



City Council Agenda

June 17, 2019
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 May 30, 2019: \$250,940.32
 - 2. BPU Claims of May 30, 2019: \$96,864.60
 - 3. Payroll of June 13, 2019: \$176,290.47
 - B. City Council Minutes of June 3, 2019 Regular Meeting
 - C. BPU Purchase of Transformers for Voltage Upgrade
 - D. BPU WWTP North Clarifier Drive Replacement
 - E. BPU WWTP Water Filter Media Replacement
 - F. 2B District Court Job Fair Street Use Agreement
 - G. Budget Amendments
- VI. Communications/Petitions**
 - A. STC Supervising Preparation of the Assessment Roll
 - B. Property Assessing Reform Proposal FAQs
- VII. Introduction and Adoption of Ordinances/Public Hearing**
- VIII. Unfinished Business**
 - A. I.C.E Grant – Verbal Update
 - B. Hallett Street – Verbal Update
- IX. Old Business**
- X. New Business**
 - A. Internal Loans
 - B. Classification Addition for Rank of Lieutenant
 - C. BPU Vermeer Trencher Repairs
 - D. Contract for a Federal/State/Local Airport Project (Fuel Farm Design)
 - E. Property Assessed Clean Energy (PACE) Financing Tool
- XI. Miscellaneous Reports**
- XII. General Public Comment**

XIII. City Manager's Report

XIV. Council Comment

XV. Adjournment

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 05/17/2019 - 05/30/2019
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GC

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 278							
101-295.000-801.000	05/30/19	AVFUEL CORP	POS PAYMENT PROCESS EQUIP RENTAL	012160250	05/30/19	20.00	278
101-295.000-801.000	05/30/19	AVFUEL CORP	REFUELER RENTAL	012160538	05/30/19	450.00	278
Total For Check 278						470.00	
Check 279							
101-191.000-726.000	05/30/19	CARD SERVICES CENTER	ELECTIONS - DONUTS & WATER	03043C	05/30/19	26.14	279
101-191.000-862.000	05/30/19	CARD SERVICES CENTER	ELECTION SUPPLIES FOR MAY 7 ELECTIO	00605C	05/30/19	31.28	279
101-209.000-726.000	05/30/19	CARD SERVICES CENTER	ASSESSING DEPARTMENT SUPPLIES	02447C	05/30/19	10.47	279
101-215.000-734.000	05/30/19	CARD SERVICES CENTER	POSTAGE	05.09.2019	05/30/19	2.65	279
101-215.000-734.000	05/30/19	CARD SERVICES CENTER	POSTAGE	05.03.2019	05/30/19	291.50	279
101-295.000-862.000	05/30/19	CARD SERVICES CENTER	ADA TRAINING - JAKE, FRANK & JASON	04.18.2019	05/30/19	31.07	279
101-301.000-726.000	05/30/19	CARD SERVICES CENTER	LODGING & POSTAGE	25800381	05/30/19	15.74	279
101-301.000-862.000	05/30/19	CARD SERVICES CENTER	LODGING & MEALS	05.07.2019	05/30/19	40.54	279
101-301.000-862.000	05/30/19	CARD SERVICES CENTER	LODGING & POSTAGE	25800381	05/30/19	243.62	279
101-336.000-726.000	05/30/19	CARD SERVICES CENTER	THERMAL IMAGING CAMERA	04.17.2019	05/30/19	115.62	279
101-336.000-955.336	05/30/19	CARD SERVICES CENTER	THERMAL IMAGING CAMERA	04.17.2019	05/30/19	643.43	279
271-790.000-726.000	05/30/19	CARD SERVICES CENTER	FIELDS FABRICS UPHOLSTRY FABRIC	04.27.2019	05/30/19	19.02	279
271-790.000-810.000	05/30/19	CARD SERVICES CENTER	MLA DUES REIMBURSED BY SW	04.28.2019	05/30/19	366.46	279
271-792.000-726.010	05/30/19	CARD SERVICES CENTER	SUMMER READING DEMCO	6592536	05/30/19	307.97	279
Total For Check 279						2,145.51	
Check 282							
101-265.000-920.000	05/30/19	MICH GAS UTILITIES	NATURAL GAS UTILITY	0505119616-00001	05/30/19	315.76	282
271-790.000-920.000	05/30/19	MICH GAS UTILITIES	NATURAL GAS UTILITY	0503691550-00001	05/30/19	509.81	282
588-588.000-920.000	05/30/19	MICH GAS UTILITIES	NATURAL GAS UTILITY - DART	0507035798-00001	05/30/19	150.59	282
Total For Check 282						976.16	
Check 283							
101-172.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	23.83	283
101-172.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	65.88	283
101-174.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	7.22	283
101-174.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	7.70	283
101-209.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	28.88	283
101-209.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	45.46	283
101-215.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	14.44	283
101-215.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	15.90	283
101-219.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	28.88	283
101-219.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	50.64	283
101-295.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	14.44	283
101-295.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	15.86	283
101-301.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	216.60	283
101-301.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	305.08	283
101-336.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	43.32	283
101-336.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	59.25	283
101-400.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	21.66	283
101-400.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	26.19	283
101-441.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	28.88	283
101-441.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	44.27	283
208-751.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	14.44	283
208-751.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	22.57	283
271-790.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	28.88	283
271-790.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	32.46	283
588-588.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	57.76	283

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Invoice Age: Less Than 30 Days							
Check 283							
588-588.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	61.43	283
640-444.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	28.88	283
640-444.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	36.29	283
699-441.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	101.08	283
699-441.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019-CITY	05/30/19	116.28	283
Total For Check 283						1,564.45	
Check 81151							
101-172.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	927.62	81151
101-209.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	695.72	81151
101-215.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	695.71	81151
101-219.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	2,504.57	81151
101-295.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	1,113.14	81151
101-301.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	15,212.96	81151
101-336.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	2,319.05	81151
101-400.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	1,391.43	81151
101-441.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	2,504.57	81151
208-751.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	1,113.14	81151
271-790.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	1,855.24	81151
588-588.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	2,226.28	81151
640-444.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	1,855.24	81151
699-441.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	19135000852	05/22/19	9,368.95	81151
Total For Check 81151						43,783.62	
Check 81152							
101-174.000-801.000	05/22/19	A SPECTACULAR EVENT PARTY RENOVATION	BANQUET TABLES, TABLE LINENS, PORTABLE	1903	05/22/19	553.00	81152
Total For Check 81152						553.00	
Check 81153							
204-453.000-801.000	05/22/19	BRUSSEE/BRADY INC	GARDEN, MEAD & VINE ST IMPROVEMENT	18	05/22/19	101,200.00	81153
Total For Check 81153						101,200.00	
Check 81154							
640-444.000-983.000	05/23/19	BECKS TRAILER SUPERSTORE	ALUM TRAILER	24076	05/23/19	3,998.00	81154
Total For Check 81154						3,998.00	
Check 81155							
101-215.000-801.000	05/28/19	HILLSDALE CO CLERK	APPLICATION FOR MICH NOTARY PUBLIC	05.28.2019	05/28/19	10.00	81155
Total For Check 81155						10.00	
Check 81156							
101-215.000-801.000	05/28/19	MICHIGAN DEPARTMENT OF STATE	APPLICATION FOR MICH NOTARY PUBLIC	05.28.2019	05/28/19	10.00	81156
Total For Check 81156						10.00	
Check 81157							
101-215.000-801.000	05/30/19	ACCUSHRED	PAPER SHREDDING SERVICE	50944	05/30/19	64.95	81157
Total For Check 81157						64.95	
Check 81158							
101-301.000-726.000	05/30/19	ADRIAN COMMUNICATIONS	KENWOOD MOBILE RADIOS/PORTABLE RADIOS	120997	05/30/19	4,543.00	81158
101-301.000-726.000	05/30/19	ADRIAN COMMUNICATIONS	KENWOOD MOBILE RADIOS/PORTABLE RADIOS	120998	05/30/19	9,908.25	81158
101-301.000-726.000	05/30/19	ADRIAN COMMUNICATIONS	KENWOOD MOBILE RADIOS/PORTABLE RADIOS	121003	05/30/19	715.00	81158
Total For Check 81158						15,166.25	

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 81159							
101-265.000-930.000	05/30/19	AMAZON CAPITAL SERVICES, INC	CITY HALL 3RD FLOOR CLOCK RPLMNT PA	1NXN-CMDM-LYP7	05/30/19	16.98	81159
640-444.000-730.000	05/30/19	AMAZON CAPITAL SERVICES, INC	ANTI-LOCK BRAKE SYSTEM MODULE	1LTK-Q9N7-9WH4	05/30/19	166.44	81159
						183.42	
Total For Check 81159							
Check 81160							
101-265.000-930.000	05/30/19	AMERICAN COPPER AND BRASS, LLC	TEE, BUSH, CLAMP,CUTTER, FLEXIBLE	19INV019963	05/30/19	72.76	81160
101-295.000-930.000	05/30/19	AMERICAN COPPER AND BRASS, LLC	UNDERGROUND TANK REPAIR	19INV020399	05/30/19	22.15	81160
101-756.000-930.000	05/30/19	AMERICAN COPPER AND BRASS, LLC	TEE, BUSH, CLAMP,CUTTER, FLEXIBLE	19INV020611	05/30/19	7.60	81160
202-460.000-726.000	05/30/19	AMERICAN COPPER AND BRASS, LLC	TEE, BUSH, CLAMP, CUTTER, FLEXIBLE	19INV021058	05/30/19	14.20	81160
						116.71	
Total For Check 81160							
Check 81161							
101-756.000-801.000	05/30/19	AQUATIC WEED CONTROL	1ST CHEMICAL APPLICATION-CONTROL CH.	04.23.2019	05/30/19	575.00	81161
						575.00	
Total For Check 81161							
Check 81162							
101-174.000-726.000	05/30/19	ARROW SWIFT PRINTING	PAPER	149150	05/30/19	18.70	81162
						18.70	
Total For Check 81162							
Check 81163							
101-265.000-925.000	05/30/19	AT&T	TELEPHONE SERVICE	517437098305	05/30/19	143.70	81163
101-295.000-925.000	05/30/19	AT&T	TELEPHONE SERVICE	517437098305	05/30/19	98.75	81163
						242.45	
Total For Check 81163							
Check 81164							
101-301.000-726.000	05/30/19	AXON ENTERPRISE, INC	TASER DATAPORT DOWNLOAD KIT/15FT CA	SI-1591034	05/30/19	806.00	81164
						806.00	
Total For Check 81164							
Check 81165							
271-790.000-982.000	05/30/19	BAKER & TAYLOR COMPANY	ADULT BOOK ORDER MAY	2034542653	05/30/19	74.47	81165
						74.47	
Total For Check 81165							
Check 81166							
101-265.000-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	940.08	81166
101-266.000-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	200.94	81166
101-276.000-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	67.74	81166
101-295.000-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	528.36	81166
101-336.000-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	554.43	81166
101-441.000-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	299.08	81166
101-448.000-920.202	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	4,124.34	81166
101-448.000-920.203	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	294.93	81166
101-756.000-801.000	05/30/19	BOARD OF PUBLIC UTILITIES	WATER TESTING FOR PARKS	19-0000368	05/30/19	165.00	81166
101-756.000-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	548.35	81166
202-490.000-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	380.68	81166
202-490.500-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	402.61	81166
203-480.000-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	62.82	81166
247-900.000-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	118.05	81166
271-790.000-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	1,134.57	81166
588-588.000-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	284.32	81166
640-444.000-920.000	05/30/19	BOARD OF PUBLIC UTILITIES	UTILITIES	04.22.2019	05/30/19	274.94	81166
						10,381.24	
Total For Check 81166							
Check 81168							
101-336.000-726.000	05/30/19	BOUND TREE MEDICAL, LLC	BARRIER TAPE (FIRE LINE DO NOT CROS	83221396	05/30/19	83.13	81168

05/30/2019 11:56 AM
 User: gkeasal
 DB: Hillsdale

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Invoice Age: Less Than 30 Days							
Check 81168							
Total For Check 81168						83.13	
Check 81169							
101-441.000-955.588	05/30/19	CE & A PROFESSIONAL SERVICES,	FOLLOW UP TESTING	016931	05/30/19	54.00	81169
Total For Check 81169						54.00	
Check 81170							
101-441.000-801.000	05/30/19	CINTAS CORPORATION	CLEANING SUPPLY & DISPENSER	4022031424	05/30/19	37.43	81170
Total For Check 81170						37.43	
Check 81171							
101-301.000-726.000	05/30/19	CMP DISTRIBUTOR, INC	3V LITHIUM BATTERIES	59261	05/30/19	205.00	81171
Total For Check 81171						205.00	
Check 81172							
101-215.000-726.000	05/30/19	CURRENT OFFICE SOLUTIONS	3 HOLE PUNCH, LEGAL PAD, CLIPS	454954-00	05/30/19	87.44	81172
101-295.000-726.000	05/30/19	CURRENT OFFICE SOLUTIONS	TONER	622442-00	05/30/19	72.64	81172
101-441.000-726.000	05/30/19	CURRENT OFFICE SOLUTIONS	COPY PAPER, HD STAPLER, PENS, PENCIL	625828-00	05/30/19	54.57	81172
101-441.000-726.000	05/30/19	CURRENT OFFICE SOLUTIONS	COPY PAPER, HD STAPLER, PENS, PENCIL	625785-00	05/30/19	95.65	81172
271-790.000-726.000	05/30/19	CURRENT OFFICE SOLUTIONS	OFFICE SUPPLIES	626247-00	05/30/19	147.85	81172
271-790.000-726.000	05/30/19	CURRENT OFFICE SOLUTIONS	COPY MACHINE, AND TONER, OFFICE SUP	619310-00	05/30/19	201.04	81172
271-790.000-801.000	05/30/19	CURRENT OFFICE SOLUTIONS	COPY MACHINE, AND TONER, OFFICE SUP	305968	05/30/19	150.90	81172
Total For Check 81172						810.09	
Check 81173							
101-301.000-726.000	05/30/19	DASH MEDICAL GLOVES, INC.	BLACK MAXX/NITRILE EXAM GLOVES SZ M	INV1152825	05/30/19	86.28	81173
Total For Check 81173						86.28	
Check 81174							
101-265.000-801.000	05/30/19	SCOTT A DOLETZKY	BACKFLOW INSPECTIONS & TESTING	05.14.2019	05/30/19	525.00	81174
101-266.000-801.000	05/30/19	SCOTT A DOLETZKY	BACKFLOW INSPECTIONS & TESTING	05.14.2019	05/30/19	75.00	81174
101-276.000-801.000	05/30/19	SCOTT A DOLETZKY	BACKFLOW INSPECTIONS & TESTING	05.14.2019	05/30/19	75.00	81174
101-756.000-801.000	05/30/19	SCOTT A DOLETZKY	BACKFLOW INSPECTIONS & TESTING	05.14.2019	05/30/19	75.00	81174
Total For Check 81174						750.00	
Check 81175							
271-790.000-982.000	05/30/19	FINDAWAY WORLD LLC	GRANT ADULT AUDIO	286285	05/30/19	376.45	81175
Total For Check 81175						376.45	
Check 81176							
271-790.000-982.000	05/30/19	CENGAGE LEARNING	LARGE PRINT BOOKS ADULT GRANT	67114894	05/30/19	30.99	81176
Total For Check 81176						30.99	
Check 81177							
271-790.000-982.000	05/30/19	CENGAGE LEARNING	LARGE PRINT ADULT GRANT	67051901	05/30/19	730.23	81177
Total For Check 81177						730.23	
Check 81178							
101-301.000-742.000	05/30/19	GALL'S, INC	PANTS (BURKE/HAWKINS) RADIO CASES (012695856	05/30/19	80.00	81178
101-336.000-742.000	05/30/19	GALL'S, INC	PANTS (BURKE/HAWKINS) RADIO CASES (012648768	05/30/19	165.00	81178
Total For Check 81178						245.00	
Check 81179							
101-441.000-726.000	05/30/19	GELZER & SON INC	CAULK, BOLTS, FAUCET, AERATOR, CONNE	A198094	05/30/19	3.29	81179

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 81179							
101-756.000-726.000	05/30/19	GELZER & SON INC	CAULK, BOLTS, FAUCET, AERATOR, CONNE	C327261	05/30/19	2.99	81179
101-756.000-726.000	05/30/19	GELZER & SON INC	CAULK, BOLTS, FAUCET, AERATOR, CONNE	A198092	05/30/19	15.56	81179
101-756.000-930.000	05/30/19	GELZER & SON INC	CAULK, BOLTS, FAUCET, AERATOR, CONNE	A198209	05/30/19	103.93	81179
101-756.000-930.000	05/30/19	GELZER & SON INC	CAULK, BOLTS, FAUCET, AERATOR, CONNE	A198272	05/30/19	(15.74)	81179
101-756.000-930.000	05/30/19	GELZER & SON INC	CAULK, BOLTS, FAUCET, AERATOR, CONNE	A198273	05/30/19	1.99	81179
101-756.000-930.000	05/30/19	GELZER & SON INC	CAULK, BOLTS, FAUCET, AERATOR, CONNE	A198296	05/30/19	15.97	81179
101-756.000-930.000	05/30/19	GELZER & SON INC	CAULK, BOLTS, FAUCET, AERATOR, CONNE	A198180	05/30/19	49.61	81179
202-490.000-726.000	05/30/19	GELZER & SON INC	CAULK, BOLTS, FAUCET, AERATOR, CONNE	C327261	05/30/19	25.49	81179
Total For Check 81179						203.09	
Check 81181							
101-265.000-726.000	05/30/19	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	114463	05/30/19	19.00	81181
101-441.000-726.000	05/30/19	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	114463	05/30/19	19.00	81181
271-790.000-726.000	05/30/19	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	114463	05/30/19	4.75	81181
Total For Check 81181						42.75	
Check 81182							
101-191.000-801.000	05/30/19	HILLSDALE CO CLERK	SHARE OF THE COST OF CONDUCTING TH	05.30.2019	05/30/19	2,427.23	81182
Total For Check 81182						2,427.23	
Check 81183							
208-751.000-801.000	05/30/19	HILLSDALE MEDIA GROUP	PLAN AND MEETING PUBLICATIONS	1904-00024966	05/30/19	215.15	81183
Total For Check 81183						215.15	
Check 81184							
101-441.000-726.000	05/30/19	HOWARD T MORIARTY COMPANY INC	RAIN GEAR, GLOVES, GLASSES, RESPIRA	00332032	05/30/19	305.36	81184
101-441.000-726.000	05/30/19	HOWARD T MORIARTY COMPANY INC	RAIN GEAR, GLOVES, GLASSES, RESPIRA	00332033	05/30/19	303.55	81184
101-441.000-726.000	05/30/19	HOWARD T MORIARTY COMPANY INC	RAIN GEAR, GLOVES, GLASSES, RESPIRA	00332035	05/30/19	738.00	81184
Total For Check 81184						1,346.91	
Check 81185							
640-444.000-730.000	05/30/19	JACKSON TRUCK SERVICE INC	FILTERS,M	PC001319004:01	05/30/19	17.29	81185
640-444.000-730.000	05/30/19	JACKSON TRUCK SERVICE INC	FILTERS,M	PC001319041:01	05/30/19	6.41	81185
Total For Check 81185						23.70	
Check 81186							
640-444.000-801.000	05/30/19	JEFFERSON TOWNSHIP	DISPOSAL OF USED TIRES	20190521-01	05/30/19	112.50	81186
Total For Check 81186						112.50	
Check 81187							
101-756.000-930.000	05/30/19	JONESVILLE LUMBER	TREATED BOARDS, NUTS, WASHERS, SCREW	K18863	05/30/19	506.51	81187
Total For Check 81187						506.51	
Check 81188							
101-000.000-123.000	05/30/19	KCI	PREPAID POSTAGE - SUMMER TAX BILLS	201369	05/30/19	1,096.91	81188
Total For Check 81188						1,096.91	
Check 81189							
640-444.000-726.000	05/30/19	KIMBALL MIDWEST	DISCS	7133726	05/30/19	66.00	81189
Total For Check 81189						66.00	
Check 81190							
101-276.000-801.000	05/30/19	DEAN LEININGER	STUMP REMOVAL	162245	05/30/19	100.00	81190
202-470.000-801.000	05/30/19	DEAN LEININGER	STUMP REMOVAL	162245	05/30/19	50.00	81190

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 81190							
203-470.000-801.000	05/30/19	DEAN LEININGER	STUMP REMOVAL	162245	05/30/19	100.00	81190
						<u>250.00</u>	
Total For Check 81190							
Check 81191							
101-276.000-801.000	05/30/19	JAMES LITTLE	COLUMBARIUM ENGRAVING	19-107	05/30/19	600.00	81191
						<u>600.00</u>	
Total For Check 81191							
Check 81192							
101-265.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/12/2019	40027147 & -1	05/30/19	33.14	81192
101-265.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/19/19	40027432	05/30/19	41.43	81192
101-276.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/12/2019	40027147 & -1	05/30/19	1,425.02	81192
101-276.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/19/19	40027432	05/30/19	932.06	81192
101-441.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/12/2019	40027147 & -1	05/30/19	16.57	81192
101-441.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/19/19	40027432	05/30/19	439.11	81192
101-756.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/19/19	40027432	05/30/19	157.42	81192
202-460.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/12/2019	40027147 & -1	05/30/19	16.57	81192
202-480.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/19/19	40027432	05/30/19	115.99	81192
202-490.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/12/2019	40027147 & -1	05/30/19	62.14	81192
202-490.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/19/19	40027432	05/30/19	33.14	81192
203-450.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/12/2019	40027147 & -1	05/30/19	33.13	81192
203-450.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/19/19	40027432	05/30/19	49.71	81192
203-460.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/12/2019	40027147 & -1	05/30/19	24.86	81192
203-480.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/19/19	40027432	05/30/19	24.86	81192
203-490.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/12/2019	40027147 & -1	05/30/19	111.85	81192
203-490.000-801.000	05/30/19	MANPOWER OF LANSING	TEMP EMPLOYEES W/E 5/19/19	40027432	05/30/19	62.12	81192
						<u>3,579.12</u>	
Total For Check 81192							
Check 81194							
101-756.000-726.000	05/30/19	MARKET HOUSE	BLEACH	114803	05/30/19	15.49	81194
						<u>15.49</u>	
Total For Check 81194							
Check 81195							
101-000.000-123.000	05/30/19	MML WORKERS 'COMP FUND	WORKERS' COMP CITY	6570205-CITY	05/30/19	15,544.49	81195
208-000.000-123.000	05/30/19	MML WORKERS 'COMP FUND	WORKERS' COMP CITY	6570205-CITY	05/30/19	1,404.00	81195
271-000.000-123.000	05/30/19	MML WORKERS 'COMP FUND	WORKERS' COMP CITY	6570205-CITY	05/30/19	159.00	81195
588-000.000-123.000	05/30/19	MML WORKERS 'COMP FUND	WORKERS' COMP CITY	6570205-CITY	05/30/19	2,012.85	81195
640-000.000-123.000	05/30/19	MML WORKERS 'COMP FUND	WORKERS' COMP CITY	6570205-CITY	05/30/19	1,160.00	81195
699-000.000-123.000	05/30/19	MML WORKERS 'COMP FUND	WORKERS' COMP CITY	6570205-CITY	05/30/19	10,223.00	81195
						<u>30,503.34</u>	
Total For Check 81195							
Check 81196							
202-460.000-801.000	05/30/19	MODERN WASTE SYSTEMS	COMOST SERVICE - COLLECTION OF LEAV:	56729	05/30/19	3,250.00	81196
203-460.000-801.000	05/30/19	MODERN WASTE SYSTEMS	COMOST SERVICE - COLLECTION OF LEAV:	56729	05/30/19	3,250.00	81196
						<u>6,500.00</u>	
Total For Check 81196							
Check 81197							
101-295.000-861.000	05/30/19	GINGER MOORE	MILEAGE REIMBURSEMENT	05.23.2019	05/30/19	119.70	81197
						<u>119.70</u>	
Total For Check 81197							
Check 81198							
101-175.000-850.000	05/30/19	MOORE INSURANCE SERVICES	NOTARY BOND - KATY PRICE	34373	05/30/19	60.00	81198
						<u>60.00</u>	
Total For Check 81198							
Check 81199							

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 81199							
244-174.000-801.000	05/30/19	MT ENGINEERING, LLC	LICENSED DESIGN ENGINEER - THREE ME.	01901-2 CITY	05/30/19	297.50	81199
401-454.000-801.000	05/30/19	MT ENGINEERING, LLC	LICENSED DESIGN ENGINEER	01911-1	05/30/19	1,062.50	81199
						<u>1,360.00</u>	
Total For Check 81199							
Check 81200							
640-444.000-730.000	05/30/19	NORM'S TIREMAN	TIRE	5200058672	05/30/19	49.17	81200
						<u>49.17</u>	
Total For Check 81200							
Check 81201							
101-295.000-930.000	05/30/19	PERFORMANCE AUTOMOTIVE	BATWING MAINT	10284-1284370	05/30/19	13.37	81201
101-336.000-730.000	05/30/19	PERFORMANCE AUTOMOTIVE	HEAVY DUTY EXTENDED LIFE ANTIFREEZE	10284-1284470	05/30/19	16.89	81201
202-460.000-726.000	05/30/19	PERFORMANCE AUTOMOTIVE	BLADE FUSE, FILTERS, BATTERIES, ROTOR,	10284-1285198	05/30/19	33.75	81201
588-588.000-730.000	05/30/19	PERFORMANCE AUTOMOTIVE	BLADE FUSE, FILTERS, BATTERIES, ROTOR,	10284-1284449	05/30/19	14.46	81201
640-444.000-730.000	05/30/19	PERFORMANCE AUTOMOTIVE	BLADE FUSE, FILTERS, BATTERIES, ROTOR,	10284-1283899	05/30/19	1.75	81201
640-444.000-730.000	05/30/19	PERFORMANCE AUTOMOTIVE	BLADE FUSE, FILTERS, BATTERIES, ROTOR,	10284-1284185	05/30/19	25.24	81201
640-444.000-730.000	05/30/19	PERFORMANCE AUTOMOTIVE	BLADE FUSE, FILTERS, BATTERIES, ROTOR,	10284-1284726	05/30/19	145.99	81201
640-444.000-730.000	05/30/19	PERFORMANCE AUTOMOTIVE	BLADE FUSE, FILTERS, BATTERIES, ROTOR,	10284-1284776	05/30/19	22.37	81201
640-444.000-730.000	05/30/19	PERFORMANCE AUTOMOTIVE	BLADE FUSE, FILTERS, BATTERIES, ROTOR,	10284-1284570	05/30/19	58.94	81201
640-444.000-730.000	05/30/19	PERFORMANCE AUTOMOTIVE	BLADE FUSE, FILTERS, BATTERIES, ROTOR,	10284-1284194	05/30/19	79.67	81201
640-444.000-730.000	05/30/19	PERFORMANCE AUTOMOTIVE	BLADE FUSE, FILTERS, BATTERIES, ROTOR,	10284-12856126	05/30/19	12.10	81201
640-444.000-730.000	05/30/19	PERFORMANCE AUTOMOTIVE	BLADE FUSE, FILTERS, BATTERIES, ROTOR,	10284-1285088	05/30/19	18.04	81201
640-444.000-730.000	05/30/19	PERFORMANCE AUTOMOTIVE	BLADE FUSE, FILTERS, BATTERIES, ROTOR,	10284-1285084	05/30/19	55.21	81201
640-444.000-730.000	05/30/19	PERFORMANCE AUTOMOTIVE	BLADE FUSE, FILTERS, BATTERIES, ROTOR,	10284-1285156	05/30/19	(10.00)	81201
						<u>487.78</u>	
Total For Check 81201							
Check 81203							
101-172.000-726.000	05/30/19	PRINTER SOURCE PLUS	PRINTER CARTRIDGE	166936	05/30/19	149.99	81203
						<u>149.99</u>	
Total For Check 81203							
Check 81204							
640-444.000-730.000	05/30/19	REDLINE EQUIPMENT	ACTUATOR	P31220	05/30/19	674.47	81204
						<u>674.47</u>	
Total For Check 81204							
Check 81205							
101-441.000-955.441	05/30/19	RON SHAW	BOOT REIMBURSEMENT	060538827577	05/30/19	63.36	81205
						<u>63.36</u>	
Total For Check 81205							
Check 81206							
101-295.000-930.000	05/30/19	SPRATT'S	MOWER TIRE - BATWING	162208	05/30/19	53.00	81206
101-756.000-726.000	05/30/19	SPRATT'S	LP GAS - SANDY BEACH	47222	05/30/19	48.65	81206
						<u>101.65</u>	
Total For Check 81206							
Check 81207							
101-301.000-742.000	05/30/19	STOCKHOUSE CORPORATION	POLO SHIRTS EMBROIDERED W/POLICE LOGO	190651	05/30/19	40.00	81207
101-400.000-726.000	05/30/19	STOCKHOUSE CORPORATION	DOOR HANGERS FOR ZONING/ASSESSING/C	190611	05/30/19	75.00	81207
						<u>115.00</u>	
Total For Check 81207							
Check 81208							
202-450.000-801.000	05/30/19	SUPERIOR SWEEPING SERVICES, INC	SWEEPING CITY STREETS - NORTH END	28321	05/30/19	750.00	81208
203-450.000-801.000	05/30/19	SUPERIOR SWEEPING SERVICES, INC	SWEEPING CITY STREETS - NORTH END	28321	05/30/19	750.00	81208
						<u>1,500.00</u>	
Total For Check 81208							
Check 81209							
101-276.000-726.000	05/30/19	TACKETT AND SONS MATERIALS, LLC	COMMERCIAL TOP HOT MIX	19-1272	05/30/19	186.75	81209

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Invoice Age: Less Than 30 Days							
Check 81209							
202-450.000-726.000	05/30/19	TACKETT AND SONS MATERIALS, LI	COMMERCIAL TOP HOT MIX	19-1272	05/30/19	112.50	81209
202-480.000-726.000	05/30/19	TACKETT AND SONS MATERIALS, LI	COMMERCIAL TOP HOT MIX	19-1262	05/30/19	18.75	81209
202-480.000-726.000	05/30/19	TACKETT AND SONS MATERIALS, LI	COMMERCIAL TOP HOT MIX	19-1272	05/30/19	18.75	81209
203-450.000-726.000	05/30/19	TACKETT AND SONS MATERIALS, LI	COMMERCIAL TOP HOT MIX	19-1262	05/30/19	114.75	81209
203-450.000-726.000	05/30/19	TACKETT AND SONS MATERIALS, LI	COMMERCIAL TOP HOT MIX	19-1272	05/30/19	114.00	81209
203-480.000-726.000	05/30/19	TACKETT AND SONS MATERIALS, LI	COMMERCIAL TOP HOT MIX	19-1262	05/30/19	18.75	81209
203-480.000-726.000	05/30/19	TACKETT AND SONS MATERIALS, LI	COMMERCIAL TOP HOT MIX	19-1272	05/30/19	18.75	81209
Total For Check 81209						603.00	
Check 81210							
101-756.000-801.000	05/30/19	TUCKER'S SALES AND SERVICE INC	R/R SUBMERSIBLE PUMP AT MRS STOCKS	37647	05/30/19	3,986.70	81210
Total For Check 81210						3,986.70	
Check 81211							
101-265.000-801.000	05/30/19	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0060493	05/30/19	15.51	81211
101-265.000-801.000	05/30/19	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0059866	05/30/19	15.51	81211
101-441.000-742.000	05/30/19	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0059865	05/30/19	30.84	81211
101-441.000-742.000	05/30/19	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0060492	05/30/19	30.84	81211
101-441.000-801.000	05/30/19	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0059865	05/30/19	36.58	81211
101-441.000-801.000	05/30/19	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0060492	05/30/19	36.58	81211
640-444.000-742.000	05/30/19	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0059865	05/30/19	14.92	81211
640-444.000-742.000	05/30/19	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0060492	05/30/19	14.92	81211
640-444.000-801.000	05/30/19	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0059865	05/30/19	13.14	81211
640-444.000-801.000	05/30/19	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0060492	05/30/19	13.14	81211
Total For Check 81211						221.98	
Check 81212							
633-000.000-111.000	05/30/19	UNIQUE PAVING MATERIALS	COLD PATCH	44583	05/30/19	5,096.71	81212
Total For Check 81212						5,096.71	
Check 81213							
101-441.000-801.000	05/30/19	WATKINS FENCE	BALANACE OF AUTOMATIC GATE REPLACEM	05.21.2019	05/30/19	450.00	81213
Total For Check 81213						450.00	
Check 81214							
101-265.000-930.000	05/30/19	WHITE SUPPLY COMPANY	BACKFLOW PRECENTER W/VALVES	19/05720	05/30/19	638.58	81214
Total For Check 81214						638.58	
Check 81215							
101-276.000-801.000	05/30/19	CRAIG WICKHAM	2-LIMBS REMOVAL AT OAK GROVE CEMETE	05.24.2019	05/30/19	500.00	81215
101-756.000-801.000	05/30/19	CRAIG WICKHAM	TREE TRIMMING & REMOVAL	05.13.2019	05/30/19	800.00	81215
203-470.000-801.000	05/30/19	CRAIG WICKHAM	TREE TRIMMING & REMOVAL	05.13.2019	05/30/19	725.00	81215
Total For Check 81215						2,025.00	
Total For Age Less Than 30 Days						250,940.32	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amountcheck #
Fund Totals:						
			Fund 101 GENERAL FUND			89,992.94
			Fund 202 MAJOR ST./TRUNKLINE FUND			5,284.57
			Fund 203 LOCAL ST. FUND			5,460.60
			Fund 204 MUNICIPAL STREET FUND			101,200.00
			Fund 208 RECREATION FUND			2,769.30
			Fund 244 ECONOMIC DEVELOPMENT CORP FU			297.50
			Fund 247 TAX INCREMENT FINANCE ATH.			118.05
			Fund 271 LIBRARY FUND			6,130.09
			Fund 401 CAPITAL IMPROVEMENT FUND			1,062.50
			Fund 588 DIAL-A-RIDE FUND			4,807.69
			Fund 633 PUBLIC SERVICES INV. FUND			5,096.71
			Fund 640 REVOLVING MOBILE EQUIP. FUND			8,911.06
			Fund 699 DPS LEAVE AND BENEFITS FUND			19,809.31
Total For All Funds:						
						250,940.32
--- TOTALS BY GL DISTRIBUTION ---						
		101-000.000-123.000	PREPAID EXPENSES			16,641.40
		101-172.000-715.000	HEALTH AND LIFE INSURANCE			951.45
		101-172.000-721.000	DISABILITY INSURANCE			65.88
		101-172.000-726.000	SUPPLIES			149.99
		101-174.000-715.000	HEALTH AND LIFE INSURANCE			7.22
		101-174.000-721.000	DISABILITY INSURANCE			7.70
		101-174.000-726.000	SUPPLIES			18.70
		101-174.000-801.000	CONTRACTUAL SERVICES			553.00
		101-175.000-850.000	INSURANCE			60.00
		101-191.000-726.000	SUPPLIES			26.14
		101-191.000-801.000	CONTRACTUAL SERVICES			2,427.23
		101-191.000-862.000	LODGING AND MEALS			31.28
		101-209.000-715.000	HEALTH AND LIFE INSURANCE			724.60
		101-209.000-721.000	DISABILITY INSURANCE			45.46
		101-209.000-726.000	SUPPLIES			10.47
		101-215.000-715.000	HEALTH AND LIFE INSURANCE			710.15
		101-215.000-721.000	DISABILITY INSURANCE			15.90
		101-215.000-726.000	SUPPLIES			87.44
		101-215.000-734.000	POSTAGE			294.15
		101-215.000-801.000	CONTRACTUAL SERVICES			84.95
		101-219.000-715.000	HEALTH AND LIFE INSURANCE			2,533.45
		101-219.000-721.000	DISABILITY INSURANCE			50.64
		101-265.000-726.000	SUPPLIES			19.00
		101-265.000-801.000	CONTRACTUAL SERVICES			630.59
		101-265.000-920.000	UTILITIES			1,255.84
		101-265.000-925.000	TELEPHONE			143.70
		101-265.000-930.000	REPAIRS & MAINTENANCE			728.32
		101-266.000-801.000	CONTRACTUAL SERVICES			75.00
		101-266.000-920.000	UTILITIES			200.94
		101-276.000-726.000	SUPPLIES			186.75
		101-276.000-801.000	CONTRACTUAL SERVICES			3,632.08
		101-276.000-920.000	UTILITIES			67.74
		101-295.000-715.000	HEALTH AND LIFE INSURANCE			1,127.58
		101-295.000-721.000	DISABILITY INSURANCE			15.86
		101-295.000-726.000	SUPPLIES			72.64
		101-295.000-801.000	CONTRACTUAL SERVICES			470.00
		101-295.000-861.000	TRAINING & SEMINARS			119.70
		101-295.000-862.000	LODGING AND MEALS			31.07
		101-295.000-920.000	UTILITIES			528.36
		101-295.000-925.000	TELEPHONE			98.75
		101-295.000-930.000	REPAIRS & MAINTENANCE			88.52

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		101-301.000-715.000	HEALTH AND LIFE INSURANCE			15,429.56	
		101-301.000-721.000	DISABILITY INSURANCE			305.08	
		101-301.000-726.000	SUPPLIES			16,279.27	
		101-301.000-742.000	CLOTHING / UNIFORMS			120.00	
		101-301.000-862.000	LODGING AND MEALS			284.16	
		101-336.000-715.000	HEALTH AND LIFE INSURANCE			2,362.37	
		101-336.000-721.000	DISABILITY INSURANCE			59.25	
		101-336.000-726.000	SUPPLIES			198.75	
		101-336.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			16.89	
		101-336.000-742.000	CLOTHING / UNIFORMS			165.00	
		101-336.000-920.000	UTILITIES			554.43	
		101-336.000-955.336	LOCAL GRANT PURCHASES			643.43	
		101-400.000-715.000	HEALTH AND LIFE INSURANCE			1,413.09	
		101-400.000-721.000	DISABILITY INSURANCE			26.19	
		101-400.000-726.000	SUPPLIES			75.00	
		101-441.000-715.000	HEALTH AND LIFE INSURANCE			2,533.45	
		101-441.000-721.000	DISABILITY INSURANCE			44.27	
		101-441.000-726.000	SUPPLIES			1,519.42	
		101-441.000-742.000	CLOTHING / UNIFORMS			61.68	
		101-441.000-801.000	CONTRACTUAL SERVICES			1,016.27	
		101-441.000-920.000	UTILITIES			299.08	
		101-441.000-955.441	MISCELLANEOUS - SHOE ALLOWANC			63.36	
		101-441.000-955.588	MISC. - CDL LICENSING/TESTING			54.00	
		101-448.000-920.202	UTILITIES - MAJOR STREETS			4,124.34	
		101-448.000-920.203	UTILITIES - LOCAL STREETS			294.93	
		101-756.000-726.000	SUPPLIES			82.69	
		101-756.000-801.000	CONTRACTUAL SERVICES			5,759.12	
		101-756.000-920.000	UTILITIES			548.35	
		101-756.000-930.000	REPAIRS & MAINTENANCE			669.87	
		202-450.000-726.000	SUPPLIES			112.50	
		202-450.000-801.000	CONTRACTUAL SERVICES			750.00	
		202-460.000-726.000	SUPPLIES			47.95	
		202-460.000-801.000	CONTRACTUAL SERVICES			3,266.57	
		202-470.000-801.000	CONTRACTUAL SERVICES			50.00	
		202-480.000-726.000	SUPPLIES			37.50	
		202-480.000-801.000	CONTRACTUAL SERVICES			115.99	
		202-490.000-726.000	SUPPLIES			25.49	
		202-490.000-801.000	CONTRACTUAL SERVICES			95.28	
		202-490.000-920.000	UTILITIES			380.68	
		202-490.500-920.000	UTILITIES			402.61	
		203-450.000-726.000	SUPPLIES			228.75	
		203-450.000-801.000	CONTRACTUAL SERVICES			832.84	
		203-460.000-801.000	CONTRACTUAL SERVICES			3,274.86	
		203-470.000-801.000	CONTRACTUAL SERVICES			825.00	
		203-480.000-726.000	SUPPLIES			37.50	
		203-480.000-801.000	CONTRACTUAL SERVICES			24.86	
		203-480.000-920.000	UTILITIES			62.82	
		203-490.000-801.000	CONTRACTUAL SERVICES			173.97	
		204-453.000-801.000	CONTRACTUAL SERVICES			101,200.00	
		208-000.000-123.000	PREPAID EXPENSES			1,404.00	
		208-751.000-715.000	HEALTH AND LIFE INSURANCE			1,127.58	
		208-751.000-721.000	DISABILITY INSURANCE			22.57	
		208-751.000-801.000	CONTRACTUAL SERVICES			215.15	
		244-174.000-801.000	CONTRACTUAL SERVICES			297.50	
		247-900.000-920.000	UTILITIES			118.05	
		271-000.000-123.000	PREPAID EXPENSES			159.00	
		271-790.000-715.000	HEALTH AND LIFE INSURANCE			1,884.12	
		271-790.000-721.000	DISABILITY INSURANCE			32.46	
		271-790.000-726.000	SUPPLIES			372.66	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amountcheck #
		271-790.000-801.000	CONTRACTUAL SERVICES			150.90
		271-790.000-810.000	DUES AND SUBSCRIPTIONS			366.46
		271-790.000-920.000	UTILITIES			1,644.38
		271-790.000-982.000	BOOKS			1,212.14
		271-792.000-726.010	SUPPLIES-SUMMER READING			307.97
		401-454.000-801.000	CONTRACTUAL SERVICES			1,062.50
		588-000.000-123.000	PREPAID EXPENSES			2,012.85
		588-588.000-715.000	HEALTH AND LIFE INSURANCE			2,284.04
		588-588.000-721.000	DISABILITY INSURANCE			61.43
		588-588.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			14.46
		588-588.000-920.000	UTILITIES			434.91
		633-000.000-111.000	INVENTORY - MAT. AND SUPPLIES			5,096.71
		640-000.000-123.000	PREPAID EXPENSES			1,160.00
		640-444.000-715.000	HEALTH AND LIFE INSURANCE			1,884.12
		640-444.000-721.000	DISABILITY INSURANCE			36.29
		640-444.000-726.000	SUPPLIES			66.00
		640-444.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			1,323.09
		640-444.000-742.000	CLOTHING / UNIFORMS			29.84
		640-444.000-801.000	CONTRACTUAL SERVICES			138.78
		640-444.000-920.000	UTILITIES			274.94
		640-444.000-983.000	CAPITAL OUTLAY-SMALL EQUIP			3,998.00
		699-000.000-123.000	PREPAID EXPENSES			10,223.00
		699-441.000-715.000	HEALTH AND LIFE INSURANCE			9,470.03
		699-441.000-721.000	DISABILITY INSURANCE			116.28

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 05/17/2019 - 05/30/2019
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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 53							
582-175.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019	05/30/19	173.28	53
582-175.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019	05/30/19	329.79	53
590-175.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019	05/30/19	86.65	53
590-175.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019	05/30/19	138.27	53
591-175.000-715.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019	05/30/19	72.20	53
591-175.000-721.000	05/30/19	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	05.20.2019	05/30/19	108.33	53
Total For Check 53						908.52	
Check 71007							
582-175.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	191350000850	05/22/19	12,198.25	71007
590-175.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	191350000850	05/22/19	6,145.44	71007
591-175.000-715.000	05/22/19	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	191350000850	05/22/19	6,238.22	71007
Total For Check 71007						24,581.91	
Check 71008							
591-175.000-726.591	05/30/19	ABIGAIL BAKER	VIDEO CONTEST WINNER	05.23.2019	05/30/19	75.00	71008
Total For Check 71008						75.00	
Check 71009							
591-545.000-801.000	05/30/19	ADT SECURITY SERVICES	ALARM MONITORING 401 HILLSDALE	702882760	05/30/19	167.43	71009
Total For Check 71009						167.43	
Check 71010							
582-175.000-801.200	05/30/19	AMAZON CAPITAL SERVICES, INC	TEST BATTERY FOR KENWOOD RADIOS	1JFJ-JFKV-34CN	05/30/19	11.14	71010
590-175.000-801.200	05/30/19	AMAZON CAPITAL SERVICES, INC	TEST BATTERY FOR KENWOOD RADIOS	1JFJ-JFKV-34CN	05/30/19	5.57	71010
591-175.000-801.200	05/30/19	AMAZON CAPITAL SERVICES, INC	TEST BATTERY FOR KENWOOD RADIOS	1JFJ-JFKV-34CN	05/30/19	5.57	71010
Total For Check 71010						22.28	
Check 71011							
582-000.000-158.000-17	05/30/19	AMERICAN COPPER AND BRASS, LLC	URD SUPPLIES	19INV020191	05/30/19	24.60	71011
582-000.000-158.000-19	05/30/19	AMERICAN COPPER AND BRASS, LLC	URD SUPPLIES	19INV019995	05/30/19	16.64	71011
582-544.000-726.800	05/30/19	AMERICAN COPPER AND BRASS, LLC	REGAL TOOL RED	19INV019484	05/30/19	8.97	71011
590-175.000-930.000	05/30/19	AMERICAN COPPER AND BRASS, LLC	PLUMBING, COPPER TUBE,	19NV021083	05/30/19	6.93	71011
590-175.000-930.000	05/30/19	AMERICAN COPPER AND BRASS, LLC	PLUMBING, COPPER TUBE,	19INV021082	05/30/19	9.10	71011
590-175.000-930.000	05/30/19	AMERICAN COPPER AND BRASS, LLC	PLUMBING, COPPER TUBE,	19INV021084	05/30/19	15.73	71011
591-544.000-930.000	05/30/19	AMERICAN COPPER AND BRASS, LLC	PLUMBING, COPPER TUBE,	19INV020189	05/30/19	4.20	71011
591-544.000-930.000	05/30/19	AMERICAN COPPER AND BRASS, LLC	PLUMBING, COPPER TUBE,	19INV020789	05/30/19	790.00	71011
591-544.000-930.000	05/30/19	AMERICAN COPPER AND BRASS, LLC	PLUMBING, COPPER TUBE,	19INV020190	05/30/19	59.85	71011
591-544.000-930.000	05/30/19	AMERICAN COPPER AND BRASS, LLC	PLUMBING, COPPER TUBE,	19INV015627	05/30/19	1.96	71011
Total For Check 71011						937.98	
Check 71012							
582-175.000-925.000	05/30/19	AT&T	TELEPHONE SERVICE - PRI LINES	517437098605//	05/30/19	243.71	71012
582-175.000-925.000	05/30/19	AT&T	TELEPHONE SERVICE - EQUIPMENT & ROU'	0746108407	05/30/19	356.67	71012
582-544.000-925.000	05/30/19	AT&T	TELEPHONE SERVICE - 99	517439120405//	05/30/19	183.00	71012
590-175.000-925.000	05/30/19	AT&T	TELEPHONE SERVICE - PRI LINES	517437098605//	05/30/19	121.85	71012
590-175.000-925.000	05/30/19	AT&T	TELEPHONE SERVICE - EQUIPMENT & ROU'	0746108407	05/30/19	178.33	71012
591-175.000-925.000	05/30/19	AT&T	TELEPHONE SERVICE - PRI LINES	517437098605//	05/30/19	121.85	71012
591-175.000-925.000	05/30/19	AT&T	TELEPHONE SERVICE - EQUIPMENT & ROU'	0746108407	05/30/19	178.33	71012
Total For Check 71012						1,383.74	
Check 71013							
582-544.000-740.000	05/30/19	AUTO VALUE	DEF FLUID	222-1105162	05/30/19	17.09	71013

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 05/17/2019 - 05/30/2019
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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 71013							
						Total For Check 71013	17.09
Check 71014							
582-000.000-040.000	05/29/19	BENSON, BROOKE L	UB refund for account: 026929	05/29/2019	05/30/19	5.55	71014
590-000.000-040.000	05/29/19	BENSON, BROOKE L	UB refund for account: 026929	05/29/2019	05/30/19	6.19	71014
591-000.000-040.000	05/29/19	BENSON, BROOKE L	UB refund for account: 026929	05/29/2019	05/30/19	4.26	71014
						Total For Check 71014	16.00
Check 71015							
582-000.000-040.000	05/22/19	BRIGHT, KEVIN G	UB refund for account: 024976	05/22/2019	05/30/19	16.51	71015
						Total For Check 71015	16.51
Check 71016							
582-175.000-880.000	05/30/19	CHESTNEY PUBLISHING	ADS	8895	05/30/19	25.00	71016
590-175.000-880.000	05/30/19	CHESTNEY PUBLISHING	ADS	8895	05/30/19	12.50	71016
591-175.000-880.000	05/30/19	CHESTNEY PUBLISHING	ADS	8895	05/30/19	12.50	71016
						Total For Check 71016	50.00
Check 71017							
582-175.000-930.000	05/30/19	CINTAS CORPORATION	MATT'S	4022757903	05/30/19	20.00	71017
582-175.000-930.000	05/30/19	CINTAS CORPORATION	MATT'S	4022309016	05/30/19	20.00	71017
590-175.000-930.000	05/30/19	CINTAS CORPORATION	MATT'S	4022757903	05/30/19	10.00	71017
590-175.000-930.000	05/30/19	CINTAS CORPORATION	MATT'S	4022309016	05/30/19	10.00	71017
591-175.000-930.000	05/30/19	CINTAS CORPORATION	MATT'S	4022757903	05/30/19	10.00	71017
591-175.000-930.000	05/30/19	CINTAS CORPORATION	MATT'S	4022309016	05/30/19	10.00	71017
						Total For Check 71017	80.00
Check 71018							
582-544.000-730.000	05/30/19	CITY OF HILLSDALE	ELECTRIC FLEET REPAIRS	04.18.2019	05/30/19	2,401.27	71018
591-544.000-930.000	05/30/19	CITY OF HILLSDALE	SERVICES PROVIDED BY DPS FOR STREET	52019-3	05/30/19	3,393.45	71018
591-544.000-930.000	05/30/19	CITY OF HILLSDALE	MATERIALS FOR STREET REPAIRS - SEE	52019-2	05/30/19	2,621.94	71018
591-544.000-930.000	05/30/19	CITY OF HILLSDALE	FLEET REPAIRS BY DPS MECHANIC 6/22	52019-1 BPU	05/30/19	832.88	71018
						Total For Check 71018	9,249.54
Check 71019							
582-175.000-806.000	05/30/19	CLARK HILL PLC	LEGAL SERVICES	874242	05/30/19	20.00	71019
590-175.000-806.000	05/30/19	CLARK HILL PLC	LEGAL SERVICES	874242	05/30/19	10.00	71019
591-175.000-806.000	05/30/19	CLARK HILL PLC	LEGAL SERVICES	874242	05/30/19	10.00	71019
						Total For Check 71019	40.00
Check 71020							
582-175.000-726.000	05/30/19	CURRENT OFFICE SOLUTIONS	TRANS MAGIC TAPE	626479-00	05/30/19	22.14	71020
582-175.000-801.200	05/30/19	CURRENT OFFICE SOLUTIONS	HP BREAK ROOM PRINTER INK 5-16-2019	625974-00	05/30/19	76.58	71020
590-175.000-726.000	05/30/19	CURRENT OFFICE SOLUTIONS	TRANS MAGIC TAPE	626479-00	05/30/19	11.07	71020
591-175.000-726.000	05/30/19	CURRENT OFFICE SOLUTIONS	TRANS MAGIC TAPE	626479-00	05/30/19	11.07	71020
						Total For Check 71020	120.86
Check 71021							
582-543.000-801.000	05/30/19	SCOTT A DOLETZKY	BACKFLOW PREVENTION TESTS	05.20.2019	05/30/19	300.00	71021
590-547.000-930.000	05/30/19	SCOTT A DOLETZKY	BACKFLOW PREVENTION TESTS	05.20.2019	05/30/19	75.00	71021
591-544.000-801.000	05/30/19	SCOTT A DOLETZKY	BACKFLOW PREVENTION TESTS	05.20.2019	05/30/19	75.00	71021
						Total For Check 71021	450.00
Check 71022							
582-000.000-158.000-19	05/30/19	ENDURANCE PAINTING, INC	PAINTING OF THE FUEL STORAGE TANK	134	05/30/19	19,500.00	71022

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 05/17/2019 - 05/30/2019
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Invoice Age: Less Than 30 Days							
Check 71022							
Total For Check 71022						19,500.00	
Check 71023							
582-543.000-726.000	05/30/19	FAMILY FARM & HOME	WEED KILLER	000444/W	05/30/19	15.99	71023
Total For Check 71023						15.99	
Check 71024							
590-000.000-158.000	05/30/19	FLEIS & VANDENBRINK	HILLSDALE WASTEWATER BIDDING & CONS'	52150	05/30/19	7,361.61	71024
Total For Check 71024						7,361.61	
Check 71025							
582-000.000-040.000	05/29/19	FREEMAN, ADAM R	UB refund for account: 025607	05/29/2019	05/30/19	26.73	71025
590-000.000-040.000	05/29/19	FREEMAN, ADAM R	UB refund for account: 025607	05/29/2019	05/30/19	22.63	71025
591-000.000-040.000	05/29/19	FREEMAN, ADAM R	UB refund for account: 025607	05/29/2019	05/30/19	16.89	71025
Total For Check 71025						66.25	
Check 71026							
591-175.000-726.591	05/30/19	GABRIELLE GATES	VIDEO CONTEST WINNER	05.28.2019	05/30/19	75.00	71026
Total For Check 71026						75.00	
Check 71027							
582-544.000-726.800	05/30/19	GELZER & SON INC	FASTENERS	A197803	05/30/19	4.32	71027
591-543.000-930.000	05/30/19	GELZER & SON INC	LADDER, FILE	A198796	05/30/19	299.98	71027
Total For Check 71027						304.30	
Check 71028							
582-000.000-040.000	05/28/19	GOHL, JARED A	UB refund for account: 035281	05/28/2019	05/30/19	21.05	71028
590-000.000-040.000	05/28/19	GOHL, JARED A	UB refund for account: 035281	05/28/2019	05/30/19	11.43	71028
591-000.000-040.000	05/28/19	GOHL, JARED A	UB refund for account: 035281	05/28/2019	05/30/19	8.52	71028
Total For Check 71028						41.00	
Check 71029							
582-000.000-040.000	05/22/19	HALLDORSON, STEVEN N	UB refund for account: 012112	05/22/2019	05/30/19	35.22	71029
590-000.000-040.000	05/22/19	HALLDORSON, STEVEN N	UB refund for account: 012112	05/22/2019	05/30/19	12.99	71029
591-000.000-040.000	05/22/19	HALLDORSON, STEVEN N	UB refund for account: 012112	05/22/2019	05/30/19	9.96	71029
Total For Check 71029						58.17	
Check 71030							
591-175.000-726.591	05/30/19	HANNAH LEE	VIDEO CONTEST WINNER	05.28.2019	05/30/19	75.00	71030
Total For Check 71030						75.00	
Check 71031							
590-547.000-726.900	05/30/19	HEFFERNAN SOFT WATER SERVICE	DISTILLED WATER WWTP LAB	114373	05/30/19	17.50	71031
Total For Check 71031						17.50	
Check 71032							
590-175.000-861.000	05/30/19	KEN KEASAL	MILAGE TO AND FROM CONFINED SPACE TR.	05.21.2019	05/30/19	111.36	71032
Total For Check 71032						111.36	
Check 71033							
591-175.000-726.591	05/30/19	KENDRA TRUAX	VIDEO CONTEST WINNER	05.28.2019	05/30/19	100.00	71033
Total For Check 71033						100.00	
Check 71034							

05/30/2019 11:57 AM
 User: gkeasal
 DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
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Invoice Age: Less Than 30 Days							
Check 71034							
582-000.000-040.000	05/21/19	KLUG, AMANDA M	UB refund for account: 019493	05/21/2019	05/30/19	7.00	71034
						<u>7.00</u>	
Total For Check 71034							
Check 71035							
582-000.000-040.000	05/22/19	LATOSZEWSKI, SHIRLEY E	UB refund for account: 016343	05/22/2019	05/30/19	86.00	71035
						<u>86.00</u>	
Total For Check 71035							
Check 71036							
582-000.000-040.000	05/22/19	LATOSZEWSKI, SHIRLEY E	UB refund for account: 035270	05/22/2019	05/30/19	20.00	71036
						<u>20.00</u>	
Total For Check 71036							
Check 71037							
591-175.000-726.591	05/30/19	LYDIA LEE	VIDEO CONTEST WINNER	05.28.2019	05/30/19	75.00	71037
						<u>75.00</u>	
Total For Check 71037							
Check 71038							
590-547.000-970.000-19	05/30/19	MENDE ENGINEERING SOLUTIONS LI	ENGINEERING WWTP HVAC FINAL	730	05/30/19	4,450.00	71038
						<u>4,450.00</u>	
Total For Check 71038							
Check 71039							
590-547.000-801.000	05/30/19	MERIT LABORATORIES	BEF COMPLIANCE TESTING, AMR TESTING	01938	05/30/19	168.25	71039
590-547.000-801.000	05/30/19	MERIT LABORATORIES	BEF COMPLIANCE TESTING, AMR TESTING	01618	05/30/19	210.00	71039
590-547.000-801.000	05/30/19	MERIT LABORATORIES	BEF COMPLIANCE TESTING, AMR TESTING	99772-2	05/30/19	100.00	71039
590-547.000-801.000	05/30/19	MERIT LABORATORIES	BEF COMPLIANCE TESTING, AMR TESTING	01617	05/30/19	168.25	71039
590-547.000-801.000	05/30/19	MERIT LABORATORIES	BEF COMPLIANCE TESTING, AMR TESTING	01909	05/30/19	286.50	71039
590-547.000-801.000	05/30/19	MERIT LABORATORIES	BEF COMPLIANCE TESTING, AMR TESTING	02135	05/30/19	286.50	71039
590-547.000-801.000	05/30/19	MERIT LABORATORIES	BEF COMPLIANCE TESTING, AMR TESTING	01812	05/30/19	286.50	71039
						<u>1,506.00</u>	
Total For Check 71039							
Check 71040							
582-543.000-920.400	05/30/19	MICHIGAN SOUTH CENTRAL POWER	NATURAL GAS PURCHASES FOR APRIL	H 04-19	05/30/19	1,190.65	71040
						<u>1,190.65</u>	
Total For Check 71040							
Check 71041							
582-000.000-123.000	05/30/19	MML WORKERS 'COMP FUND	WORKERS' COMP FUND	6570205	05/30/19	6,156.76	71041
590-000.000-123.000	05/30/19	MML WORKERS 'COMP FUND	WORKERS' COMP FUND	6570205	05/30/19	2,009.95	71041
591-000.000-123.000	05/30/19	MML WORKERS 'COMP FUND	WORKERS' COMP FUND	6570205	05/30/19	2,495.95	71041
						<u>10,662.66</u>	
Total For Check 71041							
Check 71042							
582-175.000-801.000	05/30/19	MT ENGINEERING, LLC	COMMON WEALTH DEVELOPMENT	01901-2 BPU	05/30/19	42.50	71042
590-175.000-801.000	05/30/19	MT ENGINEERING, LLC	COMMON WEALTH DEVELOPMENT	01901-2 BPU	05/30/19	21.25	71042
591-175.000-801.000	05/30/19	MT ENGINEERING, LLC	COMMON WEALTH DEVELOPMENT	01901-2 BPU	05/30/19	21.25	71042
591-544.000-801.000	05/30/19	MT ENGINEERING, LLC	DESIGN ENGINEERING BPU BACON ST WAT	01902-2	05/30/19	85.00	71042
						<u>170.00</u>	
Total For Check 71042							
Check 71043							
591-544.000-930.000	05/30/19	NORM'S TIREMAN	REPLACE BACKHOE TIRES	5200058415	05/30/19	2,055.40	71043
						<u>2,055.40</u>	
Total For Check 71043							
Check 71044							
582-544.000-730.000	05/30/19	PARNEY'S CAR CARE	WIPER BLADES	64040	05/30/19	15.92	71044
						<u>15.92</u>	
Total For Check 71044							

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 05/17/2019 - 05/30/2019
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: BPUAP

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 71045							
582-000.000-110.000	05/30/19	POWERLINE SUPPLY	INVENTORY	56363119	05/30/19	253.59	71045
582-000.000-110.000	05/30/19	POWERLINE SUPPLY	INVENTORY	56365224	05/30/19	272.85	71045
582-000.000-110.000	05/30/19	POWERLINE SUPPLY	INVENTORY	56365226	05/30/19	377.08	71045
582-000.000-110.000	05/30/19	POWERLINE SUPPLY	INVENTORY	56365223	05/30/19	1,342.52	71045
582-000.000-158.000-17	05/30/19	POWERLINE SUPPLY	ALUMINUM COUPLING URD 2 INCH	56363116	05/30/19	158.00	71045
582-000.000-158.000-19	05/30/19	POWERLINE SUPPLY	ETHERNET CARD FOR RECLOSER	56363120	05/30/19	703.54	71045
582-544.000-726.800	05/30/19	POWERLINE SUPPLY	12-TON CUTTING DIES	56360771	05/30/19	265.83	71045
582-544.000-726.800	05/30/19	POWERLINE SUPPLY	MAINT ITEMS FOR HOT STICKS	56364944	05/30/19	64.00	71045
582-544.000-930.000	05/30/19	POWERLINE SUPPLY	TOOLS	56367138	05/30/19	557.88	71045
Total For Check 71045						3,995.29	
Check 71046							
582-000.000-040.000	05/21/19	RAYMOND, LOGAN M	UB refund for account: 024268	05/21/2019	05/30/19	48.54	71046
Total For Check 71046						48.54	
Check 71047							
582-000.000-040.000	05/22/19	ROWE, BETTY J	UB refund for account: 025557	05/22/2019	05/30/19	37.07	71047
Total For Check 71047						37.07	
Check 71048							
582-175.000-726.200	05/30/19	RUPERT'S CULLIGAN	WATER - OFFICE	206807	05/30/19	7.00	71048
590-175.000-726.200	05/30/19	RUPERT'S CULLIGAN	WATER - OFFICE	206807	05/30/19	3.50	71048
591-175.000-726.200	05/30/19	RUPERT'S CULLIGAN	WATER - OFFICE	206807	05/30/19	3.50	71048
Total For Check 71048						14.00	
Check 71049							
590-546.000-930.950	05/30/19	SMITH & LOVELESS	QUAD RINGS LIFT STATIONS	PS101138	05/30/19	68.16	71049
Total For Check 71049						68.16	
Check 71050							
582-544.000-801.300	05/30/19	SOUTHEASTERN EQUIPMENT CO INC	TRAC SKID MOWER RENTAL	R12567	05/30/19	2,550.00	71050
Total For Check 71050						2,550.00	
Check 71051							
582-000.000-040.000	05/22/19	TIPTON, M FRANCES	UB refund for account: 035031	05/22/2019	05/30/19	60.99	71051
590-000.000-040.000	05/22/19	TIPTON, M FRANCES	UB refund for account: 035031	05/22/2019	05/30/19	19.08	71051
591-000.000-040.000	05/22/19	TIPTON, M FRANCES	UB refund for account: 035031	05/22/2019	05/30/19	14.35	71051
Total For Check 71051						94.42	
Check 71052							
591-175.000-726.591	05/30/19	TORI LUCAS	VIDEO CONTEST WINNER	05.28.2019	05/30/19	100.00	71052
Total For Check 71052						100.00	
Check 71053							
591-545.000-727.300	05/30/19	UNIVAR USA INC	HYDROFLUOSILICIC ASID	TO898895	05/30/19	1,728.00	71053
Total For Check 71053						1,728.00	
Check 71054							
591-544.000-726.800	05/30/19	USABLUBOOK	FREIGHT	19-11524	05/30/19	6.49	71054
Total For Check 71054						6.49	
Check 71055							
582-000.000-040.000	05/29/19	VANAKEN, TREY D	UB refund for account: 022707	05/29/2019	05/30/19	0.14	71055
590-000.000-040.000	05/29/19	VANAKEN, TREY D	UB refund for account: 022707	05/29/2019	05/30/19	27.18	71055

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 71055							
591-000.000-040.000	05/29/19	VANAKEN, TREY D	UB refund for account: 022707	05/29/2019	05/30/19	18.52	71055
						<u>45.84</u>	
Total For Check 71055							
Check 71056							
582-000.000-040.000	05/29/19	VANAKEN, TREY D	UB refund for account: 022706	05/29/2019	05/30/19	114.84	71056
						<u>114.84</u>	
Total For Check 71056							
Check 71057							
591-175.000-726.591	05/30/19	VANESSA BROWN	VIDEO CONTEST WINNER	05.28.2019	05/30/19	100.00	71057
						<u>100.00</u>	
Total For Check 71057							
Check 71058							
582-544.000-730.000	05/30/19	VERMEER OF MICHIGAN, INC	REPAIRS AND DRILL PARTS	S18609	05/30/19	1,810.28	71058
						<u>1,810.28</u>	
Total For Check 71058							
Check 71059							
582-175.000-861.000	05/30/19	WORKHEALTH-QUINCY, PLLC	DOT PHYSICAL	6170	05/30/19	70.00	71059
						<u>70.00</u>	
Total For Check 71059							
						<u>96,864.60</u>	
Total For Age Less Than 30 Days							

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
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 BANK CODE: BPUAP

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #	
Fund Totals:								
			Fund 582 ELECTRIC FUND			52,286.48		
			Fund 590 SEWER FUND			22,485.27		
			Fund 591 WATER FUND			22,092.85		
Total For All Funds:							96,864.60	
--- TOTALS BY GL DISTRIBUTION ---								
582-000.000-040.000			ACCOUNTS RECEIVABLE			479.64		
582-000.000-110.000			INVENTORY			2,246.04		
582-000.000-123.000			PREPAID EXPENSES			6,156.76		
582-000.000-158.000-17			CONSTRUCTION WORK IN PROGRESS			182.60		
582-000.000-158.000-19			CONSTRUCTION WORK IN PROGRESS			703.54		
582-000.000-158.000-19			CONSTRUCTION WORK IN PROGRESS			16.64		
582-000.000-158.000-19			CONSTRUCTION WORK IN PROGRESS			19,500.00		
582-175.000-715.000			HEALTH AND LIFE INSURANCE			12,371.53		
582-175.000-721.000			DISABILITY INSURANCE			329.79		
582-175.000-726.000			SUPPLIES			22.14		
582-175.000-726.200			OFFICE SUPPLIES			7.00		
582-175.000-801.000			CONTRACTUAL SERVICES			42.50		
582-175.000-801.200			COMPUTER			87.72		
582-175.000-806.000			LEGAL SERVICES			20.00		
582-175.000-861.000			TRAINING & SEMINARS			70.00		
582-175.000-880.000			COMMUNITY PROMOTION			25.00		
582-175.000-925.000			TELEPHONE			600.38		
582-175.000-930.000			REPAIRS & MAINTENANCE			40.00		
582-543.000-726.000			SUPPLIES			15.99		
582-543.000-801.000			CONTRACTUAL SERVICES			300.00		
582-543.000-920.400			UTILITIES - GAS			1,190.65		
582-544.000-726.800			SUPPLIES - OPERATIONS			343.12		
582-544.000-730.000			VEH./EQUIP. MAINT. SUPPLIES			4,227.47		
582-544.000-740.000			FUEL AND LUBRICANTS			17.09		
582-544.000-801.300			TREE TRIMMING			2,550.00		
582-544.000-925.000			TELEPHONE			183.00		
582-544.000-930.000			REPAIRS & MAINTENANCE			557.88		
590-000.000-040.000			ACCOUNTS RECEIVABLE			99.50		
590-000.000-123.000			PREPAID EXPENSES			2,009.95		
590-000.000-158.000			CONSTRUCTION WORK IN PROGRESS			7,361.61		
590-175.000-715.000			HEALTH AND LIFE INSURANCE			6,232.09		
590-175.000-721.000			DISABILITY INSURANCE			138.27		
590-175.000-726.000			SUPPLIES			11.07		
590-175.000-726.200			OFFICE SUPPLIES			3.50		
590-175.000-801.000			CONTRACTUAL SERVICES			21.25		
590-175.000-801.200			COMPUTER			5.57		
590-175.000-806.000			LEGAL SERVICES			10.00		
590-175.000-861.000			TRAINING & SEMINARS			111.36		
590-175.000-880.000			COMMUNITY PROMOTION			12.50		
590-175.000-925.000			TELEPHONE			300.18		
590-175.000-930.000			REPAIRS & MAINTENANCE			51.76		
590-546.000-930.950			REPAIRS & MAINT. - LIFT STATIONS			68.16		
590-547.000-726.900			SUPPLIES - LABORATORY			17.50		
590-547.000-801.000			CONTRACTUAL SERVICES			1,506.00		
590-547.000-930.000			REPAIRS & MAINTENANCE			75.00		
590-547.000-970.000-19			CAPITAL OUTLAY			4,450.00		
591-000.000-040.000			ACCOUNTS RECEIVABLE			72.50		
591-000.000-123.000			PREPAID EXPENSES			2,495.95		
591-175.000-715.000			HEALTH AND LIFE INSURANCE			6,310.42		
591-175.000-721.000			DISABILITY INSURANCE			108.33		
591-175.000-726.000			SUPPLIES			11.07		

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		591-175.000-726.200	OFFICE SUPPLIES			3.50	
		591-175.000-726.591	SUPPLIES-WELLHEAD PROTECTION			600.00	
		591-175.000-801.000	CONTRACTUAL SERVICES			21.25	
		591-175.000-801.200	COMPUTER			5.57	
		591-175.000-806.000	LEGAL SERVICES			10.00	
		591-175.000-880.000	COMMUNITY PROMOTION			12.50	
		591-175.000-925.000	TELEPHONE			300.18	
		591-175.000-930.000	REPAIRS & MAINTENANCE			20.00	
		591-543.000-930.000	REPAIRS & MAINTENANCE			299.98	
		591-544.000-726.800	SUPPLIES - OPERATIONS			6.49	
		591-544.000-801.000	CONTRACTUAL SERVICES			160.00	
		591-544.000-930.000	REPAIRS & MAINTENANCE			9,759.68	
		591-545.000-727.300	SUPPLIES - FLOURIDE			1,728.00	
		591-545.000-801.000	CONTRACTUAL SERVICES			167.43	

CITY COUNCIL MINUTES

City of Hillsdale
Council Chambers
June 3, 2019
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 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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Council Member Bell arrived at 7:04 p.m.

Also present were: Attorney Tom Tompson, Katy Price (City Clerk), Jake Hammel (DPS), Chris McArthur (BPU Director), Alan Beeker (Planning & Zoning), Scott Hephner (Chief of Police/Fire), Sam Fry (HDN), Rev. Mike Prince, Brian DuBois, Penny Swan, Dennis Wainscott, Ruth Brown, Vanessa Brown, Miles Brown, Mason Brown, Scott Brown, Kendra Truax, Tori Lucas, Kaitlyn Truax, Heather Truax, John Truax, Joseph Hendee, Ted Jansen, Sue Reed, Patricia Lambright, Linda Lattime, and Mindy Eggleston.

Approval of Agenda

Council Member Morrissey, seconded by Council Member Briner, moved to approve the Agenda.

Roll call:	Adam Stockford, Mayor R. Gregory Stuchell, Ward 1 William Morrissey, Ward 2 Bruce Sharp, Ward 3 William Zeiser, Ward 3 Matthew Bell, Ward 4 Raymond Briner, Ward 4
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Motion passed 7-0.

Public Comment

Mr. Ted Jansen, 104 Hillsdale St. commented on the right of way and terrace planting.

Jack McClain, 14445 S. Bunn Rd. commented on the Open Meeting Act requirements, and commented on the tall grass and lawn notice.

Penny Sway 192 S. West St. commented on the right of way plantings.

Consent Agenda

- A. Approval of Bills
 - 1. City Claims of May 16, 2019: \$113,311.13
 - 2. BPU Claims of May 16, 2019: \$132,334.16
 - 3. Payroll of May 30, 2019: \$124,334.48
- B. City Council Minutes of May 20, 2019 Regular Meeting
- C. All America Celebration/Great American Parade
- D. Mrs. Stock’s Park Use Agreement: Alexander Green
- E. Transit Procurement Policy
- F. District Court Job Fair

Council Member Morrisey, seconded by Council Member Sharp, moved to approve the Consent Agenda.

Roll call:

- Adam Stockford, Mayor
- R. Gregory Stuchell, Ward 1
- William Morrisey, Ward 2
- Bruce Sharp, Ward 3
- William Zeiser, Ward 3
- Matthew Bell, Ward 4
- Raymond Briner, Ward 4

Motion passed 7-0.

Communications/Petitions

- A. Movies in the Park 2019
- B. Comcast Letter
- C. Tall Grass Reminder
- D. Right of Way Planting Letter: Ted Jansen

The items of communications were received for informational purposes only.

Introduction and Adoption of Ordinances/Public Hearings

Unfinished Business

- A. 23/25 N. Broad Street Demolition -Verbal Update

Alan Beeker gave an update on the demolition project. Additional work will be needed on the attached building wall for weather.

- B. I.C.E. Grant – Verbal Update

Jake Hammel, DPS directors gave update on the project. Concrete contractor will be finishing up driveway approaches and sidewalks on Thursday, June 6, 2019 north end of Rippon Avenue and Spring Street. Also grading and preparing for asphalt.

Old Business

- A. Settlement Agreement and Mutual Release for King v Mackie, et al

City Attorney Thompson reviewed the agreement with Council.

Council Member Stuchell, seconded by Council Member Bell, moved to approve the Settlement Agreement.

Roll call:

- Adam Stockford, Mayor
- R. Gregory Stuchell, Ward 1
- William Morrisey, Ward 2
- Bruce Sharp, Ward 3

William Zeiser, Ward 3
Matthew Bell, Ward 4
Raymond Briner, Ward 4

Motion passed 7-0.

Exhibit A was read out loud by City Manager Mackie.

B. Right of Way Uses and Activities (Municipal Trees)

Discussion ensued on right of way uses and plantings for beatification purposes.

Council Member Sharp, seconded by Council Member Bell, moved to send the item to the Public Safety committee to review.

By a voice vote, the motion passed unanimously.

New Business

A. Adoption of Budget 2019-2020 (Resolutions)

City Manager Mackie reviewed the proposed resolutions.

Council Member Bell, seconded by Council Member Sharp to approve the millage levy for fiscal year 2020. **Resolution 3376.**

Roll call:

Adam Stockford, Mayor
R. Gregory Stuchell, Ward 1
William Morrissey, Ward 2
Bruce Sharp, Ward 3
William Zeiser, Ward 3
Matthew Bell, Ward 4
Raymond Briner, Ward 4

Motion passed 7-0.

Council Member Bell, seconded by Council Member Sharp to approve the levy three mills for fiscal year 2020. **Resolution 3377.**

Roll call:

Adam Stockford, Mayor
R. Gregory Stuchell, Ward 1
William Morrissey, Ward 2
Bruce Sharp, Ward 3
William Zeiser, Ward 3
Matthew Bell, Ward 4
Raymond Briner, Ward 4

Motion passed 4-3.

Council Member Sharp, seconded by Council Member Morrissey to approve levy the fire department public safety millage fiscal year 2020. **Resolution 3378.**

Roll call:

Adam Stockford, Mayor
R. Gregory Stuchell, Ward 1
William Morrissey, Ward 2
Bruce Sharp, Ward 3
William Zeiser, Ward 3
Matthew Bell, Ward 4
Raymond Briner, Ward 4

Motion passed 7-0

Council Member Sharp, seconded by Council Member Morrissey to approve the budget for fiscal year 2020 with the sinking fund. **Resolution 3379.**

Roll call:

Adam Stockford, Mayor
R. Gregory Stuchell, Ward 1
William Morrissey, Ward 2
Bruce Sharp, Ward 3
William Zeiser, Ward 3
Matthew Bell, Ward 4
Raymond Briner, Ward 4

Motion passed 7-0

B. 2019 Hillsdale Drinking Water Video Contest Winners

Alan Beeker led the presentation and announced the video winners from Hillsdale High School. Checks presented by Mayor Stockford.

C. Parcel Division: 3980 W. Carleton Road

Council Member Bell, seconded by Council Member Sharp to approve the submit request for the parcel split of 3980 W. Carleton Road.

By voice vote motion passes unanimously.

D. Parcel Division: 48 McClellan Street and 64 College Street

Council Member Bell, seconded by Council Member Sharp to approve the submit request for the parcel split of 48 McClellan Street and 64 College Street.

By voice vote motion passes unanimously.

E. MCACA Grant Application for Dawn Theater

Council Member Stuchell, seconded by Council Member Zeiser to approve the grant application in the amount of \$93,850.00.

Roll call:

Adam Stockford, Mayor
R. Gregory Stuchell, Ward 1
William Morrissey, Ward 2
Bruce Sharp, Ward 3
William Zeiser, Ward 3
Matthew Bell, Ward 4
Raymond Briner, Ward 4

Motion passed 7-0

Miscellaneous Reports

Re-appointment- Board of Public Utilities – Bob Batt.

Council Member Morrissey seconded by Council Member Bell to approve Bob Batt to the Board of Public Utilities.

By voice vote motion passes unanimously.

General Public Comment

Ruth Brown, 45 Apple Run, stated she is having a Community Conversation at Jilly Beans on June 12, 2019 at 9:00 a.m. with Peter Merritt, City Treasurer. She also thanked Council for all the hard

work and dedication.

Joseph Hendee, 181 Rea St., thanked Council for passing the sinking road fund and commented on the BPU distribution reports online for expenditures but he was unable to locate the revenue. Mr. Hendee also commented on the sign ordinance.

Sue Reed, 93 N. Norwood Ave., commented on the beautification of Hillsdale and commented about her neighbor at 86 N. Norwood Ave.

Linda Lattime, 90 N. Norwood Ave., commented on her neighbor and blight at 86 N. Norwood Ave.

Patricia Lambright, 89 N. Norwood Ave., commented on blight and lack of building permits at 86 N. Norwood Ave.

Robert Eickler, Scipio Township, commented on 86 N. Norwood Ave. and congratulated the Chief of Police and Fire on the public safety millage passage.

Ted Jansen, 104 Hillsdale St., thanked Council on moving forward on the right of way usages. Also mentioned the airport events coming up.

Penny Swan, 192 S. West St., commented on property at 86 N. Norwood Ave.

Jack McClain, 1445 S. Bunn Rd., commented on the right of way usages and sign ordinance.

Dennis Wainscott, 34 Garden St., commended the Norwood Ave. residents for coming to Council to address the issues they are having with their neighbor and the blight.

Rev. Mike Prince, 1 Heathcliff Blvd., thanked Council for all their hard work and commented that he is blessed to be a part of a great community.

City Manager's Report

Mr. Mackie discussed the process of code enforcement items and ordinance issues with council and residents.

Mr. Mackie gave a brief airport update on projects and events.

Council Comments

Council Member Stuchell mentioned the bronze bears unveiling on the Baw Beese Trail on June 7th. Event is open to the public and thanked all that were involved in making the project and event happen.

Council Member Briner mentioned the Everyday Hero Celebration on June 15, 2019 from 1pm - 5pm downtown Hillsdale sponsored by Small Town Sweet Boutique.

Adjournment

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

The meeting adjourned at 8:34 p.m.

Adam L. Stockford, Mayor

Katy Price, City Clerk

City of Hillsdale Agenda Item Summary

Meeting Date: 6/17/2019

Agenda Item: Consent Agenda

SUBJECT: Purchase of Transformers for Voltage Upgrade Project

BACKGROUND PROVIDED BY STAFF:

Transformers are voltage specific and new dual voltage units will be necessary to complete our voltage upgrade project. We have over 500 transformers operating on the 2400/4160 system. Fifty new dual voltage pole mount transformers were quoted by three manufactures. These transformers are for the Voltage Upgrade Project and are part of the Capital Budget. This has been approved by the BPU Board.

<u>Stuart Irby Co</u> - GE Prolec -	\$50,325
<u>Powerline Supply</u> – Eaton Copper -	\$56,507.75
<u>Resco</u> – Ermco -	\$64,000

RECOMMENDATION: Staff recommends purchasing the transformers from Stuart Irby Co for \$50,325.00 as they are the low bid.

QUOTATION

TO: STUART C IRBY CO
 815 IRBY DRIVE
 PO BOX 490
 JACKSON MS 39201

DATE: 05/23/19

FOR FASTER HANDLING
 OF YOUR ORDER REFER TO
 QUOTATION NUMBER: U63 05774

MS
 CONFIDENTIAL

CUSTOMER RFQ NUMBER: BPU

QUOTE EXPIRATION DATE: 06/23/19

We thank you for your inquiry and are pleased to submit the following quotation. When placing an order, please reference this quote # on your order and process your Purchase order to the "vendor name" on the line(s) below along with payment to the correct "remit to address" as shown

=====

CUSTOMER	GE	QUANTITY	UNIT PRICE	UM	ESTIMATED LEAD TIME TO SHIPMENT
----------	----	----------	------------	----	---------------------------------

001	000001	25	(DROP) (STOCK)	EA	7 WEEKS
			880.00 880.00		

GE ID: QAOA661
 DESCRIPTION:
 25 KVA
 1PH POLETYPE TRANSFORMER
 2400/4160Y X 7620/13200Y - 120/240
 NO TAPS
 SINGLE HANGER TANK W/ ARR. NUT 2 HV BUSHINGS
 DOE 2016 STANDARD COMPLIANT DESIGN
 STANDARD NAMEPLATE
 MINERAL OIL PER ASTM TYPE II
 13/16 EYEBOLT POLYMER LV BUSHINGS CELECO
 DECAL 25 2.75 INCH HIGH
 DECAL DUAL VOLTAGE SWITCH WARNING
 DECAL 2.4 FOR VOLTAGE INDICATION
 DECAL 7.62 FOR VOLTAGE INDICATION
 IFD DEVICE
 IFD CAP
 PLASTIC GRD CONNECTOR PLUG
 NO LOAD LOSSES-53, LOAD LOSSES-334, TOTAL LOSSES-387
 IZ PCT: 2.05 EXC PCT: 1.5
 VENDOR NAME: GE-PROLEC TRANSFORMERS, INC
 REMIT TO: GE-PROLEC TRANSFORMERS, INC
 PO BOX 281453
 ATLANTA, GA 30384-1453

002	000002	25	(DROP) (STOCK)	EA	7 WEEKS
			1133.00 1133.00		

CUSTOMER ITEM	GE ITEM	QUANTITY	UNIT PRICE	UM	ESTIMATED LEAD TIME TO SHIPMENT
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002	000002	GE ID: QAOA662			
		DESCRIPTION:			
		50 KVA			
		1PH POLETYPE TRANSFORMER			
		2400/4160Y X 7620/13200Y - 120/240			
		NO TAPS			
		SINGLE HANGER TANK W/ ARR. NUT 2 HV BUSHINGS			
		DOE 2016 STANDARD COMPLIANT DESIGN			
		STANDARD NAMEPLATE			
		MINERAL OIL PER ASTM TYPE II			
		13/16 EYEBOLT POLYMER LV BUSHINGS CELECO			
		DECAL 50 2.75 INCH HIGH			
		DECAL DUAL VOLTAGE SWITCH WARNING			
		DECAL 2.4 FOR VOLTAGE INDICATION			
		DECAL 7.62 FOR VOLTAGE INDICATION			
		IFD DEVICE			
		IFD CAP			
		PLASTIC GRD CONNECTOR PLUG			
		NO LOAD LOSSES-99, LOAD LOSSES-522, TOTAL LOSSES-621			
		IZ PCT: 1.99 EXC PCT: 1.5			
		VENDOR NAME: GE-PROLEC TRANSFORMERS, INC			
		REMIT TO: GE-PROLEC TRANSFORMERS, INC			
		PO BOX 281453			
		ATLANTA, GA 30384-1453			

TOTAL QUOTED AMT: \$50,325.00

PAYMENT TERMS: NET CASH 30	TRANS METHOD: BEST WAY
MIN BILL AMT: 0.00	TRANS RESP: ORIGIN (SHP PT)
T&C'S TYPE: GE STANDARD	TRANS TERMS: FREE CARRIER
T&C'S REF:	TITLE PASS: ORIGIN (SHP PT)
T&C'S EFFECTIVE DATE:	SHIP PAY METHOD: PREPD BY SELLER
CONTRACT:	RISK XFER: BUYER AT ORIGIN
END USER: HILLSDALE CITY HILLSDALE	MI LOT PRICE:

City of Hillsdale Agenda Item Summary

Meeting Date: 6/17/2019

Agenda Item: Consent Agenda

SUBJECT: Waste Water Treatment Plant North Clarifier Drive Replacement

BACKGROUND PROVIDED BY STAFF:

Bids were returned 05/17/2019 for the replacement of the work portion for replacement of the North Clarifier drive unit. Two bids were received, one from Franklin Holwerda Company, and one from Process Piping and Equipment. Bids were comparable. Funds are budgeted for in the FYE 2020 Capital Budget in the amount of \$30,000.00

Franklin's bid was for \$36,970.00. Process Piping's bid was for \$28,120.00.

This was approved by the BPU Board.

RECOMMENDATION: Staff recommends hiring Process Piping and Equipment to supply the necessary labor and equipment to install the clarifier drive at the Waste Water Treatment Plant for a price of \$28,120.00.



SCOPE OF WORK

May 15, 2019

Mr. Bill Briggs
BPU Offices
45 Monroe Street
Hillsdale, MI 49242

Project: Replacement of Clarifier Drive Unit at Hillsdale BPU WWTP

Provide labor, material and equipment to complete the following work:

- Disconnect electrical from existing drive and walkway
- Lift off walkway and remove existing drive
- Clean center cage and install new drive
- Install new drive baseplate
- Reinstall walkway
- Balance arms of clarifier and replace manifold seal
- Set new control panel and make electrical connections
- Testing and start-up assistance

Notes and Qualifications:

1. New drive and control panel to be furnished by Owner.
2. Replacing seal between manifold and tank bottom at Owner's discretion. If preferred, seal and clamp kit shall be furnished by Owner.
3. City is responsible for emptying / cleaning of existing tank prior to work.
4. Painting of new drive components or existing material is not included.
5. Standard working hours only, premium time is not included.
6. Quote is valid for 30 days.

TOTAL LUMP SUM BID: \$28,120.00

Thank you for this opportunity to quote and please contact us if you have any questions or comments regarding our scope of work.

Sincerely,
Process Piping & Equipment

City of Hillsdale

Agenda Item Summary

Meeting Date: 6/17/2019

Agenda Item: Consent Agenda

SUBJECT: Water Treatment Plant Filter Media Replacement

BACKGROUND PROVIDED BY STAFF:

Bids were returned 05/23/2019 for the replacement of the filter media and associated work required inside of the filter. Three bids were received, one from Northern Pump and Well, one from Artesian of Pioneer, and one from Peerless Midwest.

Northern Pump and Well's bid was for \$138,748.00. Artesian of Pioneer's bid was for \$111,374.00. Peerless Midwest's bid was for \$86,000.

Peerless Midwest requires cutting in two new 24" round manholes at \$8540.00 each, which would be added to the base bid. Then there would be a concern about pressure testing the tank.

There is \$80,000 budgeted from FYE 2019 and \$90,000 budgeted for FYE 2020 Capital Budgets. This has been approved by the BPU Board.

RECOMMENDATION: Staff recommends awarding the bid to Artesian of Pioneer to replace the media in filter #2 and make necessary repairs to the underdrain and interior coating for the amount of \$111,374.00.

Artesian of Pioneer Bid
(Anthra/Sand Equivalent)

Page 3

May 23, 2019

- 8. Bacteriological Testing: Two consecutive safe bacteriological samples must be taken 24 hours apart before placing equipment into service. Two samples must be collected from each filter unit, one above the filter media and one below. Sampling must be by the Contractor and witnessed by the Owner and within 24 hours notice from the Contractor. Re-chlorination required to pass bacteriological testing must be paid for by the Contractor and any subsequent tests at no additional cost to the Owner.
- D. Measurement of Payment. The completed work as described will be measured and paid for at the contract unit price using the following contract items (pay items).
- E. Contract Item (Pay Item)

Iron removal (Testing & Disposal) and Media Replacement \$ 111,374.80 Lump Sum

Replacement Parts and labor

- A. \$ up to \$60⁰⁰ Price Per Underdrain Nozzle Replacement
- B. \$ up to \$275⁰⁰ Distribution Header Repair Per Ft.

Coating

- A. Up to 20 spot Repairs with 1 Day of surface Preparation \$ \$ 1000⁰⁰ Lump Sum
- B. Epoxy Coating Repairs \$ \$ 75⁰⁰ Price/Square FT.

***AOP – ANTHRASAND COMPARABLE MEDIA OPTION BID**

*Anthra/Sand is a proprietary media of one of AOP's competitors.

Number of Vessels: 1 (2 – CELL DESIGN)
Dimensions: 8' Diameter by 46' in length

Filter Media & Support Gravel Per Vessel

- (4") (NSF APPROVED) 2-1/2" x 1-1/2" gravel
- (4") (NSF APPROVED) 1-1/2" x 3/4" gravel
- (4") (NSF APPROVED) 3/4" x 1/2" gravel
- (3") (NSF APPROVED) 1/2" x 1/4" gravel
- (3") (NSF APPROVED) 1/4" x #10 gravel
- (24") (NSF APPROVED) 0.45 – 0.55mm Manganese Sand
- (6") (NSF APPROVED) 0.8 – 1.2mm Manganese Anthracite

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>EXT. PRICE</u>
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(1)	FILTER #2 REBUILD WITH COMPARABLE MEDIA	
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\$ 111,374.80

TIME LINE:

1. Allow 3 weeks for submittal drawings

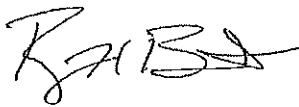
SPECIFICALLY INCLUDED:

1. All material specified above
2. Removal of Existing Gravel and Media
3. Installation of Gravel and Media
4. Submittals as required
5. O & M Manuals for above referenced Materials
6. MDEQ SUBMITTAL AND APPROVAL FOR MARIS OPTION

SPECIFICALLY NOT INCLUDED:

1. Any item not specifically mentioned above
2. Site Work of any kind
3. Concrete work of any kind

Best Regards,



Ryan H. Burt



P.O. Box 247 • Pioneer, OH 43554 • 419.737.2352 • Fax 419.737.2364

**HILLSDALE FILTER #2 MEDIA REMOVAL PROJECT
MAY 23, 2019**

AOP – MARIS MEDIA OPTION BID

Number of Vessels: **1 (2 – CELL DESIGN)**
Dimensions: **8' Diameter by 46' in length**

Filter Media & Support Gravel Per Vessel

- (4") (NSF APPROVED) 2-1/2" x 1-1/2" gravel
- (4") (NSF APPROVED) 1-1/2" x 3/4" gravel
- (4") (NSF APPROVED) 3/4" x 1/2" gravel
- (3") (NSF APPROVED) 1/2" x 1/4" gravel
- (3") (NSF APPROVED) 1/4" x #10 gravel
- (30") (NSF APPROVED) MARIS MEDIA

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>EXT. PRICE</u>
(1)	FILTER #2 REBUILD WITH MARIS MEDIA	

\$149,184.17

TIME LINE:

1. Allow 3 weeks for submittal drawings

SPECIFICALLY INCLUDED:

1. All material specified above
2. Removal of Existing Gravel and Media
3. Installation of Gravel and Media
4. Submittals as required
5. O & M Manuals for above referenced Materials
6. MDEQ SUBMITTAL AND APPROVAL FOR MARIS OPTION

SPECIFICALLY NOT INCLUDED:

1. Any item not specifically mentioned above
2. Site Work of any kind
3. Concrete work of any kind

Artesian of Pioneer Alternate Bid
(MARIS Media)

May 23, 2019

Page 3

8. Bacteriological Testing: Two consecutive safe bacteriological samples must be taken 24 hours apart before placing equipment into service. Two samples must be collected from each filter unit, one above the filter media and one below. Sampling must be by the Contractor and witnessed by the Owner and within 24 hours notice from the Contractor. Re-chlorination required to pass bacteriological testing must be paid for by the Contractor and any subsequent tests at no additional cost to the Owner.
- D. Measurement of Payment. The completed work as described will be measured and paid for at the contract unit price using the following contract items (pay items).

E. Contract item (Pay Item)

Iron removal (Testing & Disposal) and Media Replacement \$ 149,184.17 Lump Sum

Replacement Parts and labor

- A. \$ up to \$60⁰⁰ Price Per Underdrain Nozzle Replacement
B. \$ up to \$275⁰⁰ Distribution Header Repair Per Ft.

Coating

- A. Up to 20 spot Repairs with 1 Day of surface Preparation \$ \$1000⁰⁰ Lump Sum
B. Epoxy Coating Repairs \$ \$75⁰⁰ Price/Square FT.

BID BOND

PENAL SUM FORM

BIDDER (Name and Address):

Artesian of Pioneer, Inc.

50 Industrial Avenue, Pioneer, Ohio 43654

SURETY Name and Address of Principal Place of Business):

The Guarantee Company of North America USA

One Towne Square, Suite 1470 Southfield MI 48076

OWNER (Name and Address):

City of Hillsdale

97 N. Broad St., Hillsdale MI 49242

BID

BID DUE DATE: May 23, 2019

PROJECT (Brief Description Including Location):

Water Treatment Plant Pressure Filter Media Replacement

BOND

BOND NUMBER: n/a

DATE (Not later than Bid due date): May 23, 2019

PENAL SUM: Five Percent of the Total Amount of the Bid

(Words)

(\$ 5%) Dollars

(Figures)

IN WITNESS WHEREOF, Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

BIDDER

Artesian of Pioneer, Inc

Bidder's Name and Corporate Seal (Seal)

By: MEALS U.P.
Signature and Title

SURETY

The Guarantee Company of North America USA

Surety's Name and Corporate Seal (Seal)

By: Mark Drengler
Signature and Title - Mark Drengler
(Attach Power of Attorney) Attorney-in-fact

Attest: [Signature]
Signature and Title Sales Rep.

Attest: [Signature]

Notes: (1) Above addresses are to be used for giving required notice.
(2) Any singular reference to Bidder, Surety, OWNER or other party shall be considered plural where applicable.

City of Hillsdale Agenda Item Summary

Meeting Date: June 17, 2019

Agenda Item : Consent

SUBJECT: 2B District Court Job Fair

BACKGROUND: Michelle Loren, Recreation Director

2B District Court, submitted a Right of Way Permit for the purpose holding its second annual job fair on June 26, 2019. The job fair features area businesses offering employment opportunities.

TCO #2019-19 addressing the necessary street closures was approved by Council at the June 3, 2019 Council Meeting. A use agreement has been drafted and approved by the City Attorney for Council approval.

RECOMMENDATION:

I recommend Council authorize signatures by the Mayor and Clerk executing the Use Agreement.

STREET USE AGREEMENT 2B District Court Job Fair

This Agreement is made and entered between the City of Hillsdale, a Michigan municipal corporation, of Hillsdale, Michigan (Hillsdale) and 2B District Court, 49 S. Howell Street, Hillsdale, Michigan 49242.

Preamble

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

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

2B District Court desires to sponsor and promote an event to which the general public is invited that will provide food and non-alcoholic drink concessions as well as other activities. The event is proposed to take place on McCollum Street between Broad and Howell Streets on June 26, 2019, with the cleanup activities to be conducted and finalized within a specified period following the end of the event.

2B District Court has represented that it is a responsible organization and that it has created appropriate regulations and policies by which it will regulate participants in the event it proposes to promote and sponsor. 2B District Court also represents that participation in its event is and will be open to all on a nondiscriminatory basis.

Hillsdale has determined that it is in its best interests and the interests of the general public to allow 2B District Court to use McCollum Street east of Howell Street and west of Broad Street as the site from which it may conduct its proposed event, and 2B District Court has agreed to do so, all in accordance with the following terms and conditions.

Agreement

1. In consideration of and reliance on 2B District Court's promises and its full compliance with all of the terms and conditions contained in this agreement, Hillsdale agrees to allow 2B District Court to use the following portions of its streets during specified periods on June 26, 2019 for the purpose of preparing for and conducting its proposed event and related activities for the use, benefit and enjoyment of the general public during the stated hours and to thereafter restore said streets to a condition fit for public travel that is at least as good as when taken, all as hereinafter provided:

- a. McCollum Street east of Howell Street and west of Broad Street beginning at 2:00 p.m. and ending at or before 9:00 p.m. on June 26, 2019 as a staging area for the purpose of transporting, erecting, installing and removing equipment, tents, signs, tables, chairs, port-a-johns, roll-offs, food, beverages, provisions, supplies, goods, concessions and other facilities as are reasonably required to conduct the proposed event and related activities on that portion of McCollum

Street described in subparagraph b of this paragraph 1; provided, however, that all event activities shall cease on or before 9:00 p.m. on June 26, 2019;

- b. McCollum Street between Howell and Broad Streets for the purpose of preparing for and conducting its proposed event and related activities for the use, benefit and enjoyment of the general public beginning at 2:00 p.m. and ending at 9:00 p.m. on June 26, 2019.

2. Hillsdale further agrees that it shall temporarily close McCollum Street east of Howell Street and west of Broad Street on June 26, 2019 by Traffic Control Order No. 2019-19 passed by City Council on June 3, 2019, between the hours set forth for each area in subparagraphs a and b of paragraph 1 of this agreement.

3. 2B District Court agrees to and shall be solely responsible for obtaining, posting and paying the fees for all applicable and necessary permits, including but not limited to those that might be required by the health department, the posting of signs, as well as any rule, regulations and requirements others that might be required by any state, county or local statute, ordinance, rule or regulation.

4. 2B District Court further agrees that it shall be solely responsible for obtaining, arranging for and providing all staff, equipment, tents, signs, tables, chairs, port-a-johns, roll-offs, food, beverages, provisions, supplies, goods, entertainment, concessions and other facilities as it or an applicable governmental agency determines necessary to provide for and to the general public in connection with its proposed event, all at its sole expense.

5. 2B District Court agrees that immediately following the end of the event and at its sole expense, it shall promptly remove or cause the removal all equipment, tents, signs, tables, chairs, port-a-johns, roll-offs, trash, litter and other items from McCollum Street. 2B District Court shall remove all items from the premises or place items on the County Courthouse property pending their removal from the site in accordance with the schedule hereinafter provided. 2B District Court shall notify the Hillsdale City Police and secure its permission to open the street to vehicular traffic before removing the barricades Hillsdale's Police Department placed to block the described portions of McCollum, Broad and Howell Streets from the public's vehicular use. Hillsdale's barricades, when removed, shall be placed out of the main traveled portion of the street adjacent to the curbs (terrace) for pick up by Hillsdale.

6. 2B District Court further agrees that the removal of all equipment, signs, tables, chairs, trashcans, port-a-johns, roll-offs, trash, litter and other items from McCollum Street and the restoration of the entire area occupied or used by it to a swept and tidy condition shall be completed not later than noon on Saturday, June 29, 2019.

7. 2B District Court agrees to abide by all applicable statutes, ordinances, rules and regulations pertaining to it and to all provisions of this agreement during its occupancy and use of the described portion of McCollum Street.

8. 2B District Court acknowledges that there are no public restroom facilities at the site during the time of the scheduled event. Accordingly, 2B District Court represents and agrees that, at its sole expense and as a condition precedent to the commencement of its event, it will provide and have in place portable restroom facilities that comply with all applicable health and sanitation codes for its scheduled event in full working order and sufficient quantity to accommodate the needs of its participants and the general public.

9. 2B District Court agrees that no attachments for tents or any other facilities will be made to any paved surfaces within any portion of the McCollum Street right of way that would cause holes or other damage to the pavement without the prior written consent of the Director of Hillsdale's Department of Public Streets.

10. 2B District Court agrees that it shall not permit any street other than the described portion of McCollum Street to be blocked or obstructed. Further, 2B District Court agrees to and shall confine its proposed event activities solely to McCollum Street between Howell and Broad Streets.

11. 2B District Court agrees and understands that it, at its sole expense, is and shall be solely responsible for the repair and restoration of all damage to private or public property that results from or because of 2B District Court's proposed event, whether real or personal, and to leave the premises in a condition equal to or better than existed prior to its use, free from all garbage, trash or other items.

12. 2B District Court represents that it possesses or will obtain and provide persons with the skill, experience, competence and financial ability to carry out and fulfill all of its duties and obligations under this contract in a timely and professional manner.

13. 2B District Court further represents and covenants that it does not discriminate against any employee, applicant for employment, and shall not discriminate against any general public that will participate in the event it is staging under this agreement or any other member of the public because of race, color, religion, national origin, age, height, weight, marital status or other legally protected class. It is understood and agreed by and between the parties that breach of this covenant may be regarded as a material breach of this agreement.

14. 2B District Court shall provide City with proof of public liability and property damage insurance with coverage that is satisfactory to Hillsdale and limits of liability of not less than a single limit of Five Hundred Thousand and 00/100 (\$500,000.00) Dollars, with City designated therein as a named insured to be and remain in force for the duration of 2B District Court's presence on and use of Hillsdale's street such proof to be provided at the time of execution of this Agreement.

15. 2B District Court shall carry and provide all workers' compensation insurance coverage at its sole expense for its employees as is required by the laws of the State of Michigan and provide proof thereof to Hillsdale prior to the commencement of any work under this contract.

16. 2B District Court represents to Hillsdale that it intends to use the described area for the purpose of providing food, non-alcoholic beverages, and other similar activities, and that the consumption or possession of alcoholic beverages within the described area will not be permitted. In reliance on 2B District Court's representations and its other promises, as contained in this agreement, Hillsdale hereby grants and 2B District Court hereby accepts the exclusive control over the described portion of McCollum Street and the activities therein, it being the intention of the parties that 2B District Court is and shall be solely responsible for maintaining the described areas and regulating all activities therein so as to keep them in reasonably safe condition, free of unreasonable risk of harm, for the use and benefit of the general public and others using or within said area or any of its facilities, products or activities.

17. 2B District Court further agrees to and shall defend, indemnify and hold Hillsdale harmless from any and all damages, claims, demands, causes of action, lawsuits, attorney fees and related expenses, as a result of actual or claimed personal injury, including death, property damage or other damage or loss of any kind or nature which are or are claimed to be a proximate result of:

a. The negligence, gross negligence or intentional acts or omissions of 2B District Court, its agents, servants, employees, guests, vendors, invitees, event participants or event attendees which arise or are claimed to have arisen as a result or because of 2B District Court proposed event, its associated activities and events; or

b. The negligence, gross negligence or intentional acts or omissions of 2B District Court, its agents, servants, employees, guests, vendors, invitees, event participants or event attendees in the use of or defects in the areas described in the attached Exhibit A, or the equipment, tents, signs, tables, chairs, port-a-johns, and roll-offs or other facilities placed or used by 2B District Court or any of agents, servants, employees, guests, vendors, invitees, event participants or event attendees;

c. All such damages or injuries, including death, are whether caused in part by the negligence of Hillsdale, its employees, agents, servants, or representatives; provided, however, that 2B District Court shall not be obligated to indemnify Hillsdale for any damages or injuries, including death, caused by or resulting from the sole negligence of Hillsdale.

18. 2B District Court agrees that any and all documents provided to Hillsdale under this agreement are subject to disclosure and hereby expressly consents to Hillsdale's reproduction and release of such documents in response to a request under the Freedom of Information Act.

19. 2B District Court agrees that Hillsdale may immediately terminate this contract without further obligation or liability to 2B District Court at its option and without prejudice to any other remedies to which it might be entitled, whether in law, in equity or under this contract, by giving written notice of termination to 2B District Court if the latter should:

- (a) be adjudged bankrupt;
- (b) become insolvent or have a receiver of its assets appointed;
- (c) make a general assignment for the benefit of creditors;
- (d) default in the performance of any obligation under this contract;
- (e) breach any covenant under this contract;
- (f) institute or suffer to be instituted any procedures for reorganization of its affairs;
- (g) fail to perform any of its obligations to Hillsdale under this contract to Hillsdale's satisfaction.

Provided, however, that 2B District Court' indemnification, defense, hold harmless and insurance coverage agreements shall survive any such termination.

Notice of termination pursuant to the forgoing provisions shall be provided to 2B District Court in writing and shall be delivered by ordinary first class mail or personal service to the

following person at the following address: Hannah Jordan, 2B District Court, 49 S. Howell , Hillsdale, Michigan 49242.

20. All notices from 2B District Court to Hillsdale shall be in writing and shall be delivered by ordinary first class mail or personal service to the following person at the following address: David Mackie, Hillsdale City Manager, 97 N. Howell Street, Hillsdale, Michigan 49242.

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

21. This Agreement shall be governed and construed in accordance with the laws of the State of Michigan. Hillsdale and 2B District Court further agree that in the event of legal action arising from or as a result of this Agreement or its breach, venue and jurisdiction for such action shall be in the Hillsdale County Circuit Court or in the District Court located within the County of Hillsdale, Michigan, whichever has subject matter jurisdiction over any such dispute.

CITY OF HILLSDALE

2B DISTRICT COURT

Adam Stockford, Mayor

Hannah Jordan

Dated: June ____, 2019

Dated: June ____, 2019

Katy Price, Clerk

Dated: June ____, 2019

City of Hillsdale

Agenda Item Summary

Meeting Date: June 17, 2019

Agenda Item: Budget Amendments – Consent Agenda

SUBJECT: 2018-19 Budget

BACKGROUND PROVIDED BY: Bonnie Tew, Finance Director

Budgets are working documents that often need to be adjusted to accommodate unforeseen circumstances that accrue during the course of the year. The attached amendments make just such adjustments to revenues, expenditures, and transfers between funds in the General Fund (101), the Major, Local and Municipal Street Funds (202, 203 & 204), Tax Increment Finance Authority Fund (247), the Library Fund (271), Bond & Interest Redemption Fund (362), the Capital Improvement Fund (401), Fields of Dreams Fund (408), Airport Improvement Fund (481) and the Public Services Inventory Fund (633). Each amendment contains a brief explanation for the adjustment.

RECOMMENDATION:

I recommend Council approve the attached resolution adopting the amendments to the 2018-19 budget as presented.

CITY OF HILLSDALE, MICHIGAN
RESOLUTION NO. _____

WHEREAS, on June 4, 2018 the Hillsdale City Council adopted the budget for fiscal year ending June 30, 2019; and

WHEREAS, to reflect changes in revenues and expenditures in accordance with proper governmental accounting and financial reporting practices;

THEREFORE, BE IT RESOLVED, that the City of Hillsdale's annual budget for fiscal year ending June 30, 2019 be amended according to Attachment A.

PASSED IN OPEN COUNCIL MEETING THIS 17 TH DAY OF JUNE, 2019.

Adam L. Stockford, Mayor

ATTEST:

Katy Price, City Clerk

Budget Amendments
Fiscal Year Ending 6-30-19
June 17, 2019

			Old		New
Account			Amount	+ / -	Amount
General Fund (101)					
Revenues:					
		Interest			
		101-000.000-665.000	\$15,000	\$6,500	\$21,500
		Higher interest rates netted additional income			
		Other Refunds			
		101-000.000-690.000	\$100,000	\$69,400	\$169,400
		More came in than anticipated			
		Other Revenues - New Year's Eve Event			
		101-000.000-692.106	\$0	\$17,500	\$17,500
		Community/business contributions for the New Year's Eve event downtown			
		Other Revenues - Local Fire Grants			
		101-000.000-692.336	\$0	\$1,000	\$1,000
		Grumhaus donation for Fire Department			
<i>Net General Fund Revenue Changes</i>				<i>\$94,400</i>	
Expenditures:					
	City Manager (172)	Sick Time Pay			
		101-172.000-704.000	\$3,820	(\$3,000)	\$820
		Holiday & Other			
		101-172.000-710.000	\$24,515	(\$5,000)	\$19,515
		Retirement			
		101-172.000-716.000	\$32,000	(\$15,000)	\$17,000
		Employer FICA			
		101-172.000-720.000	\$11,420	(\$3,000)	\$8,420
		Transportation & Mileage			
		01-172.000-860.000	\$3,000	(\$3,000)	\$0
		Actual costs came in beneath budgeted estimates			
	Administrative (175)	Legal Services - Tax Cases			
		101-175.000-806.002	\$2,500	(\$2,000)	\$500
		There was a significant reduction in the number of MTT appeals reducing tax legal cases to almost nothing.			
		Engineering Services - Contractual			
		101-175.000-807.000	\$6,000	(\$5,000)	\$1,000
		Services rendered were less than expected			
		Insurance			
		101-175.000-850.000	\$61,000	(\$5,000)	\$56,000
		Cost came in under estimates			
	Elections (191)	Contractual Services			
		101-191.000-801.000	\$3,400	\$8,500	\$11,900
		Implementation of new voter software not in initial budget			
	Assessing (209)	Health & Life Insurance			
		101-209.000-715.000	\$35,140	(\$21,000)	\$14,140
		Supplies			
		101-209.000-726.000	\$1,800	(\$1,000)	\$800
		Postage			
		101-209.000-734.000	\$2,500	(\$1,000)	\$1,500
		Contractual Services			
		101-209.000-801.000	\$30,000	(\$22,000)	\$8,000
		Services and materials estimates higher than anticipated			
	City Clerk (215)	Wages			
		101-215.000-702.000	\$65,360	(\$12,000)	\$53,360
		Health & Life Insurance			
		101-215.000-715.000	\$16,350	(\$4,000)	\$12,350
		Postage			
		101-215.000-734.000	\$5,500	\$2,000	\$7,500
		Training & Seminars			
		101-219.000-861.000	\$1,400	(\$1,200)	\$200
		Printing			
		101-215.000-900.000	\$3,500	(\$3,500)	\$0
		Staffing changes			
	Building and Grounds (265)	Wages			
		101-265.000-702.000	\$18,490	\$20,000	\$38,490
		Shared IT services with BPU not in original budget (new phone system)			
	Planning (400)	Wages			
		101-400.000-702.000	\$57,890	(\$4,000)	\$53,890
		Health & Life Insurance			
		101-400.000-715.000	\$20,065	(\$2,000)	\$18,065
		Contractual Services			

Budget Amendments
Fiscal Year Ending 6-30-19
June 17, 2019

Account	Old Amount	+ / -	New Amount
101-400.000-801.000 Publishing/Notices	\$2,500	(\$1,500)	\$1,000
101-400.000-801.000 Staffing changes	\$2,000	(\$1,900)	\$100
Department of Public Services (441) Longevity Pay			
101-441.000-707.000 Health & Life Insurance	\$2,200	(\$1,100)	\$1,100
101-441.000-715.000 Supplies	\$35,140	(\$3,000)	\$32,140
101-441.000-726.000 Contractual Services	\$10,000	(\$900)	\$9,100
101-441.000-801.000 Costs were less than anticipated.	\$28,640	(\$5,000)	\$23,640
Street Lighting (448) Utilities - Major Streets			
101-448.000-920.202 Costs were less than anticipated.	\$65,600	(\$10,000)	\$55,600
Parks (756) Contractual Services			
101-756.000-801.000 To be transferred to Fields of Dreams for new storage building	\$79,715	(\$10,000)	\$69,715
Transfers to Other Funds (965) Transfer - Municipal Street Fund			
101-965.000-999.204 Moved to Capital Improvement Fund for street projects	\$300,000	(\$300,000)	\$0
Transfer - Capital Improvement Fund			
101-965.000-999.401 Street reconstruction and future capital projects	\$215,000	\$470,000	\$685,000
Transfer - Fields of Dreams Fund			
101-965.000-999.408 For completion of the new storage building at Fields of Dreams	\$0	\$10,000	\$10,000
Transfer - Public Services Inventory			
101-965.000-999.633 Eliminate a defecate in fund due to accounting procedure changes	\$0	\$30,000	\$30,000
Net General Fund Expenditure Changes		\$94,400	

Source of Funds: General Fund - Fund Balance

General Fund (101)

Budgeted Revenues	\$4,782,250	
Amendments	\$94,400	
Total Amended Budget Revenues	\$4,876,650	
Budgeted Expenditures		\$4,782,250
Amendments		\$94,400
Total Amended Budget Expenditures	\$4,876,650	
Amended Budget Revenues less Expenditures	\$0	

Major Streets (202)

Revenues:			
State Grant - Gas & Weight Taxes			
202-000.000-546.000	\$650,000	\$80,000	\$730,000
Increases in state funding			
Major Street Fund Revenue Changes		\$80,000	

Expenditures:

Street Surface (450)			
Contractual Services			
202-450.000-801.000	\$106,750	\$80,000	\$186,750
Street preservation work			
Major Street Fund Expenditure Changes		\$80,000	

Source of Funds: State Gas & Weight Taxes - Fund Balance

Major Street Fund (202)

Budgeted Revenues	\$712,500	
Amendments	\$80,000	
Total Amended Budget Revenues	\$792,500	
Budgeted Expenditures		\$783,860
Amendments		\$80,000
Total Amended Budget Expenditures	\$863,860	
Amended Budget Revenues less Expenditures	(\$71,360)	

Budget Amendments
Fiscal Year Ending 6-30-19
June 17, 2019

Account	Old Amount	+ / -	New Amount
Local Streets (203)			
Revenues:			
State Grant - Gas & Weight Taxes 203-000.000-546.000	\$215,000	\$60,000	\$275,000
Increases in state funding			
Local Street Fund Revenue Changes			\$60,000
Expenditures:			
Street Surface (450)			
Contractual Services 203-450.000-801.000	\$67,250	\$15,000	\$82,250
Street preservation work			
Drainage (480)			
Equipment Rental 203-480.000-940.000	\$9,000	\$40,000	\$49,000
Street re-surfacing/patching work			
Traffic (490)			
Contractual Services 203-490.500-801.000	\$8,250	\$5,000	\$13,250
Pavement markings			
Local Street Fund Expenditure Changes			\$60,000
Source of Funds: State Gas & Weight Taxes - Fund Balance			

Local Streets (203)

Budgeted Revenues	\$429,940
Amendments	\$60,000
Total Amended Budget Revenues	\$489,940
Budgeted Expenditures	\$429,940
Amendments	\$60,000
Total Amended Budget Expenditures	\$489,940
Amended Budget Revenues less Expenditures	\$0

Municipal Streets (204)

Revenues:			
State Grant 204-000.000-569.000	\$1,750,000	(\$1,750,000)	\$0
Other Revenues 204-00.000-692.000	\$200,000	(\$200,000)	\$0
Transfer In - General Fund 204-000.000-699.101	\$300,000	(\$300,000)	\$0
Transfer In - Debt Service 204-000.000-699.362	\$400,000	(\$400,000)	\$0
Revenues transferred to Capital Improvement Fund (401)			
Municipal Street Fund Revenue Changes			(\$2,650,000)
Expenditures:			
Contractual Services 204-453-000-801.000	\$2,500,000	(\$2,500,000)	\$0
Engineering Service - Contractual 204-453.000-807.000	\$150,000	(\$150,000)	\$0
Moved to Capital Improvement Fund			
Municipal Street Fund Expenditure Changes			(\$2,650,000)
Source of Funds: Transfer from General Fund and CDBG Grant			

Municipal Streets (204)

Budgeted Revenues	\$2,650,000
Amendments	(\$2,650,000)
Total Amended Budget Revenues	\$0
Budgeted Expenditures	\$2,650,000
Amendments	(\$2,650,000)
Total Amended Budget Expenditures	\$0
Amended Budget Revenues less Expenditures	\$0

Budget Amendments
Fiscal Year Ending 6-30-19
June 17, 2019

	Account	Old Amount	+ / -	New Amount
Tax Increment Finance Authority (247)				
Revenues:	Federal Grant - CDBG 247-000.000-529.000 CDBG Grant for Dawn Theater	\$0	\$84,000	\$84,000
			TIFA Fund Revenue Changes	\$84,000
Expenditures:	Contractual Services 247-900.000-801.000 Dawn Theater structural engineering services	\$1,000	\$84,000	\$85,000
			TIFA Fund Expenditure Changes	\$84,000
Source of Funds:	CDBG Grant			
Tax Increment Finance Authority (247)				
	Budgeted Revenues	\$94,750		
	Amendments	\$84,000		
	Total Amended Budget Revenues	\$178,750		
	Budgeted Expenditures		\$106,000	
	Amendments		\$80,000	
	Total Amended Budget Expenditures	\$186,000		
	Amended Budget Revenues less Expenditures	(\$7,250)		
Library Fund (271)				
Expenditures:	Capital Outlay 271-790.000-970.000 Phase 2 of the server project, security cameras, phones and computers	\$3,000	\$50,000	\$53,000
			Library Fund Expenditure Changes	\$50,000
Source of Funds:	Fund Balance			
Library Fund (271)				
	Budgeted Revenues	\$263,855		
	Amendments	\$0		
	Total Amended Budget Revenues	\$263,855		
	Budgeted Expenditures		\$263,855	
	Amendments		\$50,000	
	Total Amended Budget Expenditures	\$313,855		
	Amended Budget Revenues less Expenditures	(\$50,000)		
Bond & Interest Redemption Fund (362)				
Revenues:	Current Taxes 362-000.000-402.000 Sinking Fund 362-000.000-402.100 Reclassification	\$396,000	(\$396,000)	\$0
		\$0	\$396,000	\$396,000
			Bond & Interest Redemption Fund Revenue Changes	\$0
Expenditures:	Transfer - Municipal Street Fund 362-900.000-999.204 Expenditures taken out of Capital Improvement Fund (401) instead	\$400,000	(\$400,000)	\$0
			Bond & Interest Redemption Fund Expenditure Changes	(\$400,000)
Source of Funds:	Sinking Fund Millage			
Bond & Interest Redemption Fund (362)				
	Budgeted Revenues	\$396,000		
	Amendments	\$0		
	Total Amended Budget Revenues	\$396,000		
	Budgeted Expenditures		\$400,000	
	Amendments		(\$400,000)	
	Total Amended Budget Expenditures	\$0		
	Amended Budget Revenues less Expenditures	\$396,000		

Budget Amendments
Fiscal Year Ending 6-30-19
June 17, 2019

	Account	Old Amount	+ / -	New Amount
Capital Improvement Fund (401)				
Revenues:	Federal Grant			
	401-000.000-529.000	\$0	\$1,000,000	\$1,000,000
	CDBG - ICE Grant (Vine, Garden, Mead & Rippon Street Reconstruction)			
	Transfer In - General Fund			
	401-000.000-699.101	\$215,000	\$470,000	\$685,000
	Reallocated from Municipal Street Fund and General Fund for street & other capital projects			
Capital Improvement Fund Revenue Changes			\$1,470,000	
Expenditures:				
Local Street Reconstruction (543)	Contractual Services			
	401-543.000-801.000	\$0	\$1,500,000	\$1,500,000
	Garden, Mead, Vine & Rippon Street project (ICE Grant)			
Capital Improvement Fund Expenditure Changes			\$1,500,000	
Source of Funds: CDBG ICE Grant and General Fund Transfer				
Capital Improvement (401)				
	Budgeted Revenues	\$225,000		
	Amendments	\$1,470,000		
	Total Amended Budget Revenues	\$1,695,000		
	Budgeted Expenditures		\$612,950	
	Amendments		\$1,470,000	
	Total Amended Budget Expenditures	\$2,082,950		
	Amended Budget Revenues less Expenditures	(\$387,950)		
Fields of Dreams (408)				
Revenues:	Contributions & Donations			
	408-000.000-675.000	\$2,000	\$9,000	\$11,000
	Community Foundation Grant for the storage building			
	Transfer In - General Fund			
	408-000.000-699.101	\$0	\$10,000	\$10,000
	New storage building			
Fields of Dreams Fund Revenue Changes			\$19,000	
Expenditures:				
	Capital Outlay - FOD Storage Building			
	408-751.000-975.408	\$0	\$30,000	\$30,000
	Construction of the storage building			
Fields of Dreams Fund Expenditure Changes			\$30,000	
Source of Funds: Community Foundation & General Fund- Fund Balance				
Fields of Dreams (408)				
	Budgeted Revenues	\$6,200		
	Amendments	\$19,000		
	Total Amended Budget Revenues	\$25,200		
Fields of Dreams Fund Revenue Changes			\$0	
	Budgeted Expenditures		\$4,100	
	Amendments		\$30,000	
	Total Amended Budget Expenditures	\$34,100		
	Amended Budget Revenues less Expenditures	(\$8,900)		
Airport Improvement Fund (481)				
Revenues:	Other Revenues - Fuel Sales			
	481-000.000-692.295	\$75,000	\$100,000	\$175,000
	Increased fuel sales			
Airport Improvement Fund Revenue Changes			\$100,000	
Expenditures:				
	Fuel & Lubricants - Aviation Fuel			
	481-900.000-740.295	\$50,000	\$90,000	\$140,000
	Additional fuel purchases			
Airport Improvement Fund Expenditure Changes			\$90,000	
Source of Funds: Aviation fuel sales				

Budget Amendments
Fiscal Year Ending 6-30-19
June 17, 2019

	Account	Old Amount	+ / -	New Amount
Airport Improvement Fund (481)				
	Budgeted Revenues	\$104,330		
	Amendments	\$100,000		
	Total Amended Budget Revenues	\$204,330		
	Budgeted Expenditures		\$73,665	
	Amendments		\$90,000	
	Total Amended Budget Expenditures	\$163,665		
	Amended Budget Revenues less Expenditures	\$40,665		
Public Services Inventory Fund (633)				
Revenues:	Sale of Materials			
	633-000.000-650.000	\$153,905	(\$125,000)	\$28,905
	Change in accounting procedures			
	Transfer In - General Fund			
	633-000.000-699.101	\$0	\$30,000	\$30,000
	Elevate a defecate in fund due to accounting procedure changes			
	Public Services Revenue Changes		(\$95,000)	
Expenditures:	Supplies			
	633-233.000-726.000	\$141,510	(\$95,000)	\$46,510
	Public Services Inventory Fund Expenditure Changes		(\$95,000)	
Source of Funds: General Fund				
Public Services Inventory Fund (633)				
	Budgeted Revenues	\$153,905		
	Amendments	(\$95,000)		
	Total Amended Budget Revenues	\$58,905		
	Budgeted Expenditures		\$153,905	
	Amendments		(\$95,000)	
	Total Amended Budget Expenditures	\$58,905		
	Amended Budget Revenues less Expenditures	\$0		

State Tax Commission Supervising Preparation of the Assessment Roll

Michigan Compiled Law (MCL) 211.10d(9) states, “An assessor who certifies an assessment roll in which he or she did not have direct supervision is guilty of a misdemeanor.” When signing the assessment roll, Assessors of Record are required to annually certify that they have met the following guidelines:

1. Form 4689, *STC Request for Changes in Personal or Employment Information for a Certified Assessor*, must be filed with the State Tax Commission by the certified assessor within 30 days of becoming the Assessor of Record for a local unit of government or Equalization Director for a county, or when a change in contact information occurs.
2. The assessor must sign the pre-Board of Review assessment roll certificate for the current assessment year by the first Monday in March or by the date specified by charter for delivery of the assessment roll to the Board of Review.
3. The assessor or the assessor’s assistant(s) must timely deliver the certified assessment roll (original hard copy) to the local Board of Review for its required March meetings.
4. The assessor or the assessor’s assistant(s) must timely deliver an original hard copy of the assessment roll to the County equalization department. This assessment roll is to have attached a post-Board of Review certificate which must be signed by the Board of Review.
5. The assessor or the assessor’s assistant(s) must timely provide a copy of the assessor’s database to the County equalization department.
6. The assessor must complete, sign (where applicable), and timely submit State Tax Commission Forms L-4021 and L-4022. These forms are to be submitted to the County equalization department and Form L-4022 is also to be submitted to the State Tax Commission.
7. The assessor must file all required State Tax Commission and equalization forms in a timely manner (in accordance with the State Tax Commission calendar and applicable statutes and administrative Rules).
8. The assessor or the assessor’s assistant(s) must perform the following specific duties annually (if an assistant, the assessor must have direct supervision in all of the following tasks):
 - a. Appraise and assess taxable property (including new construction and including ensuring the taxable value uncapping of property following transfers of ownership).
 - b. Prepare and maintain the assessment roll, property classifications, property descriptions, special act rolls and other assessment records and have an established procedure to update records on a regular basis.
 - c. Attend Board of Review meetings if requested by the Township or City.
 - d. Attend meetings with the public at the Township or City municipal office facility.

- e. Assist legal counsel in the prosecution or defense of cases arising out of assessment administration activities.
 - f. Appear before the Michigan Tax Tribunal (both Entire Tribunal and Residential Property and Small Claims Division) to defend property tax appeals.
 - g. Appear before the Township or City governing body when requested.
 - h. Conduct personal property canvasses.
 - i. Ensure the accuracy of land divisions and splits and combinations of parcels.
 - j. Respond to general inquiries for assessment records and inquiries for assessment records made under the Freedom of Information Act. Assessment records identified in MCL 211.10a must be made accessible and available for inspection and copying by the public regardless of the location of the records (e.g., local unit public offices, office/home of the Township Supervisor, office/home of the assessor, other). The assessor must identify when records are available for inspection and copying as required by MCL 211.10a.
 - k. Provide reports to the Township or City governing body when requested.
 - l. Ensure that the mass appraisal methods and procedures employed are in compliance with requirements of the *Uniform Standards of Professional Appraisal Practice* and the State Tax Commission's *Assessor's Manual*.
9. Pursuant to MCL 211.10e, the assessor or the assessor's assistant(s) must use only a current version of the State Tax Commission *Assessor's Manual* or other STC approved manual.
10. Pursuant to MCL 211.10e, the assessor or the assessor's assistant(s) must use, maintain and calculate as necessary, the following assessment records:¹
- a. Appraisal record card system
 - b. Personal property record system
 - c. Tax (cadastral) maps
 - d. Economic condition factor determinations
 - e. Land value determinations
 - f. Current year assessment roll
 - g. Photos of dwellings and outbuildings affixed to appraisal record cards and/or stored electronically using assessing software
 - h. Homeowner's principal residence and qualified agricultural property exemption documents
 - i. Record of site visits to individual parcels
 - j. Historical assessment data
11. The assessor or the assessor's assistant(s) must ensure that the assessment roll contains the following information:
- a. Name and address of property owner
 - b. Legal description or approved parcel identification number
 - c. School district code
 - d. Property classification
 - e. Assessed valuation
 - f. Capped valuation
 - g. Taxable valuation
 - h. Board of Review valuation column

¹ MCL 211.10e, as amended by 2018 PA 660, removes land value maps as a required record to be maintained.

- i. Michigan Tax Tribunal and/or State Tax Commission valuation column
 - j. Homeowner's principal residence or qualified agricultural property exemption percentage
 - k. Date of last transfer of ownership
 - l. Leasehold improvements identifier, if applicable
 - m. The value of Mathieu Gast non-considered improvements (under MCL 211.27), if applicable
12. The assessor or the assessor's assistant(s) must ensure that the true cash value on the appraisal record cards matches the true cash value indicated by the assessor's value on the assessment roll.

Property Assessing Reform Proposal

Frequently Asked Questions

General Information:

What is Property Assessing Reform?

In its simplest form Property Assessing Reform, P.A. 660, provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for a local unit to be determined to be in substantial compliance with the General Property Tax Act, provides timetables for audits as well as follow up audits and provides a process for bringing a local unit into compliance if they remain non-compliant after a follow up review (also known as the designated assessor).

The Act also mandates training for local unit Boards of Review and allows for local units to combine Boards of Review for efficiency purposes and provides for a village located within two assessing districts may request that the assessment of property be completed within one of the districts.

How does the reform benefit taxpayers, local units, and the state?

By ensuring accurate, uniform, and equitable assessments across the state, reform will significantly reduce the unnecessary costs associated with incorrect assessments. When errors occur, taxpayers, local units, and the state are all negatively impacted—*in fact, the state's interest is substantial, as roughly half the property tax on non-PRE property (the 24 school mills), and roughly a third of all property taxes, is essentially a state revenue source.*

Not only do errors raise the risk of taxpayers being over-assessed and unfairly taxed or local units and the state having their revenues improperly reduced, but they also often generate litigation expense, as the aggrieved party is forced to appeal simply to enforce constitutional and statutory requirements. Further, by reducing faith in the system, errors create a culture of litigation that forces local units to allocate more resources to defending correct assessments. All of these costs are associated with the quality of the initial assessment. As assessment quality increases, these costs to taxpayers, local units, and the state will drop significantly.

The AMAR audits just started—why aren't we giving them time to work?

The AMAR reviews are in the 2nd five year cycle. What those audits have demonstrated is that while certain individual units may face unique challenges with assessing, there are also some systemic deficiencies with our assessing system that need to be addressed. The minimum quality standards are designed to address those systemic deficiencies, which will allow the AMAR audits to work more effectively on addressing challenges faced by individual local units.

Isn't this just county assessing by another name?

No. While participating in county assessing is always an option, local units can continue to do their own assessing or share an assessor of record with another local unit. The only requirement is that every city, township, and county in the state meet certain specified minimum quality standards. The objective is not to move every local unit to county assessing but to ensure accurate, uniform, and equitable assessments across the state that meet statutory and constitutional requirements.

What is an assessing district?

An assessing district is defined in the statute as City, Township, Or Joint Assessing Authority.

Does this force local units to give up their assessing function?

No. With the changes in P.A. 660, there are also consequences if a local unit does not correct assessing deficiencies identified in the AMAR. As with the current AMAR process, the statute provides for an initial AMAR and a corrective action plan to be approved by the STC. The statute then provides for a follow up review to be conducted in accordance with the approved corrective action plan. If after that follow up review, the local unit remains in non-compliance then the local unit has two options: they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

Does the proposal eliminate all MCAO Assessors?

No.

Local assessing works in my community—why are you asking us to change?

To the extent a local unit is currently meeting the minimum quality standards, no change is necessary. If a local unit is not meeting the standards, they have options, they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

Designated Assessor

What is a Designated Assessor?

The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the AMAR. In other words it is part of a process to make sure that local units are meeting minimum assessing requirements.

As with the current AMAR process, the statute provides for an initial AMAR and a corrective action plan to be approved by the STC. The statute then provides for a follow up review to be conducted in accordance with the approved corrective action plan. If after that follow up

review, the local unit remains in non-compliance then the local unit has two options: they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

Who are the Designated Assessors?

The statute provides the process for determining who the Designated Assessors are. Each County is required to enter into an interlocal agreement that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County. Once the interlocal agreement is approved, it is sent to the State Tax Commission for final approval. The STC will determine if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit that contracts with them.

So, the County will automatically be the Designated Assessor?

While the County can certainly be named the Designated Assessor, it is not an automatic designation as the Designated Assessor is determined by the approved interlocal agreement.

How will locals pay for the Designated Assessor?

The Designated Assessor will serve in place of the local unit's current assessor. It is expected that using the money from that current salary will help offset the costs of the Designated Assessor. Additionally, as previously mentioned, errors raise the risk of taxpayers being over-assessed and unfairly taxed or local units and the state having their revenues improperly reduced, but they also often generate litigation expense, as the aggrieved party is forced to appeal simply to enforce constitutional and statutory requirements.

Boards of Review:

We heard that Boards of Review are now going to be at the County level and no longer in each local unit?

While the statute provides that Boards of Review can be combined across two or more contiguous local units, it does not mandate that Boards of Review be combined or that Boards of Review are moving to the County.

Is it true that training is now mandated for Boards of Review?

P.A. 660 requires that the STC audit to ensure that local units require their Boards of Review to receive training and updates as approved by the STC.

We can't recruit BOR members now, isn't requiring training going to make things worse?

The evolving complexity of the property tax has increased the expertise needed to understand and apply the law. While local boards provide the primary quality control check on assessments, board members do not have to possess any knowledge of property tax law or assessing practices. This combination of increasingly complex responsibilities and no expertise requirement often results in misapplication of the law, increasing taxpayer and local unit litigation costs and reducing faith in the system.

The STC will be working with our partner organizations, specifically Michigan Townships Association to ensure easy access to Board of Review training and we will also provide an online option.

Miscellaneous:

I heard that now Villages have to get their own assessor's is that true?

No. P.A. 660 did make a change to the way Villages are assessed but only in very specific circumstances and if the Village wants to make a change. Specifically the Act indicates that a Village that is located in more than one assessing district, may request the STC to approve that the assessing for the Village be combined with the assessing of property in 1 of the local units, thereby eliminating the need for the Village to be assessed in two different local units and potentially by two different assessors.

When does this all go into effect?

While the majority of the reforms do not go into place until 2022, local units can prepare now and put in place processes and procedures to ensure they are meeting the requirements once they "go live" in 2022.

So what is going to be happening over the next few years until this goes into effect?

There will be a lot going on at both the State and local levels to prepare for the 2022 implementation. First, the Department of Treasury has implemented a website dedicated to assessing reform. This website will be updated with things local units need to know, required forms and key dates. Second, the Department also has a dedicated email address for anyone who has questions regarding the reform. Finally, we are working with our partner organizations on information sessions and training opportunities.

What should local units be doing to prepare?

The most important thing that local units can do now to prepare is to ensure they are meeting the requirements in the current AMAR and if not, that they work to ensure corrections are made to bring them into compliance. Local units should talk to their assessors to ensure they are following the AMAR minimum requirements. Local units can find more information on the AMAR on the STC website under the AMAR tab. This link provides information on

each of the AMAR requirements and the statutory authority or STC policy associated with each requirement.

What is the STC going to be doing?

The STC will be working on issuing guidelines, updating their rules and providing formation on the various components of the reform. This includes development of the audit program, implementation of Board of Review training programs, as well as defining key terms such as substantial compliance.

City of Hillsdale

Agenda Item Summary

Meeting Date: **June 17, 2019**

Agenda Item # : **New Business**

SUBJECT: **Internal Loans**

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

BACKGROUND:

On March 18, 2019 the City Council approved the attached Internal Loan policy.

Three internal loans from the Electric Department were presented for discussion during the budget process. One loan was to the City for \$1.3 million to address the Charter language related to the use of the 3 mill (road) sinking fund, the second to the Sewer Department for \$900,000 to cover necessary capital improvement expenditures and a final loan to TIFA for \$200,000 to cover short terms expenses related to the Dawn Theater renovation. Term sheets for the three loans are attached bearing 2.5% interest rates and a term of 10 years for the Sewer Department loan and 5 years for the City and TIFA loans.

These loans should be considered investments and will be made out of cash reserves that are normally invested outside of the City. They will not harm the Electric Department's ability to address its own capital improvement needs. All three areas of the City have ample revenues to make their payments according to the terms of the resolutions. I do not anticipate any additional loans between City departments at this time.

The Hillsdale Board of Public Utilities has approved resolutions supporting these loans as required by the Internal Loan Policy.

RECOMMENDATION:

City Council discuss and consider approval of the three loan resolutions as recommended by the City Administration and BPU Board.



CITY OF HILLSDALE

97 NORTH BROAD STREET
HILLSDALE, MICHIGAN 49242-1695

(517) 437-6426 • FAX: (517) 437-6450

March 18, 2019

SUBJECT: INTERNAL LOAN POLICY

It shall be the policy of the City of Hillsdale, that whenever approved by the City Council, funds may be transferred (Loaned) from one fund to another for a specific public purpose.

The interest rate for internal loans will be the most recent Federal Funds rate as established by the Federal Reserve.

The City Council (or the Board of Public Utilities in the event of a loan of Utility Funds) will ensure that an adequate fund balance is maintained in the lending fund. In addition, loans will not exceed the expected life of the capital improvement, project, etc.

The proposed borrowing shall be presented in the form of a resolution to the City of Hillsdale Council or approved during the annual budget process. All loans from Board of Public Utility Funds shall be approved by the BPU Board prior to submission to the City Council for consideration. The resolution shall contain the following information:

- Purpose of the lending
- Amount to be loaned
- Fund(s) making the loan
- Fund(s) receiving the loan
- Rate of interest to be paid
- Loan repayment terms (including start date)

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AN INTERDEPARTMENTAL LOAN BETWEEN THE HILLSDALE BOARD OF PUBLIC UTILITY (BPU) ELECTRIC FUND AND THE CITY OF HILLSDALE CAPITAL IMPROVEMENT FUND FOR ROAD RECONSTRUCTION DEBT.

WHEREAS, the Hillsdale City Council on March 18, 2019 adopted an Internal Loan Policy (Policy); and

WHEREAS, the Policy provides that whenever approved by the City Council, funds may be transferred (Loaned) from one fund to another for a specific public purpose; and

WHEREAS, the interest rate for internal loans will be the most recent Federal Funds rate as established by the Federal Reserve; and

WHEREAS, the City Council (or the BPU in the event of a loan of Utility Funds) will ensure that an adequate fund balance is maintained in the lending fund; and

WHEREAS, in addition, loans will not exceed the expected life of the capital improvement, project, etc; and

WHEREAS, the proposed borrowing shall be presented in the form of a resolution to the City of Hillsdale Council or approved during the annual budget process: and

WHEREAS, all loans for BPU Funds shall be approved by the BPU Board prior to submission to the City Council for consideration; and

WHEREAS, the resolution shall contain the following information: purpose of the lending, amount to be loaned, fund(s) making the loan, fund(s) receiving the loan, rate of interest to be paid and loan repayment terms (including start date);

NOW, THEREFORE, BE IT RESOLVED that the Hillsdale City Council does hereby authorize the Hillsdale Board of Public Utility (BPU) Electric Fund to loan the City of Hillsdale Capital Improvement Fund for Street Reconstruction the amount of \$1,300,000, which said loan funds are to be used solely for debt related to road reconstruction projects and for no other purpose whatsoever;

BE IT FURTHER RESOLVED that the loan shall bare an annual interest rate of two and a half percent (2.5%) for a period of five (5) years starting May 30, 2019 with final payment due on or before May 30, 2024 per the attached Statement of Indebtedness;

BE IT FURTHER RESOLVED that the Mayor of the City and Chairperson of the BPU are hereby authorized and directed to execute such documents as are required and necessary to effectuate the loan transaction provided for herein.

PASSED IN OPEN COUNCIL MEETING THIS 17TH DAY OF JUNE, 2019.

Adam Stockford, Mayor

ATTEST:

Katy Price, City Clerk

**City of Hillsdale
Statement of Indebtedness
Interdepartmental Loan - Electric Department**

**Interdepartmental Loan
Electric Department to Capital Improvement Fund
Street Reconstruction**

Debt of June 20, 2019

Original Issue of: \$1,300,000.00
Interest Rate: 2.50%

Date	Total Payment	Principal	Interest	Fiscal Year Total
6/20/2019				1,300,000.00
6/20/2020	332,500.00	300,000.00	32,500.00	1,000,000.00
6/20/2021	325,000.00	300,000.00	25,000.00	700,000.00
6/20/2022	317,500.00	300,000.00	17,500.00	400,000.00
6/20/2023	310,000.00	300,000.00	10,000.00	100,000.00
6/20/2024	102,500.00	100,000.00	2,500.00	0.00

Totals \$ 1,387,500.00 \$ 1,300,000.00 \$ 87,500.00

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AN INTERDEPARTMENTAL LOAN BETWEEN THE HILLSDALE BOARD OF PUBLIC UTILITY (BPU) ELECTRIC FUND AND THE HILLSDALE BOARD OF PUBLIC UTILITY (BPU) SEWER FUND.

WHEREAS, the Hillsdale City Council on March 18, 2019 adopted an Internal Loan Policy (Policy); and

WHEREAS, the Policy provides that whenever approved by the City Council, funds may be transferred (Loaned) from one fund to another for a specific public purpose; and

WHEREAS, the interest rate for internal loans will be the most recent Federal Funds rate as established by the Federal Reserve; and

WHEREAS, the City Council (or the BPU in the event of a loan of Utility Funds) will ensure that an adequate fund balance is maintained in the lending fund; and

WHEREAS, in addition, loans will not exceed the expected life of the capital improvement, project, etc; and

WHEREAS, the proposed borrowing shall be presented in the form of a resolution to the City of Hillsdale Council or approved during the annual budget process: and

WHEREAS, all loans for BPU Funds shall be approved by the BPU Board prior to submission to the City Council for consideration; and

WHEREAS, the resolution shall contain the following information: purpose of the lending, amount to be loaned, fund(s) making the loan, fund(s) receiving the loan, rate of interest to be paid and loan repayment terms (including start date);

NOW, THEREFORE, BE IT RESOLVED that the Hillsdale City Council does hereby authorize the Hillsdale Board of Public Utility (BPU) Electric Fund to loan the Hillsdale Board of Public Utility (BPU) Sewer Fund the amount of \$900,000, which said loan funds are to be used solely for Sewer Department capital expenditures and for no other purpose whatsoever;

BE IT FURTHER RESOLVED that the loan shall bare an annual interest rate of two and a half percent (2.5%) for a period of ten (10) years starting May 30, 2019 with final payment due on or before June 20, 2029 per the attached Statement of Indebtedness;

BE IT FURTHER RESOLVED that the Mayor of the City and Chairperson of the BPU are hereby authorized and directed to execute such documents as are required and necessary to effectuate the loan transaction provided for herein.

PASSED IN OPEN COUNCIL MEETING THIS 17TH DAY OF JUNE, 2019.

Adam Stockford, Mayor

ATTEST:

Katy Price, City Clerk

**City of Hillsdale
Sewer Fund
Statement of Indebtedness
Interdepartmental Loan - Electric Department**

Interdepartmental Loan - Debt of June 20, 2019

Original Issue of:

\$900,000.00

Interest Rate:

2.50%

Sewer Upgrades

Date	Total Payment	Principal	Interest	Fiscal Year Total
				900,000.00
6/20/2020	112,500.00	90,000.00	22,500.00	810,000.00
6/20/2021	110,250.00	90,000.00	20,250.00	720,000.00
6/20/2022	108,000.00	90,000.00	18,000.00	630,000.00
6/20/2023	105,750.00	90,000.00	15,750.00	540,000.00
6/20/2024	103,500.00	90,000.00	13,500.00	450,000.00
6/20/2025	101,250.00	90,000.00	11,250.00	360,000.00
6/20/2026	99,000.00	90,000.00	9,000.00	270,000.00
6/20/2027	96,750.00	90,000.00	6,750.00	180,000.00
6/20/2028	94,500.00	90,000.00	4,500.00	90,000.00
6/20/2029	92,250.00	90,000.00	2,250.00	0.00
Totals	\$ 1,023,750.00	\$ 900,000.00	\$ 123,750.00	

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AN INTERDEPARTMENTAL LOAN BETWEEN THE HILLSDALE BOARD OF PUBLIC UTILITY (BPU) ELECTRIC FUND AND THE HILLSDALE TAX INCREMENT FINANCE AUTHORITY (TIFA) FOR THE DAWN THEATER RENOVATIONS.

WHEREAS, the Hillsdale City Council on March 18, 2019 adopted an Internal Loan Policy (Policy); and

WHEREAS, the Policy provides that whenever approved by the City Council, funds may be transferred (Loaned) from one fund to another for a specific public purpose; and

WHEREAS, the interest rate for internal loans will be the most recent Federal Funds rate as established by the Federal Reserve; and

WHEREAS, the City Council (or the BPU in the event of a loan of Utility Funds) will ensure that an adequate fund balance is maintained in the lending fund; and

WHEREAS, in addition, loans will not exceed the expected life of the capital improvement, project, etc; and

WHEREAS, the proposed borrowing shall be presented in the form of a resolution to the City of Hillsdale Council or approved during the annual budget process: and

WHEREAS, all loans for BPU Funds shall be approved by the BPU Board prior to submission to the City Council for consideration; and

WHEREAS, the resolution shall contain the following information: purpose of the lending, amount to be loaned, fund(s) making the loan, fund(s) receiving the loan, rate of interest to be paid and loan repayment terms (including start date);

NOW, THEREFORE, BE IT RESOLVED that the Hillsdale City Council does hereby authorize the Hillsdale Board of Public Utility (BPU) Electric Fund to loan the Hillsdale Tax Increment Finance Authority (TIFA) the amount of \$200,000, which said loan funds are to be used solely for Dawn Theater renovations and for no other purpose whatsoever;

BE IT FURTHER RESOLVED that the loan shall bare an annual interest rate of two and a half percent (2.5%) for a period of five (5) years starting June 1, 2019 with final payment due on or before June 1, 2024 per the attached Statement of Indebtedness;

BE IT FURTHER RESOLVED that the Mayor of the City and Chairperson of the BPU are hereby authorized and directed to execute such documents as are required and necessary to effectuate the loan transaction provided for herein.

PASSED IN OPEN COUNCIL MEETING THIS 17TH DAY OF JUNE, 2019.

Adam Stockford, Mayor

ATTEST:

Katy Price, City Clerk

TAX INCREMENT FINANCE AUTHORITY
Statement of Indebtedness
Loan From Board of Public Utilities Electrical Department

Loan - Debt of June 20, 2019

Original Issue of:

\$200,000.00

Interest Rate:

2.50%

Dawn Theater Renovations

Date	Total Payment	Principal	Interest	Fiscal Year Total
6/20/2019				200,000.00
6/20/2020	45,000.00	40,000.00	5,000.00	160,000.00
6/20/2021	44,000.00	40,000.00	4,000.00	120,000.00
6/20/2022	43,000.00	40,000.00	3,000.00	80,000.00
6/20/2023	42,000.00	40,000.00	2,000.00	40,000.00
6/20/2024	41,000.00	40,000.00	1,000.00	0.00
Totals \$	215,000.00	\$ 200,000.00	\$ 15,000.00	

City of Hillsdale

Agenda Item Summary

Meeting Date: June 17, 2019
Agenda Item: New Business
Subject: Classification Addition for Rank of Lieutenant

Background:

I am requesting to add the rank of Lieutenant to the listed classifications to the Police contract. This position is not an additional employee, it will be a promotion from the existing Sergeant's. The Lieutenant will be second in command of the Police Department and will be responsible for making decisions in the absence of the Chief of Police. This will create efficiency to the command structure which the Department had in the past. There will be a \$2,500 pay increase for this position and this wage was added into the requested 2019-2020 budget.

See attached Letter of Understanding and Justification.

Recommendation:

I respectfully recommend the approval of this request as this will give the necessary layered command structure for efficient operations and decision making to the Police Department.

Scott A. Hephner

Chief of Police

Justification for wage adjustment regarding classification of Lieutenant

The Lieutenant will be second in command of the Police Department and will be responsible for decision making involving critical incidents and personnel issues in the absence of the Chief. This is not a request for additional personnel, it will be a promotion for one of the existing Sergeants and will remain a Union position. Job responsibilities for the position of Lieutenant with the Hillsdale City Police will continue to include being the shift supervisor when on duty. Additional responsibilities include the following: direct supervisor to the Detective Bureau to include case management, property room manager, video system manager, Lein required Local Area Security Officer, will assist the Chief of Police with training objectives, hiring processes and disciplinary actions. This classification will give the department a command structure that will improve efficiency.

I am requesting a \$2,500 pay increase for the classification of Lieutenant and this was added into the requested 2019 – 2020 budget. See the below chart for wage differentials beginning July 1, 2019.

Top Patrolman	\$51,932.93	
Detective	\$54,299	\$2,367 differential
Sergeant	\$56,665	\$2,366 differential
Lieutenant	\$59,165	\$2,500 differential

Respectfully submitted,

Scott A. Hephner

Chief of Police

June 10, 2019

Letter of Understanding Regarding Lieutenant Classification

1. Classification addition for Rank of Lieutenant. The classification of the rank of Lieutenant will be effective July 1, 2019 and is for command structure efficiency. This classification does not change the employees Work Assignment or Seniority.

The Lieutenant classification will be a Union position and will be assigned as a dayshift supervisor working one of the dayshift rotations based on seniority.

Articles and subsections affected by the classification of Lieutenant are listed below.

31.2 (law enforcement employees work hours) Include Lieutenant.

31.6 (law enforcement duties) Include Lieutenant.

32.1 (shift assignment) Include Lieutenant. The Lieutenant shall bid by seniority for each quarter of the calendar year for the dayshift assignment of their choice.

33.8 (scheduling shift created compensatory time) Include Lieutenant.

41.1 (wages) Add Lieutenant to the July 1, 2019 and the July 1, 2020 charts as follows.

July 1, 2019 Lieutenant \$59,165

July 1, 2020 Lieutenant \$60,939.95

CITY OF HILLSDALE

POLICE OFFICERS ASSOCIATION OF
MICHIGAN

Adam Stockford
Mayor

Wayne Beerbower
Business Agent

Katy Price
City Clerk

Matthew June
Bargaining Committee Representative

City of Hillsdale Agenda Item Summary

Meeting Date: 6/17/2019

Agenda Item: New Business

SUBJECT: Vermeer Trencher Repairs

BACKGROUND PROVIDED BY STAFF:

The large Vermeer trencher was purchased in 1996 and overall appears to be mechanically sound and in very good condition. The digging chain and bar are original equipment and are much worn and in need of replacement. The unit was returned to the manufacture for repair estimates and recommendations. The estimate to rebuild the trenching unit, replace the chain and drive sprocket, install new wear bars, and replace boom head came to a cost of \$22,289.67. Estimates to replace the machine with a new model were \$95,000.00. There is \$15,000 budgeted in the FYE 2020 Budget for this Repair. This has been approved by the BPU Board.

RECOMMENDATION: Staff recommends Vermeer of Michigan Inc. repair the machine that we have, for a cost of \$22,289.67.



Vermeer of Michigan, Inc.
 940 Garden Lane
 Fowlerville, MI 48836
 Ph 517 915 0555
 Fx 517 223 4843
 TF 800 336 3889

Ship to: Hillsdale Board of
 Pick up
 Michigan Store

Invoice to: Hillsdale Board of Public Utilities
 45 Monroe St.
 Hillsdale MI 49242

Branch 40 - Fowlerville, MI		
Date 05/14/2019	Time 7:23:18 (O)	Page 1
Account No. HILLS004	Phone No. 5174373387	Estimate No. 002846
Ship Via	Purchase Order V5750	
	38-6004228	
	Salesperson JEN	

ESTIMATE EXPIRY DATE: 06/28/2019

SERVICE ESTIMATE - NOT AN INVOICE

Stock #: J9004354 TRENCHER MS #: 1000189
 Make: VM Model: V5750
 Is to have the following work done

TRENCHER REBUILD

ADDITIONAL DESCRIPTION:

Estimate to rebuild trencher, new chain, drive sprocket, new augers & auger bearings. New end idler, new trencher boom wear strips. Crumber arch has been compromised and would need new boom head replaced.

Part#	Description	Qty	Price	Amount
212644001	WEARSTRIP-60"BO	1	296.42	296.42
	WEARSTRIP-60"BOOM			
358034	1/2-13X3 1/2"GR	2	1.40	2.80
	1/2-13X3 1/2"GRADE#5 HEX BOLT			
485011	WASHER-1/2 FLAT	4	.13	.52
423001	NUT-1/2 NC SLTL	2	.33	.66
	NUT-1/2 NC SLTL UTB			
296317030	WEAR BAR - END	1	12.63	12.63
1716019	TIMKEN CONE 1 1	2	31.95	63.90
	TIMKEN CONE 1 1/4" #14123A			
3958001	SEAL -#17617 C/	2	5.11	10.22
	SEAL -#17617 C/R			
483027	WASHER-2 1/4X1	2	.95	1.90
	WASHER-2 1/4X1 1/4X14 GA M.B.			
40070001	BOOM IDLER BOLT	1	135.19	135.19
	BOOM IDLER BOLT 1 1/4x4 1/4 R			
10783001	LOCK-BOLT	1	20.71	20.71
4475006	BOLT-3/8-16X3/4	1	1.07	1.07
	BOLT-3/8-16X3/4 FLG WHIZ			
248693001	SPROCKET-AUGER	1	291.83	291.83
	SPROCKET-AUGER DRIVE 8T KB			
220700003	BEARING ASSY	2	53.54	107.08

Authorized By

I hereby authorize the repair work to be done as described above on the machine(s) named hereon. All repair parts are to be billed at your regular prices. I agree to pay cash for such repair parts and labor on delivery of machine(s) or on terms satisfactory to you and until paid in full any unpaid balance shall constitute a lien on this machinery. I further agree that you will not be held responsible for loss or damage to said machinery from fire, theft or other causes beyond your control.



Vermeer of Michigan, Inc.
 940 Garden Lane
 Fowlerville, MI 48836
 Ph 517 915 0555
 Fx 517 223 4843
 TF 800 336 3889

Ship to: Hillsdale Board of
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Branch 40 - Fowlerville, MI		
Date 05/14/2019	Time 7:23:18 (O)	Page 2
Account No. HILLS004	Phone No. 5174373387	Estimate No. 002846
Ship Via	Purchase Order V5750	
	38-6004228	
	Salesperson JEN	

ESTIMATE EXPIRY DATE: 06/28/2019

SERVICE ESTIMATE - NOT AN INVOICE

Part#	Description	Qty	Price	Amount
358024	BOLT-1/2-13X2 1	4	.76	3.04
86510001	BOLT-1/2-13X2 1/2"GRADE#5HEX			
423001	WASHER-1/2 FLT	8	.19	1.52
423001	WASHER-1/2 FLT HARDENED			
200552003	NUT-1/2 NC SLTL	4	.33	1.32
200552003	NUT-1/2 NC SLTL UTB			
200552004	12" AUGER ASSY	1	372.09	372.09
200552004	12" AUGER ASSY (L)W/O HARDFACE			
366030	12" AUGER ASSY (R)W/O HARDFACE	1	372.10	372.10
430001	5/8-11X3" GRADE	4	1.66	6.64
209992001	5/8-11X3" GRADE#5 HEX BOLT			
229683001	NUT-5/8 NC SLTL	4	.64	2.56
204052003	NUT-5/8 NC SLTL GRADE B ZINC			
384030	PLATE-BEARING S	2	20.24	40.48
396001	PLATE-BEARING SEAL GUARD			
242587001	PROTECTOR - ZERK	2	18.00	36.00
215458001	PROTECTOR - ZERK			
1716011	SPROCKET ASSY-3	1	355.28	355.28
296360373	SPROCKET ASSY-3990 CHAIN			
242634001	BOLT-5/8-18X3 G	6	1.86	11.16
1715087	BOLT-5/8-18X3 GR8 HEX			
1716101	NUT-5/8-18 GR 8	6	.57	3.42
242587001	NUT-5/8-18 GR 8 SLTL			
215458001	SLEEVE-SEAL	1	44.57	44.57
1716011	SEAL-OIL 2.75X3	1	11.61	11.61
296360373	SEAL-OIL 2.75X3.756 X.438 WIDE			
242634001	TIMKEN CONE 2"	1	40.91	40.91
1715087	TIMKEN CONE 2" #3775			
1716101	BEARING CUP	1	25.04	25.04
242634001	SEAL-OIL 2.06 X	2	9.77	19.54
1715087	SEAL-OIL 2.06 X .375			
1716101	CUP-BEARING	1	26.91	26.91
	CONE-2 1/8" BRG	1	52.69	52.69

Authorized By

I hereby authorize the repair work to be done as described above on the machine(s) named hereon. All repair parts are to be billed at your regular prices. I agree to pay cash for such repair parts and labor on delivery of machine(s) or on terms satisfactory to you and until paid in full any unpaid balance shall constitute a lien on this machinery. I further agree that you will not be held responsible for loss or damage to said machinery from fire, theft or other causes beyond your control.



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Branch 40 - Fowlerville, MI		
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Account No. HILLS004	Phone No. 5174373387	Estimate No. 002846
Ship Via	Purchase Order V5750	
	38-6004228	
	Salesperson JEN	

ESTIMATE EXPIRY DATE: 06/28/2019

SERVICE ESTIMATE - NOT AN INVOICE

Part#	Description	Qty	Price	Amount
CONE-2 1/8" BRG.				
119469001	O-RING AS-238	1	.25	.25
3990FRF07068	3990F ROT/FULL	1	4567.50	4567.50
3990F ROT/FULL 68 PIN 7"W - NR				
308000851	C21FHD	100	9.85	985.00
224988001	SEAL-C/R 27284	1	17.31	17.31
224987001	SEAL #4228-3664	1	3.24	3.24
SEAL #4228-3664 QUAD				
223591001	ADAPTER-QUAD SE	1	130.33	130.33
119469001	O-RING AS-238	1	.25	.25
224989003	O-RING-MOTOR	1	27.86	27.86
231257003	BOOMHEAD - NR	1	5905.61	5905.61
223597001	BEARING-HOUSING	2	403.73	807.46
200559001	RING-BOOM PIVOT	1	295.54	295.54
RING-BOOM PIVOT MOUNT				
231255001	RING-BOOMHEAD P	1	327.51	327.51
MISCELLANEOUS CHARGES:				
	<u>Description</u>		<u>Price</u>	<u>Amount</u>
	SHOP SUPPLIES		250.00	250.00
				Parts: 15439.67
				Labor: 6600.00
				Miscellaneous: 250.00
				TOTAL: 22289.67
Authorization: _____				

Authorized By

I hereby authorize the repair work to be done as described above on the machine(s) named hereon. All repair parts are to be billed at your regular prices. I agree to pay cash for such repair parts and labor on delivery of machine(s) or on terms satisfactory to you and until paid in full any unpaid balance shall constitute a lien on this machinery. I further agree that you will not be held responsible for loss or damage to said machinery from fire, theft or other causes beyond your control.

City of Hillsdale Agenda Item Summary

Meeting Date: June 17, 2019

Agenda Item: New Business

SUBJECT: Contract for a Federal/State/Local Airport Project (Fuel Farm Design)

BACKGROUND PROVIDED BY: David Mackie, City Manager

This year's project in the Airport's 10-year Capital Improvement Plan is the design and construction of a new fuel farm adjacent to the new apron. The attached documents are for the design phase of the project, which includes an authorization resolution, sponsor certifications and MDOT Aero contract. The total cost of the design phase is \$43,000 with the City's share being \$2,150, which will come from the Airport capital improvement fund. The proposed fuel facility will help facilitate the increased fueling demand at the Airport.

RECOMMENDATION:

Approve Resolution No. _____ authorizing the Mayor and City Clerk, on behalf of the City of Hillsdale, to enter into and execute MDOT Contract No. 2019-0620 and all supporting documents necessary to facilitate the design phase of a new fuel farm.

CITY OF HILLSDALE, MICHIGAN

RESOLUTION NO. _____

WHEREAS the City of Hillsdale has the authority to enter into a contract with the Michigan Department of Transportation (MDOT) for State and/or Federal funds for airport related services; and

WHEREAS the City of Hillsdale has a demonstrated need for the design of a new fuel farm; and

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

WHEREAS the City of Hillsdale and MDOT are in agreement as stated in Contract No. 2019-0620 to the terms and conditions; and

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Mayor and City Clerk are authorized to enter into and execute on behalf of the City of Hillsdale Contract No. 2019-0620 with the MDOT for the construction of a new airport apron.

ADOPTED IN OPEN COUNCIL MEETING THIS 17th DAY OF June, 2019.

Adam Stockford, Mayor

Katy Price, MMC
City Clerk



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

PAUL AJEGBA
DIRECTOR

June 5, 2019

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

Dear Mr. Mackie:

SUBJECT: Hillsdale Municipal Airport
Hillsdale, Michigan
Fed. Proj. No. B-26-0044-2816
MDOT Contract No. 2019-0620

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 one certified resolution which specifically names the official(s) authorized to sign the contract.** One must be submitted for each new set of contracts.
- _____ **Please review and complete enclosed Sponsor Certifications.**
- _____ Return both copies of the contract, sponsor certifications, and resolution 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



U.S. Department
of Transportation

Federal Aviation
Administration

FAA Form 5100-135, Certification and Disclosure Regarding Potential Conflicts of Interest – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.



Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

Sponsor: City of Hillsdale

Airport: Hillsdale Municipal Airport

Project Number: B-26-0044-2816

Description of Work: Construct Fuel Farm (100LL & Jet A) - New Terminal Area - Design

Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

Yes No

3. The sponsor or sub-recipient certifies that is has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

Yes No

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this _____ day of _____, 2019.
(Day) (Month)

Name of Sponsor: _____

Printed/Typed Name of Sponsor's Authorized Official: _____

Printed/Typed Title of Sponsor's Authorized Official: _____

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department
of Transportation

**Federal Aviation
Administration**

FAA Form 5100-130, Drug-Free Workplace – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.



Drug-Free Workplace Airport Improvement Program Sponsor Certification

Sponsor: City of Hillsdale

Airport: Hillsdale Municipal Airport

Project Number: B-26-0044-2816

Description of Work: Construct Fuel Farm (100LL & Jet A) - New Terminal Area - Design

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes No N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes No N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).
 Yes No N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. Yes No N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).
 Yes No N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:
 - a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
 - b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Yes No N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).
 Yes No N/A

Site(s) of performance of work (2 CFR § 182.230):

Location 1

Name of Location:

Address:

Location 2 (if applicable)

Name of Location:

Address:

Location 3 (if applicable)

Name of Location:

Address:

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this _____ day of _____, 2019.
(Day) (Month)

Name of Sponsor: _____

Printed/Typed Name of Sponsor's Authorized Official: _____

Printed/Typed Title of Sponsor's Authorized Official: _____

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department of
Transportation

**Federal Aviation
Administration**

FAA Form 5100-134, Selection of Consultants – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
 - b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- Yes No N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- Yes No N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR §180.300).
- Yes No N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
 - b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- Yes No N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- Yes No N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- Yes No N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR §200.318(i)).
- Yes No N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- Yes No N/A
13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:
- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
 - b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
 - c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).
- Yes No N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

Yes No N/A

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this _____ day of _____, 2019.
(Day) (Month)

Name of Sponsor: _____

Printed/Typed Name of Sponsor's Authorized Official: _____

Printed/Typed Title of Sponsor's Authorized Official: _____

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

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, 2019 attached hereto and made a part hereof.

PROJECT DESCRIPTION: CONSTRUCT FUEL FARM (100LL & JET A) - NEW TERMINAL AREA - DESIGN.

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) 9, 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	\$38,700.00
Maximum MDOT Share	\$2,150.00
SPONSOR Share	<u>\$2,150.00</u>
<i>Estimated</i> PROJECT COST	\$43,000.00

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.

Any 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:

MICHIGAN DEPARTMENT OF TRANSPORTATION

By: _____
Title: Department Director

EXHIBIT 1

**HILLSDALE MUNICIPAL AIRPORT
HILLSDALE, MICHIGAN**

Project No. B-26-0044-2816
Contract No. FM 30-04-C19
Job No. 207983PE

May 30, 2019

	Federal	State	Local	Total
ADMINISTRATION	\$180	\$10	\$10	\$200
DEPARTMENT-AERO	\$180	\$10	\$10	\$200
PLANNING	\$0	\$0	\$0	\$0
DESIGN	\$38,520	\$2,140	\$2,140	\$42,800
Construct Fuel Farm (100LL & Jet A) - New Terminal Area				
AERO - Design	\$1,094	\$61	\$61	\$1,216
CONSULTANT - Design	\$37,426	\$2,079	\$2,079	\$41,584
CONSTRUCTION	\$0	\$0	\$0	\$0
TOTAL PROJECT BUDGET	\$38,700	\$2,150	\$2,150	\$43,000

Federal Billing Breakdown:

Bill #1 \$38,700 SBGP 9616 Grant Award Date: 8/22/16

Letting Information: N/A

Period of Performance End Date: 06/01/20

MAC Approval: 05/22/19

ATTACHMENT X

REQUIRED FOR ALL PROJECTS
Notification of Required Federal Program Information to
Sub-recipients for Federal Funding

1. Does this project receive Federal funds? Yes
2. Recipient's Name: City of Hillsdale
3. Recipient's DUNS Number: 07-756-3401
4. Amount of Federal funds: \$38,700.00
5. Federal Grant Number(s): SBGP 9616
6. Grant Award Date(s): 8/22/16
7. MDOT Project Number: B-26-0044-2816
8. Project Description: Construct Fuel Farm (100LL & Jet A) - New Terminal Area - Design.
9. CFDA Number, Federal Agency, Program Title: CFDA 20.106
Federal Aviation Administration
Airport Improvement Program
10. Federal Award Identification Number (FAIN): 3-26-SBGP-096-2016
11. Federal Award Date: 8/22/16
12. Period of Performance Start Date: Award Date of MDOT Contract
13. Period of Performance End Date: 6/01/20
14. Amount of Federal Funds obligated by this action: \$38,700.00
15. Total amount of Federal Funds obligated: \$38,700.00
16. Total amount of the Federal award: \$38,700.00
17. Budget Approved Cost sharing or matching, where applicable: N/A
18. Name of Federal awarding agency and contact information for awarding official:
Director Kirk Steudle
Michigan Department of Transportation
425 West Ottawa Street
Lansing, MI 48909
19. Is this a Research and Development award? No

20. Indirect cost rate for the Federal award (if applicable): N/A

ATTACHMENT 9

SUPPLEMENTAL PROVISIONS FOR FEDERAL/STATE/LOCAL CONTRACTS INVOLVING ONLY PRELIMINARY/DESIGN ENGINEERING AT ALL CLASSIFICATIONS OF AIRPORTS

1. The PROJECT COST will include the cost of the consultant hired to do preliminary/design engineering for the PROJECT.
2. The SPONSOR agrees that it will maintain the airport in full operating condition on a year-round basis for a period of twenty (20) years, in accordance with the general utility licensing requirements set forth by the Michigan Aeronautics Commission in its rules and regulations. During this period, the airport will not be abandoned or permanently closed without the express written permission of the DEPARTMENT.
3. In addition to the requirements of paragraph 2 of these supplemental provisions, and not in lieu thereof, should the SPONSOR desire to abandon, close, sell, or otherwise divest itself of the airport or any portion thereof, the SPONSOR agrees to provide the DEPARTMENT prior written notice of such intent giving the DEPARTMENT, for a period of one hundred eighty (180) days after receipt of such notice, a first right to purchase at fair market value the airport and all facilities thereon. Fair market value will be determined by an independent appraisal of such properties prepared by an appraiser on the DEPARTMENT's list of approved appraisers.

The notice of intent and first right to purchase will be provided via registered or certified mail, return receipt, postage prepaid, addressed to the Executive Administrator of the Office of Aeronautics, Michigan Department of Transportation.

4. The SPONSOR will operate and maintain in a safe and serviceable condition the airport and all facilities thereon and connected therewith that are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States or the State of Michigan, and will not permit any activity thereon that would interfere with its use for airport purposes, provided, however, that nothing herein will be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility that is substantially damaged or destroyed due to any act of God or other condition or circumstance beyond the control of the SPONSOR.
5. The SPONSOR will, either by the acquisition and retention of easements or other interests in or rights for the use of land or airspace or by the adoption and enforcement of zoning regulations, prevent the construction, erection, alteration, or growth of any structure, tree, or other object in the approach areas of the runways of the airport that would constitute an obstruction to air navigation according to the criteria or standards prescribed in the FAA Advisory Circulars.

APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

Appendix B

(Aeronautics)

CIVIL RIGHTS ACT OF 1964, TITLE VI - 49 CFR PART 21 CONTRACTUAL REQUIREMENTS

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations.** The contractor will comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter “DOT”) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor will not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports.** The contractor will provide all information and reports required by the Regulations or directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor will so certify to the sponsor of the FAA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance.** In the event of the contractor’s noncompliance with the nondiscrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the contractor under the contract until the contractor complies, and/or
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.
6. Incorporation of Provisions. The contractor will include the provisions of paragraphs 1 through 5 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directive issued pursuant thereto. The contractor will take such action with respect to any subcontract or procurement as the sponsor or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

(Revised October 2, 2014)

APPENDIX C
Assurances that Recipients and Contractors Must Make
(Excerpts from US DOT Regulation 49 CFR § 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanction;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible.

APPENDIX F

GENERAL CONDITIONS

1. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA/MDOT has determined to be ineligible or unallowable.
2. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with the regulations, policies and procedures of the Secretary. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
3. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies and procedures of the Secretary. The Sponsor also agrees to comply with the assurances which are part of this agreement.
4. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner in any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.
5. **United States Not Liable for Damage or Injury.** The United States is not be responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this subgrant agreement.
6. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this subgrant. If the Sponsor fails to comply with this requirement, the FAA/MDOT may suspend, cancel, or terminate this subgrant.
7. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
8. **Buy American.** Unless otherwise approved in advance by the FAA/MDOT, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this subgrant. The Sponsor will include a provision implementing Buy American in every contract.

APPENDIX F

9. Suspension or Debarment.

The State must:

- A. Immediately disclose to the FAA whenever the State:
 - 1. Learns a sub-recipient has entered into a covered transaction with an ineligible entity;
 - 2. Suspends or debar a contractor, person or entity.

The Subgrantee must:

- B. When entering into "covered transactions", as defined by 2 CFR 180.200:
 - 1. Verify the non-federal entity is eligible to participate in this Federal program by:
 - a. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if non-federal entity is excluded or disqualified; or
 - b. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
 - c. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
 - 2. Require prime contractors to comply with 2 CFR 180.330 when entering into lower-Tier transactions (e.g. Sub-contracts).

10. Ban on Texting When Driving.

- a. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
 - i. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
 - ii. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - 1. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - 2. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- b. The Sponsor must insert the substance of this clause on banning texting when driving in all subgrants, contracts and subcontracts.

APPENDIX F

11. Trafficking in Persons.

- a. Prohibitions: The prohibitions against trafficking in persons (Prohibitions) that apply to any entity other than a State, local government, Indian tribe, or foreign public entity. This includes private Sponsors, public Sponsor employees, subrecipients of private or public Sponsors (private entity) are:
 - 1. Engaging in severe forms of trafficking in persons during the period of time that the agreement is in effect;
 - 2. Procuring a commercial sex act during the period of time that the agreement is in effect; or
 - 3. Using forced labor in the performance of the agreement, including subcontracts or subagreements under the agreement.
- b. In addition to all other remedies for noncompliance that are available to the FAA, Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), allows the FAA/MDOT to unilaterally terminate this agreement, without penalty, if a private entity –
 - i. Is determined to have violated the Prohibitions; or
 - ii. Has an employee who the FAA/MDOT determines has violated the Prohibitions through conduct that is either—
 - 1. Associated with performance under this agreement; or
 - 2. Imputed to the Sponsor or subrecipient using 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by the FAA at 49 CFR Part 29.

12. Exhibit A Included with Grant Application. The Exhibit “A” updated 11/6/14, submitted with the project application is made a part of this grant agreement.

13. Co-Sponsor.

The Co-Sponsors understand and agree that they jointly and severally adopt and ratify the representations and assurances contained therein and that the word "Sponsor" as used in the application and other assurances is deemed to include all co-sponsors.

14. Audits for Public Sponsors.

A subgrantee expending \$750,000 or more of Federal awards in a fiscal year must conduct a single or program specific audit in accordance with 2 CFR part 200 part 200.

APPENDIX F

15. System for Award Management (SAM) Registration and Universal Identifier.

A. Requirement for System for Award Management (SAM): Unless the subgrantee is exempted from this requirement under 2 CFR 25.110, the subgrantee must maintain the currency of its information in the SAM until the State submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the State review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).

B. Requirement for Data Universal Numbering System (DUNS) Numbers:

1. The State must notify a potential subrecipient that it cannot receive a subgrant unless it has provided its DUNS number to the State.
2. The State may not make a subgrant to a subrecipient unless the subrecipient has provided its DUNS number to the State.
3. Data Universal Numbering System: DUNS number means the nine-digit number Established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (866-606-8220) or on the web at <http://fedgov.dnb.com/webform>.

16. Employee Protection from Reprisal.

A. Prohibition of Reprisals-

1. In accordance with 41U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:
 - i. Gross mismanagement of a Federal grant;
 - ii. Gross waste of Federal funds;
 - iii. An abuse of authority relating to implementation or use of Federal funds;
 - iv. A substantial and specific danger to public health or safety; or
 - v. A violation of law, rule, or regulation related to a Federal grant.
2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Federal office or employee responsible for oversight of a grant program;
 - v. A court or grand jury;
 - vi. A management office of the grantee or subgrantee; or
 - vii. A Federal or State regulatory enforcement agency.

APPENDIX F

- B. Submission of Complaint- A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General {OIG} for the U.S. Department of Transportation.
- C. Time Limitation for Submittal of a Complaint- A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.
- D. Required Actions of the Inspection General- Actions, limitations and exceptions of the Inspector General's office are established under 41U.S.C. § 4712 {b}.
- E. Assumption of Rights to Civil Remedy- Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41U.S.C. § 4712(c).

17. Land Acquisition.

- A. "The Sponsor agrees that no payments will be made on the grant until the Sponsor has presented evidence to the State that it has recorded the grant agreement, including the grant assurances, in the public land records of the county courthouse. The Sponsor understands and agrees that recording the grant agreement legally enforces these requirements, encumbrances and restrictions on the obligated land."

APPENDIX F

Special Conditions

Note: Any reference to FAA includes MDOT, where applicable.

Sponsor Type ¹	Type of Project	Special Conditions
Airport	ARFF and SRE : Equipment Acquisition	ARFF and SRE EQUIPMENT AND VEHICLES: The Sponsor agrees that it will: 1) house and maintain the equipment in a state of operational readiness on and for the airport; 2) provide the necessary staffing and training to maintain and operate the vehicle and equipment; 3) restrict the vehicle to on-airport use only; 4) restrict the vehicle to the use for which it was intended; and 5) amend the Airport Emergency Plan and/or Snow and Ice Control Plan to reflect the acquisition of the vehicle and equipment. (Applicable only for Part 139 Airports).
Airport	Equipment Replacement such as ARFF and SRE	EQUIPMENT OR VEHICLE REPLACEMENT: The Sponsor agrees that because the Fair Market Value is \$5,000 or more and the equipment/vehicle will not be retained by the Sponsor for airport purposes (or donated to another eligible/justified Sponsor), the Sponsor will use the Fair Market Value of equipment being replaced by this project to reduce the total project costs.
Airport	ARFF Equipment - Off-Airport Storage	OFF-AIRPORT STORAGE OF ARFF VEHICLE: The Sponsor agrees that it will: 1) house and maintain the vehicle in a state of operational readiness for the airport; 2) provide the necessary staffing and training to maintain and operate the vehicle; 3) restrict the vehicle to airport use only; 4) amend the Airport Emergency Plan to reflect the acquisition of the vehicle ; 5) within 60 days, execute an agreement with local government including the above provisions and a provision that violation of agreement could require repayment of subgrant funding; and 6) submit a copy of the executed agreement to the FAA.
Airport	AWOS	AUTOMATED WEATHER OBSERVING SYSTEMS (AWOS): The Sponsor agrees that it will: 1) within 60 calendar days of subgrant acceptance, establish a Memorandum of Agreement (MOA) with the FAA; 2) develop an Operations Maintenance Manual to more specifically describe the operational, maintenance, and documentation

¹ Sponsor types include Airport Sponsor (Public and Private), Airport Sponsor (Private Only), Noise, and State or Local Government

APPENDIX F

Special Conditions

Note: Any reference to FAA includes MDOT, where applicable.

Sponsor Type ¹	Type of Project	Special Conditions
		<p>requirements for the AWOS; 3) within 60 calendar days of installation, take the necessary actions to initiate the AWOS commissioning by the FAA; and 4) provide for the installation, commissioning, continuous operation, and maintenance of any Non-Federal AWOS funded under this grant for the useful life of the equipment.</p> <p>The Sponsor further understands that the FAA will not take over the ownership, operation, or maintenance of any Sponsor-acquired equipment.</p>
Airport	ALP & AIP Funded Construction	<p>AIRPORT LAYOUT PLAN: The Sponsor understands and agrees to update the Airport Layout Plan to reflect the construction to standards satisfactory to the FAA and submit it in final form to the FAA. It is further mutually agreed that the reasonable cost of developing said Airport Layout Plan Map is an allowable cost within the scope of this project.</p>
Airport	Lighting - Operation and Maintenance	<p>LIGHTING: The Sponsor must operate and maintain the lighting system during the useful life of the system in accordance with applicable FAA standards.</p>
Airport	Temporary NAVAIDS	<p>TEMPORARY NAVAIDS: The Sponsor agrees that this equipment is being acquired for temporary use to minimize disruptions to the airport during construction. The Sponsor further agrees that upon construction completion of this project or at the point when this equipment is no longer needed for its intended use (but no later than the construction completion of the project), that the Sponsor will house this equipment in an interior enclosure. The Sponsor further agrees to make this equipment available, without cost, to be transferred to another airport or as directed by the FAA.</p>
Airport	Construction on land not yet acquired/ Good Title	<p>NOTICE TO PROCEED - PROPERTY INTEREST ACQUIRED: The Sponsor understands and agrees that the FAA authorization for the Sponsor to issue a notice to proceed with construction work will not be given until the Sponsor has adequately certified that good title will be acquired on the land on which construction is to be performed.</p>
Airport	Construction on land not yet acquired/ Good Title	<p>TITLE EVIDENCE: The Sponsor understands and agrees that the FAA will not make nor be obligated to make any payments involving Parcel(s) <u>N/A</u> until title evidence has been submitted to, and found satisfactory by the FAA, subject to no liens, encumbrances, reservations or exceptions which in the opinion of the FAA might create an undue risk or interference with the use and operation of the airport.</p>

APPENDIX F

Special Conditions

Note: Any reference to FAA includes MDOT, where applicable.

Sponsor Type ¹	Type of Project	Special Conditions
Airport	DBE Plan	DBE PLAN: The Sponsor understands and agrees that the FAA will not make nor be obligated to make any payments on this subgrant until the Sponsor has received approval of its DBE Plan from the FAA Office of Civil Rights.
Airport	Environmental (Required for All Projects)	ENVIRONMENTAL: The environmental approval for this project was issued on <u>5/22/19</u> . This project includes the following mitigation measures: <u>N/A</u> The Sponsor understands and agrees to complete the above-listed mitigation measures to standards satisfactory to the FAA. It is further mutually agreed that the reasonable cost of completing these mitigation measures is an allowable cost within the scope of this project.
Airport	EMAS	EMAS BLOCK PRE-PURCHASE: The Sponsor understands that it may request reimbursement for payment made by the Sponsor to the EMAS manufacturer for up to 90% of the cost of EMAS block manufacturing costs of EMAS blocks that remain in the manufacturer's care, custody and control provided that the Sponsor has provided a certification to the FAA as to quantity and condition of the EMAS blocks. The remaining payment may be made after delivery to the Sponsor's location and acceptance by the Sponsor.
Airport	Equipment	EQUIPMENT ACQUISITION: The Sponsor understands and agrees that any equipment acquired through this subgrant is considered a <i>facility</i> as that term is used in the Grant Assurances. Further, the equipment must be only operated by the Sponsor. The Sponsor agrees that it will maintain the equipment and use it exclusively at the airport for airport purposes.
Airport	Equipment - Friction Measuring Device	FRICION MEASURING DEVICES: The Sponsor agrees that it will properly calibrate, operate, and maintain the friction measuring equipment. The friction measuring equipment and tow vehicle (if applicable) must not be used for any other purpose other than for conducting friction measuring tests on airport pavement surfaces and directly related activities.
Airport	NAVAIDS - ILS Note that in general, Category I ILS are no longer being installed.	INSTRUMENT LANDING SYSTEM AND ASSOCIATED EQUIPMENT IN PROJECT: The Sponsor agrees that it will: 1) Prior to commissioning, assure the equipment meets the FAA's standards; and

APPENDIX F

Special Conditions

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Sponsor Type ¹	Type of Project	Special Conditions
	Instead, RNAV approaches provide equivalent approach minima. Installation of a new ILS must follow the ILS policy and must have APP-1 approval.	2) Remove, relocate, lower, mark, or light each obstruction to obtain a clear approach as indicated in the 14 CFR part 77 aeronautical survey.
Airport	Fence - Wildlife	WILDLIFE FENCE: The Sponsor understands that the fence is being installed to prevent wildlife from entering the airfield. The Sponsor agrees that it will maintain the integrity of the fence for its useful life, but no less than 20 years from the date of the subgrant was issued. The Sponsor understands that maintenance of the fence includes repair of damage to the fence or gates due to any purpose.
Airport	Land - Revise Exhibit "A" Property Map	UPDATE APPROVED EXHIBIT "A" PROPERTY MAP FOR LAND IN PROJECT: The Sponsor understands and agrees to update the Exhibit "A" Property Map to standards satisfactory to the FAA and submit it in final form to the FAA. It is further mutually agreed that the reasonable cost of developing said Exhibit "A" Property Map is an allowable cost within the scope of this project.
Airport	Land acquisition -Future Land	FUTURE DEVELOPMENT LAND: The Sponsor agrees to perform the airport development which requires this land acquisition within 10 years of this subgrant agreement, and further agrees not to dispose of the land by sale or lease without prior consent and approval of the FAA. In the event the land is not used within 10 years for the purpose for which it was acquired, the Sponsor will refund the Federal and State share of acquisition cost or the current fair market value of the land, whichever is greater.
Airport	Master Plan - Coordination	COORDINATION: The Sponsor agrees to coordinate this master planning study with the metropolitan planning organizations, other local planning agencies, and with the State Airport System Plan prepared by the State's Department of Transportation and consider any pertinent information, data, projections, and forecasts which are currently available or as will become available. The Sponsor agrees to consider any State Clearinghouse comments and to furnish a copy of the final report to the State's Department of Transportation.
Airport	NAVAIDS -Operations and maintenance	AIRPORT-OWNED VISUAL OR ELECTRONIC NAVIGATION AIDS IN PROJECT: The Sponsor agrees that it will: 1) Provide for the continuous operation and maintenance of any navigational aid funded under this subgrant agreement during the

APPENDIX F

Special Conditions

Note: Any reference to FAA includes MDOT, where applicable.

Sponsor Type ¹	Type of Project	Special Conditions
		<p>useful life of the equipment;</p> <p>2) Prior to commissioning, assure the equipment meets the FAA's standards; and</p> <p>3) Remove, relocate, lower, mark, or light each obstruction to obtain a clear approach as indicated in the 14 CFR part 77 aeronautical survey.</p>
Airport	New or Replacement Airport	<p>SITE SELECTION: The Sponsor understands and agrees that the Project cannot proceed beyond the site selection study until the Sponsor has received formal approval from the FAA to proceed.</p>
Airport	Non-AIP Utility Proration (Refer to AIP Handbook –Ch. 3, Sec. 11, Par. 3-98)	<p>UTILITIES PRORATION: For purposes of computing the United States' share of the allowable project costs, the allowable cost of the <u>N/A</u> included in the project must not exceed <u>N/A</u> percent.</p>
Airport	Utility Relocation	<p>UTILITY RELOCATION IN PROJECT: The Sponsor understands and agrees that:</p> <p>1) the United States will not participate in the cost of any utility relocation unless and until the Sponsor has submitted evidence satisfactory to the FAA that the Sponsor is legally responsible for payment of such costs;</p> <p>2) FAA participation is limited to those utilities located on-airport or off-airport only where the Sponsor has an easement for the utility; and</p> <p>3) the utilities exclusively serve the Airport;</p>
Airport	Obstruction Removal	<p>OBSTRUCTION REMOVAL: The Sponsor agrees to clear Parcel(s) <u>N/A</u>, as shown on Exhibit "A" Property Map, of the following obstructions: <u>N/A</u> prior to final payment under the project. The Sponsor also agrees that it will not erect, nor permit the erection of any permanent structures or obstructions on the airport except those required for aids to air navigation or those which have been specifically approved by the FAA.</p>
Airport	Pavement	<p>PAVEMENT MAINTENANCE MANAGEMENT PROGRAM: The Sponsor agrees that it will implement an effective airport pavement maintenance management program as required by Subgrant Assurance Pavement Preventive Management. The Sponsor agrees that it will use the program for the useful life of any pavement constructed, reconstructed, or repaired with federal financial assistance at the airport. The Sponsor further agrees that the program will</p> <ol style="list-style-type: none"> 1. follow FAA Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," for specific guidelines and procedures for maintaining airport pavements,

APPENDIX F

Special Conditions

Note: Any reference to FAA includes MDOT, where applicable.

Sponsor Type ¹	Type of Project	Special Conditions
		<p>establishing an effective maintenance program, specific types of distress and its probable cause, inspection guidelines, and recommended methods of repair;</p> <ol style="list-style-type: none"> 2. detail the procedures to be followed to assure that proper pavement maintenance, both preventive and repair, is performed; 3. include a Pavement Inventory, Inspection Schedule, Record Keeping, Information Retrieval, and Reference, meeting the following requirements: <ol style="list-style-type: none"> a. Pavement Inventory. The following must be depicted in an appropriate form and level of detail: <ol style="list-style-type: none"> 1) location of all runways, taxiways, and aprons; 2) dimensions; 3) type of pavement, and; 4) year of construction or most recent major rehabilitation. b. Inspection Schedule. <ol style="list-style-type: none"> 1) Detailed Inspection. A detailed inspection must be performed at least once a year. If a history of recorded pavement deterioration is available, i.e., Pavement Condition Index (PCI) survey as set forth in the Advisory Circular 150/5380-6, the frequency of inspections may be extended to three years. 2) Drive-By Inspection. A drive-by inspection must be performed a minimum of once per month to detect unexpected changes in the pavement condition. For drive-by inspections, the date of inspection and any maintenance performed must be recorded. 4. Record Keeping. Complete information on the findings of all detailed inspections and on the maintenance performed must be recorded and kept on file for a minimum of five years. The type of distress, location, and remedial action, scheduled or performed, must be documented. The minimum information is: <ol style="list-style-type: none"> a. inspection date; b. location; c. distress types; and d. maintenance scheduled or performed. <p>Information Retrieval System. The Sponsor must be able to retrieve the information and records produced by the pavement survey to provide a report to the FAA as may be required.</p>

APPENDIX F

Special Conditions

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Sponsor Type ¹	Type of Project	Special Conditions
Airport	Pavement Exceeding \$500,000	<p><u>PROJECTS WHICH CONTAIN PAVING WORK IN EXCESS OF \$500,000:</u> The Sponsor agrees to:</p> <ul style="list-style-type: none"> a. Furnish a construction management program to the FAA prior to the start of construction which details the measures and procedures to be used to comply with the quality control provisions of the construction contract, including, but not limited to, all quality control provisions and tests required by the Federal and State specifications. The program must include as a minimum: <ul style="list-style-type: none"> (1) The name of the person representing the Sponsor who has overall responsibility for contract administration for the project and the authority to take necessary actions to comply with the contract. (2) Names of testing laboratories and consulting engineer firms with quality control responsibilities on the project, together with a description of the services to be provided. (3) Procedures for determining that the testing laboratories meet the requirements of the American Society of Testing and Materials standards on laboratory evaluation referenced in the contract specifications (D 3666, C 1077). (4) Qualifications of engineering supervision and construction inspection personnel. (5) A listing of all tests required by the contract specifications, including the type and frequency of tests to be taken, the method of sampling, the applicable test standard, and the acceptance criteria or tolerances permitted for each type of test. (6) Procedures for ensuring that the tests are taken in accordance with the program, that they are documented daily, and that the proper corrective actions, where necessary, are undertaken. b. Submit at completion of the project, a final test and quality control report documenting the results of all tests performed, highlighting those tests that failed or that did not meet the applicable test standard. The report must include the pay reductions applied and the reasons for accepting any out-of-tolerance material. An interim test and quality control report must be submitted, if requested by the FAA.

APPENDIX F

Special Conditions

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Sponsor Type ¹	Type of Project	Special Conditions
		<p>c. Failure to provide a complete report as described in paragraph b, or failure to perform such tests, will, absent any compelling justification; result in a reduction in Federal participation for costs incurred in connection with construction of the applicable pavement. Such reduction will be at the discretion of the FAA and will be based on the type or types of required tests not performed or not documented and will be commensurate with the proportion of applicable pavement with respect to the total pavement constructed under the subgrant agreement.</p> <p>d. The FAA, at its discretion, reserves the right to conduct independent tests and to reduce subgrant payments accordingly if such independent tests determine that sponsor test results are inaccurate.</p>
Airport	Pavement maintenance	<p>MAINTENANCE PROJECT LIFE: The Sponsor agrees that pavement maintenance is limited to those aircraft pavements that are in sufficiently sound condition that they do not warrant more extensive work, such as reconstruction or overlays in the immediate or near future. The Sponsor further agrees that AIP funding for the pavements maintained under this project will not be requested for more substantial type rehabilitation (more substantial than periodic maintenance) for a 5-year period following the completion of this project unless the FAA determines that the rehabilitation or reconstruction is required for safety reasons.</p>
Airport	RPZ Acquisition	<p>PROTECTION OF RUNWAY PROTECTION ZONE: The Sponsor agrees to prevent the erection or creation of any structure, place of public assembly, or other use in the runway protection zone, as depicted on the Exhibit "A": Property Map, except for NAVAIDS that are fixed by their functional purposes or any other structure permitted by the FAA. The Sponsor further agrees that any existing structures or uses within the Runway Protection Zone will be cleared or discontinued by the Sponsor unless approved by the FAA.</p>
Airport	RPZ Acquisition	<p>PROTECTION OF RUNWAY PROTECTION ZONE: The Sponsor agrees to take any and all steps necessary to ensure that the owner of the land within the designated Runway Protection Zone will not build any structure in the Runway Protection Zone that is an airport hazard or which might create glare or misleading lights or lead to the construction of residences, fuel handling and storage facilities, smoke generating activities, or places of public assembly, such as churches, schools, office buildings, shopping centers, and stadiums.</p>

APPENDIX F

Special Conditions

Note: Any reference to FAA includes MDOT, where applicable.

Sponsor Type ¹	Type of Project	Special Conditions
Airport	<p>RPZ Future Acquisition</p> <p>(This special condition should be used if any of the following items are part of the grant: 1) An airfield project that impacts the runway threshold, 2) A change in the design critical aircraft that increases the RPZ dimensions, or 3) A new or revised instrument approach procedure that increases the RPZ dimensions).</p>	<p><u>ACQUISITION OF THE RUNWAY PROTECTION ZONE:</u> Future Interest in the Runway Protection Zone: The Sponsor agrees that it will acquire <u>N/A</u> in the Runway Protection Zones for runways that presently are not under its control within <u>N/A</u> years of this Subgrant Agreement. The Sponsor further agrees to prevent the erection or creation of any structure or place of public assembly in the Runway Protection Zone, except for NAVAIDS that are fixed by their functional purposes or any other structure approved by the FAA. The Sponsor further agrees that any existing structures or uses within the Runway Protection Zone will be cleared or discontinued by the Sponsor unless approved by the FAA.</p>
Airport	VALE equipment	<p><u>LOW EMISSION SYSTEMS:</u> The Sponsor agrees that vehicles and equipment included in this subgrant:</p> <ol style="list-style-type: none"> 1) will be maintained and used at the airport for which they were purchased ; 2) will not be transferred, relocated, or used at another airport without the advance consent of the FAA; 3) will be clearly labeled using the FAA-designed VALE program emblem; 4) will be replaced, at the Sponsor’s own cost, any disabled or seriously damaged vehicle or equipment at any time during its useful life, with an equivalent vehicle or unit that produces an equal or lower level of emissions for the useful life of the vehicle or equipment, or life of Airport Emission Reduction Credits, whichever is longer. <p>The Sponsor further agrees that it will maintain annual records on individual vehicles and equipment, project expenditures, cost effectiveness, and emission reductions.</p>
Airport	VALE Recharging System	<p><u>RECHARGING SYSTEM VALE– USE AND OPERATION REQUIREMENTS:</u></p> <p>The Sponsor understands that it is obligated to earn emissions credits from the state air quality agency on a yearly basis for the use of this recharging system and the use of electric ground support equipment at the airport. The Sponsor understands and agrees that the Sponsor may be obligated to repay to the FAA some or all of the federal share of the recharging project if Sponsor does not earn the emissions credits that the Sponsor estimated in the project application.</p>

APPENDIX F

Special Conditions

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Sponsor Type ¹	Type of Project	Special Conditions
Airport or Noise	Building Allowable Costs (Prorate)	BUILDING AIP PRORATION: For purposes of computing the United States' share of the allowable project costs of the project, the allowable cost of the <u>N/A</u> included in the project must not exceed <u>N/A</u> percent of the actual cost of the entire building.
Airport or Noise	Noise Land	ACQUISITION OF NOISE LAND: The Sponsor agrees that as part of the land acquisition in this project, it will prepare or update a Noise Land Inventory Map and Reuse Plan to standards satisfactory to the FAA and submit said documentation in final form to the FAA. It is further mutually agreed that the reasonable cost of developing or updating a Noise Land Inventory Map and Disposal Plan is an allowable cost within the scope of this project.
Airport or Noise	Noise - Annual Report	ANNUAL NOISE REPORT: As a condition of this Airport Improvement Program (AIP) subgrant, the Sponsor agrees to provide to the FAA, an annual report of funds expended and actions associated with this subgrant within 90 days following the end of each Federal fiscal year the subgrant remains open. The report must provide the following information: <ol style="list-style-type: none"> 1) Total noise subgrant funds expended during the fiscal year. 2) Amount of funds expended by Program Element(s) as identified in the Sponsor's Noise Compatibility Program (NCP). 3) Number of parcels mitigated by DNL contour and Program Element as identified in the Sponsor's NCP. 4) Total number of people impacted by the Sponsor's NCP (by DNL contour) and total number of people mitigated during the fiscal year by DNL contour and Program Element as identified in the Sponsor's NCP. 5) A graphic (map) depicting DNL contours and the location of mitigation action as defined by the Program Element(s) of the Sponsor's NCP, including a list by address for mitigation actions shown on the map. 6) A written plan outlining actions being planned for the next year based on the Sponsor's priorities and the NCP. 7) Other information as required by the FAA.
All Sponsor Types	Plans and Specifications	PLANS AND SPECIFICATIONS PRIOR TO BIDDING: The Sponsor agrees that it will submit plans and specifications for FAA review and approval prior to advertising for bids.
All Sponsor Types	Plans and Specifications Certification	PLANS & SPECIFICATIONS APPROVAL BASED UPON CERTIFICATION: The FAA and the Sponsor agree that the FAA approval of the Sponsor's Plans and Specification is based primarily upon the Sponsor's certification to carry out the project in accordance with policies,

APPENDIX F

Special Conditions

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Sponsor Type ¹	Type of Project	Special Conditions
		<p>standards, and specifications approved by the FAA. The Sponsor understands that:</p> <p>1)The Sponsor’s certification does not relieve the Sponsor of the requirement to obtain prior FAA approval for modifications to any AIP standards or to notify the FAA of any limitations to competition within the project;</p> <p>2)The FAA’s acceptance of a Sponsor’s certification does not limit the FAA from reviewing appropriate project documentation for the purpose of validating the certification statements;</p> <p>3) if the FAA determines that the Sponsor has not complied with their certification statements, the FAA will review the associated project costs to determine whether such costs are allowable under AIP.</p>
All Sponsor Types	Design-Only Subgrants	<p>DESIGN SUBGRANT: This subgrant agreement is being issued in order to complete the design of the project. The Sponsor understands and agrees that within 2 years after the design is completed that the Sponsor will accept, subject to the availability of the amount of federal funding identified in the Airport Capital Improvement Plan (ACIP), a subgrant to complete the construction of the project in order to provide a useful and useable unit of work. The Sponsor also understands that if the FAA has provided federal funding to complete the design for the project, and the Sponsor has not completed the design within four (4) years from the execution of this subgrant agreement, the FAA may suspend or terminate subgrants related to the design.</p>
All Sponsor Types	Force account	<p>FORCE ACCOUNT: The Sponsor agrees that proposals to accomplish construction or engineering with the Sponsor’s own personnel must receive approval from the FAA prior to Sponsor incurring costs and that no reimbursement payments will be made on that portion of this subgrant until the Sponsor has received FAA approval for the force account information.</p>
All Sponsor Types	Land Acquisition - Revenue and Program Income	<p>PROGRAM INCOME AND REVENUE FROM REAL PROPERTY: The Sponsor understands that all program income produced from real property purchased in part with Federal funds in this subgrant received while the subgrant is open will be deducted from the total cost of that project for determining the net costs on which the maximum United States' obligation will be based. The Sponsor further agrees that once the subgrant is closed, all net revenues produced from real property purchased in part with Federal funds in this subgrant must be used on the airport for airport planning, development, or operating expenses. This income may not be used for the Sponsor’s matching share of any</p>

APPENDIX F

Special Conditions

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Sponsor Type ¹	Type of Project	Special Conditions
		subgrant. The Sponsor's fiscal and accounting records must clearly identify actual sources and uses of these funds.
All Sponsor Types	Land acquisition - Relocation	UNIFORM RELOCATION ACT: The Sponsor understands and agrees that all acquisition of real property under this project will be in accordance with the 49 Code of Federal Regulations Part 24, Uniform Relocation Assistance And Real Property Acquisition For Federal And Federally Assisted Programs.
All Sponsor Types	Noise - mitigation	INELIGIBILITY OF PREVIOUSLY INSULATED STRUCTURES: The Sponsor understands and agrees that AIP funds may only be applied to noise insulate structures under 14 Code of Federal Regulations Part 150 one single time and that no structures in this subgrant have been previously noise insulated using AIP funds.
All Sponsor Types	Noise Mitigation – Private Land	<p>NOISE PROJECTS ON PRIVATELY OWNED PROPERTY: The Sponsor understands and agrees that no payment will be made under the terms of this Subgrant Agreement for work accomplished on privately owned land until the Sponsor submits the agreement with the owner of the property required by the Subgrant Assurance Number 5: Preserving Rights and Powers, and the FAA has determined that the agreement is satisfactory. As a minimum, the agreement with the private owner must contain the following provisions:</p> <ol style="list-style-type: none"> 1) The property owner must inspect and approve or disapprove the work on the project during and after completion of the measures as the FAA or Sponsor reasonably requests. 2) The property owner is responsible for maintenance and operation of the items installed, purchased, or constructed under this Subgrant Agreement. Neither the FAA nor the Sponsor bears any responsibility for the maintenance, operation, or replacement of these items. 3) If the Sponsor transfers Federal funds for the noise compatibility measures to a private property owner or agent, the property owner must agree to keep records and make those records available to the FAA and the Sponsor about the amount of funds received and the disposition of the funds. 4) The property owner's right to sue for adverse noise impacts will be abrogated if the property owner deliberately or willfully reduces the effectiveness of the noise compatibility measures during the useful life of such measures. This obligation will remain in effect throughout the useful life of the noise compatibility measures, but not to exceed 20

APPENDIX F

Special Conditions

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Sponsor Type ¹	Type of Project	Special Conditions
		years from the date of the Sponsor's acceptance of federal aid for the project.
All Sponsor Types	Non AIP work in project	<p>NON-AIP WORK IN APPLICATION: The Sponsor understands and agrees that:</p> <ol style="list-style-type: none"> 1) the Project includes the planning and/or construction of <u>N/A</u> that is not being funded with any Federal funding in this project ; 2) although the Sponsor has estimated a total project cost of \$<u>N/A</u>, the total allowable cost for purposes of determining federal participation will not exceed \$<u>N/A</u>; 3) it must maintain separate cost records for the AIP and non-AIP work; 4) all cost records must be made available for inspection and audit by the FAA; 5) the Sponsor understands that all non-AIP work is the sole responsibility of the Sponsor; and 6) the amount of allowable cost that will be used for purposes of determining an increase in the maximum obligation of the United States will not exceed \$<u>N/A</u>, which is the total allowable cost for purposes of determining federal participation in 2) of this special condition.
All Sponsor Types	Planning Scope of Work	<p>PRELIMINARY SCOPE OF WORK: This Subgrant is made and accepted upon the basis of a preliminary scope of work. The parties agree that within 30 days from the date of acceptance of this Subgrant Offer, the Sponsor will furnish a final scope of work to the FAA and that no work will commence, nor will there be any contract signed for accomplishment of such work, until the final scope of work has been approved by the FAA. The Sponsor and the FAA further agree that any reference to the scope of work made in the Subgrant Offer or in the project application is in respect to the final scope of work.</p>
Airport - Non-primary	Fuel farms	<p>FUELING SYSTEM – USE AND OPERATION REQUIREMENTS: This project includes the installation of a new aviation fuel system. All revenue generated by this fueling system must be used for the operation and maintenance of the Airport in accordance with the subgrant assurances. The fueling system established under this subgrant, will be operated solely by the Sponsor and/or the Sponsor's employees. The Sponsor is further obligated to operate and maintain the fueling system</p>

APPENDIX F

Special Conditions

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Sponsor Type ¹	Type of Project	Special Conditions
		for the 20-year subgrant expected life, including meeting all local, state, and federal regulations related to the fuel system.
Airport - Non-primary	Revenue Producing Project	REVENUE PRODUCING PROJECT: The Sponsor agrees and understands that the Sponsor has certified to the FAA that it has made adequate provisions for financing its airside needs. Further, the Sponsor agrees it will not seek AIP discretionary subgrant funds for the airside needs of the airport for the three fiscal years following the fiscal year in which this subgrant is issued. All revenue generated by this project must be used for the operation and maintenance of the Airport in accordance with the subgrant assurances.
Airport	Land Acquisition	LAND ACQUISITION: The Sponsor agrees that no payments will be made on the subgrant until the Sponsor has presented evidence to the FAA that it has recorded the subgrant agreement, including the subgrant assurances in the public land records of the county courthouse. The Sponsor understands and agrees that recording the subgrant agreement legally enforces these requirements, encumbrances and restrictions on the obligated land.

INSTRUCTIONS

PRIME CONSULTANT OR AUTHORIZED REPRESENTATIVE:

This statement reports the actual dollar amounts of the project cost earned by and paid to DBE subconsultants. Complete and submit to the Payment Analyst with each billing and within 20 days of receipt of final payment. Some forms may be blank if no payment was made since the previous billing.

For "Contract No., Authorization No.," and "Job No.," as appropriate, use the numbers assigned by MOOT.

For "Period Covered," report the calendar days covered by the billing.

For "Services Work Performed" report the main service performed by the subconsultant during the reporting period.

For "Total Contract Amount" report the total amount of the contract between the prime consultant and the subconsultant.

For "Cumulative Dollar Value of Services Completed" report the total amount the subconsultant has earned since beginning this project.

For "Deductions," report deductions made by the prime consultant to the subconsultant's "Cumulative Dollar Value of Services Completed" for retainage, bond or other fees, materials, services or equipment provided to the subconsultant according to mutual, prior agreement (documentation of such agreement may be required by MDOT).

For "Actual Amount Paid to Date," report cumulative actual payments made to the subconsultant for services completed.

For "Actual Amount Paid During this Report Period" report actual payments made to the subcontractor for services during this reporting period.

"Provide "DBE Authorized Signature" for final payment only.

Be sure to sign, title and date this statement.

MDOT PAYMENT ANALYST:

Complete "Comments" if necessary, sign date and forward to the Office of Business Development within seven (7) days of receipt.

MDOT Office of Business Development
P.O. Box 30050
Lansing, Michigan 48909
Questions about this form? Call Toll-free, 1-866-DBE-1264

City of Hillsdale

Agenda Item Summary

Meeting Date: **June 17, 2019**

Agenda Item: **New Business**

SUBJECT: **Property Assessed Clean Energy (PACE) Financing Tool**

BACKGROUND PROVIDED BY STAFF: David Mackie, City Manager

BACKGROUND:

Property Assessed Clean Energy, or PACE, is a long-term financing tool for commercial property owners to pay for energy efficiency, water efficiency, and renewable energy upgrades. Property owners receive 100% pre-funding for energy saving upgrades on their facilities and pay the PACE loan back through a special assessment on their property taxes.

Public Act No. 270 of 2010 authorizes local units of government to adopt PACE programs to promote the installation of energy efficiency improvements and renewable energy systems by owners of commercial or industrial property within a district designated by the local unit of government. Act 270 allows private commercial lenders to finance energy projects; authorizes local units of government to issue bonds, notes and other indebtedness; and authorizes the assessment of properties for the cost of the energy projects. Act 270 provides for repayment to the local unit of government or the private lender through a voluntary property assessment. The property assessment remains with the property and has the same priority as other property tax and assessment liens in the event of foreclosure.

Representatives from Lean & Green Michigan, LLC presented the PACE program to City staff. Lean & Green Michigan, LLC has developed a collaborative approach to PACE programs for local units of government by standardizing the administrative and legal process under which PACE programs are created and managed. City staff would like to create a PACE district covering the entire City. There is no charge to the City of Hillsdale.

RECOMMENDATION:

City staff recommend that Council members approve the resolution of intent to establish a PACE program and schedule the public hearing for July 15th.

CITY OF HILLSDALE
HILLSDALE COUNTY, MICHIGAN

**RESOLUTION OF INTENT TO ESTABLISH A PROPERTY ASSESSED
CLEAN ENERGY PROGRAM AND CALLING PUBLIC HEARING**

Minutes of a regular meeting of the City Council of the City of Hillsdale (“Council”), Hillsdale County, Michigan, held at 97 N. Broad Street, Hillsdale, MI 49242, on June 17, 2019 at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Member _____ and supported by Member _____:

WHEREAS, the Council intends to authorize the establishment of a property assessed clean energy program (“PACE Program”) and create a PACE district pursuant to Act No. 270, Public Acts of Michigan, 2010 (“Act 270”), for the purpose of promoting the use of renewable energy systems and energy efficiency improvements by owners of certain real property; and

WHEREAS, the Council intends to find that financing energy projects is a valid public purpose because it reduces energy costs, reduces greenhouse gas emissions, stimulates economic development, improves property values and increases employment in the City; and

WHEREAS, the types of energy projects, either energy efficiency improvements or renewable energy systems, that may be financed under the PACE Program include, but are not limited to: insulation in walls, roofs, floors, foundations, or heating and cooling distribution systems; storm windows and doors; multi-glazed windows and doors; heat-absorbing or heat-reflective glazed and coated window and door systems; and additional glazing, reductions in glass area, and other window and door system modifications that reduce energy consumption; automated energy control systems; heating, ventilating, or air-conditioning and distribution system modifications or replacements; caulking, weather-stripping, and air sealing; replacement or modification of lighting fixtures to reduce the energy use of the lighting system; energy recovery systems; day lighting systems; installation or upgrade of electrical wiring or outlets to charge a motor vehicle that is fully or partially powered by electricity; measures to reduce the usage of water or increase the efficiency of water usage; any other installation or modification of equipment, devices, or materials approved as a utility cost-savings measure by the Council; a fixture, product, device, or interacting group of fixtures, products, or devices on the customer's side of the meter that use one or more renewable energy resources to generate electricity. Renewable energy resources include, but are not limited to: biomass (includes a biomass stove but does not include an incinerator or digester); solar and solar thermal energy; wind energy; geothermal energy and methane gas captured from a landfill; and

WHEREAS, the Council intends to create PACE districts from time to time based on applications from specific eligible properties; and

WHEREAS, the Council intends to join Lean & Green Michigan™, and intends to utilize Lean & Green Michigan, LLC as PACE administrator (the “PACE Administrator”) to administer its PACE Program; and

WHEREAS, the report referenced in Section 9(1) of Act 270 (the “PACE Report”) shall be available on the City’s website www.cityofhillsdale.org, and shall be available for viewing at the office of the City Clerk located at: City Hall, 97 North Broad Street, Hillsdale, Michigan.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Council, being fully apprised of the PACE Program, finds that financing energy projects is a valid public purpose because it reduces energy costs, reduces greenhouse gas emissions, stimulates economic development, improves property values and increases employment in the City.
2. The Council, by adoption of this Resolution, formally states its intention to establish PACE districts from time to time based on applications from specific eligible properties and a PACE Program as described in and for the reasons set forth in this Resolution.
3. The Council formally states its intention to provide a property owner based method of financing and funds for energy projects from owner-arranged financing from a commercial lender, which funds and financing shall be secured and repaid by assessments on the property benefited, with the agreement of the record owners, such that no City moneys, general City taxes or City credit of any kind whatsoever shall be pledged, committed, or used in connection with any project as required by and subject to Act 270.
4. The Council, by adoption of this Resolution, formally states its intention to join Lean & Green Michigan™, and to utilize Lean & Green Michigan, LLC as PACE Administrator.
5. The Council hereby sets a public hearing for July 15, 2019, at 7:00 p.m., at City Hall, Council Chambers, 97 North Broad Street, Hillsdale, Michigan to receive comments on the proposed PACE Program, including the PACE Report.
6. The Clerk is authorized and directed to publish a notice of intent to establish a PACE district and a PACE Program, and a notice of the public hearing set by this Resolution in a newspaper of general circulation in the City as a display advertisement prominent in size. The City Clerk shall maintain on file for public review a copy of the PACE Report and shall cause the PACE Report to be available on the City’s website in accordance with the requirements of Act 270.
7. All resolutions and parts of resolutions inconsistent with this Resolution are repealed to the extent of such inconsistency.

YEAS: Members _____

NAYS: Members _____

ABSENT: Members _____

RESOLUTION DECLARED ADOPTED.

Adam L. Stockford, Mayor
City of Hillsdale

Katy Price, Clerk
City of Hillsdale

The foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held on _____, notice of which was given pursuant to the Michigan Open Meetings Act, Public Act 267 of 1976.

Katy Price, Clerk
City of Hillsdale