** Liabilities ***		
202-000.000-202.000	ACCOUNTS PAYABLE	818.98
<b>Total Liabilities</b>		<b>818.98</b>
*** Fund Balance ***		
202-000.000-390.000	FUND BALANCE	297,014.08
<b>Total Fund Balance</b>		<b>297,014.08</b>
Beginning Fund Balance - 16-17		297,014.08
Net of Revenues VS Expenditures - 16-17		198,305.50
*16-17 End FB/17-18 Beg FB		495,319.58
Net of Revenues VS Expenditures - Current Year		42,081.97
Ending Fund Balance		537,401.55
Total Liabilities And Fund Balance		538,220.53

\* Year Not Closed

Fund 203 LOCAL ST. FUND

GL Number	Description	Balance
*** Assets ***		
203-000.000-001.000	CHECKING ACCOUNT - COMMON	127,856.09
<b>Total Assets</b>		<b>127,856.09</b>
*** Liabilities ***		
203-000.000-202.000	ACCOUNTS PAYABLE	28.92
<b>Total Liabilities</b>		<b>28.92</b>
*** Fund Balance ***		
203-000.000-390.000	FUND BALANCE	124,794.93
<b>Total Fund Balance</b>		<b>124,794.93</b>
Beginning Fund Balance - 16-17		124,794.93
Net of Revenues VS Expenditures - 16-17		17,730.01
*16-17 End FB/17-18 Beg FB		142,524.94
Net of Revenues VS Expenditures - Current Year		(14,697.77)
Ending Fund Balance		127,827.17
Total Liabilities And Fund Balance		127,856.09

\* Year Not Closed

Fund 208 RECREATION FUND

GL Number	Description	Balance
*** Assets ***		
208-000.000-001.000	CHECKING ACCOUNT - COMMON	(1,431.54)
208-000.000-004.000	CASH ON HAND	100.00
<b>Total Assets</b>		<b>(1,331.54)</b>
*** Liabilities ***		
208-000.000-202.000	ACCOUNTS PAYABLE	1,401.62
208-000.000-214.582	DUE TO ELECTRIC	53.88
<b>Total Liabilities</b>		<b>1,455.50</b>
*** Fund Balance ***		
208-000.000-390.000	FUND BALANCE	9,564.03
<b>Total Fund Balance</b>		<b>9,564.03</b>
<b>Beginning Fund Balance - 16-17</b>		<b>9,564.03</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>3,426.86</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>12,990.89</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(15,777.93)</b>
<b>Ending Fund Balance</b>		<b>(2,787.04)</b>
<b>Total Liabilities And Fund Balance</b>		<b>(1,331.54)</b>

\* Year Not Closed



Fund 244 ECONOMIC DEVELOPMENT CORP FUND

GL Number	Description	Balance
*** Assets ***		
244-000.000-001.000	CHECKING ACCOUNT - COMMON	(24,456.00)
244-000.000-020.000	INVESTMENTS - MBIA/CLASS	151,094.75
244-000.000-130.000	LAND	172,720.95
<b>Total Assets</b>		<b>299,359.70</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
244-000.000-390.000	FUND BALANCE	321,639.92
<b>Total Fund Balance</b>		<b>321,639.92</b>
<b>Beginning Fund Balance - 16-17</b>		<b>321,639.92</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>(9,759.97)</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>311,879.95</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(12,520.25)</b>
<b>Ending Fund Balance</b>		<b>299,359.70</b>
<b>Total Liabilities And Fund Balance</b>		<b>299,359.70</b>

\* Year Not Closed

Fund 247 TAX INCREMENT FINANCE ATH.

GL Number	Description	Balance
*** Assets ***		
247-000.000-001.000	CHECKING ACCOUNT - COMMON	(39,785.43)
247-000.000-020.000	INVESTMENTS - MBIA/CLASS	203,194.58
247-000.000-130.000	LAND	65,000.00
247-000.000-136.000	PLANT AND EQUIPMENT	400,498.16
247-000.000-137.000	ACCUMULATED DEPRECIATION-EQUI	(387,679.47)
247-000.000-138.000	INFRASTRUCTURE	381,672.00
<b>Total Assets</b>		<b>622,899.84</b>
*** Liabilities ***		
247-000.000-202.000	ACCOUNTS PAYABLE	(91.00)
<b>Total Liabilities</b>		<b>(91.00)</b>
*** Fund Balance ***		
247-000.000-390.000	FUND BALANCE	744,094.51
<b>Total Fund Balance</b>		<b>744,094.51</b>
<b>Beginning Fund Balance - 16-17</b>		<b>744,094.51</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>(109,871.19)</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>634,223.32</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(11,232.48)</b>
<b>Ending Fund Balance</b>		<b>622,990.84</b>
<b>Total Liabilities And Fund Balance</b>		<b>622,899.84</b>

\* Year Not Closed

Fund 265 DRUG FORFEITURE/GRANT FUND

GL Number	Description	Balance
*** Assets ***		
265-000.000-001.000	CHECKING ACCOUNT - COMMON	4,218.33
<b>Total Assets</b>		<b>4,218.33</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
265-000.000-390.000	FUND BALANCE	3,399.33
<b>Total Fund Balance</b>		<b>3,399.33</b>
<b>Beginning Fund Balance - 16-17</b>		<b>3,399.33</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>496.80</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>3,896.13</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>322.20</b>
<b>Ending Fund Balance</b>		<b>4,218.33</b>
<b>Total Liabilities And Fund Balance</b>		<b>4,218.33</b>

\* Year Not Closed

Fund 271 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
271-000.000-001.000	CHECKING ACCOUNT - COMMON	103,302.85
271-000.000-001.008	CHECKING ACCOUNT - LITERACY	1.88
271-000.000-004.000	CASH ON HAND	50.00
271-000.000-020.000	INVESTMENTS - MBIA/CLASS	235,833.97
<b>Total Assets</b>		<b>339,188.70</b>
*** Liabilities ***		
271-000.000-202.000	ACCOUNTS PAYABLE	3,739.51
271-000.000-214.582	DUE TO ELECTRIC	159.42
<b>Total Liabilities</b>		<b>3,898.93</b>
*** Fund Balance ***		
271-000.000-390.000	FUND BALANCE	200,415.29
<b>Total Fund Balance</b>		<b>200,415.29</b>
<b>Beginning Fund Balance - 16-17</b>		<b>200,415.29</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>61,797.68</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>262,212.97</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>73,076.80</b>
<b>Ending Fund Balance</b>		<b>335,289.77</b>
<b>Total Liabilities And Fund Balance</b>		<b>339,188.70</b>

\* Year Not Closed

Fund 274 POLICE - OWI ENFORCEMENT

GL Number	Description	Balance
*** Assets ***		
274-000.000-001.000	CHECKING ACCOUNT - COMMON	10,619.40
<b>Total Assets</b>		<b>10,619.40</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
274-000.000-390.000	FUND BALANCE	10,266.40
<b>Total Fund Balance</b>		<b>10,266.40</b>
<b>Beginning Fund Balance - 16-17</b>		<b>10,266.40</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>(22.00)</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>10,244.40</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>375.00</b>
<b>Ending Fund Balance</b>		<b>10,619.40</b>
<b>Total Liabilities And Fund Balance</b>		<b>10,619.40</b>

\* Year Not Closed

Fund 401 CAPITAL IMPROVEMENT FUND

GL Number	Description	Balance
*** Assets ***		
401-000.000-001.000	CHECKING ACCOUNT - COMMON	796,840.81
<b>Total Assets</b>		<b>796,840.81</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
401-000.000-390.000	FUND BALANCE	663,054.86
<b>Total Fund Balance</b>		<b>663,054.86</b>
Beginning Fund Balance - 16-17		663,054.86
Net of Revenues VS Expenditures - 16-17		145,260.12
*16-17 End FB/17-18 Beg FB		808,314.98
Net of Revenues VS Expenditures - Current Year		(11,474.17)
Ending Fund Balance		796,840.81
Total Liabilities And Fund Balance		796,840.81

\* Year Not Closed

Fund 408 FIELDS OF DREAMS

GL Number	Description	Balance
*** Assets ***		
408-000.000-001.000	CHECKING ACCOUNT - COMMON	(4,699.19)
408-000.000-020.000	INVESTMENTS - MBIA/CLASS	14,381.33
<b>Total Assets</b>		<b>9,682.14</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
408-000.000-390.000	Fund Balance	13,643.23
<b>Total Fund Balance</b>		<b>13,643.23</b>
<b>Beginning Fund Balance - 16-17</b>		<b>13,643.23</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>(4,052.59)</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>9,590.64</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>91.50</b>
<b>Ending Fund Balance</b>		<b>9,682.14</b>
<b>Total Liabilities And Fund Balance</b>		<b>9,682.14</b>

\* Year Not Closed

Fund 409 STOCK'S PARK

GL Number	Description	Balance
*** Assets ***		
409-000.000-001.000	CHECKING ACCOUNT - COMMON	732.13
409-000.000-020.000	INVESTMENTS - MBIA/CLASS	33,846.39
<b>Total Assets</b>		<b>34,578.52</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
409-000.000-390.000	Fund Balance	32,190.25
<b>Total Fund Balance</b>		<b>32,190.25</b>
Beginning Fund Balance - 16-17		32,190.25
Net of Revenues VS Expenditures - 16-17		2,922.40
*16-17 End FB/17-18 Beg FB		35,112.65
Net of Revenues VS Expenditures - Current Year		(534.13)
Ending Fund Balance		34,578.52
Total Liabilities And Fund Balance		34,578.52

\* Year Not Closed



Fund 410 COLD SPRINGS PARK

GL Number	Description	Balance
*** Assets ***		
410-000.000-001.000	CHECKING ACCOUNT - COMMON	2,000.00
<b>Total Assets</b>		<b>2,000.00</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
<b>Total Fund Balance</b>		<b>0.00</b>
<b>Beginning Fund Balance - 16-17</b>		<b>0.00</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>0.00</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>0.00</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>2,000.00</b>
<b>Ending Fund Balance</b>		<b>2,000.00</b>
<b>Total Liabilities And Fund Balance</b>		<b>2,000.00</b>

\* Year Not Closed

Fund 471 LIBRARY IMPROVEMENT FUND

GL Number	Description	Balance
*** Assets ***		
471-000.000-001.000	CHECKING ACCOUNT - COMMON	8,526.61
<b>Total Assets</b>		<b>8,526.61</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
471-000.000-390.000	FUND BALANCE	8,526.61
<b>Total Fund Balance</b>		<b>8,526.61</b>
<b>Beginning Fund Balance - 16-17</b>		<b>8,526.61</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>0.00</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>8,526.61</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>0.00</b>
<b>Ending Fund Balance</b>		<b>8,526.61</b>
<b>Total Liabilities And Fund Balance</b>		<b>8,526.61</b>

\* Year Not Closed

Fund 481 AIRPORT IMPROVEMENT FUND

GL Number	Description	Balance
*** Assets ***		
481-000.000-001.000	CHECKING ACCOUNT - COMMON	122,296.65
<b>Total Assets</b>		<b>122,296.65</b>
*** Liabilities ***		
481-000.000-310.000	CONTRACTS PAYABLE - LONG TERM	91,964.59
<b>Total Liabilities</b>		<b>91,964.59</b>
*** Fund Balance ***		
481-000.000-390.000	FUND BALANCE	58,401.69
<b>Total Fund Balance</b>		<b>58,401.69</b>
Beginning Fund Balance - 16-17		58,401.69
Net of Revenues VS Expenditures - 16-17		24,431.19
*16-17 End FB/17-18 Beg FB		82,832.88
Net of Revenues VS Expenditures - Current Year		(52,500.82)
Ending Fund Balance		30,332.06
Total Liabilities And Fund Balance		122,296.65

\* Year Not Closed

Fund 496 THREE MEADOWS DEVELOPMENT

GL Number	Description	Balance
*** Assets ***		
496-000.000-001.000	CHECKING ACCOUNT - COMMON	1,733.00
<b>Total Assets</b>		<b>1,733.00</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
<b>Total Fund Balance</b>		<b>0.00</b>
<b>Beginning Fund Balance - 16-17</b>		<b>0.00</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>1,733.00</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>1,733.00</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>0.00</b>
<b>Ending Fund Balance</b>		<b>1,733.00</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,733.00</b>

\* Year Not Closed

Fund 588 DIAL-A-RIDE FUND

GL Number	Description	Balance
*** Assets ***		
588-000.000-001.000	CHECKING ACCOUNT - COMMON	203,045.00
588-000.000-130.000	LAND	7,419.13
588-000.000-136.000	PLANT AND EQUIPMENT	685,612.37
588-000.000-137.000	ACCUMULATED DEPRECIATION-EQUI	(266,667.33)
588-000.000-137.136	ACCUM. DEPRECIATION - PLANT	(95,985.68)
588-000.000-148.000	EQUIPMENT	374,978.91
<b>Total Assets</b>		<b>908,402.40</b>
*** Liabilities ***		
588-000.000-202.000	ACCOUNTS PAYABLE	3,865.74
588-000.000-214.101	DUE TO GENERAL FUND	52,825.76
588-000.000-230.000	DUE TO OTHER UNITS OF GOVT.	7,983.00
588-000.000-260.000	ACCRUED VACATION/SICK LEAVE	3,821.20
588-000.000-343.000	ACCRUED VAC/SICK	8,835.41
<b>Total Liabilities</b>		<b>77,331.11</b>
*** Fund Balance ***		
588-000.000-390.000	FUND BALANCE	835,816.15
<b>Total Fund Balance</b>		<b>835,816.15</b>
<b>Beginning Fund Balance - 16-17</b>		<b>835,816.15</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>(36,304.83)</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>799,511.32</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>31,559.97</b>
<b>Ending Fund Balance</b>		<b>831,071.29</b>
<b>Total Liabilities And Fund Balance</b>		<b>908,402.40</b>

\* Year Not Closed

Fund 633 PUBLIC SERVICES INV. FUND

GL Number	Description	Balance
*** Assets ***		
633-000.000-001.000	CHECKING ACCOUNT - COMMON	50,122.23
633-000.000-111.000	INVENTORY - MAT. AND SUPPLIES	148,375.25
<b>Total Assets</b>		<b>198,497.48</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
633-000.000-390.000	FUND BALANCE	230,873.86
<b>Total Fund Balance</b>		<b>230,873.86</b>
Beginning Fund Balance - 16-17		230,873.86
Net of Revenues VS Expenditures - 16-17		(26,617.09)
*16-17 End FB/17-18 Beg FB		204,256.77
Net of Revenues VS Expenditures - Current Year		(5,759.29)
Ending Fund Balance		198,497.48
Total Liabilities And Fund Balance		198,497.48

\* Year Not Closed

Fund 640 REVOLVING MOBILE EQUIP. FUND

GL Number	Description	Balance
*** Assets ***		
640-000.000-001.000	CHECKING ACCOUNT - COMMON	92,946.36
640-000.000-136.000	PLANT AND EQUIPMENT	2,204,396.08
640-000.000-137.000	ACCUMULATED DEPRECIATION-EQUI	(1,909,951.11)
<b>Total Assets</b>		<b>387,391.33</b>
*** Liabilities ***		
640-000.000-202.000	ACCOUNTS PAYABLE	2,316.58
640-000.000-343.000	ACCRUED VAC/SICK	5,860.90
<b>Total Liabilities</b>		<b>8,177.48</b>
*** Fund Balance ***		
640-000.000-390.000	FUND BALANCE	366,373.15
<b>Total Fund Balance</b>		<b>366,373.15</b>
<b>Beginning Fund Balance - 16-17</b>		<b>366,373.15</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>17,508.91</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>383,882.06</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(4,668.21)</b>
<b>Ending Fund Balance</b>		<b>379,213.85</b>
<b>Total Liabilities And Fund Balance</b>		<b>387,391.33</b>

\* Year Not Closed

Fund 663 FIRE VEHICLE & EQUIPMENT FUND

GL Number	Description	Balance
*** Assets ***		
663-000.000-020.000	INVESTMENTS - MBIA/CLASS	38,286.91
<b>Total Assets</b>		<b>38,286.91</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
663-000.000-390.000	FUND BALANCE	37,461.91
<b>Total Fund Balance</b>		<b>37,461.91</b>
<b>Beginning Fund Balance - 16-17</b>		<b>37,461.91</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>714.60</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>38,176.51</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>110.40</b>
<b>Ending Fund Balance</b>		<b>38,286.91</b>
<b>Total Liabilities And Fund Balance</b>		<b>38,286.91</b>

\* Year Not Closed



Fund 677 UNEMPLOYMENT INSURANCE FUND

GL Number	Description	Balance
*** Assets ***		
677-000.000-020.000	INVESTMENTS - MBIA/CLASS	73,911.80
<b>Total Assets</b>		<b>73,911.80</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
677-000.000-390.000	Fund Balance	71,319.38
<b>Total Fund Balance</b>		<b>71,319.38</b>
Beginning Fund Balance - 16-17		71,319.38
Net of Revenues VS Expenditures - 16-17		2,379.25
*16-17 End FB/17-18 Beg FB		73,698.63
Net of Revenues VS Expenditures - Current Year		213.17
Ending Fund Balance		73,911.80
Total Liabilities And Fund Balance		73,911.80

\* Year Not Closed

Fund 699 DPS LEAVE AND BENEFITS FUND

GL Number	Description	Balance
*** Assets ***		
699-000.000-001.000	CHECKING ACCOUNT - COMMON	46,710.24
<b>Total Assets</b>		<b>46,710.24</b>
*** Liabilities ***		
699-000.000-202.000	ACCOUNTS PAYABLE	10,398.83
699-000.000-343.000	ACCRUED VAC/SICK	13,783.72
<b>Total Liabilities</b>		<b>24,182.55</b>
*** Fund Balance ***		
699-000.000-390.000	FUND BALANCE	22,579.29
<b>Total Fund Balance</b>		<b>22,579.29</b>
Beginning Fund Balance - 16-17		22,579.29
Net of Revenues VS Expenditures - 16-17		(0.02)
*16-17 End FB/17-18 Beg FB		22,579.27
Net of Revenues VS Expenditures - Current Year		(51.58)
Ending Fund Balance		22,527.69
Total Liabilities And Fund Balance		46,710.24

\* Year Not Closed

Fund 703 TREASURER'S TAX COLLECTION FD.

GL Number	Description	Balance
*** Assets ***		
703-000.000-001.001	CHECKING ACCOUNT - SEPARATE	135,170.05
<b>Total Assets</b>		<b>135,170.05</b>
*** Liabilities ***		
703-000.000-214.402	DUE TO CITY - CURRENT TAXES	60,150.76
703-000.000-214.445	DUE TO CITY - PENALTIES & INT	1,010.62
703-000.000-214.447	DUE TO CITY - ADMIN. FEE	264.38
703-000.000-214.692	DUE TO CITY - MISCELLANEOUS	1,577.59
703-000.000-222.228	DUE TO COUNTY-ST SCHOOL MILLA	4,265.08
703-000.000-222.402	DUE TO COUNTY - CURRENT TAXES	16,698.89
703-000.000-223.402	DUE TO LIBRARY - CURRENT TAXE	706.99
703-000.000-225.402	DUE TO SCHOOL - CURRENT TAXES	3,744.21
703-000.000-225.442	DUE TO SCHOOLS - NEZ	141.14
703-000.000-225.443	DUE TO SCHOOLS - OPRA	(141.14)
703-000.000-228.437	DUE TO STATE - IFT	5,119.27
703-000.000-228.440	DUE TO STATE - CRA/CRT	33,077.02
703-000.000-228.442	DUE TO STATE - NEZ	1,425.96
703-000.000-228.443	DUE TO STATE - OPRA	5,457.82
703-000.000-230.672	DUE TO BPU - SPECIAL ASSESS.	193.63
703-000.000-234.402	DUE TO ISD - CURRENT TAXES	1,477.83
<b>Total Liabilities</b>		<b>135,170.05</b>
*** Fund Balance ***		
<b>Total Fund Balance</b>		<b>0.00</b>
Beginning Fund Balance - 16-17		0.00
Net of Revenues VS Expenditures - 16-17		0.00
*16-17 End FB/17-18 Beg FB		0.00
Net of Revenues VS Expenditures - Current Year		0.00
Ending Fund Balance		0.00
Total Liabilities And Fund Balance		135,170.05

\* Year Not Closed

Fund 711 CEMETERY PERPETUAL CARE FUND

GL Number	Description	Balance
*** Assets ***		
711-000.000-001.000	CHECKING ACCOUNT - COMMON	22,394.16
711-000.000-001.100	LAKEVIEW - TO BE INVESTED	95,450.36
711-000.000-001.200	OAKGROVE - TO BE INVESTED	113,685.63
711-000.000-084.101	DUE FROM GENERAL FUND	447,048.00
<b>Total Assets</b>		<b>678,578.15</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
711-000.000-390.000	FUND BALANCE	655,374.27
<b>Total Fund Balance</b>		<b>655,374.27</b>
<b>Beginning Fund Balance - 16-17</b>		<b>655,374.27</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>19,056.56</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>674,430.83</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>4,147.32</b>
<b>Ending Fund Balance</b>		<b>678,578.15</b>
<b>Total Liabilities And Fund Balance</b>		<b>678,578.15</b>

\* Year Not Closed

Fund 712 STOCK'S PARK PERPETUAL MAINT.

GL Number	Description	Balance
*** Assets ***		
712-000.000-001.000	CHECKING ACCOUNT - COMMON	298.47
712-000.000-018.000	INVESTMENTS - OTHER CD'S	35,002.80
712-000.000-020.000	INVESTMENTS - MBIA/CLASS	17,003.54
<b>Total Assets</b>		<b>52,304.81</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
712-000.000-390.000	Fund Balance	44,964.19
<b>Total Fund Balance</b>		<b>44,964.19</b>
<b>Beginning Fund Balance - 16-17</b>		<b>44,964.19</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>6,993.14</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>51,957.33</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>347.48</b>
<b>Ending Fund Balance</b>		<b>52,304.81</b>
<b>Total Liabilities And Fund Balance</b>		<b>52,304.81</b>

\* Year Not Closed

Fund 715 R. L. OWEN MEMORIAL FUND

GL Number	Description	Balance
*** Assets ***		
715-000.000-001.000	CHECKING ACCOUNT - COMMON	52,091.93
<b>Total Assets</b>		<b>52,091.93</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
715-000.000-390.000	FUND BALANCE	46,919.34
<b>Total Fund Balance</b>		<b>46,919.34</b>
<b>Beginning Fund Balance - 16-17</b>		<b>46,919.34</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>5,172.59</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>52,091.93</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>0.00</b>
<b>Ending Fund Balance</b>		<b>52,091.93</b>
<b>Total Liabilities And Fund Balance</b>		<b>52,091.93</b>

\* Year Not Closed

Fund 750 IMPREST PAYROLL FUND

GL Number	Description	Balance
*** Assets ***		
750-000.000-011.000	CASH IN BANK - PAYROLL	1,654.81
<b>Total Assets</b>		<b>1,654.81</b>
*** Liabilities ***		
750-000.000-214.101	DUE TO GENERAL FUND	1,654.81
<b>Total Liabilities</b>		<b>1,654.81</b>
*** Fund Balance ***		
<b>Total Fund Balance</b>		<b>0.00</b>
<b>Beginning Fund Balance - 16-17</b>		<b>0.00</b>
<b>Net of Revenues VS Expenditures - 16-17</b>		<b>0.00</b>
<b>*16-17 End FB/17-18 Beg FB</b>		<b>0.00</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>0.00</b>
<b>Ending Fund Balance</b>		<b>0.00</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,654.81</b>

\* Year Not Closed

PERIOD ENDING 09/30/2017

% Fiscal Year Completed: 25.21

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		PREVIOUS MONTH	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET	09/30/2017 NORM (ABNORM)	MONTH 09/30/17 INCR (DECR)	BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)		
Fund 101 - GENERAL FUND										
101.000	CITY COUNCIL	27,455.00	27,455.00	10,275.57	2,302.25	7,973.32	17,179.43	37.43		
101-000.000-402.000	CURRENT TAXES	1,800,000.00	1,800,000.00	1,893,646.02	1,077,107.78	816,538.24	(93,646.02)	105.20		
101-000.000-402.100	SINKING FUND	0.00	0.00	66,774.34	0.00	66,774.34	(66,774.34)	100.00		
101-000.000-412.000	DELINQUENT TAXES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00		
101-000.000-437.000	INDUSTRIAL FACILITIES TAX	39,000.00	39,000.00	44,840.49	34,433.42	10,407.07	(5,840.49)	114.98		
101-000.000-445.000	DEL. TAXES-PENALTIES AND INT.	25,000.00	25,000.00	5,624.07	5,624.07	0.00	19,375.93	22.50		
101-000.000-447.000	PROPERTY TAX ADMIN. FEE	56,000.00	56,000.00	43,050.49	23,741.45	19,309.04	12,949.51	76.88		
101-000.000-448.000	TRAILER FEES	2,900.00	2,900.00	420.00	216.00	204.00	2,480.00	14.48		
101-000.000-460.000	LICENSE FEES	6,500.00	6,500.00	6,049.45	6,049.45	0.00	450.55	93.07		
101-000.000-461.000	C.A.T.V. FRANCHISE FEES	81,000.00	81,000.00	0.00	0.00	0.00	81,000.00	0.00		
101-000.000-477.000	PERMITS	31,950.00	31,950.00	5,960.00	2,320.00	3,640.00	25,990.00	18.65		
101-000.000-505.000	FEDERAL GRANT - PUBLIC SAFETY	0.00	0.00	721.00	721.00	0.00	(721.00)	100.00		
101-000.000-530.002	FEDERAL GRANTS OTHER - CDBG B	0.00	0.00	23,435.71	0.00	23,435.71	(23,435.71)	100.00		
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION	78,200.00	78,200.00	0.00	0.00	0.00	78,200.00	0.00		
101-000.000-574.000	STATE REVENUE SHARING	850,000.00	850,000.00	149,064.00	0.00	149,064.00	700,936.00	17.54		
101-000.000-576.000	ACT 302 POLICE TRAINING FUNDS	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00		
101-000.000-627.000	INTERMENT FEES	19,500.00	19,500.00	5,249.20	400.00	4,849.20	14,250.80	26.92		
101-000.000-628.000	ABATEMENT FEES	300.00	300.00	600.00	300.00	300.00	(300.00)	200.00		
101-000.000-629.000	COPIES / DUPLICATING	500.00	500.00	(40.00)	0.00	(40.00)	540.00	(8.00)		
101-000.000-658.000	ORDINANCE FINES	4,000.00	4,000.00	855.43	442.45	412.98	3,144.57	21.39		
101-000.000-658.001	PARKING FINES	2,000.00	2,000.00	290.00	260.00	30.00	1,710.00	14.50		
101-000.000-658.002	MUNICIPAL CIVIL INFRACTIONS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00		
101-000.000-665.000	INTEREST	10,000.00	10,000.00	1,685.01	777.95	907.06	8,314.99	16.85		
101-000.000-667.000	RENTS	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.00		
101-000.000-667.517	RENTS - TRANSFER FACILITY	37,200.00	37,200.00	9,300.00	3,100.00	6,200.00	27,900.00	25.00		
101-000.000-668.517	ROYALTIES-TRANSFER FACILITY	20,000.00	20,000.00	1,837.58	0.00	1,837.58	18,162.42	9.19		
101-000.000-672.000	SPECIAL ASSESSMENTS	19,500.00	19,500.00	0.00	0.00	0.00	19,500.00	0.00		
101-000.000-673.000	SALE OF CITY PROPERTY	0.00	0.00	100.00	100.00	0.00	(100.00)	100.00		
101-000.000-674.000	CONTRIBUTIONS IN LIEU OF TAX	1,050,000.00	1,050,000.00	87,222.81	0.00	87,222.81	962,777.19	8.31		
101-000.000-675.247	CONTRIBUTION & DONATION - TIF	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00		
101-000.000-690.000	OTHER REFUNDS	101,000.00	101,000.00	35,818.64	12,096.96	23,721.68	65,181.36	35.46		
101-000.000-692.000	OTHER REVENUE	7,000.00	7,000.00	2,643.27	1,188.25	1,455.02	4,356.73	37.76		
101-000.000-692.301	OTHER REVENUES - POLICE DEPT	0.00	0.00	400.00	0.00	400.00	(400.00)	100.00		
101-000.000-692.336	OTHER REVENUES-LOC FIRE GRANT	0.00	0.00	1,600.00	1,600.00	0.00	(1,600.00)	100.00		
101-000.000-699.202	TRANSFERS IN - MAJOR STREETS	66,000.00	66,000.00	6,246.86	5,280.46	966.40	59,753.14	9.46		
101-000.000-699.203	TRANSFERS IN - LOCAL STREETS	21,000.00	21,000.00	1,741.82	1,741.82	0.00	19,258.18	8.29		
101-000.000-699.271	TRANSFER IN - LIBRARY	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00		
101-000.000-699.588	TRANSFER IN - DIAL-A-RIDE	55,000.00	55,000.00	0.00	0.00	0.00	55,000.00	0.00		
101-000.000-699.711	TRANSFERS IN - CEMETERY CARE	20,000.00	467,050.00	0.00	0.00	0.00	467,050.00	0.00		
172.000	CITY MANAGER	242,910.00	242,910.00	60,308.92	28,140.99	32,167.93	182,601.08	24.83		
174.000	ECONOMIC DEVELOPMENT	60,000.00	60,000.00	32,363.59	4,656.68	27,706.91	27,636.41	53.94		
175.000	ADMINISTRATIVE SERVICES	176,400.00	176,400.00	44,533.00	3,905.00	40,628.00	131,867.00	25.25		
191.000	ELECTIONS	10,595.00	10,595.00	291.09	291.09	0.00	10,303.91	2.75		
209.000	ASSESSING DEPARTMENT	104,430.00	104,430.00	21,617.97	7,520.87	14,097.10	82,812.03	20.70		
215.000	CITY CLERK DEPARTMENT	160,165.00	160,165.00	33,334.84	10,802.72	22,532.12	126,830.16	20.81		
219.000	FINANCE DEPARTMENT	64,460.00	64,460.00	14,831.63	5,218.39	9,613.24	49,628.37	23.01		
253.000	CITY TREASURER	140,570.00	140,570.00	6,887.16	1,806.96	5,080.20	133,682.84	4.90		
265.000	BUILDING AND GROUNDS	129,010.00	129,010.00	21,318.08	4,997.99	16,320.09	107,691.92	16.52		
266.000	PARKING LOTS	30,235.00	30,235.00	1,676.75	752.68	924.07	28,558.25	5.55		
276.000	CEMETERIES	111,775.00	111,775.00	26,537.80	7,758.07	18,779.73	85,237.20	23.74		
295.000	AIRPORT	130,320.00	130,320.00	36,983.72	11,169.56	25,814.16	93,336.28	28.38		
301.000	POLICE DEPARTMENT	1,426,765.00	1,426,765.00	329,607.59	117,881.67	211,725.92	1,097,157.41	23.10		
336.000	FIRE DEPARTMENT	462,190.00	909,240.00	549,517.45	31,503.91	518,013.54	359,722.55	60.44		
372.000	CODE ENFORCEMENT	2,500.00	2,500.00	9,325.54	3,494.77	5,830.77	(6,825.54)	373.02		



PERIOD ENDING 09/30/2017

% Fiscal Year Completed: 25.21

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 09/30/2017	ACTIVITY FOR PREVIOUS MONTH		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 09/30/17 NORM (ABNORM)	PREVIOUS MONTH BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND									
400.000	PLANNING DEPARTMENT	132,085.00	132,085.00	20,102.22	7,275.42	12,826.80	111,982.78	15.22	
441.000	PUBLIC SERVICES DEPARTMENT	260,230.00	260,230.00	59,890.43	20,092.57	39,797.86	200,339.57	23.01	
448.000	STREET LIGHTING	69,600.00	69,600.00	14,147.81	4,794.65	9,353.16	55,452.19	20.33	
756.000	PARKS	190,150.00	190,150.00	40,279.43	13,098.85	27,180.58	149,870.57	21.18	
965.000	TRANSFERS TO OTHER FUNDS	504,705.00	614,705.00	160,000.00	160,000.00	0.00	454,705.00	26.03	
Fund 101 - GENERAL FUND:									
TOTAL REVENUES		4,436,550.00	4,883,600.00	2,395,136.19	1,177,501.06	1,217,635.13	2,488,463.81	49.04	
TOTAL EXPENDITURES		4,436,550.00	4,993,600.00	1,493,830.59	447,465.09	1,046,365.50	3,499,769.41	29.91	
NET OF REVENUES & EXPENDITURES		0.00	(110,000.00)	901,305.60	730,035.97	171,269.63	(1,011,305.60)	819.37	
Fund 202 - MAJOR ST./TRUNKLINE FUND									
175.000	ADMINISTRATIVE SERVICES	212,500.00	212,500.00	5,280.46	5,280.46	0.00	207,219.54	2.48	
175.500	ADMIN. SERVICES - TRUNKLINE	3,500.00	3,500.00	966.40	0.00	966.40	2,533.60	27.61	
202-000.000-546.000	STATE GRANT - GAS & WEIGHT TA	625,000.00	625,000.00	115,271.46	52,804.56	62,466.90	509,728.54	18.44	
202-000.000-546.048	STATE GRANT-METRO ROW ACT	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	
202-000.000-547.000	STATE GRANT - TRUNKLINE MAINT	35,000.00	35,000.00	9,663.98	0.00	9,663.98	25,336.02	27.61	
202-000.000-665.000	INTEREST	1,250.00	1,250.00	839.26	77.75	761.51	410.74	67.14	
202-000.000-692.000	OTHER REVENUE	5,000.00	5,000.00	2,683.09	0.00	2,683.09	2,316.91	53.66	
202-000.000-692.470	OTHER REVENUE - TREES	2,000.00	2,000.00	462.50	0.00	462.50	1,537.50	23.13	
450.000	STREET SURFACE	122,675.00	122,675.00	13,256.29	4,334.35	8,921.94	109,418.71	10.81	
450.500	TRUNKLINE SURFACE	15,070.00	15,070.00	1,864.01	651.84	1,212.17	13,205.99	12.37	
460.000	R.O.W MAINTENANCE	88,330.00	88,330.00	19,901.27	7,788.00	12,113.27	68,428.73	22.53	
460.500	TRUNKLINE R.O.W. MAINTENANCE	7,620.00	7,620.00	868.95	355.06	513.89	6,751.05	11.40	
470.000	TREES	37,420.00	37,420.00	6,579.48	2,952.40	3,627.08	30,840.52	17.58	
470.500	TRUNKLINE TREES	1,230.00	1,230.00	195.63	17.03	178.60	1,034.37	15.90	
480.000	DRAINAGE	40,295.00	40,295.00	16,768.98	4,243.71	12,525.27	23,526.02	41.62	
480.500	TRUNKLINE R.O.W. DRAINAGE	2,350.00	2,350.00	98.21	(1.88)	100.09	2,251.79	4.18	
490.000	TRAFFIC	49,675.00	49,675.00	19,042.73	4,140.88	14,901.85	30,632.27	38.33	
490.500	TRUNKLINE TRAFFIC	6,410.00	6,410.00	1,679.69	394.78	1,284.91	4,730.31	26.20	
500.000	WINTER MAINTENANCE	78,415.00	78,415.00	336.22	(3.81)	340.03	78,078.78	0.43	
500.500	TRUNKLINE WINTER MAINTENANCE	17,760.00	17,760.00	0.00	0.00	0.00	17,760.00	0.00	
Fund 202 - MAJOR ST./TRUNKLINE FUND:									
TOTAL REVENUES		683,250.00	683,250.00	128,920.29	52,882.31	76,037.98	554,329.71	18.87	
TOTAL EXPENDITURES		683,250.00	683,250.00	86,838.32	30,152.82	56,685.50	596,411.68	12.71	
NET OF REVENUES & EXPENDITURES		0.00	0.00	42,081.97	22,729.49	19,352.48	(42,081.97)	100.00	
Fund 203 - LOCAL ST. FUND									
175.000	ADMINISTRATIVE SERVICES	21,000.00	21,000.00	1,741.82	1,741.82	0.00	19,258.18	8.29	
203-000.000-546.000	STATE GRANT - GAS & WEIGHT TA	210,000.00	210,000.00	37,704.33	17,418.23	20,286.10	172,295.67	17.95	
203-000.000-546.048	STATE GRANT-METRO ROW ACT	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	
203-000.000-692.000	OTHER REVENUE	1,000.00	1,000.00	2,157.37	300.00	1,857.37	(1,157.37)	215.74	
203-000.000-692.470	OTHER REVENUE - TREES	0.00	0.00	5,496.61	0.00	5,496.61	(5,496.61)	100.00	
203-000.000-699.202	TRANSFERS IN - MAJOR STREETS	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.00	
450.000	STREET SURFACE	118,940.00	118,940.00	15,199.69	4,457.57	10,742.12	103,740.31	12.78	

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GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	PREVIOUS MONTH	AVAILABLE	% BDGT
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET	09/30/2017	MONTH 09/30/17	BALANCE	BALANCE	
				NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
<b>Fund 203 - LOCAL ST. FUND</b>								
460.000	R.O.W MAINTENANCE	75,940.00	75,940.00	5,612.56	2,152.65	3,459.91	70,327.44	7.39
470.000	TREES	57,570.00	57,570.00	10,446.90	4,913.55	5,533.35	47,123.10	18.15
480.000	DRAINAGE	41,390.00	41,390.00	19,539.24	2,503.62	17,035.62	21,850.76	47.21
490.000	TRAFFIC	12,935.00	12,935.00	7,515.87	1,024.97	6,490.90	5,419.13	58.10
500.000	WINTER MAINTENANCE	48,225.00	48,225.00	0.00	0.00	0.00	48,225.00	0.00
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<b>Fund 203 - LOCAL ST. FUND:</b>								
TOTAL REVENUES		376,000.00	376,000.00	45,358.31	17,718.23	27,640.08	330,641.69	12.06
TOTAL EXPENDITURES		376,000.00	376,000.00	60,056.08	16,794.18	43,261.90	315,943.92	15.97
NET OF REVENUES & EXPENDITURES		0.00	0.00	(14,697.77)	924.05	(15,621.82)	14,697.77	100.00
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<b>Fund 204 - MUNICIPAL STREET FUND</b>								
204-000.000-569.000	STATE GRANT	2,000,000.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.00
204-000.000-692.000	OTHER REVENUE	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00
204-000.000-699.101	TRANSFERS IN - GENERAL FUND	300,000.00	300,000.00	0.00	0.00	0.00	300,000.00	0.00
443.000	SIDEWALKS	8,615.00	8,615.00	0.00	0.00	0.00	8,615.00	0.00
452.000	MAJOR STREET RECONSTRUCTION	3,130.00	3,130.00	0.00	0.00	0.00	3,130.00	0.00
453.000	LOCAL STREET RECONSTRUCTION	2,300,820.00	2,300,820.00	0.00	0.00	0.00	2,300,820.00	0.00
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<b>Fund 204 - MUNICIPAL STREET FUND:</b>								
TOTAL REVENUES		2,400,000.00	2,400,000.00	0.00	0.00	0.00	2,400,000.00	0.00
TOTAL EXPENDITURES		2,312,565.00	2,312,565.00	0.00	0.00	0.00	2,312,565.00	0.00
NET OF REVENUES & EXPENDITURES		87,435.00	87,435.00	0.00	0.00	0.00	87,435.00	0.00
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<b>Fund 208 - RECREATION FUND</b>								
208-000.000-644.000	CONCESSION SALES	9,000.00	9,000.00	4,381.16	21.41	4,359.75	4,618.84	48.68
208-000.000-651.000	USE AND ADMISSION FEES	17,000.00	17,000.00	7,147.10	15.00	7,132.10	9,852.90	42.04
208-000.000-653.000	TEAM AND EVENT FEES	7,000.00	7,000.00	165.00	0.00	165.00	6,835.00	2.36
208-000.000-653.001	YOUTH PROGRAM FEES	25,000.00	25,000.00	5,490.00	495.00	4,995.00	19,510.00	21.96
208-000.000-667.000	RENTERS	18,000.00	18,000.00	160.00	0.00	160.00	17,840.00	0.89
208-000.000-692.000	OTHER REVENUE	6,000.00	6,000.00	2,062.50	675.00	1,387.50	3,937.50	34.38
208-000.000-699.101	TRANSFERS IN - GENERAL FUND	58,830.00	58,830.00	0.00	0.00	0.00	58,830.00	0.00
751.000	RECREATION DEPARTMENT	140,830.00	140,830.00	35,183.69	6,959.70	28,223.99	105,646.31	24.98
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<b>Fund 208 - RECREATION FUND:</b>								
TOTAL REVENUES		140,830.00	140,830.00	19,405.76	1,206.41	18,199.35	121,424.24	13.78
TOTAL EXPENDITURES		140,830.00	140,830.00	35,183.69	6,959.70	28,223.99	105,646.31	24.98
NET OF REVENUES & EXPENDITURES		0.00	0.00	(15,777.93)	(5,753.29)	(10,024.64)	15,777.93	100.00
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<b>Fund 244 - ECONOMIC DEVELOPMENT CORP FUND</b>								
174.000	ECONOMIC DEVELOPMENT	60,400.00	60,400.00	12,956.00	10,000.00	2,956.00	47,444.00	21.45
244-000.000-665.000	INTEREST	1,200.00	1,200.00	435.75	145.49	290.26	764.25	36.31

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GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 09/30/2017	ACTIVITY FOR PREVIOUS MONTH		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 09/30/17 INCR (DECR)	PREVIOUS MONTH BALANCE	BALANCE	BALANCE	
Fund 244 - ECONOMIC DEVELOPMENT CORP FUND									
244-000.000-673.000	SALE OF CITY PROPERTY	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	
Fund 244 - ECONOMIC DEVELOPMENT CORP FUND:									
TOTAL REVENUES		21,200.00	21,200.00	435.75	145.49	290.26	20,764.25	2.06	
TOTAL EXPENDITURES		60,400.00	60,400.00	12,956.00	10,000.00	2,956.00	47,444.00	21.45	
NET OF REVENUES & EXPENDITURES		(39,200.00)	(39,200.00)	(12,520.25)	(9,854.51)	(2,665.74)	(26,679.75)	31.94	
Fund 247 - TAX INCREMENT FINANCE ATH.									
247-000.000-402.000	CURRENT TAXES	66,950.00	66,950.00	0.00	0.00	0.00	66,950.00	0.00	
247-000.000-406.000	TAXES - PA 86 SEC. 17 PPT REP	26,300.00	26,300.00	0.00	0.00	0.00	26,300.00	0.00	
247-000.000-665.000	INTEREST	1,500.00	1,500.00	586.09	195.71	390.38	913.91	39.07	
900.000	CAPITAL OUTLAY	149,000.00	149,000.00	11,818.57	10,625.78	1,192.79	137,181.43	7.93	
Fund 247 - TAX INCREMENT FINANCE ATH.:									
TOTAL REVENUES		94,750.00	94,750.00	586.09	195.71	390.38	94,163.91	0.62	
TOTAL EXPENDITURES		149,000.00	149,000.00	11,818.57	10,625.78	1,192.79	137,181.43	7.93	
NET OF REVENUES & EXPENDITURES		(54,250.00)	(54,250.00)	(11,232.48)	(10,430.07)	(802.41)	(43,017.52)	20.71	
Fund 265 - DRUG FORFEITURE/GRANT FUND									
265-000.000-659.000	DRUG FORFEITURES	1,300.00	1,300.00	358.00	0.00	358.00	942.00	27.54	
301.000	POLICE DEPARTMENT	1,300.00	1,300.00	35.80	0.00	35.80	1,264.20	2.75	
Fund 265 - DRUG FORFEITURE/GRANT FUND:									
TOTAL REVENUES		1,300.00	1,300.00	358.00	0.00	358.00	942.00	27.54	
TOTAL EXPENDITURES		1,300.00	1,300.00	35.80	0.00	35.80	1,264.20	2.75	
NET OF REVENUES & EXPENDITURES		0.00	0.00	322.20	0.00	322.20	(322.20)	100.00	
Fund 271 - LIBRARY FUND									
271-000.000-402.000	CURRENT TAXES	122,850.00	122,850.00	111,503.48	60,723.64	50,779.84	11,346.52	90.76	
271-000.000-412.000	DELINQUENT TAXES	500.00	500.00	0.00	0.00	0.00	500.00	0.00	
271-000.000-437.000	INDUSTRIAL FACILITIES TAX	2,650.00	2,650.00	2,540.28	1,913.20	627.08	109.72	95.86	
271-000.000-523.000	FEDERAL GRANTS - REC & CULTUR	6,200.00	6,200.00	0.00	0.00	0.00	6,200.00	0.00	
271-000.000-569.000	STATE GRANT	7,300.00	7,300.00	3,908.86	0.00	3,908.86	3,391.14	53.55	
271-000.000-574.000	STATE REVENUE SHARING	8,105.00	8,105.00	0.00	0.00	0.00	8,105.00	0.00	
271-000.000-587.000	CONT./LOCAL UNITS-CULTURE/REC	13,800.00	13,800.00	0.00	0.00	0.00	13,800.00	0.00	
271-000.000-588.000	SUBSCRIPTION CARD SALES	4,500.00	4,500.00	845.00	183.00	662.00	3,655.00	18.78	
271-000.000-629.000	COPIES / DUPLICATING	6,000.00	6,000.00	1,205.55	315.10	890.45	4,794.45	20.09	
271-000.000-656.000	PENAL FINES	60,250.00	60,250.00	0.00	0.00	0.00	60,250.00	0.00	
271-000.000-657.000	BOOK FINES	2,500.00	2,500.00	550.55	168.60	381.95	1,949.45	22.02	
271-000.000-658.000	ORDINANCE FINES	4,000.00	4,000.00	880.42	442.45	437.97	3,119.58	22.01	
271-000.000-665.000	INTEREST	300.00	300.00	680.17	227.15	453.02	(380.17)	226.72	
271-000.000-667.000	RENTS	150.00	150.00	39.00	3.00	36.00	111.00	26.00	

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GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 09/30/2017	ACTIVITY FOR PREVIOUS MONTH		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 09/30/17 INCR (DECR)	BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 271 - LIBRARY FUND									
271-000.000-667.271	RENTS - MEETING ROOMS	1,000.00	1,000.00	400.00	150.00	250.00	600.00	40.00	
271-000.000-675.000	CONTRIBUTIONS AND DONATIONS	28,000.00	28,000.00	3,579.60	109.25	3,470.35	24,420.40	12.78	
271-000.000-675.002	CONTR. & DONAT. - TECHNOLOGY	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00	
271-000.000-675.790	CONTR. & DONT. - BOOKS	1,500.00	1,500.00	242.10	89.30	152.80	1,257.90	16.14	
271-000.000-675.792	CONTR. & DONT.- CHILD. LIBRAR	2,000.00	2,000.00	7.25	2.00	5.25	1,992.75	0.36	
271-000.000-692.000	OTHER REVENUE	2,000.00	2,000.00	2,172.67	2,172.67	0.00	(172.67)	108.63	
790.000	LIBRARY	268,605.00	268,605.00	53,597.41	16,336.88	37,260.53	215,007.59	19.95	
792.000	LIBRARY - CHILDREN'S AREA	9,000.00	9,000.00	1,880.72	400.61	1,480.11	7,119.28	20.90	
Fund 271 - LIBRARY FUND:									
TOTAL REVENUES		277,605.00	277,605.00	128,554.93	66,499.36	62,055.57	149,050.07	46.31	
TOTAL EXPENDITURES		277,605.00	277,605.00	55,478.13	16,737.49	38,740.64	222,126.87	19.98	
NET OF REVENUES & EXPENDITURES		0.00	0.00	73,076.80	49,761.87	23,314.93	(73,076.80)	100.00	
Fund 274 - POLICE - OWI ENFORCEMENT									
274-000.000-692.301	OTHER REVENUES - POLICE DEPT	1,000.00	1,000.00	375.00	0.00	375.00	625.00	37.50	
301.000	POLICE DEPARTMENT	3,600.00	3,600.00	0.00	0.00	0.00	3,600.00	0.00	
Fund 274 - POLICE - OWI ENFORCEMENT:									
TOTAL REVENUES		1,000.00	1,000.00	375.00	0.00	375.00	625.00	37.50	
TOTAL EXPENDITURES		3,600.00	3,600.00	0.00	0.00	0.00	3,600.00	0.00	
NET OF REVENUES & EXPENDITURES		(2,600.00)	(2,600.00)	375.00	0.00	375.00	(2,975.00)	14.42	
Fund 362 - BOND AND INTEREST REDEM. FUND									
362-000.000-402.000	CURRENT TAXES	365,000.00	365,000.00	0.00	0.00	0.00	365,000.00	0.00	
Fund 362 - BOND AND INTEREST REDEM. FUND:									
TOTAL REVENUES		365,000.00	365,000.00	0.00	0.00	0.00	365,000.00	0.00	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		365,000.00	365,000.00	0.00	0.00	0.00	365,000.00	0.00	
Fund 401 - CAPITAL IMPROVEMENT FUND									
401-000.000-692.000	OTHER REVENUE	0.00	0.00	27.50	0.00	27.50	(27.50)	100.00	
401-000.000-699.101	TRANSFERS IN - GENERAL FUND	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	
452.000	MAJOR STREET RECONSTRUCTION	0.00	0.00	11,501.67	11,501.67	0.00	(11,501.67)	100.00	
480.000	DRAINAGE	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00	0.00	
756.000	PARKS	32,000.00	32,000.00	0.00	0.00	0.00	32,000.00	0.00	
900.000	CAPITAL OUTLAY	110,000.00	110,000.00	0.00	0.00	0.00	110,000.00	0.00	
Fund 401 - CAPITAL IMPROVEMENT FUND:									

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		ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 09/30/17 INCR (DECR)	MONTH 09/30/17 BALANCE	BALANCE	BALANCE	
Fund 401 - CAPITAL IMPROVEMENT FUND									
TOTAL REVENUES		10,000.00	10,000.00	27.50	0.00	27.50	9,972.50	0.28	
TOTAL EXPENDITURES		187,000.00	187,000.00	11,501.67	11,501.67	0.00	175,498.33	6.15	
NET OF REVENUES & EXPENDITURES		(177,000.00)	(177,000.00)	(11,474.17)	(11,501.67)	27.50	(165,525.83)	6.48	
Fund 408 - FIELDS OF DREAMS									
408-000.000-665.000	INTEREST	100.00	100.00	41.50	13.87	27.63	58.50	41.50	
408-000.000-692.408	OTHER REVENUES - TOURNAMENTS	7,000.00	7,000.00	50.00	0.00	50.00	6,950.00	0.71	
751.000	RECREATION DEPARTMENT	4,100.00	4,100.00	0.00	0.00	0.00	4,100.00	0.00	
Fund 408 - FIELDS OF DREAMS:									
TOTAL REVENUES		7,100.00	7,100.00	91.50	13.87	77.63	7,008.50	1.29	
TOTAL EXPENDITURES		4,100.00	4,100.00	0.00	0.00	0.00	4,100.00	0.00	
NET OF REVENUES & EXPENDITURES		3,000.00	3,000.00	91.50	13.87	77.63	2,908.50	3.05	
Fund 409 - STOCK'S PARK									
409-000.000-665.000	INTEREST	200.00	200.00	97.60	32.61	64.99	102.40	48.80	
409-000.000-675.000	CONTRIBUTIONS AND DONATIONS	15,000.00	15,000.00	3,515.94	0.00	3,515.94	11,484.06	23.44	
756.000	PARKS	15,200.00	15,200.00	4,147.67	0.00	4,147.67	11,052.33	27.29	
Fund 409 - STOCK'S PARK:									
TOTAL REVENUES		15,200.00	15,200.00	3,613.54	32.61	3,580.93	11,586.46	23.77	
TOTAL EXPENDITURES		15,200.00	15,200.00	4,147.67	0.00	4,147.67	11,052.33	27.29	
NET OF REVENUES & EXPENDITURES		0.00	0.00	(534.13)	32.61	(566.74)	534.13	100.00	
Fund 410 - COLD SPRINGS PARK									
410-000.000-675.000	CONTRIBUTIONS AND DONATIONS	0.00	0.00	2,000.00	0.00	2,000.00	(2,000.00)	100.00	
Fund 410 - COLD SPRINGS PARK:									
TOTAL REVENUES		0.00	0.00	2,000.00	0.00	2,000.00	(2,000.00)	100.00	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	0.00	2,000.00	0.00	2,000.00	(2,000.00)	100.00	
Fund 481 - AIRPORT IMPROVEMENT FUND									
481-000.000-515.000	FEDERAL GRANT - AIRPORT	333,335.00	223,335.00	0.00	0.00	0.00	223,335.00	0.00	
481-000.000-569.000	STATE GRANT	800,000.00	800,000.00	0.00	0.00	0.00	800,000.00	0.00	
481-000.000-667.000	RENTS	21,785.00	21,785.00	0.00	0.00	0.00	21,785.00	0.00	
481-000.000-667.481	RENTS - AIRPORT HANGARS	6,800.00	6,800.00	2,088.75	975.00	1,113.75	4,711.25	30.72	
481-000.000-667.482	RENTS - GROUND LEASE	1,140.00	1,140.00	0.00	0.00	0.00	1,140.00	0.00	
481-000.000-692.000	OTHER REVENUE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	
481-000.000-692.295	OTHER REVENUES - FUEL SALES	0.00	0.00	145.94	69.54	76.40	(145.94)	100.00	
481-000.000-699.101	TRANSFERS IN - GENERAL FUND	50,000.00	160,000.00	160,000.00	160,000.00	0.00	0.00	100.00	

PERIOD ENDING 09/30/2017

% Fiscal Year Completed: 25.21

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 09/30/2017 NORM (ABNORM)	ACTIVITY FOR PREVIOUS MONTH		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 09/30/17 INCR (DECR)	BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 481 - AIRPORT IMPROVEMENT FUND									
900.000	CAPITAL OUTLAY	1,212,310.00	1,212,310.00	214,735.51	213,945.00	790.51	997,574.49	17.71	
Fund 481 - AIRPORT IMPROVEMENT FUND:									
TOTAL REVENUES		1,214,060.00	1,214,060.00	162,234.69	161,044.54	1,190.15	1,051,825.31	13.36	
TOTAL EXPENDITURES		1,212,310.00	1,212,310.00	214,735.51	213,945.00	790.51	997,574.49	17.71	
NET OF REVENUES & EXPENDITURES		1,750.00	1,750.00	(52,500.82)	(52,900.46)	399.64	54,250.82	3,000.05	
Fund 496 - THREE MEADOWS DEVELOPMENT									
496-000.000-692.000	OTHER REVENUE	800.00	800.00	0.00	0.00	0.00	800.00	0.00	
900.000	CAPITAL OUTLAY	500.00	500.00	0.00	0.00	0.00	500.00	0.00	
Fund 496 - THREE MEADOWS DEVELOPMENT:									
TOTAL REVENUES		800.00	800.00	0.00	0.00	0.00	800.00	0.00	
TOTAL EXPENDITURES		500.00	500.00	0.00	0.00	0.00	500.00	0.00	
NET OF REVENUES & EXPENDITURES		300.00	300.00	0.00	0.00	0.00	300.00	0.00	
Fund 588 - DIAL-A-RIDE FUND									
175.000	ADMINISTRATIVE SERVICES	55,000.00	55,000.00	0.00	0.00	0.00	55,000.00	0.00	
588.000	DIAL-A-RIDE	481,560.00	481,560.00	56,915.28	17,704.98	39,210.30	424,644.72	11.82	
588-000.000-529.000	FEDERAL GRANT	62,260.00	62,260.00	46,627.00	46,627.00	0.00	15,633.00	74.89	
588-000.000-569.000	STATE GRANT	128,925.00	128,925.00	31,961.00	10,058.00	21,903.00	96,964.00	24.79	
588-000.000-569.588	STATE GRANT - CAPITAL	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	0.00	
588-000.000-651.000	USE AND ADMISSION FEES	54,500.00	54,500.00	9,887.25	3,484.75	6,402.50	44,612.75	18.14	
588-000.000-673.000	SALE OF CITY PROPERTY	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	
588-000.000-699.101	TRANSFERS IN - GENERAL FUND	85,875.00	85,875.00	0.00	0.00	0.00	85,875.00	0.00	
Fund 588 - DIAL-A-RIDE FUND:									
TOTAL REVENUES		536,560.00	536,560.00	88,475.25	60,169.75	28,305.50	448,084.75	16.49	
TOTAL EXPENDITURES		536,560.00	536,560.00	56,915.28	17,704.98	39,210.30	479,644.72	10.61	
NET OF REVENUES & EXPENDITURES		0.00	0.00	31,559.97	42,464.77	(10,904.80)	(31,559.97)	100.00	
Fund 633 - PUBLIC SERVICES INV. FUND									
233.000	PUBLIC SERVICES INVENTORY	243,305.00	243,305.00	6,443.96	3,236.05	3,207.91	236,861.04	2.65	
633-000.000-650.000	SALE OF MATERIALS	243,305.00	243,305.00	684.67	60.00	624.67	242,620.33	0.28	
Fund 633 - PUBLIC SERVICES INV. FUND:									
TOTAL REVENUES		243,305.00	243,305.00	684.67	60.00	624.67	242,620.33	0.28	
TOTAL EXPENDITURES		243,305.00	243,305.00	6,443.96	3,236.05	3,207.91	236,861.04	2.65	
NET OF REVENUES & EXPENDITURES		0.00	0.00	(5,759.29)	(3,176.05)	(2,583.24)	5,759.29	100.00	

PERIOD ENDING 09/30/2017

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GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 09/30/2017 NORM (ABNORM)	ACTIVITY FOR PREVIOUS MONTH		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET		MONTH 09/30/17 INCR (DECR)	PREVIOUS MONTH BALANCE NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)		
Fund 640 - REVOLVING MOBILE EQUIP. FUND									
444.000	MOBILE EQUIPMENT MAINTENANCE	440,497.00	440,497.00	69,528.49	16,954.10	52,574.39	370,968.51	15.78	
640-000.000-665.000	INTEREST	1,000.00	1,000.00	172.20	55.25	116.95	827.80	17.22	
640-000.000-667.000	RENTS	255,000.00	255,000.00	41,348.98	10,992.27	30,356.71	213,651.02	16.22	
640-000.000-667.301	RENTS - POLICE VEHICLES	80,000.00	80,000.00	19,478.25	6,279.75	13,198.50	60,521.75	24.35	
640-000.000-673.000	SALE OF CITY PROPERTY	0.00	0.00	2,000.00	0.00	2,000.00	(2,000.00)	100.00	
640-000.000-692.000	OTHER REVENUE	15,000.00	15,000.00	1,860.85	83.66	1,777.19	13,139.15	12.41	
Fund 640 - REVOLVING MOBILE EQUIP. FUND:									
TOTAL REVENUES		351,000.00	351,000.00	64,860.28	17,410.93	47,449.35	286,139.72	18.48	
TOTAL EXPENDITURES		440,497.00	440,497.00	69,528.49	16,954.10	52,574.39	370,968.51	15.78	
NET OF REVENUES & EXPENDITURES		(89,497.00)	(89,497.00)	(4,668.21)	456.83	(5,125.04)	(84,828.79)	5.22	
Fund 663 - FIRE VEHICLE & EQUIPMENT FUND									
663-000.000-665.000	INTEREST	0.00	0.00	110.40	36.85	73.55	(110.40)	100.00	
Fund 663 - FIRE VEHICLE & EQUIPMENT FUND:									
TOTAL REVENUES		0.00	0.00	110.40	36.85	73.55	(110.40)	100.00	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	0.00	110.40	36.85	73.55	(110.40)	100.00	
Fund 677 - UNEMPLOYMENT INSURANCE FUND									
175.000	ADMINISTRATIVE SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	
677-000.000-665.000	INTEREST	650.00	650.00	213.17	71.22	141.95	436.83	32.80	
677-000.000-692.000	OTHER REVENUE	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.00	
Fund 677 - UNEMPLOYMENT INSURANCE FUND:									
TOTAL REVENUES		1,750.00	1,750.00	213.17	71.22	141.95	1,536.83	12.18	
TOTAL EXPENDITURES		1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	
NET OF REVENUES & EXPENDITURES		750.00	750.00	213.17	71.22	141.95	536.83	28.42	
Fund 699 - DPS LEAVE AND BENEFITS FUND									
441.000	PUBLIC SERVICES DEPARTMENT	193,080.00	193,080.00	60,163.46	15,559.97	44,603.49	132,916.54	31.16	
699-000.000-690.000	OTHER REFUNDS	193,080.00	193,080.00	60,111.88	15,508.39	44,603.49	132,968.12	31.13	
Fund 699 - DPS LEAVE AND BENEFITS FUND:									
TOTAL REVENUES		193,080.00	193,080.00	60,111.88	15,508.39	44,603.49	132,968.12	31.13	
TOTAL EXPENDITURES		193,080.00	193,080.00	60,163.46	15,559.97	44,603.49	132,916.54	31.16	
NET OF REVENUES & EXPENDITURES		0.00	0.00	(51.58)	(51.58)	0.00	51.58	100.00	

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Fund 711 - CEMETERY PERPETUAL CARE FUND									
711-000.000-642.100	SALE OF CEMETERY LOTS-LAKEVIE	10,000.00	10,000.00	1,300.00	1,300.00	0.00	8,700.00	13.00	
711-000.000-642.200	SALE OF CEMETERY LOTS-OAKGROV	10,000.00	10,000.00	1,500.00	0.00	1,500.00	8,500.00	15.00	
711-000.000-665.000	INTEREST	18,000.00	18,000.00	1,347.32	414.71	932.61	16,652.68	7.49	
965.000	TRANSFERS TO OTHER FUNDS	18,000.00	465,050.00	0.00	0.00	0.00	465,050.00	0.00	
Fund 711 - CEMETERY PERPETUAL CARE FUND:									
TOTAL REVENUES		38,000.00	38,000.00	4,147.32	1,714.71	2,432.61	33,852.68	10.91	
TOTAL EXPENDITURES		18,000.00	465,050.00	0.00	0.00	0.00	465,050.00	0.00	
NET OF REVENUES & EXPENDITURES		20,000.00	(427,050.00)	4,147.32	1,714.71	2,432.61	(431,197.32)	0.97	
Fund 712 - STOCK'S PARK PERPETUAL MAINT.									
712-000.000-665.000	INTEREST	300.00	300.00	137.48	16.38	121.10	162.52	45.83	
712-000.000-675.000	CONTRIBUTIONS AND DONATIONS	7,000.00	7,000.00	170.00	0.00	170.00	6,830.00	2.43	
712-000.000-699.409	TRANSFER IN - STOCKS PARK FUN	0.00	0.00	40.00	0.00	40.00	(40.00)	100.00	
Fund 712 - STOCK'S PARK PERPETUAL MAINT.:									
TOTAL REVENUES		7,300.00	7,300.00	347.48	16.38	331.10	6,952.52	4.76	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		7,300.00	7,300.00	347.48	16.38	331.10	6,952.52	4.76	
Fund 715 - R. L. OWEN MEMORIAL FUND									
715-000.000-665.000	INTEREST	6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	0.00	
Fund 715 - R. L. OWEN MEMORIAL FUND:									
TOTAL REVENUES		6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	0.00	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	0.00	
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS									
NET OF REVENUES & EXPENDITURES									



Dear Mr. David E. Mackie:

Many communities will soon be holding local elections and welcoming new officials to their team. To help these new officials get off to the best start, the League is offering a specialized training entitled "You Won! Now What?"

The course covers core topics that will help educate first-time elected officials, as well as seasoned officials, on basic functions such as:

- Overview of basic local government roles and responsibilities of local elected officials
- Open Meetings Act (OMA)
- Freedom of Information Act (FOIA)
- Panel discussion with seasoned elected officials
- League services

The course will be held in a variety of locations across the state:

- Nov. 28 – Lansing
- Dec. 6 – Cadillac
- Dec. 12 – Rochester Hills
- Jan. 17 – Ann Arbor
- Jan. 23 – Coldwater

Please share this information with any newly elected officials in your community. To register, please visit [www.mml.org](http://www.mml.org) or complete the registration form on the back of the enclosed flier.

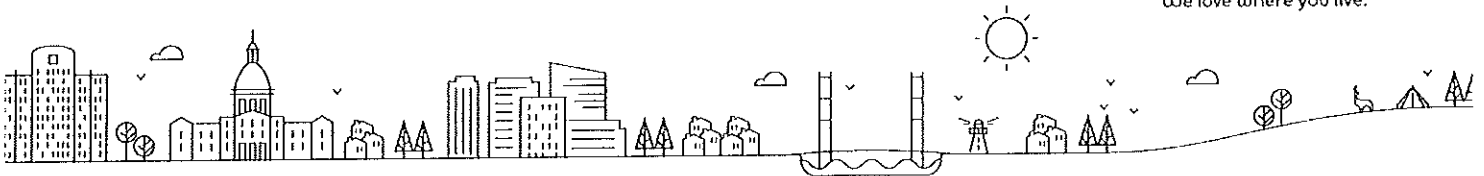
We hope to see your newly elected officials at an upcoming training!

Sincerely,



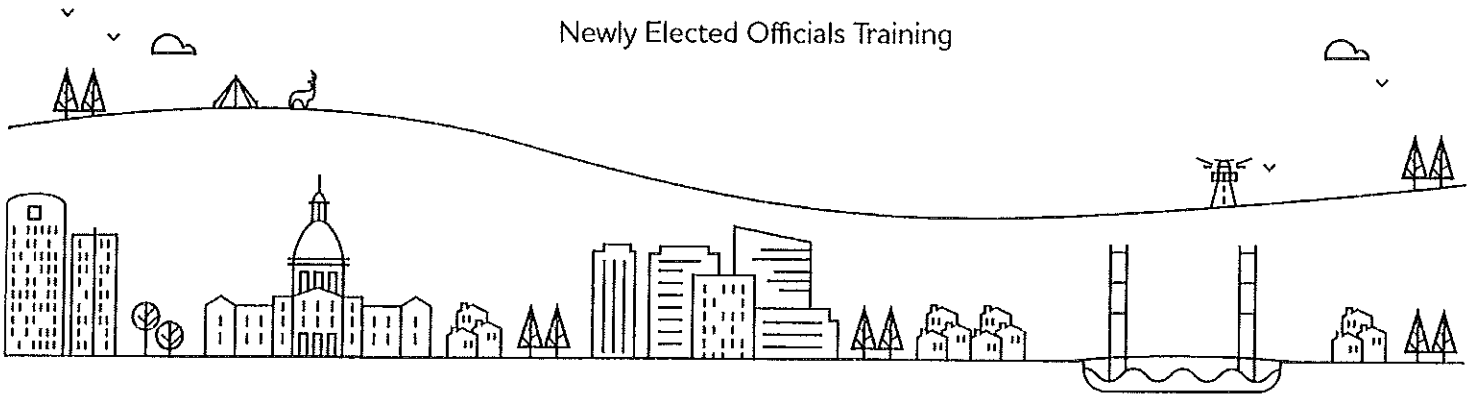
Kelly Warren  
Director, Membership & Affiliate Engagement

We love where you live.



# You Won! Now What?

Newly Elected Officials Training



This newly elected officials training consists of core topics that will help educate first-time elected officials, as well as seasoned officials, on the basic functions they will need to know in their roles as public leaders. Topics include: introduction to League services; an overview of basic local government; roles and responsibilities of elected officials; Open Meetings Act (OMA); Freedom of Information Act (FOIA); lobbying 101; and a panel discussion with seasoned elected officials.

**NOV**  
28, 2017

Lansing, MI

**DEC**  
06, 2017

Cadillac, MI

**DEC**  
12, 2017

Rochester, MI

**JAN**  
17, 2018

Ann Arbor, MI

**JAN**  
23, 2018

Coldwater, MI

#### COST PER PERSON

League Member, \$95

League Nonmember

Government, \$155

#### ABOUT THE SPEAKERS

League Staff & Experienced  
Elected Officials

#### AGENDA

Check-in & light dinner 5:30 pm

Begin 6:00 pm

Adjourn 9:00 pm

#### EDUCATION CREDITS

APPROVED

FOR THIS PROGRAM

3 EOA

#### TWO WAYS TO REGISTER!

1. Complete and return the form on the back of this flyer
2. Register online at [mml.org](http://mml.org)

# You Won! Now What? Elected Officials Training

Cost: League Member: \$95; League Nonmember Government, \$155

Name of Municipality or Firm \_\_\_\_\_

Billing Address/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Please choose training location  Lansing  Cadillac  Rochester  Ann Arbor  Coldwater

Name	Title	Email
1		
2		
3		
4		

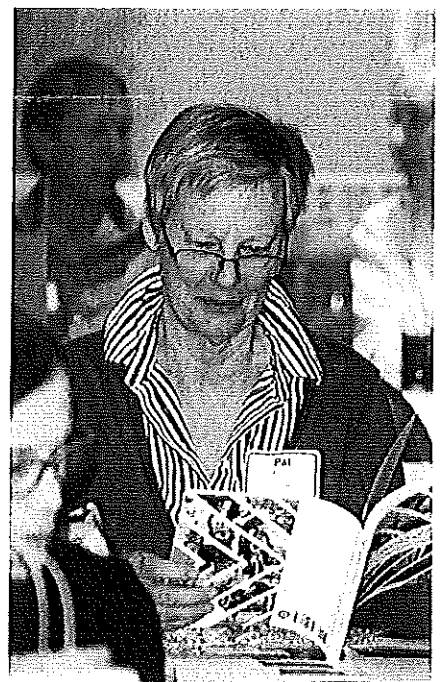
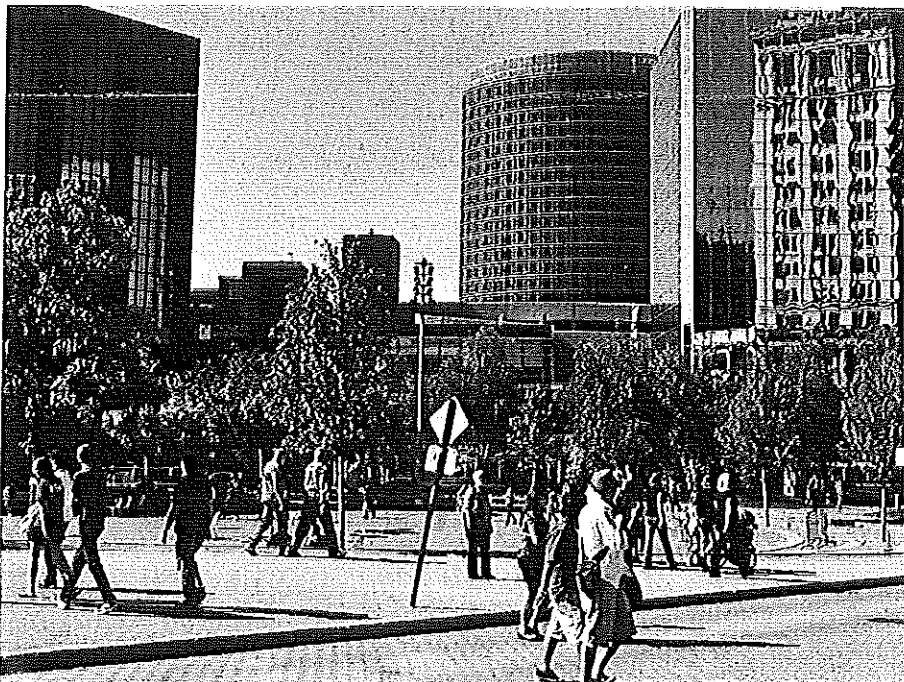
Payment Info: Cost: \$ \_\_\_\_\_ x Quantity: \_\_\_\_\_ = Total Due: \$ \_\_\_\_\_

## Cancellation Policy

All cancellations must be submitted in writing either by fax, 734-669-4223 or email, [registration@mml.org](mailto:registration@mml.org). No refunds will be given for cancellation requests received after (4 business days before event). For a full list of registration policies, please visit [www.mml.org](http://www.mml.org), then click on training/events.

## To Register

1. If paying by credit card, register online by visiting [www.mml.org](http://www.mml.org). On the home page located on the right hand side under "My League," click on "View and Register for Events."
2. If paying by check, please mail this form along with a check payable to the Michigan Municipal League, P.O. Box 7409, Ann Arbor, MI 48107-7409.



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SMALL BUSINESS | NOV  
**SATURDAY** | **25**

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SHOW YOUR LOVE FOR  
**HILLSDALE'S SMALL  
BUSINESSES**

#SHOPSMALL



Nola J. Wagner

10-25 17

YES!

I am definitely in favor  
of any thing that would enable  
anything that allow Meijer to  
come to Hillsdale.

I'm very old, but still love  
to shop.

We all need something to  
get excited about.

Now - could you find a  
Kyrfried Chicken? 😊

A PROPERTY OWNER.

Nola J. Wagner  
44 St. Lynwood



105738-AC02-32717  
120-1816



# City of Hillsdale Agenda Item Summary

**MEETING DATE:** November 20, 2017

**AGENDA ITEM:** Public Hearing

**SUBJECT:** 42 Union Street Grant Close Out

## **BACKGROUND PROVIDED BY STAFF (Mary Wolfram)**

The Community Development Block Grant (CDBG) period for Blight Elimination at 42 Union Street has now concluded. As part of the grant close-out process, the City must document that it has conducted a closeout public hearing to discuss the project's accomplishments and if the goals of the project have been met.

The City received a CDBG Blight Elimination Grant for 42 Union Street on July 1, 2015. The goal of the project included the elimination of blight conditions and the restoration of the building to a useful condition. The initial approved grant application included this project description:

### **SCOPE OF PROJECT**

The project proposed is for the restoration of one, three story, 17,000 square foot cement building, as well as one, single story, 1,000 square foot attached building. The three story building, which is in severe blighted condition, will be restored to complete functionality and usefulness by converting the hollowed shell into retail and office space on the first floor, and four individual, three-bedroom, family-sized apartments on floors two and three, for a total of eight apartments. In order to convert the property for these purposes, the building will need insulation, framing and finishing of all appropriate interior walls, bathroom and kitchen installation, as well as all mechanical systems and all necessary, per-code lighting. The existing cement floors will be leveled and repaired throughout. The single story attached building on the west side will serve as an entrance to the retail showroom. Fire suppression will be installed throughout. The outside walls of the building need restoration and repair of the masonry, new and functioning gutters, roof repairs and replacement, as well as windows and doors that meet local and state code requirements. The parking area makes up the majority of the lot and will be repaired and resurfaced and striped. All outdoor lighting, including safety and security lighting will be repaired or replaced. The existing landscape is overgrown or dead and will be removed and replaced with modest, proportional landscaping. New front and back entrances will be equipped with new doors as well as new awnings or overhangs. A vapor intrusion system will also be installed and the cement floor on the ground floor will be epoxied, as per DEQ recommendations. This project includes one property only. Retail business will be functioning on the first floor of the property once restoration is complete. Assistance from CDBG Blight Elimination program is needed in order to make up the gap between private funding sources and project costs.

A letter from Hillsdale County Building Inspector, Ray Taylor, is attached. The letter attests that the property at 42 Union Street has been remediated such that blight conditions no longer exist.

Final expenditure for the project came to \$691,906.45 in CDBG grant funds, private investment from the building owner of \$693,773.18, for a total investment in the City of Hillsdale of \$1,385,679.63. Eight new apartments have been created which are all rented, and several new businesses will occupy the first floor of 42 Union Street.

**RECOMMENDATION**

Staff recommends that Council conduct the Public Hearing to discuss the goals of this project and Blight Elimination at 42 Union Street on November 20, 2017.

# Hillsdale County Inspection

Building Inspection Department &  
Soil Erosion Control  
61 McCollum St.  
Hillsdale, MI 49242

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Telephone 517-437-4130  
Fax 517-437-3233

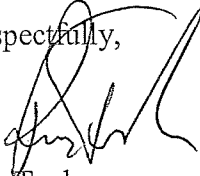
November 14, 2017

**Glynda M. Hubbard**  
**4333 Dalton Rd.**  
**Onsted, MI 49265**

**Subject:** 42 Union St.

This is to attest that the property at 42 Union St., City of Hillsdale, has been remediated so that blight conditions no longer exist in regards to the Brownfield Redevelopment Financing Act, Act 381 of 1996. Should you have any questions, please do not hesitate to contact our office.

Respectfully,



Ray Taylor  
Hillsdale County Inspection





# City of Hillsdale Agenda Item Summary

**MEETING DATE:** November 20, 2017

**AGENDA ITEM:** Old Business

**SUBJECT:** Branding for the City of Hillsdale

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

## **BACKGROUND:**

Poggemeyer Design Group is currently working on creating a Marketing and Branding Plan to include a mission and vision statement, and an elevator speech to help the City as it continues to work toward RRC certification. The MEDC as part of the City's RRC certification agreed to fund a marketing plan and branding process. The City Administration and City Council continue to work on various versions of the seal, logo and tagline, which seems to be at a stalemate.

To address the above issue, Randy Mielnik from Poggemeyer has offered to facilitate a work session with Council members and City staff to look at various options for a City branding and develop a concept to move forward on.

Attached is the MEDC Marketing and Branding Strategy Guide and our proposed BrandTouch Manual prepared by Ben Muldrow of Arnett Muldrow & Associates.

## **RECOMMENDATION**

City staff recommends that City Council approve and participate with the City staff in a work session facilitated by Randy Mielnik on Tuesday, November 28<sup>th</sup> from 6-8 p.m. to go over various branding options, as well as the branding and marketing plan for the City of Hillsdale.

# MARKETING AND BRANDING STRATEGY GUIDE



A tool for Michigan communities looking to establish  
a marketing and branding strategy



## INTRODUCTION

Economic development efforts are meant to be operationalized with near-term initiatives and an annual recalibration of strategy going forward. Economic development measures also require support by taking steps to communicate and promote local opportunities. A community can be doing all the right things to enhance economic potential, but if it does little to deliberately market itself with a strong brand, results may be delayed or otherwise diminished.

This guide assists communities in creating a basic marketing and branding strategy. It provides direction for how communities may undertake a modest marketing/branding effort, recognizing that such efforts can require far more time and resources, and that they are essentially ongoing and evolving efforts. Some communities may have the resources to utilize a marketing firm, but for those who don't; this guide is intended as a place to start. As with the local "Economic Development Strategy Guide," the following material frames a concise, modest and efficient process to develop marketing and branding efforts. It also respects the fact that local conditions differ and creative approaches are always encouraged and supported.

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# OVERVIEW AND EXPECTATIONS

This guide describes how a community can take steps toward greater ownership and control over how it is perceived and how it expresses local opportunities and general appeal. It also describes basic steps to develop and maintain a strong community brand and image. Marketing and branding are common private sector activities associated with efforts to sell products or services. The private sector has long recognized the power of marketing and branding, sometimes overwhelming consumers with advertisements that promote products and services in skillful ways.

Michigan communities are certainly not consumer goods, but there are many reasons to proactively draw attention to community appeal and local economic development opportunities. Viable development projects may lay dormant for years in some communities without a local champion and marketing efforts to promote the opportunity. There are also good reasons to pay attention to and maintain a community brand, image and identity. Some communities have dated logos and uninspired tag lines that don't provide a strong first impression and give few reasons to discover more about the community. Considerations such as these become all the more important when you factor in the increasing levels of competition between communities today. It is undeniable that communities (and states and regions) compete for investment, job creation, entrepreneurial talent and tourism.

Local governments often lack the specialized expertise of private business that can drive human behavior. However, there are simple steps that can be taken to help

create a more favorable community image and draw to economic opportunities. This guide first approaches the topic of community marketing, and then delves into the matter of community branding and brand development. These elements connect with both external and internal audiences. Further, while this guide is motivated primarily by economic development benefits, other less tangible benefits associated with building community pride and general image development should not be overlooked.

For the purposes of this guide, marketing is defined as being the intentional efforts to communicate with target audiences. Branding on the other hand, aids marketing efforts and is the conscious effort to define, shape and manage community image. It is often expressed with the consistent use of a logo and tag line. Essentially, branding attempts to define what you are, while marketing involves the steps to tell people. This guide does not fully explore all the nuances of marketing and branding for a community and does not describe a long and costly process. The goal is to identify modest steps a community can take to promote and market itself. Some communities have spent large sums of money on marketing efforts and some have spent many months developing new logos, tag lines and new web sites. While these larger efforts are encouraged and can reap major rewards, they are not required for Redevelopment Ready Communities® (RRC) certification. What is required is evidence that a community has taken an introspective and thoughtful look at itself from the standpoint of how it communicates local opportunity, desirability and appeal to internal and external audiences.



# MARKETING STRATEGY

A marketing strategy defines deliberate steps to promote and draw attention to community attributes and economic opportunity. It shows how a community intends to take more control over how it is perceived, while leaving less to chance. Rather than simply hoping that word gets out, or that the community will somehow be discovered, a marketing strategy identifies steps to highlight community attributes and opportunity. Without such a strategy, communities will be at an increasing competitive disadvantage because:

- Other municipalities who understand the power of marketing are fine tuning efforts to draw distinctions between their community and others. This can further widen the gap in perceptions about desirable communities.
- The community will continue to be defined by past experiences, external media, word of mouth and stereotypes.
- Any positive attention to development opportunities, community progress toward economic development goals, or other image-enhancing events may be more happenstance than deliberate and intentional.

Before describing what a marketing strategy is, it is important to describe what it is not. A marketing strategy is not the same as public relations. Marketing is generally more proactive, while public relations tends to be more reactive and oriented toward events, relationship-building, correcting mistaken impressions, explaining past actions and general information management. Marketing is more action-oriented and typically strategically focuses on target audiences.

A marketing strategy is also much different than a market study. A market study objectively identifies voids in local economic activity that could potentially be filled<sup>1</sup>. It provides information that is informative to the master plan, economic development strategy, redevelopment opportunities and other related planning documents. Market study results help drive public policy and priorities.

To provide more context to a marketing strategy, we can borrow from the expertise of marketing professionals, and consider a concept called the four Ps of marketing. The four Ps of marketing include; product, price, place and promotion with reference to the fact that all are important

and interrelated. In the context of a community, these include:

- **Product:** The community or specific aspect of the community is the product. In some ways it is similar to other products, as we choose where to live and where to invest our time and money (and for how long). Communities are more of a product today compared to what they once were, as we live in an increasingly mobile society where residents can easily move and sometimes create their own job opportunities (and take them elsewhere).
- **Price:** Price represents an expression of value. People are motivated to purchase goods and services after they recognize value and worth. Similarly, people are drawn to live and invest in places where they see the value of community attributes and offerings. Such offerings include educational opportunities, parks, low crime rates, rising property values, sense of place, natural beauty, prospects for economic growth, etc. For communities, value can be expressed in two ways. First, it can be expressed in terms of what now exists. Second, because new or sustained connections to a community is often a long-term proposition, value can also be connected to a sense of optimism and confidence in the future as the community draws attention to plans and opportunity.
- **Place:** In the pure marketing sense, place refers to the place of sale and distribution channels. In the community sense, place is similar to product as highly desirable locations attract people and new investment in a variety of settings. Place also evokes the emotional attributes that form connections with people at a deeper level. Most importantly, place is fundamental to lasting economic development as attributes of a strong place can't be outsourced, relocated or closed. Once a community has successfully created place-based attributes, the challenge becomes managing and further developing these attributes over time.
- **Promotion:** Promotion is the specific effort to target people and it should be guided by a strategy. While communities are not typically engaged in direct selling, general advertisement or steps to create publicity, there are ways to promote (as described later).

<sup>1</sup>A market study or target market analysis (TMA) is typically an effort to identify development opportunities based on socioeconomic characteristics and an existing mix of residential, commercial or industrial land uses in a community. A market study will often identify a need for specific types of business, industrial or residential space given local conditions and spending patterns. Market studies can also define and describe "business clusters" that enjoy local competitive advantages.

# MARKETING STRATEGY

All four of the “Ps” above provide a general structure to consider when developing a community marketing strategy. However, further consideration suggests that effective marketing should be strategically targeted (rather than trying to reach everyone, everywhere) and that people see communities from one or more perspectives. These perspectives include seeing communities as places to live in, as places to invest in and as places to visit. Undoubtedly, qualities that make a community an attractive place to live in, may also make it attractive to invest in and visit.

Targeting community marketing efforts with an eye toward these three perspectives adds structure to the community marketing strategy. Defining multiple target audiences may be challenging, but it should include the need to focus on talent attraction and retention. Talented workers are generally associated with creative, entrepreneurial, well-educated, highly skilled or artistic people. These people often create jobs and attract investment and therefore can dramatically enhance redevelopment readiness. They are also often more inclined to choose where to live based on local amenities and community attributes (and less because of local job proximity). Therefore, efforts to reach them with strong

and compelling messages regarding community attributes and opportunity can resonate particularly well. The marketing strategy, and specific forms of messaging can then be directed toward the following groups to align more intentionally with local economic opportunities.

- **Existing and prospective residents:** People who call the community home, or may be inclined to.
- **Business interests:** People willing to invest in the community
- **Tourists:** People inclined to visit for a first time or many times.

These perspectives should be considered in the context of RRC Best Practice 6.2 (marketing and promotion). More general marketing efforts that elevate community pride and strengthen community image can connect with residents, business interests and tourists at multiple levels. However, more focused marketing efforts can be directed toward increasing investor confidence as they relate to physical community-building projects. Marketing efforts can also focus on building a stronger business case for local investment and opportunity in the context of the community’s prioritized redevelopment sites.



# MARKETING STRATEGY

## Process

There are five steps associated with developing a marketing strategy. These steps are intended to help provide some structure and sequencing of efforts that help organize the marketing strategy. These steps include:

### Step 1: Define core messages

A community should be able to define its core messages to tourists, residents, potential residents and investors/developers. This messaging should express authentic strength and compelling reasons or target audiences to take notice of the community.

### Step 2: Engage with community partners

Community partners can include a wide range of traditional and non-traditional organizations. Obvious partners include the chamber of commerce, convention and visitors bureau, downtown development authority, economic development corporation, etc.

### Step 3: Define target audiences

Developing the list of target audiences is a chance to identify opportunities to speak to groups of people you most want to reach. A local chamber of commerce membership is one target audience of local business interests.

### Step 4: Define the strategies

Armed with information from steps 1–3, a list of strategies can be developed that describes future steps to market the community. These steps should be defined in the context of both steps that can be taken more unilaterally, and steps to be taken in partnership with other entities.

### Step 5: Connect to EDS

Marketing efforts are intended to support the community economic development strategy (EDS). Therefore, direct and indirect relationships between the economic development strategy and the marketing strategy should be identified.

A first step in this effort is to draw attention to the need for core messaging. Before a community begins to engage in marketing efforts, it should attempt to define core messages to three key audiences. These three audiences include visitors, residents/potential residents and people and organizations who may be inclined to invest in the community. There may be overlap among these groups, but the essential focus is to try to speak to each group with a brief and compelling core message. In other words, complete the following sentences:

1. To a potential visitor: You should visit (*city name*), Michigan, because...
2. To an existing or potential resident: Living in (*city name*), Michigan, is great because...
3. To a potential investor: You should invest in (*city name*), Michigan, because...

Steps to define the core messaging should involve dialog with partners and collaborators (step 2). The community does not necessarily own the core messages. Rather, it is a partner with organizations such as the chamber of commerce and convention and visitor bureau who generally promote the community and its attributes more directly. Other less obvious partners include local educational institutions and local services clubs, business groups and economic development organizations. Therefore it makes sense to collaborate and join forces. The basic challenge is to reach agreement on the core messages and utilize them with some degree of coordination and consistency. Marketing efforts have greater impact when consistent core messages originate from multiple sources.

Steps to define the core message should also include steps to consider the competition. As mentioned, communities are becoming increasingly competitive, so it makes sense to consider what competing communities offer (and don't offer). It may be helpful to put oneself in the position of being a potential tourist, resident or business person considering options and choices about where to visit, live or invest in, and then honestly considering strengths and weaknesses. A formal SWOT analysis may be helpful if the core messages seem illusive or are not easily defined.



# MARKETING STRATEGY

## Process

Because communities may not have large marketing resources at their disposal, they must find ways to communicate core messages as a part of routine governmental activity. A local unit of government generally has the attention of the local press and therefore can communicate in a way that can support marketing goals. Perhaps the more significant challenge is to identify the core messages and then express them as part of routine government activity and conversations. A community can frame common communications around core messages. This provides opportunities to express a larger story of purpose and meaning. In essence, it is an effort to connect the “what” with the “why” and in the process change the common narrative somewhat to achieve some marketing objectives. The following are examples:

- A waterfront is considered to be a huge community asset and its importance is reflected in a community’s core messages. The waterfront is a reason to visit, live and invest in the area. When the community is engaged in work that enhances this waterfront, it is an opportunity to not only talk about the project – but also communicate the core messages. This can be done through press releases, quotes, and the general way the project or activity is presented to the public. It is the opportunity to describe the project as an expression of the core message.
- A core community message includes the notion of local opportunity, partnerships and optimism. A brownfield is about to be cleaned up in this community and made ready for redevelopment. Events and activities associated with the brownfield project can become an actual expression of the core messages in action.

Communities also routinely publish documents, pamphlets and other material that is widely distributed. Further, the municipal website is a great place to express core messages. Depending on the circumstances, printed and electronic material can include core messages that reach thousands of people in a single day. In all marketing efforts, it is important to maintain a high level of quality. For example, using professional-quality photos is important in marketing materials so that images provide the best possible account of the local environment and surroundings. Core messages might also be expressed as signage in public spaces, or on public facilities such as water towers.

Along with the identification of core messages and community partners, steps should also be taken to

differentiate between target audiences (step 3). Core messages are most useful when directed to intended audiences – rather than in a more scattered way. The identification of target audiences also helps to differentiate how and when outreach might be most beneficial. Step 4 includes the creation of specific strategies. While specific strategies may vary widely from community to community, some examples include:

- Create targeted marketing materials that draw attention to the community’s prioritized redevelopment sites.
- Develop a “Request for Proposal” related to redevelopment/development opportunities.
- Intentionally attach the community brand to specific community events.
- Join organizations such as the Michigan Urban Land Institute (ULI) and attend state and national events to develop connections and relationships. Organizations such as the Michigan Economic Developers Association (MEDA) have useful resources.
- Local officials appear on local media (TV/radio/print) and express core messages.
- Produce news releases that draw attention to local accomplishments that support core messages.
- Become more engaged with professionals who are actively responding to inquiries regarding available buildings and raw land. These professions include commercial realtors, utility companies and other economic development professionals.
- If a community hosts events (sports tournaments, festivals, concerts, etc.) develop marketing materials that encourages an extended stay to shop, dine, discover other local attractions, etc.
- Update the community web site to express core messages.
- Express core messages on Facebook, LinkedIn, Twitter, Pinterest, etc.
- Develop banners and signage that express and support core messages.
- Sponsor events that align with core messages (business summit, cultural event, festival, outdoor event, etc.).
- Communities with strong vacation/tourist activity may try to capture business activity by suggesting that tourists may want to live and work in an area that is an appealing vacation spot.

# MARKETING STRATEGY

## Process

The final step (step 5) is to make sure that there are firm connections between the local economic development strategy and local marketing strategy, including specific approaches to market the community's prioritized redevelopment sites. Marketing strategies are not intended to be developed and implemented in a vacuum. They are developed and implemented to support and enhance the local economic development strategy. Therefore, it is important to review the local economic development strategy to be sure that there is alignment with, and

support for, various economic development initiatives. By following the steps previously outlined, communities should be able to produce a marketing strategy summary as shown below and a list of marketing strategies going forward.

MARKETING STRATEGY SUMMARY			
	Visit here (Tourism)	Live here (Quality of life)	Invest here (Economic appeal)
Define core community messages (and sub-messages).	You should visit ( <i>city name</i> ), Michigan, because...	Living in ( <i>city name</i> ), Michigan, is great because...	You should invest in ( <i>city name</i> ), Michigan, because...
Define the community partners	<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> </ul>	<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> </ul>	<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> </ul>
Define the target audiences	<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> </ul>	<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> </ul>	<ul style="list-style-type: none"> <li>• ...</li> <li>• ...</li> </ul>
Specific marketing strategies to be undertaken.	<ul style="list-style-type: none"> <li>• ...</li> </ul>	<ul style="list-style-type: none"> <li>• ...</li> </ul>	<ul style="list-style-type: none"> <li>• ...</li> </ul>
Relationships to the economic development strategy	<ul style="list-style-type: none"> <li>• ...</li> </ul>	<ul style="list-style-type: none"> <li>• ...</li> </ul>	<ul style="list-style-type: none"> <li>• ...</li> </ul>

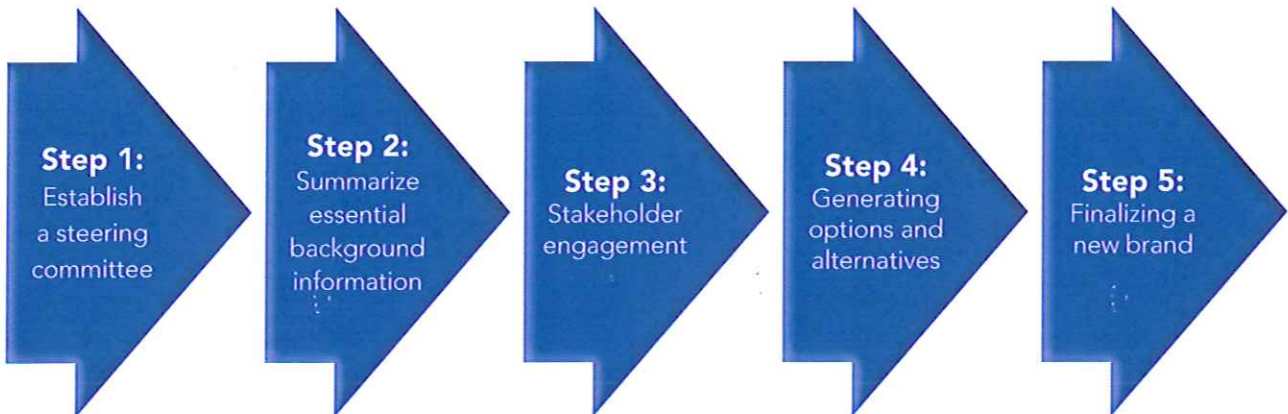


# THE COMMUNITY BRAND

Marketing efforts include the consistent use of a community logo and tag line to develop and maintain an appealing community brand. Apart from use on the community website, letterhead, business cards, vehicles, etc., it can also be used on identification signage for public buildings, banners, elevated water towers and gateway signage at major community entrances. Such steps can support many community goals, but it also reinforces a community's image and drives home the impression that a community is a unique place with opportunity and redevelopment readiness.

## Process: Branding

The process to develop a community brand is described separately from steps necessary to develop a marketing strategy. The branding process centers on updating a logo and tag line for consistent use on the community website, business cards, letterhead, signage, etc. The process should be one of discovery and consensus-building. Ideally, the process unfolds naturally and there is ample time to pursue ideas and alternatives that present themselves. Still, there is a need for structure and defined steps that offer a linear course of action and sense of progress.



# STEP ONE

## Establish a steering committee

A steering committee can help guide the branding process. Choices regarding the composition of the Steering Committee is a local one, but such a group should have the authority to direct the ebb and flow of public and private conversations that lead to the development of a recommendation to the legislative authority to consider. Committee formation should avoid more than a dozen members so that group dynamics are more easily managed. External interests should be included in the conversations and process. These interests can be

represented as actual steering committee members, ad hoc members, or otherwise involved in the process. The local convention and visitor bureau, chamber of commerce, and other regional entities can be important partners in the process. Recommended members include architects or design professionals that can contribute an artistic eye, the municipal planner, economic development staff, a local businessperson that has an exemplary website of their own, a local web designer or local design students.

# STEP TWO

## Summarize essential background information

### STEP 2:

A community branding exercise must begin with steps to assemble information. This step is critical as a community branding effort needs to build on authentic attributes. Communities are encouraged to recreate and reinvent themselves as described in the master plan and related planning documents, but they should avoid being drawn to an arbitrary image and identity that is something they are not. The result will almost certainly fail by most measures and perhaps do more damage than good. If a community brand is truly a promise to deliver an authentic experience, it must be able to deliver on (and often surpass) expectations. The best opportunity to do this comes from building on core strengths, undisputed leadership and authenticity.

Knowing these core strengths and areas of undisputed leadership and authenticity begins with assembling key information to define the essence of the community. These are largely factual considerations that represent undeniable truths in categories such as the following examples:

- 1. Locational context:** (*City name*), Michigan, is located along Lake (*name*) or in a region called “the Thumb,” or in “Irish Hills” or in a part of Michigan commonly associated with “Up North”
- 2. Size:** (*City name*), Michigan, is a small community (under 5,000 people)
- 3. History:** (*City name*), Michigan, is known for \_\_\_\_\_ historical features (lighthouse, Heritage Trail, National Register Buildings, etc.)
- 4. Culture:** (*City name*), Michigan, is known for a concentrations of ethnic groups, art/craft expositions, popular concert events, athletic races, botanical gardens, etc.
- 5. Natural landscapes:** (*City name*), Michigan, is known for scenic lake vistas, rolling topography, wildlife populations, vineyards, fruit trees, waterfalls, etc.
- 6. Population characteristics:** (*City name*), Michigan, may be known for having a more seasonal population (cottages, resorts), or it may be known for a younger population associated with a major college or university.
- 7. Man-made features:** (*City name*), Michigan, is known for (*name*) bridge, iconic religious elements, recreational boating ports of call, a concentration of tourist attractions, etc.
- 8. Culinary features:** (*City name*), Michigan, is known for specialty restaurants and/or unique cuisine.
- 9. Notoriety:** (*City name*), Michigan, has consistently been named as being among the top (#) communities in the state (or nation) for (*topic*).
- 10. Key employers:** (*City name*), Michigan, is associated with a specific local employer that provides a substantial share of local employment opportunities.
- 11. Schools, training and education opportunities:** (*City name*), Michigan, is known as being home to a major educational institution.
- 12. Transportation:** (*City name*), Michigan, is associated with a major element of transportation infrastructure (bridges, ferries, recreational trails, etc.)

From this list, some common themes may be able to be developed and expressed. A smaller and more rural community may be able to isolate just a few formative elements for the community brand. Larger communities may have many elements that speak to community brand and identity. The themes that are evident at this point should be regarded as preliminary and foundational to more efforts.

Beyond the effort to uncover factual considerations, steps should also be taken to consider how the community is branded and marketed today. Private businesses, schools, other local institutions a Downtown Development Authority (DDA) and or organizations often express local identity through signage, web sites and print media. They sometimes use logos, tag lines and other imagery to express a local association. Gathering and considering these elements can help identify common themes that already have some local meaning and context.



# STEP THREE

## Stakeholder engagement

Developing a good brand and community image is not an endeavor to be completed by a select few. Most residents and community leaders have strong attachment to the places they call home, and this emotional energy should be harnessed to add strength and value to the process that leads to an updated community logo and brand. One direct way to accomplish this is by conducting a public workshop that offers creative conversations about creating a locally-meaningful brand. Such a workshop should be open to the public with specific invitations to key community leaders. It is also an opportunity to follow steps described in the RRC's "Public Participation Plan Guide" to help build the local culture of strong public involvement and with a high level of transparency. The workshop can begin with a brief presentation about the value of a new community brand/ image, a review of the factual background information from step 2, and perhaps some examples of best practices.

Participants can then break into groups to respond to key questions such as:

1. How would you express the essence of *(city name)*, Michigan?
2. What is the one positive thing that *(city name)*, Michigan, can always deliver on?
3. What is your favorite place in *(city name)*, Michigan?
4. Are there any images or associations with *(city name)*, Michigan, that you think are overdone and should be avoided?
5. What personality traits does *(city name)*, Michigan, have?
6. What are the most common values that residents of *(city name)*, Michigan, have?
7. Is there an obvious tag line that *(city name)*, Michigan, should use?

Like similar planning exercises, individual groups can record comments and results, and then report out to all workshop participants, so that common themes can be identified. A parallel effort could involve an online survey to gather input from residents and stakeholders who are unable to attend. Survey questions can ask people to provide feedback to questions such as those listed above. Later (step 4), an online survey can also be used to obtain feedback to alternative graphic logos and taglines. In such an effort, survey participants can be asked to indicate a favorable or unfavorable reaction to alternatives. Surveys can be available on the community website with access for a set period of time. Opportunity to provide open-ended responses to questions can also provide general insights and feedback.

# STEP FOUR

## Generating options and alternatives

Generating options and alternatives includes the need for a graphic designer. Use of images, color scheme, font styles and shapes can speak volumes without the use of a single word. It is unlikely that one acceptable image will be developed initially, so it is typically necessary to develop several alternatives. In so doing, graphic elements can be blended and combined to better express a desired outcome. Professional graphic designers may be available locally, and talented students at area colleges or universities may also be available to generate alternatives. A tag line is often used along with a logo to verbally

express a message. A tag line is simply a very concise statement (or group of words) that represents a verbal summation of community identity. Alternative tag lines may be combined with other logo/graphic choices to arrive at more options. In creating alternative logos, think about how well it will translate across paper and digital media and reproduce in black and white.

For illustrative purposes, the following images show variations of graphical themes that might be generated for consideration.



# STEP FIVE

## Finalizing a new brand

Generally, common themes emerge from prior steps and lead to a single logo and tag line that is expressive of authentic community character and identity. Once developed, it should be approved by the governing body of a community. It is important that the logo and tag line be used consistently and not be allowed to be modified by others. Basic guidelines should be established to specifically define graphic elements (font type, numeric values of color choices, line spacing, use of B&W versions, acceptable variations, etc.). Larger communities and institutions such as universities often develop style manual to standardize many details associated with the use of a logo and tag line.

The opportunity to create new logo and brand can be especially significant in the context of attracting/retaining talented workers in today's more innovation-based economy. An outdated logo, tag line and general identity can hamper efforts to build a more positive community image that supports a sense of economic opportunity and potential. Since community logos and tag lines can reach thousands of people in a single day (even in a small community), there are important opportunities to create (and reinforce) positive impressions on both residents and visitors.





# Hillsdale, Michigan BrandTouch™ Manual

Order comes from simplicity. Inside, you will find the simple rules that guide the Hillsdale, Michigan Brand, and will help create equity as we tell others about Hillsdale, Michigan.

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The Brand Manual  
is essentially a set  
of rules that explain  
how your  
brand works.

Brand guidelines should be flexible enough for your community to be creative, but rigid enough to keep your brand easily recognizable. Consistency is key, especially if you need the brand to extend across multiple media platforms.

1.0

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Brand

2.0

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Logo

3.0

---

Color

4.0

---

Typography

5.0

---

Expansion

6.0

---

Resources



*The Rising Tide project supports vibrant, thriving communities to attract business investment and talent by creating a sustainable path toward economic stability and growth. The Michigan Economic Development Corporation, Talent Investment Agency, and Michigan State Housing Development Authority—collectively, the Talent and Economic Development (TED) team—have committed their assets to engaging specific communities across the state in order to empower them to shape their future and maximize economic potential. This document was produced as part of that effort.*



in association with



## 1.1 Brand Message

The primary message used to express the brand promise. This reflects the desired position of the brand.

### LOGLINE

Your logline should give people an idea of what you offer and provide some sort of hook to stimulate interest. For example, “a boutique PR agency that specializes in launching hot emerging tech companies” or “an accounting firm that deals exclusively with small-business audits.”

Once you’ve got your logline, go back through your marketing copy and make sure these simple messages come through loud and clear. You can also use the logline itself in your marketing materials, on your web site and social media properties, and in conversations with customers and prospects.

Hillsdale,  
Michigan:  
Closer Than  
You Imagine

## 2.1 Logo

Your community already has a personality. The job of the brand is to preserve that personality while helping the community to realize its vision of its future.

### A. LOGOMARK

A logomark is an identifying mark or symbol that doesn't contain the business name. Think of the Nike 'swoosh', Shell, WWF, Mercedes or Adidas.

### B. WORDMARK

A wordmark refers to words or the name of a business that is designed in a special way. Examples include Pinterest, eBay or Google.

### C. LOGO

The logo is the combination of the logomark and logotype along with the tagline to graphically convey the identity of the community.



## 2.2 Logo Variants

Choosing the right dominant color for your brand is crucial. This color should appear on all your materials, including your logo and signage.

### LOGO USAGE

As much as possible, the color you choose should set you apart, work with your industry and image, and tie to your brand promise. It should also take into account color psychology, which is fairly complex. Colors can mean different things depending on the culture, situation and industry.

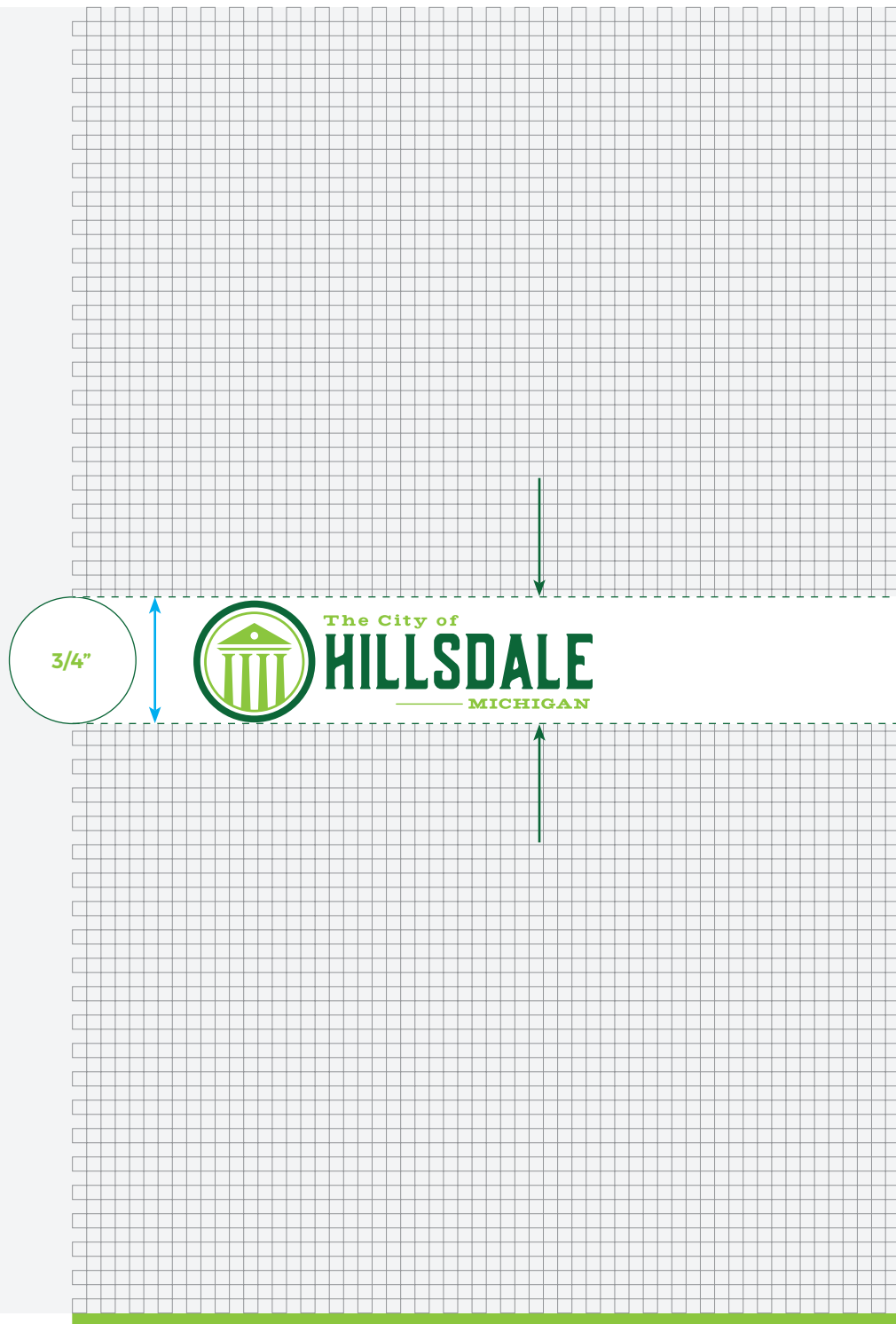


## 2.3 Logo Sizing

A logo lockup refers to the formalized position/relationship of the brand's logo (symbol) and its wordmark (logotype).

### A. MINIMUM SIZE

Smaller than about 3/4 of an inch, and most logos become ineffective. It doesn't mean you can't make them smaller, you just have to know the rule before you break the rule.



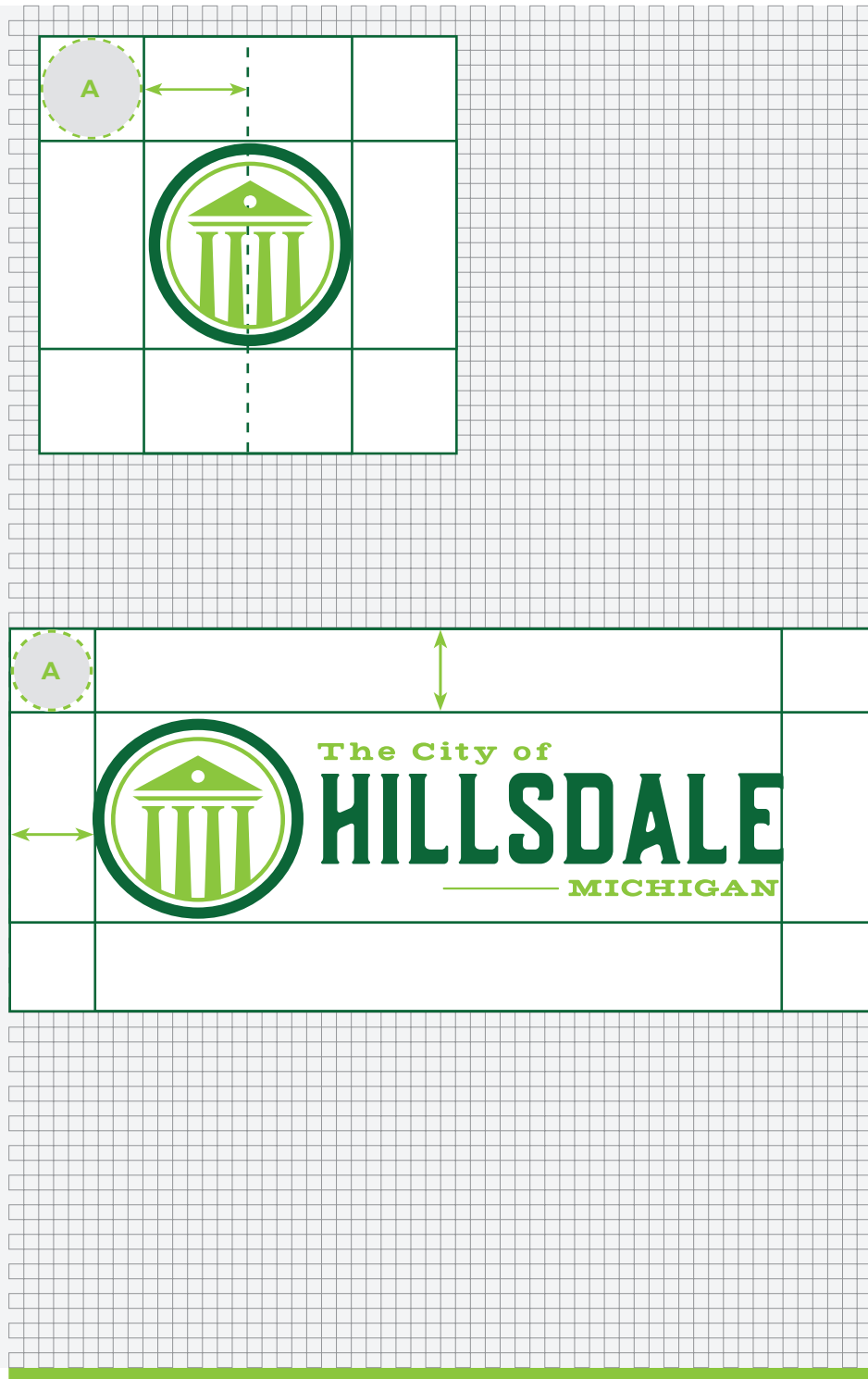


## 2.4 Logo Spacing

The area that surrounds the logo known as “clear space” is as important as the logo itself.

### WHAT IS CLEARSPACE

The area that surrounds the logo is as important as the logo itself. The minimum area of A, known as “clear space,” provides breathing room to the logo and eliminates visual clutter (text, graphic elements or other logos) that can compete with logo legibility - thereby diminishing the effectiveness of the logo.



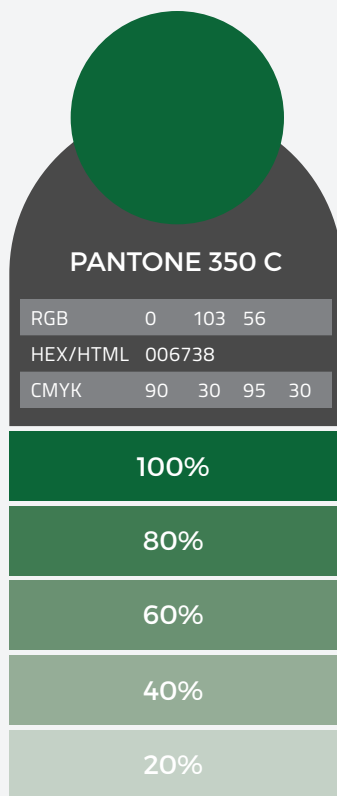
# 3.1 Color Palette

Color choices are used to differentiate items, create depth, add emphasis, and help organize information.

### COLOR THEORY

Every time a consumer interacts with a brand, an opportunity exists for the company to influence their audiences' perceptions. It is up to the marketer to decipher which design and colors will influence the consumer to purchase. By educating oneself on the psychology behind color theory, marketers can further tap into branding techniques and better connect with their market, leading to a stronger brand-consumer relationship and increased profit.

## Color Swatches



A color swatch for Pantone 350 C. It features a dark green circle at the top, followed by a dark grey rounded rectangle containing the text 'PANTONE 350 C'. Below this are three rows of color codes: RGB (0 103 56), HEX/HTML (006738), and CMYK (90 30 95 30). At the bottom are five horizontal bars of varying shades of green, labeled 100%, 80%, 60%, 40%, and 20% from top to bottom.

PANTONE 350 C			
RGB	0	103	56
HEX/HTML	006738		
CMYK	90	30	95 30

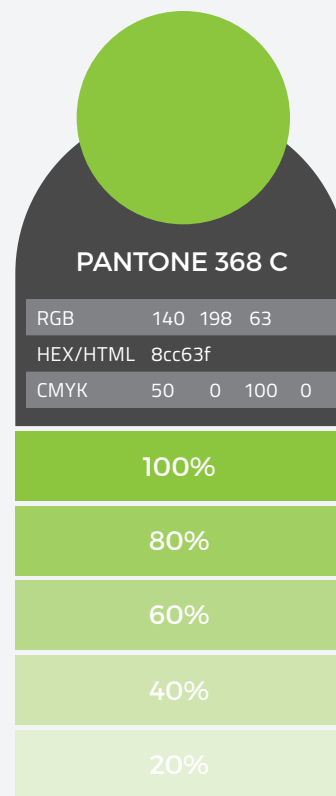
100%

80%

60%

40%

20%



A color swatch for Pantone 368 C. It features a light green circle at the top, followed by a dark grey rounded rectangle containing the text 'PANTONE 368 C'. Below this are three rows of color codes: RGB (140 198 63), HEX/HTML (8cc63f), and CMYK (50 0 100 0). At the bottom are five horizontal bars of varying shades of green, labeled 100%, 80%, 60%, 40%, and 20% from top to bottom.

PANTONE 368 C			
RGB	140	198	63
HEX/HTML	8cc63f		
CMYK	50	0	100 0

100%

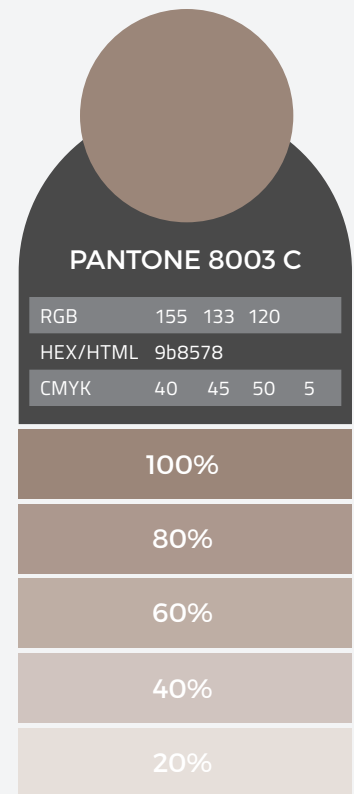
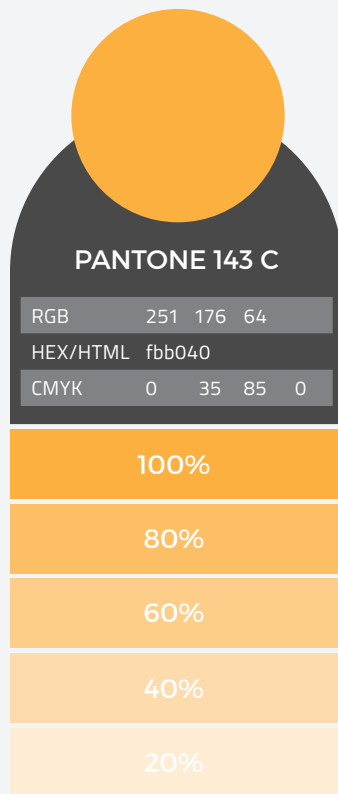
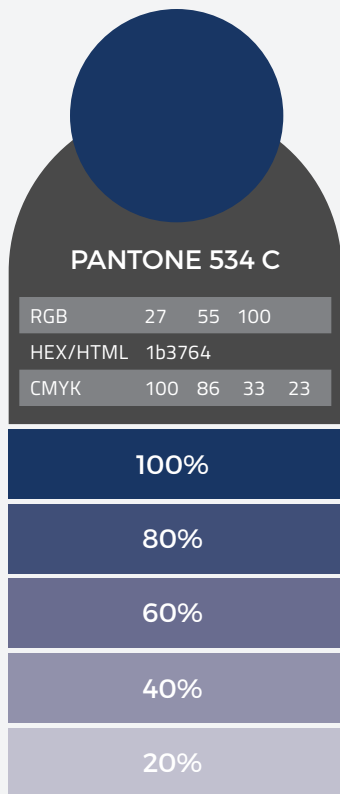
80%

60%

40%

20%

Almost 90% of people's assessment on products or services is based on colors alone. Due to colors' strong influence on moods and feelings, their association with products can influence our attitudes and affect purchasing power towards brands.



## 4.1 Typography

Typography plays a crucial role in the design of your brand identity. The typography in your logo can be as impactful as a graphic.

### SWATCHES

Typography is the visual component of the written word.

Text is any combination of letters, numbers, or other characters.

Text stays the same no matter how it's rendered. Consider the sentence "I like pizza." I can print that text on a piece of paper, or read it aloud, or save it in a file on my laptop. It'll be the same text, just rendered different ways—visually, audibly, digitally.

But when "I like pizza" is printed, typography gets involved. All visually displayed text involves typography—whether it's on paper, a computer screen, or a billboard.

Don't infer from the highway-sign example that typography is another word for font. Fonts are part of typography, but typography goes beyond fonts.

[www.practicaltypography.com/what-is-typography.html](http://www.practicaltypography.com/what-is-typography.html)

Do not think  
of type as  
something  
that should  
be merely  
readable.  
It should  
be beautiful.

## 4.2 Primary Typeface

Typography plays a crucial role in the design of your brand identity. The typography in your logo can be as impactful as a graphic.

HELLO I'M:  
OLD SCOTCH

ABCDEFGHIJKLMN  
OPQRSTUVWXYZ

ABCDEFGHIJKLMN  
OPQRSTUVWXYZ

1234567890

Old Scotch Modern

ABCDEFGHIJKLMN OPQRSTUVWXYZ  
ABCDEFGHIJKLMN OPQRSTUVWXYZ  
1234567890!@#\$%^&

Old Scotch

ABCDEFGHIJKLMN OPQRSTUVWXYZ  
ABCDEFGHIJKLMN OPQRSTUVWXYZ  
1234567890!@#\$%^&

## 4.3 Secondary Typefaces

**Hello I'm:**

**Matchbook**

**ABCDEFGHIJKLMN**

**OPQRSTUVWXYZ**

**abcdefghijklmn**

**opqrstuvwxyz**

**1234567890**

*Hello I'm:*

*Nomah*

*ABCDEFGHIJKLMN*

*OPQRSTUVWXYZ*

*abcdefghijklmn opqrstuvwxyz*

*1234567890*

## 4.4 Type Hierarchy

In order to guide the reader, then, headings are usually large, sub-headings are smaller, and body type is smaller still.

### LEADING

For legible body text that's comfortable to read, a general rule is that your leading value should be greater than the font size; from 1.25 to 1.5 times

### TRACKING

The space between letters in a block of text. In CSS this is defined with the letter-spacing property

### WIDOWS & ORPHANS

A single word at the end of a column is a widow and if it's at the top of a new column it's an orphan. They look bad and can be hard to read.

HILLSDALE,

---

H1

HILLSDALE, MICHIGAN

---

H2

HILLSDALE, MICHIGAN

---

H3

HILLSDALE, MICHIGAN

---

H4

HILLSDALE, MICHIGAN

---

BODY COPY

HILLSDALE, MICHIGAN

---

CAPTION

HILLSDALE, MICHIGAN

---

CC

---

## 4.5 Mobile App

Mobile apps can provide a direct link to local news and events. They are available through the App Store of your preferred mobile operating system.





## 4.6 Social Media

Social Media is a very effective platform for communicating with residents, visitors, and others about events and other news in your community.



## 4.7 Print Advertising

The activity of attracting public attention to a community or event, as by paid announcements in the print, broadcast, or electronic media

### HEADLINES

The main headline may be the strongest element of the ad or it may be secondary to a strong visual. Some ads may have subheads and other title elements as well.

### BODY

The copy is the main text of the ad. Some ads may take a minimalist approach, a line or two or a single paragraph. Other ads may be quite text-heavy with paragraphs of information, possibly arranged in columns newspaper style. While the words are the most important part of the copy, visual elements such as indentation, pull-quotes, bullet lists, and creative kerning and tracking can help to organize and emphasize the message of the body of the ad.

### ARTWORK

Photographs, drawings, and graphic embellishments are a key visual element of many types of ads. Some ads may have only a single visual while others might have several pictures. Even text-only ads might have some graphics in the form of decorative bullets or borders. When included with visuals the caption is one of the first things most readers look at after the visual.

### CONTACT

The contact or signature of an ad may appear anywhere in the ad although it is usually near the bottom. It consists of one or more of:

Logo, Advertiser Name, Address, Phone Number, Map or Driving Directions, Web Site Address, Extras.

Some print ads may have additional special elements such as an attached business reply envelope, tear-out portion with a coupon, tip sheet, product sample.

**SMALL TOWNS ARE ALIVE AND WELL.  
AND CLOSER THAN YOU IMAGINE!**

**The City of  
HILLSDALE  
MICHIGAN**  
*Closer than You Imagine!*

Ga. Ulparum utenisque iur ma voluptas dolorest ut molorumquo officab orepore mo es inctios di aspe minctesequas es recac prerita nos et cictur? Xerio. Et modis alibusam veliaep eritaqui ut voloriae. Et minto odicias dis quosam, sit qui blaccpero dus, ut molupis si ut es samus ellenti tet erferit iatest, commi te venis quam que nonsectur minitem quatiandit pliqui te la debis aut que volupcion nonsed utati nonsed quam voluptur atus nempe sed quam am rem quatis si non cus, alit quantur ratis ad que di qui ut qui ut molorpossunt quid et, el issequid quatur res iminctenihil minimi, occupaetaes volor acceptiunt ea sit fugiam que omnistibus voluptia plantem apelignis assum reictat laut endunt,

# 5.1 Logo Contact Sheet

## File Format Guide

All of the included graphic files might not work on your machine, but that does not mean that the file is corrupted or that there is something wrong with your machine. These files address all of the normal uses that a community implemented design would require. Always make sure to inform vendors that you have these different file formats available.



**File Type:** Portable Document Format  
**Category:** Page Layout Files  
**File Description:** Cross-platform document created by Adobe Acrobat or a program with the Acrobat plug-in; commonly used for e-mail attachments or for saving publications in a standard format for viewing on multiple computers; usually created from another document instead of from scratch.

**Program(s) that open pdf files:**  
**Mac OS** Adobe Reader to view (free), Adobe Acrobat to edit (commercial), Apple Preview  
**Windows** Adobe Reader to view (free), Adobe Acrobat to edit (commercial), Brava! Reader



**File Type:** JPEG Image File  
**Category:** Raster Image Files  
**File Description:** Compressed graphic format standardized by the JPEG (Joint Photographic Experts Group) group; commonly used for storing digital photos since the format supports up to 24-bit color; also a common format for publishing Web graphics; compressed using lossy compression, which may noticeably reduce the image quality if a high amount of compression is used.



**File Type:** Encapsulated PostScript  
**Category:** Vector Image Files  
**File Description:** PostScript (.PS) file that may contain vector graphics, bitmap images, and text; includes an embedded preview image in bitmap format; often used for transferring between different operating systems.

**Program(s) that open eps files:**  
**Mac OS** Apple Preview, Adobe Illustrator, Acrobat, Photoshop, or QuarkXpress  
**Windows** CorelDRAW, Adobe Illustrator, Acrobat, or Photoshop, QuarkXpress



**File Type:** Adobe Illustrator File  
**Category:** Vector Image Files  
**File Description:** Vector image file created by Adobe Illustrator; composed of paths, or lines connected by points, instead of bitmap data; may include objects, color, and text; often referred to as a Illustrator drawing. Illustrator documents can be opened with Photoshop, but the image will be rasterized, meaning it will be converted from a vector image to a bitmap.

**Program(s) that open ai files:**  
**Mac OS** Adobe Illustrator, Acrobat, Reader, Adobe Photoshop (rasterized), Apple Preview  
**Windows** Adobe Illustrator, Acrobat, Reader, Adobe Photoshop (rasterized)



**File Type:** PNG Image File  
**Category:** Raster Image Files  
**File Description:** Portable Network Graphics (PNG) is a raster graphics file format that supports lossless data compression. PNG supports palette-based images, grayscale images (with or without alpha channel), & full-color non-palette-based RGB images (with or without alpha channel). PNG was designed for transferring images on the Internet, not for professional-quality print graphics, & therefore does not support non-RGB color spaces such as CMYK.

In Microsoft Office, you can place EPS or PDF files that support transparency by going to the "Insert" menu and selecting "Photo>Picture from File..." This will ensure your files are using the highest resolution graphics for output.

## Copyright Transfer Statement

Ben Muldrow as the agent for Arnett Muldrow & Associates, located at 316 West Stone Avenue, Greenville, SC, the owner of Copyright for this presented design(s) hereby grants a full copyright license transfer to Hillsdale, Michigan to utilize the following designs as the new owner sees fit to do so.

For the purpose of Community Branding.

This license, attested to by the parties effectively immediately shall serve as notice and agreement between the parties and may not be changed without written permission from the Arnett Muldrow & Associates. Arnett Muldrow & Associates retains the right to use the created material to self market and self promote.

This signed agreement also includes the transfer of rights to any variations of the logo previously agreed and supplied as part of the initial proposal.

Example of these variations could include : multiple color versions, size and dimensional variations – landscape and portrait, reversed out versions, social media profile images, favicon etc.



Arnett Muldrow & Associates  
864.233.0950  
ArnettMuldrow.com  
316 West Stone Avenue  
Greenville, SC 29609

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Is there anything missing on this Copyright Transfer Form that was previously agreed? Let me know before accepting this statement. It is critical the information shared here is understood and accepted in whole.



# Hillsdale, Michigan Logo Catalog

Order comes from simplicity. Inside, you will find the simple rules that guide the Hillsdale, Michigan Brand, and will help create equity as we tell others about the Hillsdale, Michigan.

---

PREPARED BY



**ARNETT MULDROW**  
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Greenville, SC 29609  
[brandtouch@arnettmuldrow.com](mailto:brandtouch@arnettmuldrow.com)  
[arnettmuldrow.com](http://arnettmuldrow.com)



Airport-1C-B&W.jpg



Airport-1C-DkGreen.jpg



Airport-1C-Green.jpg



Airport-2C.jpg



Airport-Rev-1C-B&W.jpg



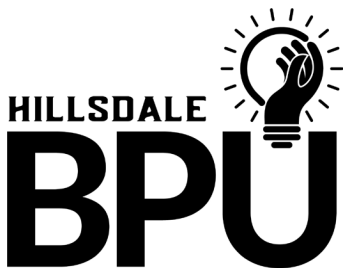
Airport-Rev-1C-Dk-



Airport-Rev-1C-Green.



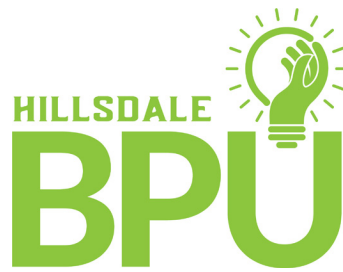
Airport-Rev-2C.jpg



BPU-Horz-1C-B&W.jpg



BPU-Horz-1C-DkGreen.



BPU-Horz-1C-Green.jpg



BPU-Horz-2C.jpg



BPU-Horz-Rev-1C-B&W.



BPU-Horz-Rev-1C-Dk-



BPU-Horz-Rev-1C-



BPU-Horz-Rev-2C.jpg



**HILLSDALE**  
**BPU**

BPU-Vert-1C-B&W.jpg



**HILLSDALE**  
**BPU**

BPU-Vert-1C-DkGreen.



**HILLSDALE**  
**BPU**

BPU-Vert-1C-Green.jpg



**HILLSDALE**  
**BPU**

BPU-Vert-2C.jpg



BPU-Vert-Rev-1C-B&W.



BPU-Vert-Rev-1C-Dk-



BPU-Vert-Rev-1C-Green.



BPU-Vert-Rev-2C.jpg



City-Horz-1C-B&W.jpg



City-Horz-1C-DkGreen.



City-Horz-1C-Green.jpg



City-Horz-2C.jpg



City-Horz-4C.jpg



City-Horz-Rev-1C-B&W.



City-Horz-Rev-1C-Dk-



City-Horz-Rev-1C-Green.



City-Horz-Rev-2C.jpg



City-Main-1C-DkGreen.



City-Main-1C-Green.jpg



City-Main-2C.jpg





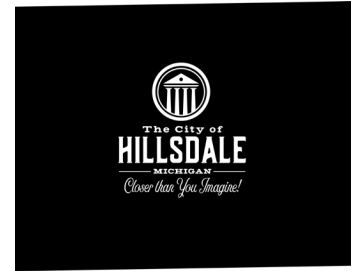
City-Main-4C.jpg



City-Main-B&W.jpg



City-Main-Rev-2C.jpg



City-Main-Rev-B&W.jpg



City-Main-Rev-DkGreen.



City-Vert-1C-B&W.jpg



City-Vert-1C-DkGreen.



City-Vert-1C-Green.jpg



City-Vert-2C.jpg



City-Vert-4C.jpg



City-Vert-Rev-1C-B&W.



City-Vert-Rev-1C-Dk-



City-Vert-Rev-1C-Green.



City-Vert-Rev-2C.jpg



EDC-1C-B&W.jpg



EDC-1C-DkGreen.jpg



EDC-1C-Green.jpg



EDC-2C.jpg



EDC-Rev-1C-B&W.jpg



EDC-Rev-1C-DkGreen.



EDC-Rev-1C-Green.jpg



EDC-Rev-2C.jpg



HHS-1C-B&W.jpg



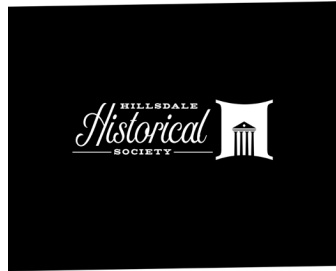
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HHS-1C-Green.jpg



HHS-2C.jpg



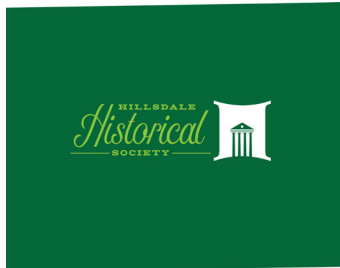
HHS-Rev-1C-B&W.jpg



HHS-Rev-1C-DkGreen.



HHS-Rev-1C-Green.jpg



HHS-Rev-2C.jpg



Historic-1C-DkGreen.jpg



Historic-1C-Green.jpg



Historic-2C.jpg



Historic-B&W.jpg



Historic-Rev-1C-Dk-



Historic-Rev-1C-Green.



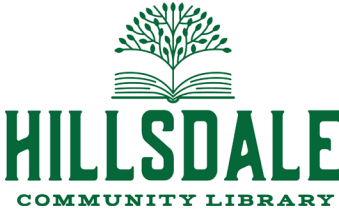
Historic-Rev-2C.jpg



Historic-Rev-B&W.jpg



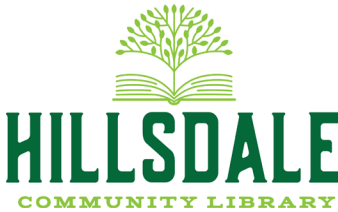
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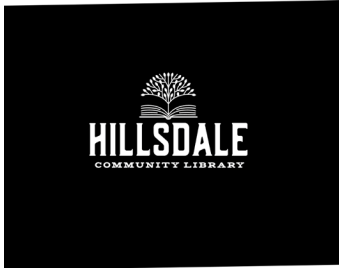
Library-1C-DkGreen.jpg



Library-1C-Green.jpg



Library-2C.jpg



Library-Rev-1C-B&W.jpg



Library-Rev-1C-Dk-



Library-Rev-1C-Green.



Library-Rev-2C.jpg



MTP-Horz-1C-B&W.jpg



MTP-Horz-1C-DkGreen.





Parks-Rev-1C-DkGreen.



Parks-Rev-1C-Green.jpg



Parks-Rev-2C.jpg

**HILLSDALE**  
— MICHIGAN —  
Wordtype-1C-B&W.jpg

**HILLSDALE**  
— MICHIGAN —

Wordtype-1C-DkGreen.

**HILLSDALE**  
— MICHIGAN —

Wordtype-1C-Green.jpg

**HILLSDALE**  
— MICHIGAN —

Wordtype-2C.jpg



Wordtype-Rev-1C-B&W.



Wordtype-Rev-1C-Dk-



Wordtype-Rev-1C-Green.



Wordtype-Rev-2C.jpg



# Hillsdale, Michigan Photo Catalog

Order comes from simplicity. Inside, you will find the simple rules that guide the Hillsdale, Michigan Brand, and will help create equity as we tell others about the Hillsdale, Michigan.

---

PREPARED BY

 **ARNETT MULDROW**  
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[arnettmuldrow.com](http://arnettmuldrow.com)





Photo Feb 06, 4 33 40 PM.jpg



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Photo Feb 06, 4 41 52 PM.jpg

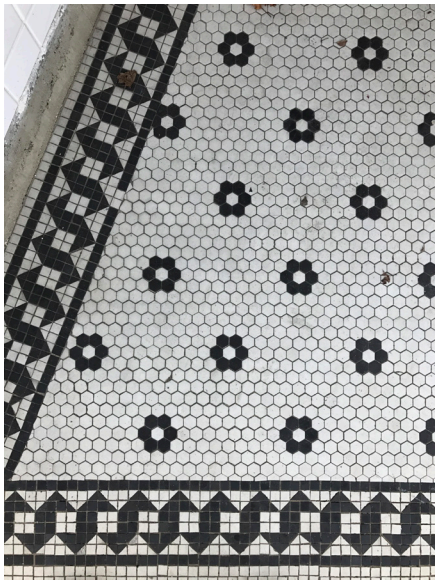


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Photo Feb 06, 4 42 45 PM.jpg



Photo Feb 06, 4 43 05 PM.jpg



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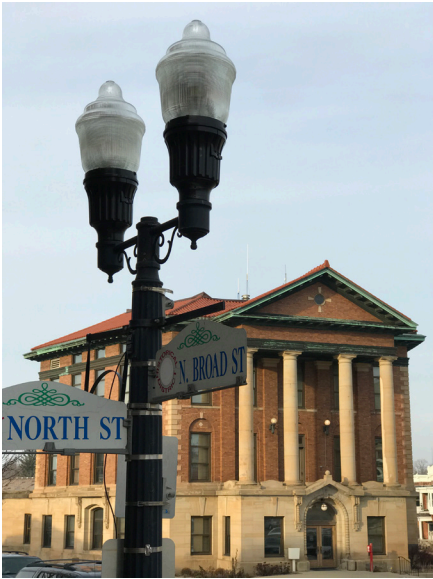


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Photo Feb 06, 4 44 07 PM.jpg



Photo Feb 06, 4 44 08 PM.jpg



Photo Feb 06, 4 44 31 PM.jpg



Photo Feb 06, 4 44 48 PM.jpg



Photo Feb 06, 4 44 55 PM.jpg



Photo Feb 06, 4 44 59 PM.jpg





Photo Feb 06, 4 45 04 PM.jpg



Photo Feb 06, 4 45 07 PM.jpg



Photo Feb 06, 4 46 01 PM.jpg



Photo Feb 06, 4 46 14 PM.jpg



Photo Feb 06, 4 46 22 PM (1).jpg



Photo Feb 06, 4 46 22 PM.jpg



Photo Feb 06, 4 46 39 PM.jpg



Photo Feb 06, 4 46 41 PM.jpg



Photo Feb 06, 4 47 08 PM.jpg





Photo Feb 06, 4 47 12 PM.jpg



Photo Feb 06, 4 47 16 PM.jpg



Photo Feb 06, 4 47 49 PM.jpg



Photo Feb 06, 4 48 05 PM.jpg



Photo Feb 06, 4 48 29 PM.jpg



Photo Feb 06, 4 49 43 PM.jpg



Photo Feb 06, 4 50 02 PM.jpg



Photo Feb 06, 4 50 03 PM.jpg

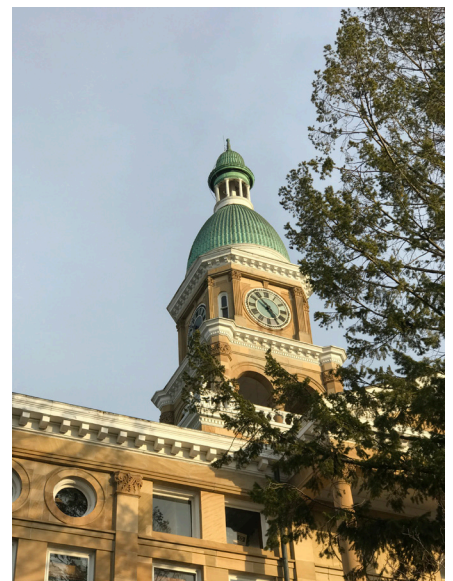


Photo Feb 06, 4 50 36 PM.jpg





Photo Feb 06, 4 50 41 PM.jpg



Photo Feb 06, 4 50 47 PM.jpg



Photo Feb 06, 4 51 05 PM.jpg



Photo Feb 06, 4 51 17 PM.jpg



Photo Feb 06, 4 52 15 PM.jpg

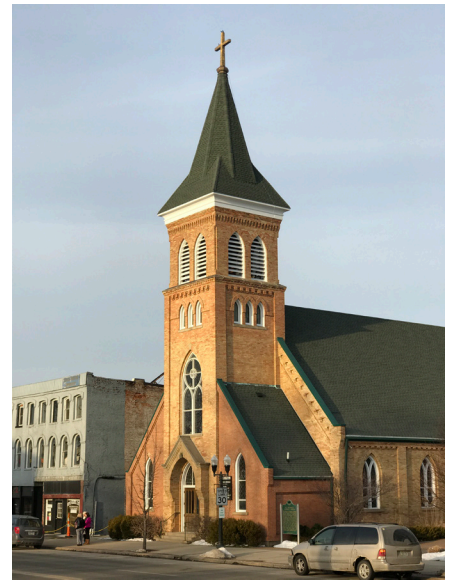


Photo Feb 06, 4 53 18 PM.jpg



Photo Feb 06, 4 53 22 PM.jpg



Photo Feb 06, 4 53 41 PM.jpg



Photo Feb 06, 4 54 09 PM (1).jpg



Photo Feb 06, 4 54 09 PM.jpg





# City of Hillsdale Agenda Item Summary

**MEETING DATE:** November 20, 2017  
**AGENDA ITEM:** Public Hearing  
**SUBJECT:** 425 Agreement with Fayette Township

**BACKGROUND PROVIDED BY STAFF:** Alan Beeker, Zoning Administrator

The Meijer Corporation has secured a purchase agreement with Fayette Farm, LLC for a parcel of land located on Taylor Road near M-99 in Fayette Township. The future development of the property would require the provision of city services that are not currently available to the site. As a stipulation in the purchase agreement, Meijer Corporation is requesting a 425 Agreement between the City of Hillsdale and Fayette Township, which would allow city services to be extended to the site. The township has also voted to rezone the property in anticipation of the 425 Agreement.

The attached 425 Agreement is as it stands, today, with Fayette Township. There are still a couple items that are being negotiated between attorneys. Any changes made to the 425 Agreement after the agenda is published will be added to the City website and presented to City Council at Monday night's meeting.

## **RECOMMENDATION**

Staff recommends City Council approve the 425 Agreement with Fayette Township and authorize Mayor Stockford to sign the document on behalf of the City.

**AGREEMENT FOR CONDITIONAL  
TRANSFER OF PROPERTY**

**THIS AGREEMENT** ("Agreement") is entered into on \_\_\_\_\_, 2017 (the "Effective Date"), by and between the City of Hillsdale, a Michigan municipal corporation, of 97 N. Broad Street, Hillsdale, Michigan 49242, (hereinafter referred to as "City") and the Township of Fayette, Hillsdale County, Michigan, a Michigan municipal corporation, of 211 North Street, Jonesville, Michigan 49250, (hereinafter referred to as "Township"). The City and the Township may be referred to in this Agreement individually as a "Party," or together as the "Parties."

**WITNESSETH:**

**WHEREAS**, there are certain areas within the Township that are adjacent to the City; as more particularly hereinafter described (hereinafter the "Territory"), on portions of which a Developer ("Developer") is considering the construction of a commercial development to which retail services will be offered and/or extended (the "Development"), and

**WHEREAS**, the Territory is in need of certain public services, including but not limited to water, sewer, public safety and transportation services (hereinafter collectively referred to as the "City Public Services") to make it suitable for the contemplated Development, which services the Township cannot provide, and

**WHEREAS**, the Development would promote economic progress and an improved quality of life within the City and the Township as a result of anticipated increases in population and the associated cash flow, as well as from additional employment opportunities for other area residents, and

**WHEREAS**, the City has in existence the capacity to furnish City Public Services to the Territory and will negotiate with Developer as to the terms and conditions under which City Public Services might be provided to the Territory, and

**WHEREAS**, the City is willing to provide City Public Services to the Territory and an agreement acceptable to the City has been negotiated and entered into with the Developer regarding payment for the cost of the construction, improvements, equipment and/or personnel required to furnish City Public Services ("Development Agreement"), and

**WHEREAS**, the City and the Township have reviewed the provisions of Act 425 of 1984 (MCL 124.21, et seq; MSA 5.4087 (21) et seq.), pertaining to transfers of property for economic development projects, and consider them useful and applicable to the purpose of this Agreement,

**NOW, THEREFORE**, pursuant to the authority contained in Michigan law and in consideration of the covenants and conditions hereafter contained, it is hereby agreed by and between the Parties hereto as follows:

1. Territory. The Territory within the Township, as particularly described in the attached Exhibit A, which is made a part hereof by reference, shall be conditionally transferred from the jurisdiction of the Township to the jurisdiction of the City on the terms set forth in this Agreement when Developer is owner of the Territory and submits a written request to the City for City Public Services ("Request for Service"). During the term of this Agreement or any

renewal of this Agreement, the City of Hillsdale shall not participate in any efforts to annex the Territory from the Township to the City.

2. Services. Upon the City's receipt of Request for Service ("Request Date"), the City agrees to make available to the Territory all City Public Services now available to residents and property owners within the City in the same manner and subject to the same conditions and, except as set forth in this Agreement, the same limitations as are now or hereafter applicable to other residents, property owners, similar properties and/or developments throughout the City.

Any construction or improvements required to furnish such City Public Services to the Territory shall be accomplished or permitted by the City under such reasonable conditions and limitations as are applicable to such construction and improvement throughout the existing City.

3. Jurisdiction. Upon the Request Date, the jurisdiction of the Territory shall be transferred to the City and the City shall have full authority and municipal jurisdiction over said Territory in the same manner and to the same extent as though the Territory were unconditionally a part of the City, including among other authorities, the right and power of taxation, the levying of special assessments, police and fire protection responsibility, and all City ordinance enforcement authority. Notwithstanding the foregoing, transfer of jurisdiction is for the Territory to receive City services and this Agreement does not amount to an annexation; and all compulsory and discretionary land use approvals, all permits and all licenses, secured by Developer for the Development prior to the Request Date shall remain in full force and effect. The Development shall remain in the Township of Fayette.

4. Revenue Sharing.

- A. Subsequent to the receipt by the City of the Request for Service ("Request Date"), and during each year of this Agreement's term in which any part of the Territory is subject to property tax assessment by the City pursuant to this Agreement, the City shall pay the Township an amount equal to \$2.00 per \$1,000 of Taxable Valuation of said Territory and 50% of any state shared revenues that the City receives that are attributable to the Territory on a per capita basis.
- B. The City shall pay all payments required hereunder and provide the calculation pertinent thereto to the Township not later than October 15 of each year.
- C. In the event of constitutional, statutory or case law changes to the system by which the City receives revenues from the property within the Territory from ad valorem taxes to a different taxing system, it is agreed and understood between the Township and City that the revenue sharing provided for in this Agreement as compensation to the Township shall be adjusted to provide an equivalent annual amount to that based on the calculation of \$2.00 per \$1,000 of Taxable Valuation of said Territory.

5. Assets and Liabilities. No other division of assets between the City and Township shall result or be required because of the conditional transfer herein set forth. The City shall assume, defend, indemnify and hold the Township harmless from all liability inherent in and with the conditional transfer of jurisdiction over the Territory from and after the Request Date of the transfer of jurisdiction. It is expressly understood and agreed, however, that the City does not assume any liability for and including, but not being limited to, liability and claims of liability for any acts, occurrences, events or omissions that the Township caused, undertook, permitted



or allowed or for which the Township otherwise has or might have liability that preceded, arose and/or occurred prior to the execution of this Agreement. It is further expressly agreed and understood, however, that the City does not assume and that the Township shall defend, indemnify and hold the City harmless from all liability and claims of liability for and including, but not being limited to, any Township acts, occurrences, events or omissions that preceded or arose prior to or because of the execution of this Agreement, as well as from any liability or claim of liability that might be assessed or asserted against the Township that are wholly or partially predicated on, arise or because of the Township's entry into this Agreement.

6. Planning. The following contract items relate to the land use and planning aspects associated with the properties to be conditionally transferred.

- A. The City shall, through the application of its existing Zoning Ordinance or revised ordinances, buffer industrial and commercial uses from existing residential uses by using established techniques, within the Territory and those areas in the Township that are immediately outside the Territory.
- B. The City and Township each agree to appoint three (3) representatives residing in their respective jurisdictions to meet together as an advisory committee for the purpose of reviewing and commenting on development proposals on properties within the Territory. These comments, which are advisory in nature, shall be relayed to the City Planning Commission and City Council, which have the final authority and the sole discretion to finally approve, modify, or reject any development plans and zoning changes within the Territory. The City and the Township shall each establish its own procedures for appointment to the advisory committee, by resolution. The advisory committee shall establish its own procedural rules as deemed necessary.
- C. The City shall keep the Township informed of each proposed commercial site development plan in the Territory during the term of this Agreement. The City agrees to encourage and guide development of the Territory and the property within it.
- D. The City agrees to consult the joint planning committee to allow review and receipt of comments concerning the future land use of the transferred area.
- E. Notwithstanding the foregoing to the contrary, all compulsory and discretionary land use approvals, all permits and all licenses, secured by Developer for the Development prior to the Request Date shall remain in full force and effect.

7. Resolution of Disputes. During the Term of this Agreement (as defined in Paragraph 8 below) and renewals, if any, it is recognized by both Parties that disputes might arise between the City and the Township regarding the meaning, interpretation or application of the terms of this Agreement. It is further recognized that the City or Township might default or be alleged to have defaulted in its obligations under this Agreement, whether inadvertently or otherwise. For purposes of this Agreement, a "dispute" is defined as any matter that does not involve the suggested termination of the Agreement and a "default" is defined as those matters wherein termination of the Agreement is the suggested remedy. In order to provide for a method to identify and resolve such disputes and defaults, whether actual or alleged, the following procedures are established for the filing and resolution of grievances:

- A. Disputes. The following procedures shall apply and control in the event of a dispute or alleged dispute between the Parties concerning the meaning, interpretation or application of the terms of this Agreement:

1. The aggrieved party shall, within thirty (30) days of the date it discovers or should have discovered the existence of a dispute, deliver a written, detailed specification of the facts and circumstances giving rise to and describing the alleged dispute, together with requested remedy to the non-aggrieved party (hereinafter "Notice of Dispute").
  2. Within thirty (30) days after the date upon which the Notice of Dispute is received, the non-aggrieved party shall either accept or reject the Notice of Dispute. Such acceptance or rejection shall be in writing and shall be delivered to the aggrieved party within said thirty (30) day period. Failure of the non-aggrieved party to file an acceptance or rejection within said thirty (30) day period shall be deemed to have the same force and effect as an acceptance.
    - a. If an acceptance is delivered to the non-aggrieved party with respect to the Notice of Dispute, the matter shall be resolved on the basis of the suggested remedy contained therein.
    - b. If a rejection is delivered to the non-aggrieved party with respect to the Notice of Dispute, the rejection shall include a written, detailed specification of the facts and circumstances relied on by the non-aggrieved party in rejecting the facts and circumstances alleged in said Notice of Dispute and/or in support of its rejection of the requested remedy.
    - c. Within ninety (90) days after the date upon which a rejection is delivered to the aggrieved party, but not thereafter, either party may compel the submission of all issues in dispute to binding arbitration, such to be subject to the procedures set forth in Paragraph 18 below.
- B. Default. The following procedures shall apply and control in the event of a default or alleged default between the Parties concerning the meaning, interpretation or application of the terms of this Agreement:
1. The aggrieved party shall, within ninety (90) days after the date it discovers or should have discovered the existence of a default, deliver a written, detailed specification of the facts and circumstances giving rise to and describing the alleged default, together with a requested remedy to the non-aggrieved party (hereinafter "Notice of Default").
  2. Within ninety (90) days after the date that the Notice of Default is received, the non-aggrieved party shall either accept or reject the Notice of Default. Such acceptance or rejection shall be in writing and shall be delivered to the aggrieved party within said ninety (90) day period. Failure to file an acceptance or rejection within said ninety (90) day period shall be deemed to have the same force and effect as though an acceptance had been filed.
    - a. If an acceptance is delivered to the non-aggrieved party with respect to the Notice of Default, the matter shall be resolved on the basis of the suggested remedy contained therein.
    - b. If a rejection is delivered to the non-aggrieved party with respect to the Notice of Default, the rejection shall include a written, detailed specification of the facts and circumstances relied on by the non-aggrieved party in rejecting the facts and circumstances alleged in said Notice of Default and/or in support of its rejection of the requested remedy.

- c. Within ninety (90) days after the date that a rejection is filed with the aggrieved party, but not thereafter, either Party may compel the submission of all issues in dispute to binding arbitration, such arbitration to be subject to the procedures set forth in Paragraph 18 below.
8. Term: This Agreement, except as hereinafter provided, shall continue in effect for a term of thirty (30) years from its "Effective Date:"
  - A. The effective date of this Agreement shall be the Effective Date set forth in the first paragraph; provided that there has been no petition for referendum in accordance with Act 425 and Paragraph 16 below. In the event there is a referendum and the referendum election rejects the transfer contemplated by this Agreement, there shall be no conditional transfer of the Territory. In the event the referendum election approves the transfer contemplated by this Agreement, the effective date of this Agreement shall be the date it is executed by the last of the Parties to sign after the results of the election approval have been certified.
  - B. At the end of the initial thirty (30) year term provided for in this Agreement, the Agreement shall automatically renew for one additional thirty (30) year term without change from the terms of the original Agreement unless either party provides written notice to the other party of its request to renegotiate not later than thirty (30) days prior to the expiration of the initial thirty (30) year term of this Agreement.
  - C. At the end of the second thirty (30) year term. The Territory shall permanently transfer to the sole jurisdiction of the City.
  - D. Notwithstanding anything contained herein to the contrary, in the event the first phase of the Development anticipated herein is not complete within twenty (20) years of the Effective Date of this Agreement, sole jurisdiction of the Territory shall immediately revert to the Township. For purposes of this paragraph, the term "complete" shall mean the execution by Developer of a binding contract with a qualified contractor for construction of at least a portion of the Development and commencement of such construction.
9. Recording Requirement. A copy of this Agreement shall be recorded within thirty (30) days after its Effective Date with the Michigan Secretary of State, the Michigan State Boundary Commission, and the Hillsdale County Register of Deeds for general public notification of the terms thereof.
10. Future Amendments. This Agreement may be modified in writing by subsequent agreement of the City and Township. It is expressly understood and agreed, however, that any potential amendment which would add property to the Territory shall be handled as a separate Agreement and, prior to its execution, there shall be compliance with Act 425 of 1984 (MCLA 124.21 et seq.; and MSA 5.4087(21) et seq.).
11. Termination by Mutual Agreement. The Parties agree that this Agreement may be terminated, at any time, by mutual agreement of the Parties.
12. Disposition of Conditionally-Transferred Properties Upon Termination of Contract. Subject to Paragraph 13 below, if this Agreement is terminated by binding arbitration or on appeal by an appellate court of competent jurisdiction pursuant to paragraph 7(B) because of a "default" as provided therein, the Territory shall transfer to the non-defaulting party, which shall thereafter exercise sole jurisdiction over it for all purposes. If this Agreement is terminated by mutual agreement of the parties, the Territory shall transfer to the party specified therein, which shall thereafter exercise sole jurisdiction over it for all purposes.

13. Services Upon Termination.

- A. If the Territory reverts to the Township within twenty (20) years of the Effective Date of this Agreement as a consequence of this Agreement's termination by mutual agreement, binding arbitration pursuant to paragraph 7(B) based on the City's default, or because the Developer does not "complete" (as that term is defined in paragraph 8C) the first phase of the development within said twenty (20) year period, the City shall be excused and released from any and all obligations that it might otherwise have hereunder to the Township including, but not limited to, the provision of any public services to the Territory.
- B. If the Territory reverts to the Township within its term but more than twenty (20) years after the Effective Date of this Agreement as a consequence of this Agreement's termination by mutual agreement or binding arbitration pursuant to paragraph 7(B) based on the City's default, but after the construction of the development is "complete" (as that term is defined in paragraph 8(C)), the City shall thereafter continue to provide water and sanitary sewer service to the Territory at the same rate as City residents but shall be excused and released from any and all additional obligations that it might otherwise have hereunder to the Township.

14. Public Hearing. The Township Board of the Township, and the City Council of the City, shall each hold at least one public hearing within its jurisdiction regarding the within Agreement before executing it, preceded by notice that complies with the requirements of the Michigan Open Meetings Act.

15. Precedent. It is understood and agreed that this Agreement shall not constitute a precedent for all future conditional transfers of territory between the City and Township. However, the Parties further state that it is their desire to utilize the format and terms of this Agreement, when appropriate, for future agreements regarding territory intended for use in connection with the project described herein.

16. Referendum. If, within thirty (30) days after the last of the public hearings has been held, a petition signed by 20% or more of the registered electors residing within the property proposed to be transferred; or if no registered electors reside therein, signed by persons owning 50% or more of the property to be transferred, is filed with the Township Clerk, a referendum election shall be held within the Township on whether or not this Agreement should be executed by the Township. The results of such election shall govern the execution of this Agreement by the Township. If no such petition is filed, this Agreement shall become effective in accordance with Paragraph 8 hereof.

17. Emergency Services Clause. It is mutually agreed between the Parties herein that any police, fire, or other emergency service that has been or is secured by the Township prior to or during the term of this Agreement may enter the Territory for the purpose of providing emergency, services to Township properties within it and/or to areas adjoining its boundaries.

18. Arbitration. In the event either Party requests arbitration of any issue related to this Agreement, both Parties agree that such issues(s) shall be submitted to binding arbitration on the following basis:

- A. An arbitration panel shall be established consisting of one representative appointed by each Party and a third person to be selected by the first two appointees.
  - B. Each Party shall be responsible for and shall promptly pay for the costs of its appointee and one-half of the costs for the third appointee.
  - C. The arbitration panel shall hear and receive such evidence and information from the Parties as it determines to be relevant and material to the issue(s) before it and may request the presentation of such additional evidence from the Parties, or either of them, as it deems relevant and necessary to enable it to render its decision regarding the issue(s) before it; provided, however, that the arbitration panel may not amend, modify or change the terms of the Agreement in any respect whatsoever.
  - D. The arbitration panel shall render its decision in writing within sixty (60) days after the date on which proofs are closed and the hearing is ended, which decision shall be binding on the Parties without recourse to the courts for review, except and unless such decision is contrary to the great weight of the evidence presented.
19. Severability. Should any provision of this Agreement be found by a competent court to be unconstitutional, it shall be severed from the Agreement and the remaining provisions shall remain in full force and effect, providing that the purpose and intent of the Agreement be not then subverted as a result of the findings and orders of the Court. In such latter event of subversion, the governing bodies of the City and Township shall then negotiate for the purpose of resolving the problem and revising the Agreement to fulfill its intent and purpose for the health, safety, welfare, convenience and financial stability of the parties and the community.

It is hereby agreed that this Agreement shall be binding upon all successor governmental units that might hereafter acquire or assume jurisdiction over all or part of the Territory.

[Signatures on Next Page]

IN WITNESS WHEREOF the City of Hillsdale has executed this Agreement the \_\_\_\_ day \_\_\_\_\_, 2017.

Signed in the presence of:

CITY OF HILLSDALE

\_\_\_\_\_

\_\_\_\_\_  
Adam Stockford, Mayor

\_\_\_\_\_

\_\_\_\_\_  
Stephen French, City Clerk

STATE OF MICHIGAN)

) ss.

County of Hillsdale )

Subscribed and sworn to before me by Scott Sessions, Mayor of the City of Hillsdale, and Stephen Clark, Clerk of the City of Hillsdale, this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary public

IN WITNESS WHEREOF the Township of Fayette has executed this Agreement the \_\_\_\_ day \_\_\_\_\_, 2017.

Signed in the presence of:

TOWNSHIP OF FAYETTE

\_\_\_\_\_

\_\_\_\_\_  
Walter Drake, Supervisor

\_\_\_\_\_

\_\_\_\_\_  
Karen Sparks, Clerk

STATE OF MICHIGAN)

) ss.

County of Hillsdale )

Subscribed and sworn to before me by Walter Drake, Supervisor for the Township of Fayette, and Karen Sparks, Clerk of the Township of Fayette, this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary public

## EXHIBIT A

Land situated in the Township of Fayette, County of Hillsdale, and State of Michigan, described as:

A parcel of land lying in the NE 1/4 of Sec. 16, T68. R3W. Fayette Township, Hillsdale County, Michigan, described as beginning at a point on the E-W 1/4 line of Sec. 16, said point being 296.17 ft. E of the center of Sec. 16 thence N 07° 25' 37" W, 299.14 ft.; thence N 78°42' 58" E., 185.87 ft. to the centerline of State Highway M-99; thence S 07° 33 '04" E along centerline of State Highway M-99, 328.02 ft. to a delta point; thence S 07°48'28" E along centerline of State Highway M-99, 9.79 ft. to E-W 1/4 line of Sec 16; thence N 89°25'32" W along E-W 1/4 line of Sec 16, 188.06 ft. to p/o/b subject to legal highways, restrictions, conditions & easements of record. Containing 1.358 acres more or less EXCEPTING THEREFIOM any portion of above described land taken for public highway purposes as set forth in Liber 445 of Deeds, page 69, Hillsdale County Records. The bearings in the above description are correlated with the plat of "Jacob Beck Subdivision" as recorded in Liber 6 of plats, page 8 Hillsdale County Records.

ALSO, beginning at a point on E-W 1/4 line of Sec 16, said point being 236.17 ft. E of the center of Sec 16 of the E-W 1/4 line; thence E 60 ft. on the E-W 1/4 line; thence N 07°25'37" W 299.14 ft.; thence W parallel with the E-W 1/4 line 60 ft.; thence S 0°25'37" E 299.14 ft., more or less, to the p/o/b. T65. P3W.

The Southeast 1/4 of the Northwest 1/4 and all that part of the Southwest 1/4 of the Northeast 1/4 of Section 16, Town 6 South, Range 3 West, lying West of M-99, except 1.36 acres deeded to Laurel D. Null as described in Liber 1235, page 1, and also except commencing at a point on the East-West quarter line of said Section 16, 236.17 feet East of the center of Section 16, thence East 60 feet on the East-West quarter line, thence North 7 degrees 25 minutes West 299.14 feet, thence West 60 feet, thence South 7 degrees 25 minutes East 299.19 feet to the place of beginning.





# City of Hillsdale Agenda Item Summary

**MEETING DATE:** November 20, 2017

**AGENDA ITEM:** New Business

**SUBJECT:** Airport Hangar Purchase Agreement

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

Attached is the Ten-Year Airport Capital Improvement Program (CIP) for fiscal year 2017 to 2022. As part of the CIP the City of Hillsdale was scheduled to acquire the existing private airplane hangars in anticipation of completing the Airport's taxiway in 2019. The amount budgeted to acquire the hangars was \$260,000. Given recent changes at the Airport, in the last many months, the owners of both private hangars have expressed willingness for the City to purchase their hangars immediately. These hangars are owned by JW Enterprises, Inc (Jason Walters) and Tim Raker.

Additionally, attached is a Purchase Agreement for an Airplane Hangar between the City and JW Enterprises, Inc. The purchase agreement is for \$90,000 and was prepared by City Attorney Thompson. The purchase price was established from a third party appraisal prepared by Down To Earth Appraisal Services, LLC of Osseo, Michigan. The purchase agreement for the second hangar is anticipated to be brought before City Council on December 4<sup>th</sup> for a purchase price of \$37,000.

Payment for these hangars will come largely (\$90,000 - \$100,000) from monies the City will be reimbursed in the next 30-60 days from MDOT AERO. The remaining balance will come from capital improvement funds. Currently a jet is housed in the JW Enterprises hangar and an airplane pilot/mechanic leases the Raker hangar. Purchasing the hangars will allow the Hillsdale Municipal Airport to keep these existing businesses, meet our CIP goals and promote additional Airport development.

## **RECOMMENDATION**

Staff recommends City Council approve the Purchase Agreement with JW Enterprises, Inc. and authorize Mayor Stockford to sign the document on behalf of the City.

**MICHIGAN STATE BLOCK GRANT PROGRAM**  
**TEN-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2017\* to FY-2022**

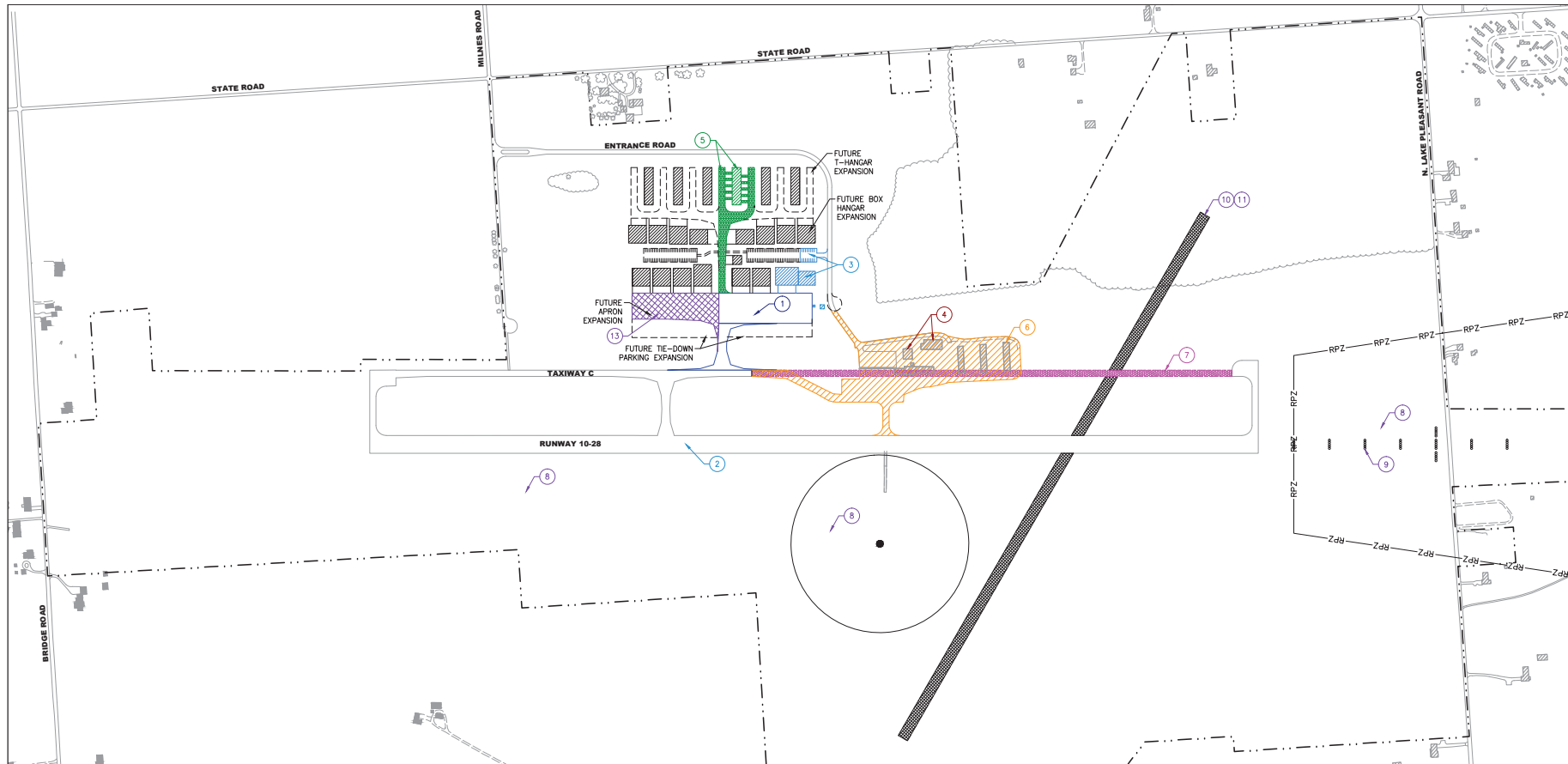
\*ACIP includes current development year

Airport Name: Hillsdale Municipal Airport	Airport Identifier: JYM	Date prepared: 10/21/2016
Associated City: Hillsdale, Michigan		Prepared By: RS&H
Sponsor: City of Hillsdale	Airport Code: C	Sponsor email address & phone: dmackie@cityofhillsdale.org 517-437-6444

Development Year	Project Description	Shown on ALP? (Yes or No)	ACIP Code**	NPIAS Priority Rating**	Federal Entitlements	State Apportionment	Federal Discretionary	State	Local	Total	Remarks/Item Justification - Provide as much detail as possible.
2017	Construct Apron - Terminal Facility Phase 1 - Construction	Yes	CA AP CO	50	\$190,000	\$810,556		\$0	\$99,445	\$1,100,000	See attachment
2018	Airfield Markings	Yes	RE RW IM	66	\$13,500			\$750	\$750	\$15,000	See attachment
2018	Construct Admin Building, FBO, Fuel Facilities - Terminal Facility Phase 2	Yes	CA TE CO	43				\$0	\$5,610,000	\$5,610,000	See attachment
2019	Acquire Existing Private Hangars	Yes	CA TE CO	43	\$234,000			\$13,000	\$13,000	\$260,000	See attachment
2020	Construct Taxiway and T-Hangar - Terminal Facility Phase 3	Yes	CA TE CO	43	\$150,000	\$523,200		\$37,400	\$37,400	\$748,000	See attachment
2021	Demolish Existing Terminal Facility - Terminal Facility Phase 4	Yes	CA TE CO	43	\$150,000	\$215,400		\$20,300	\$20,300	\$406,000	See attachment
2022	East Parallel Taxiway	Yes	CA TW CO	56	\$150,000	\$879,600		\$57,200	\$57,200	\$1,144,000	See attachment
					<b>\$887,500</b>	<b>\$2,428,756</b>		<b>\$128,650</b>	<b>\$5,838,095</b>	<b>\$9,283,000</b>	

\*\*In accordance with FAA Order 5100.39A, Appendix 6 - Fields need to be completed

T:\HILLSDALE\CIP\MAP 2016\1 - DRAFT ACP\CAD\CIVIL\10-YEAR AC\FIDING  
#9/27/2016-10:59-AM



**2017**

- 1. CONSTRUCT APRON - TERMINAL FACILITY PHASE 1

**2018**

- 2. AIRFIELD MARKINGS
- 3. CONSTRUCT ADMIN. BUILDING, FBO, FUEL FACILITIES - TERMINAL FACILITY PHASE 2

**2019**

- 4. ACQUIRE EXISTING PRIVATE HANGARS

**2020**

- 5. CONSTRUCT TAXILANE AND T-HANGAR - TERMINAL FACILITY PHASE 3

**2021**

- 6. DEMOLISH EXISTING TERMINAL FACILITY - TERMINAL FACILITY PHASE 4

**2022**

- 7. EAST PARALLEL TAXIWAY FOR RUNWAY 10-28

**FUTURE PROJECTS**

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



RS&H Michigan, Inc.  
827 WILLOW RUN AIRPORT  
2ND FLOOR  
TROY, MICHIGAN 48106  
734.484.0962 FAX 800.498.4387  
www.rsandh.com



HILLSDALE MUNICIPAL AIRPORT

CONSULTANTS



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

REVISIONS		
NO.	DESCRIPTION	DATE

DATE ISSUED: AUGUST 8, 2016  
REVIEWED BY: NJP  
DRAWN BY: RE  
DESIGNED BY: RE

© 2016 RS&H, INC.  
SHEET TITLE

AIRPORT  
10 YEAR CIP  
2017-2027

SHEET NUMBER

## PURCHASE AGREEMENT FOR AIRPLANE HANGAR

This Purchase Agreement (“Agreement”) is entered into on this \_\_\_\_\_ day of November, 2017, (“the Effective Date”), between JW Enterprises, Inc., a Michigan corporation, (“Seller”), of 1697 Airport Road, Hillsdale, Michigan, 49242, and the City of Hillsdale, a Michigan municipal corporation, (“Buyer”), of 97 N. Broad Street, Hillsdale, Michigan, 49242, for the transfer to the Buyer of all of the Seller’s rights, title, and interest in and to the \_\_\_\_\_ square foot airplane hangar commonly identified as \_\_\_\_\_, located at the Hillsdale Municipal Airport (“the Hangar”). The parties enter into this Agreement subject to the terms and conditions set forth below.

1. **Consideration.** Buyer shall pay Seller for the Hangar a total Purchase Price of Ninety Thousand and no/100 U.S. dollars (\$90,000.00), with the purchase amount to be paid in full by Buyer to Seller in cash or certified funds at the Closing.
2. **Conveyance.** At the Closing, Seller shall grant and convey legal title to the Hangar to Buyer by way of the execution of a Bill of Sale in a form satisfactory to Buyer.
3. **Delivery Free of Encumbrances.** Seller shall deliver at Closing good title to the Hangar free from all mortgages, liens, claims, demands, charges, options, equity interests, leases, tenancies, easements, pledges, security interests, and other encumbrances, (collectively, “Encumbrances”).
4. **Due Diligence Period.** Buyer has the right to conduct, at Buyer’s sole cost and expense, a due diligence inspection of the Hangar during a Due Diligence Period encompassing the 30-day period beginning with the Effective Date of this Agreement. If, on or before the expiration of the Due Diligence Period, Buyer elects to terminate this Agreement for any reason as determined in Buyer’s sole discretion, Buyer shall deliver a written notice of its election to terminate to Seller, and this Agreement shall automatically terminate, and neither Seller nor Buyer shall have any further rights or obligations under this Agreement. If Buyer fails to deliver a written notice of termination of this Agreement during the Due Diligence Period, Buyer shall proceed to Closing on the terms stated in this Agreement.
5. **Buyer’s access to information and the Premises.** During the Due Diligence Period, Buyer and its officers, employees, contractors, and other representatives will have reasonable access to the Hangar for the purpose of inspecting and evaluating the Hangar.
6. **Closing date and possession.** Buyer and Seller shall complete the sale and transfer possession of the Hangar from Seller to Buyer (the “Closing”) within sixty (60) days of the Effective Date, or at such other earlier or later date as the parties may mutually agree. The Closing shall take place at the offices of Lovinger & Thompson, P.C., 91 S. Broad Street, Hillsdale, Michigan, 49242, or at another location agreeable to Seller and Buyer. Buyer shall receive possession of the Hangar upon the completion of the Closing. The Hangar shall be transferred to Buyer in the same condition as it is in on the Effective Date of this Agreement, ordinary wear and tear excepted.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

17. **Termination of Ground Lease.** Upon the Closing of the transaction contemplated herein, the Airport Ground Lease between Buyer and Seller with respect to the real estate upon which the Hangar is presently located, said Ground Lease being dated October 11, 1993, as amended on \_\_\_\_\_, 2017, shall immediately terminate and be of no further force or effect.

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the parties agree to the foregoing by their execution this \_\_\_\_\_ day of November, 2017.

**CITY OF HILLSDALE**

**JW ENTERPRISES, INC.**

\_\_\_\_\_  
Adam Stockford, Its Mayor

\_\_\_\_\_  
Jason Walters, Its President

\_\_\_\_\_  
Stephen French, Its Clerk





# City of Hillsdale, Michigan

**TO:** City Council Members  
**FROM:** Mayor Adam L. Stockford  
**DATE:** November 20, 2017  
**SUBJECT:** Committee Appointments

## BACKGROUND

Mayor Stockford has recommended the following Council Member appointments:

**Council Member Matt Bell-** Operations and Governance & Economic Development  
**Council Member Ray Briner-** Finance & Public Safety  
**Council Member Tim Dixon-** Operations and Governance & Finance  
**Council Member Will Morrisey-** Operations and Governance & Planning Commission  
**Council Member Bruce Sharp-** Finance & Public Safety  
**Council Member Greg Stuchell-** Economic Development & Public Services  
**Council Member Brian Watkins-** Public Safety & Public Services  
**Council Member Bill Zeiser-** Economic Development & Public Services

<u>Comm. Develop</u>	<u>Public Safety</u>	<u>Oper &amp; Gov.</u>	<u>Public Services</u>	<u>Finance</u>
Bell	Briner	Bell	Stuchell	Briner
Stuchell	Sharp	Dixon	Watkins	Dixon
Zeiser	Watkins	Morrisey	Zeiser	Sharp

## RECOMMENDATION

Mayor Stockford recommends Council approve the committee appointments as submitted.



# City of Hillsdale Agenda Item Summary

**MEETING DATE:** November 20, 2017  
**AGENDA ITEM:** New Business  
**SUBJECT:** Personnel Handbook Revision

**BACKGROUND PROVIDED BY: Kay Freese, Human Resource Director**

As you are aware, the negotiations for the BPU Electric/Water (IBEW), Fire (IAFF), Police (POAM) and Street/Dial-a-Ride (Teamsters) were completed several months ago. In the bargaining agreements, longevity was eliminated for employees hired after July 1, 2016 with benefits frozen in the IBEW and Teamsters contracts. As retirement and terminations occur, this benefit will be eliminated through attrition for all employees,

Therefore, it is necessary to amend the Personnel Handbook for the non-union employees to parallel the change by freezing the 2016 amount and eliminating the longevity benefit after July 1, 2016.

**RECOMMENDATION:**

Revise Section 385 Longevity of the Personnel Handbook to reflect the freezing of 2016 amount and eliminating the longevity benefit for new hires effective July 1, 2016.

# ***City of Hillsdale***

City of Hillsdale Employee Handbook

## **385 Longevity**

Effective Date: January 1, 2006

Revision Date: July 17, 2006

Revision Date: November 20, 2017

Each individual who is a regular full-time employee hired before July 1, 2016 will be frozen at the benefit amount indicated below for the previous years of service through December of 2016. This longevity benefit is eliminated for all full time employees hired after July 1, 2016.

Each eligible employee shall have completed at least one year of service as of December 31 of each year. Longevity payments shall be as follows:

After one (1) year of service	\$120.00
After two (2) years of service	240.00
After three (3) years of service	360.00
After four (4) years of service	480.00
After five (5) years of service	600.00
After six (6) years of service	700.00
After seven (7) years of service	800.00
After eight (8) years of service	900.00
After nine (9) years of service	1000.00
After ten (10) years of service	1100.00

City reserves the right to change, revise, or eliminate benefits.

AAC



# CITY OF HILLSDALE

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

Name: David Morris

Address: 144 Oak St Hillsdale 49242  
Street City Zip

Phone: Home 269-832-1919 Work \_\_\_\_\_

E-Mail dmorris2mud@gmail.com

Are you a resident of City of Hillsdale? Yes X No \_\_\_\_\_

Occupation: (if retired, former occupation) Commercial Pilot

Please check the expertise and skills you can contribute:

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

Brief Educational Background:

B.S. in Applied Biology, Ferris State College, 1987  
Master's in Military Art & Science, Army Command & General Staff College, 2001

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

Church Council President, First Lutheran Church, Charlotte, MI, 2009  
Ferris Foundation, Board of Directors, 2006-2010

On what other volunteer boards/committees have you served?

Lawn Mower at St. Paul's Lutheran Church  
Escort/Chaperone Hillsdale Academy students to/from pool & help on field game days.

Describe any previous activities related to government: 21 years in the Michigan Air National Guard, mostly involved in the unit itself but occasional interaction with state & local officials in regard to airport issues.

Please explain why you would be interested in serving on the council or committee: I was asked to help & I would like to do my part in contributing to the community.

Please explain your understanding of the City of Hillsdale: It's Mayberry!  
(That's a good thing)

Additional comments: I'm just a regular dude who loves flying and is not afraid to work. I would love to help advance practical aviation issues in the community.

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

  
Applicant Signature

7 NOV 17  
Date