



City Council Agenda

February 17, 2020
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 February 6, 2020: \$111,148.77
 - 2. BPU Claims of February 6, 2020: \$119,025.69
 - 3. Payroll of February 6, 2020: \$181,986.31
 - B. City Council Minutes of February 3, 2020 Regular Meeting
 - C. Joint Work Session of January 25, 2020 (Rev)
 - D. Finance Minutes of January 13, 2020, January 27, 2020 and February 10, 2020
 - E. Hillsdale College Noise Variance Request for Taste of Manning Event
 - F. Hillsdale College Taste of Manning Right of Way Permit
 - G. Hillsdale College Taste of Manning Street Use Agreement
- VI. Communications/Petitions**
 - A. Day of Service Event
 - B. Hillsdale Community Schools Newsletter
 - C. Skilled Trades Career Fair
 - D. MI Career Quest South Flyer
 - E. Census Presentation – Clint Brugger
 - F. Hillsdale County ISD Millage Presentation – Troy Reehl
- VII. Introduction and Adoption of Ordinances/Public Hearing**
- VIII. Old Business**
 - A. TIFA: Request for Internal Loan
- IX. New Business**
 - A. Domestic Harmony Contract
 - B. MSCPA Amendments of By-Laws
 - C. BPU SSOE Detailed Engineering and Design Services for Phase 1 Voltage Upgrade
- X. Miscellaneous Reports**
 - A. Proclamations- None
 - B. Appointments- Local Advisory Committee (Dial-a-Ride): Kimberly Gary
 - C. Other- None

XI. General Public Comment

XII. City Manager's Report

XIII. Council Comment

XIV. Adjournment

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 POST DATES 01/24/2020 - 02/06/2020
 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 <None>							
271-790.000-982.000	02/06/20	BAKER & TAYLOR COMPANY	JANUARY ADULT BOOK ORDER	2035063090	02/06/20	301.73	
271-790.000-982.000	02/06/20	BAKER & TAYLOR COMPANY	JANUARY ADULT BOOK ORDER	11.30.2019	02/06/20	(254.93)	
						46.80	
Total For Check <None>							
Check 388							
101-000.000-228.003	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	9,295.71	388
101-172.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	888.00	388
101-173.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	1,386.38	388
101-174.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	245.63	388
101-209.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	341.41	388
101-215.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	254.21	388
101-219.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	541.23	388
101-253.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	42.00	388
101-301.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	18,875.35	388
101-336.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	2,786.50	388
101-400.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	247.85	388
101-441.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	770.21	388
208-751.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	371.46	388
588-588.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	226.89	388
640-444.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	228.62	388
699-441.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	244.87	388
						36,746.32	
Total For Check 388							
Check 390							
588-588.000-920.000	02/06/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	28765510594	02/06/20	59.20	390
						59.20	
Total For Check 390							
Check 82620							
101-301.000-801.000	01/28/20	VERIZON WIRELESS	NETWORK ACCESS FEE FOR IN-CAR MOBIL	9845417924	01/28/20	160.04	82620
						160.04	
Total For Check 82620							
Check 82621							
101-215.000-801.000	02/06/20	ACCUSHRED	PAPER SHREDDING SERVICE	55713	02/06/20	64.95	82621
						64.95	
Total For Check 82621							
Check 82622							
588-588.000-801.000	02/06/20	ADRIAN COMMUNICATIONS	MOBILE RADIO AND INSTALLATION - NEW	121459	02/06/20	875.96	82622
						875.96	
Total For Check 82622							
Check 82623							
401-900.000-975.040	02/06/20	AMAZON CAPITAL SERVICES, INC	CITY ENGINEER MONITORS AND CABLES	1MPD-Q741-9YR3	02/06/20	289.12	82623
						289.12	
Total For Check 82623							
Check 82624							
101-441.000-810.000	02/06/20	KATES-BOYLSTON, LLC	AMERICAN CEMETERY SUBSCRIPTION	3E0F029	02/06/20	45.00	82624
						45.00	
Total For Check 82624							
Check 82625							
101-265.000-930.000	02/06/20	AMERICAN COPPER AND BRASS, LLC	60W HIGH LUMEN, LED CORN BULB	20INV004338	02/06/20	30.35	82625
101-265.000-930.000	02/06/20	AMERICAN COPPER AND BRASS, LLC	60W HIGH LUMEN, LED CORN BULB	20INV002898	02/06/20	41.03	82625
						71.38	
Total For Check 82625							
Check 82626							
101-265.000-801.000	02/06/20	ANYTIME FIRE PROTECTION	SERVICE & INSPECTION FIRE EXTINGUIS	615834	02/06/20	91.00	82626

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 82626							
101-265.000-801.790	02/06/20	ANYTIME FIRE PROTECTION	SERVICE & INSPECTION FIRE EXTINGUIS	615834	02/06/20	72.50	82626
101-295.000-801.000	02/06/20	ANYTIME FIRE PROTECTION	SERVICE & INSPECTION FIRE EXTINGUIS	615834	02/06/20	112.75	82626
101-301.000-801.000	02/06/20	ANYTIME FIRE PROTECTION	SERVICE & INSPECTION FIRE EXTINGUIS	615834	02/06/20	39.75	82626
271-790.000-801.000	02/06/20	ANYTIME FIRE PROTECTION	SERVICE & INSPECTION FIRE EXTINGUIS	615834	02/06/20	18.00	82626
588-588.000-801.000	02/06/20	ANYTIME FIRE PROTECTION	SERVICE & INSPECTION FIRE EXTINGUIS	615834	02/06/20	34.25	82626
640-444.000-801.000	02/06/20	ANYTIME FIRE PROTECTION	SERVICE & INSPECTION FIRE EXTINGUIS	615834	02/06/20	245.00	82626
						613.25	
Total For Check 82626							
Check 82627							
101-441.000-810.000	02/06/20	ARBOR DAY FOUNDATION	MEMBERSHIP DUES - STACHOWICZ	84-8078-8616	02/06/20	15.00	82627
						15.00	
Total For Check 82627							
Check 82628							
202-460.000-801.000	02/06/20	BOARD OF PUBLIC UTILITIES	STREET LIGHT MAINTENANCE & DRAIN TI	20-0000467	02/06/20	65.36	82628
202-480.000-801.000	02/06/20	BOARD OF PUBLIC UTILITIES	STREET LIGHT MAINTENANCE & DRAIN TI	20-0000465	02/06/20	984.56	82628
203-460.000-801.000	02/06/20	BOARD OF PUBLIC UTILITIES	STREET LIGHT MAINTENANCE & DRAIN TI	20-0000463	02/06/20	55.06	82628
203-460.000-801.000	02/06/20	BOARD OF PUBLIC UTILITIES	STREET LIGHT MAINTENANCE & DRAIN TI	20-0000467	02/06/20	22.42	82628
						1,127.40	
Total For Check 82628							
Check 82629							
101-295.000-740.000	02/06/20	BRINER OIL CO, INC	DIESEL FUEL DELIVERY	106706	02/06/20	358.40	82629
640-444.000-740.000	02/06/20	BRINER OIL CO, INC	ATF	118722	02/06/20	187.52	82629
						545.92	
Total For Check 82629							
Check 82630							
588-588.000-955.588	02/06/20	CE & A PROFESSIONAL SERVICES,	PRE-EMPLOYMENT - TESH (DART)	017485	02/06/20	54.00	82630
						54.00	
Total For Check 82630							
Check 82631							
247-900.000-801.000	02/06/20	CHANDLER RYD	DAWN THEATER FILMING	2019-12	02/06/20	300.00	82631
						300.00	
Total For Check 82631							
Check 82632							
101-441.000-801.000	02/06/20	CINTAS CORPORATION	CLEANER & DISP	4040746389	02/06/20	37.43	82632
						37.43	
Total For Check 82632							
Check 82633							
101-172.000-726.000	02/06/20	CURRENT OFFICE SOLUTIONS	FLASH DRIVE FOR FOIA REQUEST	638899-00	02/06/20	8.97	82633
101-215.000-726.000	02/06/20	CURRENT OFFICE SOLUTIONS	CASH BAG	457531-01	02/06/20	42.70	82633
101-265.000-726.000	02/06/20	CURRENT OFFICE SOLUTIONS	POST-ITS 7 EASEL PAD	638434-01	02/06/20	31.99	82633
101-301.000-726.000	02/06/20	CURRENT OFFICE SOLUTIONS	WK/MNTH APPT. BOOK, FILE FOLDERS, E	639161-00	02/06/20	16.58	82633
101-301.000-726.000	02/06/20	CURRENT OFFICE SOLUTIONS	WK/MNTH APPT. BOOK, FILE FOLDERS, E	639166-00	02/06/20	27.19	82633
101-336.000-726.000	02/06/20	CURRENT OFFICE SOLUTIONS	WK/MNTH APPT. BOOK, FILE FOLDERS, E	638571-00	02/06/20	25.49	82633
101-400.000-726.000	02/06/20	CURRENT OFFICE SOLUTIONS	POST-ITS 7 EASEL PAD	638434-01	02/06/20	32.00	82633
271-790.000-726.000	02/06/20	CURRENT OFFICE SOLUTIONS	SUPPLIES - PAPER & SLEEVE COVERS	638877-00	02/06/20	45.33	82633
271-790.000-801.000	02/06/20	CURRENT OFFICE SOLUTIONS	COPIER	316743	02/06/20	147.11	82633
						377.36	
Total For Check 82633							
Check 82635							
101-441.000-862.000	02/06/20	DETROIT MARRIOTT TROY	HOTEL RESERVATION - F. ENGLE	02.04.2020	02/06/20	507.00	82635
						507.00	
Total For Check 82635							
Check 82636							
633-000.000-111.000	02/06/20	DETROIT SALT CO	ROCK SALT	S120-03813	02/06/20	6,214.26	82636

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Check 82636							
633-000.000-111.000	02/06/20	DETROIT SALT CO	ROCK SALT	S120-03941	02/06/20	3,129.60	82636
						<u>3,129.60</u>	
Total For Check 82636						9,343.86	
Check 82637							
588-000.000-651.000	02/06/20	DEVIN& ANNE GALLOWAY	REFUND - DIAL A RIDE TICKETS	02.05.2020	02/06/20	39.00	82637
						<u>39.00</u>	
Total For Check 82637						39.00	
Check 82638							
101-301.000-861.005	02/06/20	DEWOLF AND ASSOCIATES	REGISTRATION FEE FOR FIELD TRAINING	2751	02/06/20	745.00	82638
						<u>745.00</u>	
Total For Check 82638						745.00	
Check 82639							
101-265.000-801.000	02/06/20	EAST 2 WEST ENTERPRISES, INC	CITY HALL CLEANING FOR JANUARY	8793	02/06/20	650.00	82639
						<u>650.00</u>	
Total For Check 82639						650.00	
Check 82640							
640-444.000-730.000	02/06/20	FAMILY FARM & HOME	NUTS/BOLTS/WASHERS	000585/W	02/06/20	5.70	82640
						<u>5.70</u>	
Total For Check 82640						5.70	
Check 82641							
401-452.000-801.000	02/06/20	FLEIS & VANDENBRINK	FAYETTE STREET RECONSTRUCTION	54803	02/06/20	15,849.57	82641
401-453.000-801.000	02/06/20	FLEIS & VANDENBRINK	ICE GRANT PROJECT	54795	02/06/20	1,720.83	82641
						<u>17,570.40</u>	
Total For Check 82641						17,570.40	
Check 82642							
247-900.000-801.006	02/06/20	FOULKE CONSTRUCTION	DAWN THEATER PROJECT	19008-1	02/06/20	3,750.00	82642
						<u>3,750.00</u>	
Total For Check 82642						3,750.00	
Check 82643							
101-276.000-930.000	02/06/20	GELZER & SON INC	DEADBOLT, WRCKER BLADES,SAWZALL BLA	C357217	02/06/20	15.49	82643
101-295.000-930.000	02/06/20	GELZER & SON INC	POLY TWIST ROPE	C356991	02/06/20	10.99	82643
101-336.000-726.000	02/06/20	GELZER & SON INC	MOUSE TRAPS, 9V BATTERIES, COB LED	C356751	02/06/20	28.24	82643
101-336.000-726.000	02/06/20	GELZER & SON INC	MOUSE TRAPS, 9V BATTERIES, COB LED	A218174	02/06/20	10.78	82643
203-480.000-726.000	02/06/20	GELZER & SON INC	DEADBOLT, WRCKER BLADES,SAWZALL BLA	C356989	02/06/20	24.99	82643
271-790.000-726.000	02/06/20	GELZER & SON INC	SUPPLIES	C356977	02/06/20	1.88	82643
271-790.000-726.000	02/06/20	GELZER & SON INC	SUPPLIES	A218338	02/06/20	3.99	82643
588-588.000-730.000	02/06/20	GELZER & SON INC	DEADBOLT, WRCKER BLADES,SAWZALL BLA	A218305	02/06/20	3.92	82643
640-444.000-726.000	02/06/20	GELZER & SON INC	DEADBOLT, WRCKER BLADES,SAWZALL BLA	C357607	02/06/20	14.49	82643
640-444.000-730.000	02/06/20	GELZER & SON INC	DEADBOLT, WRCKER BLADES,SAWZALL BLA	C356658	02/06/20	20.53	82643
						<u>135.30</u>	
Total For Check 82643						135.30	
Check 82645							
640-444.000-730.000	02/06/20	GREENMARK EQUIPMENT	STIHL CHAINS & BAR	PO4750	02/06/20	64.17	82645
						<u>64.17</u>	
Total For Check 82645						64.17	
Check 82646							
588-588.000-726.000	02/06/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	117928	02/06/20	9.50	82646
						<u>9.50</u>	
Total For Check 82646						9.50	
Check 82647							
640-444.000-801.000	02/06/20	HERITAGE CRYSTAL CLEAN, LLC	USED OIL SERVICE	16078409	02/06/20	43.22	82647
						<u>43.22</u>	
Total For Check 82647						43.22	
Check 82648							

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 82648							
203-480.000-726.000	02/06/20	HILLSDALE CO ROAD COMMISSION	12: COUPLER	01.31.2019	02/06/20	4.11	82648
						<u>4.11</u>	
Total For Check 82648							
Check 82649							
101-253.000-964.000	02/06/20	HILLSDALE CO TREASURER	HILLSDALE MOBILE - TRAILER FEE'S	12.31.2019	02/03/20	1,032.50	82649
						<u>1,032.50</u>	
Total For Check 82649							
Check 82650							
640-444.000-730.000	02/06/20	JACKSON TRUCK SERVICE INC	FILTERS	PC00132852:01	02/06/20	59.52	82650
640-444.000-730.000	02/06/20	JACKSON TRUCK SERVICE INC	FILTERS	PC001328654:01	02/06/20	32.24	82650
						<u>91.76</u>	
Total For Check 82650							
Check 82651							
101-301.000-860.000	02/06/20	MATTHEW JUNE	MEALS/MILEAGE REIMBURSEMENT FIELD T	01.13.2020	02/06/20	180.50	82651
101-301.000-862.000	02/06/20	MATTHEW JUNE	MEALS/MILEAGE REIMBURSEMENT FIELD T	01.13.2020	02/06/20	29.98	82651
						<u>210.48</u>	
Total For Check 82651							
Check 82652							
588-588.000-801.000	02/06/20	KEY OPPORTUNITIES, INC.	GRANT - STATE OPERATING ASSISTANCE	45646	02/06/20	8,750.00	82652
						<u>8,750.00</u>	
Total For Check 82652							
Check 82653							
640-444.000-726.000	02/06/20	KIMBALL MIDWEST	PIN, CAP SCREWS, NUTS	7664373	02/06/20	102.70	82653
						<u>102.70</u>	
Total For Check 82653							
Check 82654							
101-276.000-801.000	02/06/20	LAPEW SANITATION SERVICE	JANUARY PORTA JOHN RENTAL	3841	02/06/20	115.00	82654
101-756.000-801.000	02/06/20	LAPEW SANITATION SERVICE	JANUARY PORTA JOHN RENTAL	3841	02/06/20	230.00	82654
						<u>345.00</u>	
Total For Check 82654							
Check 82655							
101-265.000-801.790	02/06/20	DEAN LEININGER	STUMP GRINDING	451055	02/06/20	150.00	82655
101-756.000-801.000	02/06/20	DEAN LEININGER	STUMP GRINDING	451055	02/06/20	150.00	82655
202-470.500-801.000	02/06/20	DEAN LEININGER	STUMP GRINDING	451055	02/06/20	100.00	82655
203-470.000-801.000	02/06/20	DEAN LEININGER	STUMP GRINDING	451055	02/06/20	200.00	82655
						<u>600.00</u>	
Total For Check 82655							
Check 82656							
247-900.000-801.000	02/06/20	LHAT	2020 MEMBERSHIP DUES	12.31.2019	02/06/20	325.00	82656
						<u>325.00</u>	
Total For Check 82656							
Check 82657							
101-175.000-806.000	02/06/20	LOVINGER & THOMPSON, PC	LEGAL FEES	01.31.2020	02/06/20	1,058.00	82657
						<u>1,058.00</u>	
Total For Check 82657							
Check 82658							
101-295.000-726.000	02/06/20	MARKET HOUSE	CUPS, QUILTED NORTHERN & POP	118284	02/06/20	61.69	82658
						<u>61.69</u>	
Total For Check 82658							
Check 82659							
247-900.000-801.247	02/06/20	MARY-ELLEN SATTLER	TIFA FACADE GRANT-18 N HOWELL	2556	02/06/20	10,000.00	82659
						<u>10,000.00</u>	
Total For Check 82659							
Check 82660							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 82660							
101-441.000-861.000	02/06/20	MICH REC & PARK. ASSOC	2020 APRIL CPSI COURSE & EXAM - FRA	200002308	02/06/20	550.00	82660
						<u>550.00</u>	
Total For Check 82660							
Check 82661							
101-441.000-861.000	02/06/20	MICH TECH UNIVERSITY	2020 PASER TRAINING - OKEMOS (K, BA	25416	02/06/20	15.00	82661
						<u>15.00</u>	
Total For Check 82661							
Check 82662							
271-790.000-801.000	02/06/20	NET DESIGNS	WEBSITE	01.27.2020	02/06/20	125.00	82662
						<u>125.00</u>	
Total For Check 82662							
Check 82663							
588-588.000-801.000	02/06/20	NORM'S TIREMAN	BALANCE TIRES & TIRES	5200064540	02/06/20	36.00	82663
640-444.000-730.000	02/06/20	NORM'S TIREMAN	BALANCE TIRES & TIRES	5200064552	02/06/20	634.12	82663
						<u>670.12</u>	
Total For Check 82663							
Check 82664							
101-301.000-742.000	02/06/20	NYE UNIFORM COMPANY	NAME BARS - KURAS	725736	02/06/20	28.00	82664
						<u>28.00</u>	
Total For Check 82664							
Check 82665							
640-444.000-801.301	02/06/20	PARNEY'S CAR CARE	TIRE ROTATION - UNIT 2-2 (17 EXPLOR	65270	02/06/20	15.00	82665
						<u>15.00</u>	
Total For Check 82665							
Check 82666							
101-336.000-726.000	02/06/20	PERFORMANCE AUTOMOTIVE	3V LITHIUM BATTERY, CAR WASH, 9PC M	10284-1306849	02/06/20	8.99	82666
101-336.000-726.000	02/06/20	PERFORMANCE AUTOMOTIVE	3V LITHIUM BATTERY, CAR WASH, 9PC M	10284-1309171	02/06/20	30.39	82666
101-336.000-730.000	02/06/20	PERFORMANCE AUTOMOTIVE	3V LITHIUM BATTERY, CAR WASH, 9PC M	10284-1308969	02/06/20	7.29	82666
640-444.000-730.000	02/06/20	PERFORMANCE AUTOMOTIVE	SNPLOW LITE KIT, PLUGS, PAINT, SPRIN	10284-1308383	02/06/20	97.49	82666
640-444.000-730.000	02/06/20	PERFORMANCE AUTOMOTIVE	SNPLOW LITE KIT, PLUGS, PAINT, SPRIN	10284-1308427	02/06/20	97.49	82666
640-444.000-730.000	02/06/20	PERFORMANCE AUTOMOTIVE	SNPLOW LITE KIT, PLUGS, PAINT, SPRIN	10284-1308565	02/06/20	60.52	82666
640-444.000-730.000	02/06/20	PERFORMANCE AUTOMOTIVE	SNPLOW LITE KIT, PLUGS, PAINT, SPRIN	10284-1309445	02/06/20	114.37	82666
						<u>416.54</u>	
Total For Check 82666							
Check 82667							
640-444.000-730.000	02/06/20	PERFORMANCE AUTOMOTIVE (JCKSN)	V-BLADE, CATCHER, PINS	10201-2085002	02/06/20	2,336.37	82667
640-444.000-730.000	02/06/20	PERFORMANCE AUTOMOTIVE (JCKSN)	V-BLADE, CATCHER, PINS	10201-2085005	02/06/20	(86.59)	82667
						<u>2,249.78</u>	
Total For Check 82667							
Check 82668							
640-444.000-801.000	02/06/20	PURITY CYLINDER GASES, INC.	CYLINDER TANK RENTAL	00918887	02/06/20	52.31	82668
						<u>52.31</u>	
Total For Check 82668							
Check 82669							
101-265.000-801.000	02/06/20	SCHINDLER ELEVATOR CORPORATION	QUARTERLY ELEVATOR MAINTENANCE	8105265921	02/06/20	622.17	82669
						<u>622.17</u>	
Total For Check 82669							
Check 82670							
101-441.000-726.000	02/06/20	SHARE CORPORATION	RATCHET TIE, QUICK PATCH, SOCKETS &	116686	02/06/20	91.35	82670
101-441.000-726.000	02/06/20	SHARE CORPORATION	RATCHET TIE, QUICK PATCH, SOCKETS &	116578	02/06/20	149.00	82670
202-480.000-726.000	02/06/20	SHARE CORPORATION	RATCHET TIE, QUICK PATCH, SOCKETS &	116686	02/06/20	95.85	82670
203-480.000-726.000	02/06/20	SHARE CORPORATION	RATCHET TIE, QUICK PATCH, SOCKETS &	116686	02/06/20	95.85	82670
						<u>432.05</u>	
Total For Check 82670							

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 POST DATES 01/24/2020 - 02/06/2020
 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 82671							
663-336.000-970.000	02/06/20	SOMERSET TOWNSHIP FIRE & EMS	5 GALLON PAILS OF FOAM - PYMT MADE	20-001	02/06/20	420.00	82671
						<u>420.00</u>	
Total For Check 82671						420.00	
Check 82672							
101-295.000-920.000	02/06/20	SPRATT'S	PROPANE	50972	02/06/20	607.10	82672
						<u>607.10</u>	
Total For Check 82672						607.10	
Check 82673							
101-301.000-801.000	02/06/20	TRANSUNION RISK AND ALTERNATIVE	ONLINE INVESTIGATIVE SYSTEM BILLING	807352-202001-1	02/06/20	50.00	82673
						<u>50.00</u>	
Total For Check 82673						50.00	
Check 82674							
101-265.000-801.000	02/06/20	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0081721	02/06/20	24.36	82674
101-265.000-801.000	02/06/20	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0082319	02/06/20	24.36	82674
101-441.000-742.000	02/06/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154-0081720	02/06/20	22.86	82674
101-441.000-742.000	02/06/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154-0082318	02/06/20	22.86	82674
101-441.000-801.000	02/06/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154-0081720	02/06/20	36.04	82674
101-441.000-801.000	02/06/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154-0082318	02/06/20	36.04	82674
640-444.000-742.000	02/06/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154-0081720	02/06/20	18.16	82674
640-444.000-742.000	02/06/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154-0082318	02/06/20	11.16	82674
640-444.000-801.000	02/06/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154-0081720	02/06/20	19.82	82674
640-444.000-801.000	02/06/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154-0082318	02/06/20	19.82	82674
						<u>235.48</u>	
Total For Check 82674						235.48	
Check 82675							
247-900.000-801.006	02/06/20	VESTED RISK STRATEGIES INC	DAWN THEATER RENOVATION	7424.00	02/06/20	7,424.00	82675
						<u>7,424.00</u>	
Total For Check 82675						7,424.00	
Check 82676							
101-175.000-955.106	02/06/20	WALMART COMMUNITY	NYE PARTY SUPPLIES- MUCHIES, LYSOL	030501	02/06/20	97.29	82676
271-790.000-726.000	02/06/20	WALMART COMMUNITY	SUPPLIES - FACE TISSUE, HEFTY BAGS	016601	02/06/20	149.85	82676
582-175.000-726.000	02/06/20	WALMART COMMUNITY	SUPPLIES - FACE TISSUE, SOFTSOAP &	021201	02/06/20	57.78	82676
590-175.000-726.000	02/06/20	WALMART COMMUNITY	SUPPLIES - FACE TISSUE, SOFTSOAP &	021201	02/06/20	28.89	82676
591-175.000-726.000	02/06/20	WALMART COMMUNITY	SUPPLIES - FACE TISSUE, SOFTSOAP &	021201	02/06/20	28.89	82676
						<u>362.70</u>	
Total For Check 82676						362.70	
Total For Age Less Than 30 Days						<u>111,148.77</u>	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 POST DATES 01/24/2020 - 02/06/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GC

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL FUND			44,325.87	
			Fund 202 MAJOR ST./TRUNKLINE FUND			1,245.77	
			Fund 203 LOCAL ST. FUND			402.43	
			Fund 208 RECREATION FUND			371.46	
			Fund 247 TAX INCREMENT FINANCE ATH.			21,799.00	
			Fund 271 LIBRARY FUND			537.96	
			Fund 401 CAPITAL IMPROVEMENT FUND			17,859.52	
			Fund 582 ELECTRIC FUND			57.78	
			Fund 588 DIAL-A-RIDE FUND			10,088.72	
			Fund 590 SEWER FUND			28.89	
			Fund 591 WATER FUND			28.89	
			Fund 633 PUBLIC SERVICES INV. FUND			9,343.86	
			Fund 640 REVOLVING MOBILE EQUIP. FUND			4,393.75	
			Fund 663 FIRE VEHICLE & EQUIPMENT FUN			420.00	
			Fund 699 DPS LEAVE AND BENEFITS FUND			244.87	
Total For All Funds:						111,148.77	
--- TOTALS BY GL DISTRIBUTION ---							
		101-000.000-228.003	DUE TO MMERS-RETIREMENT CONT.			9,295.71	
		101-172.000-716.000	RETIREMENT			888.00	
		101-172.000-726.000	SUPPLIES			8.97	
		101-173.000-716.000	RETIREMENT			1,386.38	
		101-174.000-716.000	RETIREMENT			245.63	
		101-175.000-806.000	LEGAL SERVICES			1,058.00	
		101-175.000-955.106	MISC. - NEW YEAR'S EVE EVENT			97.29	
		101-209.000-716.000	RETIREMENT			341.41	
		101-215.000-716.000	RETIREMENT			254.21	
		101-215.000-726.000	SUPPLIES			42.70	
		101-215.000-801.000	CONTRACTUAL SERVICES			64.95	
		101-219.000-716.000	RETIREMENT			541.23	
		101-253.000-716.000	RETIREMENT			42.00	
		101-253.000-964.000	REFUNDS AND REBATES			1,032.50	
		101-265.000-726.000	SUPPLIES			31.99	
		101-265.000-801.000	CONTRACTUAL SERVICES			1,411.89	
		101-265.000-801.790	CONTRACTUAL SRV-MITCHELL BLDG			222.50	
		101-265.000-930.000	REPAIRS & MAINTENANCE			71.38	
		101-276.000-801.000	CONTRACTUAL SERVICES			115.00	
		101-276.000-930.000	REPAIRS & MAINTENANCE			15.49	
		101-295.000-726.000	SUPPLIES			61.69	
		101-295.000-740.000	FUEL AND LUBRICANTS			358.40	
		101-295.000-801.000	CONTRACTUAL SERVICES			112.75	
		101-295.000-920.000	UTILITIES			607.10	
		101-295.000-930.000	REPAIRS & MAINTENANCE			10.99	
		101-301.000-716.000	RETIREMENT			18,875.35	
		101-301.000-726.000	SUPPLIES			43.77	
		101-301.000-742.000	CLOTHING / UNIFORMS			28.00	
		101-301.000-801.000	CONTRACTUAL SERVICES			249.79	
		101-301.000-860.000	TRANSPORTATION AND MILEAGE			180.50	
		101-301.000-861.005	STATE TRAINING FUNDS			745.00	
		101-301.000-862.000	LODGING AND MEALS			29.98	
		101-336.000-716.000	RETIREMENT			2,786.50	
		101-336.000-726.000	SUPPLIES			103.89	
		101-336.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			7.29	
		101-400.000-716.000	RETIREMENT			247.85	
		101-400.000-726.000	SUPPLIES			32.00	
		101-441.000-716.000	RETIREMENT			770.21	
		101-441.000-726.000	SUPPLIES			240.35	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		101-441.000-742.000	CLOTHING / UNIFORMS			45.72	
		101-441.000-801.000	CONTRACTUAL SERVICES			109.51	
		101-441.000-810.000	DUES AND SUBSCRIPTIONS			60.00	
		101-441.000-861.000	TRAINING & SEMINARS			565.00	
		101-441.000-862.000	LODGING AND MEALS			507.00	
		101-756.000-801.000	CONTRACTUAL SERVICES			380.00	
		202-460.000-801.000	CONTRACTUAL SERVICES			65.36	
		202-470.500-801.000	CONTRACTUAL SERVICES			100.00	
		202-480.000-726.000	SUPPLIES			95.85	
		202-480.000-801.000	CONTRACTUAL SERVICES			984.56	
		203-460.000-801.000	CONTRACTUAL SERVICES			77.48	
		203-470.000-801.000	CONTRACTUAL SERVICES			200.00	
		203-480.000-726.000	SUPPLIES			124.95	
		208-751.000-716.000	RETIREMENT			371.46	
		247-900.000-801.000	CONTRACTUAL SERVICES			625.00	
		247-900.000-801.006	CONTRACTUAL SERVICES - MEDC GRANT			11,174.00	
		247-900.000-801.247	CONTRACTUAL SERV-FACADE GRANT			10,000.00	
		271-790.000-726.000	SUPPLIES			201.05	
		271-790.000-801.000	CONTRACTUAL SERVICES			290.11	
		271-790.000-982.000	BOOKS			46.80	
		401-452.000-801.000	CONTRACTUAL SERVICES			15,849.57	
		401-453.000-801.000	CONTRACTUAL SERVICES			1,720.83	
		401-900.000-975.040	COMPREHENSIVE COMPUTER UPDATE			289.12	
		582-175.000-726.000	SUPPLIES			57.78	
		588-000.000-651.000	USE AND ADMISSION FEES			39.00	
		588-588.000-716.000	RETIREMENT			226.89	
		588-588.000-726.000	SUPPLIES			9.50	
		588-588.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			3.92	
		588-588.000-801.000	CONTRACTUAL SERVICES			9,696.21	
		588-588.000-920.000	UTILITIES			59.20	
		588-588.000-955.588	MISC. - CDL LICENSING/TESTING			54.00	
		590-175.000-726.000	SUPPLIES			28.89	
		591-175.000-726.000	SUPPLIES			28.89	
		633-000.000-111.000	INVENTORY - MAT. AND SUPPLIES			9,343.86	
		640-444.000-716.000	RETIREMENT			228.62	
		640-444.000-726.000	SUPPLIES			117.19	
		640-444.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			3,435.93	
		640-444.000-740.000	FUEL AND LUBRICANTS			187.52	
		640-444.000-742.000	CLOTHING / UNIFORMS			29.32	
		640-444.000-801.000	CONTRACTUAL SERVICES			380.17	
		640-444.000-801.301	POLICE VEHICLE REPAIR			15.00	
		663-336.000-970.000	CAPITAL OUTLAY			420.00	
		699-441.000-716.000	RETIREMENT			244.87	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check <None>							
591-545.000-930.000	02/06/20	FAMILY FARM & HOME	BUCKETS, TUBING	582/54	02/06/20	(9.99)	
						<u>(9.99)</u>	
Total For Check <None>							
Check 20							
591-545.000-930.000	02/06/20	FAMILY FARM & HOME	BUCKETS, TUBING	581/54	02/06/20	13.48	20
591-545.000-930.000	02/06/20	FAMILY FARM & HOME	BUCKETS, TUBING	584/54	02/06/20	15.97	20
591-545.000-930.000	02/06/20	FAMILY FARM & HOME	BUCKETS, TUBING	582/54	02/06/20	3.99	20
591-545.000-930.000	02/06/20	FAMILY FARM & HOME	CREDIT - RETURN	*01.31.2020	02/03/20	(38.59)	20
						<u>(5.15)</u>	
Total For Check 20							
Check 72174							
590-000.000-662.000	01/28/20	HILLSDALE CITY TREASURER	LIEN CREDIT - MR. HOSHUA THARWAT GA	01.20.2020	01/28/20	189.44	72174
						<u>189.44</u>	
Total For Check 72174							
Check 72175							
582-175.000-925.000	01/28/20	VERIZON WIRELESS	NETWORK ACCESS FEE FOR IN-CAR MOBIL:	9845417924	01/28/20	7.75	72175
590-175.000-925.000	01/28/20	VERIZON WIRELESS	NETWORK ACCESS FEE FOR IN-CAR MOBIL:	9845417924	01/28/20	7.75	72175
591-175.000-925.000	01/28/20	VERIZON WIRELESS	NETWORK ACCESS FEE FOR IN-CAR MOBIL:	9845417924	01/28/20	7.74	72175
						<u>23.24</u>	
Total For Check 72175							
Check 72176							
582-175.000-715.000	02/03/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	200270000061	02/03/20	15,381.89	72176
582-175.000-715.000	02/03/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	200270000062	02/03/20	15,381.89	72176
590-175.000-715.000	02/03/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	200270000061	02/03/20	4,976.51	72176
590-175.000-715.000	02/03/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	200270000062	02/03/20	4,976.51	72176
591-175.000-715.000	02/03/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	200270000061	02/03/20	6,786.10	72176
591-175.000-715.000	02/03/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	200270000062	02/03/20	6,786.10	72176
						<u>54,289.00</u>	
Total For Check 72176							
Check 72177							
582-543.000-925.000	02/06/20	ACD	POWER PLANT	11061-100	02/06/20	240.71	72177
590-175.000-925.000	02/06/20	ACD	FEBRUARY 2020 CHARGES	11058-101	02/06/20	91.90	72177
591-175.000-925.000	02/06/20	ACD	FEBRUARY 2020 CHARGES	11060-101	02/06/20	91.90	72177
						<u>424.51</u>	
Total For Check 72177							
Check 72178							
582-000.000-202.000	02/03/20	ADAMS, STEVEN R	UB refund for account: 026791	02/03/2020	02/06/20	7.87	72178
590-000.000-202.000	02/03/20	ADAMS, STEVEN R	UB refund for account: 026791	02/03/2020	02/06/20	6.48	72178
591-000.000-202.000	02/03/20	ADAMS, STEVEN R	UB refund for account: 026791	02/03/2020	02/06/20	4.65	72178
						<u>19.00</u>	
Total For Check 72178							
Check 72179							
582-175.000-726.202	02/06/20	AMAZON CAPITAL SERVICES, INC	STORAGE CABINET FOR BOARD ROOM	1YGF-4JVP-6YKQ	02/06/20	107.39	72179
						<u>107.39</u>	
Total For Check 72179							
Check 72180							
582-543.000-726.000	02/06/20	AMERICAN COPPER AND BRASS, LLC	ELECTRICAL MISC	20INV0004355	02/06/20	14.19	72180
582-543.000-726.000	02/06/20	AMERICAN COPPER AND BRASS, LLC	ELECTRICAL MISC	20INV003379	02/06/20	38.22	72180
582-544.000-726.800	02/06/20	AMERICAN COPPER AND BRASS, LLC	ELECTRICAL MISC	20INV003378	02/06/20	23.91	72180
582-544.000-726.800	02/06/20	AMERICAN COPPER AND BRASS, LLC	ELECTRICAL MISC	20INV003772	02/06/20	2.18	72180
591-545.000-930.000	02/06/20	AMERICAN COPPER AND BRASS, LLC	PLUMBING AND CABLE TIES	20INV002516	02/06/20	21.95	72180
591-545.000-930.000	02/06/20	AMERICAN COPPER AND BRASS, LLC	PLUMBING AND CABLE TIES	20INV004096	02/06/20	3.77	72180
591-545.000-930.000	02/06/20	AMERICAN COPPER AND BRASS, LLC	PLUMBING AND CABLE TIES	20INV003771	02/06/20	4.57	72180

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72180							
Total For Check 72180						108.79	
Check 72181							
582-175.000-726.000	02/06/20	ARROW SWIFT PRINTING	COPY PAPER	151373	02/06/20	94.00	72181
590-175.000-726.000	02/06/20	ARROW SWIFT PRINTING	COPY PAPER	151373	02/06/20	47.00	72181
591-175.000-726.000	02/06/20	ARROW SWIFT PRINTING	COPY PAPER	151373	02/06/20	47.00	72181
Total For Check 72181						188.00	
Check 72182							
590-175.000-861.000	02/06/20	BILL BRIGGS	MILEAGE REIMBURSEMENT	01.29.2020	02/06/20	84.35	72182
Total For Check 72182						84.35	
Check 72183							
590-547.000-801.000	02/06/20	BRANCH HILLSDALE ST JOSEPH	HEPATITIS SHOTS FOR CRAIG	2185	02/06/20	130.00	72183
Total For Check 72183						130.00	
Check 72184							
582-544.000-970.000	02/06/20	CANNON TECHNOLOGIES INC	ELECTRIC METERS	938768227	02/06/20	6,885.00	72184
Total For Check 72184						6,885.00	
Check 72185							
582-000.000-202.000	01/27/20	CARRIAGE PARK APARTMENTS	UB refund for account: 024746	01/27/2020	02/06/20	76.00	72185
Total For Check 72185						76.00	
Check 72186							
582-000.000-202.000	01/27/20	CARRINGTON, ADAM M	UB refund for account: 022251	01/27/2020	02/06/20	54.05	72186
Total For Check 72186						54.05	
Check 72187							
582-175.000-801.000	02/06/20	CE & A PROFESSIONAL SERVICES,	PLAYFORD JOHNSON DRUG TEST	017436-BPU	02/06/20	63.42	72187
582-175.000-801.000	02/06/20	CE & A PROFESSIONAL SERVICES,	PLAYFORD JOHNSON DRUG TEST	017400-BPU	02/06/20	54.00	72187
590-175.000-801.000	02/06/20	CE & A PROFESSIONAL SERVICES,	RANDOM DRUG TEST	017440	02/06/20	54.00	72187
Total For Check 72187						171.42	
Check 72188							
582-000.000-202.000	01/29/20	CHEMICAL BANK	UB refund for account: 021903	01/29/2020	02/06/20	11.00	72188
Total For Check 72188						11.00	
Check 72189							
582-175.000-801.000	02/06/20	CINTAS CORPORATION	MATT'S	4041103161	02/06/20	20.00	72189
582-175.000-801.000	02/06/20	CINTAS CORPORATION	MATT'S	4041744019	02/06/20	20.00	72189
590-175.000-801.000	02/06/20	CINTAS CORPORATION	MATT'S	4041103161	02/06/20	10.00	72189
590-175.000-801.000	02/06/20	CINTAS CORPORATION	MATT'S	4041744019	02/06/20	10.00	72189
591-175.000-801.000	02/06/20	CINTAS CORPORATION	MATT'S	4041103161	02/06/20	10.00	72189
591-175.000-801.000	02/06/20	CINTAS CORPORATION	MATT'S	4041744019	02/06/20	10.00	72189
Total For Check 72189						80.00	
Check 72190							
582-000.000-202.000	01/28/20	CLARK, TAMRA M	UB refund for account: 304449	01/28/2020	02/06/20	101.00	72190
Total For Check 72190						101.00	
Check 72191							
582-175.000-801.000	02/06/20	CURRENT OFFICE SOLUTIONS	LEASE	317754	02/06/20	299.78	72191

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72191							
590-175.000-801.000	02/06/20	CURRENT OFFICE SOLUTIONS	LEASE	317754	02/06/20	149.89	72191
591-175.000-801.000	02/06/20	CURRENT OFFICE SOLUTIONS	LEASE	317754	02/06/20	149.88	72191
						599.55	
Total For Check 72191							
Check 72192							
582-175.000-930.000	02/06/20	EAST 2 WEST ENTERPRISES, INC	CLEANING FOR JANUARY	8795	02/06/20	70.00	72192
590-175.000-930.000	02/06/20	EAST 2 WEST ENTERPRISES, INC	CLEANING FOR JANUARY	8795	02/06/20	35.00	72192
591-175.000-930.000	02/06/20	EAST 2 WEST ENTERPRISES, INC	CLEANING FOR JANUARY	8795	02/06/20	35.00	72192
						140.00	
Total For Check 72192							
Check 72193							
582-000.000-202.000	01/27/20	FIVE BROTHERS MARKET SERVICES	UB refund for account: 023494	01/27/2020	02/06/20	12.67	72193
						12.67	
Total For Check 72193							
Check 72194							
582-000.000-202.000	01/31/20	FIVE BROTHERS MARKET SERVICES	UB refund for account: 023494	01/31/2020	02/06/20	26.00	72194
						26.00	
Total For Check 72194							
Check 72195							
590-175.000-801.000	02/06/20	FLEIS & VANDENBRINK	BPU GIS REVIEW/SUPPORT	54802	02/06/20	1,861.58	72195
591-175.000-801.000	02/06/20	FLEIS & VANDENBRINK	BPU GIS REVIEW/SUPPORT	54802	02/06/20	1,861.59	72195
						3,723.17	
Total For Check 72195							
Check 72196							
582-544.000-726.800	02/06/20	GELZER & SON INC	DRILL BIT CUT OFF WHEEL	C356682	02/06/20	7.29	72196
582-544.000-726.800	02/06/20	GELZER & SON INC	DRILL BIT CUT OFF WHEEL	C355900	02/06/20	10.96	72196
590-547.000-930.000	02/06/20	GELZER & SON INC	KEYS BOB EVANS SAMPLER	C356523	02/06/20	8.97	72196
						27.22	
Total For Check 72196							
Check 72197							
590-547.000-930.000	02/06/20	GFG INSTRUMENTATION	FILTERS FOR 4 GAS METER PUMP	290635	02/06/20	72.76	72197
						72.76	
Total For Check 72197							
Check 72198							
582-000.000-202.000	01/27/20	GIMENEZ, JOSE J	UB refund for account: 012381	01/27/2020	02/06/20	154.64	72198
						154.64	
Total For Check 72198							
Check 72199							
590-547.000-801.000	02/06/20	GLOBAL ENVIRONMENTAL CONSULTIN	CHRONIC TOX TESTS WWTP	4828	02/06/20	600.00	72199
						600.00	
Total For Check 72199							
Check 72200							
590-547.000-726.900	02/06/20	HEFFERNAN SOFT WATER SERVICE	DISTILLED WATER LAB	117817	02/06/20	17.50	72200
						17.50	
Total For Check 72200							
Check 72201							
582-000.000-202.000	01/27/20	HENDERSHOTT, ALISHA N	UB refund for account: 024230	01/27/2020	02/06/20	87.49	72201
						87.49	
Total For Check 72201							
Check 72202							
591-544.000-930.000	02/06/20	HOWARD T MORIARTY COMPANY INC	SIGNS ONE LANE ROAD AHEAD	6377	02/06/20	477.92	72202
						477.92	
Total For Check 72202							

02/06/2020 11:30 AM
 User: gkeasal
 DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 01/24/2020 - 02/06/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: BPUAP

* AT START OF INVOICE NUMBER DENOTES INVOICE IS PARTIALLY PAID

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72203							
591-544.000-801.000	02/06/20	HYDROCORP	CROSS CONNECTION CONTROL PROGRAM SE.	0055882-IN	02/06/20	1,333.00	72203
						<u>1,333.00</u>	
Total For Check 72203							
Check 72204							
582-000.000-202.000	01/28/20	IN THE ESTATE OF YOACHUM, WILI	UB refund for account: 025111	01/28/2020	02/06/20	153.90	72204
						<u>153.90</u>	
Total For Check 72204							
Check 72205							
582-543.000-801.000	02/06/20	JOHNSON CONTROLS SECURITY SOLU	PP FIRE ALARM CONTRACT	33713492	02/06/20	1,763.00	72205
						<u>1,763.00</u>	
Total For Check 72205							
Check 72206							
582-000.000-202.000	02/04/20	JOHNSTON, PATRICIA A	UB refund for account: 021558	02/04/2020	02/06/20	4.13	72206
590-000.000-202.000	02/04/20	JOHNSTON, PATRICIA A	UB refund for account: 021558	02/04/2020	02/06/20	2.44	72206
591-000.000-202.000	02/04/20	JOHNSTON, PATRICIA A	UB refund for account: 021558	02/04/2020	02/06/20	2.10	72206
						<u>8.67</u>	
Total For Check 72206							
Check 72207							
582-000.000-202.000	01/29/20	JONES, EMILY C	UB refund for account: 009870	01/29/2020	02/06/20	129.00	72207
						<u>129.00</u>	
Total For Check 72207							
Check 72208							
582-175.000-930.000	02/06/20	JONESVILLE LUMBER	LUMBER FOR OFFICE STORAGE	840368	02/06/20	180.94	72208
590-175.000-930.000	02/06/20	JONESVILLE LUMBER	LUMBER FOR OFFICE STORAGE	840368	02/06/20	90.47	72208
591-175.000-930.000	02/06/20	JONESVILLE LUMBER	LUMBER FOR OFFICE STORAGE	840368	02/06/20	90.47	72208
						<u>361.88</u>	
Total For Check 72208							
Check 72209							
582-000.000-202.000	02/04/20	KELLEY, KELSEY L	UB refund for account: 025276	02/04/2020	02/06/20	78.00	72209
						<u>78.00</u>	
Total For Check 72209							
Check 72210							
590-546.000-930.950	02/06/20	KERR PUMP AND SUPPLY, INC	LIFT STATION ORINGS, QUADRINGS	INV198419	02/06/20	91.94	72210
						<u>91.94</u>	
Total For Check 72210							
Check 72211							
582-000.000-202.000	02/03/20	KRATZER, PATRICIA E	UB refund for account: 030047	02/03/2020	02/06/20	24.50	72211
590-000.000-202.000	02/03/20	KRATZER, PATRICIA E	UB refund for account: 030047	02/03/2020	02/06/20	9.61	72211
591-000.000-202.000	02/03/20	KRATZER, PATRICIA E	UB refund for account: 030047	02/03/2020	02/06/20	6.89	72211
						<u>41.00</u>	
Total For Check 72211							
Check 72212							
590-547.000-930.000	02/06/20	LOU'S GLOVES, INC	NITRILE POWDER FREE XL GLOVES	032777	02/06/20	226.00	72212
						<u>226.00</u>	
Total For Check 72212							
Check 72213							
582-175.000-806.000	02/06/20	LOVINGER & THOMPSON, PC	LEGAL FEES	01.31.2020	02/06/20	92.50	72213
590-175.000-806.000	02/06/20	LOVINGER & THOMPSON, PC	LEGAL FEES	01.31.2020	02/06/20	46.25	72213
591-175.000-806.000	02/06/20	LOVINGER & THOMPSON, PC	LEGAL FEES	01.31.2020	02/06/20	46.25	72213
						<u>185.00</u>	
Total For Check 72213							
Check 72214							
582-544.000-726.800	02/06/20	MARKET HOUSE	SHIPPING OIL SAMPLES	117998	02/06/20	22.24	72214
						<u>22.24</u>	
Total For Check 72214							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72214							
Total For Check 72214						22.24	
Check 72215							
590-547.000-801.000	02/06/20	MERIT LABORATORIES	BEF COMP TESTING, IPP QUARTERLY TES'	11216	02/06/20	168.25	72215
590-547.000-801.000	02/06/20	MERIT LABORATORIES	BEF COMP TESTING, IPP QUARTERLY TES'	11051	02/06/20	168.25	72215
590-547.000-801.000	02/06/20	MERIT LABORATORIES	BEF COMP TESTING, IPP QUARTERLY TES'	11022	02/06/20	286.50	72215
590-547.000-801.000	02/06/20	MERIT LABORATORIES	BEF COMP TESTING, IPP QUARTERLY TES'	11123	02/06/20	286.50	72215
590-547.000-801.000	02/06/20	MERIT LABORATORIES	BEF COMP TESTING, IPP QUARTERLY TES'	11235	02/06/20	286.50	72215
590-547.000-801.000	02/06/20	MERIT LABORATORIES	BEF COMP TESTING, IPP QUARTERLY TES'	11291	02/06/20	286.50	72215
590-547.000-801.000	02/06/20	MERIT LABORATORIES	BEF COMP TESTING, IPP QUARTERLY TES'	11116	02/06/20	165.75	72215
590-547.000-801.000	02/06/20	MERIT LABORATORIES	BEF COMP TESTING, IPP QUARTERLY TES'	11118	02/06/20	373.25	72215
590-547.000-801.000	02/06/20	MERIT LABORATORIES	BEF COMP TESTING, IPP QUARTERLY TES'	11121	02/06/20	77.00	72215
590-547.000-801.000	02/06/20	MERIT LABORATORIES	BEF COMP TESTING, IPP QUARTERLY TES'	11122	02/06/20	280.00	72215
591-544.000-930.000	02/06/20	MERIT LABORATORIES	BEF COMP TESTING, IPP QUARTERLY TES'	11234	02/06/20	49.00	72215
Total For Check 72215						2,427.50	
Check 72216							
582-175.000-920.400	02/06/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2859401986	02/06/20	60.63	72216
582-175.000-920.400	02/06/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WAREHOUSE	2879415761	02/06/20	545.67	72216
582-543.000-740.300	02/06/20	MICH GAS UTILITIES	NATURAL GAS FOR POWERPLANT	2870495908/28708	02/06/20	87.56	72216
582-543.000-740.400	02/06/20	MICH GAS UTILITIES	NATURAL GAS FOR POWERPLANT	2870495908/28708	02/06/20	58.37	72216
582-543.000-920.400	02/06/20	MICH GAS UTILITIES	NATURAL GAS FOR POWERPLANT	2870495908/28708	02/06/20	980.02	72216
590-175.000-920.400	02/06/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2859401986	02/06/20	30.32	72216
590-175.000-920.400	02/06/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WAREHOUSE	2879415761	02/06/20	272.83	72216
590-547.000-920.400	02/06/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WWTP	2879744065	02/06/20	338.83	72216
590-547.000-920.400	02/06/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WWTP	2880637981	02/06/20	273.10	72216
590-547.000-920.400	02/06/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WWTP	2880986692	02/06/20	1,592.78	72216
591-175.000-920.400	02/06/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2859401986	02/06/20	30.31	72216
591-175.000-920.400	02/06/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WAREHOUSE	2879415761	02/06/20	272.83	72216
591-545.000-920.400	02/06/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WTP	2879544470	02/06/20	624.93	72216
Total For Check 72216						5,168.18	
Check 72217							
591-544.000-930.000	02/06/20	MICHIGAN PIPE & VALVE	1.5 & 2 CRMSTRT TOOL	J020775	02/06/20	560.00	72217
Total For Check 72217						560.00	
Check 72218							
582-175.000-810.000	02/06/20	MICHIGAN PUBLIC POWER AGENCY	MPPA ANNUAL ASSOCIATE MEMBER DUES	2020011	02/06/20	1,000.00	72218
Total For Check 72218						1,000.00	
Check 72219							
591-544.000-861.000	02/06/20	MICHIGAN WATER ENVIRONMENT AS	JOINT EXPO OPERATORS DAY 2020	E26431	02/06/20	230.00	72219
Total For Check 72219						230.00	
Check 72220							
582-544.000-730.000	02/06/20	PARNEY'S CAR CARE	OIL CHANGE 39-55	65304	02/06/20	34.50	72220
591-175.000-730.039	02/06/20	PARNEY'S CAR CARE	OIL CHANGE 2013 F150 39-15 SEVICE T	65317	02/06/20	39.50	72220
Total For Check 72220						74.00	
Check 72221							
582-544.000-730.000	02/06/20	PERFORMANCE AUTOMOTIVE	AUTOMOTIVE MISC	10284-1308891	02/06/20	23.68	72221
582-544.000-730.000	02/06/20	PERFORMANCE AUTOMOTIVE	AUTOMOTIVE MISC	10284-1308984	02/06/20	15.95	72221
Total For Check 72221						39.63	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72222							
582-000.000-110.000	02/06/20	POWERLINE SUPPLY	INVENTORY	56438026	02/06/20	158.00	72222
582-000.000-110.000	02/06/20	POWERLINE SUPPLY	INVENTORY	56438028	02/06/20	630.63	72222
582-000.000-110.000	02/06/20	POWERLINE SUPPLY	WIRE FOR INVENTORY	56438027	02/06/20	3,170.46	72222
582-544.000-726.800	02/06/20	POWERLINE SUPPLY	TAPE AND PROTECTORS	56439538	02/06/20	403.80	72222
						<u>4,362.89</u>	
Total For Check 72222							
Check 72223							
590-547.000-930.000	02/06/20	REPUBLIC SERVICES OF KALAMAZO	ROLLOFF SERVICE AND DISPOSAL OF GRI'	0249-006630615	02/06/20	1,063.72	72223
						<u>1,063.72</u>	
Total For Check 72223							
Check 72224							
582-175.000-726.000	02/06/20	RUPERT'S CULLIGAN	WATER - OFFICE	213875	02/06/20	4.00	72224
590-175.000-726.000	02/06/20	RUPERT'S CULLIGAN	WATER - OFFICE	213875	02/06/20	2.00	72224
591-175.000-726.000	02/06/20	RUPERT'S CULLIGAN	WATER - OFFICE	213875	02/06/20	2.00	72224
						<u>8.00</u>	
Total For Check 72224							
Check 72225							
582-175.000-726.000	02/06/20	SCHMIDT FARMS	ICE MELTER	11744	02/06/20	175.00	72225
590-175.000-726.000	02/06/20	SCHMIDT FARMS	ICE MELTER	11744	02/06/20	87.50	72225
591-175.000-726.000	02/06/20	SCHMIDT FARMS	ICE MELTER	11744	02/06/20	87.50	72225
						<u>350.00</u>	
Total For Check 72225							
Check 72226							
591-544.000-930.000	02/06/20	SHARE CORPORATION	INDEX CROWBAR SMALL	116528	02/06/20	165.00	72226
						<u>165.00</u>	
Total For Check 72226							
Check 72227							
582-175.000-726.000	02/06/20	STOCKHOUSE CORPORATION	FUEL TICKETS	192060	02/06/20	119.50	72227
590-175.000-726.000	02/06/20	STOCKHOUSE CORPORATION	FUEL TICKETS	192060	02/06/20	59.75	72227
591-175.000-726.000	02/06/20	STOCKHOUSE CORPORATION	FUEL TICKETS	192060	02/06/20	59.75	72227
						<u>239.00</u>	
Total For Check 72227							
Check 72228							
582-000.000-202.000	02/03/20	TO THE ESTATE OF RODRIGUEZ, R	UB refund for account: 024678	02/03/2020	02/06/20	49.00	72228
						<u>49.00</u>	
Total For Check 72228							
Check 72229							
582-175.000-801.000	02/06/20	UIS PROGRAMMABLE SERVICES	ELECTRIC RADIO FCC LICENSING 2019-2	530358419	02/06/20	1,036.00	72229
						<u>1,036.00</u>	
Total For Check 72229							
Check 72230							
591-545.000-930.000	02/06/20	USABLUEBOOK	PUMP AND REPAIR PARTS	101161	02/06/20	420.00	72230
591-545.000-930.000	02/06/20	USABLUEBOOK	PUMP AND REPAIR PARTS	109212	02/06/20	115.23	72230
591-545.000-930.000	02/06/20	USABLUEBOOK	PUMP AND REPAIR PARTS	117543	02/06/20	1,889.95	72230
						<u>2,425.18</u>	
Total For Check 72230							
Check 72231							
582-544.000-801.000	02/06/20	MILSOFT	MILSOFT DISPATCH SUPPORT 2-1-2020	20200599	02/06/20	666.67	72231
582-544.000-801.000	02/06/20	MILSOFT	MILSOFT IVR SUPPORT 2-1-2020	20200741	02/06/20	273.48	72231
590-175.000-801.000	02/06/20	MILSOFT	MILSOFT IVR SUPPORT 2-1-2020	20200741	02/06/20	136.74	72231
591-175.000-801.000	02/06/20	MILSOFT	MILSOFT IVR SUPPORT 2-1-2020	20200741	02/06/20	136.73	72231
						<u>1,213.62</u>	
Total For Check 72231							

* AT START OF INVOICE NUMBER DENOTES INVOICE IS PARTIALLY PAID

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72232							
582-000.000-202.000	02/03/20	YATES, WILLIAM P	UB refund for account: 010308	02/03/2020	02/06/20	152.00	72232
Total For Check 72232						152.00	
Check 92							
582-000.000-228.100	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	7,041.37	92
582-175.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	11,249.21	92
590-175.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	3,317.54	92
591-175.000-716.000	01/27/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00103090-15	01/27/20	3,594.25	92
Total For Check 92						25,202.37	
Total For Age Less Than 30 Days						119,025.69	

* AT START OF INVOICE NUMBER DENOTES INVOICE IS PARTIALLY PAID

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #	
Fund Totals:								
			Fund 582 ELECTRIC FUND			69,637.01		
			Fund 590 SEWER FUND			23,349.96		
			Fund 591 WATER FUND			26,038.72		
Total For All Funds:							119,025.69	
--- TOTALS BY GL DISTRIBUTION ---								
		582-000.000-110.000	INVENTORY			3,959.09		
		582-000.000-202.000	ACCOUNTS PAYABLE			1,121.25		
		582-000.000-228.100	DUE TO MMERS - RETIREMENT CONT. BPU			7,041.37		
		582-175.000-715.000	HEALTH AND LIFE INSURANCE			30,763.78		
		582-175.000-716.000	RETIREMENT			11,249.21		
		582-175.000-726.000	SUPPLIES			392.50		
		582-175.000-726.202	SUPPLIES - COMPUTER			107.39		
		582-175.000-801.000	CONTRACTUAL SERVICES			1,493.20		
		582-175.000-806.000	LEGAL SERVICES			92.50		
		582-175.000-810.000	DUES AND SUBSCRIPTIONS			1,000.00		
		582-175.000-920.400	UTILITIES - GAS			606.30		
		582-175.000-925.000	TELEPHONE			7.75		
		582-175.000-930.000	REPAIRS & MAINTENANCE			250.94		
		582-543.000-726.000	SUPPLIES			52.41		
		582-543.000-740.300	NATURAL GAS - ENGINE #5			87.56		
		582-543.000-740.400	NATURAL GAS - ENGINE #6			58.37		
		582-543.000-801.000	CONTRACTUAL SERVICES			1,763.00		
		582-543.000-920.400	UTILITIES - GAS			980.02		
		582-543.000-925.000	TELEPHONE			240.71		
		582-544.000-726.800	SUPPLIES - OPERATIONS			470.38		
		582-544.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			74.13		
		582-544.000-801.000	CONTRACTUAL SERVICES			940.15		
		582-544.000-970.000	CAPITAL OUTLAY			6,885.00		
		590-000.000-202.000	ACCOUNTS PAYABLE			18.53		
		590-000.000-662.000	COMMERCIAL SALES			189.44		
		590-175.000-715.000	HEALTH AND LIFE INSURANCE			9,953.02		
		590-175.000-716.000	RETIREMENT			3,317.54		
		590-175.000-726.000	SUPPLIES			196.25		
		590-175.000-801.000	CONTRACTUAL SERVICES			2,222.21		
		590-175.000-806.000	LEGAL SERVICES			46.25		
		590-175.000-861.000	TRAINING & SEMINARS			84.35		
		590-175.000-920.400	UTILITIES - GAS			303.15		
		590-175.000-925.000	TELEPHONE			99.65		
		590-175.000-930.000	REPAIRS & MAINTENANCE			125.47		
		590-546.000-930.950	REPAIRS & MAINT. - LIFT STATIONS			91.94		
		590-547.000-726.900	SUPPLIES - LABORATORY			17.50		
		590-547.000-801.000	CONTRACTUAL SERVICES			3,108.50		
		590-547.000-920.400	UTILITIES - GAS			2,204.71		
		590-547.000-930.000	REPAIRS & MAINTENANCE			1,371.45		
		591-000.000-202.000	ACCOUNTS PAYABLE			13.64		
		591-175.000-715.000	HEALTH AND LIFE INSURANCE			13,572.20		
		591-175.000-716.000	RETIREMENT			3,594.25		
		591-175.000-726.000	SUPPLIES			196.25		
		591-175.000-730.039	BPU VEHICLE MAINT/SUPPLIES			39.50		
		591-175.000-801.000	CONTRACTUAL SERVICES			2,168.20		
		591-175.000-806.000	LEGAL SERVICES			46.25		
		591-175.000-920.400	UTILITIES - GAS			303.14		
		591-175.000-925.000	TELEPHONE			99.64		
		591-175.000-930.000	REPAIRS & MAINTENANCE			125.47		
		591-544.000-801.000	CONTRACTUAL SERVICES			1,333.00		

* AT START OF INVOICE NUMBER DENOTES INVOICE IS PARTIALLY PAID

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		591-544.000-861.000	TRAINING & SEMINARS			230.00	
		591-544.000-930.000	REPAIRS & MAINTENANCE			1,251.92	
		591-545.000-920.400	UTILITIES - GAS			624.93	
		591-545.000-930.000	REPAIRS & MAINTENANCE			2,440.33	

CITY COUNCIL MINUTES

City of Hillsdale
Council Chambers
February 3, 2020
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 Tony Vear, Ward 1 William Morrissey, Ward 2 Cynthia Pratt, Ward 2 William Zeiser, Ward 3 Bruce Sharp, Ward 3 Raymond Briner, Ward 4 Matthew Bell, Ward 4
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Council Members absent:	None
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Also present were: Attorney John Lovinger, David Mackie (City Manager), Katy Price (City Clerk), Jake Hammel (DPS), Alan Becker (Planning/Zoning), Scott Hephner (Chief of Police/Fire), Mark Hawkins (Deputy Fire Chief), Corey Burke (HCFD), Matthew Halleck (HCFD), Ginger Moore (Airport Manager), Scott Curry (Airport), Chris McArthur (BPU Director), Penny Swan, Ruth Brown, Dennis Wainscott, Ben Wilson, Don Hernandez, Jessica Harrison, Jennifer Rose, CJ Toncray, Penny Meyers, Jon Beckwith, Sheri Lemke, Victoria Burke, Ben Herrick, Karla Malone, Mike Prince, Kathy Beckwith, Jack McClain, Larry Rathbun, Renae Shircliff and Joseph Prasser.

Approval of Agenda

Motion to approve the agenda as presented by Council Member Morrissey, seconded by Council Member Bell.

Roll call:	Mayor Stockford	Aye
	Council Member Stuchell	Aye
	Council Member Vear	Aye
	Council Member Morrissey	Aye
	Council Member Pratt	Aye
	Council Member Sharp	Aye
	Council Member Zesier	Aye
	Council Member Briner	Aye
	Council Member Bell	Aye

Motion passed 9-0.

Public Comment

Jack McClain, commented on the water in basement on Rippon Ave.

Penny Swan, 8 S. Manning Street, commented on the proposed Council goals.

Consent Agenda

- A. Approval of Bills
 - 1. City Claims of January 9, 2020: \$165,920.81
City Claims of January 23, 2020: \$144,705.94
 - 2. BPU Claims of January 9, 2020: \$117,418.24
BPU Claims of January 23, 2020: \$418,547.05
 - 3. Payroll of January 9, 2020: \$189,615.50
Payroll of January 23, 2020: \$181,272.99
Kay Freese Final Pay January 9, 2020: \$10,822.35
Sick Payout of January 13, 2020: \$17,308.80
Personal Payout of January 15, 2020: \$35,913.64
- B. City Council Minutes of January 20, 2020 Regular Meeting
- C. EDC Manufacturing and Technology Park Minutes of July, 18, 2019
- D. Planning Commission Minutes of December 17, 2019
- E. TIFA Minutes of November 19, 2019
- F. TIFA Targeted Development Minutes of January 14, 2020
- G. Joint Work Session Minutes of January 25, 2020
- H. Quarterly Investment Report

Motion by Council Member Morrisey and seconded by Council Member Bell to remove item G. Joint Work Session Minutes of January 25, 2020 from the agenda and amend the minutes to include “Drivability” under goal two (2). Return amended minutes for Council approval along with Council Member Morrisey’s memo at next meeting. Requested to send the amended minutes to all the joint boards and commissions.

By a voice vote, the motion passed unanimously.

Motion by Council Member Bell, seconded by Council Member Morrisey to approve the agenda as amended.

Roll call:	Mayor Stockford	Aye
	Council Member Stuchell	Aye
	Council Member Vear	Aye
	Council Member Morrisey	Aye
	Council Member Pratt	Aye
	Council Member Sharp	Aye
	Council Member Zesier	Aye
	Council Member Briner	Aye
	Council Member Bell	Aye

Motion passed 9-0.

Communications/Petitions

- A. Hillsdale Community Library Hours
- B. Spring Newsletter
- C. Comcast Letter

The items of communications were received for informational purposes only.

Introduction and Adoption of Ordinances/Public Hearings

Old Business

- A. Street Projects – Verbal Update

DPS Director Hammel updated Council on Street projects. Fayette Street construction is now the focus and projected time to commence is April 2020.

Discussion on Rippon Avenue repairs and water in basement.

No action taken.

B. 2020 Council Goals – Mayor Stockford

Mayor Stockford led discussion on Council goals.

Council listed the following as 2020 Council goals:

- 1. Street Repair and Infrastructure (include maintenance plans for repaired streets)
- 2. Full-time Firefighter (Public Safety)
- 3. Homeless Task Force (Committee)
- 4. Leaf Collection Solutions
- 5. Economic Development

Council discussion ensued on presented goals.

Motion by Mayor Stockford, seconded by Council Member Morrissey to approve the 2020 Council goals as presented.

By a voice vote, the motion passed unanimously.

New Business

A. Hillsdale Municipal Airport Fuel Facility Relocation & Expansion

Ginger Moore, Airport Manager reviewed the project and bids received with Council.

Council discussion ensued on project cost.

Motion by Council Member Bell, seconded by Council Member Briner to approve the Airport fuel facility relocation & expansion contract to the lowest bidder, Oscar W. Larson Company in the amount of \$591,160.00.

Roll call:	Mayor Stockford	Aye
	Council Member Stuchell	Aye
	Council Member Vear	Aye
	Council Member Morrissey	Aye
	Council Member Pratt	Aye
	Council Member Sharp	Aye
	Council Member Zesier	Aye
	Council Member Briner	Aye
	Council Member Bell	Aye

Motion passed 9-0.

B. Land Division – 181 Uran Street

Alan Becker, Planning/Zoning Administrator addressed Council on the request for the land division at 181 Uran Street by Faulk & Foster Real Estate, Inc.

Council discussion followed on the division.

Motion by Council Member Morrissey, seconded by Council Member Vear to approve the land division request at 181 Uran Street, from Faulk & Foster Real Estate, Inc.

By a voice vote, the motion passed unanimously.

Miscellaneous Reports

- A. Proclamation – None
- B. Appointment: Election Commission – Amber Yoder.

Council Member Bell, seconded by Council Member Sharp to approve the presented appointment.

By a voice vote, the motion passed unanimously.

- C. Other – None

General Public Comment

Jennifer Rose, Community Action Agency representative, commented on continuum of care meetings the last 3rd Thursday of every month and all are welcomed to attend. Rose also spoke on lack of funding and low income housing that is needed to help the Hillsdale community.

Jessica Harrison, Community Action Agency representative, commented on the homelessness issue and shared stats on homelessness.

Penny Meyers, Share the Warmth Director, commented on the homelessness and stated that many of the homeless are citizens of Hillsdale.

Rena Shirliff, Veteran's Affairs Office Director, commented on homelessness in Hillsdale. Shirliff stated many organizations are working together to help and address the homelessness.

Dennis Wainscott, 34 Garden St., commented that he as a minister along with other ministries in the city, strive to help the under privileged citizens with transportation to doctor appointments and other important appointments. Wainscott also spoke on the homelessness in the city.

Jack McClain, commented on Homeless Task Force committee and offered a suggestion of including a homeless person on the committee to understand where they are coming from. McClain spoke on the ArtsWork of Hillsdale County. He also inquired about the TIFA district which is proposing work on a few one way streets on West Street along with Manning Street.

Mike Prince, 1 Heathcliff Drive, commented on the homelessness in the city. He stated his hardships when he was younger as he also was homeless at a time. Prince offered a few suggestions to help the community with this issue.

Penny Swan, 8 S. Manning Street, thanked Council Member Morrisey for addressing the joint meeting minutes of January 25, 2020 to include drivability as part of goal two.

Don Hernandez, 30 S. Manning Street, spoke on homelessness in the city, he is thankful for the warming center. Hernandez stated he didn't know what else the community could do for the homeless as there are many organizations to help them and maybe it's a question for the state and federal government to help and assist. He also spoke on leaf collection and keeping the leaves off of the street for safety reasons.

Karla Malone, Hillsdale county resident, commented on the homelessness and stated that she was homeless at a time and from her experience many of the homeless choose the lifestyle, many take advantage of the system and use up all the resources in the area and move on to the next city. Malone stated several homeless are a public safety issue and if the city offers more programs it will bring more in the area and not eliminate the problem.

City Manager's Report

Winter taxes are due without interest or penalty on Friday, February 14, 2020.

Previous dock renters at Baw Beese Lake with previous spaces, slips are due by February 15, 2020.

Board of Review to meet to hear taxpayer's appeals on Monday, March 9, 2020 from 9:00 a.m. – 3:00 p.m. and Tuesday, March 10, 2020 from 3:00 p.m. -9:00 p.m.

Few Good Men flyer to help those in need of maintenance and other items.

City Manager Mackie, thanked everyone that spoke and addressed the homelessness in the city and county.

Council Comments

Council Member Sharp thanked Council Member Morrisey on the memo he put together on the January 25, 2020 joint work session.

Council Member Vear stated on the homeless issues the city faces, he is reminded of the low income housing opportunities the city council voted against.

Council Member Bell stated that there are many low income housing opportunities in the city currently. He mentioned that just funding the homelessness situation and giving those a house or apartment will not solve the problem.

Council Member Zeiser commented on the mental health issues of the homeless.

Adjournment

Council Member Vear, seconded by Mayor Stockford moved to adjourn the meeting.

By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:53 p.m.

Adam L. Stockford, Mayor

Katy Price, City Clerk

CITY COUNCIL MINUTES

City of Hillsdale
Council Chambers
January 25, 2020
9:00 A.M.

Joint Planning Work Session (rev)

Call to Order

Mr. Dean Affholter, meeting facilitator called work session to order.

Board Roles

Planning Commission
Economic Development Corporation
Tax Increment Finance Authority
City Council

Many members of the PC, EDC, TIFA and Council boards as well as the public were present and took part in the planning work session for the vision of Hillsdale.

Master Plan Vision Discussion

Mr. Affholter, EDC chairman administered a workshop of having all board members and the public list one city which they were very impressed with as well as naming two reasons why.

Many different cities were named and reasons were put into categories of: aesthetics, business, infrastructure and other.

Goals were named for the future:

1. Vibrant downtown
2. *Increase drivability* and walkability and safety within the city
3. Promote and maintain historic architecture
4. Develop existing water and waterway access

Further discussion ensued on goals, connecting with other boards and execution of goals, and setting time lines to achieve the goals.

Citizen Comments

Mr. Glenn Frobel commented that he thinks the goals are too short that they should be long term. Things could be done with downtown development costing no money, organizing events like the Farmers Market, etc.

Mary Wolfram, TIFA member commented about a HGTV contest of a small town takeover and gave information on how to submit the City of Hillsdale to be considered for the contest.

Rev. Mike Prince, commented about communication and getting the vision out to the public.

Adjournment

The work session adjourned at 10:45 a.m.

Statement on Infrastructure Reconstruction

Will Morrisey

Hillsdale City Council

Ward 2

February 3, 2020

I call Council's attention to Consent Agenda Item G, "Joint Work Session Minutes, January 25, 2020."

Four goals are listed. The second goal is stated as "Increase walk-ability and safety within the city."

This is inaccurate.

At the meeting, many participants cited infrastructure repair and reconstruction as a goal. The facilitator initially summarized these comments with the phrase, "Improve walkability in the downtown."

I intervened to say that we want improved walkability throughout the city, not only in the downtown. Another participant mentioned streets in addition to sidewalks, at which point I recommended the language "drivability and walkability." The facilitator duly wrote this amendment on the board. He also remarked that if street reconstruction and repaving were not listed as a goal, then (and I quote) "Screw the streets."

The residents of Ward 2 didn't send me here to screw the streets. *That* mission had already been accomplished. They sent me here to help get them fixed.

It is worth noticing that repair and reconstruction of trunkline *and* residential streets are an integral part of economic development. Companies are reluctant to move into areas where the infrastructure is in poor condition, as Detroit has demonstrated. Further, economic development requires not only the relocation of businesses to Hillsdale but the relocation of people. If we are to increase the population of middle-class folks in the city—individuals who enhance the tax base and, not incidentally, buy goods and services from local businesses, we will need to offer traversable streets and sidewalks. What is more, real estate transactions are themselves an important part of any local economy. Bad streets and sidewalks degrade property values. Hillsdale property values have been degraded for all too long.

At the meeting the Mayor pointed out that City Council has set public safety, infrastructure repair and reconstruction, along with economic development, as the City's top goals. I believe that every member of this Council, and all Council members who have served with me in the three-and-a-half years I've been on Council, have consistently supported these three goals.

I've stood for election twice. Prior to both elections, I canvassed the residents of Ward 2, collecting signatures for my ballot petition. I asked all those I met to name their top priority for City Council. All but one said "Roads." During the first of those election cycles I was quoted accurately in the *Hillsdale Daily News* as saying that rebuilding our streets and sidewalks will be a generational effort. A generation is twenty years. I stand by that prediction today.

The residents of Ward 2 gave me my marching orders. Since then, as my colleagues here on the Council and the City Hall staff will attest, I have consistently followed through on that mandate.

As a Council, we've supported street and sidewalk reconstruction with several actions.

1. In each of the past three years we have voted for a three-mill increase in property taxes.
2. Council supported the City Manager's contract, negotiated by the Operations and Government Committee, which I chair. That contract includes a bonus stipulation, recommended by Councilman Bell, which rewards the City Manager for completing a mile of curb-to-curb street paving each year. At the January 25 joint meeting, this clause was singled out by one participant in a tone that suggested this was a bad idea. On the contrary, it is one of the best ideas advanced in this city in the past couple of years, and we've seen the excellent result which have followed from it.
3. The Mayor, Council, City Manager, Public Works Director Hammel and his crew, contractor Brian DuBois and his crew, and above all the residents of Garden, Vine, Mead, and Rippon streets persevered through many setbacks suffered during those reconstruction projects.
4. We are continuing this year, with reconstruction of West Fayette Street from the railroad tracks to Hillsdale Street. We will also continue with chip and fog sealing of other roads throughout the City.

5. Just days before the Joint Planning Work Session, Council hired a full-time engineer. We did this, in part, to be able to anticipate future structural issues such as the ones we faced, and eventually solved, on Rippon Avenue. We didn't hire the engineer merely to tend to the sidewalks but to oversee all our much-needed infrastructure projects as we move ahead in our efforts to rebuild our town.

Given these longstanding policies of Council, I move that the minutes of the Joint Planning Work Session be amended to read:

"2. Increase drivability and walkability and safety within the City."

I further request that copies of this memo be sent to the Planning Commission, the EDC, and the TIFA Board, and included in the next Council meeting packet. There should be absolutely no doubt about Council's intentions for the City Master Plan, respecting this important matter.

CITY OF HILLSDALE FINANCE COMMITTEE

PLACE: City Hall

DATE: January 13, 2020

TIME: 5:15 PM

PRESENT

COUNCIL: Ray Briner and Bruce Sharp

STAFF: David Mackie - City Manager, Scott Hephner – Chief of Police/Fire, Chris McArthur - BPU Director, Bonnie Tew - Finance Director

PUBLIC: None

CITY OF HILLSDALE ACCOUNTS PAYABLE:

Check 82369 Paragon check was supposed to go to The Elks but came to The City instead.

Check 82371 Payment for new 2020 Ford Explorer Police vehicle.

Check 82391 Signs for major streets.

Check 82394 Demo inside the Dawn Theater, paid for with grant funds.

Check 82400 Business Professionals of America (BPA) donation.

Check 82407 Annual subscription for law enforcement procedure manuals.

Check 82419 New heating and cooling unit for the children's room at library.

Motion by Briner and seconded by Sharp Passed 2 to 0

BOARD OF PUBLIC UTILITIES ACCOUNTS PAYABLE:

Check 71964 Hillsdale sports pamphlet for basketball season.

Check 71970 Purchase of (3) 65ft iron poles to be used in certain areas. First time using iron poles. Cost is similar to wood poles.

Check 71973 Annual dues for Michigan Municipal Electric Association.

Check 71980 Installation of (3) furnace and air conditioner units and (3) hanging heaters.

Check 71990 Tree trimming near the hospital.

Motion by Briner and seconded by Sharp Passed 2 to 0

PUBLIC COMMENT: None

Motion by Briner and seconded by Sharp to adjourn Passed 2-0

ADJOURNMENT: 5:39PM

Next Meeting

City Hall

January 27, 2020

5:15 PM

CITY OF HILLSDALE FINANCE COMMITTEE

PLACE: City Hall, 97 N. Broad St, Hillsdale, MI 49242

DATE: January 27, 2020

TIME: 5:15 PM

PRESENT

COUNCIL: Ray Briner, Bruce Sharp and Tony Vear

STAFF: David Mackie City Manager, Scott Hephner Police and Fire Chief, Chris McArthur BPU Director and Bonnie Tew Finance Director

PUBLIC: Ruth Brown

CITY OF HILLSDALE ACCOUNTS PAYABLE:

Check 381 4000 gallons of jet fuel.

Check 82562 Copper lines for 911 mandated by statute. ACD handles the city's phone and internet.

Check 82567 Cement work and curb repair.

Check 82583 Special assessment refund.

Check 82585 Agreement between City, County and State for sharing the taxes for the trailer park at 2856 West Carleton.

Check 82589 Library fire alarm annual fee.

Check 82590 Quarterly pay for mobility management issues for Key Opportunities where the city acts as a pass thru from other government agencies.

Check 82614 Council approved vacuum truck repair.

Motion by Briner and seconded by Vear Passed 3 to 0

BOARD OF PUBLIC UTILITIES ACCOUNTS PAYABLE:

Check 72136 Sludge removal from the WasteWater Treatment Plant. Done 2 times a year at a cost of 4 cents a gallon (around 731,000), then spread on farmers fields.

Check 72140 PILOT agreement between BPU and City.

Check 72146 Every 2 months Promotional Memberships.

Check 72149 Not the final payment, should be completed by the end of February.

Check 72153 Payback for down wire responses. \$300.00 per occurrence.

Check 72158 Annual air quality fee per year for emissions.

Check 72164 Administration clothing allowance for jackets.

Motion by Vear and seconded by Briner Passed 3 to 0

PUBLIC COMMENT: None

Motion by Vear and seconded by Briner to adjourn Passed 3-0

ADJOURNMENT: 5:41PM

Next Meeting

City Hall

February 10, 2020

CITY OF HILLSDALE FINANCE COMMITTEE

PLACE: City Hall, 97 N. Broad St. Hillsdale, MI 49242

DATE: February 10, 2020

TIME: 5:17 PM

PRESENT

COUNCIL: Ray Briner, Bruce Sharp and Tony Vear

STAFF: Chris McArthur BPU Director and Bonnie Tew Finance Director

PUBLIC: None

BOARD OF PUBLIC UTILITIES ACCOUNTS PAYABLE:

Check 72182 Attending a Waste Administrative Conference in Frankenmuth Michigan.

Check 72191 For a copier machine making it more economical than purchasing.

Check 72188 Refund for Chemical Bank getting bought out by TCF.

Check 72191 For copier machines at the BPU.

Check 72195 Infrastructure integration and restructuring plans.

Check 72205 For the Power Plant quarterly pay.

Check 72218 Associate membership to the Michigan Public Power Agency. Information gained is very useful for the BPU.

Check 7223 Grit dumpster used at the Wastewater Treatment Plant to remove larger pieces before entering into the treatment plant.

Motion by Briner and seconded by Vear Passed 3 to 0

CITY OF HILLSDALE ACCOUNTS PAYABLE:

Check 82628 Change street lights for the city.

Check 82631 Documentation of Historical redo of the Dawn Theater. From TIFA funds.

Check 82635 Certification for Playground Equipment

Check 82638 Mathew June training, to train the Police Staff, held in Kalamazoo, Michigan.

Check 82641 Engineering for Fayette project slated to begin in April.

Check 82642 Engineering preconstruction services.

Check 82651 Mathew June training in Kalamazoo, Michigan.

Check 82656 For League of Historic American Theaters.

Check 82659 From TIFA for redoing store fronts.

Check 82667 New blade for the city's plow truck.

Check 82669 Quarterly maintenance contract for the elevator at city hall.

Check 82671 Foam used in fighting fires which is easier on structures than water.

Check 82675 Builders Insurance for the Dawn Theater.

Motion by Briner and seconded by Vear Passed 3 to 0

PUBLIC COMMENT: None

Motion by Vear and seconded by Briner to adjourn Passed 3-0

ADJOURNMENT: 5:45PM

Next Meeting

5:15PM, City Hall

February 24, 2020

City of Hillsdale

Agenda Item Summary

Meeting Date: February 17, 2020

Agenda Item: Consent Agenda

Subject: Request for Noise Variance

Background: Scott A. Hephner, Chief of Police/Fire

Background:

Hillsdale College requests a Noise Variance for the “Manning Street Market” (neighborhood block party) from 10:00 am to 6:00 pm on Saturday, March 28, 2020. This event includes a live band on Manning St. between E. Fayette St. and River St.

Recommendation:

I recommend approval of this annual request.



January 31, 2020

Scott A. Hephner
Chief of Police
97 Broad Street
Hillsdale, MI 49242

Dear Chief Hephner:

Hillsdale College would like to request a noise variance for Saturday, March 28, 20120 starting at 10:00 a.m. and ending at 6:00 p.m. for the Manning Street Market. There will be a live band on Manning Street between Fayette Street and River Street.

Hillsdale College would also like to request a noise variance for Saturday, April 25, 2020 starting at 2:00 p.m. and ending at midnight for the Centralhallapalooza Party. There will be a live band, in a large tent, located on the open lot on Hillsdale Street between 180 Hillsdale Street and 204 Hillsdale Street.

If you have any questions, please call me at 607-2454, or Alexandra Whitford at 607-2714. Thank you for your assistance.

Respectfully submitted,

William K. Whorley
Director of Security and Emergency Management

WKW/lmm

City of Hillsdale

Agenda Item Summary

Meeting Date: February 17, 2020

Agenda Item: Consent Agenda

Subject: Request for Street Closure

Background: Scott A. Hephner, Chief of Police/Fire

Background:

Hillsdale College has requested permission to close N. Manning St. between E. Fayette St. and River St. for the "Manning Street Market" (neighborhood block party). This request is for Saturday, March 28, 2020 from 7:00 am to 7:00 pm.

Recommendation:

I recommend approval of this annual request.

TRAFFIC CONTROL ORDER
2020-02
(REVISED)

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

N. Manning St. between E. Fayette and River St. will be closed to all traffic from **7:00 am to 7:00 pm on Saturday, March 28, 2020** for the "Manning Street Market" (neighborhood block party).

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



Thad P. Doty, Lieutenant
for Scott A. Hephner, Chief of Police

02/11/20
Date

Received for filing in the office of the City Clerk at 11:00 a.m. on the 11 day of February, 2020.

City Clerk

02/11/20
Date

RESOLUTION # _____

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

Passed in open Council this _____ day of _____, 2020.

Adam L. Stockford, Mayor

Attest:

Katy B. Price, City Clerk

Received by K. Price
 Date 1/23/20
 Amount Rec' _____
 Check # _____
 Permit # _____



RECEIVED

JAN 28 2020

CITY OF HILLSDALE
 CITY CLERK'S OFFICE

CITY OF HILLSDALE

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

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

TYPE:

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

Post a copy of the
 Permit on-site

Applicant's Name <u>Hillsdale College</u>		Contractor's Name	
Date <u>1/23/2020</u>		Date	
Mailing Address <u>33 E College Street</u>		Mailing Address	
City <u>Hillsdale, MI</u>	State <u>MI</u>	City	State
Zip Code <u>49242</u>	Zip Code	Zip Code	Zip Code
Telephone Number <u>517-607-2454</u>		Telephone Number	

DESCRIPTION OF WORK OR USE:

Request permission to close Manning Street between Fayette and River.

LOCATION: (Drawing to be provided)

see attached map.

FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:

Class III Stadium Barricades to prohibit vehicular traffic

TIME PERIOD:

COMMENCING DATE: March 28, 2020 TIME: 7AM ENDING DATE: March 28, 2020 TIME: 7PM

THE FOLLOWING MUST BE SUBMITTED PRIOR TO PERMIT ISSUANCE:

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

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

Staff Use Only

11/17/13
03/03/14

Recommendation for Issuance

Approved Denied

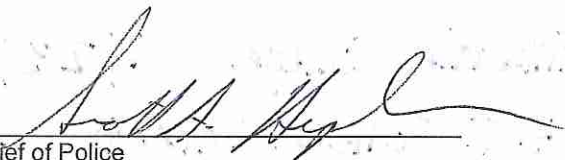
Director Comments:

Director, Department of Public Services

Recommendation for Issuance

Approved Denied

Chief of Police Comments:



Chief of Police

Bond Received \$ _____

Fee Received \$ _____

City Clerk

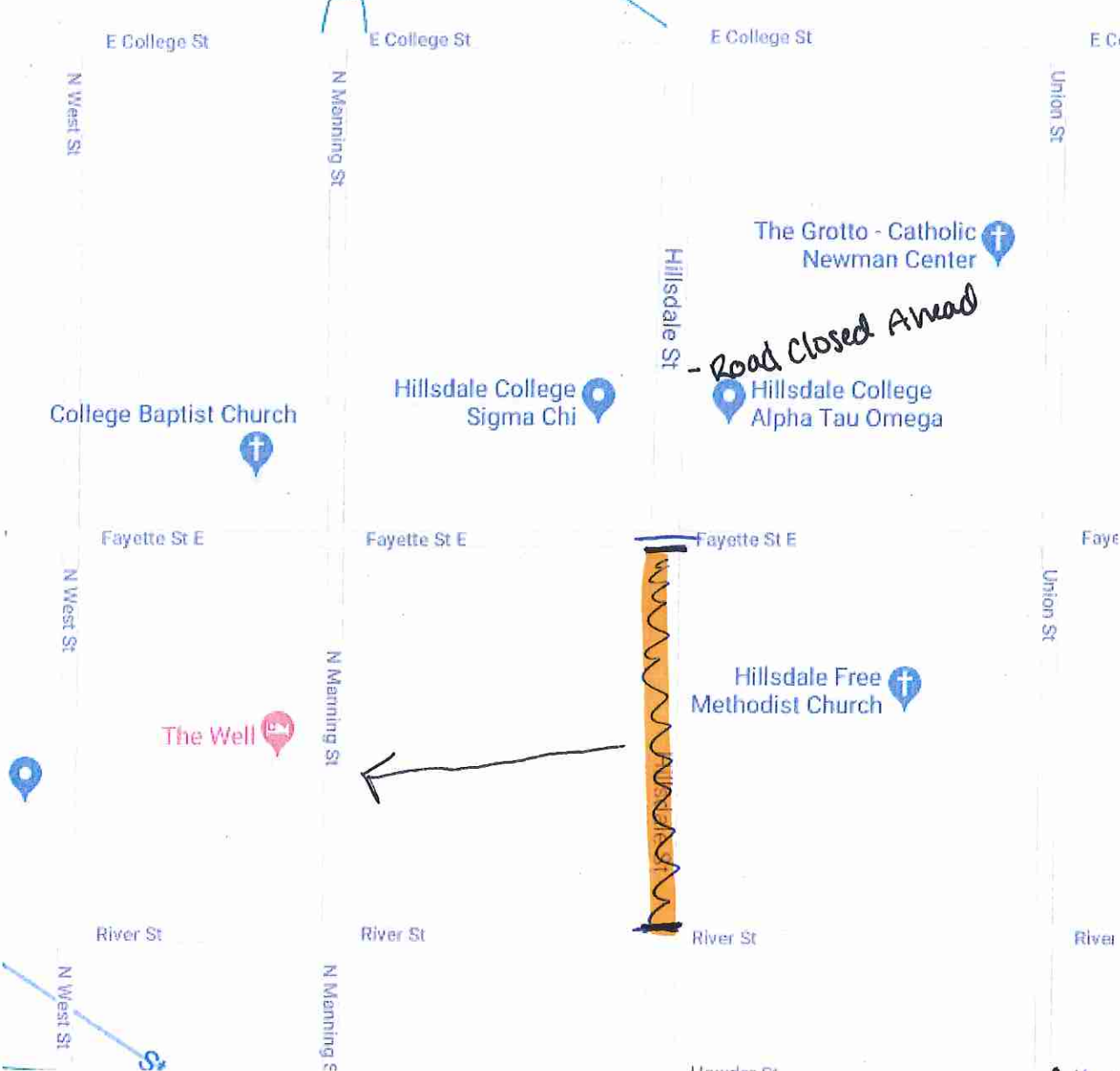
Note: All payments must be received and recorded before permit is valid.

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

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

Or email to: jhammel@cityofhillsdale.org

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



- Road closed ahead

- Road closed ahead

City of Hillsdale Agenda Item Summary

Meeting Date: February 17, 2020

Agenda Item: Consent

SUBJECT: 2020 Hillsdale College Use of Street Agreement – Manning Street Market Event (formerly Taste of Manning)

BACKGROUND: Michelle Loren, Recreation Director

In January, 2020, Hillsdale College submitted a request for the closure of Manning Street between E. Fayette Street and River Street for the purpose of holding an event (Manning Street Market) to include concessions, live music, and a crafts market from 7 a.m. to 7 p.m. on Saturday, March 28, 2020.

A Right of Way Permit has been approved by the Director of the Department of Public Services. Requests for a noise variance and TCO# 2020-02 for the street closure were submitted to HCP for the event. Both requests come before Council at this meeting for approval.

A Use of Street Agreement was drafted and approved by the City Attorney's office for signature by the Mayor and City Clerk, and Chief Administrative Officer of Hillsdale College.

RECOMMENDATION:

Staff recommend Council approve the Use of Street Agreement as presented and authorize signatures by the Mayor and Clerk.

AGREEMENT FOR USE OF STREET
Hillsdale College “Manning Street Market” Event
March 28, 2020

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

Preamble

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

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

The College desires to sponsor and promote an event for its students, staff, and guests at which event food and non-alcoholic drink concessions, music and other activities will be provided. The event will require the closing of N. Manning St. between E. Fayette and River St. for “Manning Street Market”, a neighborhood “block party” and bizarre on Saturday, March 28, 2020, between the hours of 7:00 a.m. and 7:00 p.m. Cleanup activities and the return of City barricades will be conducted and finalized within a specified period following the end of the event.

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

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

Agreement

1. In consideration of and reliance on the College’s promises and its full compliance with all of the terms and conditions contained in this agreement, the City agrees to allow the College to hold its planned activity as described in the foregoing Preamble, and to close N. Manning St., between Fayette Street to River Street to vehicular traffic so that the street that may be used for the proposed event. Among other things, it is agreed that:

A. The above described portion of street shall be closed to motor vehicle traffic between 7:00 a.m. and 7:00 p.m. on Saturday, March 28, 2020, pursuant to TCO No.2020-02 and a noise variance request both approved by the City Council in a public meeting held on February 17, 2020.

B. The College shall be solely responsible for picking up Type III Barricades from the City Department of Public Services Facility on Waterworks Drive and placing and maintaining the barricades at the ends of the described portion of the street as shown on the attached Exhibit A, in order to close off the street to motor vehicle traffic between 7:00 a.m. and 7:00 p.m. on Saturday, March 28, 2020.

C. Between the hours of 7:00 a.m. and 7:00 p.m. on March 28, 2020, the College may use the described street for the purpose of transporting, erecting, installing and removing equipment, signs, tables, chairs, port-a-johns, roll-offs, food, beverages, provisions, supplies, goods, concessions and other facilities as are reasonably required to conduct the proposed event and related activities.

D. Between the hours of 7:00 a.m. and 7:00 p.m. on March 28, 2020 the College may use the described street in connection with its above described planned activities.

E. The College shall cause all music, concession, other entertainment and all activities of any kind related to its planned activities on the referenced vacant lot and street to cease on or before 7:00 p.m. on March 28, 2020.

F. Subject to and in accordance with the following provisions of this agreement, the College shall remove all barricades from the ends of the described portion of the street, open the street to public vehicular travel, and completely restore the street to a condition that is at least as good as when taken.

G. The College acknowledges that the portion of the public street that shall be utilized for the event shall not be closed to pedestrian traffic and that the event shall not interfere with members of the general public or persons who reside within the area of the street that is to be temporarily closed from accessing the street on foot or the residences located therein. The College further acknowledges that temporarily closed portion of the street shall at all times be accessible by any necessary public safety or fire department vehicles.

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

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

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

A. Immediately after 7:00 p.m. on March 28, 2020, the College shall contact the Hillsdale City Police and request permission to remove the barricades from the ends of the described street and open the street to vehicular traffic.

B. Upon receiving such permission, but not before, the College shall remove the barricades and open the street to public travel and vehicular traffic. When the barricades are removed, the College shall place them out of the main traveled portion of the street until they are returned to the City; provided that the College shall return the barricades to the City's Department of Public Service's facility on Waterworks Drive no later than noon on Monday, March 30, 2020.

C. Between the hours of 8:00 a.m. and noon on March 30, 2020, the College shall at its sole expense remove or cause the removal and proper disposal of all equipment, tents, signs, tables chairs, port-a-johns, roll-offs, trash, garbage, litter and other items from the street and surrounding environs, restore the street to at least as good condition as when taken.

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

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

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

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

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

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

11. The College shall provide City with proof of public liability and property damage insurance with coverage that is satisfactory to the City and limits of liability of not less than a single limit of Five Hundred Thousand and 11/100 (\$500,000.00) Dollars, with City designated therein as a named insured to be and remain in force for the duration of the College's presence on

and use of the above-described street through and until its clean up and final restoration, such proof to be provided at the time of execution of this Agreement.

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

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

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

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

B. Defects of any kind or nature in the City's street right of way, its surface or subsurface;

C. All other damages, claims, demands, causes of action, lawsuits, attorney fees and related expenses or injuries, including death, that result from or because of actual or claimed personal injury, including death, property damage or other damage or loss of any kind or nature, however caused.

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

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

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

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

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

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

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

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

CITY OF HILLSDALE

HILLSDALE COLLEGE

Adam Stockford, Mayor
City of Hillsdale

Richard Péwé
Chief Administrative Officer
Hillsdale College

Katy Price, Clerk
City of Hillsdale

Dated: February ____, 2020

Dated: February ____, 2020

DPS Mailbox 1/24/20

Received by K. Price
Date 1/23/20
Amount Rec' _____
Check # _____



RECEIVED

JAN 23 2020

CITY OF HILLSDALE
CITY CLERK'S OFFICE

Permit # 3665

CITY OF HILLSDALE

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

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

TYPE:

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

Post a copy of the
Permit on-site

Applicant's Name <u>Hillsdale College</u>		Date <u>1/23/2020</u>		Contractor's Name		Date	
Mailing Address <u>33 E College Street</u>				Mailing Address			
City <u>Hillsdale, MI</u>		State <u>MI</u>		Zip Code <u>49242</u>		City	
Telephone Number <u>517-607-2454</u>		Telephone Number		State		Zip Code	

DESCRIPTION OF WORK OR USE:

Request permission to close Manning Street between Fayette and River.

LOCATION: (Drawing to be provided)

see attached map.

FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:

Class III Stadium Barricades to prohibit vehicular traffic

TIME PERIOD:

COMMENCING DATE: March 28, 2020 TIME: 7 AM ENDING DATE: March 28, 2020 TIME: 7 PM

THE FOLLOWING MUST BE SUBMITTED PRIOR TO PERMIT ISSUANCE:

- Certificate of Insurance need current COI
Included COI Expires 9/8
Send copy to DPS
- Performance Bond \$ _____
- Construction Plan
- Subcontractor's Names
- Other letter agreement 9/8

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

Staff Use Only

Recommendation for Issuance

Approved Denied

Director Comments:

Director, Department of Public Services

Recommendation for Issuance

Approved Denied

Chief of Police Comments:

Scott A. Hyslop

Chief of Police

Bond Received \$ _____

Fee Received \$ _____

City Clerk

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

Return Application to:
Department of Public Services
149 Waterworks Drive
Hillsdale, MI 49242
or
City of Hillsdale Clerk
97 N. Broad St.
Hillsdale, MI 49242
Or email to: jhammel@cityofhillsdale.org

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

Staff Use Only

Recommendation for Issuance

Approved Denied

Jason Blake 1-29-2020
~~Director~~, Department of Public Services

~~Director~~ Comments:

Applicant to pick up all required traffic control devices from the Department of Public Services on Friday, March 27, 2020, 7am-3pm. Please call ahead to arrange pick up @ 517-437-6490. See enclosed map for barricade locations. Applicant shall be responsible for erecting and tear down of all TTC devices. Closure area shall be MMUTCD complaint for full duration of event. Placement of TTC shall not interfere with pedestrian travel through crosswalks. Barricades, signs, etc. are to be returned to DPS Department on Monday, March 30, 2020, 7am-3pm. Prior to commencing with street closure please review "Procedural Guidelines" for road closure permit (included).

Recommendation for Issuance

Approved Denied

Chief of Police Comments:

Chief of Police

Bond Received \$ _____

Fee Received \$ 10 _____

City Clerk

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

Return Application to:
Department of Public Services
149 Waterworks Drive
Hillsdale, MI 49242
or
City of Hillsdale Clerk
97 N. Broad St.
Hillsdale, MI 49242
Or email to: jhammel@cityofhillsdale.org

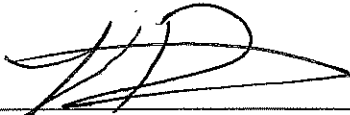
**INSPECTIONS MUST BE SCHEDULED
MINIMUM 2 HOURS PRIOR TO
COMMENCEMENT OF WORK.**

TRAFFIC CONTROL ORDER
2020-02
(REVISED)

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

N. Manning St. between E. Fayette and River St. will be closed to all traffic from 7:00 am to 7:00 pm on Saturday, March 28, 2020 for the "Manning Street Market" (neighborhood block party).

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



Thad P. Doty, Lieutenant
for Scott A. Hephner, Chief of Police

02/11/20

Date

Received for filing in the office of the City Clerk at 11:00 a.m. on the 11 day of February, 2020.

City Clerk

02/11/20

Date

RESOLUTION # _____

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

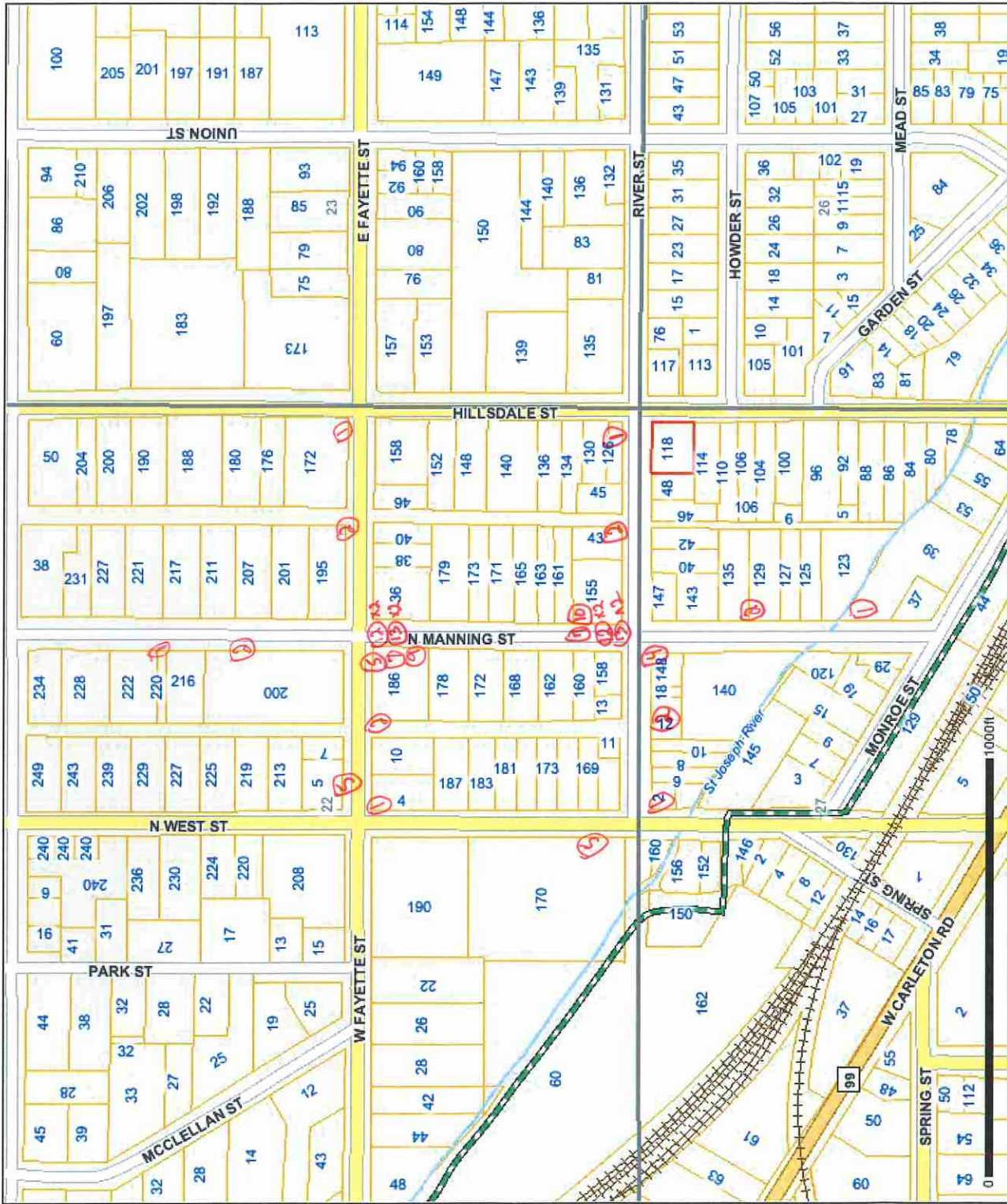
Passed in open Council this _____ day of _____, 2020.

Adam L. Stockford, Mayor

Attest:

Katy B. Price, City Clerk

- Selected Features
- Municipal Boundaries
- PLS - Sections
- Bike Paths
- Railroad
- Streets
- Major Arterial
- Minor Arterial
- Roads
- Lakes
- Rivers and Creeks
- Sand Lake Valley Lots
- Sand Lake Valley Detail
- Parcels



This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The user of this map acknowledges that the State/County/Cities/Townships/Villages shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the State/County/Cities/Townships/Villages from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided. Map Created: 1/29/2020



Traffic TTC		
Key	Code	Sign
1	W20-3	Road Closed Ahead
2	W20-2	Detour Ahead
3	M4-9 St	Detour Arrow
4	M4-9 Rt	Detour Arrow
5	M4-9 Lt	Detour Arrow
6	M4-8a	Detour Ends
7	R11-2	Road Closed
8	R11-4	Road Closed to Thru Traffic
9	M4-10 Rt	Detour (large)
10	M4-10 Lt	Detour (large)
11	D3-1	Street Name Plaque
12		High Intensity Type III Barricade
13		HIP Sawhorse Type I Barricade
14		Road Work Ahead
15		Right Lane Closed
16		Left Lane Closed
17		One Lane Road
18		Flagger Symbol
19		Be Prepared to Stop

Pedestrian TTC		
Key	Code	Sign
1	R9-11L	Sidewalk Closed Ahead - Cross Here Left
2	R9-11R	Sidewalk Closed Ahead - Cross Here Right
3		Sidewalk Closed Ahead
4	R9-9	Sidewalk Closed
5	M4-9bR	Detour Right Arrow
6	M4-9bL	Detour Left Arrow



Procedural Guideline For Road Closure Permit

I. Purpose

- A. The Purpose for this procedure is to give guidance to all parties involved with the application process for a temporary road closure.
- B. This procedure will be for City road closure only. State and County road closures will be handled by their respective agencies.

II. Procedure

- A. Applications may be obtained at the Clerk's office, 97 N Broad St. or at the Department of Public Service's office (DPS), 149 Waterworks Ave
- B. The applicant may fill out the permit application at either offices or may take it home/work for completion. Application should be done 14 days prior to the event being held, but no less than three working days.
- C. Upon receiving the application at the Clerk's office or at the DPS, the following check list will occur:
 1. Director of Public Service will review for approval or denial.
 2. Director of Public Safety will review for approval or denial.
 - a. If approved by both directors, a temporary Traffic Control Order (TCO) will be completed by the Director of Public Safety.
 3. Upon completion of TCO and approval of the permit, the Clerk's office will notify the applicant to pick up the permit and pay any fees associated with same.
 4. The Clerk's office will review the permit application with the applicant to answer any questions. Any questions needed to be addressed by the Police or Street Department (DPS) will be answered as soon as possible.

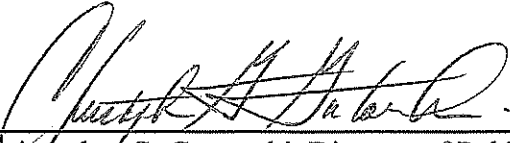
5. An applicant having a road closure permit will not be allowed to place any tents, tables, chairs, etc. into the roadway until all barricades are in place.
6. The applicant will call the Police department for a final review of the road closure area.

Note: Police Department will make every effort to expedite final review unless they are called away for an emergency call.

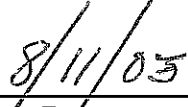
7. The applicant will be responsible for the road clean up prior to removing road barricades.

III. Responsibility

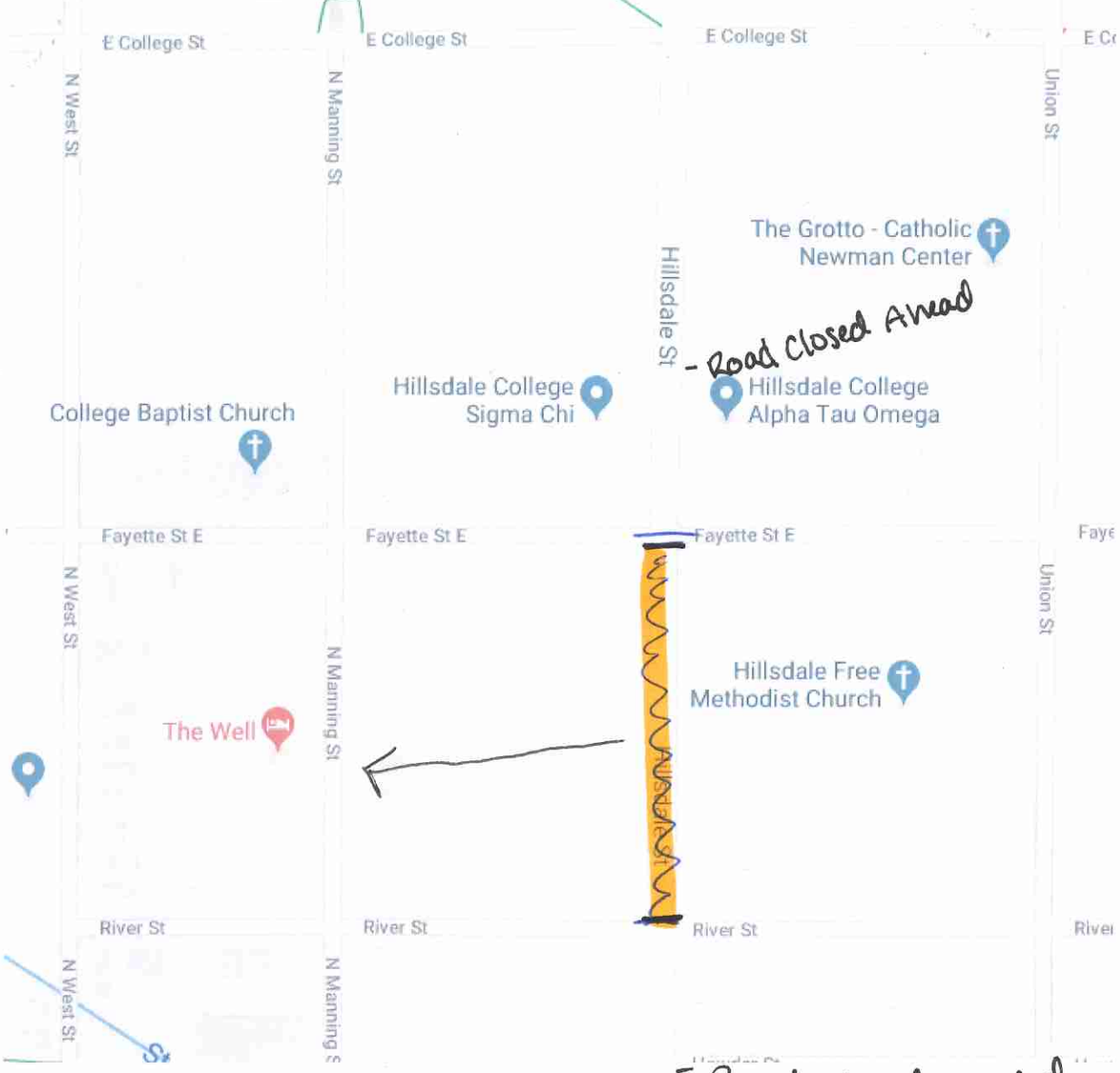
- A. It shall be the responsibility of the Police department, Clerk's office, Public Service department, and the applicant to comply with this procedural guideline for road closures.



Christopher G. Gutowski, Director of Public Safety



Date



- Road Closed Ahead

- Road closed ahead



CITY OF HILLSDALE

RULES AND REGULATIONS
PERMITS FOR OCCUPANCY OF AND WORK WITHIN STREET RIGHT-OF-WAYS

SECTION 1 – AUTHORITY

- A. These rules and regulations are promulgated pursuant to the provisions of Section 30-55 of Chapter 30 of the Hillsdale Municipal Code.

SECTION 2 – APPLICATION PROCEDURES

- A. Applicants for permits shall complete the permit form provided by the Department of Public Services and shall return the completed form to the **Public Services Building, 149 Waterworks Drive** or the **Clerk's Office, City Hall, 97 N. Broad Street**, together with such additional information which is required pursuant to Chapter 30 of the Hillsdale Municipal Code and these rules and regulations.
- B. Each application shall be reviewed by the Director of Public Services, or his designee, for compliance with the provisions of Chapter 30 and these rules and regulations. In addition, the following persons shall receive written notification that an application has been received and they shall be provided an opportunity to review the application prior to its approval: Director of Utilities, Police Chief, Fire Chief, and City Forester.
- C. If, in the opinion of the Director of Public Services, the application complies with the applicable provisions of Chapter 30 and these rules and regulations, then he shall notify the applicant that the application has been approved. If the application fails to comply with Chapter 30 and these rules and regulations, then the Director shall notify the applicant that the application has been denied. The Director may permit the applicant to submit additional information or to revise information previously submitted so as to cause the application to comply with Chapter 30 and these rules and regulations.
- D. If an application is approved, the Director shall prepare the necessary permit and shall determine the amount of any fees which the applicant must pay. The permit and the statement of fees shall be delivered to the City Clerk.
- E. Upon payment of the fees as determined by the Director of Public Services, the City Clerk shall deliver the permit to the applicant and shall notify the Director of Public Services that the permit has been issued.

SECTION 3 – REQUEST TO COMMENCE WORK

- A. Any person, firm, or corporation to whom an annual blanket permit has been issued shall apply to the Director of Public Services for permission to commence work pursuant to the annual blanket permit by submitting a request to commence work on the forms provided by this purpose. Such request to commence work shall be submitted in accordance with applicable provisions of Chapter 30.
- B. Each request to commence work shall be reviewed by the Director of Public Services to determine its compliance with the provisions of Chapter 30, these rules and regulations, and the annual blanket permit. The Director shall notify the following persons and shall provide them an opportunity to comment upon the request to commence work: Director of Utilities, Police Chief, Fire Chief, and City Forester.
- C. If, in the opinion of the Director, the request to commence work is in compliance with the applicable provisions of Chapter 30, these rules and regulations, and the annual blanket permit, then he shall approve the request and notify the applicant of such approval. If the request is not in compliance, then the request shall be denied and the applicant shall have the opportunity to submit a request to commence work which is in compliance. The Director may permit the applicant to submit additional information or to revise information previously submitted so as to cause the application to comply with Chapter 30 and these rules and regulations.

SECTION 4 – STREET CLOSINGS AND STREET OCCUPANCIES

- A. If an application or request to commence work approved pursuant to these rules and regulations requires the closing of a street to vehicular traffic, then the applicant shall notify the Chief of Police not less than twenty-four (24) hours prior to commencing the work which will necessitate the closing of the street of the dates and times when such street is required to be closed.
- B. Streets shall be closed only pursuant to directives issued by the Chief of Police in accordance with the provisions of the Uniform Traffic Code and shall be evidenced by temporary traffic control orders and/or by the Police Chief's endorsement on the permit, or, in the case of an annual blanket permit, on the request to commence work form.
- C. The Director may issue permits for the temporary occupancy or use of portions of the street right-of-way when such occupancy or use does not significantly impair the utilization of such right-of-way for vehicular or pedestrian traffic or when such occupancy or use is for a short duration. In reviewing applications for such permits, the Director shall consider the public safety and aesthetic considerations associated with such occupancy or use as well as the public benefit which such occupancy or use provides. If such occupancy or use involves a significant restriction on vehicular traffic, other than closing, the permit, or, in the case of an annual blanket permit, the request to commence work form, shall be endorsed by the Police Chief prior to issuance.

SECTION 5 – STREET OPENINGS AND RIGHT-OF-WAY CONSTRUCTION

- A. It shall be the responsibility of the applicant to contact "Miss Dig" prior to commencing any construction activities within the right-of-way so that all public utilities and other facilities can be located.
- B. It shall be the responsibility of the applicant to provide all necessary warning signs, barricades, flagmen and the like in accordance with the current Manual on Uniform Traffic Control Devices (MUTCD) Part 6 to insure that the public is safe from injury or damage to vehicles as a result of the construction activities.
- C. The applicant, upon completion of any construction, shall restore the right-of-way areas to a condition which is as good as or better than the condition which existed prior to the commencement of construction activities.
- D. The applicant shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other street installation such as sewers, culverts, etc. the applicant shall assume the full responsibility for this protection and shall not proceed with construction or excavation activities prior to receiving the approval of the Department of Public Services for the methods to be used. The applicant shall dispose of all surplus or unsuitable material outside of the limits of the streets.
- E. All trenches, holes and pits shall be filled with gravel, placed in successive layers not more than nine inches in depth, loose measure, and each layer shall be thoroughly compacted by mechanical tamping. Restoration shall be such that it will provide a condition equal to or better than the original condition.
- F. Street openings will be properly maintained by the applicant until the street surface is replaced.
- G. Bituminous surfaces must be replaced with bituminous materials compacted at a minimum of two lifts. Concrete surfaces must be replaced with concrete materials flush with the existing surface and properly finished.
- H. Materials used in construction, backfilling and repair operations shall comply with the State of Michigan, Department of Transportation specifications. These include the following:
 - 1. Aggregate types for backfilling.....22A and 23
 - 2. Asphalt type for replacement of street surface.....20AA
 - 3. Concrete type for replacement of concrete surface....Type 35P
- I. All vegetative areas shall be restored using top soil which is free of weeds and shall be seeded and protected from erosion.
- J. Street openings shall be made in such manner and with such tools as to produce straight edges. All such openings shall be rectangular in shape unless conditions warrant an irregular shape.

SECTION 6 – SIDEWALK CONSTRUCTION, REPAIR, AND REPLACEMENT

- A. All sidewalk work shall consist of constructing the sidewalk in a single course on a prepared subgrade.
- B. All sidewalks shall project one inch above finished grade and shall slope one quarter inch per foot toward the drainage side. Sidewalks shall be four inches thick except at driveway crossings which shall be six inches thick. Sidewalks shall be a minimum of five feet wide and a maximum of six feet wide. All walks shall meet the requirements of the Americans with Disabilities Act (ADA).
- C. All unstable subgrade material shall be removed and replaced with a minimum of four inches granular material or sand, compacted.
- D. Forms shall be clean and straight, composed of wood or metal. The forms shall be staked to line and grade in a manner that will prevent deflection or settlement. Forms shall be oiled before placing concrete. If the line of the sidewalk conflicts with trees adjacent to the sidewalk, the applicant shall notify the City Forester and Director prior to proceeding with the installation of forms.
- E. The base shall be thoroughly wetted and the concrete deposited thereon to the proper depth. It shall be spaded along the forms compressed and struck-off flush with the top of the forms. The surface shall be floated, edges and joints properly tooled, and finished with a brush to provide a non-slip surface.
- F. The applicant shall insure the use of appropriate materials which shall comply with the following specification:
- G. Expansion joints shall be placed every fifty feet or more often if required to prevent cracking of the sidewalk. Grooved joints a minim of on-half inch in depth shall be placed every five feet.
- H. Sidewalks and sidewalk ramps shall be constructed in accordance with the standard specifications of the Michigan Department of Transportation (MDOT).
- I. Driveway approaches shall be a minimum of ten feet in width and shall be constructed of concrete a minimum of six inches thick. Expansion joints shall be placed where the approach meets a sidewalk or street. Approaches shall be constructed in accordance with standards provided in Section 6E.

SECTION 7 – INSPECTIONS

- A. It shall be the responsibility of the applicant to contact the Department of Public Services at such times as inspections are required pursuant to these rules and regulations and in accordance with sound construction practices.
- B. At a minimum inspections shall be required at the following times"
 - 1. Sidewalks
 - a) After installing forms and prior to pouring concrete.
 - b) Upon completion of work and restoration of the area.
 - 2. Street Openings
 - a) Prior to commencing backfilling.

- b) Prior to commencing restoration of the street surfaces.
- c) Upon completion of work and restoration of the area.
- 3. Other Construction
 - a) Upon completion of work and restoration of the area.
 - b) At such other times as determined by the Director of Public Services.

SECTION 8 – TREES

- A. The applicant shall not remove, trim, cut roots from, or otherwise damage any tree growing within the street right-of-way without first having obtained the endorsement of the City Forester on the permit or, in the case of an annual blanket permit, on the request to commence work form.
- B. If during the course of any activities conducted pursuant to a permit granted in accordance with these rules and regulations the applicant finds that there is the possibility of interference with trees growing in the street right-of-way, the applicant shall immediately contact the Director of Public Services and the City Forester.

SECTION 9 – INSURANCE AND BONDS

- A. Any applicant proposing to conduct any activities involving construction within the right-of-way of streets in the City of Hillsdale shall provide evidence of liability insurance covering personal injury and property damage in the amount of not less than \$1,000,000 combined single limit. The applicant shall provide an endorsement naming the City of Hillsdale as an additional insured.
- B. The applicant shall keep such insurance in effect during all times that the applicant is conducting activities within the street right-of-ways.
- C. If the applicant is self-insured for personal injury and/or property damage risks, the applicant shall provide documentation of such self-insurance program and shall further agree to indemnify and hold the City harmless from any and all liability arising out of any activities conducted pursuant to the permit.
- D. If an applicant utilizes subcontractors in performing some or all of the work which is covered by a permit, each such subcontractor shall be required to comply with the provisions of this Section.
- E. Pursuant to the provisions of Section 30-37 of the Hillsdale Municipal Code, the Director shall determine the amount of the performance bond or cash deposit which shall be provided by the applicant prior to the issuance of the permit. In no case shall the amount of such performance bond or cash deposit required for a permit for construction activities within the traveled portion of any street be less than \$10,000.
- F. If an applicant provides a blanket bond to cover all bond requirements during a specified period of time, the amount of such bond shall be maintained at least equal to the amount required to satisfy the terms of all permits issued during that period of time.

SECTION 10 – FEES

- A. The following schedule shall be the fees as established for permits issued pursuant to these rules and regulations:

Application fee.....	\$10.00
Annual Blanket Permit.....	\$150.00
Sidewalk under 25 square feet.....	\$25.00
Sidewalk over 25 square feet (includes Terrace Preparation).....	\$75.00
Driveway Approach Permit.....	\$50.00
Street Opening.....	\$100.00
Terrace Preparation.....	\$25.00
Storm Sewer Connection fee.....	\$150.00
Curb Cut/Repair/Extension.....	\$50.00

- B. In addition to the fees indicated above, all work requiring inspections after 3:00 p.m. or on Weekends shall be subject to an additional fee of \$75.00 per hour (Minimum 2 hour charge) or portion thereof with personnel availability.
- C. Traffic control measures may incur additional fees.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/06/2019

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

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

PRODUCER Vested Risk Strategies, Inc. P.O. Box 265 Hillsdale MI 49242	CONTACT NAME: Jenalle Beaman PHONE (A/C, No, Ext): (517) 439-1501 E-MAIL ADDRESS: csumnar@vestedrisk.com	FAX (A/C, No): (517) 439-4254
	INSURER(S) AFFORDING COVERAGE	
INSURED Hillsdale College 33 E College St Hillsdale MI 49242-1205	INSURER A: National Union Fire Insurance	NAIC# 19445
	INSURER B: United Educators Insurance	10020
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

CERTIFICATE NUMBER: Cert ID 2004

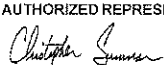
REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			U75-85D	11/01/2019	11/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA 5425499	10/01/2019	10/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 1,000,000
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 1,000,000			U75-85D	11/01/2019	11/01/2020	EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC43172198 / WC43172	10/01/2019	10/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

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

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Day of Service

OUR COLLEGE
OUR COMMUNITY

04.04.20



Hillsdale, Michigan



GO TO
[HTTP://BIT.LY/DOSPROJECTS](http://bit.ly/dosprojects)
TO SUBMIT PROJECT IDEAS

GO TO
[HTTP://BIT.LY/DOSVOLUNTEER](http://bit.ly/dosvolunteer)
TO SIGN UP YOUR TEAM



Hillsdale Community Schools

DISTRICT NEWSLETTER



Winter 2020

Bailey Early Childhood Center Offers Options!

Bailey Offers Developmental Kindergarten

Kindergarten is a big step in a young child's life. It is the year that sets the stage for a successful school journey that continues for the next 12 years. Not all children are ready for the same challenges at the same time. This was the reason behind Hillsdale Community School's decision to open...(Continues on Page 2)

Giving All Students the Best Start

A commitment to help all students reach their learning potential is the vision behind The Early Childhood Special Education program (ECSE) offered at Bailey Early Childhood Center services children who reside in the Hillsdale Community Schools District. (Continues on Page 2)

Preschool Round Up Coming Soon!

Have a child who will turn 4 by December 1, 2020? We provide a high quality kindergarten readiness program through hands-on interactions, stories, songs, games and play. We offer:

- **Full Day GSRP and tuition based preschool classes**
- **½ Day GSRP and tuition based preschool class**

(Continues on Page 2)

Kindergarten Round Up

Your kindergarten student will be taught by a talented, caring team of teachers and support staff. Teaching students to be kind, curious and respectful is our mission. Our rich curriculum integrates reading, writing, math, social studies and science every day. We provide on-target instruction as we use timely assessments and (Continues on Page 2)

Mark Your Calendars!

Kindergarten Round Up! Gier School March 10th & 12th by appointment from 3:30-7pm.

Hillsdale High School 30 S. Norwood Ave. 517.439.4320 <hr/> AMY GOLDSMITH <i>Principal</i> DAVID PRATT <i>Athletic Director Dean of Students</i>	Horizon Alternative School 30 S. Norwood Ave. 517.439.4320 <hr/> AMY GOLDSMITH <i>Principal</i>	Davis Middle School 30 N. West Street 517.439.4326 <hr/> BARBARA WHEELER <i>Principal</i>	Gier Elementary School 175 Spring Street 517.437.7347 <hr/> LAURIE VANORMAN <i>Principal</i>	Bailey Early Childhood Center 59 S. Manning Street 517.437.7369 <hr/> SHELLEY ELLIS <i>Director</i>	District Office (Inside HHS) 30 S. Norwood Ave. 517.437.4401 <hr/> SHAWN VONDRA <i>Superintendent</i>
--	--	--	---	--	--



Bailey Offers Developmental Kindergarten

(Continued from Cover)

...a developmental kindergarten classroom at Bailey Early Childhood Center last fall. This new option offers families who question their child’s readiness for kindergarten an option.

Our developmental kindergarten classroom focuses on: Gross/Fine Motor Skills, Language/Literacy Skills, Social/Emotional Skills and Science/Mathematics Skills.

All of our curriculum is taught in a fun, child centered, play based setting. Children in our developmental kindergarten will either go on to kindergarten or first grade depending on their readiness. This classroom meets 5 days a week for a full day and follows the school calendar.



Giving All Students the Best Start

(Continued from Cover)

Young children, ages 3-5, who qualify for special education, receive individualized instruction that may include related services such as speech and language therapy, occupational therapy or physical therapy. Our ECSE program ensures the provision of a Free and Appropriate Public Education (FAPE) to all eligible children as well as encouraging interaction with same aged peers within the building. Our staff is committed to helping children reach their learning potential in a language rich environment where experiences in social skills and motor skills are also key components of their school day.



Preschool Round Up Coming Soon!

(Continued from Cover)

- **Free transportation provided**
- **Free meals provided**
- **Field trips and special events**

There will be a County Wide Preschool Connect event in the spring, followed by a Preschool Round Up at Bailey Early Childhood Center in April. If you have questions about getting your child signed up for Preschool, please call the Bailey office 517-437-7369.

How to sign up for preschool when they open the website AFTER Preschool Connect (late March or April):

1. Go to the website: www.greatstarhillsdale.com
2. Click on Preschool Sign Up
3. Fill out the online form (this is the pre-registration step)
4. An intake specialist from Community Action Agency will contact you to schedule an enrollment appointment. You will complete an intake interview and provide some needed documentation at this appointment.
5. **To select Bailey Early Childhood Center/Hillsdale Community Schools, you must tell the intake specialist at your interview that you want your child to attend at the Bailey location.** Even if you qualify for Head Start, you may still choose a GSRP slot at Bailey Early Childhood Center.

Kindergarten Round Up

(Continued from Cover)

...careful observation of your child. To enhance our core instruction, students use technology, music, movement and project based learning. Kindergarten Round Up will be at Gier on March 10th & 12th, by appointment from 3:30-7pm. Learning is fun at Gier Elementary!



It's a Zoo at Hillsdale Community Schools

What does a zoo and Hillsdale Community School bus routes have in common? Wondering why the secretary told your child to ride the "monkey" bus? It is because monkey, along with eagle, turtle, kangaroo, horse, dinosaur, deer, cat, giraffe, bat, frog and cow, are the animals HCS buses use to identify bus routes to the students of Hillsdale Schools.

The bussing system has been using this for several years and students identify their bus by the animal that is painted on the side of the bus for each route. Hillsdale transports students as young as three-years-old and some of these students may not know their numbers. Having an animal magnet on the bus also helps when we have to use a sub bus and the number on the bus is different than their everyday bus. When a student comes out of the school all they need to do is spot what animal they ride and that is the bus they will get on to go to their designated drop off spot. The Transportation Center would also like to wish everyone a Happy New Year and thank you for allowing them to transport students to and from school. They look forward to seeing the kids smiling faces every day!



Adventures at the Fire Station

Classes from Bailey Early Childhood Center visited the Hillsdale City Fire Department to see where the firefighters eat and sleep. They also had an opportunity to see all of the department's big trucks.

SAVE THE DATE

HHS Graduation Ceremony

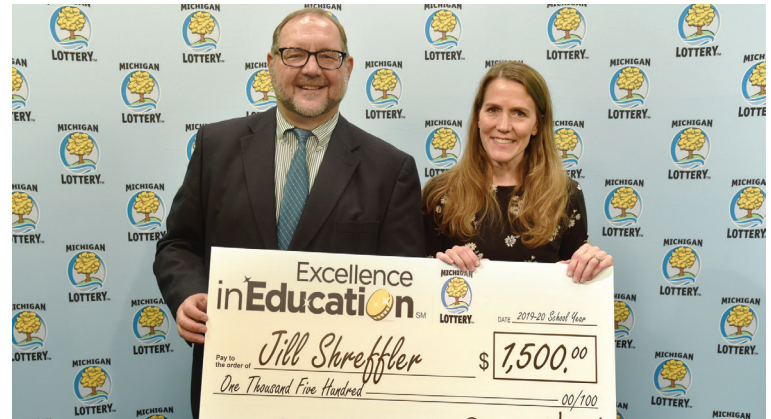
Save the date for Hillsdale High School graduation ceremony Sunday, May 31 at 2 p.m. at the Hillsdale High School gymnasium.

Horizon Alternative graduation is set for Saturday, May 30 at 10:30 a.m. in the Hillsdale High School gymnasium.



DMS Turns Orange

DMS encouraged all students and staff to wear orange for Unity Day October 23 in support of Bullying Prevention. Together we are united for Kindness, Acceptance and Inclusion.



Shreffler wins Michigan Lottery Excellence in Education

Mrs. Shreffler, fourth grade teacher at Gier Elementary, was awarded the Excellence in Education Award from the Michigan Lottery. Shreffler and her husband went beyond the classroom duties and created the "Guys with Ties" program. The program brings in members of the Hillsdale College football team to teach students the importance of social skills including manners, handshakes and first impressions. Mrs. Shreffler was featured on a local news segment, received a plaque, \$1500 cash prize and a \$500 grant to their classroom, school or school district.



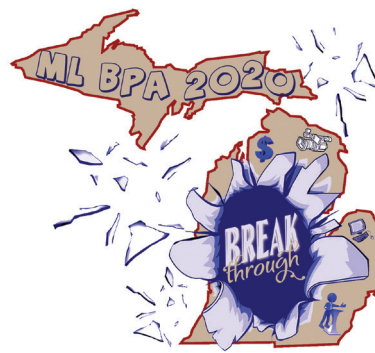
DMS Student Wins National Contest

Mandi Griffiths, seventh grader at DMS, was selected as one of four winners of the Scholastic Book Club's Stepsister Fairy-Tale Writing Contest. This was a national competition and there were hundreds of entries.



Honoring Veterans in a Winter Wonderland

Traditionally, Hillsdale County holds its Veteran's Day program at the courthouse. Unfortunately, the winter weather prohibited an outdoor event and the 2019 Veteran's Day ceremony was held at Hillsdale's Leigh A. Wright American Legion Post 53. A crowd of several dozen huddled in the parking lot on the snowy day to watch Hillsdale High School's Band and Choir perform patriotic songs. The Legion's honor guard also performed a gun salute. Photo courtesy of Hillsdale Daily News.



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DMS Students Break Through

Congratulations to Davis Middle School students Stephen Petersen, Landon Dunning, Amelia Dietz, and Annemarie Moore for creating the Michigan Middle Level Business Professionals of America theme for 2020! The design will be featured on all advertising for the 2020 year, the awards and other materials at the state competition in February, as well as, the trading pin for nationals. The design "BREAK THROUGH" is about overcoming challenges the same way our middle level division has been working to form new chapters, enhance our experiences and excel in our endeavors. The objects around the glass represent BPA, leadership and technology. The navy blue signifies the success achieved through leadership and professionalism. Tan represents the bountiful fields of opportunity in America. Red symbolizes the friendship obtained through teamwork in our organization.

Interact Donates to Coats 4 the Community

Members of the Hillsdale High School Interact Club donated funds to Stillwell Ford Lincoln and Life Challenge of Michigan to purchase coats to give out free to the community.



Thank you Hillsdale Community Schools Board of Education



NICOLE HOFFMAN
President



KATHY PETERSEN
Vice President



KELLY LOPRESTO
Treasurer



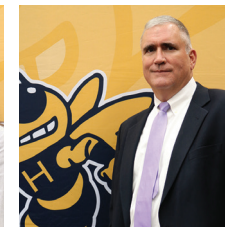
JIM BOWEN
Secretary



REBECCA PORTEUS
Trustee



LESLIE BENNETT-GRANATA
Trustee



ERIC MOORE
Trustee

SKILLED TRADES CAREER EXPLORATION FOR THE FAMILY

FEBRUARY 26, 6-8 PM

CALL (517) 437-3200

OR VISIT WWW.HILLSDALEEDP.ORG/2020C TO REGISTER

**DINNER IS SERVED
FREE TACO BAR!**

**LITCHFIELD REGIONAL
TRAINING CENTER
181 SIMPSON DRIVE,
LITCHFIELD, MI 49252**



HIGH DEMAND CAREERS



HIGH WAGE CAREERS



PROFESSIONAL TRADES



REGISTER TODAY!



2020

MiCareer Quest™ SOUTH

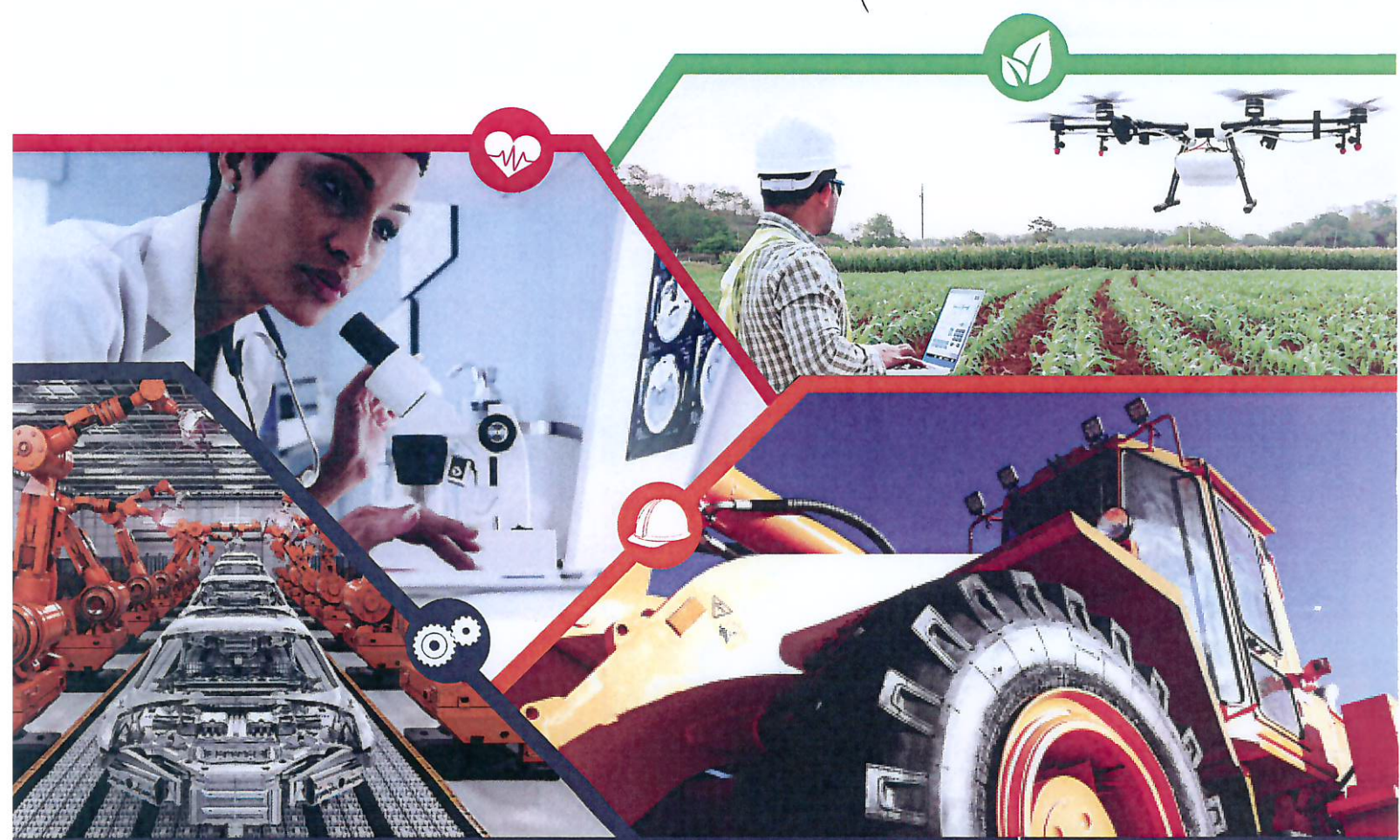
BUSINESS SPONSORSHIP & PARTICIPATION

GUIDE

Build your Talent Pipeline

FIND YOUR FUTURE
Be a part of this innovative, hands-on career exploration experience for thousands of high school students, along with their teachers and counselors, as they learn about today's hottest jobs from working professionals. Focus areas:

- ADVANCED MANUFACTURING
- CONSTRUCTION
- HEALTH SCIENCES
- AGRICULTURAL SCIENCE



APRIL
23
2020

CENTER FOR SCIENCE & INDUSTRY | 550 E. MAIN STREET
HUDSON, MI 49247

PURE MICHIGAN
Talent Connect



Presenting Sponsor

Event Coordination

Event Leadership & Committee Structure

Executive Committee

Event Management
Nathaniel Osborne, Project Manager,
 Michigan Works! Southeast

Nicole Bell, Communications Manager
 Michigan Works! Southeast

Pam Gosla, Research and Education Manager

Bill Sleight, Director, Michigan Works! Southeast

Shamar Herron, Deputy Director, Michigan Works! Southeast

Dan Rogers, Director, Center for Science & Industry

High School Administration, Teachers, Counselors & Students
 Higher Education Sponsors

Intermediate School District Representatives

Local School District Leads

Employers/Organizations/Academia Presenting Sponsor Representative

Advanced Manufacturing Quadrant Platinum Sponsor

Construction Quadrant Platinum Sponsor

Health Sciences Quadrant Platinum Sponsor

Agricultural Science Quadrant Platinum Sponsor

Art/Craft Display

Business Services Representatives

Quadrant Steering Committees

Advanced Manufacturing	Construction	Health Sciences	Agricultural Science
Champion*	Champion*	Champion*	Champion*
Quadrant Platinum Sponsor	Quadrant Platinum Sponsor	Quadrant Platinum Sponsor	Quadrant Platinum Sponsor
Quadrant Gold Sponsor	Quadrant Gold Sponsor	Quadrant Gold Sponsor	Quadrant Gold Sponsor
Quadrant Silver Sponsors	Quadrant Silver Sponsors	Quadrant Silver Sponsors	Quadrant Silver Sponsors
Quadrant Bronze Sponsors	Quadrant Bronze Sponsors	Quadrant Bronze Sponsors	Quadrant Bronze Sponsors
Contributor	Contributor	Contributor	Contributor
Business Services Representatives	Business Services Representatives	Business Services Representatives	Business Services Representatives

*Elected by committee

Quadrant Teams Exhibit Floor Day of Event

Advanced Manufacturing	Construction	Health Sciences	Agricultural Science
Quadrant Bronze Sponsors	Quadrant Bronze Sponsors	Quadrant Bronze Sponsors	Quadrant Bronze Sponsors
Working Professionals	Working Professionals	Working Professionals	Working Professionals
Others TBD	Others TBD	Others TBD	Others TBD

For more information on sponsorships or participating as an exhibitor, please contact:

Nathaniel Osborne, Project Manager
 (517) 260-7499 | nosborne@mwse.org

mwse.org/MiCareerQuest

 **MiCareerQuestSouth**

 **MiCareerQuest**

Q. What is it?

A. MiCareerQuest South is not your typical career fair. In fact, it is not a career fair at all. It is a career exploration experience for thousands of high school students across our region.

MiCareerQuest began in 2015 with the West Michigan Works! office in Grand Rapids, Mich. The goal was to help build the talent pipeline in key industry sectors. The event now attracts nearly 10,000 students annually.

This year, you can be part of launching MiCareerQuest for our region. Like the successful Grand Rapids event, we are focusing on in-demand jobs in these four career sectors:

- Advanced Manufacturing
- Construction
- Health Sciences
- Agricultural Science

Students will visit all four industry quadrants and participate in hands-on, interactive activities showcasing various occupations and have conversations with working professionals from a multitude of companies in our region.

The goal of the program is for students to get a better understanding of the strong career options available in our region and for them to find their career path.

Q. Why Should I Get Involved?

A. You will have a great opportunity to encourage thousands of students to consider pursuing the needed jobs in your industry – and to play an important role in preparing our youth for viable careers, shaping our region's future workforce.

Also, you and your team can identify students that might be a good fit for internships, job shadowing and more.

100%

of educators agreed MiCareerQuest 2017 (in Grand Rapids) was a valuable career education activity for students.

Check out video highlights at MiCareerQuest.org



2017 MiCareerQuest in Grand Rapids

Sponsor Benefits

PLATINUM

- Logo on top of corresponding quadrant archway
- Logo prominent in student on-site program
- Logo prominent on volunteer t-shirts
- Logo prominent on event website
- Logo recognition in 2020 Event Video
- Quote from senior leadership on select press release
- Display table at event
- Seat on Event Executive Committee
- Seat on corresponding Quadrant Steering Committee

GOLD

- Logo prominent on top left side of quadrant archway
- Logo in student on-site program
- Logo on event website
- Logo recognition in 2020 Event Video
- Display table at event
- Logo on volunteer t-shirts
- Seat on corresponding Quadrant Steering Committee

SILVER

- Logo on left side of quadrant archway
- Logo in student on-site program
- Logo on event website
- Logo recognition in 2020 Event Video
- Seat on corresponding Quadrant Steering Committee

BRONZE

- Logo on quadrant archway
- Name in student on-site program
- Name on event website
- Participant on corresponding Quadrant Exhibitor Team

CONTRIBUTER

- Name on event website
- Participant on corresponding Quadrant Exhibitor Team

NOTE: This will be a large exposition serving 2,400 students. High-level sponsors will receive prominent visibility at the event and in our publicity and social media activities. Your financial support helps us cover the major expenses that come with organizing an event of this scope, including facility rental, display company operation services, security, student and volunteer supplies and subsidizing student transportation where needed.

As an employer, you have opportunities to contribute and participate in many ways:

EVENT SPONSOR

MiCareerQuest South cannot take place this year without generous, much appreciated financial support from businesses and other organizations across the region. Depending on the visibility level you seek for your company, you have several sponsorship levels to choose from (see chart below).

CAREER QUADRANT LEADERSHIP





As a sponsor or by invitation, you can be on a quadrant steering committee. Each quadrant needs leaders to identify the best companies and professions to include in order to create a high-quality experience for the students.

The quadrant champions will be elected by the group and put in charge of the overall composition and flow of their career quadrant. This includes assuring the hands-on activities complement each other and engage students. The quadrant champions will be highly visible.

CAREER QUADRANT EXHIBITORS

As a sponsor or by invitation, you can join a quadrant team as an exhibitor. There is no registration fee to be an exhibitor. These are the working professionals that will engage directly with the students and share career expertise and advice. They will help design and implement the various job-related demonstrations featuring tools and equipment of their occupations. Enthusiasm for what you do is an important qualification for this role.

Sponsor Opportunities

 ADVANCED MANUFACTURING	 CONSTRUCTION	 HEALTH SCIENCES	 AGRICULTURAL SCIENCE
Platinum (1) \$15,000	Platinum (1) \$15,000	Platinum (1) \$15,000	Platinum (1) \$15,000
Gold (1) \$10,000	Gold (1) \$10,000	Gold (1) \$10,000	Gold (1) \$10,000
Silver (1) \$5,000	Silver (1) \$5,000	Silver (1) \$5,000	Silver (1) \$5,000
Bronze (No Limit) \$2,500	Bronze (No Limit) \$2,500	Bronze (No Limit) \$2,500	Bronze (No Limit) \$2,500
Contributer \$1,000	Contributer \$1,000	Contributer \$1,000	Contributer \$1,000

CENSUS2020

MICHIGAN NONPROFITS COUNT CAMPAIGN

m.n.a.▶
Michigan Nonprofit Association

CMF Council of
Michigan
Foundations
Growing the Impact of Michigan Philanthropy



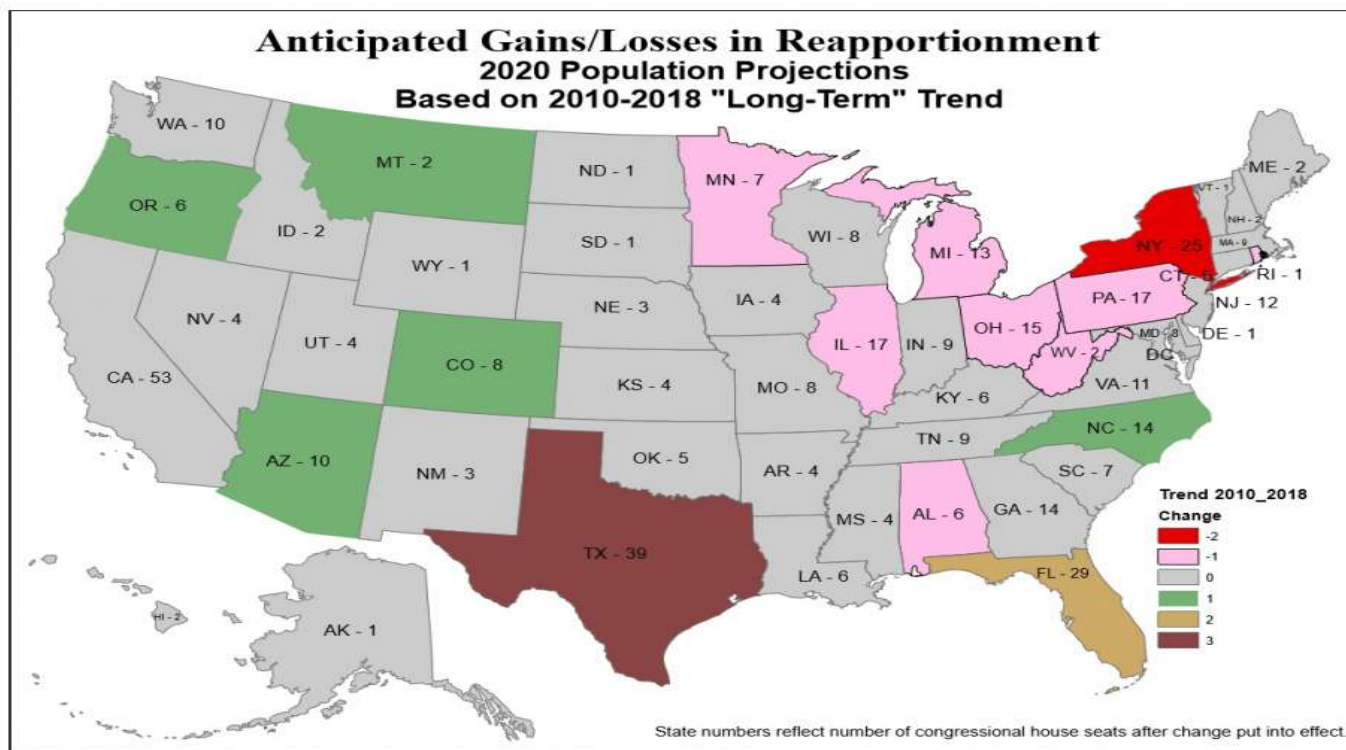
BE COUNTED
MICHIGAN2020

www.becountedmi2020.com

MICHIGAN NONPROFITS COUNT CAMPAIGN

What's At Stake?

- Accurate census data are essential for the fair distribution of the country's 435 congressional seats and for the fair allocation of government resources.
- Michigan is at risk of losing another seat this time.



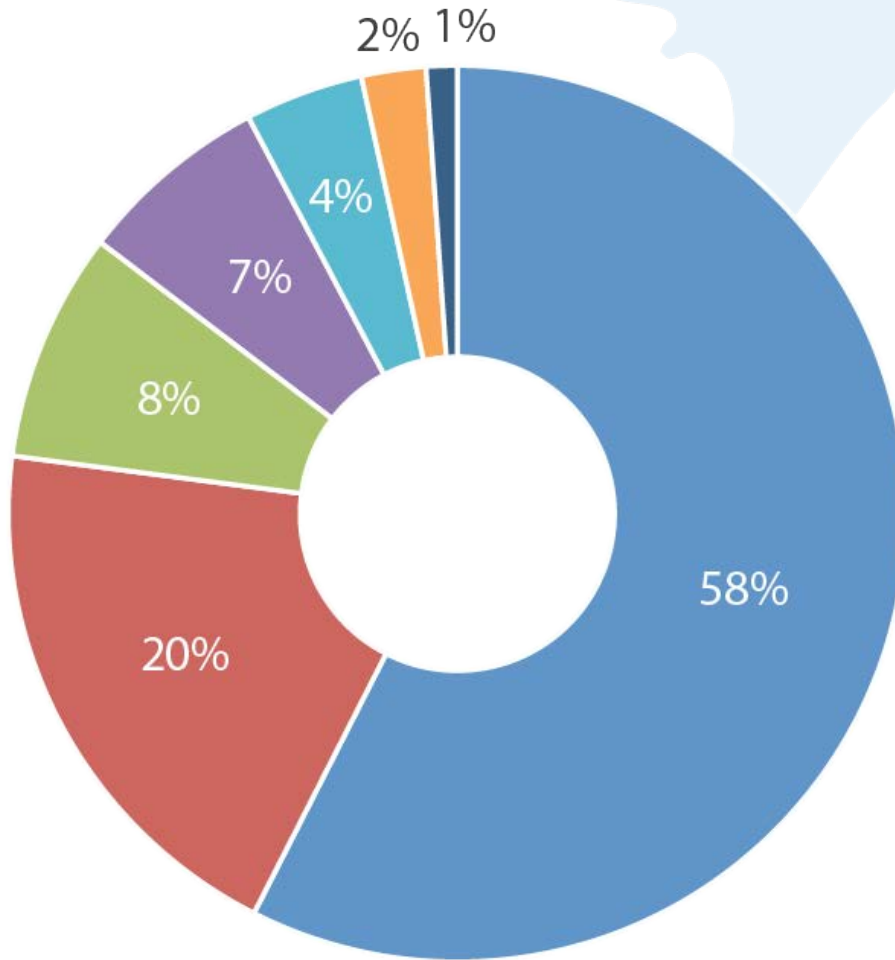
What's At Stake?

- More than 15 billion federal and state program dollars were distributed to Michigan communities annually based on census data.
- This is particularly important for Michigan because about 42% of our state budget relies on federal funding.

CENSUS2020

MICHIGAN NONPROFITS COUNT CAMPAIGN

WHAT'S AT STAKE?



LARGEST FEDERAL SOURCES THAT USE CENSUS DATA FOR DISTRIBUTION

- Medicare/Medicaid/Health Centers
- SNAP/WIC/School Lunch
- Education (Title I, IDEA, Headstart)
- Infrastructure (Highways, Roads, Bridges)
- Housing (Section 8)
- Children (Child care, S-CHIP, Foster Care)

What's at Stake?

- Under current funding figures, Michigan would lose \$1,800 of federal funds per year for every person not counted.
- We are stuck with the numbers for the next ten years.
- *As an example if just 5,000 people were missed in a community that would be loss of \$90 million – $5,000 \times 1,800 \times 10$ – because we have to live the count for 10 years.*
- This would result in a loss of funding for highway planning and construction, Head Start, special education, free and reduced-price lunch programs, WIC (the Special Supplemental Nutrition Program for Women, Infants, and Children) and CHIP (the Children's Health Insurance Program).

MICHIGAN'S HARD-TO-COUNT POPULATIONS

- People of color
- Immigrants
- Undocumented people
- Young children
- Low-income people
- Homeless individuals
- Those traditionally served by nonprofits

CENSUS2020

MICHIGAN NONPROFITS COUNT CAMPAIGN

Why are young children missed?

There are many reasons why young children can be missed in the census. Often these children tend to live with large, extended families or with multiple families living under one roof.

They may stay in more than one home and may not be related to the person filling out the questionnaire or answering questions from a census worker.

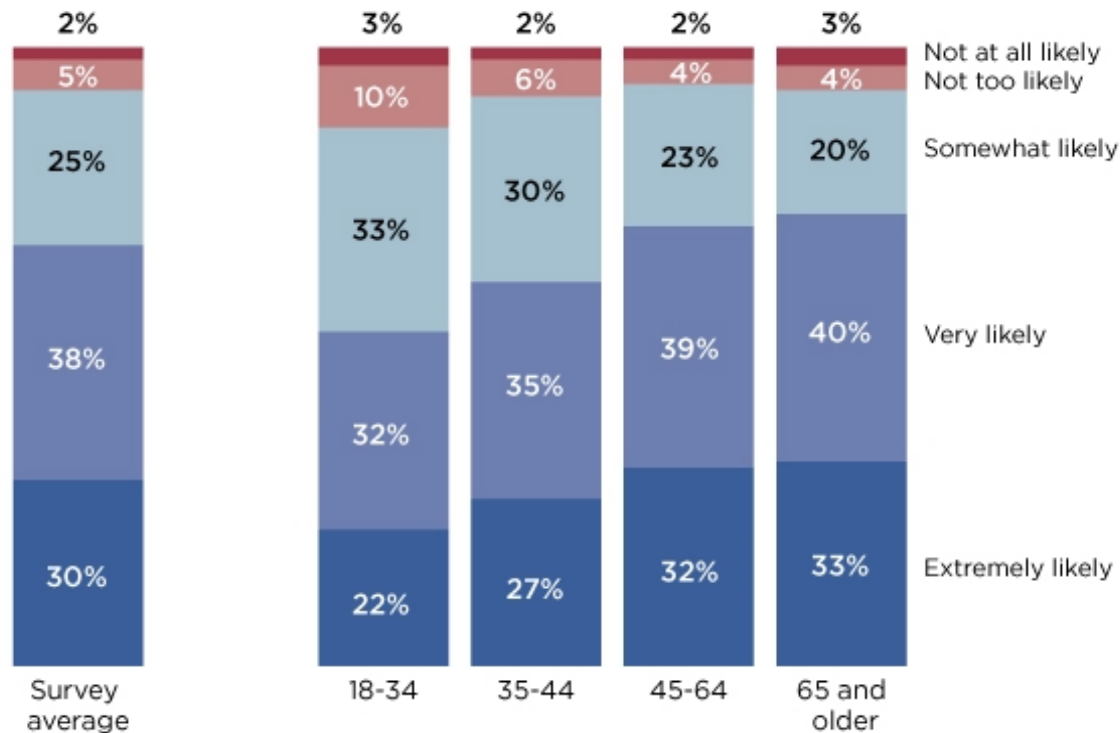
It is important to remember that EVERYONE living in a household, temporarily or permanently, relative or friend, on April 1, 2020 SHOULD BE COUNTED AT THAT ADDRESS.

www.becountedmi2020.com

Current Challenges

- US Census Bureau has been directed to spend less on the census than last time.
- Internet First Model
 - While it's convenient for some, internet access is a problem for a lot of our citizens including seniors.
There are privacy and cyber-security concerns.
- 50% reduction in Census bureau offices and field workers
 - For the 2020 Census, there are 5 local offices placed in Michigan – Macomb County, Oakland County, Detroit, Lansing and Midland.
- Distrust in government is at a very high level.

How Likely Would You Be to Fill Out the Census Form?



Notes: All estimates were rounded so that the sum of estimates equals 100 percent.

How will people be able to respond?

- When it's time to respond, most households will receive an invitation by mail.
- Every household will be able to respond online, by phone or by mail.
- Most areas will be asked to respond online, in areas not likely to respond that way, will be sent a paper version.
- The U.S. Postal Service will stagger delivery of the invitations so that the number of respondents online will be spread out.

What is the timeline for responding?

- March 12-20: First invitation to respond will be sent.
- March 16-24: A reminder letter.

IF YOU HAVE NOT RESPONDED YET:

- March 26-April 3: A reminder postcard.
- April 8-16: A reminder letter and paper questionnaire.
- April 20-27: A reminder postcard before they follow up in person.

Hillsdale County Local Data - Education

According to Census Population of 3 years and over
enrolled in school up to 12th grade

2010
9,128

2017
8,036

Change in school age population of 1,092
2018 average per pupil spending in
Hillsdale County \$10,768
Loss of funding **\$11,755,162** between
2010 and 2017

Your roads depend on you filling out the 2020 Census.

- Each year MDOT uses allocation factors to distribute road dollars to cities and villages. The amount of dollars is based on population as of the latest U.S. Census and road miles.
- A city or village receives \$43.96 per person for major streets and \$14.65 per person for local streets.

2010

47,033

2017

45,909

Change in population has a decrease of 1,124

Resulting in a potential loss of **\$658,776.40**

Sample Activities

- Develop a list of barriers, groups, or concerns that might impede the progress of the 2020 Census in your local area, such as recent immigrants, non-English speaking groups, high crime areas, and areas with gated communities.
- Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.
- Place census messages on water bills, property tax bills, social media, and local speeches and other correspondence generated by the jurisdiction.
- Develop and implement activities to involve local government employees in the 2020 Census Awareness Campaign.
- Encourage corporations to become official sponsors of your census activities.
- Have census posters, banners, and other signage placed in highly visible public locations.
- Include the 2020 Census logo and message on bus schedules, brochures, newsletters, social media sites, and your local jurisdiction Web site.
- Sponsor a census booth at county fairs, carnivals, and festivals (especially cultural or ethnic celebrations).
- Have census information available during voter registration drives.

CENSUS2020

MICHIGAN NONPROFITS COUNT CAMPAIGN

m.n.a.▶
Michigan Nonprofit Association

CMF Council of
Michigan
Foundations
Growing the Impact of Michigan philanthropy



Thank You!

Clint Brugger

Community Action Agency

cbrugger@caajlh.org

Phone: 517-263-7861 ext. 2222

www.becountedmi2020.com

Increasing revenues by approximately \$700K will impact Hillsdale County's students. The countywide plan ...

- 1) Transportation assistance to send students to HACC
- 2) Create 9th & 10th grade career exploration opportunities
- 3) A position for placement of HS students
- 4) Sustaining current programs
- 5) Early Middle College expansion

Vocational Education Be a part of our future ...



Vote on March 10, 2020

Tax Levies	<u>Vocational Ed</u>	Estimated Taxes Collected by ISD:	Taxes Collected on Taxable Value	\$ 100,000
Hillsdale County ISD	0.8918	Hillsdale County ISD \$ 1,035,981	Hillsdale County ISD	\$ 89.18
Branch County ISD	4.2105	Branch County ISD \$ 5,586,030	Branch County ISD	\$ 421.05
Calhoun County ISD	1.4538	Calhoun County ISD \$ 5,474,962	Calhoun County ISD	\$ 145.38
Jackson County ISD	2.1414	Jackson County ISD \$ 10,060,580	Jackson County ISD	\$ 214.14
Lenawee County ISD	2.9191	Lenawee County ISD \$ 10,720,537	Lenawee County ISD	\$ 291.91

stronger together
www.hillsdale-isd.org

This print media is paid for by the Hillsdale County ISD, 310 W. Bacon Street, Hillsdale, MI.

Hillsdale County ISD
Vocational Education Revenue and Expenditure Analysis

Revenue		
Local	\$ 1,074,468	54.67%
Local Grant	3,700	0.19%
State Aid	314,597	16.01%
State Grants	-	0.00%
Federal Grants	572,614	29.14%
Transfers (LEA and ISD Funds)	-	0.00%
	\$ 1,965,379	100.00%

Expenditures		
Instructional:		
Classroom (Engineering)	\$ 129,515	
Classroom (Criminal Justice)	86,303	
Classroom (Construction Trades)	197,134	
Classroom (Allied Health)	152,118	
Classroom (Cyber Security)	131,809	
Classroom (Welding)	103,819	39.18%
	800,698	
Vocational Ed Administration:		
Principal/Supervisor	157,941	7.73%
	157,941	
Other Vocational Education Costs:		
Operations and Maintenance	124,068	
Secretarial Services	75,879	
Student Programs/Services	16,365	10.58%
	216,312	
Central Office:		
Board of Education	15,021	
Superintendent's Office	49,428	
Business Services	80,141	
Human Resource Services	25,719	
Technology	149,691	15.66%
	320,000	
Other Costs:		
Transfers (General, Fiber and Special)	2,801	
Grants (Miscellaneous)	546,008	26.85%
	548,809	
	\$ 2,043,760	
Expenditures in Excess of Revenues	\$ (78,381)	100.00%

Note:

Does not reflect sale of student home

Grants (Programs):

Perkins	\$ 502,308
Section 61b - EMC	40,000
Other - Miscellaneous Grants	3,700
	\$ 546,008

City of Hillsdale

Agenda Item Summary

Meeting Date: February 17, 2020

Agenda Item # : New Business

SUBJECT: Internal Loan

BACKGROUND PROVIDED BY STAFF: David Mackie, City Manager

BACKGROUND:

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

In April 2019 the City and TIFA were awarded a Community Development Block Grant (CDBG) in the amount of \$1,415,000 to renovate the Dawn Theater. The total project is expected to cost, at or below, \$1,700,000 with major construction starting this spring. To help facilitate the project's completion TIFA is requesting a short-term loan from the Electric Department in the amount of \$200,000 to help cover any grant reimbursement delays. A term sheet for the loan is attached. Though the loan has a term of 5-years, TIFA intends to pay off the loan upon completion of the project.

This loan should be considered an investment for the Electric Department and will be made out of cash reserves that are normally invested outside of the City. The loan will not harm the Electric Department's ability to address its own capital improvement needs. The Hillsdale Board of Public Utilities has approved a resolution supporting this loan as required by the Internal Loan Policy.

RECOMMENDATION:

City Council discuss and consider approval of the TIFA loan resolution 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)

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

Loan - Debt of April 1, 2020

Original Issue of:

\$200,000.00

Interest Rate:

2.50%

Dawn Theater Renovations

Date	Total Payment	Principal	Interest	Fiscal Year Total
4/1/2020				200,000.00
4/1/2021	45,000.00	40,000.00	5,000.00	160,000.00
4/1/2022	44,000.00	40,000.00	4,000.00	120,000.00
4/1/2023	43,000.00	40,000.00	3,000.00	80,000.00
4/1/2024	42,000.00	40,000.00	2,000.00	40,000.00
4/1/2025	41,000.00	40,000.00	1,000.00	0.00
Totals \$	215,000.00	\$ 200,000.00	\$ 15,000.00	

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 April 1, 2020 with final payment due on or before April 1, 2025 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 February, 2020.

Adam Stockford, Mayor

ATTEST:

Katy Price, City Clerk

City of Hillsdale

Agenda Item Summary

Meeting Date: **February 17, 2020**

Agenda Item # : **New Business**

SUBJECT: **Contract with Domestic Harmony**

BACKGROUND PROVIDED BY STAFF: David Mackie, City Manager

The City has supported Domestic Harmony for more than 17 years. They provide victims of domestic violence and their children vital services such as: crisis intervention, 24-hour supportive counseling, and transportation, temporary shelter, housing placement assistance, information and referrals in legal and financial matters. These services are free of charge to those who reside in Hillsdale County.

The attached document from Hannah Jordan, the Executive Director of Domestic Harmony, asks the City to continue their support for fiscal year 2020-21. Historically the City's contribution has been between \$5,000 and \$6,000 annually. For the City's fiscal year 2019-20, the contribution approved by Council was \$6,000.

RECOMMENDATION

Staff recommends Council approve the contract with Domestic Harmony for 2020-2021.



DOMESTIC HARMONY
P.O. Box 231
Hillsdale, Michigan 49242
Telephone: (517) 439-1454
Fax: (517) 439-5144

February 1, 2020

Dear Members of the Hillsdale City Council,

Through the years, we have been grateful to the townships, villages and cities who have generously agreed to sign service contracts with Domestic Harmony. Your partnership helps to provide critical services to those residing in your area. Because of your concern for your residents, you have the ability to help ensure that no victim of domestic violence goes without a safe place to seek shelter.

I would like to ask you now, to consider signing a service contract that will help to ensure the safety of those in need. We are very grateful for the past support of local governments, including many townships, villages and cities in Hillsdale County. This support has enabled us to provide services to victims of domestic violence. Last fiscal year we provided shelter to 43 adults and 54 children, supportive counseling to 131 non-residential clients, and answered 504 crisis hotline calls. We are asking that all townships, villages and cities in Hillsdale County contract with Domestic Harmony to provide victims of domestic violence and their children residing in each municipality.

We offer the following services:

- ❖ Transportation from a safe place to shelter;
- ❖ Safe emergency shelter;
- ❖ A 24-hour crisis hotline;
- ❖ Crisis intervention and supportive counseling;
- ❖ Coordination of support services, including assistance in finding permanent housing and in obtaining financial assistance; and
- ❖ Legal advocacy referral and information.

There is no charge for any of our victim or prevention services.

As you prepare your budget for this year, we ask that you support Domestic Harmony. Townships and other municipalities that support us do so by contracting with us through a Purchase of Service Contract. Most townships that support us through these contracts do so at a level between \$250 and \$500 each year. We would be grateful for any support that your municipality could offer. We will continue to serve all residents of Hillsdale County who need our help, as we always have. By contracting with us you will ensure our ability to continue to provide life saving services to victims of domestic violence and their children.

Enclosed are two copies of a contract for Purchas of Services for your convenience. Please fill in the amount you are able to contract for, sign both copies and send one back to us.

Thank you very much for your consideration of this very important issue.

Sincerely,

Hannah Jordan, LLMSW
Executive Director

**DOMESTIC HARMONY
CONTRACT FOR SERVICES**

The City of Hillsdale (hereinafter “City”), located in the County of Hillsdale, and State of Michigan, agrees to purchase services, recently codified in MCL 41.110c(e), for victims of domestic violence for residents of said township from the Hillsdale County Task Force on Family Violence, which is doing business as Domestic Harmony (hereafter “Domestic Harmony”) for the fiscal year 2020. This period may include past services as well as future services.

“Domestic violence” means a violent physical attack or fear of a violent physical attack perpetrated by an assailant against a victim, in which the victim is a person assaulted or threatened by his or her intimate partner, former intimate partner, an adult person, or emancipated minor assaulted by an adult person with whom the assaulted person cohabitated; and in which the victim and assailant are/were involved in a consenting sexual relationship.

Services to be provided under this contract to any number of eligible residents in the City are:

1. Transportation from a safe place to shelter;
2. Safe emergency shelter;
3. A 24-hour crisis hotline;
4. Crisis intervention and supportive counseling;
5. Coordination of support services, including assistance in finding permanent housing and in obtaining financial assistance; and
6. Legal advocacy referral and information.

These services are defined in Domestic Harmony’s grant from the Domestic Violence Prevention and Treatment Board of the State of Michigan.

To purchase said services the City agrees to pay to Domestic Harmony the sum of \$_____ for the 2020 fiscal year, which begins on _____ and ends on _____.

Domestic Harmony agrees to defend, indemnify and hold harmless the City from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Domestic Harmony by reason of any damage to property, personal injury or bodily injury, including

death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost or expense, if caused in whole or in part by the negligence of Domestic Harmony, or by third parties, or by the agents, servants, employees or factors of any of them.

City of Hillsdale

Domestic Harmony

By: _____

/print/ _____

Executive Director

Its _____

Date: _____

Date: _____

City of Hillsdale

Agenda Item Summary

Meeting Date: February 17, 2020

Agenda Item: New Business

SUBJECT: MSCPA Amendments of By-Laws

BACKGROUND PROVIDED BY STAFF:

The MSCPA Board approved the amendments of the by-laws at the regular board meeting held on May 3, 2018. Per section V of the *Articles of Incorporation of Michigan South Central Agency*, a final vote for adoption of the amended by-laws cannot be taken until the amendments have been referred to the governing bodies of the member municipalities for one (1) month. A red-lined version is enclosed for your reference.

RECOMMENDATION: Staff recommends approving the Michigan South Central Power Agency By-Law Amendments as noted.

AMENDMENT TO THE BY-LAWS OF
MICHIGAN SOUTH CENTRAL POWER AGENCY

SECTION I
AMENDMENT TO ARTICLE II, SECTION 1

The By-Laws of Michigan South Central Power Agency are amended by repealing Section 1 of Article II and adopting a new Section 1 of Article II, as follows:

Section 1. Regular Meetings. All regular meetings shall be held at the ~~principal administrative~~ offices of the Agency located in ~~Coldwater Litchfield~~, Michigan, unless otherwise specified by the Commission or by the Chairperson with a public notice stating the date, time, and place of the meeting posted at least 18 hours before the meeting~~18-hour notice to each member of the Commission~~. It shall be the duty of the secretary or assistant secretary to give notice to the public as required by the Open Meetings Act of the State of Michigan or other laws.

SECTION II
AMENDMENT TO ARTICLE II, SECTION 2

The By-Laws of Michigan South Central Power Agency are amended by repealing Section 2 of Article II and adopting a new Section 2 of Article II, as follows:

Section 2. Number of Regular Meetings. One regular meeting of the Commission will be held on the first Thursday of each month unless otherwise specified by the Commission or by the Chairperson with a public notice stating the date, time, and place of the meeting posted at least 18 hours before the meeting. It shall be the duty of the secretary or assistant secretary to give notice to the public as required by the Open Meetings Act of the State of Michigan or other laws.

SECTION III
AMENDMENT TO ARTICLE II, SECTION 3

The By-Laws of Michigan South Central Power Agency are amended by repealing Section 3 of Article II and adopting a new Section 3 of Article II, as follows:

Section 3. Special Meetings. Special meetings shall be held whenever called by direction of the Chairperson or any two officers with a public notice stating the date, time, and place of the meeting posted at least 18 hours before the meeting~~on 18-hour notice to Commission members of the time and place of the meeting, unless the public body meets in emergency session in the event of a severe or imminent threat to the health, safety, or welfare of the public and cannot comply with the 18-hour posted notice requirement when 2/3 of the members serving on the body decide that delay would be detrimental to efforts to lessen or respond to the threat~~~~or with no notice whatever, should all be present and waive notice.~~ It shall be the duty of the secretary or assistant secretary to give notice to the public as required by the Open Meetings Act of the State of Michigan or other laws.

SECTION IV
AMENDMENT TO ARTICLE IV, SECTION 4

The By-Laws of Michigan South Central Power Agency are amended by repealing Section 4 of Article IV and adopting a new Section 4 of Article IV, as follows:

Section 4. Annual Report. Following the close of each fiscal year, the ~~Agency general manager~~ shall submit a report of ~~its~~~~the~~ activities ~~of the Agency~~ for the preceding year to the governing bodies of ~~its~~~~the~~ member municipalities. ~~Before submission, the annual report shall be submitted to the commission for approval.~~ The annual report shall set forth ~~at~~~~the~~ complete operating and financial statement covering the operations of the Agency during the preceding year, together with an audit of its operations.

**SECTION V
EFFECTIVE DATE**

These amendments to the By-Laws shall take effect on the date stated below. The amended and restated By-Laws adopted on August 11, 1983, shall remain in effect, as amended herein, until altered, amended, or repealed hereafter by the Agency and in accordance with Michigan law.

CERTIFICATE

I, Christina Bernard, Secretary of the Michigan South Central Power Agency, hereby certify that these amendments to the By-Laws were adopted by the Commission of the Michigan South Central Power Agency on the ____ day of _____, 2018, at Coldwater, Michigan, and that the Commissioners voting upon same voted as follows:

Tarkiewicz	_____
Cornish	_____
Budd	_____
Mathis	_____
Mackie	_____

Furthermore, before these amendments to the By-Laws were adopted on the ____ day of _____, 2018, the said amendments were referred to the governing bodies of the member municipalities on the ____ day of _____, 2018, in compliance with Article V, Section 3, of the Articles of Incorporation.

MICHIGAN SOUTH CENTRAL POWER AGENCY

DATED: _____
Christina Bernard, Secretary

City of Hillsdale

Agenda Item Summary

Meeting Date: February 17, 2020

Agenda Item: New Business

SUBJECT: SSOE Detailed Engineering and Design Services for Phase 1 of the Voltage Upgrade Project

BACKGROUND PROVIDED BY STAFF:

The City of Hillsdale (City) through its Board of Public Utilities (Board) has requested that SSOE submit a proposal to provide engineering and design services associated with the first phase of the System Voltage Upgrade Plan (Plan). The Plan was presented to the Board in December 2019 and consists of a multi-year effort to make improvements at the Industrial Substation and to convert the remaining four (4) 4.16 kV circuits to 13,200 V. This first phase of the Plan consists of the following improvements:

1. Industrial Substation Upgrade Improvements (Option 2B from the Plan) - Remove the existing feeder 15, then install one (1) lineup of outdoor 13.2 kV switchgear with a secondary transformer breaker and four (4) feeder circuits located within a prefabricated protected aisle switchgear enclosure. Install voltage regulators on each of the feeder circuits to allow proper interfacing with the power plant 13.2 kV feeders.
2. Convert 4.16 kV feeder circuits 4, 5, and 6 to 13.2 kV. City personnel will perform the circuit conversions. The design of the modifications to the Industrial Substation and the four (4) new 13.2 kV circuits shall provide the following objectives:
 1. Retirement of the existing 4.16.kV substations.
 2. Conversion of existing 4.16 kV distribution circuits to 13.2 kV circuit operation along with the additional reclosers to split loading and provide selective coordination to minimize customer outages.
 3. Establishment of tie points and switches among the new four (4) 13.2kV circuits and the existing four (4) 13.2 kV power plant circuits to permit the transfer of loads from one (1) circuit to another.
 4. Installation of sectionalizing equipment such as reclosers to ensure reliable service to large customers.

This plan and engineering service has been approved by the BPU Board.

RECOMMENDATION: Staff recommends awarding the design services for Phase 1 of the Voltage Upgrade Project to SSOE in the amount not to exceed \$300,000

SSOE Group
1001 Madison Avenue
Toledo, OH 43604
419.255.3830 T
419.255.6101 F

www.ssoe.com

January 30, 2020

Mr. Chris McArthur
Director of Utilities
Hillsdale Board of Public Utilities
45 Monroe Street
Hillsdale, Michigan 49242

RE: Voltage Upgrade Substation Option 2B
and 4.16 kV Feeder Phase 1 Upgrade
SSOE Proposal No. P20-00414-00

Dear Chris:

SSOE Group (SSOE) is pleased to provide our proposal for detailed engineering and design services for phase 1 of the voltage upgrade project.

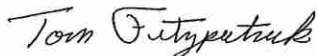
Having provided quality services to municipal electric utilities for more than 30 years, we understand your desire to work with a well-qualified team that can deliver your project how you want it, when you want it, and within your budget. This is exactly the value we bring.

The core of our project team consists of Joe Hulderman, PE as Lead Electrical Engineer and Peter Zhernovskiy as Lead Electrical Designer. Over the years Joe and Peter have worked on various projects for the City's electric system. As a result, we have gained a working knowledge of the system. We will leverage this knowledge, along with our experience with other municipal electric systems, to develop a comprehensive voltage conversion plan that best meets your needs.

We look forward to meeting with you to further discuss how we can help the City meet its project goals, while providing the value and quality you have come to expect from us. Should you have any questions regarding this proposal, please feel free to contact me at 419.349.7766, or via email at tfitzpatrick@ssoe.com.

Sincerely,

SSOE



Tom Fitzpatrick, PE, PMP
Senior Project Manager

cc: Chad Culbert – Hillsdale Board of Public Utilities
Mike Mitchell, PE – SSOE
Joe Hulderman, PE – SSOE

Scope of Services

Voltage Upgrade Substation Option 2B and 4.16 kV Feeder Upgrade Project – Hillsdale Board of Public Utilities

I. Overview

The City of Hillsdale (City) through its Board of Public Utilities (Board) has requested that SSOE submit a proposal to provide engineering and design services associated with the first phase of the System Voltage Upgrade Plan (Plan). The Plan was presented to the Board in December 2019 and consists of a multi-year effort to make improvements at the Industrial Substation and to convert the remaining four (4) 4.16 kV circuits to 13,200 V. This first phase of the Plan consists of the following improvements:

1. Industrial Substation Upgrade Improvements (Option 2B from the Plan) - Remove the existing feeder 15, then install one (1) lineup of outdoor 13.2 kV switchgear with a secondary transformer breaker and four (4) feeder circuits located within a prefabricated protected aisle switchgear enclosure. Install voltage regulators on each of the feeder circuits to allow proper interfacing with the power plant 13.2 kV feeders
2. Convert 4.16 kV feeder circuits 4, 5, and 6 to 13.2 kV. City personnel will perform the circuit conversions.

The design of the modifications to the Industrial Substation and the four (4) new 13.2 kV circuits shall provide the following objectives:

1. Retirement of the existing 4.16.kV substations.
2. Conversion of existing 4.16 kV distribution circuits to 13.2 kV circuit operation along with the additional reclosers to split loading and provide selective coordination to minimize customer outages.
3. Establishment of tie points and switches among the new four (4) 13.2kV circuits and the existing four (4) 13.2 kV power plant circuits to permit the transfer of loads from one (1) circuit to another.
4. Installation of sectionalizing equipment such as reclosers to ensure reliable service to large customers.

II. Project Delivery

- A. The improvements to the Industrial Substation will be accomplished using the Design, Bid, Build (DBB) approach using the following contracts:
 1. Equipment Contracts – for regulators, breakers, and protected aisle switchgear enclosure. SSOE anticipates writing a combined specification for all equipment. Bidders will be allowed to bid on one (1) or more of the specified equipment.
 2. Installation Contract – There will be a single contract that will include both general construction and electrical construction. General construction will consist of foundations and other site work. Electrical construction will consist of receipt and installation of all equipment, field wiring, and assistance with startup and commissioning.
- B. As stated above, the conversion of the three (3), 4.16 kV circuits to 13.2kV will be performed by City personnel. SSOE will prepare design drawings and bills of materials. The City will purchase materials through a series of purchase orders.

III. SSOE's Design Scope of Services

- A. Develop engineering design documents to modify the existing Industrial Substation.
- B. Develop engineering design documents to upgrade the existing three (3) 4.16 kV circuits 4, 5, and 6 to 13.2 kV operation.
- C. SSOE already has a substantial amount of information about the City's electrical distribution system based upon the distribution system upgrade study. We will review this information prior to holding a conference call with the City to kick off the project. Prior to the conference call, SSOE will submit an information request list to the City.
- D. Hold a kickoff conference call to review any information needs, discuss project priorities, and arrange field investigations.
- E. Perform field investigations to review the industrial substation relaying and existing three (3) 4.16 kV circuits layouts. The goal of these investigations is to become more familiar with the existing system and the challenges for the conversion from 4.16 kV to 13.2 kV.
- F. Develop a list of conversion sequences for the converting of existing three (3) 4.16 kV circuits 4, 5, and 6 to 13.2 kV. Conversion options will consider reliability, logistics, sequencing, safety, constructability, availability of City personnel to perform the work, and schedule.
- G. Prepare documentation (written description, maps, and drawings) describing the various circuit upgrade options and their advantages and disadvantages.
- H. Meet with City personnel to review the interim documentation and develop a final implementation plan.
- I. Perform additional field investigations, as needed, to finalize the plan.
- J. The following is the proposed task sequence for converting the 4.16 kV circuits 4, 5, and 6 to 13.2 kV operation. This voltage conversion will facilitate the retirement of all of the obsolete and aging 4.16 kV substations along with the conversion of the 4.16 kV distribution feeders. This upgrade plan will provide engineering design documents and will confirm construction cost estimates.
 - 1. Prepare engineering plans for the conversion and procurement specifications of all of the equipment and material required for the Industrial Substation upgrade. Engineering design plans will include the new relay settings and fuse ratings that will be required. Plans will include development of a policy regarding who will be responsible for the change out of distribution transformers owned by 4.16 kV primary metered customers.
 - 2. The City may need to acquire any additional rights of way and tree trimming rights for the 4.16 kV circuits 4, 5, and 6 to 13.2 kV upgrades and for the new 13.2 kV feeders connected to the Industrial substation.
 - 3. Prepare engineering design documents for the replacement of existing wood poles that are in poor condition and / or are of insufficient height and / or class to support conductors and maintain the required clearances.
 - 4. Prepare engineering design plans and documents for the replacement of existing underground insulated cables and overhead cables which do not have ratings suitable for operation at 13.2 kV operation with suitably rated cables.
 - 5. Prepare engineering design plans and documents for all existing spacer cable spacers that do not have ratings suitable for operation at 13.2 kV or are in a deteriorated condition. It is assumed that these cables will be replaced with suitably rated spacers.

6. Prepare engineering design plans and documents for pole top assemblies that support existing overhead 4.16 kV conductors that do not have sufficient phase to phase clearances suitable for operation at 13.2 kV will be modified to provide suitable clearances.
 7. Prepare engineering design plans and documents for all pin type insulators and suspension type insulators that do not have ratings suitable for operation at 13.2 kV operation will be replaced with insulators suitable for operation at 13.2 kV.
 8. Prepare engineering design plans and schedules to replace all distribution transformers that are not already dual primary voltage rated with transformers having dual primary voltage ratings. The sequence of the replacement of distribution transformers will depend upon the schedule for the voltage conversion project. A short schedule will require that all transformers be replaced with dual primary voltage rated transformers before the conversion starts. A longer schedule would permit the replacement of the transformers on short lengths at a few circuit locations being converted. After the first circuits are converted, the dual primary voltage rated transformers could be replaced on those circuits with transformers rated only for 13.2 kV and the dual primary voltage transformers could be installed on the next circuits to be converted.
 9. Prepare schedules and sequences to allow the phased upgrade approach replace the single primary voltage rated transformers that do not now have provisions for operation at 13.2 kV with transformers having voltage taps for operation at both the existing voltage and 13.2 kV.
 10. Prepare schedules and sequences to allow the associated surge arresters to be replaced as the distribution transformers are reconnected for operation at 13.2 kV.
 11. Prepare engineering design plans and schedules to replace existing switches and capacitors with equipment suitable for operation at 13.2 kV.
 12. Determine areas that need to be maintained at 4.16 kV by using a 13.2 - 4.16 kV transformer bank to continue to serve small areas at 4.16 kV where conversion of those areas is anticipated to be very difficult.
 13. Prepare schedules and planning sequences of the above items to minimize temporary overloading of equipment and to minimize the customer outage time. Much of this work will need to be accomplished during light load periods. This will require detailed scheduling and manpower planning and will govern the time frame to complete the conversion of Feeder circuits 4, 5, and 6. The final engineering plans will determine schedule and sequence.
 14. It was estimated that there is approximately 50 miles of 4.16 kV circuits that need to be converted to 13.2 kV operation. Phase One (1) is to complete the conversion of Feeder circuits 4, 5, and 6.
- K. Develop the following documentation for the upgrade implementation plan:
1. Written description of the process used to arrive at the final upgrade construction plan for both the Industrial Substation and Feeder circuits 4, 5, and 6.
 2. Preliminary engineer design documents, sequences, and schedules of the proposed Industrial Substation and distribution circuit improvements.
 3. Maps and drawings showing the distribution circuit improvements phases.
 4. Cost estimates for substation and distribution circuit construction.
 5. Overall project schedule.

- L. Prepare preliminary engineer design documents incorporating the documentation described above.
- M. Meet with the City to review the preliminary engineer design documents.
- N. Revise the engineer design documents to address the City's comments and issue a final version.

IV. SSOE Procurement Scope of Services

- A. SSOE will assist the City with procurement activities for the improvements to the Industrial Substation as follows:
 - 1. Prepare the equipment specification and installation specification for bidding.
 - 2. This will include the bid advertisement, instruction to bidders, bid form, commercial terms and conditions, and technical specifications. For the installation specification, SSOE will use the commercial terms and conditions that were included in the Hospital to Hi Rise project that was bid in 2017. The City will provide commercial terms and conditions for the equipment contract.
 - 3. Prepare a list of bidders for each contract and issue the bids to the bidders.
 - 4. Respond to bidders questions and issue addenda as needed.
 - 5. Prepare a bid review and recommendation.
 - 6. Prepare the contracts for signing by the City and the successful bidder.
- B. SSOE will provide bills of materials for conversion of the 4.16 KV circuits to 13.2 KV. The City will handle all other procurement activities.

V. SSOE Construction Phase Scope of Services

- A. Review equipment shop drawings.
- B. Two (2) days of Construction observation is included.
- C. Six (6) days of substation Start up assistance is included.

VI. Project Management

- A. Throughout all phases of the project, SSOE anticipates performing the following project management functions:
 - 1. Coordinate SSOE activities and serve as the main point of contact with the City.
 - 2. Prepare and maintain a Request for Information (RFI) log for items involving SSOE.
 - 3. Participate in conference calls / meetings and issue notes.
 - 4. Prepare and maintain a project design schedule.
 - 5. Provide monthly project update reports.

VII. Assumptions / Clarifications / Exclusions

- A. SSOE's cost estimates will utilize a combination of Class 3 and Class 4 procedures as outlined in the AACE Cost Estimate Classification System. A copy of the AACE Cost Estimate Classification System is attached at the end of this section.
- B. Upgrades to existing 4.16 kV stations beyond those that interface with circuits 4, 5, and 6 are not included in this proposal.
- C. City is responsible for acquiring any needed new right of way.
- D. SSOE will perform ten (10) single day one (1) person site visits for field investigation to develop the engineering documentation. A trip report will be issued for each site visit.
- E. SSOE will participate in a WebEx with the City to review the 60% and 90% interim engineer design documentation. In addition, a WebEx with the City to review the preliminary engineer design documents package will occur.
- F. SSOE has not included hours for assistance with feeder circuit work. Field assistance can be provided based on current fee and rate schedule.

VIII. Deliverables

- A. Minutes of all meetings and conference calls attended by SSOE.
- B. Trip reports for all site visits.
- C. Interim 60% and 90% engineer design documentation for Industrial Substation modifications and circuits 4, 5, and 6 to 13.2 kV upgrades.
- D. Preliminary engineer design documents for Owner review.
- E. Final engineering design documents for bid and construction.

IX. Meetings / Site Visits

- A. Attendance at the following meetings:
 - 1. Interim documentation review via WebEx.
 - 2. Preliminary engineer design documents review via WebEx.
 - 3. Final engineer design documents review at Hillsdale.
- B. Site visits for field investigations will be performed as needed to complete the engineer design documents for the Industrial Substation modifications and the converting of the 4.16 kV circuits 4, 5, and 6 to 13.2 kV operation.

VII. Project Schedule

- A. SSOE estimates that it will take twenty (20) weeks after the kickoff conference call to perform field investigations and develop preliminary engineering documentation. During this time frame, City personnel will be engaged to provide input to ensure sequencing and scheduling meets the City's expectations.

- B. After the meeting to review preliminary engineering documentation, SSOE estimates that it will take an additional six (6) weeks to prepare and complete final engineering documentation.
- C. The Issued for bid and construction engineering documentation will be issued within two (2) weeks of receiving the City's comments on the final engineering documentation.

VIII. Project Team

- A. The core of our project team consists of Joe Hulderman, PE as Lead Electrical Engineer, Peter Zhernovskiy as Lead Electrical Designer, and Mike Mitchell, PE as Project Manager. Additional SSOE personnel will be involved as needed.
- B. SSOE does not anticipate using any sub consultants.

IX. Quality Control

- A. SSOE operates in accordance with our ISO 9001:2015 compliant Quality (Management) System (QS). The "core" of the system is our comprehensive quality procedures (QSPs), which define the critical activities and responsibilities within SSOE, ensuring our ability to meet client requirements. A list of our QSPs is available for your reference upon request. As they are proprietary, we do not typically distribute copies outside of SSOE. However, we welcome the opportunity to review them in detail with you at a time and place convenient to you.
- B. SSOE's ISO 9001:2015 compliant QS has been in place since mid-1999. A precursor of the current system, developed to achieve Ford Q1 certification, was in effect dating back to 1996.
- C. Our philosophy includes major quality objectives and tools focused on quality of deliverables, managing our clients' business objectives, budget control, schedule adherence, innovation, technical expertise, and effective communications. SSOE has a mandatory checking procedure in place that we will follow throughout the project. We utilize several measures to ensure our success in achieving those goals, including a client satisfaction survey and a lessons learned process.

X. Compensation

- A. The compensation for completion of the services described herein is on a Time and Material basis with a not to exceed fee of \$300,000.
- B. SSOE shall submit monthly invoices based on the attached 2020 Industrial Process Rate Schedule.

XI. Terms and Conditions

This proposal is in accordance with the October 19, 2019 Master Service Agreement.

XII. Payment Terms

SSOE shall submit monthly invoices for the professional services provided during the preceding month. Invoices shall be paid in full within thirty (30) days of the invoice date.

XIII. Scope Change Procedure

If during the project a change in scope or services should occur, SSOE will advise the City of the cost and schedule impact for engineering services prior to proceeding with that portion of the work. After written approval by the City, the increase or decrease will be reflected in the total project cost. Delay in the City's approval may result in delays in schedule.

2020 INDUSTRIAL PROCESS RATE SCHEDULE

SSOE GROUP | US Rates Only

Job Classification / Category	Hourly Billing Rate
Sr. Project Manager / Program Manager	\$ 149.00
Master Engineer - Architect / Department Manager / Purchasing Manager	\$ 144.00
Sr. Engineer - Architect / Section Manager / Process - Package Specialist / Sr. Medical Planner / Safety Manager / Project Manager / Construction Manager	\$ 139.00
Engineer - Architect 4 / Sr. Designer / Project Control 3 - Specialist / Manager / Sr. Construction Administrator / Construction Coordinator	\$ 129.00
Environmental Health and Safety Specialist 4	\$ 113.00
Engineer - Architect 3 / Assistant Project Manager / Medical Planner / BIM CAD Tech Lead	\$ 108.00
Engineer - Architect / Designer / Project Control 2 - Coordinator / Construction Administrator / Sr. Tech Coordinator / Environmental Health and Safety Specialist 1	\$ 103.00
Tech Coordinator / Sr. Interior Designer / BIM CAD Tech Specialist	\$ 88.00
Project Control 1 - Tech / Interior Designer / BIM CAD Tech Coordinator / CAD Tech	\$ 72.00
Project Manager Assistant	\$ 67.00
Clerical Support / CAD Tech Intern	\$ 62.00

The above hourly billing rates are complete except for the following:

- Specialized or unique expertise beyond traditional services will be quoted relative to the project scope.
- Check-out and start-up services rates are 1.15 times the above hourly rates.
- Travel expenses including meals, transportation, and lodging will be invoiced at cost. Mileage is invoiced at the standard federal allowable rate per mile.
- When applicable, per diem allowances will be quoted on a per project basis.
- Miscellaneous related project and site expenses (telephone, computers, software, shipping, low-volume printing and photo copies, safety consumables, etc.) will be invoiced all inclusive of \$4.00 per labor hour.
- Purchased goods and services will be invoiced at cost plus ten percent (10%).

The above hourly billing rates are valid for services provided through September 30, 2020.

NOTE: Information regarding rates and billing procedures is CONFIDENTIAL. Please contact SSOE's Accounting Department with questions or comments.

ATTACHMENT 3

AACE International Recommended Practice No. 18R-97

**COST ESTIMATE CLASSIFICATION SYSTEM – AS APPLIED IN
ENGINEERING, PROCUREMENT, AND CONSTRUCTION FOR
THE PROCESS INDUSTRIES**

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Recommended Practice No. 18R-97

Cost Estimate Classification System – As Applied in Engineering, Procurement, and Construction for the Process Industries



February 2, 2005

PURPOSE

As a recommended practice of AACE International, the Cost Estimate Classification System provides guidelines for applying the general principles of estimate classification to project cost estimates (i.e., cost estimates that are used to evaluate, approve, and/or fund projects). The Cost Estimate Classification System maps the phases and stages of project cost estimating together with a generic maturity and quality matrix, which can be applied across a wide variety of industries.

This addendum to the generic recommended practice provides guidelines for applying the principles of estimate classification specifically to project estimates for engineering, procurement, and construction (EPC) work for the process industries. This addendum supplements the generic recommended practice (17R-97) by providing:

- a section that further defines classification concepts as they apply to the process industries;
- charts that compare existing estimate classification practices in the process industry; and
- a chart that maps the extent and maturity of estimate input information (project definition deliverables) against the class of estimate.

As with the generic standard, an intent of this addendum is to improve communications among all of the stakeholders involved with preparing, evaluating, and using project cost estimates specifically for the process industries.

It is understood that each enterprise may have its own project and estimating processes and terminology, and may classify estimates in particular ways. This guideline provides a generic and generally acceptable classification system for process industries that can be used as a basis to compare against. It is hoped that this addendum will allow each user to better assess, define, and communicate their own processes and standards in the light of generally-accepted cost engineering practice.

INTRODUCTION

For the purposes of this addendum, the term process industries is assumed to include firms involved with the manufacturing and production of chemicals, petrochemicals, and hydrocarbon processing. The common thread among these industries (for the purpose of estimate classification) is their reliance on process flow diagrams (PFDs) and piping and instrument diagrams (P&IDs) as primary scope defining documents. These documents are key deliverables in determining the level of project definition, and thus the extent and maturity of estimate input information.

Estimates for process facilities center on mechanical and chemical process equipment, and they have significant amounts of piping, instrumentation, and process controls involved. As such, this addendum may apply to portions of other industries, such as pharmaceutical, utility, metallurgical, converting, and similar industries. Specific addendums addressing these industries may be developed over time.

This addendum specifically does not address cost estimate classification in nonprocess industries such as commercial building construction, environmental remediation, transportation infrastructure, “dry” processes such as assembly and manufacturing, “soft asset” production such as software development, and similar industries. It also does not specifically address estimates for the exploration, production, or transportation of mining or hydrocarbon materials, although it may apply to some of the intermediate processing steps in these systems.

The cost estimates covered by this addendum are for engineering, procurement, and construction (EPC) work only. It does not cover estimates for the products manufactured by the process facilities, or for research and development work in support of the process industries. This guideline does not cover the significant building construction that may be a part of process plants. Building construction will be covered in a separate addendum.

This guideline reflects generally-accepted cost engineering practices. This addendum was based upon the practices of a wide range of companies in the process industries from around the world, as well as published references and standards. Company and public standards were solicited and reviewed by the AACE International Cost Estimating Committee. The practices were found to have significant commonalities that are conveyed in this addendum.

COST ESTIMATE CLASSIFICATION MATRIX FOR THE PROCESS INDUSTRIES

The five estimate classes are presented in figure 1 in relationship to the identified characteristics. Only the level of project definition determines the estimate class. The other four characteristics are secondary characteristics that are generally correlated with the level of project definition, as discussed in the generic standard. The characteristics are typical for the process industries but may vary from application to application.

This matrix and guideline provide an estimate classification system that is specific to the process industries. Refer to the generic standard for a general matrix that is non-industry specific, or to other addendums for guidelines that will provide more detailed information for application in other specific industries. These will typically provide additional information, such as input deliverable checklists to allow meaningful categorization in those particular industries.

ESTIMATE CLASS	Primary Characteristic	Secondary Characteristic			
	LEVEL OF PROJECT DEFINITION Expressed as % of complete definition	END USAGE Typical purpose of estimate	METHODOLOGY Typical estimating method	EXPECTED ACCURACY RANGE Typical variation in low and high ranges [a].	PREPARATION EFFORT Typical degree of effort relative to least cost index of 1 [b]
Class 5	0% to 2%	Concept Screening	Capacity Factored, Parametric Models, Judgment, or Analogy	L: -20% to -50% H: +30% to +100%	1
Class 4	1% to 15%	Study or Feasibility	Equipment Factored or Parametric Models	L: -15% to -30% H: +20% to +50%	2 to 4
Class 3	10% to 40%	Budget, Authorization, or Control	Semi-Detailed Unit Costs with Assembly Level Line Items	L: -10% to -20% H: +10% to +30%	3 to 10
Class 2	30% to 70%	Control or Bid/ Tender	Detailed Unit Cost with Forced Detailed Take-Off	L: -5% to -15% H: +5% to +20%	4 to 20
Class 1	50% to 100%	Check Estimate or Bid/Tender	Detailed Unit Cost with Detailed Take-Off	L: -3% to -10% H: +3% to +15%	5 to 100

- Notes: [a] The state of process technology and availability of applicable reference cost data affect the range markedly. The +/- value represents typical percentage variation of actual costs from the cost estimate after application of contingency (typically at a 50% level of confidence) for given scope.
[b] If the range index value of "1" represents 0.005% of project costs, then an index value of 100 represents 0.5%. Estimate preparation effort is highly dependent upon the size of the project and the quality of estimating data and tools.

Figure 1. – Cost Estimate Classification Matrix for Process Industries

CHARACTERISTICS OF THE ESTIMATE CLASSES

The following charts (figures 2a through 2e) provide detailed descriptions of the five estimate classifications as applied in the process industries. They are presented in the order of least-defined estimates to the most-defined estimates. These descriptions include brief discussions of each of the estimate characteristics that define an estimate class.

For each chart, the following information is provided:

- **Description:** a short description of the class of estimate, including a brief listing of the expected estimate inputs based on the level of project definition.
- **Level of Project Definition Required:** expressed as a percent of full definition. For the process industries, this correlates with the percent of engineering and design complete.
- **End Usage:** a short discussion of the possible end usage of this class of estimate.
- **Estimating Methods Used:** a listing of the possible estimating methods that may be employed to develop an estimate of this class.
- **Expected Accuracy Range:** typical variation in low and high ranges after the application of contingency (determined at a 50% level of confidence). Typically, this results in a 90% confidence that the actual cost will fall within the bounds of the low and high ranges.
- **Effort to Prepare:** this section provides a typical level of effort (in hours) to produce a complete estimate for a US\$20,000,000 plant. Estimate preparation effort is highly dependent on project size, project complexity, estimator skills and knowledge, and on the availability of appropriate estimating cost data and tools.
- **ANSI Standard Reference (1989) Name:** this is a reference to the equivalent estimate class in the existing ANSI standards.
- **Alternate Estimate Names, Terms, Expressions, Synonyms:** this section provides other commonly used names that an estimate of this class might be known by. These alternate names are not endorsed by this Recommended Practice. The user is cautioned that an alternative name may not always be correlated with the class of estimate as identified in the chart.

CLASS 5 ESTIMATE	
<p>Description: Class 5 estimates are generally prepared based on very limited information, and subsequently have wide accuracy ranges. As such, some companies and organizations have elected to determine that due to the inherent inaccuracies, such estimates cannot be classified in a conventional and systemic manner. Class 5 estimates, due to the requirements of end use, may be prepared within a very limited amount of time and with little effort expended—sometimes requiring less than an hour to prepare. Often, little more than proposed plant type, location, and capacity are known at the time of estimate preparation.</p> <p>Level of Project Definition Required: 0% to 2% of full project definition.</p> <p>End Usage: Class 5 estimates are prepared for any number of strategic business planning purposes, such as but not limited to market studies, assessment of initial viability, evaluation of alternate schemes, project screening, project location studies, evaluation of resource needs and budgeting, long-range capital planning, etc.</p>	<p>Estimating Methods Used: Class 5 estimates virtually always use stochastic estimating methods such as cost/capacity curves and factors, scale of operations factors, Lang factors, Hand factors, Chilton factors, Peters-Timmerhaus factors, Guthrie factors, and other parametric and modeling techniques.</p> <p>Expected Accuracy Range: Typical accuracy ranges for Class 5 estimates are - 20% to -50% on the low side, and +30% to +100% on the high side, depending on the technological complexity of the project, appropriate reference information, and the inclusion of an appropriate contingency determination. Ranges could exceed those shown in unusual circumstances.</p> <p>Effort to Prepare (for US\$20MM project): As little as 1 hour or less to perhaps more than 200 hours, depending on the project and the estimating methodology used.</p> <p>ANSI Standard Reference Z94.2-1989 Name: Order of magnitude estimate (typically -30% to +50%).</p> <p>Alternate Estimate Names, Terms, Expressions, Synonyms: Ratio, ballpark, blue sky, seat-of-pants, ROM, Idea study, prospect estimate, concession license estimate, guesstimate, rule-of-thumb.</p>

Figure 2a. – Class 5 Estimate

CLASS 4 ESTIMATE	
<p>Description: Class 4 estimates are generally prepared based on limited information and subsequently have fairly wide accuracy ranges. They are typically used for project screening, determination of feasibility, concept evaluation, and preliminary budget approval. Typically, engineering is from 1% to 15% complete, and would comprise at a minimum the following: plant capacity, block schematics, indicated layout, process flow diagrams (PFDs) for main process systems, and preliminary engineered process and utility equipment lists.</p> <p>Level of Project Definition Required: 1% to 15% of full project definition.</p> <p>End Usage: Class 4 estimates are prepared for a number of purposes, such as but not limited to, detailed strategic planning, business development, project screening at more developed stages, alternative scheme analysis, confirmation of economic and/or technical feasibility, and preliminary budget approval or approval to proceed to next stage.</p>	<p>Estimating Methods Used: Class 4 estimates virtually always use stochastic estimating methods such as equipment factors, Lang factors, Hand factors, Chilton factors, Peters-Timmerhaus factors, Guthrie factors, the Miller method, gross unit costs/ratios, and other parametric and modeling techniques.</p> <p>Expected Accuracy Range: Typical accuracy ranges for Class 4 estimates are -15% to -30% on the low side, and +20% to +50% on the high side, depending on the technological complexity of the project, appropriate reference information, and the inclusion of an appropriate contingency determination. Ranges could exceed those shown in unusual circumstances.</p> <p>Effort to Prepare (for US\$20MM project): Typically, as little as 20 hours or less to perhaps more than 300 hours, depending on the project and the estimating methodology used.</p> <p>ANSI Standard Reference Z94.2-1989 Name: Budget estimate (typically -15% to + 30%).</p> <p>Alternate Estimate Names, Terms, Expressions, Synonyms: Screening, top-down, feasibility, authorization, factored, pre-design, pre-study.</p>

Figure 2b. – Class 4 Estimate

CLASS 3 ESTIMATE	
<p>Description: Class 3 estimates are generally prepared to form the basis for budget authorization, appropriation, and/or funding. As such, they typically form the initial control estimate against which all actual costs and resources will be monitored. Typically, engineering is from 10% to 40% complete, and would comprise at a minimum the following: process flow diagrams, utility flow diagrams, preliminary piping and instrument diagrams, plot plan, developed layout drawings, and essentially complete engineered process and utility equipment lists.</p> <p>Level of Project Definition Required: 10% to 40% of full project definition.</p> <p>End Usage: Class 3 estimates are typically prepared to support full project funding requests, and become the first of the project phase "control estimates" against which all actual costs and resources will be monitored for variations to the budget. They are used as the project budget until replaced by more detailed estimates. In many owner organizations, a Class 3 estimate may be the last estimate required and could well form the only basis for cost/schedule control.</p>	<p>Estimating Methods Used: Class 3 estimates usually involve more deterministic estimating methods than stochastic methods. They usually involve a high degree of unit cost line items, although these may be at an assembly level of detail rather than individual components. Factoring and other stochastic methods may be used to estimate less-significant areas of the project.</p> <p>Expected Accuracy Range: Typical accuracy ranges for Class 3 estimates are -10% to -20% on the low side, and +10% to +30% on the high side, depending on the technological complexity of the project, appropriate reference information, and the inclusion of an appropriate contingency determination. Ranges could exceed those shown in unusual circumstances.</p> <p>Effort to Prepare (for US\$20MM project): Typically, as little as 150 hours or less to perhaps more than 1,500 hours, depending on the project and the estimating methodology used.</p> <p>ANSI Standard Reference Z94.2-1989 Name: Budget estimate (typically -15% to + 30%).</p> <p>Alternate Estimate Names, Terms, Expressions, Synonyms: Budget, scope, sanction, semi-detailed, authorization, preliminary control, concept study, development, basic engineering phase estimate, target estimate.</p>

Figure 2c. – Class 3 Estimate

CLASS 2 ESTIMATE	
<p>Description: Class 2 estimates are generally prepared to form a detailed control baseline against which all project work is monitored in terms of cost and progress control. For contractors, this class of estimate is often used as the "bid" estimate to establish contract value. Typically, engineering is from 30% to 70% complete, and would comprise at a minimum the following: process flow diagrams, utility flow diagrams, piping and instrument diagrams, heat and material balances, final plot plan, final layout drawings, complete engineered process and utility equipment lists, single line diagrams for electrical, electrical equipment and motor schedules, vendor quotations, detailed project execution plans, resourcing and work force plans, etc.</p> <p>Level of Project Definition Required: 30% to 70% of full project definition.</p> <p>End Usage: Class 2 estimates are typically prepared as the detailed control baseline against which all actual costs and resources will now be monitored for variations to the budget, and form a part of the change/variation control program.</p>	<p>Estimating Methods Used: Class 2 estimates always involve a high degree of deterministic estimating methods. Class 2 estimates are prepared in great detail, and often involve tens of thousands of unit cost line items. For those areas of the project still undefined, an assumed level of detail takeoff (forced detail) may be developed to use as line items in the estimate instead of relying on factoring methods.</p> <p>Expected Accuracy Range: Typical accuracy ranges for Class 2 estimates are -5% to -15% on the low side, and +5% to +20% on the high side, depending on the technological complexity of the project, appropriate reference information, and the inclusion of an appropriate contingency determination. Ranges could exceed those shown in unusual circumstances.</p> <p>Effort to Prepare (for US\$20MM project): Typically, as little as 300 hours or less to perhaps more than 3,000 hours, depending on the project and the estimating methodology used. Bid estimates typically require more effort than estimates used for funding or control purposes.</p> <p>ANSI Standard Reference Z94.2-1989 Name: Definitive estimate (typically -5% to + 15%).</p> <p>Alternate Estimate Names, Terms, Expressions, Synonyms: Detailed control, forced detail, execution phase, master control, engineering, bid, tender, change order estimate.</p>

Figure 2d. – Class 2 Estimate

CLASS 1 ESTIMATE	
<p>Description: Class 1 estimates are generally prepared for discrete parts or sections of the total project rather than generating this level of detail for the entire project. The parts of the project estimated at this level of detail will typically be used by subcontractors for bids, or by owners for check estimates. The updated estimate is often referred to as the current control estimate and becomes the new baseline for cost/schedule control of the project. Class 1 estimates may be prepared for parts of the project to comprise a fair price estimate or bid check estimate to compare against a contractor's bid estimate, or to evaluate/dispute claims. Typically, engineering is from 50% to 100% complete, and would comprise virtually all engineering and design documentation of the project, and complete project execution and commissioning plans.</p> <p>Level of Project Definition Required: 50% to 100% of full project definition.</p> <p>End Usage: Class 1 estimates are typically prepared to form a current control estimate to be used as the final control baseline against which all actual costs and resources will now be monitored for variations to the budget, and form a part of the change/variation control program. They may be used to evaluate bid checking, to support vendor/contractor negotiations, or for claim evaluations and dispute resolution.</p>	<p>Estimating Methods Used: Class 1 estimates involve the highest degree of deterministic estimating methods, and require a great amount of effort. Class 1 estimates are prepared in great detail, and thus are usually performed on only the most important or critical areas of the project. All items in the estimate are usually unit cost line items based on actual design quantities.</p> <p>Expected Accuracy Range: Typical accuracy ranges for Class 1 estimates are -3% to -10% on the low side, and +3% to +15% on the high side, depending on the technological complexity of the project, appropriate reference information, and the inclusion of an appropriate contingency determination. Ranges could exceed those shown in unusual circumstances.</p> <p>Effort to Prepare (for US\$20MM project): Class 1 estimates require the most effort to create, and as such are generally developed for only selected areas of the project, or for bidding purposes. A complete Class 1 estimate may involve as little as 600 hours or less, to perhaps more than 6,000 hours, depending on the project and the estimating methodology used. Bid estimates typically require more effort than estimates used for funding or control purposes.</p> <p>ANSI Standard Reference Z94.2 Name: Definitive estimate (typically -5% to + 15%).</p> <p>Alternate Estimate Names, Terms, Expressions, Synonyms: Full detail, release, fall-out, tender, firm price, bottoms-up, final, detailed control, forced detail, execution phase, master control, fair price, definitive, change order estimate.</p>

Figure 2e. – Class 1 Estimate

COMPARISON OF CLASSIFICATION PRACTICES

Figures 3a through 3c provide a comparison of the estimate classification practices of various firms, organizations, and published sources against one another and against the guideline classifications. These tables permits users to benchmark their own classification practices.

	AACE Classification Standard	ANSI Standard Z94.0	AACE Pre-1972	Association of Cost Engineers (UK) ACostE	Norwegian Project Management Association (NFP)	American Society of Professional Estimators (ASPE)
	Class 5	Order of Magnitude Estimate -30/+50	Order of Magnitude Estimate	Order of Magnitude Estimate Class IV -30/+30	Concession Estimate	Level 1
					Exploration Estimate	
					Feasibility Estimate	
	Class 4	Budget Estimate -15/+30	Study Estimate	Study Estimate Class III -20/+20	Authorization Estimate	Level 2
	Class 3		Preliminary Estimate	Budget Estimate Class II -10/+10	Master Control Estimate	Level 3
	Class 2	Definitive Estimate -5/+15	Definitive Estimate	Definitive Estimate Class I -5/+5	Current Control Estimate	Level 4
Class 1	Detailed Estimate		Level 5			
					Level 6	

Figure 3a. – Comparison of Classification Practices

ACE Classification Standard	Major Consumer Products Company (Confidential)	Major Oil Company (Confidential)	Major Oil Company (Confidential)	Major Oil Company (Confidential)
Class 5	Class 5 Strategic Estimate	Class V Order of Magnitude Estimate	Class A Prospect Estimate	Class V
			Class B Evaluation Estimate	
Class 4	Class 1 Conceptual Estimate	Class IV Screening Estimate	Class C Feasibility Estimate	Class IV
			Class D Development Estimate	
Class 3	Class 2 Semi-Detailed Estimate	Class III Primary Control Estimate	Class E Preliminary Estimate	Class III
Class 2	Class 3 Detailed Estimate	Class II Master Control Estimate	Class F Master Control Estimate	Class II
Class 1		Class I Current Control Estimate	Current Control Estimate	Class I

Figure 3b. – Comparison of Classification Practices

ACE Classification Standard	J.R. Heizelman, 1988 AACE Transactions [1]	K.T. Yeo, The Cost Engineer, 1989 [2]	Stevens & Davis, 1988 AACE Transactions [3]	P. Behrenbruck, Journal of Petroleum Technology, 1993 [4]
Class 5	Class V	Class V Order of Magnitude	Class III*	Order of Magnitude
Class 4	Class IV	Class IV Factor Estimate	Class II	Study Estimate
Class 3	Class III	Class III Office Estimate		Budget Estimate
Class 2	Class II	Class II Definitive Estimate	Class I	Control Estimate
Class 1	Class I	Class I Final Estimate		

[1] John R. Heizelman, ARCO Oil & Gas Co., 1988 AACE Transactions, Paper V3.7
 [2] K.T. Yeo, The Cost Engineer, Vol. 27, No. 6, 1989
 [3] Stevens & Davis, BP International Ltd., 1988 AACE Transactions, Paper B4.1 (* Class III is inferred)
 [4] Peter Behrenbruck, BHP Petroleum Pty., Ltd., article in Petroleum Technology, August 1993

Figure 3c. – Comparison of Classification Practices

ESTIMATE INPUT CHECKLIST AND MATURITY MATRIX

Figure 4 maps the extent and maturity of estimate input information (deliverables) against the five estimate classification levels. This is a checklist of basic deliverables found in common practice in the process industries. The maturity level is an approximation of the degree of completion of the deliverable. The degree of completion is indicated by the following letters.

- None (blank): development of the deliverable has not begun.
- Started (S): work on the deliverable has begun. Development is typically limited to sketches, rough outlines, or similar levels of early completion.
- Preliminary (P): work on the deliverable is advanced. Interim, cross-functional reviews have usually been conducted. Development may be near completion except for final reviews and approvals.
- Complete (C): the deliverable has been reviewed and approved as appropriate.

General Project Data:	ESTIMATE CLASSIFICATION				
	CLASS 5	CLASS 4	CLASS 3	CLASS 2	CLASS 1
Project Scope Description	General	Preliminary	Defined	Defined	Defined
Plant Production/Facility Capacity	Assumed	Preliminary	Defined	Defined	Defined
Plant Location	General	Approximate	Specific	Specific	Specific
Soils & Hydrology	None	Preliminary	Defined	Defined	Defined
Integrated Project Plan	None	Preliminary	Defined	Defined	Defined
Project Master Schedule	None	Preliminary	Defined	Defined	Defined
Escalation Strategy	None	Preliminary	Defined	Defined	Defined
Work Breakdown Structure	None	Preliminary	Defined	Defined	Defined
Project Code of Accounts	None	Preliminary	Defined	Defined	Defined
Contracting Strategy	Assumed	Assumed	Preliminary	Defined	Defined
Engineering Deliverables:					
Block Flow Diagrams	S/P	P/C	C	C	C
Plot Plans		S	P/C	C	C
Process Flow Diagrams (PFDs)		S/P	P/C	C	C
Utility Flow Diagrams (UFDs)		S/P	P/C	C	C
Piping & Instrument Diagrams (P&IDs)		S	P/C	C	C
Heat & Material Balances		S	P/C	C	C
Process Equipment List		S/P	P/C	C	C
Utility Equipment List		S/P	P/C	C	C
Electrical One-Line Drawings		S/P	P/C	C	C
Specifications & Datasheets		S	P/C	C	C
General Equipment Arrangement Drawings		S	P/C	C	C
Spare Parts Listings			S/P	P	C
Mechanical Discipline Drawings			S	P	P/C
Electrical Discipline Drawings			S	P	P/C
Instrumentation/Control System Discipline Drawings			S	P	P/C
Civil/Structural/Site Discipline Drawings			S	P	P/C

Figure 4. – Estimate Input Checklist and Maturity Matrix

REFERENCES

- ANSI Standard Z94.2-1989. **Industrial Engineering Terminology: Cost Engineering.**
AACE International Recommended Practice No.17R-97, **Cost Estimate Classification System.**

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FEB 11 2020



CITY OF HILLSDALE CITY CLERK'S OFFICE

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

What Board/Commission would you like to serve? Dial A Ride (LAC)

Name: Kimberly A Gary

Address: Street 1 W City 11112 Zip 49242

Phone: Home Work

E-Mail

Are you a resident of City of Hillsdale? Yes [X] No

Occupation: (if retired, former occupation)

Please check the expertise and skills you can contribute:

- Accounting if taught your ways, Fund Raising, Marketing, Advocacy, Human Resources, Planning, Computers some, Knowledge of the Cause, Public Relations, Legal, Community Relations, Public Speaking some, Finance, Management, Other any needed, what dont know willing to learn.

Brief Educational Background:

Owned buisness for 20 yrs, worked in/amongst public most all my life, college, corrections, law enforcement, D.U. Banquet management mens + ladies in Manistee County 10 yrs

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

Manistee Mens (& Ladies both) Ducks Unlimited, Mentor for children in Manistee for 4 yrs, have done some public speaking for D.U. committees and some community relations in D.U. as well I am willing to learn what I need to that I dont know, to help.

On what other volunteer boards/committees have you served? church (in past), gun/shooting club 2 yrs up North

Describe any previous activities related to government: _____

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

I have a desire to be on the board for Dial A Ride because I have some knowledge of need for it, would like to participate in future of it. See/seen many of needs for it. I have helped also in other community programs in past boy scouts, girl scouts,

Please explain your understanding of the City of Hillsdale:

Hillsdale city is a GREAT growing city with many great potentials. I would love to be a part of that. I believe it has come a long way since I was a child - the public bus system is a GREAT part of who Hillsdale is to meet growing needs of seniors, handicap and even those who temporarily are without transportation. I also have some knowledge of other communities transpo systems, so could potentially bring some other helpful info from other places.

I am seeking to be on the board to join with others on the board, to keep our public bus system GREAT!!

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

Kimberly A. Perry
Applicant Signature

2/11/2020
Date