



City of Hillsdale

City Council Agenda

December 18, 2017
7:00 p.m.

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

- I. Call to Order and Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Public Comments on Agenda Items**
- V. Consent Agenda**
 - A. Approval of Bills
 - 1. City Claims of November 30, 2017: \$142,338.24
 - 2. BPU Claims of November 30, 2017: \$136,504.83
 - 3. BPU – Sewer Dept. Claims of November 30, 2017: \$791,758.13
 - 4. Payroll of November 21, 2017: \$41,108.32 (Longevity)
Payroll of November 30, 2017: \$161,654.54
Payroll of December 14, 2017: \$155,314.39
 - B. City Council Minutes of December 4, 2017 Regular Meeting
 - C. November 2017 Code Enforcement Report
 - D. Public Safety Committee Minutes
 - 1. November 27, 2017
 - 2. December 12, 2017
- VI. Communications/Petitions**
 - A. Hillsdale County Community Foundation Grant Award Notices
 - 1. Hillsdale Community Library
 - 2. Hillsdale Recreation Department
 - B. Waste Water Treatment Plant Update
 - C. Joint Biennial Renewable Energy Plan Filing
- VII. Introduction and Adoption of Ordinance/Public Hearing**
- VIII. Unfinished Business**
- IX. Old Business**
 - A. Public Safety Committee Recommendation re: Fire Department
- X. New Business**
 - A. City Council and Board/Commission Meeting Dates for 2018
 - B. Poverty Exemption Guidelines for 2018
 - C. Appointment of Chris McArthur as Hillsdale BPU Interim Director
 - D. MDOT Aero Reimbursement Contract

XI. Miscellaneous Reports

- A. [Appointment of Ms. Maxine Vanlerberg to the Hillsdale Housing Commission](#)
(Information only: City Manager's Appointment)

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 78361 101-215.000-801.000	CONTRACTUAL SERVICES	ACCUSHRED	DOCUMENT SHREDDING SERVICE	41463	12/01/17	55.00	78361
			Total For Check 78361			55.00	
Check 78362 101-295.000-850.000	INSURANCE	AEROSPACE RISK MANAGE	AIRPORT INSURANCE POLICY #L1003486	L1020359	12/28/17	2,997.00	78362
			Total For Check 78362			2,997.00	
Check 78363 640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	AIS CONSTRUCTION EQUI	V-BELT	F74301	12/13/17	91.92	78363
			Total For Check 78363			91.92	
Check 78364 101-000.000-228.013	DUE TO ALLERUS - DC CONT	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS DIV #1104	11/29/17	12/29/17	479.58	78364
101-295.000-716.000	RETIREMENT	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS DIV #1104	11/29/17	12/29/17	68.11	78364
101-301.000-716.000	RETIREMENT	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS DIV #1104	11/29/17	12/29/17	64.92	78364
271-790.000-716.000	RETIREMENT	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS DIV #1104	11/29/17	12/29/17	143.08	78364
699-441.000-716.000	RETIREMENT	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS DIV #1104	11/29/17	12/29/17	66.44	78364
			Total For Check 78364			822.13	
Check 78365 101-265.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	LED LAMPS	17INV05030	12/03/17	29.22	78365
271-790.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	COVER, DUPLEX	17INV053495	12/21/17	10.38	78365
588-588.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND B	LED DIM & DBL TUBE LIGHTS	17INV053322	12/21/17	46.50	78365
			Total For Check 78365			86.10	
Check 78366 101-101.000-726.000	SUPPLIES	ARROW SWIFT PRINTING	BUSINESS CARDS FOR NEW MAYOR	144285	12/10/17	30.50	78366
			Total For Check 78366			30.50	
Check 78367 202-450.000-801.000	CONTRACTUAL SERVICES	ASPHALT RESTORATION,	STREET PRESERVATION PROJECT-CRACKF	9841	12/13/17	10,754.06	78367
203-450.000-801.000	CONTRACTUAL SERVICES	ASPHALT RESTORATION,	STREET PRESERVATION PROJECT-CRACKF	9841	12/13/17	8,907.96	78367
			Total For Check 78367			19,662.02	
Check 78368 101-265.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE 517-437-0983 473	NOV 2017	12/07/17	151.24	78368
101-295.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE 517-437-0983 473	NOV 2017	12/07/17	62.81	78368
588-588.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE 517-437-3385 960	NOV 2017	12/07/17	140.00	78368
			Total For Check 78368			354.05	
Check 78369 101-295.000-801.000	CONTRACTUAL SERVICES	AVFUEL CORP	JET-A REFUELING TRUCK RENTAL	Multiple	11/30/17	220.00	78369
			Total For Check 78369			220.00	
Check 78370 271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPAN	ADULT BOOKS NOVEMBER	Multiple	12/07/17	537.92	78370
271-792.000-982.000	BOOKS	BAKER & TAYLOR COMPAN	CHILDREN'S BOOKS	Multiple	12/16/17	118.79	78370
			Total For Check 78370			656.71	
Check 78371 101-215.000-726.000	SUPPLIES	BARRETT BROTHERS LEGA	BINDER FOR COUNCIL MINUTES	50337	12/08/17	210.00	78371
			Total For Check 78371			210.00	
Check 78372 101-336.000-726.000	SUPPLIES	BATTERY ZONE	DURACELL C BATTERIES FOR SCBA PACK	6582	12/14/17	159.87	78372

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 78372							
Total For Check 78372						159.87	
Check 78373							
101-265.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	1,068.74	78373
101-266.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	194.88	78373
101-276.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	25.87	78373
101-295.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	535.97	78373
101-336.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	508.31	78373
101-441.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	390.00	78373
101-448.000-920.202	UTILITIES - MAJOR STREET	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	4,402.51	78373
101-448.000-920.203	UTILITIES - LOCAL STREET	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	304.48	78373
101-756.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	438.36	78373
202-490.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	392.76	78373
202-490.500-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	431.44	78373
203-480.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	31.66	78373
271-790.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	1,268.42	78373
588-588.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	353.37	78373
640-444.000-920.000	UTILITIES	BOARD OF PUBLIC UTILI	UTILITIES	NOV 2017	11/30/17	365.86	78373
Total For Check 78373						10,712.63	
Check 78374							
101-265.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - NOV 2017	PAYMENT 8 OF 12	12/31/17	151.67	78374
101-266.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - NOV 2017	PAYMENT 8 OF 12	12/31/17	162.50	78374
101-441.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - NOV 2017	PAYMENT 8 OF 12	12/31/17	65.00	78374
101-756.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - NOV 2017	PAYMENT 8 OF 12	12/31/17	3,195.83	78374
202-460.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - NOV 2017	PAYMENT 8 OF 12	12/31/17	512.46	78374
202-460.500-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - NOV 2017	PAYMENT 8 OF 12	12/31/17	125.04	78374
203-460.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - NOV 2017	PAYMENT 8 OF 12	12/31/17	332.50	78374
588-588.000-801.000	CONTRACTUAL SERVICES	BORCK'S OUTDOOR SERVI	MOWING CONTRACT - NOV 2017	PAYMENT 8 OF 12	12/31/17	260.00	78374
Total For Check 78374						4,805.00	
Check 78375							
101-372.000-801.372	CONTRACTUAL SERVICES - C	CITY OF HILLSDALE	23/25 N BROAD SIDEWALK BARRICADE R	REIMBURSE	11/30/17	372.00	78375
Total For Check 78375						372.00	
Check 78376							
101-209.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	BINDERS/SIGN/PENCIL/LEAD - 2ND FLO	445545	12/06/17	135.14	78376
101-215.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	TONER - CLERK'S PRINTER	Multiple	11/22/17	320.12	78376
101-215.000-930.000	REPAIRS & MAINTENANCE	CURRENT OFFICE SOLUTI	SERVICE - CLERK'S PRINTER	290826	11/02/17	120.00	78376
101-295.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	SHARP EL1801V/SCISSORS/ADD ROLLS/E	597015	12/12/17	77.05	78376
271-790.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTI	PAPER, TAPE, TOWELS, BATH TISSUE -	Multiple	12/12/17	469.39	78376
Total For Check 78376						1,121.70	
Check 78377							
101-175.000-801.000	CONTRACTUAL SERVICES	DOBERMAN TECHNOLOGIES	SERVER MANAGEMENT MONTHLY FEES	CW-6719	12/01/17	1,340.00	78377
271-790.000-801.000	CONTRACTUAL SERVICES	DOBERMAN TECHNOLOGIES	MANAGED USER SUPPORT PLAN - LIBRAR	CW-6720	12/01/17	295.00	78377
Total For Check 78377						1,635.00	
Check 78378							
202-490.500-726.000	SUPPLIES	DORNBOS SIGN & SAFETY	MULTIPLE LANE TURN ARROWS - CARLET	36120	12/15/17	117.84	78378
Total For Check 78378						117.84	
Check 78379							
101-336.000-801.000	CONTRACTUAL SERVICES	DOUGLASS SAFETY SYSTE	ANNUAL PUMP TESTING	41493	12/10/17	475.00	78379

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 78379							
						Total For Check 78379	475.00
Check 78380							
247-900.000-726.000	SUPPLIES	DWF	GREENS FOR BEAUTIFICATION	8578791	12/21/17	310.40	78380
						Total For Check 78380	310.40
Check 78381							
640-444.000-726.000	SUPPLIES	ELECTRICAL TERMINAL I	BOLTS / NUTS	0160371	12/14/17	91.57	78381
						Total For Check 78381	91.57
Check 78382							
101-336.000-726.000	SUPPLIES	EMERGENCY MEDICAL PRO	LATEX GLOVES/INFANT MASK/PEDIATRIC	1949225	12/21/17	275.23	78382
						Total For Check 78382	275.23
Check 78383							
640-444.000-726.000	SUPPLIES	FAMILY FARM & HOME	GAS CAN	Multiple	12/16/17	129.92	78383
						Total For Check 78383	129.92
Check 78384							
101-441.000-726.000	SUPPLIES	FASTENAL	GLOVES, SAFETY GLASSES	Multiple	12/22/17	359.33	78384
						Total For Check 78384	359.33
Check 78385							
401-452.000-801.000	CONTRACTUAL SERVICES	FLEIS & VANDENBRINK	STATE ST ENGINEERING SERVICES	47734	11/30/17	3,715.00	78385
						Total For Check 78385	3,715.00
Check 78386							
101-172.000-860.000	TRANSPORTATION AND MILEA	KAY FREESE	MGFOA ADVANCED PAYROLL TRAINING	MILEAGE	11/30/17	69.55	78386
						Total For Check 78386	69.55
Check 78387							
101-295.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	PLUMBING	C265500	12/10/17	3.47	78387
101-441.000-726.000	SUPPLIES	GELZER & SON INC	WORKLIGHT	Multiple	12/10/17	32.67	78387
203-460.000-726.000	SUPPLIES	GELZER & SON INC	SEAT/SPRINGS/ DRIVEWAY MARKERS	C265455	12/10/17	21.16	78387
208-751.000-726.000	SUPPLIES	GELZER & SON INC	X3 - 8" HAND PUMP - REC DEPT	Multiple	12/10/17	23.96	78387
271-790.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	SEAT/SPRINGS/ DRIVEWAY MARKERS	C265455	12/10/17	2.99	78387
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	GELZER & SON INC	CLAMPS	A159691	12/10/17	4.44	78387
						Total For Check 78387	88.69
Check 78388							
101-265.000-801.000	CONTRACTUAL SERVICES	GLEI'S, INC	CITY HALL WREATH/BOW	11/21/17	12/21/17	831.26	78388
						Total For Check 78388	831.26
Check 78389							
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	GODFREY BROTHERS, INC	FILTERS	Multiple	12/20/17	297.73	78389
						Total For Check 78389	297.73
Check 78390							
101-265.000-801.000	CONTRACTUAL SERVICES	CAROL HAWKES	CITY HALL CLEANING SERVICE	1260	11/30/17	633.00	78390
						Total For Check 78390	633.00
Check 78391							
101-191.000-801.000	CONTRACTUAL SERVICES	HILLSDALE CO CLERK	ELECTION EXPENSES	11/07/17	12/07/17	1,785.09	78391
						Total For Check 78391	1,785.09
Check 78392							

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 78392 265-301.000-726.000	SUPPLIES	HILLSDALE CO PROSECUT	10% OF FUNDS SEIZED (\$1870/\$187 CN	Multiple	11/30/17	243.90	78392
			Total For Check 78392			243.90	
Check 78393 101-295.000-801.000	CONTRACTUAL SERVICES	HILLSDALE EXCHANGE CL	PORTABLE TOILET RENTAL FOR FLY IN	REIMBURSE	11/30/17	560.00	78393
			Total For Check 78393			560.00	
Check 78394 101-174.000-801.000	CONTRACTUAL SERVICES	HILLSDALE POLICY GROU	CONTRACTUAL SERVICES AND EXPENSES	OCT 2017	12/16/17	3,684.18	78394
			Total For Check 78394			3,684.18	
Check 78395 101-441.000-801.000	CONTRACTUAL SERVICES	INTERNATIONAL MUNICI	MEMBERSHIP - J. BLAKE	2018	12/27/17	100.00	78395
			Total For Check 78395			100.00	
Check 78396 640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	JACKSON TRUCK SERVICE	FILTERS, STARTING FLUID, WIPER BLA	PC001299213	12/21/17	135.25	78396
			Total For Check 78396			135.25	
Check 78397 101-265.000-930.000	REPAIRS & MAINTENANCE	JC MECHANICAL SERVICE	CHANGED THE SYSTEM OVER & SETUP ON	3315	11/13/17	290.00	78397
			Total For Check 78397			290.00	
Check 78398 101-175.000-806.002	LEGAL SERVICES - TAX CAS	KREIS, ENDERLE HUDGIN	MTT ATTORNEY FEES - MCDONALD'S	Multiple	11/03/17	1,592.50	78398
			Total For Check 78398			1,592.50	
Check 78399 101-215.000-810.000	DUES AND SUBSCRIPTIONS	MAMC	MICH ASSOC OF MUNICIPAL CLERKS	2018 MEMBERSHIP	12/31/17	60.00	78399
			Total For Check 78399			60.00	
Check 78400 101-265.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 11/19/2017	40004731	11/22/17	8.29	78400
101-276.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 11/12/2017	Multiple	11/15/17	1,698.43	78400
101-441.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 11/12/2017	Multiple	11/15/17	498.49	78400
101-756.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 11/12/2017	Multiple	11/15/17	654.52	78400
202-450.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 11/12/2017	40004403	11/15/17	33.14	78400
202-460.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 11/12/2017	Multiple	11/15/17	1,528.59	78400
202-460.500-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 11/12/2017	40004403	11/15/17	99.42	78400
202-480.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 11/19/2017	40004731	11/22/17	49.70	78400
202-490.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 11/19/2017	40004731	11/22/17	8.27	78400
203-450.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 11/12/2017	40004403	11/15/17	99.42	78400
203-460.000-801.000	CONTRACTUAL SERVICES	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 11/12/2017	Multiple	11/15/17	1,963.55	78400
			Total For Check 78400			6,641.82	
Check 78401 101-209.000-810.000	DUES AND SUBSCRIPTIONS	MICH ASSESSORS ASSOC	ASSESSING DEPARTMENT STAFF MEMBERS	2018 MEMBERSHIP	12/31/17	270.00	78401
101-253.000-810.000	DUES AND SUBSCRIPTIONS	MICH ASSESSORS ASSOC	ASSESSING DEPARTMENT STAFF MEMBERS	2018 MEMBERSHIP	12/31/17	90.00	78401
			Total For Check 78401			360.00	
Check 78402 101-295.000-810.000	DUES AND SUBSCRIPTIONS	MICH DEPT OF TRANSPOR	AIRPORT LICENSE FEE	591-8178864	11/20/17	50.00	78402
			Total For Check 78402			50.00	
Check 78403							

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 78403 101-175.000-806.000	LEGAL SERVICES	MIKA MEYERS BECKET &	LEGAL SERVICES	616820	11/09/17	135.00	78403
			Total For Check 78403			135.00	
Check 78404 101-336.000-801.000	CONTRACTUAL SERVICES	NATIONAL HOSE TESTING	2017 AERIAL/GROUND TESTING/SENSORS	46937	12/31/17	1,030.25	78404
			Total For Check 78404			1,030.25	
Check 78405 640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	NORM'S TIREMAN	TIRES	5200044102	12/10/17	478.50	78405
			Total For Check 78405			478.50	
Check 78406 640-444.000-801.301	POLICE VEHICLE REPAIR	PARNEY'S CAR CARE	OIL CHANGE - UNIT 2-2 (17 EXPLORER	61800	11/28/17	32.45	78406
			Total For Check 78406			32.45	
Check 78407 101-276.000-726.000	SUPPLIES	PASCHAL BURIAL VAULT	FOUNDATIONS	1012	12/16/17	735.00	78407
			Total For Check 78407			735.00	
Check 78408 101-295.000-930.000	REPAIRS & MAINTENANCE	PERFORMANCE AUTOMOTIV	FUSE/PM EXT LIFE	Multiple	12/14/17	34.82	78408
101-336.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	ICE DETAILER	1233403	12/28/17	11.39	78408
640-444.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIV	WRENCH	1232848	12/21/17	53.79	78408
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	PERFORMANCE AUTOMOTIV	HEAD LAMP	Multiple	12/13/17	434.62	78408
			Total For Check 78408			534.62	
Check 78409 101-172.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	173190001722	12/01/17	873.82	78409
101-215.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	173190001722	12/01/17	1,747.64	78409
101-219.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	173190001722	12/01/17	1,048.58	78409
101-295.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	173190001722	12/01/17	1,048.58	78409
101-301.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	173190001722	12/01/17	14,068.49	78409
101-336.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	173190001722	12/01/17	2,184.55	78409
101-400.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	173190001722	12/01/17	1,310.73	78409
101-441.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	173190001722	12/01/17	2,359.31	78409
208-751.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	173190001722	12/01/17	1,048.58	78409
271-790.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	173190001722	12/01/17	1,747.64	78409
588-588.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	173190001722	12/01/17	3,145.74	78409
640-444.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	173190001722	12/01/17	1,747.64	78409
699-441.000-715.000	HEALTH AND LIFE INSURANC	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	173190001722	12/01/17	9,524.63	78409
			Total For Check 78409			41,855.93	
Check 78410 271-790.000-982.000	BOOKS	RANDOM HOUSE, INC.	AUDIO BOOKS	1085168997	12/17/17	37.50	78410
			Total For Check 78410			37.50	
Check 78411 401-900.000-975.009	TELEPHONE EQUIPMENT	SONIT SYSTEMS, LLC	NETWORK ASSESSMENT	53080	11/20/17	880.00	78411
			Total For Check 78411			880.00	
Check 78412 101-756.000-801.000	CONTRACTUAL SERVICES	STATE OF MICHIGAN MDE	STATE OF MICH 2018 NONCOMMUNITY PU	Multiple	11/30/17	274.44	78412
			Total For Check 78412			274.44	
Check 78413							

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 78413							
640-444.000-801.301	POLICE VEHICLE REPAIR	STILLWELL FORD MERCUR	SERVICE REPAIRS - UNIT 2-5 (16 EXP	592836	12/27/17	1,447.45	78413
						<u>1,447.45</u>	
Total For Check 78413							
Check 78414							
101-172.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	23.43	78414
101-172.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	65.88	78414
101-209.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	14.20	78414
101-209.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	30.06	78414
101-215.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	28.40	78414
101-215.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	39.49	78414
101-219.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	14.20	78414
101-219.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	29.83	78414
101-301.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	213.00	78414
101-301.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	305.82	78414
101-336.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	42.60	78414
101-336.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	59.25	78414
101-372.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	14.20	78414
101-372.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	15.39	78414
101-400.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	14.20	78414
101-400.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	18.50	78414
101-441.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	28.40	78414
101-441.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	44.27	78414
208-751.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	14.20	78414
208-751.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	22.57	78414
271-790.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	28.40	78414
271-790.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	32.46	78414
588-588.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	56.80	78414
588-588.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	60.70	78414
640-444.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	28.40	78414
640-444.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	36.29	78414
699-441.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	99.40	78414
699-441.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	DEC 2017	12/01/17	116.28	78414
						<u>1,496.62</u>	
Total For Check 78414							
Check 78415							
208-751.000-726.000	SUPPLIES	TEAM SPORTS, INC	4 - VOLLEYBALLS	366093/1	12/21/17	151.96	78415
						<u>151.96</u>	
Total For Check 78415							
Check 78416							
202-450.000-801.000	CONTRACTUAL SERVICES	THOMPSON CONSTRUCTION	ASPHALT CUTOUTS	2017-00206	11/17/17	2,774.82	78416
203-450.000-801.000	CONTRACTUAL SERVICES	THOMPSON CONSTRUCTION	ASPHALT CUTOUTS	2017-00206	11/17/17	13,547.54	78416
						<u>16,322.36</u>	
Total For Check 78416							
Check 78417							
588-588.000-801.000	CONTRACTUAL SERVICES	TRI COUNTY INT'L TRUC	RPR DART #63	JS15992	11/22/17	3,551.54	78417
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	TRI COUNTY INT'L TRUC	DRAIN VALVES	Multiple	11/22/17	72.44	78417
						<u>3,623.98</u>	
Total For Check 78417							
Check 78418							
247-900.000-801.000	CONTRACTUAL SERVICES	TRITERRA	HAZARDOUS MATERIAL TESTING FOR THE	03209	10/25/17	925.00	78418
						<u>925.00</u>	
Total For Check 78418							
Check 78419							
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	TRUCK & TRAILER SPECI	HYD MOTOR, SPINNER MOTOR, CURB GUA	DSO001431	12/14/17	405.84	78419
						<u>405.84</u>	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 78419							
Total For Check 78419						405.84	
Check 78420							
101-265.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	Multiple	12/21/17	31.02	78420
101-336.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	CONTRACTUAL LINEN SERVICE	154 0011829	12/28/17	23.50	78420
101-441.000-742.000	CLOTHING / UNIFORMS	UNIFIRST CORP	RUGS/UNIFORMS - DPS	Multiple	12/14/17	75.14	78420
101-441.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	RUGS/UNIFORMS - DPS	Multiple	12/14/17	41.40	78420
640-444.000-742.000	CLOTHING / UNIFORMS	UNIFIRST CORP	RUGS/UNIFORMS - DPS	Multiple	12/14/17	26.32	78420
640-444.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	RUGS/UNIFORMS - DPS	Multiple	12/14/17	54.42	78420
Total For Check 78420						251.80	
Check 78421							
208-751.000-726.000	SUPPLIES	URBAN GRAFFITI	BASKETBALL UNIFORMS	Multiple	12/28/17	2,632.50	78421
Total For Check 78421						2,632.50	
Check 78422							
101-175.000-850.000	INSURANCE	VESTED RISK STRATEGIE	ANNUAL FIRE INSURANCE - PARK HOUSE	453952	12/18/17	690.07	78422
Total For Check 78422						690.07	
Check 78423							
101-265.000-726.000	SUPPLIES	WALMART COMMUNITY	CLEANING SUPPLIES - CH	NOV 2017	12/18/17	45.11	78423
208-751.000-726.000	SUPPLIES	WALMART COMMUNITY	PORTABLE HOOPS	NOV 2017	12/18/17	356.00	78423
271-790.000-726.000	SUPPLIES	WALMART COMMUNITY	SUPPLIES FOR CHILD PROG/CLEANING	NOV 2017	11/18/17	10.58	78423
271-792.000-726.000	SUPPLIES	WALMART COMMUNITY	PARTY SUPPLIES	NOV 2017	12/18/17	54.23	78423
271-792.000-726.792	SUPPLIES-FROM DONATIONS	WALMART COMMUNITY	SUPPLIES FOR CHILD PROG/CLEANING	NOV 2017	11/18/17	22.94	78423
Total For Check 78423						488.86	
Check 78424							
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	WELLS EQUIPMENT SALES	MIRROR ARM	IN48462	11/23/17	15.22	78424
Total For Check 78424						15.22	
Check 78425							
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPL	WHITES WELDING SERVIC	FLAT STEEL	83412	12/14/17	5.00	78425
Total For Check 78425						5.00	
Check 78426							
244-174.000-801.000	CONTRACTUAL SERVICES	WLNS TV	HILLSDALE HOLIDAY 2017 PACKAGE ADV	111417-COHEDC	12/14/17	400.00	78426
Total For Check 78426						400.00	
Check 78427							
271-792.000-982.000	BOOKS	WORLD BOOK SCHOOL AND	ENCYCLOPEDIA	CQ493912013	12/22/17	599.00	78427
Total For Check 78427						599.00	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
			Fund Totals:				
			Fund 101 GENERAL FUND			61,127.65	
			Fund 202 MAJOR ST./TRUNKLINE FUND			16,827.54	
			Fund 203 LOCAL ST. FUND			24,903.79	
			Fund 208 RECREATION FUND			4,249.77	
			Fund 244 ECONOMIC DEVELOPMENT CORP F			400.00	
			Fund 247 TAX INCREMENT FINANCE ATH.			1,235.40	
			Fund 265 DRUG FORFEITURE/GRANT FUND			243.90	
			Fund 271 LIBRARY FUND			5,378.72	
			Fund 401 CAPITAL IMPROVEMENT FUND			4,595.00	
			Fund 588 DIAL-A-RIDE FUND			7,614.65	
			Fund 640 REVOLVING MOBILE EQUIP. FUN			5,955.07	
			Fund 699 DPS LEAVE AND BENEFITS FUND			9,806.75	
			Total For All Funds:			142,338.24	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 68663							
582-175.000-930.000	REPAIRS & MAINTENANCE	A CLEAN START	OFFICE CLEANING	816022	11/30/17	75.00	68663
590-175.000-930.000	REPAIRS & MAINTENANCE	A CLEAN START	OFFICE CLEANING	816022	11/30/17	37.50	68663
591-175.000-930.000	REPAIRS & MAINTENANCE	A CLEAN START	OFFICE CLEANING	816022	11/30/17	37.50	68663
Total For Check 68663						150.00	
Check 68664							
582-543.000-726.000	SUPPLIES	AMERICAN COPPER AND B	SUPPLIES FOR POWER PLANT	Multiple	11/30/17	33.92	68664
Total For Check 68664						33.92	
Check 68665							
582-000.000-110.000	INVENTORY	ANIXTER POWER SOLUTIO	INVENTORY	3737554-00	11/30/17	477.50	68665
Total For Check 68665						477.50	
Check 68666							
582-543.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE - CENTREX LINES	Multiple	11/30/17	225.65	68666
590-175.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE - CENTREX LINES	517437098611	11/30/17	51.57	68666
590-547.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE - CENTREX LINES	517437098611	11/30/17	25.81	68666
591-175.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE - CENTREX LINES	517437098611	11/30/17	51.57	68666
591-545.000-925.000	TELEPHONE	AT&T	TELEPHONE SERVICE - CENTREX LINES	517437098611	11/30/17	25.78	68666
Total For Check 68666						380.38	
Check 68667							
582-000.000-040.000	ACCOUNTS RECEIVABLE	BASS, DAVID E	UB refund for account: 025787	12/01/2017	11/30/17	197.00	68667
Total For Check 68667						197.00	
Check 68668							
582-000.000-040.000	ACCOUNTS RECEIVABLE	BOLAK, AMANDA D	UB refund for account: 025346	12/01/2017	11/30/17	22.00	68668
Total For Check 68668						22.00	
Check 68669							
582-175.000-801.000	CONTRACTUAL SERVICES	CHESTNEY PUBLISHING	ADS	7054	11/30/17	25.00	68669
590-175.000-801.000	CONTRACTUAL SERVICES	CHESTNEY PUBLISHING	ADS	7054	11/30/17	12.50	68669
591-175.000-801.000	CONTRACTUAL SERVICES	CHESTNEY PUBLISHING	ADS	7054	11/30/17	12.50	68669
Total For Check 68669						50.00	
Check 68670							
582-175.000-930.000	REPAIRS & MAINTENANCE	CINTAS CORPORATION	MATS, TOWELS & RUGS	Multiple	11/30/17	421.91	68670
582-543.000-801.000	CONTRACTUAL SERVICES	CINTAS CORPORATION	RUGS - PP	Multiple	11/30/17	183.58	68670
590-175.000-930.000	REPAIRS & MAINTENANCE	CINTAS CORPORATION	MATS, TOWELS & RUGS	Multiple	11/30/17	210.96	68670
591-175.000-930.000	REPAIRS & MAINTENANCE	CINTAS CORPORATION	MATS, TOWELS & RUGS	Multiple	11/30/17	210.96	68670
Total For Check 68670						1,027.41	
Check 68671							
582-544.000-730.000	VEH./EQUIP. MAINT. SUPPL	CITY OF HILLSDALE	SAFETY SIGNS/BARRICADES	Multiple	11/30/17	1,206.27	68671
591-543.000-930.000	REPAIRS & MAINTENANCE	CITY OF HILLSDALE	MATERIALS/SUPPLIES FROM DPS	11202017-3	11/30/17	176.30	68671
591-544.000-930.000	REPAIRS & MAINTENANCE	CITY OF HILLSDALE	SAFTEY SIGNS/BARRICADWS	112017-2	11/30/17	127.27	68671
Total For Check 68671						1,509.84	
Check 68672							
582-000.000-040.000	ACCOUNTS RECEIVABLE	CLARK, CYNTHIA S	UB refund for account: 026225	12/01/2017	11/30/17	10.00	68672
Total For Check 68672						10.00	
Check 68673							
582-000.000-040.000	ACCOUNTS RECEIVABLE	DENDY, TERRY L	UB refund for account: 026440	12/01/2017	11/30/17	2.37	68673
590-000.000-040.000	ACCOUNTS RECEIVABLE	DENDY, TERRY L	UB refund for account: 026440	12/01/2017	11/30/17	1.49	68673

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 68673							
591-000.000-040.000	ACCOUNTS RECEIVABLE	DENDY, TERRY L	UB refund for account: 026440	12/01/2017	11/30/17	1.11	68673
						<u>4.97</u>	
Total For Check 68673							
Check 68674							
582-000.000-123.000	PREPAID EXPENSES	DOBERMAN TECHNOLOGIES	SERVER ROOM TEMP MONITOR SUBSCRIPT	CW-6711	11/30/17	65.00	68674
582-175.000-801.200	COMPUTER	DOBERMAN TECHNOLOGIES	MONTHLY SUPPORT FOR DECEMBER	CW-6726	11/30/17	2,960.00	68674
590-000.000-123.000	PREPAID EXPENSES	DOBERMAN TECHNOLOGIES	SERVER ROOM TEMP MONITOR SUBSCRIPT	CW-6711	11/30/17	32.50	68674
590-175.000-801.200	COMPUTER	DOBERMAN TECHNOLOGIES	MONTHLY SUPPORT FOR DECEMBER	CW-6726	11/30/17	1,480.00	68674
591-000.000-123.000	PREPAID EXPENSES	DOBERMAN TECHNOLOGIES	SERVER ROOM TEMP MONITOR SUBSCRIPT	CW-6711	11/30/17	32.50	68674
591-175.000-801.200	COMPUTER	DOBERMAN TECHNOLOGIES	MONTHLY SUPPORT FOR DECEMBER	CW-6726	11/30/17	1,480.00	68674
						<u>6,050.00</u>	
Total For Check 68674							
Check 68675							
582-000.000-040.000	ACCOUNTS RECEIVABLE	DONIHUE, KERI L	UB refund for account: 035142	12/01/2017	11/30/17	41.92	68675
590-000.000-040.000	ACCOUNTS RECEIVABLE	DONIHUE, KERI L	UB refund for account: 035142	12/01/2017	11/30/17	17.29	68675
591-000.000-040.000	ACCOUNTS RECEIVABLE	DONIHUE, KERI L	UB refund for account: 035142	12/01/2017	11/30/17	11.79	68675
						<u>71.00</u>	
Total For Check 68675							
Check 68676							
582-175.000-726.200	OFFICE SUPPLIES	FAMILY FARM & HOME	OFFICE SUPPLIES	A62958	11/30/17	24.45	68676
582-543.000-726.000	SUPPLIES	FAMILY FARM & HOME	BOLTS FOR ENGINES	Multiple	11/30/17	20.06	68676
						<u>44.51</u>	
Total For Check 68676							
Check 68677							
582-000.000-040.000	ACCOUNTS RECEIVABLE	FOX, ANDREW J	UB refund for account: 026837	12/01/2017	11/30/17	10.94	68677
590-000.000-040.000	ACCOUNTS RECEIVABLE	FOX, ANDREW J	UB refund for account: 026837	12/01/2017	11/30/17	7.66	68677
591-000.000-040.000	ACCOUNTS RECEIVABLE	FOX, ANDREW J	UB refund for account: 026837	12/01/2017	11/30/17	6.56	68677
						<u>25.16</u>	
Total For Check 68677							
Check 68678							
582-544.000-726.800	SUPPLIES - OPERATIONS	GELZER & SON INC	NON-STOCK BULB	C263037	11/30/17	22.99	68678
						<u>22.99</u>	
Total For Check 68678							
Check 68679							
582-000.000-040.000	ACCOUNTS RECEIVABLE	HALL, TABETHA S	UB refund for account: 022346	12/01/2017	11/30/17	34.00	68679
						<u>34.00</u>	
Total For Check 68679							
Check 68680							
582-175.000-801.000	CONTRACTUAL SERVICES	HILLSDALE CO ROAD COM	YEARLY BLANKET PERMIT FEE	121717	11/30/17	50.00	68680
						<u>50.00</u>	
Total For Check 68680							
Check 68681							
582-544.000-861.000	TRAINING & SEMINARS	HILLSDALE COLLEGE	CONFERENCE ROOM FOR MUTUAL AID MEE	28444	11/30/17	159.00	68681
						<u>159.00</u>	
Total For Check 68681							
Check 68682							
582-000.000-123.000	PREPAID EXPENSES	HILLSDALE MEDIA GROUP	SUBSCRIPTION NOTICE	0161251	11/30/17	105.00	68682
590-000.000-123.000	PREPAID EXPENSES	HILLSDALE MEDIA GROUP	SUBSCRIPTION NOTICE	0161251	11/30/17	52.50	68682
591-000.000-123.000	PREPAID EXPENSES	HILLSDALE MEDIA GROUP	SUBSCRIPTION NOTICE	0161251	11/30/17	52.50	68682
						<u>210.00</u>	
Total For Check 68682							
Check 68683							
582-000.000-110.000	INVENTORY	IRBY CO	INVENTORY	Multiple	11/30/17	2,003.55	68683
						<u>2,003.55</u>	
Total For Check 68683							

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Check 68684 582-543.000-930.000	REPAIRS & MAINTENANCE	KENDALL ELECTRIC	PARTS FOR COOLING TOWER CONTROL BO	S106242784.001	11/30/17	51.93	68684
			Total For Check 68684			51.93	
Check 68685 582-000.000-040.000	ACCOUNTS RECEIVABLE	KNIGHT, CHARLOTTE J	UB refund for account: 013225	12/01/2017	11/30/17	32.00	68685
			Total For Check 68685			32.00	
Check 68686 582-175.000-801.000 590-175.000-801.000	CONTRACTUAL SERVICES CONTRACTUAL SERVICES	KSS ENTERPRISES KSS ENTERPRISES	ROLL TOWEL, TOILET BOWL CLEANER, M ROLL TOWEL, TOILET BOWL CLEANER, M	1063770 1063770	11/30/17 11/30/17	87.60 110.60	68686 68686
			Total For Check 68686			198.20	
Check 68687 582-175.000-726.200 582-543.000-726.000	OFFICE SUPPLIES SUPPLIES	MARKET HOUSE MARKET HOUSE	OFFICE SUPPLIES TOILET BOWL CLEANER	108019 107713	11/30/17 11/30/17	9.98 4.02	68687 68687
			Total For Check 68687			14.00	
Check 68688 582-175.000-801.000 590-175.000-801.000 591-175.000-801.000	CONTRACTUAL SERVICES CONTRACTUAL SERVICES CONTRACTUAL SERVICES	BRAD MARTIN BRAD MARTIN BRAD MARTIN	PROCESS SERVICE PROCESS SERVICE PROCESS SERVICE	Multiple Multiple Multiple	11/30/17 11/30/17 11/30/17	36.56 18.28 18.28	68688 68688 68688
			Total For Check 68688			73.12	
Check 68689 582-543.000-726.000	SUPPLIES	MCMASTER - CARR	SUPPLIES FOR ENGINES	50509431	11/30/17	131.78	68689
			Total For Check 68689			131.78	
Check 68690 582-543.000-740.400 582-543.000-920.400	NATURAL GAS - ENGINE #6 UTILITIES - GAS	MICHIGAN SOUTH CENTRA MICHIGAN SOUTH CENTRA	NATURAL GAS PURCHASES FOR OCTOBER NATURAL GAS PURCHASES FOR OCTOBER	H 10-17 H 10-17	11/30/17 11/30/17	351.50 193.33	68690 68690
			Total For Check 68690			544.83	
Check 68691 582-000.000-040.000	ACCOUNTS RECEIVABLE	OATHOUDT, JON D	UB refund for account: 026860	12/01/2017	11/30/17	37.00	68691
			Total For Check 68691			37.00	
Check 68692 582-175.000-726.200 590-175.000-726.200 591-175.000-726.200	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	OFFICE 360 OFFICE 360 OFFICE 360	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	955254 955254 955254	11/30/17 11/30/17 11/30/17	67.98 33.99 33.99	68692 68692 68692
			Total For Check 68692			135.96	
Check 68693 582-544.000-730.000	VEH./EQUIP. MAINT. SUPPL	PARNEY'S CAR CARE	OIL CHANGE 39-15	61862	11/30/17	32.45	68693
			Total For Check 68693			32.45	
Check 68694 582-000.000-110.000	INVENTORY	POWERLINE SUPPLY	INVENTORY	56201132	11/30/17	2,126.60	68694
			Total For Check 68694			2,126.60	
Check 68695 582-175.000-715.000 582-543.000-715.000 591-175.000-715.000	HEALTH AND LIFE INSURANC HEALTH AND LIFE INSURANC HEALTH AND LIFE INSURANC	PRIORITY HEALTH PRIORITY HEALTH PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487 HEALTH INSURANCE GROUP 791487 HEALTH INSURANCE GROUP 791487	173190001715 173190001715 173190001715	11/30/17 11/30/17 11/30/17	11,053.82 1,310.73 11,840.24	68695 68695 68695
			Total For Check 68695			24,204.79	

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Check 68696							
582-000.000-110.000	INVENTORY	RESCO ELECTRIC UTILIT	INVENTORY	698874-00	11/30/17	130.00	68696
			Total For Check 68696			<u>130.00</u>	
Check 68697							
582-544.000-726.800	SUPPLIES - OPERATIONS	SPRATT'S	CHAINSAW BAR AND CHAIN 20"	157978	11/30/17	73.00	68697
			Total For Check 68697			<u>73.00</u>	
Check 68698							
582-175.000-925.000	TELEPHONE	SPRINT	SPRINT BILL CELLS IPAD ALLOCATION	893827215-121	11/30/17	92.12	68698
582-543.000-925.000	TELEPHONE	SPRINT	SPRINT BILL CELLS IPAD ALLOCATION	893827215-121	11/30/17	795.56	68698
590-547.000-925.000	TELEPHONE	SPRINT	SPRINT BILL CELLS IPAD ALLOCATION	893827215-121	11/30/17	66.78	68698
591-544.000-925.000	TELEPHONE	SPRINT	SPRINT BILL CELLS IPAD ALLOCATION	893827215-121	11/30/17	132.59	68698
			Total For Check 68698			<u>1,087.05</u>	
Check 68699							
582-175.000-726.200	OFFICE SUPPLIES	STOCKHOUSE CORPORATIO	OFFICE SUPPLIES	57114	11/30/17	32.10	68699
590-175.000-726.200	OFFICE SUPPLIES	STOCKHOUSE CORPORATIO	OFFICE SUPPLIES	57114	11/30/17	16.05	68699
591-175.000-726.200	OFFICE SUPPLIES	STOCKHOUSE CORPORATIO	OFFICE SUPPLIES	57114	11/30/17	16.05	68699
			Total For Check 68699			<u>64.20</u>	
Check 68700							
582-175.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894	11/30/17	156.20	68700
582-175.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894	11/30/17	329.67	68700
582-543.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894	11/30/17	33.44	68700
590-175.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894	11/30/17	85.20	68700
590-175.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894	11/30/17	141.42	68700
591-175.000-715.000	HEALTH AND LIFE INSURANC	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894	11/30/17	71.00	68700
591-175.000-721.000	DISABILITY INSURANCE	SUN LIFE ASSURANCE CO	INSURANCE CLIENT 020894	020894	11/30/17	109.98	68700
			Total For Check 68700			<u>926.91</u>	
Check 68701							
582-543.000-726.000	SUPPLIES	WALMART COMMUNITY	PRINTER AND SUPPLIES FOR POWER PLA	733200050552	11/30/17	137.82	68701
			Total For Check 68701			<u>137.82</u>	
Check 68702							
582-544.000-801.300	TREE TRIMMING	WRIGHT TREE SERVICE	TREE TRIMMING	111755789/11175	11/30/17	11,003.70	68702
			Total For Check 68702			<u>11,003.70</u>	
Check 68703							
582-175.000-820.000	PILOT	CITY OF HILLSDALE	PILOT EXPENSE FOR OCT 2017	10312017	11/30/17	65,681.57	68703
590-175.000-820.000	PILOT	CITY OF HILLSDALE	PILOT EXPENSE FOR OCT 2017	10312017	11/30/17	9,831.80	68703
591-175.000-820.000	PILOT	CITY OF HILLSDALE	PILOT EXPENSE FOR OCT 2017	10312017	11/30/17	6,959.14	68703
			Total For Check 68703			<u>82,472.51</u>	
Check 68704							
582-175.000-905.000	PUBLISHING / NOTICES	HILLSDALE MEDIA GROUP	ADS	171-00000849	11/30/17	246.88	68704
590-175.000-905.000	PUBLISHING / NOTICES	HILLSDALE MEDIA GROUP	ADS	171-00000849	11/30/17	123.44	68704
591-175.000-905.000	PUBLISHING / NOTICES	HILLSDALE MEDIA GROUP	ADS	171-00000849	11/30/17	123.43	68704
			Total For Check 68704			<u>493.75</u>	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
			Fund Totals:				
			Fund 582 ELECTRIC FUND			102,616.45	
			Fund 590 SEWER FUND			12,357.34	
			Fund 591 WATER FUND			21,531.04	
			Total For All Funds:			<hr/>	
						136,504.83	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Check 1048 590-000.000-158.000	CONSTRUCTION WORK IN PRO	FLEIS & VANDENBRINK	WASTEWATER BIDDING & CONSTRUCTION	Multiple	11/30/17	20,694.80	1048
			Total For Check 1048			<u>20,694.80</u>	
Check 1049 590-000.000-158.000	CONSTRUCTION WORK IN PRO	LD DOCSA ASSOCIATES,	CONSTRUCTION WORK IN PROGRESS	5610-01	11/30/17	770,613.33	1049
			Total For Check 1049			<u>770,613.33</u>	
Check 1050 590-000.000-158.000	CONSTRUCTION WORK IN PRO	MERIT NETWORK INC	SEWATERING PROJECT	84501	11/30/17	450.00	1050
			Total For Check 1050			<u>450.00</u>	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
			Fund Totals:				
			Fund 590 SEWER FUND			791,758.13	
			Total For All Funds:			<u>791,758.13</u>	

CITY COUNCIL MINUTES

City of Hillsdale
Council Chambers
December 4, 2017
7:00 P.M.

Regular Meeting

Call to Order and Pledge of Allegiance

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

Roll Call

Mayor Adam Stockford called the meeting to order.

Council Members present:	Adam Stockford, Mayor R. Gregory Stuchell, Ward 1 Brian Watkins, Ward 1 Timothy Dixon, Ward 2 William Morrissey, Ward 2 Bruce Sharp, Ward 3 William Zeiser, Ward 3 Matthew Bell, Ward 4 Raymond Briner, Ward 4
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Council Members absent:	None
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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), Chris McArthur (BPU), Alan Beeker (Zoning), Mary Hill (Library), Ginger Moore (Airport), Scott Curry (Airport), Ray Szarafinski (AAC), Corey Murray (Hillsdale Daily News), Erik Moore, Joseph Hendee, Peter Merritt, Dave Morris, Jason Walters, Alexis Kozub, George Allen, Charles Sharp, Brandon Thomas, Joseph Hendee, Ruth Brown, Michael Mitchell, Ted Jansen, Dennis Wainscott, Penny Swan, and Ray Szarafinski.

Approval of Agenda

Council Member Morrissey, seconded by Council Member Dixon, moved to approve the December 4, 2017 agenda as presented. By a voice vote, the motion carried unanimously.

Public Comment

Ms. Penny Swan, 192 South West Street, objected to the hangar purchase being placed on the agenda and argued public comment was not offered at the evening's Finance Committee meeting until after the committee members had finalized the action items on the agenda. Ms. Swan stated Mr. Walters had not fulfilled his contract as the airport manager and should not be provided with a profit on the sale of his hangar. Ms. Swan encouraged the City Council to simply take ownership of the hangar following the termination of the lease scheduled for October 2018.

Mr. Joseph Hendee, 181 Rea Street, argued the city could obtain ownership and control over the airport hangars after the lease had expired without having to compensate the current owners. Mr. Hendee noted the plans for a new airport hangar had not be funded and with the city's high poverty rate, the Council should direct public funding towards more prudent expenses. A copy of Mr. Hendee's written communication was filed with the City Council papers for the meeting.

Mr. Ted Jansen, Hillsdale Street, commended city staff for organizing the special Council Meeting on November 28, 2017 that discussed the new branding campaign. Mr. Jansen also discussed the national tax plan before Congress, which may decrease the funding received by the city for future infrastructure improvements.

Mr. Jack McLain, 1445 South Bunn Road, stated city staff had not complied with the Planning Commission by-laws by failing to publish the vacancy announcement in the Hillsdale Daily News. Mr. McLain also noted the City Council should review all committee applications received by city staff, not just the applications of those recommended for appointment. Mr. McLain argued the city's boards and commissions should be representative of the city's population.

Mr. Scott Curry, Assistant Manager of the Hillsdale Municipal Airport, discussed the current tenants at the airport hangars and voiced support for the recommendation for the city to purchase the hangars from their current owners.

Ms. Kay Freese, 8360 Grass Lake Road, objected to the appointment of Mr. Jansen to the Airport Advisory Committee (AAC) due to past allegations and civil actions filed by Mr. Jansen against the city. Ms. Freese also objected to the appointment of Penny Swan to the Zoning Board of Appeals (ZBA) due to comments made by Ms. Swan on social media that were critical of the City of Hillsdale and city employees.

Consent Agenda

- A. Approval of Bills
 - 1. City Claims of November 16, 2017: \$125,038.85
 - 2. BPU Claims of November 16, 2017: \$258,361.19
 - 3. Payroll of November 16, 2017: \$166,996.88
- B. City Council Minutes
 - 1. November 20, 2017 Regular Meeting
 - 2. November 28, 2017 Special Meeting

C. BPU Board Minutes of October 10, 2017

Council Member Morrissey, seconded by Council Member Watkins, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Bell	Aye
	Council Member Briner	Aye
	Council Member Dixon	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stuchell	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Stockford	Aye

Motion passed 9-0.

Communications/Petitions

A. Paul W. Smith “Pure Michigan” Tour 2018

City Manager Mackie reviewed the information received in regards to the Paul Smith Tour that would promote the Hillsdale area during a day-long stop on May 4, 2018. City Manager Mackie noted the costs associated with the event would be shared between Hillsdale College, Hillsdale Hospital, and the City of Hillsdale.

B. Fall Leaf Collection Report

Council Member Bell, Council Member Sharp, and Mayor Stockford all commended Director Hammel and his crew for the excellent work on collecting leaves throughout the city.

DPS Director Hammel reported the department had completed its leaf collection program for 2017 and any leaves that remained could be deposited by residents at the compost site. Mr. Hammel noted that any leaves that remained in the roadway or on the terraces would need to be moved back onto private property until the spring clean-up began in 2018.

C. Airport Capital Improvement Plan (ACIP)

Mr. Nic Patterson, Senior Aviation Engineer with RS&H, provided a review of the airport’s Capital Improvement Plan and detailed recent meetings between city representatives and the Michigan Department of Transportation’s (MDOT) Office of Aeronautics concerning that plan. A map detailing the 2018-2024 projects was included in the overview.

Responding to a question from Council Member Stuchell, City Manager Mackie noted Council Member Watkins had requested the Power Point presentation entitled, “The Value and Importance of Your Community Airport” be included in the City Council packet for the meeting. City Manager Mackie stated the handout detailed the funding mechanisms for the airport and the importance of local aviation facilities.

Council Member Stuchell noted the many commercial airports that were located within 90 minutes of Hillsdale and the competition that existed between the city and those sites. Council Member Stuchell questioned if the city had an economic partner for the projects that would assist in the local-match dollars required for the proposed improvements. Council Member Stuchell also questioned if the airport had communicated with existing aviation businesses, such as the medical helicopter companies, to encourage their use of Hillsdale Airport. Council Member Stuchell opined the city had the infrastructure in place at the airport, but was not utilizing the existing infrastructure to its full potential. Council Member Stuchell noted a website regarding the airport included information that was dated and erroneous. Council Member Stuchell discussed the need for the city to fund many other needs including road repairs, fire truck replacement, and other utility improvements.

City Manager Mackie reported the website www.hillsdaleairport.com was owned by a private individual and not administered by the City of Hillsdale. City Manager Mackie assured Council that the information about the airport on the city’s website had been updated with the correct contact information on a timely basis. City Manager Mackie also discussed the priorities that were included in the city’s annual budget and the need to budget for all of the city’s departments and not only specific projects or offices.

Council Member Stuchell questioned if the city had performed a feasibility study on the planned improvements to the airport to determine if continued improvements made to the airport were financially prudent during a time when the city had other infrastructure needs.

Council Member Bell questioned if public entities could change the ACIP based on available funding or due to a change in priorities by the governing body. Mr. Patterson responded that the ACIP could always be amended and did not require the managing entity to guarantee funding for projects that were planned in future years.

Responding to a question from Council Member Stuchell, City Manager Mackie noted the city continued to pursue funding partners for the airport improvements, including Hillsdale College and other private businesses. City Manager Mackie reported the city had sold over 10,000 gallons of aviation fuel in the past three months, which provided the airport with extra funding from the profits earned from those sales. Council Member Stuchell questioned if the city should first locate a funding partner for the airport improvements before engaging in the capital expansion plans for the facility. City Manager Mackie noted the city continued to budget the 5% local match funding to allow the planned improvements at the airport to continue.

Introduction and Adoption of Ordinance/Public Hearing

There were no ordinances or public hearings on the meeting agenda.

Unfinished Business

There were no unfinished business items on the meeting agenda.

Old Business**A. Updated 425 Agreement with Fayette Township**

Mayor Stockford reported a conflict of interest on the issue, as his employer contracted with Meijer for certain personnel services. Mayor Stockford announced he would abstain from the discussion and vote on this issue. Due to this conflict, Mayor Pro-Tem Morrissey presided over the meeting during this agenda topic.

Mayor Pro Tem Morrissey reported two changes that had been made to the 425 Agreement with Fayette Township since the Council had provided initial approval at the November 20, 2017 meeting. Mayor Pro Tem Morrissey reported the changes were made to the definition of “developer”, in addition to a modification to the starting deadline for the project from 20 to 10 years.

City Manager Mackie reviewed the public hearing held by Fayette Township and noted the township board was unable to reach a consensus on the agreement during that meeting. City Manager Mackie stated the township was scheduled to discuss this matter at their next regularly scheduled meeting on December 11, 2017. City Manager Mackie noted city staff was in support of the proposed changes to the agreement as detailed by Mayor Pro Tem Morrissey.

Council Member Sharp reported he had also attended the public hearing at Fayette Township and voiced his continued support of the project. Council Member Sharp noted many unanswered questions would be addressed when the actual site plan was presented by Meijer.

Council Member Zeiser read a quote from a Fayette Township board member concerning the proposed 425 Agreement and potential Meijer project. Council Member Zeiser encouraged Fayette Township to vote on the issue at their next regular meeting and noted this issue had generated a lot of comments and interest from the general public.

City Manager Mackie noted the City of Hillsdale had shared information with Fayette Township when it was prudent, as the discussions with Meijer were often very sensitive. City Manager Mackie stated a planning committee comprised of representatives from Fayette Township and the City of Hillsdale would be created to review any site plans and address any issues with developments in the affected area.

Council Member Briner encouraged citizens to contact the representatives of Fayette Township in regards to this issue.

Council Member Bell noted the importance to respect other elected bodies and to allow them to discuss and determine their own will on these issues.

City Manager Mackie stated the questions and concerns raised about increased traffic on Taylor Road would be addressed after a site plan was received for the development and a traffic study could be performed for the site.

Council Member Watkins, seconded by Council Member Zeiser, moved to approve the updated 425 Agreement with Fayette Township as presented.

Roll call:	Council Member Bell	Aye
	Council Member Briner	Aye
	Council Member Dixon	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stuchell	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Stockford	Abstain

Motion passed 8-0.

B. Airport Hangar Appraisals and Purchase Agreements

City Manager Mackie discussed the ACIP plan for the Hillsdale Airport and the reasons associated with purchasing the privately owned hangars by the city. City Manager Mackie reviewed the recommendation by the Finance Committee to amend the proposed purchase agreements with JW Enterprises and Mr. Scott Riker. City Manager Mackie stated the changes would require a review of the first appraisal to take into consideration the existing lease agreement with the City of Hillsdale; and, extend the due diligence period to 60 days and the deadline for closing to 90 days.

Council Member Dixon added the Finance Committee had recommended the appraisal also include the determination of fair market value of the hangar, in lieu of past Council discussions about the first appraisal that based the value on construction costs.

Council Member Stuchell questioned the assertion that there were 4,356 square feet of finished area in Mr. Walter's hangar, based on the pictures that were included in the appraisal. Council Member Stuchell noted many of the pictures detailed unfinished construction including drywall, molding, and the like, while many questions remained regarding inspections and final approvals of the improvements made by Mr. Walters. Council Member Stuchell questioned the city's costs to finalize the construction improvements that would be necessary prior to any final approvals by local or state building officials.

City Manager Mackie reported the Hillsdale County Building Inspector had provided final approval of the hangar and reported the improvements made by Mr. Walters were in compliance with all building and construction codes. City Manager Mackie noted Mr. Walters was still removing some personnel effects from the hangar and some clean-up would be required after the sale was completed.

Council Member Stuchell noted the approval of improvements made to a commercial structure, such as an airport hangar, required a Professional Engineer (PE) stamp of approval, which was more than could be provided by the Hillsdale County Building Inspector. Council Member Stuchell voiced his objection to the hangar sales until MDOT had provided their approval of the improvements made by Mr. Walters. Council Member Stuchell also questioned assertions made by Mr. Hendee earlier in the meeting that the city would simply obtain ownership of the hangars after the leases expired in October 2018, without having to expend any public funds.

City Attorney Thompson reported the existing contracts do not permit the city to simply retain ownership of the hangars if the leases expired, but the hangars would remain the personal property of the hangar owners. Mr. Thompson also noted the 25-year lease was set to automatically renew in October 2018 for an additional five-year term, unless one of the parties notified the other that they wished to terminate the lease agreement. Mr. Thompson discussed the value of the hangar based on the lease agreement, which led him to recommend the initial appraisal be reviewed to take into consideration the fair market value of the structure.

City Manager Mackie reported the ACIP included the city's purchase of the privately owned hangars so that a new terminal and fueling center could be constructed on the site of those hangars. City Manager Mackie also reviewed the funding for the hangar purchases and the estimated credits that would be provided to the city following the airport apron construction project, as the apron project had been completed under budget.

Council Member Bell requested City Manager Mackie provide a report on the actual reimbursement funds received from MDOT regarding to the airport apron project at an upcoming Council meeting.

Council Member Stuchell requested written clarification that MDOT had provided approval to the city in regards to the improvements made by Mr. Walters in his hangar. Mr. Patterson noted MDOT would most likely not comment on the improvements made to the hangar, but concerned themselves with the overall use of the hangar for aeronautical purposes. Mr. Patterson stated that MDOT relied on local building officials to provide construction approvals for improvements made within the actual hangar structure.

City Manager Mackie reported MDOT had inspected the hangar, had made surprise inspections to the hangar, and were aware of the businesses operated within Mr. Walter's hangar, after they had received anonymous complaints about the modifications made to the hangar.

Council Member Stuchell questioned the funding sources that would be necessary to complete the improvements that had been initiated by Mr. Walters. City Manager Mackie stated that any improvements would be funded through the airport's annual budget.

Council Member Bell, seconded by Council Member Zeiser, moved to approve the amended airport purchase agreements with JW Enterprises and Mr. Scott Riker, as referenced in the Finance Committee's recommendations.

Roll call:	Council Member Bell	Aye
	Council Member Briner	Aye
	Council Member Dixon	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stuchell	No
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Stockford	Aye

Motion passed 8-1.

New Business

There was no New Business on the agenda.

Miscellaneous Reports

Mayor Stockford reported that he had requested to review all applications that were received by city staff for board or commission appointments. Mayor Stockford also noted that City Charter required all appointments to be confirmed by Council and appointments could not be made at the sole discretion of the mayor. Mayor Stockford noted the community involvement of Mr. Jansen and Ms. Swan and voiced concern at the personal viewpoints made by Ms. Freese regarding those appointments earlier in the meeting.

City Manager Mackie noted there was a question as to who was responsible for the appointments to the Tax Increment Financing Authority (TIFA). City Manager Mackie stated the issue would be reviewed by City Attorney Lovinger for clarification. Mr. Lovinger noted that regardless of nomination, any appointment to TIFA required approval by the entire Council.

- A. Re-appointments of Ms. Donna LoPresto, Ms. Jean Porter, and Ms. Juli Yoder to the Election Commission

Council Member Morrissey, seconded by Council Member Bell, moved to reappoint Ms. Donna LoPresto, Ms. Jean Porter, and Ms. Juli Yoder to the Election Commission.

Roll call:	Council Member Bell	Aye
	Council Member Briner	Aye

Council Member Dixon	Aye
Council Member Morrissey	Aye
Council Member Sharp	Aye
Council Member Stuchell	Aye
Council Member Watkins	Aye
Council Member Zeiser	Aye
Mayor Stockford	Aye

Motion passed 9-0.

B. Appointment of Mr. Eric Swisher to the Planning Commission

Council Member Morrissey, seconded by Council Member Watkins, moved to appoint Eric Swisher to the Planning Commission. By a voice vote, the motion passed.

C. Re-appointment of Mr. Ray Szarafinski to the Airport Advisory Committee (AAC)

Council Member Morrissey, seconded by Council Member Watkins, moved to reappoint Mr. Ray Szarafinski to the Airport Advisory Committee (AAC). By a voice vote, the motion passed unanimously.

D. Appointment of Mr. Ted Jansen to the Airport Advisory Committee (AAC)

Council Member Morrissey, seconded by Council Member Watkins, moved to appoint Mr. Ted Jansen to the Airport Advisory Committee. By a voice vote, the motion passed unanimously.

E. Appointment of Ms. Penny Swan to the Zoning Board of Appeals

Council Member Morrissey, seconded by Council Member Watkins, moved to appoint Ms. Penny Swan to the Zoning Board of Appeals. By a voice vote, the motion passed unanimously.

City Manager’s Report

City Manager Mackie:

1. Commended everyone who was involved with the successful Hillsdale Business Association’s “Light Up” Parade on Saturday, December 2, 2017.
2. Stated a follow-up meeting for the city’s branding initiative would be held on January 10, 2018 at 6:00 p.m.
3. Announced the first meeting in January 2018 may be cancelled due to the holiday.
4. Publically congratulated retiring BPU Director Barber after 39 years of dedicated service to the utility.

General Public Comment

Ms. Alexis Kozub, 32 E. Carleton Avenue, voiced support for the construction of a new Meijer store in Hillsdale and stated that if the new store was built, residents with special needs could use Dial-a-Ride Transportation (DART) to travel to the store and purchase things they needed.

Mr. Jack McLain, 1445 S. Bunn Road, argued the City Council should have reviewed Mr. Jackson's application to the Planning Commission. Mr. McLain also questioned how many licensed airport managers there were in the State of Michigan and if one had to be licensed through the state to be an airport manager. Mr. McLain also questioned the rules of order for the planning committee that would be created if the 425 Agreement was approved with Fayette Township.

Mr. Joseph Hendee, 181 Rea Street, stated his earlier complaint regarding non-compliance of Mr. Walter's hangar at the airport had been directed to the state's Department of Licensing and Regulatory Affairs (LARA), and not the Michigan Department of Transportation (MDOT), as was indicated by Mr. Thompson earlier in the meeting.

Mr. Ted Jansen thanked Council for the appointment to the Airport Advisory Committee (AAC). Mr. Jansen also commended everyone who assisted with the "Light Up" Holiday Parade.

Council Comments

Council Member Sharp stated the selection of the proposed Meijer location was due to the proximity to M-99 and not due to the location being situated in Fayette Township, rather than the City of Hillsdale. Council Member Sharp also discussed the importance of purchasing a new ladder truck for the Fire Department, due to the poor condition of the current truck.

Council Member Zeiser commented on the airport hangar discussion and stated government should not be involved in the "taking" of private property. Council Member Zeiser stated the purchase of the hangars should be based on fair market value of the hangars and the purchase should not be considered a "bail-out" for either seller.

Council Member Morrissey questioned if the City Attorney should be present at Planning Commission or Zoning Board of Appeals meetings to provide legal guidance, if needed. City Attorney Lovinger noted that he or Attorney Thompson had attended previous Planning Commission or ZBA meetings at the request of city staff. City Attorney Lovinger noted that his office was also actively involved with staff to review items that were presented to either the Planning Commission or ZBA prior to committee consideration and approval.

Council Member Stuchell requested city staff present an update on the improvement project at the wastewater treatment plant at an upcoming Council meeting.

Adjournment

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

The meeting adjourned at 9:05 p.m.

Adam L. Stockford, Mayor

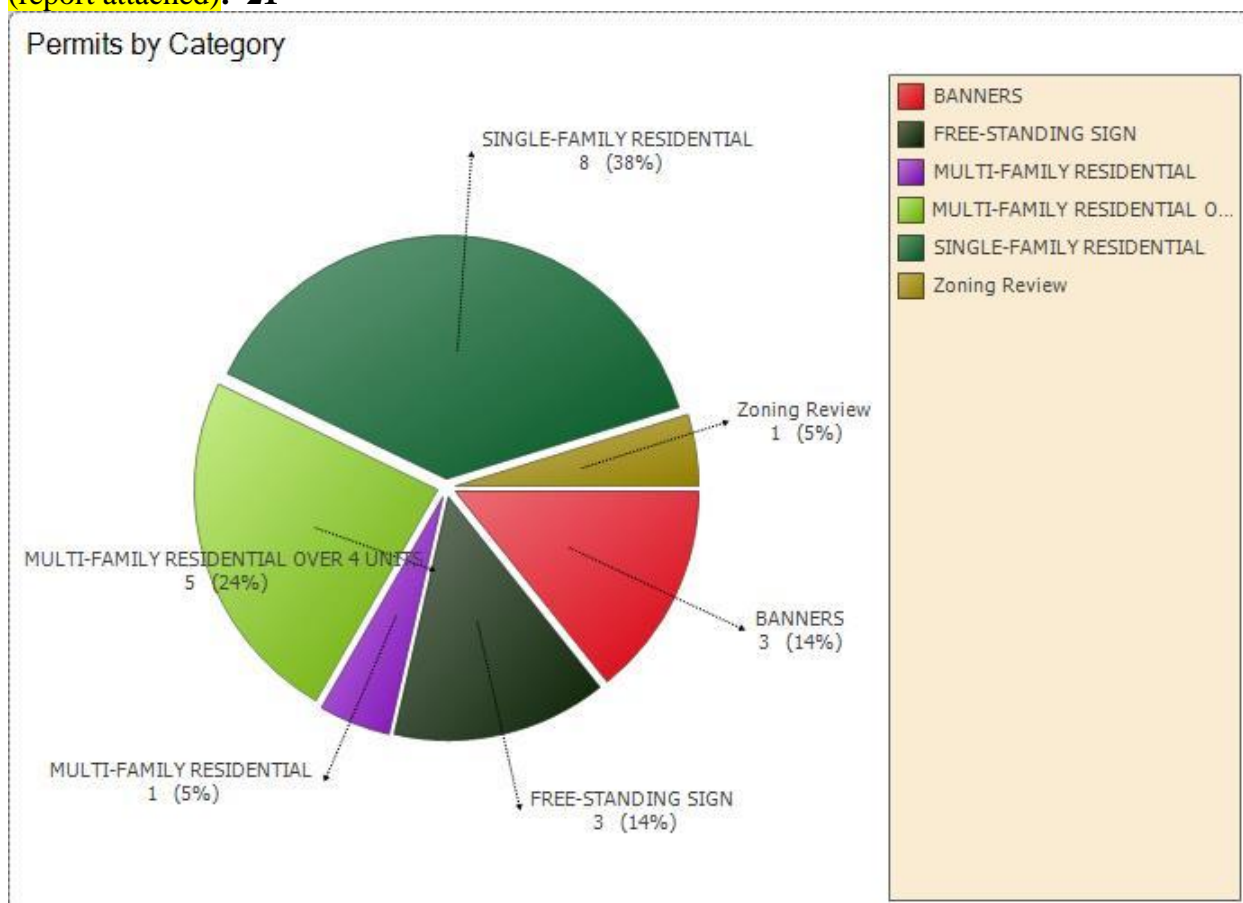
Stephen M. French, City Clerk

City of Hillsdale Agenda Item Summary

Meeting Date: December 18, 2017
Agenda Item: Consent Agenda
SUBJECT: November 2017 Code Enforcement Report
Prepared by: Kimberly Thomas, Assessor/Code Official

Code Enforcement Statistics as of 8:37 a.m., December 1, 2017:

- Total Open Enforcements: **388**
- New Enforcements opened in **November 2017: 12**
- Enforcements closed in **November 2017: 24**
- Inspections completed in **November 2017** (including permits): **91**
- Permits (Use & Occupancy/Zoning Compliance/Signs/Fences) issued in **November 2017** (report attached): **21**



- **November 2017 Revenues** (report attached): **\$880.**

TOP 25 CODE ENFORCEMENT PRIORITIES

Prepared by Code Enforcement staff

Properties removed from Top 25 this month:

- **61 S Howell St** (single-family residence – exterior maintenance violations). Enforcement opened 2010. New roof 2016, exterior painting and related improvements in progress. **Only item remaining to be corrected is painting of the trim around some of the first floor windows.**
- **33 Charles St** (posted unfit for occupancy 2015 due to sanitation violations and lack of maintenance). 5/8/2017 Temporary Use & Occupancy approved for 6 months for downstairs unit only pending repair of exterior (paint) – **exterior violations corrected verified corrected by fire department 11/13/2017. Upper floor still not habitable as a separate unit but not considered to be a nuisance.**
- **49 Westwood St** (single-family residence – bank foreclosure, purchased by current owner 7/20/2012). Owner requested extension through October 30, 2017 to finish the siding & soffit. **Only remaining item to complete is painting the garage.**

Top 25 Code Enforcement Priorities Remaining:

1. **23/25 N Broad St** (unmaintained/unsafe downtown building) Unresolved use & occupancy permit violations dating back to at least 2006. The structure has been posted as unsafe/unfit for human occupancy. Evidence of structural work completed without permits - county building inspection approval required prior to occupancy. Signs of structural failure (falling bricks, cracks along foundation and outer walls, etc...). The planning administrator toured the building with an architect in February 2015 at TIFA's request in order to evaluate it for possible purchase – the architect stated, “There are serious structural, environmental, infrastructure, and code safety issues associated with the building.” He expressed concern that demolition and/or continued deterioration of this building could affect the structural integrity of the remainder of the buildings on this block to the north and recommended a detailed study by a structural engineer to determine the cause and severity of the failure. The owner had the structure evaluated by an engineer in June 2016 and his attorney has indicated that the owner wishes to repair the structure to a usable condition. The work must be completed timely, under the supervision of a structural engineer and with the proper permits through the county inspection department. Due to a lack of reasonable progress toward this goal, a demolition order was issued 1/24/2017, giving the owner 30 days to submit a specific plan to demolish or repair the structure. 3/29/2017 IPMC Notice of Violation issued regarding foundation erosion caused by water from improper sloping of sidewalk (along south side of building). 7/6/2017 Civil Infraction Notice of Violation issued for failure to maintain exterior of structure – no response, fine not paid. Re-issued as citation 7/25/2017. **Waiting for hearing to be scheduled by District Court.** New barricade erected by DPS 8/7/2017 to block sidewalk adjacent to building due to safety concerns. 10/3/2017 Invoice for quarterly rental of sidewalk barricades added to winter tax bill (unpaid). **Sent invoice for October sidewalk barricade rental.**
2. **58 N West St** (Vacant eight-unit residential structure, unrepaired 2011 fire damage) - Declared a nuisance by council on November 16, 2015 – 60 days to demolish or otherwise bring into compliance. Property sold December 15, 2015. Staff met with the

new owner's contractor on December 22 and walked through the structure to determine the extent of the damage from the fire and extended the deadline for repair to allow time to develop a viable plan for future use of the property. NEZ District established 4/17/2017. **No progress as of 12/1/2017.**

3. **60 N West St** (same owner as 58, 5-unit residence converted in 1948 from single family, structure posted unfit for occupancy 2014 due to lack of structural maintenance and sanitation violations). Complete upgrade of electrical systems required prior to issuance of a new certificate of occupancy along with repair of all structural deficiencies per County Inspector. **See 58 N West.** Owner has indicated he plans to start renovation on this building first.
4. **55 S Broad St** (posted unsafe by County Building Inspector 2009, declared public nuisance by Council 5/19/2014 – New owner November 11, 2015. Repaired broken windows. Owner submitted request for extension to find & secure licensed contractors to begin repairs by 2/12/2017 (within 90 days of sale of Reading house – also a rehabbed structure). Foundation repair completed, but no other progress appears to have been made. Civil infraction issued 8/7/2017. Owner paid fine and submitted an extension request indicating that the next phase of construction would be started in October with a projected completion date of June 2018. **County building permit issued 11/27/2017 for renovations.** Code Enforcement staff will do a progress inspection in February.
5. **65 S Norwood Ave** (abandoned, unsafe residence) – New owner 7/7/2015, plans to do complete remodel. County building permit issued 8/10/2015, renewed thru 9/27/2018. **Recent progress has been observed.**
6. **178 N Manning St** (Posted unfit for occupancy 11/25/2015 due to no water service & obvious lack of maintenance, possibly still owner-occupied). 12/2015 Front porch completely rebuilt by licensed contractor. No other repairs made. Mail to property and to last known post office box returned unable to forward, but owner's car has been seen at the property as recently as October 11, 2017.
7. **22 W St Joe St** (abandoned, posted unfit for occupancy 3/23/2016). 2008 land contract, apparently defaulted but nothing recorded. Formerly used as duplex, planned to convert back to single family. Partially boarded up, stone front porch crumbling, no utilities for several years. 10/25/2017 requested plan within 30 days for repair or demolition – work to commence within 6 months. **Owner is claiming he is unable to do anything with this property due to a financial award in a judgment made against him in an unrelated case.**
8. **4 Spring St** (abandoned foreclosed residence, purchased by current owner 3/6/2008) – Renovation started, but no meaningful recent progress. Grass is mowed regularly and structure is secured. May 2016 – new windows & doors installed. Owner missed proposed deadline for completion of December 2016. Civil Infraction Notice of Violation issued 4/24/2017, fine paid.
9. **4/50/80 S Wolcott St** (unsafe structures, demolition debris, former dump site – purchased by church for future building site). 6/16/2015 Met with owner's agent to discuss specific goals and set a tentative timeline. Regularly submitting pictures of clean-up progress – dependent on volunteer labor. Discussed possible future demolition under grant, but indicated they would prefer to repair the existing structure.
10. **10 S Wolcott St** (abandoned residence sold at 2011 tax sale, purchased 3/27/2014 by adjacent property owner's agent). **See 4/50/80 S Wolcott St.**

- 11. 155 N Manning St** (*vacant structure since 2012 or prior*). Current owner purchased from Freddie Mac (foreclosure) 10/23/2012 with the intention of repairing and either selling or renting – minimal progress to date. Complaints that the structure is not adequately secured against trespassers. Owner submitted extension request 8/21/2017 indicating he planned to convert the structure to a 2-unit (previously 4-unit). Currently using it for storage for projects at other locations. Plans to replace all windows & doors, repair porch and complete one 3-bedroom unit upstairs by the end of August 2018. **Property sold 11/29/2017 – new owner has been in contact with planning department and has indicated that he plans to begin renovations as soon as possible.**
12. **72 S Broad St** (*vacant structure – posted unsafe by county inspector 11/9/2012*). Current owner purchased 5/16/1985, sold on land contract 4/1/2010. The purchaser defaulted after the structure was posted unsafe. Permits were pulled for renovation and repairs 6/23/2014 but little to no progress was made other than general clean-up of the exterior. Now listed for sale, property is to be sold “as is” with the understanding that the new owner would be responsible for bringing the structure up to code. Owner has indicated that if it does not sell by 4/5/2017 they will sell it at auction. Property has not been sold. Civil infraction issued 8/7/2017. Requested extension through October 31, 2017 to auction property and finalize sale. Auction was held September 21, 2017. Buyer at auction also owns other houses on top 25 list – requested and was refused extension on other properties due to purchasing this house. **Property was instead sold to different individual. The new owner has applied for a building permit and intends to have the exterior completed by May 2018 with a full completion by October 2018.**
13. **280 Spring St** (*single-family residence – purchased by current owner in 2000*). Sold on unrecorded land contracts & defaulted two or more times, ongoing problems with tall grass, vermin infestation, etc. Civil Infraction issued 8/15/2017.
14. **199/203 Griswold St** (*vacant structures – yard is maintained but buildings are not. 203 was moved to this location in the 1970’s and never completed*). Work in progress.
15. **324 E Bacon St** (*abandoned residence, foreclosure*). New owner (LLC out of Hudson) 12/28/2016. Plans to rehab & sell.
16. **38 Highland Ave** (*unmaintained single family residence*). Current owner purchased at tax sale 9/11/2012. Permit pulled 2013 for new windows and roof. Some improvements have been made but structure is still vacant. Civil infraction issued 8/31/2016 for grass over 10”. Reportedly sold March 2017 – new owner spoke with Alan. Now occupied, no use & occupancy permit, sale documents not recorded, unresolved exterior maintenance violations. Civil infraction issued to owner of record 8/24/2017, fine paid but no permit application submitted and no inspection scheduled.
17. **16 Hillsdale St** (*former depot, part occupied by Hillsdale Feed Co – owner is attempting to purchase part of adjacent railroad property for parking & building expansion and renovation*). Economic Development is assisting owner in getting cooperation from RR/MDOT for purchase of adjacent property.
18. **40 Budlong St** (*dilapidated garage, 2010 Use & Occupancy Permit never approved due to unresolved violations – owner-occupied residence*). At least three civil infraction tickets have been issued since 2015 with no correction other than to close the broken garage door. Civil infraction issued 7/7/2017.
19. **115 E Bacon St** (*Stock’s Mill*) – Marvo Properties became the owner on August 27, 2015, and they have made significant progress toward cleaning up the exterior property

area. Temporary Occupancy Permit issued 9/25/2017 for use of lower level for haunted mill tours (minimal improvements made for safety).

20. 101 S Howell St (former 2-unit apartment, permits pulled 2012 to convert to single family). Enforcement opened 2009. Significant progress has been made, but not completed.
21. 3 Greenwood St (single-family residence – sold on unrecorded land contract). Enforcement opened 2011. Exterior maintenance violations (paint, roof, etc...). Repairs are being made by occupant.
22. 48 Greenwood St (2012 fire, 2011 hoarding/solid waste violations) –demolition permit pulled September 29, 2015 with an expiration date of January 29, 2016. Declared public nuisance by Council on 2/15/2016 (60 days compliance order to expire April 15, 2016). County demolition permit expired March 28, 2016. Property included in the 2016 Blight Elimination Program grant request, owner refused to sign demolition agreement, Council issued demolition order April 18, 2016. Property owner signed agreement to complete conversion of structure to garage in compliance with state building code by 9/11/2016. 3/1/2017 new owner (daughter & son-in-law, grandson & another individual). 6/27/2017 building permit issued by county to restore house to livable condition – inspector has approved all work completed to date.
23. 108 S Howell St (2/20/2013 cited for peeling paint, very little progress seen). **Added to top 25 December 1, 2017 due to age of enforcement.**
24. 106 Hillsdale St (5/17/2013 cited for peeling paint – partially corrected but additional violations have been observed). **Added to top 25 December 1, 2017 due to age of enforcement.**
25. 53 S West St (5/17/2013 cited for peeling paint – partially corrected but additional violations have been observed). **Added to top 25 December 1, 2017 due to age of enforcement.**

Staff will continue to work with legal counsel to determine the best procedure to follow in each case to obtain court orders to bring properties into compliance where the owner has not been willing and/or able to do so and the violations are presenting a public safety concern. A full report will be made in any case where Council action is required to move forward.

Monthly Permit List

Sign

PS2017-024 REFACE EXISTING FREE-STANDING SIGN FOR 'LOVINGER
& THOMPSON'
91 S BROAD ST DATE ISSUED: 11/06/2017

PS2017-025 REFACE EXISTING FREE- STANDING SIGN FOR 'PARAGON'
3010 MECHANIC ST DATE ISSUED: 11/06/2017

PS2017-026 NEW INTERNALLY LIT CAB. SIGN FOR 'VAN HORN EAGLE
FUNERAL HOME'
40 S MANNING ST DATE ISSUED: 11/15/2017

TEMPORARY SIGNAGE

PTS2017-039 1 BANNER 24 SQ FT 3'x6'
"DEER ACCIDENT" BANNER
99 W CARLETON RD DATE ISSUED: 11/07/2017

PTS2017-012 18 S.F. SIGN FOR 'FREE BREAKFAST'
45 N MANNING ST DATE ISSUED: 11/16/2017

PTS2017-019 18 S.F. SIGN FOR 'FREE COMMUNITY SUPPER'
45 N MANNING ST DATE ISSUED: 11/01/2017

Use and Occupancy

PUO2017-257 USE AND OCCUPANCY - SINGLE FAMILY RESIDENTIAL
70 GREENWOOD ST DATE ISSUED: 11/28/2017

PUO2017-324 USE AND OCCUPANCY- MULTI FAMILY RESIDENTIAL
OVER 4 UNITS
14 CARRIAGE PARK DATE ISSUED: 11/15/2017

PUO2017-330 USE AND OCCUPANCY- MULTI FAMILY RESIDENTIAL
OVER 4 UNITS
64 APPLE RUN LN DATE ISSUED: 11/13/2017

PUO2017-331 USE AND OCCUPANCY- MULTI FAMILY RESIDENTIAL
OVER 4 UNITS
33 APPLE RUN LN DATE ISSUED: 11/13/2017

PUO2017-341 USE & OCCUPANCY FOR RESIDENTIAL SINGLE FAMILY
306 SCENIC DR DATE ISSUED: 11/01/2017

PUO2017-342 USE AND OCCUPANCY- MULTI FAMILY RESIDENTIAL
OVER 4 UNITS (8 GRACELAND DR)
8 Graceland DR DATE ISSUED: 11/20/2017

12/01/17

Monthly Permit List

2/2

Permit.DateIssued in <Previous month> [11/01/17 - 11/30/17]

PUO2017-343	USE AND OCCUPANCY- MULTI FAMILY RESIDENTIAL OVER 4 UNITS (40 GRACELAND DR)	
	40 Graceland DR	DATE ISSUED: 11/20/2017

PUO2017-350	USE AND OCCUPANCY- SINGLE FAMILY RESIDENTIAL	
	29 S WEST ST	DATE ISSUED: 11/16/2017

PUO2017-352	USE AND OCCUPANCY- SINGLE FAMILY RESIDENTIAL	
	115 READING AVE	DATE ISSUED: 11/28/2017

PUO2017-355	USE AND OCCUPANCY- MULTI FAMILY RESIDENTIAL APT	
	3 211 N MANNING ST APT 3	DATE ISSUED: 11/28/2017

PUO2017-347	USE AND OCCUPANCY- SINGLE FAMILY RESIDENTIAL	
	74 N NORWOOD AVE	DATE ISSUED: 11/14/2017

PUO2017-353	USE AND OCCUPANCY- SINGLE FAMILY RESIDENTIAL	
	63 S HOWELL ST	DATE ISSUED: 11/16/2017

PUO2017-300	USE & OCCUPANCY FOR RESIDENTIAL SINGLE FAMILY	
	114 E FAYETTE ST	DATE ISSUED: 11/01/2017

PUO2017-346	USE AND OCCUPANCY- SINGLE FAMILY RESIDENTIAL	
	122 LUMBARD ST	DATE ISSUED: 11/13/2017

Zoning Permit

PZ2017-035	NEW HOUSE AND CARPORT ON VACANT LOT	
	VARIANCE VV17-004 ISSUED 2017-11-08 1'-0" SETBACK VARIANCE ALONG SOUTH PROPERTY LINE SETBACK ONLY.	
	352 HILLSDALE ST	DATE ISSUED: 11/09/2017

Permit Total: 21

Revenue by Category Detail

12/01/2017

INSPECTION		
RE-INSPECTION	6	150.00
<hr/>		
INSPECTION totals	6	150.00
SIGN PERMIT		
Free Standing/Monument	1	50.00
SIGN REFACE	2	50.00
<hr/>		
SIGN PERMIT totals	3	100.00
SITE PLAN REVIEW		
APPLICATION REVIEW	3	150.00
<hr/>		
SITE PLAN REVIEW totals	3	150.00
TEMP SIGNAGE		
BANNER	1	5.00
<hr/>		
TEMP SIGNAGE totals	1	5.00
USE & OCCUPANCY PERMIT		
USE AND OCCUPANCY PERMIT APPLICATION FEE	19	475.00
<hr/>		
USE & OCCUPANCY PERMIT totals	19	475.00
<hr/>		
Grand Totals	32	880.00

Report Filter Query:

Transaction.DateToPostOn in <Previous month> [11/01/17 - 11/30/17]

Population: All Records

Transaction.DateToPostOn in <Previous month>
[11/01/17 - 11/30/17]



006-427-435-03

61 S HOWELL ST

2017-11-27 1



006-427-435-03

61 S HOWELL ST

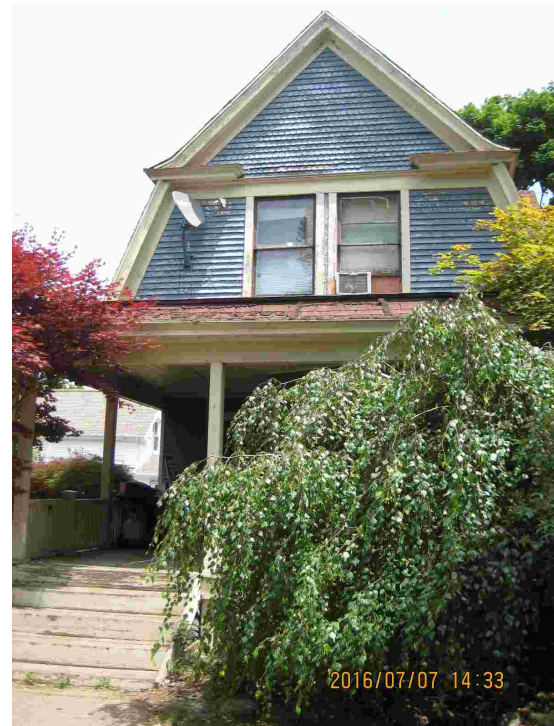
2017-11-27



427-435-03

61 S HOWELL ST

2016-12-13 CODE ENFORCEM427-435-03



61 S HOWELL ST

2016-07-07 CODE ENFORCEM



006-427-435-03

61 S HOWELL ST

2015-09-25



006-427-435-03

61 S HOWELL ST

61 HOWELL



006-426-356-10

33 CHARLES ST & 33½

2017-12-01 1



006-426-356-10

33 CHARLES ST & 33½

2017-12-01



126-356-10

33 CHARLES ST & 33½

2016-05-20 CODE ENFORCEM



33 CHARLES ST & 33½

2016-05-20 CODE ENFORCEN



2016.03.16 14:25



02.24.2016 10:50

426-356-10 33 CHARLES ST & 33½ 2016-03-16 CODE ENFORCEME 26-356-10 33 CHARLES ST & 33½ 2016-02-24 CODE ENFORCEME



02.24.2016 10:44



426-356-10 33 CHARLES ST & 33½ 2016-02-24 CODE ENFORCEM-426-356-10 33 CHARLES ST & 33½ 33 CHARLES ST - 2-8-16



126-356-10 33 CHARLES ST & 33½

2016-02-08 CODE ENFORCEMENT

33 CHARLES ST & 33½

2016-02-08 CODE ENFORCEMENT



126-356-10 33 CHARLES ST & 33½

2015-12-14 CODE ENFORCEMENT

33 CHARLES ST & 33½

2015-12-14 CODE ENFORCEMENT



426-356-10

33 CHARLES ST & 33½

2015-07-06 CODE ENFORCEMENT



426-356-10

33 CHARLES ST & 33½

2015-04-24 CODE ENFORCEMENT



426-356-10

33 CHARLES ST & 33½

2015-02-17 CODE ENFORCEMENT



426-356-10

33 CHARLES ST & 33½

2014-06-19 CODE ENFORCEMENT



426-356-10 33 CHARLES ST & 33½ 2014-03-12 CODE ENFORCEM



426-356-10 33 CHARLES ST & 33½ 2013-10-18 CODE ENFORCEM



006-426-356-10 33 CHARLES ST & 33½ 33 CHARLES



006-227-252-40

49 WESTWOOD ST

2017-12-01 1



006-227-252-40

49 WESTWOOD ST

2017-12-01

**Minutes of the City of Hillsdale Public Safety Committee
Held at 1800 on November 27, 2017
Hillsdale City Fire Department**

Meeting called to order @ 1800.

Members present: Bruce Sharp, Brian Watkins. Member Ray Briner excused.

City Manager Mackie and Chief Hephner provided an overview of the disposal of Engine 331 (sold on GovDeals.com for \$3152) and the current situation with our ladder truck, which is out of service for the foreseeable future.

The truck failed inspection due to faulty hydraulic cylinders, support system and load cushions. The state halted inspection until those issues are corrected. This would cost \$25k or more. Once inspection resumes, other issues are expected to arise, increasing the cost of keeping the 34yo truck in service. Even after great expense, the truck would be unreliable.

It was agreed that a replacement should be found, with several options put forward as to locating a truck and how to fund it.

Ordering a new, custom-built truck would take over a year and cost \$850k to \$1M +
Ordering a demo model would be faster, and cost around \$815k
Used trucks can be had for varying amounts and in varying conditions. The existing (failed) truck was purchased used as a stop-gap fix, but never replaced.

It was suggested that if possible, a new or nearly-new truck should be purchased to ensure longevity of service and not “kicking the can” of a reliable truck purchase down the road.

Committee requested that Mackie and Hephener meet with the committee again in two weeks to provide sourcing and funding options for a replacement truck.

Chief Hephner advised the committee that the exhaust evacuation system in the fire house has failed and needs to be replaced at a cost of \$45k - \$47k. Remedial measures are being taken in the meantime.

The per-run billing system recently implemented by Council has collected \$1,000 to date. Some issues with the process were brought to light, including the fact that on a recent fire run, over \$2k worth of turn-out gear and hoses were ruined, which wouldn't be covered by the per-run amount. It was suggested an update to the policy be considered that would charge a flat fee or actual costs, whichever was greater.

Ambulance service for the City was also discussed. REU is working with the City to explore a partnership while also seeking to improve funding for their service. An update on the topic will be provided by Chief Hephner at a later meeting.

Meeting adjourned @ 1917

Minutes submitted by Ward 1 Councilman Brian Watkins, Committee Chair.

Public Safety Committee Minutes 12/12/17
6:30 pm Hillsdale City Fire Station

Members present: Bruce Sharp, Ray Briner, Brian Watkins
(Member Brian Watkins arrived at 6:38pm)

As requested by the committee at its previous meeting, Chief Hephner shared a memo from City Manager Mackie that outlined a short term-plan to purchase a replacement platform truck and repair the OSHA required exhaust evacuation system in the fire station.

The memo suggests using \$300k from the increased BPU pilot that was budgeted for streets last year to purchase a used platform truck and repair the exhaust evac system. It is important to note that these funds WOULD NOT be coming from the recent millage increase designated for a street sinking fund, nor would they be coming from the planned Garden, Vine, Meade and Rippon projects slated for 2018.

The committee discussed the plan at length and while it agreed using street funds for a fire truck was a desperate move, the committee also agreed that these were desperate times in the area of fire department funding and felt the City Managers plan was the best option.

The committee went on to discuss a long-term solution. It was agreed that a fire protection millage was needed to provide a sustainable, fully funded and operational fire department to protect our citizens and their property.

The committee voted in favor of the following recommendation to City Council:

- Utilize the \$300,000 set aside in last year's budget for street repair to purchase a quality used ladder truck and replace the existing in-building vehicle exhaust system.
- Place a 1.0 mil Fire Protection Millage proposal on the ballot in May 2018
- Allow millage funds to accrue for 5 years (barring any emergency fire apparatus needs) and replace the platform truck purchased in 2018 with either a quality used truck, or a new truck, whichever the department and council deem appropriate at the time.

Votes: Sharp- YES Briner- YES Watkins- YES

Committee agreed that there would need to be a strong effort by both council and city staff and fire staff to communicate with the citizens regarding the need for the millage.

Chair Watkins will draft a recommendation to Council to be included in the Dec 18th packet.

7:54 pm adjourned

Respectfully Submitted,

Brian Watkins, Ward 1 Councilman



Hillsdale County
community foundationSM

For good. For ever.

December 5, 2017

Ms. Mary Hill
Hillsdale Community Library
11 E Bacon St
Hillsdale MI 49242

Dear Ms. Hill,

The HCCF Grant Committee has met and made recommendations to the Board of Trustees to determine the distribution of the Community Investment Fund. We are pleased to announce a grant in the amount of \$4,502.44 was approved for the Early Literacy Center in the Children's Services Area. This funding is to assist with the costs associated with the purchase of equipment, as outlined in the proposed budget submitted with your grant application.

Enclosed, you will find a Grant Agreement explaining the terms of your grant and your responsibilities as a grant recipient. Please return the completed Grant Agreement to our office so we can arrange for distribution. Should you have any questions regarding the requirements, please feel free to give me a call at 517.439.5101.

The Foundation is always excited to support worthwhile community projects such as yours. Best wishes to you in your endeavors.

Kind Regards,

Susan Stout
Director of Community Programs

Grant Number 5499
Enclosure



Hillsdale County
community foundationSM

For **good.** For **ever.**

December 5, 2017

Mr. Dave Mackie
City of Hillsdale Recreation Department
97 N Broad St
Hillsdale MI 49242

Dear Mr. Mackie,

The HCCF Grant Committee has met and made recommendations to the Board of Trustees to determine the distribution of the Community Investment Fund. We are pleased to announce a grant in the amount of \$9,134.00 was approved for the Fields of Dreams. This funding is to assist with the storage shed, as outlined in the proposed budget submitted with your grant application provided that no rent is charged for the use of the shed units and you provide a sign/plaque indicating that project was supported by the Hillsdale County Community Foundation.

Enclosed, you will find a Grant Agreement explaining the terms of your grant and your responsibilities as a grant recipient. Please return the completed Grant Agreement to our office so we can arrange for distribution. Should you have any questions regarding the requirements, please feel free to give me a call at 517.439.5101.

The Foundation is always excited to support worthwhile community projects such as yours. Best wishes to you in your endeavors.

Kind Regards,

Susan Stout
Director of Community Programs

Grant Number 5505
Enclosure

Waste Water Treatment Plant Update

South Clarifier: 100% complete

Replaced tank and all supporting equipment including a new splitter box that allows flow from one side of the plant to the other.

Return Activated Sludge (RAS)/ Waste Activated Sludge (WAS):

South 100% complete. Replaced the piping and pumps and installed a new tank. North still needs pump and controls replaced.

Solids Building: 95% complete

Installed a new Motor Control Center, new sludge pumps, new valves, new piping, and also installed an inline grinder, needs smart relays installed. Waiting for delivery.

Solids Capture Tank: 100% complete

Replaced with a new tank and all supporting equipment.

Plant Effluent Water (PEW): 90% complete

Installed new pumps, new controls.

Inlet Building: 50% Complete

Requires finish of HVAC system, two new pumps installed, require two new spool pieces to be installed. Controls require completion.

Tertiary Filter:

Demo is beginning. The old sand filter is being replaced with a cloth type membrane filter.

Storage/Electrical Building: 85% complete

The building needs the louvers and a door. Work in the electrical room is ongoing. Approach has been poured. HVAC needs finished.

Oxidation Ditches:

The controls will be replaced with Variable Speed Drive Motors that will operate off a signal from oxygen sensors.

Digester:

New piping and mixer will be installed along with a new roof. A hatch was cut in the side to gain access for sludge removal. All sludge has been removed and is now being power washed to prepare for inspection.

Grit System:

All new piping, blowers, and grit screw are being installed with new controls. New blowers to be installed, waiting on cure of concrete pads.

Project Area	Priority
South Clarifier	1
RAS/WAS	1
Solids Building	1
Solids Capture Tank	1
Plant Effluent Water	2
Inlet Building	3
Tertiary Filter	4
Storage Building	5
Site Electrical	5
Oxidation Ditches	6
Digester	7

Status & Schedule:

All #1 priority items are in service

#2 will be complete by Dec. 22nd

#3 can be completed 8 weeks from the Grit Tank being bypassed and emptied, approx. Feb. 10

#4 will be complete by May 4th

#5 will be complete by Feb 10

#6 will be complete by May 4th

#7 need to know how much concrete repair is necessary

Schedule Note: Additional unforeseen site conditions will affect this schedule

Total completion is scheduled for September 22, 2018 at this point.



City of Hillsdale Agenda Item Summary

MEETING DATE: December 18, 2017

AGENDA ITEM: Communications

SUBJECT: Joint Biennial Renewable Energy Plan

BACKGROUND PROVIDED BY: Chris McArthur, Interim BPU Director

PA 342 requires that municipal utilities file a twenty year plan to achieve renewable energy credit portfolio standards. Michigan South Central Power Authority (MSCPA) has completed the plan and has filed the plan jointly on behalf of its' member utilities.

No action is required of Council, as the filing only needs to be presented at a Council meeting and posted to the city's website.

The Joint Biennial Renewable Energy Plan Filing is included for your reference.

Municipal Electric Provider

Joint Submittal by the Michigan South Central Power Agency

**Renewable Energy Plan Filing
Under PA 342 which amended Act 295**

On Behalf of Its Members; the

Village of Clinton – MPSC Case No. U-16603,

City of Coldwater – MPSC Case No. U-16604,

City of Hillsdale – MPSC Case No. U-16616,

City of Marshall – MPSC Case No. U-16622, and the

Village of Union City – MPSC Case No. U-16636

This joint filing by the Michigan South Central Power Agency (MSCPA) on behalf of its Members, the Village of Clinton, the City of Coldwater, the City of Hillsdale, the City of Marshall, and the Village of Union City, complies with Public Act 342 of 2016, which amends Act 295 of 2008 (the Act), the related December 4, 2008 Michigan Public Service Commission Order (MPSC Case No. U-15800), the related October 4, 2011, December 6, 2012 and March 28, 2017 Michigan Public Service Commission Orders entered in each of the cases associated with this filing (MPSC Case Nos. U-16603, U-16604, U-16616, U-16622, U-16636).

Section 25 (2) of the Act requires municipal utilities to file a twenty year plan to achieve renewable energy credit portfolio standards that are specified in Section 27. The plan must be filed with the MPSC within 120 days of the MPSC's temporary order, issued pursuant to Section 171. Each electric provider's plan must do the following:

- a) Describe how the provider will meet the RPS standards;
- b) Specify whether the number of megawatt hours of electricity used in the calculation of the renewable energy credit portfolio will be weather normalized or based on the average number of megawatt hours of electricity sold by the electric provider annually during the previous 3 years to retail customers in this state;
- c) Include the expected incremental cost of compliance with the renewable energy standards;
- d) Describe the manner in which the provider will allocate costs.

This document and its attachments satisfy all of the requirements of Section 25 (2) for the twenty year period running from 2009 through 2028.

Section 25 (2) (a) "Describe how the provider will meet the renewable energy standards"

The MSCPA, on behalf of its Members, will meet the renewable energy standards through the use of:

- a) Existing hydro resources for the City of Marshall and the Village of Union City; (*Section 11 (g) (iv) (B) and Section 11 (i) of Acts 342 and 295*)
- b) Existing hydro resources under purchase power agreements with N.E.W. Hydro, LLC; (*Section 11 (g) (iv) (B) and Section 11 (i) of Acts 342 and 295*)
- c) New hydro resources (AMP Hydro 1) currently operating through AMP; (*Section 11, (g) (iv) (B), Section 11 (i) and Section 29 (2) (e) of Act 342*). *This unit was previously qualified under Section 29 (2) (f) of Act 295.*
- d) New hydro resource (AMP Greenup) currently operating through AMP; (*Section 11 (g) (iv) (B), Section 11 (i) and Section 29 (2) (e) of the Act 342*)
- e) New hydro resource (AMP Meldahl) currently operating through AMP; (*Section 11 (g) (iv) (B), Section 11 (i) and Section 29 (2) (e) of the Act 342*)

The above described resources are further described in Attachment A.

Section 25 (2) (b) “Specify whether the number of megawatt hours of electricity used in the calculation of the renewable energy credit portfolio will be weather normalized or based on the average number of megawatt hours of electricity sold by the electric provider annually during the previous 3 years to retail customers in this state”

The MSCPA, and each of its Members, will be calculating their renewable energy credit portfolio requirements based on the average number of megawatt hours of electricity sold by each member annually during the previous three years to retail customers in this state.

Section 25 (2) (c) “Include the expected incremental cost of compliance with the renewable energy standards”

Following the *Filing Requirements and Instructions for Renewable Energy Plans for Municipally-Owned Electric Utilities* provided in Attachment C of the MPSC Order to implement PA 295, we have provided *Attachment B – Renewable Energy Plan Surcharge Summary* which details the compliance cost for each MSCPA Member. As shown in each Member’s *Attachment B*, MSCPA Members do not anticipate any additional costs of compliance associated with the renewable energy standards. Production costs for both the current and future hydro are not expected to add to MSCPA’s energy supply costs.

Section 25 (2) (d) “Describe the manner in which the provider will allocate costs”

Due to the fact that no additional cost of compliance is anticipated, there will be no charges allocated to MSCPA Member customers.

Attachment A – MSCPA Member Renewable Energy Resources

Existing Hydro Resources

Member Resources

City of Marshall – Owns and operates an existing run-of-the-river hydro facility consisting of two units with a combined capacity of 0.319 MW. During the past three years, this facility generated a total of 2,979 megawatt hours, an annual average of 993 megawatt hours, which equates to an average annual capacity factor of 35%.

Village of Union City – Owns and operates an existing run-of-the-river hydro facility consisting of two units with a combined capacity of 0.418 MW. During the past three years, this facility generated a total of 4,057 megawatt hours, an annual average of 1,352 megawatt hours, which equates to an average annual capacity factor of 37%.

Menominee and Oconto Falls

The MSCPA Members have purchased 8.56 MW of two hydro units located at Menominee, Michigan and Oconto Falls, Wisconsin under a twenty-year PPA with N.E.W. Hydro, LLC. These units are currently in operation and MSCPA will begin receiving power on July 1, 2013 from these units. The units have an installed capacity of 8.56 MW.

The allocation of interest in these projects for the participating MSCPA members is as follows:

Member	Capacity (MW)	Expected Annual Energy (MWh)
Village of Clinton	0.56	2,615
City of Coldwater	3.43	16,092
City of Hillsdale	2.18	10,259
City of Marshall	2.06	9,655
Village of Union City	.34	1,609

During the past three years, these facilities generated a total of 121,224 megawatt hours, an annual average of 40,408 megawatt hours, which equates to an average annual capacity factor of 54%.

AMP Hydro 1

Four of the five MSCPA Members have also purchased 13.4 MW of a hydro development project (AMP Hydro 1) through AMP, an Ohio not-for-profit corporation that provides energy related services to, at present, 134 municipal members located in seven states. The original hydro project consists of the development of three hydro generation stations at existing lock and dam facilities located on the Ohio River. These units were originally scheduled to be online in 2012, but with construction delays, the first two units became commercially available during 2016 and the final unit became commercially available late summer of 2017. Collectively, these units are expected to have an installed capacity of 208 MW, with an anticipated annual capacity factor of 55%.

The allocation of interest in this project for the participating MSCPA members is as follows:

Member	Capacity (MW)	Expected Annual Energy (MWh)
Village of Clinton	0.7	3,373
City of Coldwater	6.5	31,299
City of Hillsdale	3.4	16,372
City of Marshall	2.8	13,481

Please note that although the AMP Hydro 1 REC's are qualified for the MIRECS program under Section 29 (2) (f) and Section 11 (g) (iv) (B) of Public Act 295 of 2008 or Section 29 (2) (e) of Public Act 342 of 2016, that all RECS that were generated for 2016 and 2017 were (are being) sold into other markets, therefore those RECS are neither counted nor included on the Attachment B for either 2016 or 2017 of this Biennial Plan.

New Hydro Resources

AMP Greenup

Four of the five MSCPA Members have also purchased 2.1 MW of a second hydro project (AMP Greenup) through AMP, an Ohio not-for-profit corporation. The hydro project consists of two hydro generation stations at existing lock and dam facilities located on the Ohio River. Collectively, these units are expected to have an installed capacity of 70 MW, with an anticipated annual capacity factor of 60%. This hydro project qualified for the renewable energy program, effective April 20, 2017, with the passage of Public Act 342.

The allocation of interest in this project for the participating MSCPA members is as follows:

Member	Capacity (MW)	Expected Annual Energy (MWh)
Village of Clinton	0.1	378
City of Coldwater	1.2	6,131
City of Hillsdale	.4	2,499
City of Marshall	.4	2,030

Please note that although the AMP Greenup REC's are qualified for the MIRECS program under Section 29 (2) (e) and Section 11 (g) (iv) (B) of Public Act 342 of 2016, all RECS that were generated for 2017 were (are being) sold into other markets, therefore those RECS are neither counted nor included on the Attachment B for the year 2017 of this Biennial Plan.

AMP Meldahl

Four of the five MSCPA Members have also purchased 3.2 MW of a second hydro project (AMP Meldahl) through AMP, an Ohio not-for-profit corporation. The hydro project consists of two hydro generation stations at existing lock and dam facilities located on the Ohio River. Collectively, these units are expected to have an installed capacity of 105 MW, with an anticipated annual capacity factor of 60%. This hydro project qualified for the renewable energy program, effective April 20, 2017, with the passage of Public Act 342.

The allocation of interest in this project for the participating MSCPA members is as follows:

Member	Capacity (MW)	Expected Annual Energy (MWh)
Village of Clinton	.1	576
City of Coldwater	1.7	9,342
City of Hillsdale	.7	3,807
City of Marshall	.6	3,093

Please note that although the AMP Meldahl REC's are qualified for the MIRECS program under Section 29 (2) (e) and Section 11 (g) (iv) (B) of Public Act 342 of 2016, all RECS that were generated for 2017 were (are being) sold into other markets, therefore those RECS are neither counted nor included on the Attachment B for the year 2017 of this Biennial Plan.

MUNICIPALLY OWNED ELECTRIC UTILITIES - RENEWABLE ENERGY PLAN SURCHARGE AND COMPLIANCE SUMMARY

Attachment B - Renewable Energy Plan Surcharge Summary

City of Hillsdale - MPSC Case U-16616

	Units	2009	2010	2011	2012	2013	2014	2015	2016
Annual Retail Sales (Actual/Forecast 2009-2029)	MWH	120,697	121,437	122,372	119,737	117,824	119,407	121,037	121,843
Sales Forecast (3-yr running average)	MWH				121,502	121,182	119,978	118,990	118,990
RPS Renewable Energy Credit Compliance Requirement									
RE Portfolio (Sales Forecast Multiplied by 10% through 2018, 12.5% 2019-2020, and 15% for 2021)	REC				12,150	12,118	11,998	11,899	11,899
Baseline (REC from existing RE Supply (Pre RPS))	REC				-	-	-	-	-
Additional REC necessary to meet Compliance (RE Portfolio Less Baseline)	REC				12,150	12,118	11,998	11,899	11,899
RPS Requirements Adder (2012: 20%, 2013: 33%, 2014: 50%, 2015: 100%) (ie: 20% of Additional REC necessary)	REC	0%	0%	0%	20%	33%	50%	100%	100%
REC's Required due to RPS Requirements Adder	REC	-	-	-	2,430.04	3,999.01	5,998.90	11,899.00	11,899.00
Compliance Requirement (Sum of RPS Requirements Adder above and Baseline)	REC	-	-	-	2,430.04	3,999.01	5,998.90	11,899.00	11,899.00
REC Inventory									
REC Obtained:									
<u>Generation Based</u>									
Banked from Prior Year	REC		-	-	-	3,123	10,303	15,415	15,927
Future Year REC's (up to 120 days)	REC								
Future Year Incentive REC's (up to 120 days)	REC								
Less: REC's Allocated to Prior Year	REC								-
Less: Incentive REC's Allocated to Prior Year	REC								-
Build/BOT	REC	-	-	-	-	-	-	-	-
PPA N.E.W. Hydro, LLC	REC	-	-	-	-	4,653	9,488	10,085	11,339
PPA AMP Hydro 1	REC	-	-	-	-	-	-	-	-
PPA AMP Greenup	REC	-	-	-	-	-	-	-	-
PPA AMP Meldahl	REC	-	-	-	-	-	-	-	-
<i>Subtotal (1)</i>	REC	-	-	-	-	7,776	19,791	25,500	27,266
Purchase	REC	-	-	-	5,547	6,081	748	1,392	-
Incentive (SB 213 Sec 39 (2))	REC	-	-	-	-	423	875	934	1,034
<i>Subtotal (2)</i>	REC	-	-	-	5,547	14,280	21,414	27,826	28,300
Less: Sold	REC	-	-	-	-	-	-	-	-
Less: Retired for Compliance	REC	-	-	-	(2,424)	(3,977)	(5,999)	(11,899)	(11,899)
Less: Expired	REC	-	-	-	-	-	-	-	-
Year-End REC Balance	REC	-	-	-	3,123	10,303	15,415	15,927	16,401
RPS Renewable Energy Credit Compliance Requirement									
Compliance Requirement	REC				2,431	4,000	5,999	11,899	11,899
Retired for Compliance	REC				2,424	3,977	5,999	11,899	11,899
REC Compliance Percentage (Retired for Compliance/Sales Forecast)	%				2.00%	3.28%	5.00%	10.00%	10.00%
Revenue Requirement (Renewable only)									
Build/BOT	\$'s				-	-	-	-	-
PPA	\$'s				-	227,191	456,597	485,793	546,899
REC Purchases (Sales) 2012-16 Actual, Remainder @ \$1.00 Estimated per REC	\$'s				1,473	2,350	299	696	-
Total	\$'s				1,473	229,541	456,896	486,489	546,899
\$ Per MWH/ (\$ Per REC if no Build/BOT or PPA for that year)	\$/MWH or				1	16	21	17	19
Forecasted Transfer Price	\$/MWH				133	133	133	133	133
Amount recoved through PSCR (transfer price * volume of energy or REC's)	\$'s				323,323	1,427,622	1,361,388	1,526,441	1,508,087
Incremental Cost of Compliance	\$'s				1,473	2,350	299	696	-

MUNICIPALLY OWNED ELECTRIC UTILITIES - RENEWABLE ENERGY PLAN SURCHARGE AND COMPLIANCE SUMMARY

Attachment B - Renewable Energy Plan Surcharge Summary

City of Hillsdale - MPSC Case U-16616

	Units	2017	2018	2019	2020	2021	2022	2023
Annual Retail Sales (Actual/Forecast 2009-2029)	MWH	119,032	119,270	119,509	119,748			
Sales Forecast (3-yr running average)	MWH	118,990	118,990	120,049	119,271	119,510		
RPS Renewable Energy Credit Compliance Requirement								
RE Portfolio (Sales Forecast Multiplied by 10% through 2018, 12.5% 2019-2020, and 15% for 2021)	REC	11,899	11,899	15,006	14,909	17,927	17,927	17,927
Baseline (REC from existing RE Supply (Pre RPS))	REC	-	-	-	-	-	-	-
Additional REC necessary to meet Compliance (RE Portfolio Less Baseline)	REC	11,899	11,899	15,006	14,909	17,927	17,927	17,927
RPS Requirements Adder (2012: 20%, 2013: 33%, 2014: 50%, 2015: 100%) (ie: 20% of Additional REC necessary)	REC	100%	100%	100%	100%	100%	100%	100%
REC's Required due to RPS Requirements Adder		11,899.00	11,899.00	15,006.13	14,908.88	17,926.50	17,926.50	17,926.50
Compliance Requirement (Sum of RPS Requirements Adder above and Baseline)	REC	11,899.00	11,899.00	15,006.13	14,908.88	17,926.50	17,926.50	17,926.50
REC Inventory								
REC Obtained:								
<u>Generation Based</u>								
Banked from Prior Year	REC	16,401	11,657	-	-	-	-	-
Future Year REC's (up to 120 days)	REC							
Future Year Incentive REC's (up to 120 days)	REC							
Less: REC's Allocated to Prior Year	REC	-	-	-	-	-	-	-
Less: Incentive REC's Allocated to Prior Year	REC	-	-	-	-	-	-	-
Build/BOT	REC	-	-	-	-	-	-	-
PPA N.E.W. Hydro, LLC	REC	10,259	11,339	10,259	10,259	10,259	10,259	10,259
PPA AMP Hydro 1	REC	-	16,372	16,372	16,372	16,372	16,372	16,372
PPA AMP Greenup	REC	-	2,499	2,499	2,499	2,499	2,499	2,499
PPA AMP Meldahl	REC	-	3,807	3,807	3,807	3,807	3,807	3,807
<i>Subtotal (1)</i>	REC	26,660	45,674	32,937	32,937	32,937	32,937	32,937
Purchase	REC	-	-	-	-	-	-	-
Incentive (SB 213 Sec 39 (2))	REC	923	3,062	2,964	2,964	2,964	2,964	2,964
<i>Subtotal (2)</i>	REC	27,583	48,736	35,901	35,901	35,901	35,901	35,901
Less: Sold	REC	(4,027)	(36,837)	(20,894)	(20,992)	(17,974)	(17,974)	(17,974)
Less: Retired for Compliance	REC	(11,899)	(11,899)	(15,007)	(14,909)	(17,927)	(17,927)	(17,927)
Less: Expired	REC	-	-	-	-	-	-	-
Year-End REC Balance	REC	11,657	-	-	-	-	-	-
RPS Renewable Energy Credit Compliance Requirement								
Compliance Requirement	REC	11,899	11,899	15,007	14,909	17,927	17,927	17,927
Retired for Compliance	REC	11,899	11,899	15,007	14,909	17,927	17,927	17,927
REC Compliance Percentage (Retired for Compliance/Sales Forecast)	%	10.00%	10.00%	12.50%	12.50%	15.00%	15.00%	15.00%
Revenue Requirement (Renewable only)								
Build/BOT	\$'s	-	-	-	-	-	-	-
PPA	\$'s	494,096	3,450,915	3,465,908	3,485,898	3,470,906	3,470,906	3,470,906
REC Purchases (Sales) 2012-16 Actual, Remainder @ \$1.00 Estimated per REC	\$'s	(4,027)	(36,837)	(20,894)	(20,992)	(17,974)	(17,974)	(17,974)
Total	\$'s	490,069	3,414,078	3,445,014	3,464,906	3,452,932	3,452,932	3,452,932
\$ Per MWH/ (\$ Per REC if no Build/BOT or PPA for that year)	\$/MWH or	18	70	96	97	96	96	96
Forecasted Transfer Price	\$/MWH	133	133	133	133	133	133	133
Amount recoved through PSCR (transfer price * volume of energy or REC's)	\$'s	1,364,447	4,524,261	4,380,621	4,380,621	4,380,621	4,380,621	4,380,621
Incremental Cost of Compliance	\$'s	-	-	-	-	-	-	-

MUNICIPALLY OWNED ELECTRIC UTILITIES - RENEWABLE ENERGY PLAN SURCHARGE AND COMPLIANCE SUMMARY

Attachment B - Renewable Energy Plan Surcharge Summary

City of Hillsdale - MPSC Case U-16616

	Units	2024	2025	2026	2027	2028	2029	Total Plan to Date
Annual Retail Sales (Actual/Forecast 2009-2029)	MWH							
Sales Forecast (3-yr running average)	MWH							
RPS Renewable Energy Credit Compliance Requirement								
RE Portfolio (Sales Forecast Multiplied by 10% through 2018, 12.5% 2019-2020, and 15% for 2021)	REC	17,927	17,927	17,927	17,927	17,927	17,927	
Baseline (REC from existing RE Supply (Pre RPS))	REC	-	-	-	-	-	-	-
Additional REC necessary to meet Compliance (RE Portfolio Less Baseline)	REC	17,927	17,927	17,927	17,927	17,927	17,927	
RPS Requirements Adder (2012: 20%, 2013: 33%, 2014: 50%, 2015: 100%) (ie: 20% of Additional REC necessary)	REC	100%	100%	100%	100%	100%	100%	
REC's Required due to RPS Requirements Adder		17,926.50	17,926.50	17,926.50	17,926.50	17,926.50	17,926.50	
Compliance Requirement (Sum of RPS Requirements Adder above and Baseline)	REC	17,926.50	17,926.50	17,926.50	17,926.50	17,926.50	17,926.50	251,277.46
REC Inventory								
REC Obtained:								
<u>Generation Based</u>								
Banked from Prior Year	REC	-	-	-	-	-	-	-
Future Year REC's (up to 120 days)	REC							
Future Year Incentive REC's (up to 120 days)	REC							
Less: REC's Allocated to Prior Year	REC	-	-	-	-	-	-	-
Less: Incentive REC's Allocated to Prior Year	REC	-	-	-	-	-	-	-
Build/BOT	REC	-	-	-	-	-	-	-
PPA N.E.W. Hydro, LLC	REC	10,259	10,259	10,259	10,259	10,259	10,259	170,012
PPA AMP Hydro 1	REC	16,372	16,372	16,372	16,372	16,372	16,372	196,464
PPA AMP Greenup	REC	2,499	2,499	2,499	2,499	2,499	2,499	29,988
PPA AMP Meldahl	REC	3,807	3,807	3,807	3,807	3,807	3,807	45,684
<i>Subtotal (1)</i>	REC	32,937	32,937	32,937	32,937	32,937	32,937	442,148
Purchase	REC	-	-	-	-	-	-	13,768
Incentive (SB 213 Sec 39 (2))	REC	2,964	2,964	2,964	2,964	2,964	2,964	39,855
<i>Subtotal (2)</i>	REC	35,901	35,901	35,901	35,901	35,901	35,901	495,771
Less: Sold	REC	(17,974)	(17,974)	(17,974)	(17,974)	(17,974)	(17,974)	(244,516)
Less: Retired for Compliance	REC	(17,927)	(17,927)	(17,927)	(17,927)	(17,927)	(17,927)	(251,255)
Less: Expired	REC	-	-	-	-	-	-	(495,771)
Year-End REC Balance	REC	-	-	-	-	-	-	-
RPS Renewable Energy Credit Compliance Requirement								
Compliance Requirement	REC	17,927	17,927	17,927	17,927	17,927	17,927	
Retired for Compliance	REC	17,927	17,927	17,927	17,927	17,927	17,927	251,255
REC Compliance Percentage (Retired for Compliance/Sales Forecast)	%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	
Revenue Requirement (Renewable only)								
Build/BOT	\$'s	-	-	-	-	-	-	-
PPA	\$'s	3,470,906	3,470,906	3,470,906	3,470,906	3,470,906	3,470,906	43,851,451
REC Purchases (Sales) 2012-16 Actual, Remainder @ \$1.00 Estimated per REC	\$'s	(17,974)	(17,974)	(17,974)	(17,974)	(17,974)	(17,974)	(239,698)
Total	\$'s	3,452,932	3,452,932	3,452,932	3,452,932	3,452,932	3,452,932	43,611,753
\$ Per MWH/ (\$ Per REC if no Build/BOT or PPA for that year)	\$/MWH or	96	96	96	96	96	96	88
Forecasted Transfer Price	\$/MWH	133	133	133	133	133	133	133
Amount recoved through PSCR (transfer price * volume of energy or REC's)	\$'s	4,380,621	4,380,621	4,380,621	4,380,621	4,380,621	4,380,621	60,222,400
Incremental Cost of Compliance	\$'s	-	-	-	-	-	-	4,818



City of Hillsdale Agenda Item Summary

MEETING DATE: December 18, 2017

AGENDA ITEM: Old Business

SUBJECT: Fire Department Ladder Truck Replacement and Equipment Funding Recommendations

BACKGROUND PROVIDED BY: David Mackie, City Manager

The Public Safety Committee (PSC) was tasked by the City Council to look at how we replace the Fire Department's ladder truck given its recent catastrophic failure. The PSC met on November 27th and December 12th to discuss the matter.

Attached to this summary is the recommendation of the PSC, minutes from their November 27th and December 12th meetings and a memo from the City Manager to the PSC as background on this item.

In addition, Council minutes from 2002 when the current ladder truck was purchased have been included for reference.

RECOMMENDATION

Staff recommends City Council discuss the Public Safety Committee's recommendation and decide a course of action.



City of Hillsdale Public Safety Committee

Recommendations

MEETING DATE: December 18, 2017

AGENDA ITEM: HCFD Funding

SUBJECT: Truck and Critical Equipment Replacement / Future planning

BACKGROUND PROVIDED BY: Public Safety Committee

The City's 34-year-old platform truck remains out of service due to a large number of deficiencies that resulted in a failed inspection. The cost of repairing the vehicle is prohibitive and a replacement is needed to provide adequate fire protection for our citizens and their property, as well as those to which we provide mutual aid. Aside from the platform truck, the OSHA required exhaust evacuation system in the station is inoperable and must be replaced. There are currently no funds available to purchase a replacement truck or exhaust extraction system.

The currently out of service truck was purchased used as a "short-term" fix, but no long-term plan was ever implemented. Even if we were gifted a brand-new truck, there is no mechanism in place to provide adequate upkeep and refurbishment of our fleet or firehouse.

RECOMMENDATION

The Public Safety Committee unanimously proposes the following as suggested short and long term countermeasures to ensure we do not place future councils in the situation we now find ourselves in:

Utilize the \$300,000 from BPU P.I.L.O.T. funds set aside in last year's budget for street repair to purchase a quality used ladder truck and replace the existing in-building vehicle exhaust system.

Set a public hearing for January 2nd, 2018 (or Jan. 15, 2018 if there is no 1/2/18 meeting) to discuss placing a 1.0 mil Fire Protection millage proposal on the ballot in May 2018.

Implement a 5-yr plan, using the fire protection millage funds, to provide for the regular refurbishment and replacement of fire protection equipment.

**Minutes of the City of Hillsdale Public Safety Committee
Held at 1800 on November 27, 2017
Hillsdale City Fire Department**

Meeting called to order @ 1800.

Members present: Bruce Sharp, Brian Watkins. Member Ray Briner excused.

City Manager Mackie and Chief Hephner provided an overview of the disposal of Engine 331 (sold on GovDeals.com for \$3152) and the current situation with our ladder truck, which is out of service for the foreseeable future.

The truck failed inspection due to faulty hydraulic cylinders, support system and load cushions. The state halted inspection until those issues are corrected. This would cost \$25k or more. Once inspection resumes, other issues are expected to arise, increasing the cost of keeping the 34yo truck in service. Even after great expense, the truck would be unreliable.

It was agreed that a replacement should be found, with several options put forward as to locating a truck and how to fund it.

Ordering a new, custom-built truck would take over a year and cost \$850k to \$1M +
Ordering a demo model would be faster, and cost around \$815k
Used trucks can be had for varying amounts and in varying conditions. The existing (failed) truck was purchased used as a stop-gap fix, but never replaced.

It was suggested that if possible, a new or nearly-new truck should be purchased to ensure longevity of service and not “kicking the can” of a reliable truck purchase down the road.

Committee requested that Mackie and Hephener meet with the committee again in two weeks to provide sourcing and funding options for a replacement truck.

Chief Hephner advised the committee that the exhaust evacuation system in the fire house has failed and needs to be replaced at a cost of \$45k - \$47k. Remedial measures are being taken in the meantime.

The per-run billing system recently implemented by Council has collected \$1,000 to date. Some issues with the process were brought to light, including the fact that on a recent fire run, over \$2k worth of turn-out gear and hoses were ruined, which wouldn't be covered by the per-run amount. It was suggested an update to the policy be considered that would charge a flat fee or actual costs, whichever was greater.

Ambulance service for the City was also discussed. REU is working with the City to explore a partnership while also seeking to improve funding for their service. An update on the topic will be provided by Chief Hephner at a later meeting.

Meeting adjourned @ 1917

Minutes submitted by Ward 1 Councilman Brian Watkins, Committee Chair.

Public Safety Committee Minutes 12/12/17
6:30 pm Hillsdale City Fire Station

Members present: Bruce Sharp, Ray Briner, Brian Watkins
(Member Brian Watkins arrived at 6:38pm)

As requested by the committee at its previous meeting, Chief Hephner shared a memo from City Manager Mackie that outlined a short term-plan to purchase a replacement platform truck and repair the OSHA required exhaust evacuation system in the fire station.

The memo suggests using \$300k from the increased BPU pilot that was budgeted for streets last year to purchase a used platform truck and repair the exhaust evac system. It is important to note that these funds WOULD NOT be coming from the recent millage increase designated for a street sinking fund, nor would they be coming from the planned Garden, Vine, Meade and Rippon projects slated for 2018.

The committee discussed the plan at length and while it agreed using street funds for a fire truck was a desperate move, the committee also agreed that these were desperate times in the area of fire department funding and felt the City Managers plan was the best option.

The committee went on to discuss a long-term solution. It was agreed that a fire protection millage was needed to provide a sustainable, fully funded and operational fire department to protect our citizens and their property.

The committee voted in favor of the following recommendation to City Council:

- Utilize the \$300,000 set aside in last year's budget for street repair to purchase a quality used ladder truck and replace the existing in-building vehicle exhaust system.
- Place a 1.0 mil Fire Protection Millage proposal on the ballot in May 2018
- Allow millage funds to accrue for 5 years (barring any emergency fire apparatus needs) and replace the platform truck purchased in 2018 with either a quality used truck, or a new truck, whichever the department and council deem appropriate at the time.

Votes: Sharp- YES Briner- YES Watkins- YES

Committee agreed that there would need to be a strong effort by both council and city staff and fire staff to communicate with the citizens regarding the need for the millage.

Chair Watkins will draft a recommendation to Council to be included in the Dec 18th packet.

7:54 pm adjourned

Respectfully Submitted,

Brian Watkins, Ward 1 Councilman

City of Hillsdale Public Safety Committee

MEETING DATE: December 12, 2017

DEPARTMENT: Fire Department

SUBJECT: Ladder Truck and Exhaust System Replacement

INFORMATION PROVIDED BY: City Manager David Mackie

On November 27th the Public Safety Committee met to discuss the condition of the ladder truck and Fire Department's in-building vehicle exhaust system. Both the ladder truck and in-building vehicle exhaust system are non-functioning and beyond repair.

Given the above news the Public Safety Committee asked Police and Fire Chief Scott Hephner and me to examine and recommend funding options to address these critical needs. It was discussed during the meeting identifying both short-term and long-term equipment/funding options.

The short-term equipment/funding option being recommended is utilizing the \$300,000 set aside in last year's budget for street repair to purchase a quality used ladder truck and replace the existing in-building vehicle exhaust system. The City Council has stated in the past their top two priorities are repairing the streets and public safety. These two purchases are necessary to maintain our current equipment, safety and service levels. It's anticipated a used ladder truck will be able to service the City for 10 to 15 years.

In regard to the long-term equipment/funding option, I believe this is something the Public Safety Committee needs to discuss in further detail at subsequent meetings. The primary question that needs to be answered is, does it makes sense for the City to purchase a new or quality used ladder truck in the future. If the answer is quality used ladder truck we can probably budget \$25,000-\$35,000 a year to save for this purchase. If the answer is a new ladder truck, it's my opinion the City would need to consider a dedicated millage to accomplish this goal as we would need to save \$125,000 to \$150,000 per year.

My recommendation for this evening is the Public Safety Committee build a consensus around a short-term equipment/funding option that can be recommended to the full City Council on December 18th for approval. The long-term equipment/funding option can be discussed and finalized at a later date.

June 3, 2002
 7:05 p.m.
 Council Chambers
 City Hall
 Hillsdale, Michigan

Hillsdale City Council in regular session, Honorable Douglas Ingles, Mayor presiding.

Pledge of Allegiance.

Present were Councilpersons Dorothy Bildner, Susan Mitchell, Michael Parney, Richard Pewe, Chris VanOrman, Daniel Watkins, David Williams, and Glen Ziegler.

Also present were City Manager Tim Vagle; Assistant City Manager Linda Brown; Deputy City Clerk Victoria Ladd; Rick Rose; Wes Kelley; Bruce and Beth Caswell; Patrick Flynn; Bruce Sharp; Fred Clark; Jim Pruitt, Hillsdale Daily News; and Parke Hayes, W.C.S.R.

Moved by Councilperson VanOrman, seconded by Councilperson Mitchell to approve the minutes of the May 20, 2002 regular Council meeting, as recorded in the Official Minute Book. Motion carried.

Public comments regarding agenda items:

Bruce Caswell, 8940 E. Bacon Rd., spoke to Council about his plans if he should be elected State Representative and asked for Council's support at the August Primary.

Bruce
Caswell

Consent Agenda:

Consent
Agenda

A. Approval of Bills:

The following claims and payroll were presented by the Finance Committee:

BILLS APPROVED MAY 23, 2002	
ABS Service, Inc.	\$32.00
AGA Gas, Inc.	48.35
American Office Solutions	362.11
Aquila	884.75
Arrow Swift Printing	61.35
Audio Editions	661.49
Auto Parts Center	2.91
Baker & Taylor Entertainment	1,154.28
Beck Chevrolet	1,302.65
Bell Equipment Co.	297.96
Blue Cross & Blue Shield	39,230.01
Bob's Lawn Care	2,531.70
BOCA International	54.00
Borck's Outdoor Service	5,100.00
Branch-Hillsdale-St. Joseph	76.00
Carpenter Deliver Service	229.50
Central Ford Truck Sales, Inc.	219.79
Cintas Corporation	458.02
City of Hillsdale	1,360.07
Clark Electric Inc.	44.00
Coldwater Board of Publ Util	101.74
Leo Cooper	155.00
Craig Wickham Tree Svc.	10,440.00
D.A.R.E. America	67.29
Dally Tire Co.	699.30
DuBois Trucking & Excav.	2,320.00
Farm Plan	147.07
Garren Scientific, Inc.	26.40
Gelzer & Son Inc.	23.28
Heffernan Soft Water Svc	40.50
Hillsdale Office Supply	233.98
Hillsdale Radiator Svc.	50.00

Jackson Truck Service	211.72
Jill's Office Supply	374.86
Kustom Signals	94.38
Michigan CAT	94.44
Michigan Municipal League	5,321.00
Michigan Municipal WC Fund	12,439.00
Mill Creek Lumber	35.38
Miller's Lawn Care, Inc.	128.57
Murphy's Catering	400.00
Nat'l Fire Protection Assoc.	83.95
Debbie Newsome	48.75
Nye Uniform Co.	228.66
Oasis Car Wash	80.00
Old Dominion Brush	1,000.00
Parney's Car Care	66.50
Performance Automotive	24.40
Performance Plus Ribbons	182.34
Professional Building Maint.	48.33
Quality Computing	348.95
Rehmann Robson - Jac Office	740.00
Rite Aid	6.92
Margret Rosenberry	8.00
S & S Trophy	42.00
James Scheibner	1,958.33
State of Michigan	210.00
State of Michigan	21,623.41
Step Up Cleaning, Inc.	1,050.00
Sud-Z Cleaners	30.60
Tetra Tech MPS Consulting	1,483.41
Time Industrial Inc.	1,175.66
Titan Industries	139.73
Top Quality Chemicals	309.75
Treadway Graphics	12.00
Trevathan's Sew-Vac Center	29.95
United Parcel Service	10.14
United Rentals	447.98
Williams County Landfill	9,015.60
Winder Police Equipment	189.15
Total	\$128,109.36
Payroll	\$89,721.36

B. Committee Reports:

1. District Library Board of 5/2/02
2. Z.B.A. of 5/14/02
3. Finance Committee of 5/28/02

C. Payment #7 to Brooks Contracting for Library Project, in the amount of \$177,708.44.

Payment to
Brooks Contr.

Moved by Councilperson Ziegler, seconded by Councilperson Bildner to approve the Consent Agenda, as presented, Roll call: Mayor Ingles - yes. Councilpersons Bildner - yes. Mitchell - yes. Parney - yes. Pewe - yes. VanOrman - yes. Watkins - yes. Williams - yes. Ziegler - yes. Passed unanimously.

Communications: There were none.

Ordinances/Public Hearings:
There were no Public Hearings.

Old Business:

City Manager Vagle said he had nothing new to report regarding the Storm Water issue.

New Business:

Mayor Ingles stated the first item is approval of the 2002-2003 budget. City Manager Vagle reported that each City Council Standing Committee has met and reviewed the various City department's budgets and a public hearing was held at the last Council meeting. He said no changes have been made to the budget and he

2002-2003
Budget

recommended Council approve it as presented.

Moved by Councilperson Pewe, seconded by Councilperson Williams to adopt Resolution #1747 Re: Approval of 2002-2003 City Budget. Roll call: Councilpersons Bildner - yes. Mitchell - yes. Parney - yes. Pewe - yes. VanOrman - yes. Watkins - yes. Williams - yes. Ziegler - yes. Mayor Ingles - yes. Passed unanimously.

Resolution
#1747

Councilperson Parney commended the City Manager and staff for a great job on the budget this year.

Moved by Councilperson VanOrman, seconded by Councilperson Mitchell to adopt Resolution #1748 Re: Establish Millage Rate and Levy Taxes for 2002-2003. Roll call: Councilpersons Mitchell - yes. Parney - yes. Pewe - yes. VanOrman - yes. Watkins - yes. Williams - yes. Ziegler - yes. Mayor Ingles - yes. Councilperson Bildner - yes. Passed unanimously.

Resolution
#1748

City Manager Vagle stated five bids were received for cabling the new Library. They were from the following:

Bids

Bidder	Total
Sound Engineers	\$14,035.18
I.T.I.	\$13,796.55
FD Hayes	\$13,100.00
Clark Electric, Inc.	\$11,800.00
CCI	\$11,260.32

He said the Library Board recommended awarding the bid to Clark Electric as they are a local contractor and Mike Clark is the electrician on site.

Moved by Councilperson Ziegler, seconded by Councilperson Parney to award the library cabling bid to Clark Electric, at a cost of \$11,800, as recommended by the Library Board and the City Manager. Roll call: Councilpersons Parney - yes. Pewe - yes. VanOrman - yes. Watkins - yes. Williams - yes. Ziegler - yes. Mayor Ingles - yes. Councilpersons Bildner - yes. Mitchell - yes. Passed unanimously.

Library
Cabling
Bid

The next item was regarding sidewalk special assessment district #2002-1 - Baw Beese Trail, College Loop. Mayor Ingles said this project will replace sidewalks on Union St., College St. and Manning Street to Monroe Street.

Special
Assessment
District
#2002-1

City Manager Vagle said the sidewalks to be replaced are on the west side of Union Street and the east side of Manning Street. He recommended Council approve a resolution which establishes the district and sets a public hearing for June 17, 2002.

Council discussed this item at length. Councilperson Watkins asked for more information regarding the bike path. City Manager Vagle said the intent is to stripe the northbound lane of Union Street and the southbound lane of Manning Street and make these streets one way. He said they have not finalized plans for College Street.

Moved by Councilperson Pewe, seconded by Councilperson Williams to adopt Resolution #1749 Re: Approval of Special Assessment District #2002-1, Baw Beese Trail - College Loop. Councilperson Watkins was concerned about the loss of parking spaces on these streets and suggested holding an informational meeting before the public hearing to let people know of the City's plan. Roll call: Councilpersons Pewe - yes. VanOrman - yes. Watkins - yes. Williams - yes. Ziegler - yes. Mayor Ingles - yes. Councilpersons Bildner - yes. Mitchell - yes. Parney - yes. Passed unanimously.

Resolution
#1749

Moved by Councilperson Parney, seconded by Councilperson Pewe to appoint Robert J. Batt to the Board of Public Utilities, term to expire 2007, as recommended by Mayor Ingles. Motion carried.

Appointment

Mayor Ingles asked each Council member to be thinking if he or she would be interested in serving as Council's representative on the Library board as it will become a City Library again the first of July.

Fred Clark, Hillsdale St., said he would like to see something done about the deer and beetle epidemic in the City.

Fred
Clark

Bruce Sharp, 80 Westwood St., expressed his concerns about the fire ladder truck being out of service. He said the City's is the only fire department in the County that has a ladder truck and he said something needs to be done.

Bruce
Sharp

Councilperson Bildner mentioned she enjoyed the Mayors Exchange Day trip to Plymouth.

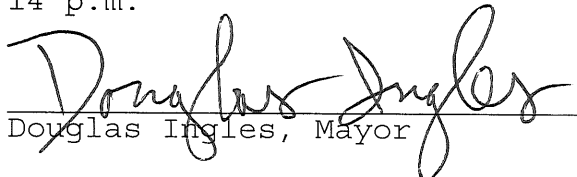
There was a lengthy discussion regarding the ladder truck. The City Manager reported that it would cost around \$40,000 to repair it and he didn't think it would be prudent to spend a lot on a 1966 truck. To purchase a used one could cost between \$150,000 to \$450,000, and a new one may cost \$600,000 to \$800,000. He felt the County fire agencies should help in funding one of these trucks. He said he's talked with the Public Safety Director to look into what should be done about this issue.

Ladder
truck
discussion

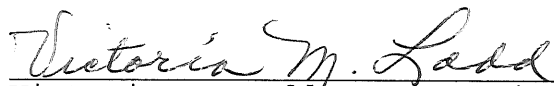
Councilperson Parney mentioned that just about every time the Public Safety Committee meets they discuss how this truck can be put back into service and the biggest hurdle is the financing.

Moved by Councilperson Bildner, seconded by Councilperson Mitchell to adjourn. Motion carried.

Council adjourned at 8:14 p.m.


Douglas Ingles, Mayor

ATTEST:


Victoria M. Ladd, Deputy City Clerk

June 17, 2002
 7:03 p.m.
 Council Chambers
 City Hall
 Hillsdale, Michigan

Hillsdale City Council in regular session, Honorable Douglas Ingles, Mayor presiding.

Pledge of Allegiance.

Present were Councilpersons Dorothy Bildner, Susan Mitchell, Chris VanOrman, Daniel Watkins, David Williams, and Glen Ziegler.

Absent: Councilpersons Michael Parney and Richard Pewe.

Absences

Moved by Councilperson Williams, seconded by Councilperson Mitchell to excuse Councilperson Parney and Councilperson Pewe's absences from this meeting. Motion carried.

Also present were City Manager Tim Vagle; Assistant City Manager Linda Brown; Deputy City Clerk Victoria Ladd; City Attorney Lewis Loren; Rick Rose; Wes Kelley; Christopher Gutowski; William Warfield; Jeffrey Brown; Ted Jansen; Terry Reisch; Jim Pruitt, Hillsdale Daily News; and Parke Hayes, W.C.S.R.

Moved by Councilperson Mitchell, seconded by Councilperson Ziegler to approve the minutes of the June 3, 2002 regular Council meeting, as recorded in the Official Minute Book. Motion carried.

Public comments regarding agenda items:

Jeffrey Brown spoke on behalf of his brother, Cameron Brown, who is running for State Senator in the 16th District.

Jeffrey
Brown

Ted Jansen, 104 Hillsdale St., asked that in Council's discussion of the purchase of a fire truck later on in the meeting, that they will find out if it reaches the ninth floor of the Hi-Rise building.

Ted Jansen

Consent Agenda:

Consent
Agenda

A. Approval of Bills:

The following claims and payroll were presented by the Finance Committee:

BILLS APPROVED JUNE 6, 2002

AABC	\$200.00
ABS Service Inc.	680.00
Adrian Communications	68.00
Ameritech	2,004.29
Aquila	401.15
Arch Wireless	78.64
Arrow Swift Printing	156.80
Auto Trim Specialist	850.00
Aviation Insurance Agency	1,160.42
Baker & Taylor Entertainment	502.48
Becker & Scrivens	80.00
Bell Equipment Co.	715.01
Board of Public Utilities	9,807.51
Bob's Lawn Care	2,745.99
BOCA International	66.00
Books on Tape	35.00
Branch-Hillsdale-St. Joseph	38.00
Brooks Contracting, Inc.	177,708.44
Central Ford Truck Sales	92.64
Century Tel	218.25

Cintas Corporation	460.91
City of Hillsdale	459.04
Corecom	192.45
Dally Tire Co.	1,086.00
Fortis Benefits	1,399.14
Kay Freese	59.70
Frontier	5.25
Gelzer & Son Inc.	135.79
Godfrey Brothers, Inc.	215.61
Gove Associates Inc.	13,579.63
Greenscape Lawn Care	375.00
Hart's Copier Sales & Svc.	49.50
Heffernan Soft Water Svc.	49.50
Hillsdale Market Pharmacy	30.00
Hillsdale Office Supply	391.95
Hoekstra Truck Equipment	75.75
Jackson Truck Service	436.20
Jill's Office Supply	129.92
Robert Kies	1,000.00
The Kroger Co.	130.00
Layman's Service Center	94.35
Loren & Shirk	2,397.39
Mac's All Temp	996.00
Michigan Police Equipment	24.83
Mill Creek Lumber	90.84
Nash Drugs	419.79
Nye Uniform Co.	210.47
O'Meara Sumnar Agency	1,326.82
Old Dominion Brush	190.35
Performance Automotive	67.00
Region 2 Planning Commission	271.69
Ringenberg Engineering	3,965.40
Rite Aid	24.37
Spartan Oil Corporation	670.44
Spratt's	207.90
Standard Printing & Office	134.81
Step Up Cleaning, Inc.	1,005.00
Stillwell Ford Mercury	234.48
Sud-Z Cleaners	275.09
T-Shirt Alley Plus	546.00
Team Sports, Inc.	1,185.00
Time Industrial Inc.	1,158.51
Tom's Small Engine Repair	78.88
Troup Electronics	77.00
Valley Industrial Products	75.20
VISA	893.32
The Wall Doctors	2,065.01
Wise International Trucks	429.84
Total	\$236,985.74
Payroll	\$93,259.17

B. Committee Reports:

1. Community Development of 6/5/02
2. Finance Committee of 6/10/02
3. Public Safety of 6/11/02
4. Planning Commission of 6/12/02
5. Downtown Parking Task Force of 6/4/02

- | | |
|--|-----------------------|
| C. Request from American Legion, Post #53 for reimbursement of cost of grave marker flags in the amount of \$850.14. | Grave Marker
Flags |
| D. Request from American Legion, Post #53 to hold a fireworks display on the Fourth of July, 2002. | Fireworks
Display |
| E. Payment #8 to the State of Michigan for the Spring St. Project, in the amount of \$73,553.85. | Payment to
State |

Moved by Councilperson Ziegler, seconded by Councilperson Williams to approve the Consent Agenda, as presented. Roll call: Mayor Ingles - yes.

Councilpersons Bildner - yes. Mitchell - yes. VanOrman - yes. Watkins - yes. Williams - yes. Ziegler - yes. Passed unanimously.

Communications:

Mayor Ingles read a letter from Tim Kelly, Bose Corporation, announcing the layoff of nearly 110 people from their workforce by the end of August 2002.

Bose Corporation

The Mayor also mentioned receiving a letter from Richard Moore, Moore Insurance Services, and a member of the Downtown Parking Task Force thanking the City for working with him and other downtown property owners.

Richard Moore

Councilperson Ziegler felt it is sad to see all these people leave Bose, but we are fortunate to have Bose still here.

Ordinances/Public Hearings:

Mayor Ingles stated this is the time and place for the public hearing for Sidewalk Special Assessment District #2002-1, Baw Beese Trail - College Loop.

Public Hearing

There was a brief discussion about the City's program on sidewalk replacement.

Moved by Councilperson Ziegler, seconded by Councilperson Bildner to adopt Resolution #1750 Re: Sidewalk Special Assessment District #2002-1 - Direct Board of Special Assessors to meet on July 1, 2002 and set public hearing for July 15, 2002. Roll call: Councilpersons Bildner - yes. Mitchell - yes. VanOrman - yes. Watkins - yes. Williams - yes. Ziegler - yes. Mayor Ingles - yes. Passed unanimously.

Resolution #1750

Old Business:

Regarding the Storm Water Issue, Mayor Ingles reported that Council received an update from Wes Kelley regarding Tetra Tech's progress. He said there was also information regarding the Hallett Street dike. City Manager Vagle reported on plans to install a line around the viaduct to help the flooding problems in that area.

Storm Water

New Business:

The first item was the proposed purchase of a ladder truck for the Fire Department. Mayor Ingles stated the Public Safety Committee met recently to discuss the situation and recommended representatives from the City's Fire Department visit Plainfield, Illinois to inspect a used 1983 Pierce platform truck.

Ladder Truck

Christopher Gutowski, Public Safety Director, reported on his visit to Plainfield. He said he and three others from the Fire Department inspected the truck and said it was in excellent shape and fills most of the City's needs.

Christopher Gutowski

Bill Warfield, Deputy Fire Chief, commented that in answer to Mr. Jansen's question, he measured the Hi Rise building and said this new truck would reach the 9th floor, and also the roof. He stated it was well maintained.

Bill Warfield

Moved by Councilperson Williams, seconded by Councilperson Watkins to waive the formal bidding procedures, as there would be no economic advantage to the City, and approve the purchase of a 1983 Pierce platform/ladder truck, at a cost of \$72,000, as recommended by staff. Roll call: Councilpersons Mitchell - yes. VanOrman - yes. Watkins - yes. Williams

Approval of Purchase

- yes. Ziegler - yes. Mayor Ingles - yes. Councilperson Bildner - yes. Passed unanimously.

Councilperson Ziegler complimented City Manager Vagle and staff for being financially responsible in regards to this fire truck purchase.

Moved by Councilperson Watkins, seconded by Councilperson VanOrman to approve the Board of Public Utilities Budget Amendment in the amount of \$12,563.31 for the Fairfield Street water main project, as recommended by the City Manager and B.P.U. Board. Roll call: Councilpersons VanOrman - yes. Watkins - yes. Williams - yes. Ziegler - yes. Mayor Ingles - yes. Councilpersons Bildner - yes. Mitchell - yes. Passed unanimously.

B.P.U.
Budget
Amendment

City Manager Vagle reported that he has been talking with Comcast Cablevision for quite some time to put together a new franchise agreement, as the most recent one expired on April 24, 2001. He said he recently received a request from them to approve a merger of Comcast and AT & T Cable. He stated the City has the right to approve or oppose the merger. He said if Council takes no action then it is the same as if we approved the merger. The City Manager also mentioned Comcast has submitted a resolution to extend the existing franchise agreement. He recommended Council take no action regarding the merger or the resolution.

Comcast
Request

Councilperson Williams asked what the consequence would be if a franchise agreement has not been made for a long time.

Wes Kelley, Assistant B.P.U. Director, stated that operating without a franchise is a violation of Federal statute.

Wes
Kelley

Council took no action on these two items from Comcast.

No action.

City Manager Vagle stated the Library Board has recommended Council approve nonresident library card fees be established at a cost of \$30 for individuals and \$45 for a family. Hillsdale Township is still in the service area, but Cambria and Jefferson Townships are not. He said on July 1, 2002 the Library reverts back to a City library and this is when the new service area goes into effect.

Library
Card
Fees

Moved by Councilperson Ziegler, seconded by Councilperson Williams to approve setting nonresident library card fees at \$30 per individual and \$45 per family, as recommended by the Library Board and the City Manager. Roll call: Councilpersons Watkins - yes. Williams - yes. Ziegler - yes. Mayor Ingles - yes. Councilpersons Bildner - yes. Mitchell - yes. VanOrman - yes. Passed unanimously.

Moved by Councilperson VanOrman, seconded by Councilperson Watkins to appoint Laura McCririe to the Shade Tree Commission, term to expire 2004, as recommended by Mayor Ingles. Motion carried.

Appointment

Mayor Ingles mentioned the District Library Board has changed the name of the library to Hillsdale Community Library, to become effective July 1, 2002.

New Library
Name

Moved by Councilperson Bildner, seconded by Councilperson VanOrman to appoint Lorna Busch, Eugene Herbener, Jack Vettel, and Council Representative Susan Mitchell to the Hillsdale Community Library Board, as recommended by Mayor Ingles. Motion carried.

Appointments

Mayor Ingles commented that anyone interested in going to the MML Annual Convention in Dearborn in September should contact the City Manager's office.

MML
Convention

Ted Jansen, 104 Hillsdale St., asked for an update on the Three Meadows subdivision project. Mayor Ingles and Councilperson Ziegler suggested the City Manager gather that information and present a report at the next Council meeting.


Ted
Jansen

Jim Pruitt, 26 Glendale, stated that Cold Springs Park stream in the Glendale/Westwood Street area is in bad shape. He would like to see the park rebuilt.

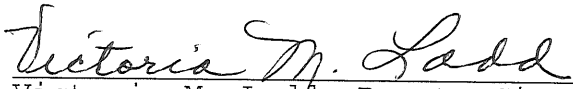
Jim
Pruitt

Moved by Councilperson Bildner, seconded by Councilperson Mitchell to adjourn. Motion carried.

Council adjourned at 8:10 p.m.


Douglas Ingles, Mayor

ATTEST:


Victoria M. Ladd, Deputy City Clerk



City of Hillsdale, Michigan

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

FROM: Stephen M. French, MMC
City Clerk

DATE: December 18, 2017

SUBJECT: Council Meeting Dates for 2018

Attached are the recommended regular meeting dates for the Hillsdale City Council and other boards and commissions for 2018.

The only changes from the scheduled 1st and 3rd Monday City Council meeting dates are the January meeting dates and the September 4th meeting date. City staff recommends the 1st meeting in January be cancelled due to the New Year's holiday, while the Labor Day holiday will force the Monday meeting to be moved to Tuesday.

January	15
February	5 & 19
March	5 & 19
April	2 & 16
May	7 & 21
June	4 & 18
July	2 & 16
August	6 & 20
September	4 (Tues) & 17
October	1 & 15
November	5 & 19
December	3 & 17

**City of Hillsdale
2018 Meeting Dates**

	January	February	March	April	May	June	July	August	September	October	November	December
City Council	15	5 & 19	5 & 19	2 & 16	7 & 21	4 & 18	2 & 16	6 & 20	4 & 17	1 & 15	5 & 19	3 & 17
Finance Comm.	2, 15, 29	12 & 26	12 & 26	9 & 23	7 & 21	4 & 18	2,16,30	13 & 27	10 & 24	8 & 22	5 & 19	3, 17, 31
BPU	9	13	13	10	8	12	10	14	11	9	13	11
Planning Comm.	16	20	20	17	15	19	17	21	18	16	20	18
Housing Comm.	17	21	21	18	16	20	18	15	19	17	21	19
Library	9	13	13	10	8	12	10	14	11	9	13	11
TIFA	16	-	20	-	15	-	17	-	18	-	20	-
TIFA Targeted Dev.	23	27	27	24	22	26	24	28	25	23	27	
EDC	-	15	-	19	-	21	-	16	-	18	-	20
Shade Tree	-	7	-	-	2	-	-	1	-	10	-	-
Cemetery	-	7	-	-	2	-	-	1	-	10	-	-

Finance Committee

01/02/2018 (Tues)	5:30 p.m	07/02/18	6:30 p.m.
01/15/18	6:30 p.m	07/16/18	6:30 p.m
01/29/18	5:15 p.m	07/30/18	5:15 p.m
02/12/18	5:15 p.m	08/13/18	5:15 p.m
02/26/18	5:15 p.m	08/27/18	5:15 p.m
03/12/18	5:15 p.m	09/10/18	5:15 p.m
03/26/18	5:15 p.m	09/24/18	5:15 p.m
04/09/18	5:15 p.m	10/10/18	5:15 p.m
04/23/18	5:15 p.m	10/24/18	5:15 p.m.
05/07/18	6:30 p.m	11/05/18	6:30 p.m.
05/21/18	6:30 p.m.	11/19/18	6:30 p.m.
06/04/18	6:30 p.m	12/03/18	6:30 p.m.
06/18/18	6:30 p.m	12/17/18	6:30 p.m.
		12/31/18	5:15 p.m.

BOLD: Investment Report Included

Meeting Locations & Times

City Council	Council Chamber, City Hall	7:00 p.m.
BPU	45 Monroe Street	7:00 p.m.
Planning Commission	Conference Room, City Hall	5:30 p.m.
Housing Commission	45 N. West Street	8:30 a.m.
Library	11 E. Bacon Street	7:00 p.m.
TIFA	Conference Room, City Hall	7:30 a.m.
EDC	Conference Room, City Hall	7:30 a.m.
Shade Tree	Conference Room, City Hall	3:00 p.m.
Cemetery Board	Conference Room, City Hall	4:15 p.m.
TIFA Targeted Dev.	Conference Room, City Hall	5:30 p.m.
Finance Comm.	Conference Room, City Hall	Various



City of Hillsdale Agenda Item Summary

MEETING DATE: December 18, 2017

AGENDA ITEM #10: New Business

SUBJECT: Poverty Exemption Guidelines for 2018

BACKGROUND PROVIDED BY STAFF (Kimberly Thomas, Assessor)

Michigan Compiled Law Section 211.7u provides for an exemption from property taxes for persons in poverty. Local governing bodies are required to adopt guidelines to be followed by the Board of Review and the Assessor in granting this exemption. The City of Hillsdale adopted Resolution #3163 (attached) in 2014 setting our current guidelines.

State Tax Commission Bulletin 6 of 2017 (attached) issues guidance to local units in administering the exemption.

RECOMMENDATION:

Staff requests that council review the current guidelines spelled out in Resolution #3163. If Council wishes to maintain the current guidelines, no further action is necessary by Council.

Specifically:

Item #6 – Income Guidelines. Refer to 2018 Federal Poverty Level Income Guidelines taken from STC Bulletin No. 24 of 2017 (attached). These guidelines have been broken down by the Assessor to show monthly and weekly averages, as well as the number of hours required at minimum wage for a single household earner and per household member. Income guidelines may be set higher than the federal poverty levels, but may not be set lower. For example, our guidelines could set the base level for 1 person in the household at \$15,000 with \$5,000 for each additional person. It is important to note that the total household income is based on each household member's adjusted gross income, not taxable income, and may include sources considered to be non-taxable for income tax, such as social security and disability payments.

Item #7 – Asset Guidelines. To keep things simple, the current guidelines set the maximum asset levels at the current year income level for the household size in question. Statute says only that we have to have an asset test.

Item #8 – Tax reduction. Statute provides for either a full or partial exemption for poverty. The current resolution only allows for a full exemption if there is no household income; otherwise the taxable value is reduced to result in an estimated annual tax calculated at 3.5% of the total household income.

Upon review, if Council wishes to make changes to the guidelines, a new resolution will be required. This determination needs to be made and the new resolution adopted prior to the March Board of Review property tax appeal hearings (March 12 & 13, 2018).

2018 Federal Poverty Level Income Guidelines

# in Household	Annual Income Limit	(Monthly Average)	(Weekly Average)	Hours per week, single earner @ minimum wage	Hours per week per household member @ minimum wage
1	\$ 12,060.00	\$ 1,005.00	\$ 231.92	26	26
2	\$ 16,240.00	\$ 1,353.33	\$ 312.31	34	17
3	\$ 20,420.00	\$ 1,701.67	\$ 392.69	43	15
4	\$ 24,600.00	\$ 2,050.00	\$ 473.08	52	13
5	\$ 28,780.00	\$ 2,398.33	\$ 553.46	60	12
6	\$ 32,960.00	\$ 2,746.67	\$ 633.85	69	12
7	\$ 37,140.00	\$ 3,095.00	\$ 714.23	78	12
8	\$ 41,320.00	\$ 3,443.33	\$ 794.62	86	11
For Each Additional Person	\$ 4,180.00	\$ 348.33	\$ 80.38	9	9

Tax Year	2018
2018 Michigan hourly minimum wage for adults: \$	9.25



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

Bulletin 6 of 2017
June 6, 2017
Poverty Exemption

TO: Assessors and Equalization Directors
FROM: State Tax Commission
SUBJECT: Exemption of Principal Residence by Reason of Poverty

Bulletin 5 of 1995, Bulletin 7 of 2010 and Bulletin 5 of 2012 are rescinded.

MCL 211.7u provides for a property tax exemption, in whole or part, for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charges. Principal residence is defined in MCL 211.7dd as a principal residence or qualified agricultural property. MCL 211.7u(1) states that this section does not apply to property of a corporation. Even if a corporation or a limited liability company meets the definition of a principal residence or a qualified agricultural property, it is not be eligible to receive a poverty exemption.

Local Unit Responsibilities:

MCL 211.7u requires local units to annually adopt a policy, including an asset test, used to approve or deny poverty exemptions.

First, local units must annually adopt guidelines which specify the total household income which will be used to approve or deny poverty exemptions. Statute requires that the income levels shall not be set lower than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services and published by the State Tax Commission in their annual Procedural Changes Bulletin.

According to the U.S Census Bureau, “income” includes, but is not limited to:

- Money, wages, salaries before deductions, regular contributions from persons not living in the residence
- Net receipts from non-farm or farm self-employment (receipts from a person’s own business, professional enterprise, or partnership, after business expense deductions)
- Regular payments from social security, railroad retirement, unemployment, worker’s compensation, veteran’s payments, public assistance, supplemental security income (SSI)
- Alimony, child support, military family allotments
- Private and governmental retirement and disability pensions, regular insurance, annuity payments

- College or university scholarships, grants, fellowships, assistantships
- Dividends, interest, and net income from rentals, royalties, estates, trusts, gambling or lottery winnings

Second, the local unit policy must include an asset test. The purpose of an asset test is to determine the resources available: cash, fixed assets or other property that could be converted to cash and used to pay property taxes in the year the poverty exemption is filed. The local unit should require that claimants provide a list of all assets when applying for a poverty exemption. Following is a list of assets that may be included in the annual guidelines.

- A second home, land, vehicles
- Recreational vehicles such as campers, motor-homes, boats and ATV's
- Buildings other than the residence
- Jewelry, antiques, artworks
- Equipment, other personal property of value
- Bank accounts (over a specified amount), stocks
- Money received from the sale of property, such as, stocks, bonds, a house or car (unless a person is in the specific business of selling such property)
- Withdrawals of bank deposits and borrowed money
- Gifts, loans, lump-sum inheritances and one-time insurance payments
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps and school lunches

The Michigan Tax Tribunal in *Robert Taylor v Sherman Twp.*, Docket No. 236230 ruled that the asset test does not include the value of the principal residence. Additionally, the Michigan Court of Appeals in *Ferrero v Township of Walton*, No. 302221, ruled that the homestead property tax credit is not to be considered income for poverty exemption purposes.

The local unit policy may provide for an applicant to own possessions in addition to the principal residence and still receive a poverty exemption. Examples may include, but are not limited to:

- Additional vehicles
- More land than a minimum “footprint” for the home
- Equipment or other personal property of value, including recreational vehicles (campers, motor homes, boats, ATV's etc.)
- Bank account(s) (a maximum amount should be specified)

Third, MCL 211.7u(1) allows for partial poverty exemptions to be granted. A partial poverty exemption is an exemption of a percentage of the taxable value of the principal residence rather than the entire taxable value. The local unit can limit poverty exemptions to partial exemptions or to minimum or maximum exemption of their choosing. The State Tax Commission recommends that local governing bodies include within their annual guidelines, language and criteria for granting partial exemptions and/or minimum or maximum exemptions.

Finally, the State Tax Commission recommends that local units develop an application to be used by claimants and a written policy that details the process. To assist local governing bodies, the State Tax Commission has developed a sample application and resolution. See attached.

Taxpayer Filing Requirements:

In order to receive a poverty exemption, a taxpayer must annually file a completed application form and all required additional documentation, with the supervisor, assessor, or the Board of Review where the property is located. The application form may be obtained from the local unit where the property is located and may be submitted on or after January 1 but before the day prior to the last day of the December Board of Review during the year in which the exemption is requested.

To ensure an application is received in time to be heard by a Board of Review, the State Tax Commission recommends the claimant contact the local governing unit directly to verify deadline dates for submission of an application.

In addition to annually filing the application, in order to be eligible for the poverty exemption, a taxpayer must do all of the following:

1. Own and occupy the principal residence.
2. Provide federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons **residing in the principal residence** (disclosure of the income of an owner who is not residing in the principal residence is not required). An alternative affidavit may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year. (See Form 4988, *Poverty Exemption Affidavit*)
3. Produce a valid driver's license, or other form of identification, if requested by the supervisor, assessor or Board of Review.
4. Produce a deed, land contract, or other evidence of ownership of the property, if requested by the supervisor, assessor or Board of Review.
5. Meet the federal poverty income guidelines determined annually by the U.S. Department of Health and Human Services OR meet allowable alternative income guidelines adopted by the local governing body.
6. Meet the asset level test adopted by the local governing body.
7. Meet additional tests reasonably adopted by the local governing body.

Board of Review Responsibilities:

MCL 211.7u(1) indicates: The principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under this act.

The State Tax Commission has determined that the supervisor shall make a recommendation regarding the claimant's petition and the Board of Review shall consider, review and then approve or deny the exemption request.

Additionally, MCL 211.7u(5) states, in part: The Board of Review shall follow the policy and guidelines of the local assessing unit in granting or denying an exemption under this section.

When reviewing an application, the Board of Review should consider all information available to them at that time. They should consider all documentation originally submitted by the taxpayer and any additional relevant information that is available to the Board of Review.

The Board of Review can deviate from the adopted policy and guidelines of the local unit only when there are "substantial and compelling reasons why there should be a deviation from the policy and guidelines." If the Board of Review deviates from the adopted policy and guidelines, they are required by statute to communicate the substantial and compelling reasons for the deviation from the guidelines *in writing* to the taxpayer.

Appeal Rights:

A property owner or assessor may appeal a decision of the March Board of Review by completing and submitting a petition to the Michigan Tax Tribunal no later than July 31 of the same year. A property owner or assessor may appeal a decision of the July or December Board of Review by completing and submitting a petition to the Michigan Tax Tribunal within 35 days of the July or December Board of Review's denial of the poverty exemption.

An application for poverty exemption, for a specific principal residence, may only be acted upon by the Board of Review once a year. If an application is denied at the March Board of Review, it may not be reheard by the July or December Board of Review during the same calendar year. The taxpayer must file an appeal of the March Board of Review determination to the Michigan Tax Tribunal. Similarly, if an application is denied at the July Board of Review, the December Board cannot rehear that application, the taxpayer must file an appeal to the Michigan Tax Tribunal.

A person who files a claim for poverty exemption is not prohibited from also appealing the assessment on the same property in the same year.

SAMPLE GUIDELINE RESOLUTION FOR POVERTY EXEMPTION

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Council (Township Board); and

WHEREAS, the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City/Township of _____, _____ County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, *Poverty Exemption Affidavit*.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the (insert year) federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines Used in the Determination of Poverty Exemptions

Size of Family Unit	2017 Poverty Guidelines
1	\$ 11,880
2	\$ 16,020
3	\$ 20,160
4	\$ 24,300
5	\$ 28,440
6	\$ 32,580
7	\$ 36,730
8	\$ 40,890
For each additional person	\$ 4,160

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

The foregoing resolution offered by City Council Member/Township Board Member _____ and supported by City Council Member/Township Board Member _____.

Upon roll call vote, the following voted:

“Aye”: _____

“Nay”: _____

The City/Township Clerk declared the resolution _____.

XXX, Clerk

Date

SAMPLE POVERTY EXEMPTION APPLICATION

I, _____, Petitioner, being the owner and residing at the property that is listed below as my principal residence, apply for property tax relief under MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893. The principal residence of persons who, by reason of poverty are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation per MCL 211.7u(1).

In order to be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PERSONAL INFORMATION: Petitioner must list all required personal information.

Property Address of Principal Residence:	Daytime Phone Number:	
Age of Petitioner:	Marital Status:	Age of Spouse:
Number of Legal Dependents:	Age of Dependents:	
Applied for Homestead Property Tax Credit (yes or no):	Amount of Homestead Property Tax Credit:	

REAL ESTATE INFORMATION: List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.

Property Parcel Code Number:	Name of Mortgage Company:	
Unpaid Balance Owed on Principal Residence:	Monthly Payment:	Length of Time at This Residence:
Property Description:		

ADDITIONAL PROPERTY INFORMATION: List information related to any other property you, or any member residing in the household owns.

Do you own, or are buying, other property (yes or no)? If yes, complete the information below.		Amount of Income Earned from Other Property:	
Property Address	Name of Owner(s)	Assessed Value	Amount & Date of Last Taxes Paid
		\$	
		\$	

EMPLOYMENT INFORMATION: List your current employment information.

Name of Employer:	Name of Contact Person:
Address of Employer:	Employer Phone Number:

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRA's (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

CHECKING, SAVINGS AND INVESTMENT INFORMATION: List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

LIFE INSURANCE: List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payment	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

MOTOR VEHICLE INFORMATION: All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

LIST ALL PERSONS LIVING IN HOUSEHOLD: All persons residing in the residence must be listed.

First & Last Name	Age	Relationship to Applicant	Place of Employment	Amount of Monetary Contribution to Family Income

PERSONAL DEBT: All personal debt for all household members must be listed.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

MONTHLY EXPENSE INFORMATION: The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating:	Electric:	Water:
Phone:	Cable:	Food:
Clothing:	Health Insurance:	Garbage:
Daycare:	Car Expense (gas, repair, etc):	Other (list type):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):

Notice: Any willful misstatements or misrepresentations made on this form may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.

Notice: Per MCL 211.7u(2b), a copy of all household members federal income tax returns, state income tax returns (MI-1040) and Homestead Property Tax Credit claims (MI-1040CR 1, 2, 3 or 4) must be attached as proof of income or a signed Form 4988, *Poverty Exemption Affidavit*. Documentation for all income sources including, but not limited to, credits, claims, Social Security income, child support, alimony income, and all other income sources must be provided at time of application.

Petitioners: *Do not sign this application until witnessed by the Supervisor, Assessor, Board of Review or Notary Public.* (Must be signed by either the Supervisor, Assessor, Board of Review Member or Notary Public)

STATE OF MICHIGAN
COUNTY OF _____

I, the undersigned Petitioner, hereby declare that the foregoing information is complete and true and that neither I, nor any household member residing within the principal residency, have money, income or property other than mentioned herein.

Petitioner Signature

Date

Subscribed and sworn this _____ day of _____, 2011

Assessor Signature: _____ Printed Name: _____

BOR Member Signature: _____ Printed Name: _____

Notary Signature: _____ Printed Name: _____

My Commission Expires: _____

This application shall be filed after January 1, but before the day prior to the last day of the December Board of Review to the address below.

Board of Review
c/o Supervisor or Assessor
Name of Local Unit
Street Address
City, State, ZIP

DECISIONS OF THE MARCH BOARD OF REVIEW MAY BE APPEALED BY PETITION TO THE MICHIGAN TAX TRIBUNAL BY JULY 31 OF THE CURRENT YEAR. JULY OR DECEMBER BOARD OF REVIEW DENIALS MAY BE APPEALED TO MICHIGAN TAX TRIBUNAL BY PETITION WITHIN 35 DAYS OF THE DENIAL. A COPY OF THE BOARD OF REVIEW DECISION MUST BE INCLUDED WITH THE PETITION.

Michigan Tax Tribunal
PO Box 30232
Lansing, MI 48909
Phone: 517-373-4400
E-mail: taxtrib@michigan.gov



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

BULLETIN NO. 24 of 2017
CHANGES FOR 2018
November 28, 2017

TO: Assessors
Equalization Directors

FROM: State Tax Commission (STC)

RE: **PROCEDURAL CHANGES FOR THE 2018 ASSESSMENT YEAR**

The purpose of this Bulletin to provide information on statutory changes or procedural changes for the 2018 assessment year.

A. Inflation Rate Used in the 2018 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2018 Capped Value Formula is 1.021.

The 2018 Capped Value Formula is as follows:

2018 CAPPED VALUE = (2017 Taxable Value – LOSSES) X 1.021 + ADDITIONS

The formula above does not include 1.05 because the inflation rate multiplier of 1.021 is lower than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2018

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$20,420 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$20,420. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2018 assessments.

Size of Family Unit	Poverty Guidelines
1	\$12,060
2	\$16,240
3	\$20,420
4	\$24,600
5	\$28,780
6	\$32,960
7	\$37,140
8	\$41,320
For each additional person	\$4,180

Note: PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 5 of 2012 for more information on poverty exemptions.

Note: P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.

C. Multipliers for the Valuation of Free-Standing Communication Towers

The State Tax Commission recommends that, subject to the qualifications stated below, communication towers should be valued for the 2018 assessment year using the table of **historical** (original cost when the tower was new) cost valuation multipliers set forth in the multiplier table below. These multipliers have been developed in a manner such that they account for the typical depreciation which is expected for a tower of the indicated age and also account for changes in the cost of the tower and erecting it that have occurred since the time the tower was constructed. On this basis, the multiplier table which is shown below is intended to predict the current true cash value of a tower of the vintage year in which the tower was constructed. An important component in determining the current value of a tower built in a given year is the change in the cost of materials, particularly changes in the cost of steel, between the time of construction and the current tax day. Since the table considers both depreciation and changes in construction costs, and since changes in construction cost have not always occurred at a constant rate, the multiplier table does not always evidence a decline in the rate by which the historical cost must be adjusted in order to determine current value. This effect is expected and can be better understood if one remembers that the multiplier table is not a depreciation table and the multipliers are applied to the historic cost of construction, not to the current replacement cost.

Communication towers are real property. When a communication tower is built on land owned by the owner of the tower, the tower is valued and assessed as a real property

improvement to the land on which it is located. When a communication tower is built on leased land, the owner is required to report the original construction cost of the tower on Section N of its personal property statement, in the same way that it would report any other structure on leased land. Although the construction costs are reported on the personal property statement, a tower on leased land is not assessed on the personal property assessment roll. Instead, the assessor is required to establish a separate real property assessment for a tower located on leased land, using the procedures set forth in State Tax Commission Bulletin 8 of 2002 and State Tax Commission Bulletin 1 of 2003.

Please note: Sometimes communication towers are located on land that is exempt because the land is owned by an exempt entity such as a municipality or is otherwise exempt. When this occurs, the tower must be assessed to the tower owner on the real property roll as a structure on leased land. IN ADDITION, the assessor must also consider whether the land should also be assessed to the tower owner as provided by MCL 211.181.

There may be situations where the value of a particular freestanding communication tower is more or less than the figure developed by using this table. This could be due to unusual depreciation (physical deterioration and/or obsolescence) or an unusual enhancement in value caused by supply and demand factors in a particular area.

The State Tax Commission has developed STC Form 3594 for reporting the costs of freestanding communication towers. This form was developed for the specific purpose of gathering construction cost information for communication towers. The assessor may use this form to gather detailed information regarding the construction costs of communication towers. This cost information can then be used as a basis for valuation by multiplying the historic cost by the appropriate multiplier from the table located below.

Please note the following:

- The preferred method for valuing freestanding communication towers is using original cost new multiplied by the appropriate multiplier from the following table.
- In some cases historical/original cost may be unobtainable. Those cases may require using the Assessor's Manual cost new multiplied by the Assessor's Manual depreciation table multiplier.
- Do not apply the Assessor's Manual depreciation table multipliers to the historical/original cost of a tower.
- Do not apply the communication tower multipliers from the following table to the Manual cost new of a tower.

State Tax Commission Form 3594 is a real property statement and, as such, the taxpayer is not required to complete and submit the form to the assessor unless the taxpayer is specifically asked to do so. If a communication tower is located on leased land, the owner should already be reporting its original acquisition costs on Section N of the personal

property statement (STC Form L-4175). If so, the assessor would only need to send STC Form 3594 if more detailed information regarding costs is needed. The assessor IS NOT REQUIRED TO SEND STC Form 3594 to tower owners each year. The following table applies to both guyed and self-supporting communication towers.

HISTORICAL (ORIGINAL) COST VALUATION MULTIPLIERS FOR USE IN 2018 ASSESSMENTS OF FREESTANDING COMMUNICATIONS TOWERS

YEAR OF CONSTRUCTION	MULTIPLIER	YEAR OF CONSTRUCTION	MULTIPLIER
2017	0.97	1997	0.89
2016	0.93	1996	0.88
2015	0.91	1995	0.89
2014	0.90	1994	0.87
2013	0.88	1993	0.89
2012	0.87	1992	0.87
2011	0.87	1991	0.85
2010	0.82	1990	0.84
2009	0.82	1989	0.81
2008	0.83	1988	0.84
2007	0.85	1987	0.82
2006	0.85	1986	0.81
2005	0.88	1985	0.79
2004	0.94	1984	0.77
2003	0.93	1983	0.79
2002	0.91	1982	0.83
2001	0.90	1981	0.88
2000	0.91	1980	0.97
1999	0.90	1979	1.07
1998	0.89	1978 and prior	1.14

D. Property Classification

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the use of the property and not highest and best use of the property. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis. The Commission asks that all assessors take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

E. Sales Studies

Equalization study dates are as follows for 2018 equalization:

Two Year Study: April 1, two years prior through March 31, current year
Single Year Study: October 1, preceding year through September 30, current year

For 2017 studies for 2018 equalization the dates are as follows:

Two Year Study: April 1, 2015 through March 31, 2017
Single Year Study: October 1, 2016 through September 30, 2017

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two year studies applies to all real property classifications.

Please be advised that the above sale study dates **are not** the same as the valuation date used in appeals before the Michigan Tax Tribunal. Evidence presented in a Tax Tribunal appeal should reflect the value of the property as of tax day (December 31). This means that sales occurring *after* March 31, 2017 and September 30, 2017 should still be considered and included when submitting evidence in a Tax Tribunal appeal involving the 2018 tax year.

F. Changes to Personal Property Tax

PA 329 of 2016 amended MCL 211.9f by requiring that, subsequent to December 31, 2016, eligible local assessing districts and Next Michigan development corporations must enter into a written agreement with eligible businesses prior to adopting a resolution exempting new personal property from the collection of property taxes. The written agreement must contain the following statements:

1. The exemption is revoked if the eligible business is determined to be in violation of the written agreement's provisions.
2. The eligible business may be required to repay all or part of the personal property taxes exempted under MCL 211.9f if it is determined to be in violation of the written agreement's provisions.
3. The exemption is revoked if the eligible business is determined to be in violation of the provisions concerning the exemption set forth in the resolution adopted by the local assessing district.
4. The exemption is revoked if continuance of the exemption would be contrary to any of the requirements of MCL 211.9f.

Form 3427, a sample written agreement and an updated checklist can also be found on the [New Personal Property Exemption](#) webpage.

To claim the eligible manufacturing personal property (EMPP) exemption for the 2018 assessment year, a fully completed Form 5278, *Eligible Manufacturing Personal Property Tax Exemption Claim, Ad Valorem Personal Property Statement, and Report of Fair Market Value of Qualified New and Previously Existing Personal Property (Combined Document)*,

must be received by the Assessor of the local unit of government where the qualified personal property is located no later than February 20, 2018. Taxpayers should not complete this form unless the personal property meets the definition of eligible manufacturing personal property.

Property that was placed in service in 2008 through 2012 will still be reported as ad valorem personal property in Part 2 on Form 5278, the *Combined Document*. Property meeting the definitions of qualified new personal property and qualified previously existing personal property placed in service after 2012 and prior to 2008 will be exempt from ad valorem taxes and will instead pay the state specific Essential Services Assessment. Property that is subject to an IFT certificate that has expired, but is subject to extension under MCL 207.561a, will report property placed in service in 2008 through 2012 in Part 2 and property placed in service in all years of Part 3. Property that is subject to a New Personal Property (P.A. 328) exemption that has expired, but is subject to extension under MCL 211.9f(9), will report property placed service in all years of Part 3.

Assessors are reminded that they are not required to mail Form 5278 to taxpayers. Taxpayers can obtain a copy from the Department of Treasury's website, www.michigan.gov/esa. Assessors should ensure that Form 5278 is timely filed and fully completed by the property owner. The Assessor is responsible for granting the exemption and should therefore carefully evaluate the business activities of the claimant to ensure that they meet the statutory requirements of the Eligible Manufacturing Personal Property Exemption. The Commission strongly recommends that assessors contact taxpayers who have not fully completed Part 1 of Form 5278 in an effort to obtain the missing information before issuance of a denial.

Assessors will have to *accurately* enter all the Form 5278 information into their assessing software. Assessors that do not have BS&A software and that have taxpayers claiming the personal property exemption will be provided with reporting instructions from the Department of Treasury. All data from Form 5278 must be entered and uploaded to BS&A for submission to the Department of Treasury no later than April 1, 2018.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at www.michigan.gov/ESA. Additional questions should be sent via email to ESAQuestions@michigan.gov.

G. Disabled Veterans Exemption

Mid-Year Changes

If the disabled veteran buys a home mid-year, the Commission's guidance remains that the veteran can only receive the exemption on taxes they have paid or will pay on that new home. The Commission has advised assessors that they should ask to see the closing documents to determine if there is any information that will assist in the determination of those taxes the veteran has paid or will pay. In the absence of relevant information contained in the closing documents, the STC advises assessors to divide the total taxes for the year by 12 and then multiply that number by the number of months the veteran will own the home and use it as their homestead. This is a calculation that is easy for the taxpayer to understand.

If a disabled veteran sells their home mid-year or dies mid-year and has no surviving spouse, assessors are advised to file a MCL 211.154 petition with the STC to put the property back on the assessment roll. Taxes to be billed to the new owner or estate can be calculated using the same methods described above.

If the status of the veteran changes mid-year, meaning they are granted 100% disability status and if they have owned the home for the full year and meet all other statutory requirements, the STC advises that the July or December Board of Review can grant the exemption for the full year.

Unremarried Surviving Spouse

The State Tax Commission is aware that the Michigan Tax Tribunal in MTT Docket 16-004780 - *Deborah E. Rabun v City of Farmington Hills*, held that a surviving spouse cannot qualify for the exemption when the deceased disabled veteran never owned or occupied the subject property as a homestead.

While the STC understands that is the position of the Tax Tribunal, the STC does not agree or support that determination. The STC in their original guidance indicated that: *the Disabled Veteran's exemption is not an exemption for the benefit of the property. Instead, it is an exemption personal to the qualifying disabled veteran or the unremarried surviving spouse of the qualified deceased disabled veteran.*

Since the Disabled Veterans Exemption is personal to the qualified individual, the STC is advising assessors and Boards of Review that they can and should approve exemptions for unremarried surviving spouses that meet all other statutory requirements, regardless of if the disabled veteran ever owned or occupied that subject property as a homestead.

More guidance on the Disabled Veterans Exemption can be found on the STC website under the Disabled Veterans Exemption link.

H. Principal Residence Exemption

Governor Snyder signed into law on October 10, 2017 Public Acts 121 and 122 of 2017 regarding the PRE Affidavit. The Acts amend MCL 211.7cc and MCL 211.120 of the General Property Tax Act to provide that the assessor of a local tax collecting unit, the Department of Treasury, or a county treasurer or equalization director can require a person who claimed a principal residence exemption (PRE), within 30 days of claiming the PRE, to file the Principal Residence Exemption Affidavit of Similar Exemption in Other States, Form 5565, stating that he or she had not claimed a substantially similar exemption, deduction, or credit in another state.

Public Act 121 also prohibits a person from rescinding a substantially similar exemption, deduction, or credit claimed in another state in order to qualify for the Michigan PRE for any years denied, if the assessor of a local tax collecting unit, the Department of Treasury, or a county denied an existing claim for a PRE. The Act also prescribes a penalty of \$500 for a person who claimed a PRE under the Act and a substantially similar exemption, deduction, or credit in another state.

Assessors are also advised that Public Act 121 also eliminates the requirement that the local tax collecting unit submit to the Michigan Department of Treasury copies of all filed Principal Residence Exemption Affidavit Forms 2368 and Request to Rescind Principal Residence Exemption Forms 2602; instead these forms, along with Form 5565, shall be forwarded to the Michigan Department of Treasury only if requested. However, the local tax collecting unit is still required to submit to the Michigan Department of Treasury copies of filed Conditional Rescission of Principal Residence Exemption (PRE) Forms 4640, Foreclosure Entity Conditional Rescission of Principal Residence Exemption (PRE) Forms 4983, Principal Residence Exemption Active Duty Military Forms 4660, Notice of Denial of Principal Residence Exemption (Local (City/Township)) Forms 2742, and Notice of Denial of Principal Residence Exemption (County) Forms 4075.

Public Act 122 amends the General Property Tax Act to extend a misdemeanor penalty to a person who claimed a substantially similar exemption, deduction, or credit on property in another state with the intent to obtain a PRE under the Act.

More information can be found on the PRE website at www.michigan.gov/PRE.

I. Transitional Qualified Forest Property

On June 28th, 2016, Governor Snyder signed into law Public Acts 260, 261, and 262 of 2016. These Acts provide an opportunity for landowners to transfer Commercial Forest property into the Qualified Forest Program (QFP) without payment of a Commercial Forest Reserve withdrawal penalty. Instead, the statutory changes provide for a graduated return to ad valorem property taxes by allowing a five year incremental return to full tax liability. This is accomplished by the creation the Transitional Qualified Forest Property (TQFP) exemption and specific tax.

Public Act 260 creates the “Transitional Qualified Forest Property Specific Tax” for taxes levied after December 31, 2015. To be “Transitional Qualified Forest Property” the property must have previously been Commercial Forest property and must qualify for and have been approved as Qualified Forest Property under MCL 211.7(jj)[1]. Additionally:

1. The property must have been owned by the current owner no later than September 1, 2016,
2. The property must have been CFR no later than September 1, 2016, and
3. The application must be made by September 1, 2021.

If a landowner withdraws property from the Commercial Forest exemption program provided, they may apply to have the forest land determined to be Transitional Qualified Forest Property (TQFP) for a period not to exceed five (5) years. The exemption is limited to a total of 160 acres within each township.

When notified of the exemption (through the receipt of the recorded qualified Forest Property Affidavit and a copy of the recorded CRF withdrawal certificate), the assessor exempts the property from the collection of ad valorem taxes until December 31 of the year in which the property is no longer TQFP. The assessor determines the assessed and taxable values in the

same manner as for other properties but instead of paying ad valorem tax, the owner pays a specific tax that is described in detail in Bulletin 8 of 2017.

Public Act 261 amends the General Property Tax Act by making minor changes to MCL 211.7jj to accommodate the Transitional Qualified Forest Property Exemption and to add MCL 211.vv, which exempts TQFP from ad valorem assessment.

More information regarding this exemption can be found in Bulletin 8 of 2017 available on the STC website under the Bulletins tab.

J. Qualified Agricultural Property Changes

PA 375 of 2016 was signed by Governor Snyder on December 28, 2016. This Act amends MCL 211.27a(6)(k) to allow a property owner to request that the assessor establish a separate tax parcel for a portion of a parcel that will no longer be qualified agricultural property. The establishment of the separate parcel *is not* a land division under the Land Division Act, Public Act 288 of 1967, until and unless the separate tax parcel is conveyed. The status of the remainder of the original parcel as qualified agricultural property is not affected by the establishment of the separate parcel that is not qualified agricultural property.

The separately established parcel which is no longer qualified agricultural property is immediately subject to the qualified agricultural property recapture tax, however the taxable value of the separate parcel of property does not uncap until and unless there is a transfer of ownership.

More information can be found in Bulletin 7 of 2017 available on the STC website under the Bulletins tab.

K. Authority of July and December Boards of Review

The State Tax Commission has become aware of a significant number of instances where Boards of Review are acting outside their statutory authorities. MCL 211.53b specifies: The board of review meeting in July and December shall meet only for the purpose described in subsection (1) (Qualified Errors) and to hear appeals provided for in sections 7u (Poverty Exemption), 7cc (Principal Residence Exemption), 7ee (Qualified Agricultural Exemption), 7jj (Qualified Forest Exemption), and 9o (Small Business Taxpayer Exemption).

Assessors should carefully review the Board of Review FAQ on the Commission's website to ensure their Boards of Review are acting within their statutory authorities.

City of Hillsdale Resolution # 3163

RESOLUTION TO SET GUIDELINES FOR EXEMPTIONS
FROM PROPERTY TAXES FOR PERSONS IN POVERTY

WHEREAS, Section 211.7u of Act No. 390 of the Public Acts of 1994, as amended, provides for, among other things, the procedures and requirements by which an owner of property occupied as a homestead may, by reason of poverty, apply for and be considered for an exemption, in whole or in part, from taxation under the act; and

WHEREAS, the Hillsdale City Council has determined that it is in the best interests of the City and its citizens to determine and establish the procedures and eligibility requirements by which such an owner of homestead property may apply for and be granted an exemption, in whole or in part, from taxation under the act; and

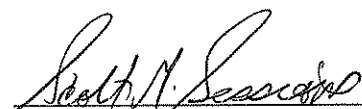
WHEREAS, the Hillsdale City Council is required under Section 211.7u of Act No. 390 of the Public Acts of 1994, as amended, to determine, adopt, and make available to the public the policy and guidelines the City's assessing unit uses for the granting of exemptions under its provisions;

NOW, THEREFORE, the City of Hillsdale, Hillsdale County adopts the following policy and guidelines:

1. The Hillsdale City Assessor shall act as the "supervisor" with respect to all applications for a poverty exemption made under the provisions of Act 390 of the Public Acts of 1994, as amended.
2. In order to be eligible for exemption from taxation under Section 211.7u of Act No. 390 of the Public Acts of 1994, as amended, a person shall do *all* of the following:
 - A. Be the owner and occupy the property for which an exemption is requested as the owner's principal residence and homestead;
 - B. File a claim for the exemption with the Assessor or the City's Board of Review on a form provided by the City's assessing unit accompanied by the original and one copy of the following:
 - (i) Federal and state income tax returns filed in the immediately preceding year or the current year, whichever is later, for each person residing in the principal residence, including any property tax credit returns; provided that if a person residing in the property for which an exemption is requested was not required to file a federal or state income tax return in the affected year, an affidavit in the form prescribed by the state tax commission shall be accepted in place of the income tax returns.
 - (ii) A valid driver's license or other form of identification;
 - (iii) The deed or land contract evidencing ownership of the property for which an exemption is requested; and
 - (iv) Any other evidence of such ownership, occupancy of the property as the owner's principal residence, and any other documents regarding eligibility that the supervisor or Board of Review might require.

3. The filing of a claim constitutes an appearance before the Board of Review for the purpose of preserving the claimant owner's right to appeal its decision regarding the claim.
4. The Assessor shall develop and provide the claim form for use by an owner requesting exemption under the act, including a list of all necessary attachments required for determination of eligibility. The Assessor shall also develop a scoring sheet for use in administering this policy and these guidelines. The application and scoring sheet shall be made available to the public along with this policy and these guidelines, and any other policies and guidelines as are from time to time established.
5. In determining eligibility, the Assessor and Board of Review shall consider the income and assets of all persons residing in the residence for which an exemption is requested at the time of application.
6. In order to be considered eligible for exemption consideration, the cumulative income of the above-listed persons for the tax year in which the exemption is claimed, or for the immediately preceding tax year, may not be more than the household limits set by the Federal Poverty Guidelines as established and updated annually by the U.S. Department of Health and Human Services.
7. The above-listed persons, at the time of application, may not possess assets with a total value (after deducting any secured debt on same) totaling more than the annual income limit established under the Federal Poverty Guidelines referenced above. Any assets above this amount, whether liquid or fixed, shall be considered as available for payment of taxes.
8. If an exemption is granted, the taxable value shall be reduced to an amount that will result in estimated annual taxes equal to 3.5% of the total household income plus any available assets as determined above. In the event of extraordinary circumstances, the Assessor and Board of Review may deviate from these guidelines. The reason for any deviation must be communicated in writing within the Board of Review decision.
9. To be considered an application for exemption must be filed after January 1 but before the day prior to the last day of the Board of Review.
10. The Board of Review shall follow the provisions of this policy and these guidelines in granting or denying an exemption unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from them, and the substantial and compelling reasons are communicated in writing to the claimant.
11. A person who files a claim for an exemption due to poverty is not prohibited from also appealing the assessment on the property for which the claim is made before the Board of Review in the same year.
12. As used in this policy and these guidelines "principal residence" is as defined in MCL 211.7dd.

This resolution passed this 20th day of January 2014.



Scott Sessions, Mayor



Robilyn Swisher, City Clerk



City of Hillsdale Agenda Item Summary

MEETING DATE: December 18, 2017

AGENDA ITEM: New Business

SUBJECT: Appointment of Chris McArthur as Hillsdale BPU Interim Director

BACKGROUND PROVIDED BY: David Mackie, City Manager

BACKGROUND:

Hillsdale Board of Public Utilities (BPU) Personnel Committee and Board have both made a motion to appoint Chris McArthur as Interim Director of BPU for a six month period. Chris was hired as the Deputy Director on August 1, 2016, after spending over 17 years with the Michigan South Central Power Agency (MSCPA). He was the Board's and City Manager's selection for the second candidate to be hired for the Director's position when Mike Barber was selected.

RECOMMENDATION

Staff recommends City Council confirm the appointment of Chris McArthur as Hillsdale Board of Public Utilities Interim Director for a six month period.



City of Hillsdale Agenda Item Summary

MEETING DATE: December 18, 2017
AGENDA ITEM: New Business
SUBJECT: MDOT Aero Reimbursement Contract

BACKGROUND PROVIDED BY: David Mackie, City Manager

Attached are documents associated with the reimbursement of money owed to the City of Hillsdale from MDOT Aero on the Airport apron project:

- Original contract with MDOT Aero for 2017 apron construction
- Email from MDOT identifying reimbursement owed to the City
- Cover letter mailed out for MDOT Contract No. 2018-0167
- Exhibit 1 for MDOT Contract No. 2018-0167

The original apron contract was approved by City Council on June 19, 2017. As part of this contract the City of Hillsdale was responsible for paying \$213,945 to MDOT Aero in order to begin construction on the apron. It was additionally understood, at that time, by MDOT Aero and the City that the City would be reimbursed for approximately \$111,678 of that payment once Federal funds were released in late fall. Based on the final cost of the project the City will be receiving \$112,027 reimbursement.

The reimbursement will come in the form of two payments, as delineated by Amanda Hopper of MDOT Aero, per her attached email. Additionally included with this item is the cover letter and Exhibit 1 to the contract that the City must sign in order to receive the first portion of this reimbursement \$89,252. The City has not received the full contract as of the time of this memo. As noted in the cover letter, the full contract was mailed to the City on December 14, 2017. The document should be available for review prior to the City Council meeting. Once the contract is approved MDOT Aero will process the reimbursement.

RECOMMENDATION

Staff recommends City Council approve the MDOT Contract No. 2018-0167 and authorize Mayor Stockford to sign the document on behalf of the City.

MICHIGAN DEPARTMENT OF TRANSPORTATION
CITY OF HILLSDALE
CONTRACT FOR A FEDERAL/STATE/LOCAL
AIRPORT PROJECT
UNDER THE BLOCK GRANT PROGRAM

This Contract is made and entered into this date of _____ by and between the Michigan Department of Transportation (MDOT) and City of Hillsdale (SPONSOR) for the purpose of fixing the rights and obligations of the parties in agreeing to the following undertaking at the Hillsdale Municipal Airport, whose associated city is Hillsdale, Michigan, such undertaking (PROJECT) estimated in detail in Exhibit 1, dated May 30, 2017 attached hereto and made a part hereof.

PROJECT DESCRIPTION: CONSTRUCT APRON - FUTURE TERMINAL AREA - CONSTRUCTION.

Recitals:

The PROJECT is eligible for federal funding under the federal Airport Improvement Program, pursuant to 49 USC 47101 *et seq.*, including 47128; and

MDOT has received a block grant from the Federal Aviation Administration (FAA) for airport development projects; and

MDOT is responsible for the allocation and management of block grant funds pursuant to the above noted act; and

Information required by 2 CFR Part 200 is attached to this Contract as Attachment X.

The parties agree that:

1. The term "PROJECT COST," as used herein, is defined in Attachment(s) 6, attached hereto and made a part hereof. The PROJECT COST will also include administrative costs incurred by MDOT in connection with the PROJECT. Administrative costs incurred by the SPONSOR are not eligible PROJECT COSTS.

THE SPONSOR WILL:

2. Enter into a contract with a consultant for each element of the PROJECT that requires expertise. The consultant will be selected in conformity with FAA Advisory Circular 150/5100-14. MDOT will select the consultant for each element of the PROJECT that involves preparation of environmental documentation. The SPONSOR will select the consultant for all other aspects of the PROJECT. All consultant contracts will be submitted to MDOT for review and approval. Any such approvals will not be construed as a warranty of the consultant's qualifications, professional standing, ability to perform the work being subcontracted, or financial integrity. The SPONSOR will neither award a consultant contract nor authorize the consultant to proceed prior to receiving written approval of the contract from MDOT. Any change to the consultant contract will require prior written approval from MDOT. In the event that the consultant contract is terminated, the SPONSOR will give immediate written notice to MDOT.
3. Make payment to MDOT for the SPONSOR's share of the PROJECT COSTS within thirty (30) days of the billing date. MDOT will not make payments for any PROJECT work prior to receipt of payment from the SPONSOR for the SPONSOR's share of that item of the PROJECT work.

Eligible PROJECT COSTS that are paid by the SPONSOR may be submitted for credit toward the SPONSOR's share of the PROJECT COST provided that they are submitted within one hundred eighty (180) days of the date the costs were incurred or within one hundred eighty (180) days of the date of award of this Contract by the parties, whichever is later. Documentation of the PROJECT COST will include copies of the invoices on which the SPONSOR will write the amounts paid, the check numbers, the voucher numbers, and the dates of the checks. Each invoice will be signed by an official of the SPONSOR as proof of payment. The amount of the SPONSOR billing will be reduced by the amount of the eligible credit, based on documentation submitted, provided it is submitted prior to the date of the billing. Should it be determined that the SPONSOR has been given credit for payment of ineligible items of work, the SPONSOR will be billed an amount to ensure that the SPONSOR share of PROJECT COSTS is covered.

The SPONSOR pledges sufficient funds to meet its obligations under this Contract.

4. With regard to audits and record-keeping:
 - a. The SPONSOR will establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this Contract (RECORDS). Separate accounts will be established and maintained for all costs incurred under this Contract.
 - b. The SPONSOR will maintain the RECORDS for at least six (6) years from the date of final payment made by MDOT under this Contract. In the event of a dispute with regard to allowable expenses or any other issue under this Contract,

the SPONSOR will thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

- c. MDOT or its representative may inspect, copy, scan, or audit the RECORDS at any reasonable time after giving reasonable notice.
 - d. If any part of the work is subcontracted, the SPONSOR will assure compliance with subsections (a), (b), and (c) above for all subcontracted work.
5. Provide and will require its subcontractors to provide access by MDOT or its representatives to all technical data, accounting records, reports, and documents pertaining to this Contract. Copies of technical data, reports, and other documents will be provided by the SPONSOR or its subcontractors to MDOT upon request. The SPONSOR agrees to permit representatives of MDOT to inspect the progress of all PROJECT work at any reasonable time. Such inspections are for the exclusive use of MDOT and are not intended to relieve or negate any of the SPONSOR's obligations and duties contained in this Contract. All technical data, reports, and documents will be maintained for a period of six (6) years from the date of final payment.
 6. In the performance of the PROJECT herein enumerated, by itself, by a subcontractor, or by anyone acting on its behalf, comply with any and all applicable state, federal, and local statutes, ordinances, and regulations. The SPONSOR further agrees to obtain all permits that are applicable to the entry into and the performance of this Contract.

The SPONSOR agrees to comply with the General Conditions and Special Conditions set forth in Appendix F, attached hereto and made a part hereof.

In addition, the SPONSOR agrees to accomplish the PROJECT in compliance with all applicable FAA Assurances, Advisory Circulars, and Certifications.

7. The SPONSOR agrees that the costs reported to MDOT for this Contract will represent only those items that are properly chargeable in accordance with this Contract. The SPONSOR also certifies that it has read the Contract terms and has made itself aware of the applicable laws, regulations, and terms of this Contract that apply to the reporting of costs incurred under the terms of this Contract.

MDOT WILL:

8. Bill the SPONSOR for the SPONSOR's share of the estimated PROJECT COST. MDOT will bill the SPONSOR for the SPONSOR's share of additional estimated PROJECT COSTS for changes approved in accordance with Section 13 at the time of award of the amendment for approved work.
9. Upon receipt of payment requests approved by the SPONSOR, make payment for eligible PROJECT COSTS. MDOT will seek reimbursement from the FAA through the block grant issued to MDOT for funds expended on eligible PROJECT COSTS.

MDOT will not make payment for any PROJECT work prior to receipt of payment from the SPONSOR for the SPONSOR's share of that item of PROJECT work.

10. Make final accounting to the SPONSOR upon completion of the PROJECT, payment of all PROJECT COSTS, and completion of necessary audits. Any excesses or deficiencies will be returned or billed to the SPONSOR.

IT IS FURTHER AGREED THAT:

11. The PROJECT COST participation is estimated to be as shown below and as shown in the attached Exhibit 1. The PROJECT COST participation shown in Exhibit 1 is to be considered an estimate. The actual MDOT, FAA, and SPONSOR shares of the PROJECT COST will be determined at the time of financial closure of the FAA grant.

Federal Share	\$150,000.00
Maximum MDOT Share	\$808,333.00
SPONSOR Share	\$213,945.00
<i>Estimated</i> PROJECT COST	\$1,172,278.00

12. The PROJECT COST will be met in part with federal funds granted to MDOT by the FAA through the block grant program and in part with MDOT funds. Upon final settlement of cost, the federal funds will be applied to the federally-funded parts of this Contract at a rate not to exceed ninety-five percent (95%) up to and not to exceed the maximum federal obligations shown in Section 11 or as revised in a budget letter, as set forth in Section 13. Those parts beyond the federal funding maximum may be eligible for state funds at a rate not to exceed ninety percent (90%) up to and not to exceed the maximum MDOT obligation shown in Section 11.

For portions of the PROJECT for which only MDOT and SPONSOR funds will be applied to the final settlement, MDOT funds will be at a rate not to exceed ninety percent (90%), and the total MDOT funds applied toward the PROJECT COST may be up to but will not exceed the maximum MDOT obligations shown in Section 11 or as revised in a budget letter, as set forth in Section 13. Any items of PROJECT COST not funded by FAA or MDOT funds will be the sole responsibility of the SPONSOR.

MDOT funds in this Contract made available through legislative appropriation are based on projected revenue estimates. MDOT may reduce the amount of this Contract if the revenue actually received is insufficient to support the appropriation under which this Contract is made.

13. The PROJECT COST shown in Section 11 is the maximum obligation of MDOT and federal funds under this Contract. The maximum obligation of MDOT and federal funds may be adjusted to an amount less than the maximums shown in Section 11 through a budget letter issued by MDOT. A budget letter will be used when updated cost estimates for the PROJECT reflect a change in the amount of funds needed to fund all PROJECT

COSTS. The budget letter will be signed by the Administrator of the Airports Division of the Office of Aeronautics.

A budget letter will also be used to add or delete work items from the PROJECT description, provided that the costs do not exceed the maximum obligations of Section 11. If the total amount of the PROJECT COST exceeds the maximum obligations shown in Section 11, the PROJECT scope will have to be reduced or a written amendment to this Contract to provide additional funds will have to be awarded by the parties before the work is started.

14. In the event it is determined by MDOT that there will be either insufficient funds or insufficient time to properly administer such funds for the entire PROJECT or portions thereof, MDOT, prior to advertising or authorizing work performance, may cancel the PROJECT or any portion thereof by giving written notice to the SPONSOR. In the event this occurs, this Contract will be void and of no effect with respect to the canceled portion of the PROJECT. Any SPONSOR deposits on the canceled portion less PROJECT COSTS incurred on the canceled portions will be refunded following receipt of a letter from the SPONSOR requesting that excess funds be returned or at the time of financial closure, whichever comes first.
15. In the event that an audit performed by or on behalf of MDOT indicates an adjustment to the costs reported under this Contract or questions the allowability of an item of expense, MDOT will promptly submit to the SPONSOR a Notice of Audit Results and a copy of the audit report, which may supplement or modify any tentative findings verbally communicated to the SPONSOR at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the SPONSOR will (a) respond in writing to the responsible Bureau of MDOT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense, and (c) submit to MDOT a written explanation as to any questioned or no opinion expressed item of expense (RESPONSE). The RESPONSE will be clearly stated and will provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the SPONSOR may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by MDOT. The RESPONSE will refer to and apply the language of the Contract. The SPONSOR agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes MDOT to finally disallow any items of questioned or no opinion expressed cost.

MDOT will make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If MDOT determines that an overpayment has been made to the SPONSOR, the SPONSOR will repay that amount to MDOT or reach agreement with MDOT on a repayment schedule within thirty (30) days after the date of an invoice from MDOT. If

the SPONSOR fails to repay the overpayment or reach agreement with MDOT on a repayment schedule within the thirty (30) day period, the SPONSOR agrees that MDOT will deduct all or a portion of the overpayment from any funds then or thereafter payable by MDOT to the SPONSOR under this Contract or any other agreement or payable to the SPONSOR under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by MDOT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The SPONSOR expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest MDOT's decision only as to any item of expense the disallowance of which was disputed by the SPONSOR in a timely filed RESPONSE.

16. Failure on the part of the SPONSOR to comply with any of the conditions of this Contract may be considered cause for placing the SPONSOR in a state of noncompliance, thereby making the SPONSOR ineligible for future federal and/or state funds until such time as the noncompliance issues are resolved. In addition, this failure may constitute grounds for cancellation of the PROJECT and/or repayment of all grant amounts on a pro rata basis, if the PROJECT has begun. In this section, pro rata means proration of the cost of the PROJECT over twenty (20) years, if the PROJECT has not yet begun.
17. Any approvals, acceptances, reviews, and inspections of any nature by MDOT will not be construed as a warranty or assumption of liability on the part of MDOT. It is expressly understood and agreed that any such approvals, acceptances, reviews, and inspections are for the sole and exclusive purposes of MDOT, which is acting in a governmental capacity under this Contract, and that such approvals, acceptances, reviews, and inspections are a governmental function incidental to the PROJECT under this Contract.
eAny approvals, acceptances, reviews, and inspections by MDOT will not relieve the SPONSOR of its obligations hereunder, nor are such approvals, acceptances, reviews, and inspections by MDOT to be construed as a warranty as to the propriety of the SPONSOR's performance, but are undertaken for the sole use and information of MDOT.
18. In connection with the performance of PROJECT work under this Contract, the SPONSOR (hereinafter in Appendix A referred to as the "contractor") agrees to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts," as set forth in Appendix A, dated June 2011, attached hereto and made a part hereof. The SPONSOR (hereinafter in Appendix B referred to as the "contractor") further agrees to comply with the Civil Rights Act of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 USC Sections 1971, 1975a-1975d, and 2000a-2000h-6, and the Regulations of the United States Department of Transportation (49 CFR Part 21) issued pursuant to said Act, including Appendix B, attached hereto and made a part hereof. These provisions will be included in all subcontracts relating to this Contract.

The SPONSOR will carry out the applicable requirements of MDOT's Disadvantaged Business Enterprise (DBE) program and 49 CFR Part 26, including, but not limited to, those requirements set forth in Appendix C, dated October 2, 2014, attached hereto and made a part hereof.

19. The SPONSOR agrees to require all prime contractors to pay each subcontractor for the satisfactory completion of work associated with the subcontract no later than ten (10) calendar days from the receipt of each payment the prime contractor receives from MDOT or the SPONSOR. The prime contractor also is required to return retainage payments to each subcontractor within ten (10) calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from these time frames may occur only upon receipt of written approval from MDOT. These requirements are also applicable to all sub-tier subcontractors and will be made a part of all subcontract agreements.

This prompt payment provision is a requirement of 49 CFR, Part 26, as amended, and does not confer third-party beneficiary right or other direct right to a subcontractor against MDOT. This provision applies to both DBE and non-DBE subcontractors.

The SPONSOR further agrees that it will comply with 49 CFR, Part 26, as amended, and will report any and all DBE subcontractor payments to MDOT semi-annually in the format set forth in Appendix G, dated September 2015, attached hereto and made a part hereof, or any other format acceptable to MDOT.

20. In accordance with 1980 PA 278, MCL 423.321 *et seq.*, the SPONSOR, in the performance of this Contract, will not enter into a contract with a subcontractor, manufacturer, or supplier listed in the register maintained by the United States Department of Labor of employers who have been found in contempt of court by a federal court of appeals on not less than three (3) separate occasions involving different violations during the preceding seven (7) years for failure to correct an unfair labor practice, as prohibited by Section 8 of Chapter 372 of the National Labor Relations Act, 29 USC 158. MDOT may void this Contract if the name of the SPONSOR or the name of a subcontractor, manufacturer, or supplier utilized by the SPONSOR in the performance of this Contract subsequently appears in the register during the performance period of this Contract.
21. With regard to claims based on goods or services that were used to meet the SPONSOR's obligation to MDOT under this Contract, the SPONSOR hereby irrevocably assigns its right to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or MDOT due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - 445.788, excluding Section 4a, to the State of Michigan or MDOT.

The SPONSOR shall require any subcontractors to irrevocably assign their rights to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or MDOT with regard to claims based on goods or services that were used to meet the SPONSOR's obligation to MDOT under this Contract due to any violation of 15

USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - 445.788, excluding Section 4a, to the State of Michigan or MDOT as a third-party beneficiary.

The SPONSOR shall notify MDOT if it becomes aware that an antitrust violation with regard to claims based on goods or services that were used to meet the SPONSOR's obligation to MDOT under this Contract may have occurred or is threatened to occur. The SPONSOR shall also notify MDOT if it becomes aware of any person's intent to commence, or of commencement of, an antitrust action with regard to claims based on goods or services that were used to meet the SPONSOR's obligation to MDOT under this Contract.

22. In any instance of dispute and/or litigation concerning the PROJECT, the resolution thereof will be the sole responsibility of the party/parties to the contract that is/are the subject of the controversy. It is understood and agreed that any legal representation of the SPONSOR in any dispute and/or litigation will be the financial responsibility of the SPONSOR.
23. MDOT and the FAA will not be subject to any obligations or liabilities by contractors of the SPONSOR or their subcontractors or any other person not a party to this Contract without its specific consent and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof.
24. Each party to this Contract will remain responsible for any claims arising out of that party's performance of this Contract as provided by this Contract or by law.

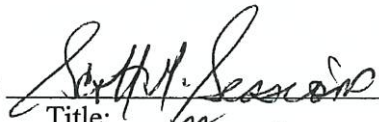
This Contract is not intended to increase or decrease either party's liability for or immunity from tort claims.

This Contract is not intended to nor will it be interpreted as giving either party a right of indemnification, either by Contract or at law, for claims arising out of the performance of this Contract.

25. This Contract will be in effect from the date of award through twenty (20) years .
26. In case of any discrepancies between the body of this Contract and any exhibit hereto, the body of the Contract will govern.

27. This Contract will become binding on the parties and of full force and effect upon signing by the duly authorized representatives of the SPONSOR and MDOT and upon adoption of a resolution approving said Contract and authorizing the signature(s) thereto of the respective representative(s) of the SPONSOR, a certified copy of which resolution will be sent to MDOT with this Contract, as applicable.

CITY OF HILLSDALE

By: 
Title: Mayor.

MICHIGAN DEPARTMENT OF TRANSPORTATION

By: _____
Title: Department Director

EXHIBIT 1

**HILLSDALE MUNICIPAL AIRPORT
HILLSDALE, MICHIGAN**

Project No. B-26-0044-2616
Contract No. FM 30-04-C18

May 30, 2017

	Federal	State	Local	Total
<u>ADMINISTRATION</u>	<u>\$450</u>	<u>\$25</u>	<u>\$25</u>	<u>\$500</u>
DEPARTMENT-AERO	\$450	\$25	\$25	\$500
<u>PLANNING</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>DESIGN</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>CONSTRUCTION</u>	<u>\$149,550</u>	<u>\$808,308</u>	<u>\$213,920</u>	<u>\$1,171,778</u>
Construct Apron - future terminal area	\$46,680	\$2,593	\$2,594	\$51,867
Construct Apron - future terminal area (State/Local)	\$0	\$800,000	\$88,889	\$888,889
Construct Apron - future terminal area (Local only)	\$0	\$0	\$116,722	\$116,722
AERO - Construction	\$4,950	\$275	\$275	\$5,500
CONSULTANT - Construction	\$97,920	\$5,440	\$5,440	\$108,800
TOTAL PROJECT BUDGET	\$150,000	\$808,333	\$213,945	\$1,172,278

Federal Billing Breakdown:

Bill #1 \$150,000 SBGP 9616 Grant Award Date: 8/22/16

Period of Performance End Date: 8/21/19

MAC Approval: 5/24/17

David Mackie

From: Hopper, Amanda (MDOT) <HopperA@michigan.gov>
Sent: Wednesday, December 13, 2017 10:47 AM
To: Steudle, Betsy (MDOT); David Mackie
Cc: Bonnie Tew; Patterson, Nicholas
Subject: RE: Hillsdale -Apron Reimbursement
Attachments: Hillsdale -2717.pdf; Hillsdale -2616.xls

Hello All.

The \$150,000 Federal Money was at 90/5/5 (F/S/L) so the local 5% is \$8,333
The \$800,000 State Money was at 90/10 (S/L) so the local 10% is \$88,889

I can only reimburse what was expended:

Original Contract Amount \$1,057,477.60 and we have a CO#1 for \$-22,775.42. Construction Costs are at \$1,034,702.18

\$1,034,702.18 Construction Costs
\$ 108,800 RS&H
\$6,000 AERO
\$1,149,502.18 Total Project Costs

We didn't use all of the \$116,722 LOCAL costs we only used \$93,946.58 of this money. Of this \$93,946.58 I am able to reimburse the City their Federal and State Portion (90 + 5 = 95%) the other 5% is your local match (\$89,252). The remaining money in the -2616 Grant will be reimbursed once the project is requested closed. (This is the \$22,775) I have attached the Exhibit 1 for the -2616 and -2717 Grant for your reference. **All told you will get the \$89,252 and the \$22,775 back from the two grants.** Does this make sense?

I am not available at 4:30 today, sorry. Maybe earlier today or tomorrow?

Amanda Hopper
Airports Division
MDOT
(517)335-9246

\$ 89,252
+ \$ 22,775

\$ 112,027 Total

From: Steudle, Betsy (MDOT)
Sent: Tuesday, December 12, 2017 3:44 PM
To: David Mackie <dmackie@cityofhillsdale.org>
Cc: Bonnie Tew <btew@cityofhillsdale.org>; Hopper, Amanda (MDOT) <HopperA@michigan.gov>; Patterson, Nicholas <Nicholas.Patterson@rsandh.com>
Subject: RE: Hillsdale -Apron Reimbursement

David,

Amanda asked me to reply. The Sponsor Contract's Exhibit 1 for subgrant #2616 included a local only budget amount of \$116,722 for the new terminal apron construction.



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

December 14, 2017

David E. Mackie, City Manager
City of Hillsdale
97 N. Broad St.
Hillsdale, MI 49242

Dear Mr. Mackie:

SUBJECT: Hillsdale Municipal Airport
Hillsdale, Michigan
Fed. Proj. No. B-26-0044-2717
MDOT Contract No. 2018-0167

Enclosed are the original and one copy of the above-described contract between your organization and the Michigan Department of Transportation. Please take time to read and understand this contract (**noting the conditions and special conditions in Appendix F**). If this contract meets with your approval, please complete the following checklist:

- ___ PLEASE DO NOT DATE THE CONTRACTS. MDOT will date the contracts when they are executed. (A contract is **not** executed unless both parties have signed it.)
- ___ Secure the necessary signatures on **both** contracts.
- ___ **Include a certified resolution/authorization that specifically names the official(s) authorized to sign the contract.** One must be submitted even though you may have submitted one to us in the past.
- ___ Review FAA Assurances, Advisory Circulars, and Sponsor Certifications. Signed Certifications and additional Drug-Free Workplace documentation are required for award.
- ___ Return **both** copies of the contract to my attention at the address below for execution by MDOT. In order to meet the scheduled project start date and/or timely processing of project costs, **please return the signed sponsor contracts as soon as you have secured local approval.** One fully executed contract will be forwarded to you.

If you have any questions, please call me at 517-335-9960.

Sincerely,

Anu Taneja, Contract Administrator
Office of Aeronautics

Enclosures
cc: Amanda Hopper
File

EXHIBIT 1

**HILLSDALE MUNICIPAL AIRPORT
HILLSDALE, MICHIGAN**

Project No. B-26-0044-2717
Contract No. FM 30-04-C18

December 12, 2017

	Federal	State	Local	Total
<u>ADMINISTRATION</u>	\$0	\$0	\$0	\$0
<u>DEPARTMENT-AERO</u>	\$0	\$0	\$0	\$0
<u>PLANNING</u>	\$0	\$0	\$0	\$0
<u>DESIGN</u>	\$0	\$0	\$0	\$0
<u>CONSTRUCTION</u>	\$84,555	\$4,697	\$4,698	\$93,950
Construct Apron - future terminal area - sponsor reimbursement	\$84,555	\$4,697	\$4,698	\$93,950
TOTAL PROJECT BUDGET	\$84,555	\$4,697	\$4,698	\$93,950

Federal Billing Breakdown:

Bill #1 \$84,555 SBGP 9817 Grant Award Date: 7/24/17

\$89,252

Period of Performance End Date: 9/30/18

MAC Approval: 11/8/17



City of Hillsdale Agenda Item Summary

MEETING DATE: December 18, 2017

AGENDA ITEM: Miscellaneous Reports

SUBJECT: Appointment to Hillsdale Housing Commission

BACKGROUND PROVIDED BY: David Mackie, City Manager

BACKGROUND

Hillsdale Housing Commission has a board opening. The staff advertised the position and Maxine Vanlerberg had expressed an interest in serving. Maxine is a lifelong residence of Hillsdale. She is the Director of Community Action Agency and has served on multiple volunteer boards. Maxine comes with a wealth of knowledge and experience when it comes to dealing with housing issues. She would be a tremendous asset to the Hillsdale Housing Commission.

RECOMMENDATION

City Manager recommends City Council confirm the appointment of Maxine Vanlerberg to the Hillsdale Housing Commission.



Hillsdale Housing Commission

45 N. West Street □ Hillsdale, MI 49242

Phone: (517) 439-1210 □ Fax: (517) 439-9577

www.hillsdalehousing.org

Application for the Hillsdale Housing Commission

Name: Maxine Vanlerberg Have you ever lived at Hilltop? No

Address: 11760 Tamarack Rd

Apt. #: _____

City: Pittsford How long have you lived in Hillsdale? Lifelong

State: Mi

Zip: 49276

Phone: 517-383-2217

Why do you want to be a Commissioner?

I work at Community Action Agency (for the last 9 1/2 yrs) and am actively involved in the Hillsdale County Housing Continuum of Care. I have a lot of knowledge & experience in dealing with housing issues in our community. I feel the knowledge that I have and my experiences would be a benefit to the Housing Commission.

Have you ever served on a volunteer board or commission before? Y Yes _____ No

If "Yes" to above, please describe your previous board experience, including approximate dates of service.

Senior Center
Co. Health Dept Board
County Board of Commissioners (6 yrs, 4 as chair)
Region II Area Agency on Aging
Life ways Mental Health
CAA Board
Love Inc Board
Hillsdale County Community Foundation
Chair of Hillsdale County Housing Continuum of Care
Church Board of Directors (Waldron Wesleyan)
County DAS Board