



City Council Agenda

Electronic Meeting Due to Covid-19: Governor Executive Order
In-Person Social Distancing at Library: 11 E. Bacon St. Hillsdale, MI

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

June 1, 2020
7:00 p.m.

- I. Call to Order and Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Public Comments on Agenda Items**
- V. Consent Agenda**
 - A. Approval of Bills
 - 1. City Claims of May 14, 2020: \$37,974.00
 - 2. BPU Claims of May 14, 2020: \$156,787.58
 - 3. Payroll of May 14, 2020: \$172,860.95
 - B. City Council Minutes of May 18, 2020
 - C. Finance Minutes of May 18, 2020
 - D. Special Meeting: 2020-21 Budget Public Hearing, May 26, 2020
 - E. Hillsdale College Commencement Use Agreement
 - F. HBA: Open Air Market
- VI. Communications/Petitions**
 - A. City Treasurer Letter
- VII. Introduction and Adoption of Ordinances/Public Hearing**
- VIII. Old Business**
 - A.
- IX. New Business**
 - A. Adopt 2020-21 City Budget Resolution(s)
 - B. Reopening Procedures Policy
- X. Miscellaneous Reports**
 - A. Proclamations- None
 - B. Re-Appointments- Brownfield Redevelopment Authority:
Matt Granata, Amanda Janes, David Loader
 - C. Other- None
- XI. General Public Comment**
- XII. City Manager's Report**

XIII. Council Comment

XIV. Adjournment

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 429							
481-000.000-265.000	05/11/20	STATE OF MICHIGAN	SALES TAX - AIRPORT	04.30.2020	05/11/20	29.72	429
						<u>29.72</u>	
Total For Check 429						29.72	
Check 430							
101-265.000-920.000	05/14/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2957295331	05/14/20	370.81	430
101-265.000-920.000	05/14/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2956709547	05/14/20	180.41	430
101-336.000-920.000	05/14/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2957547405	05/14/20	200.89	430
101-441.000-920.000	05/14/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	296228261	05/14/20	180.00	430
271-790.000-920.000	05/14/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2957567393	05/14/20	249.42	430
						<u>1,181.53</u>	
Total For Check 430						1,181.53	
Check 82986							
101-295.000-925.000	05/14/20	ACD	POTS DIGITAL LINE AIRPORT	14046-102	05/14/20	91.68	82986
						<u>91.68</u>	
Total For Check 82986						91.68	
Check 82987							
101-265.000-726.000-CV	05/14/20	AMAZON CAPITAL SERVICES, INC	DISINFECTANT WIPES	1NLT-TGRV-1KYN	05/14/20	98.00	82987
						<u>98.00</u>	
Total For Check 82987						98.00	
Check 82988							
101-301.000-726.000	05/14/20	AXON ENTERPRISE, INC	15FT STANDARD TASER CARTRIDGES X26-	SI-1655739	05/14/20	1,145.00	82988
						<u>1,145.00</u>	
Total For Check 82988						1,145.00	
Check 82989							
640-444.000-726.000	05/14/20	BAKER'S GAS & WELDING SUPPLIES	20" PROPANE REFILL	0617758	05/14/20	9.43	82989
						<u>9.43</u>	
Total For Check 82989						9.43	
Check 82990							
101-172.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	90.56	82990
101-173.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	116.63	82990
101-209.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	26.14	82990
101-215.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	90.56	82990
101-219.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	142.83	82990
101-295.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	52.27	82990
101-301.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	195.10	82990
101-301.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	108378177	05/14/20	635.68	82990
101-336.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	010323	05/14/20	142.84	82990
101-400.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	90.56	82990
101-441.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	142.83	82990
101-447.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	90.56	82990
208-751.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	52.41	82990
271-790.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	116.70	82990
588-588.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	52.27	82990
588-588.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	106410842	05/14/20	104.54	82990
640-444.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	26.14	82990
640-444.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	106410842	05/14/20	90.56	82990
699-441.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	013973	05/14/20	26.14	82990
699-441.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF MICHIGAN	DENTAL & VISION INSURANCE GROUP 007	106410842	05/14/20	414.51	82990
						<u>2,699.83</u>	
Total For Check 82990						2,699.83	
Check 82992							
202-460.000-801.000	05/14/20	BOARD OF PUBLIC UTILITIES	STREET LIGHT MAINTENACE	20-0000510	05/14/20	110.66	82992
202-460.500-801.000	05/14/20	BOARD OF PUBLIC UTILITIES	STREET LIGHT MAINTENACE	20-0000510	05/14/20	743.16	82992
203-460.000-801.000	05/14/20	BOARD OF PUBLIC UTILITIES	STREET LIGHT MAINTENACE	20-0000510	05/14/20	146.28	82992

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 82992							
Total For Check 82992						1,000.10	
Check 82993							
101-173.000-801.000	05/14/20	BS&A SOFTWARE	ANNUAL SERVICE	128818	05/14/20	690.50	82993
101-209.000-801.000	05/14/20	BS&A SOFTWARE	ANNUAL SERVICE	128818	05/14/20	1,264.00	82993
101-215.000-801.000	05/14/20	BS&A SOFTWARE	ANNUAL SERVICE	128818	05/14/20	323.50	82993
101-219.000-801.000	05/14/20	BS&A SOFTWARE	ANNUAL SERVICE	128818	05/14/20	1,024.00	82993
101-253.000-801.000	05/14/20	BS&A SOFTWARE	ANNUAL SERVICE	128818	05/14/20	1,128.00	82993
Total For Check 82993						4,430.00	
Check 82994							
101-265.000-925.000	05/14/20	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	152736-CITY	05/14/20	112.00	82994
271-790.000-925.000	05/14/20	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	152736-CITY	05/14/20	56.00	82994
401-276.000-801.000	05/14/20	BSB COMMUNICATIONS INC	CALL HOLDING ORDER FOR BPU & DIAL A	152837-CITY	05/14/20	253.75	82994
Total For Check 82994						421.75	
Check 82995							
101-209.000-801.000	05/14/20	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	320224	05/14/20	86.86	82995
101-215.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	HAND SANITIZER & BLACK TONER	643484-00	05/14/20	35.00	82995
101-215.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	CLOROX SPRAY	460257-02	05/14/20	16.70	82995
101-215.000-801.000	05/14/20	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	320224	05/14/20	209.70	82995
101-265.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	BATHROOM TISSUE, DISINFE SPRAY	460257-01	05/14/20	24.96	82995
101-265.000-726.000-CV	05/14/20	CURRENT OFFICE SOLUTIONS	FACE MASK	643491-00	05/14/20	50.00	82995
101-301.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	3X3 POPUP POST-IT-NOTES, SHARPIE MA	642885-00	05/14/20	52.35	82995
101-400.000-801.000	05/14/20	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	320224	05/14/20	43.43	82995
101-441.000-801.000	05/14/20	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	320224	05/14/20	153.89	82995
208-751.000-801.000	05/14/20	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	320224	05/14/20	43.43	82995
271-790.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	SUPPLIES	459614-01	05/14/20	50.19	82995
271-790.000-801.000	05/14/20	CURRENT OFFICE SOLUTIONS	LEASE COPIER	318234	05/14/20	168.90	82995
271-790.000-801.000	05/14/20	CURRENT OFFICE SOLUTIONS	LEASE COPIER	319304	05/14/20	137.76	82995
271-790.000-801.000	05/14/20	CURRENT OFFICE SOLUTIONS	LEASE COPIER	318609	05/14/20	158.10	82995
588-588.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	DISINFECTING WIPES & PURELL SANITIZ	642704-00	05/14/20	14.34	82995
Total For Check 82995						1,245.61	
Check 82997							
101-295.000-925.000	05/14/20	DMCI BROADBAND, LLC	INTERNET/PHONE	31821	05/14/20	131.61	82997
Total For Check 82997						131.61	
Check 82998							
101-276.000-726.000	05/14/20	DOUBLE A LAWNSCAPING & SUPPLY	TOP SOIL - OAK GROVE CEMETERY	35293	05/14/20	448.00	82998
Total For Check 82998						448.00	
Check 82999							
640-444.000-730.000	05/14/20	DP EQUIPMENT CO	WHEELS, BOLTS, SPACERS, BOLTS, FUEL	089548	05/14/20	91.30	82999
640-444.000-730.000	05/14/20	DP EQUIPMENT CO	WHEELS, BOLTS, SPACERS, BOLTS, FUEL	089623	05/14/20	51.95	82999
Total For Check 82999						143.25	
Check 83000							
101-265.000-801.000	05/14/20	EAST 2 WEST ENTERPRISES, INC	CITY HALL CLEANING FOR APRIL	8860	05/14/20	650.00	83000
Total For Check 83000						650.00	
Check 83001							
208-000.000-692.000	05/14/20	EFFIE SPIETH	STOCK'S PARK RENTAL (R#35678) REFUN	04/28/2020	05/14/20	100.00	83001

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 DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 83001							
						Total For Check 83001	100.00
Check 83002							
208-000.000-667.000	05/14/20	ELWOOD WHITE	DOCK SLIP RENTAL REFUND RECEIPT#409	05/07/2020	05/14/20	325.00	83002
						Total For Check 83002	325.00
Check 83003							
101-301.000-742.000	05/14/20	ERIC GIACOBONE	2020 EQUIPMENT ALLOWANCE - BUSHMAST	003171	05/14/20	118.00	83003
						Total For Check 83003	118.00
Check 83004							
640-444.000-730.000	05/14/20	FAMILY FARM & HOME	NUTS/BOLTS/WASHERS	000625/W	05/14/20	1.80	83004
						Total For Check 83004	1.80
Check 83005							
401-453.000-801.000	05/14/20	FLEIS & VANDENBRINK	ICE GRANT PROJECT	55631	05/14/20	957.04	83005
						Total For Check 83005	957.04
Check 83006							
101-000.000-690.000	05/14/20	KAY FREESE	REFUND	04/17/2020	05/14/20	150.00	83006
						Total For Check 83006	150.00
Check 83007							
101-265.000-726.000-CV	05/14/20	G&G GLASS, INC	CLEAR POLYCARB WINDOW - POLICE ADMI	20-0459	05/14/20	93.75	83007
						Total For Check 83007	93.75
Check 83008							
101-301.000-726.000	05/14/20	GALL'S, INC	S/S SHIRTS - D. ZIMMERMAN	015454549	05/14/20	10.95	83008
101-301.000-742.000	05/14/20	GALL'S, INC	S/S SHIRTS - D. ZIMMERMAN	015454549	05/14/20	97.88	83008
						Total For Check 83008	108.83
Check 83009							
101-265.000-726.000-CV	05/14/20	GELZER & SON INC	QUARTER ROUND,KEYS, METAL SHEET, BO	A224688	05/14/20	5.49	83009
101-265.000-726.000-CV	05/14/20	GELZER & SON INC	QUARTER ROUND,KEYS, METAL SHEET, BO	A224660	05/14/20	5.49	83009
101-336.000-726.000	05/14/20	GELZER & SON INC	SPONGE MOP REFILL, HARDWARE, KEYS (A224973	05/14/20	13.46	83009
101-441.000-726.000	05/14/20	GELZER & SON INC	QUARTER ROUND,KEYS, METAL SHEET, BO	A225603	05/14/20	4.58	83009
101-756.000-726.000	05/14/20	GELZER & SON INC	QUARTER ROUND,KEYS, METAL SHEET, BO	C367352	05/14/20	21.38	83009
101-756.000-726.000	05/14/20	GELZER & SON INC	QUARTER ROUND,KEYS, METAL SHEET, BO	A224561	05/14/20	34.87	83009
101-756.000-726.000	05/14/20	GELZER & SON INC	QUARTER ROUND,KEYS, METAL SHEET, BO	C368370	05/14/20	15.88	83009
640-444.000-730.301	05/14/20	GELZER & SON INC	SPONGE MOP REFILL, HARDWARE, KEYS (C367547	05/14/20	6.58	83009
						Total For Check 83009	107.73
Check 83011							
640-444.000-730.000	05/14/20	GREENMARK EQUIPMENT	AUTOCUT HEADS,FLANGE, BALL BEARINGS	P11519	05/14/20	104.85	83011
640-444.000-730.000	05/14/20	GREENMARK EQUIPMENT	AUTOCUT HEADS,FLANGE, BALL BEARINGS	P12291	05/14/20	52.24	83011
						Total For Check 83011	157.09
Check 83012							
101-215.000-726.000	05/14/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	15537	05/14/20	19.00	83012
101-295.000-726.000	05/14/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	15537	05/14/20	4.75	83012
101-441.000-726.000	05/14/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	15537	05/14/20	9.50	83012
						Total For Check 83012	33.25
Check 83013							
101-191.000-905.000	05/14/20	HILLSDALE MEDIA GROUP	PUBLIC NOTICE - NOMINATING PETITION	2004-00000705	05/14/20	78.70	83013

05/14/2020 09:01 AM
 User: gkeasal
 DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 05/01/2020 - 05/14/2020
 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 83013							
Total For Check 83013						78.70	
Check 83014							
588-588.000-730.000	05/14/20	HOEKSTRA TRANSPORTATION, INC.	SHOCK	X101024540:01	05/14/20	76.00	83014
Total For Check 83014						76.00	
Check 83015							
101-756.000-726.000	05/14/20	HOME DEPOT	BOLTS, LUMBER, PAINT, WASHERS, PRIM	04/13/2020	05/14/20	722.61	83015
Total For Check 83015						722.61	
Check 83016							
640-444.000-730.000	05/14/20	JACK DOHNEY COMPANIES	VALVE BALLS	A32962	05/14/20	146.97	83016
Total For Check 83016						146.97	
Check 83017							
640-444.000-730.000	05/14/20	JACKSON TRUCK SERVICE INC	FILTERS	PC001332024:01	05/14/20	70.20	83017
Total For Check 83017						70.20	
Check 83018							
633-000.000-111.000	05/14/20	JONESVILLE LUMBER	MORTAR MIX TYPE S	845558	05/14/20	352.38	83018
633-233.000-801.000	05/14/20	JONESVILLE LUMBER	MORTAR MIX TYPE S	845559	05/14/20	15.00	83018
Total For Check 83018						367.38	
Check 83019							
101-000.000-123.000	05/14/20	KCI	PREPAID POSTAGE - SUMMER TAX BILLS	PA-Q207098	05/14/20	1,100.48	83019
Total For Check 83019						1,100.48	
Check 83020							
588-588.000-801.000	05/14/20	KEY GOVERNMENT FINANCE, INC	GRANT - STATE OPERATING ASSISTANCE	45647	05/14/20	8,750.00	83020
Total For Check 83020						8,750.00	
Check 83021							
101-175.000-806.000	05/14/20	LOVINGER & THOMPSON, PC	LEGAL FEES	04/30/2020	05/14/20	1,282.50	83021
Total For Check 83021						1,282.50	
Check 83022							
101-400.000-801.000	05/14/20	MICH ASSOC OF PLANNING	MEMBERSHIP RENEWAL	62287	05/14/20	60.00	83022
Total For Check 83022						60.00	
Check 83023							
271-790.000-810.000	05/14/20	MLA	DUES FOR MICH IAGN LIBRARY ASSOCIATI	6415	05/14/20	370.12	83023
Total For Check 83023						370.12	
Check 83024							
271-790.000-801.000	05/14/20	NET DESIGNS	WEB SITE UPDATES	01-27-2020	05/14/20	75.00	83024
Total For Check 83024						75.00	
Check 83025							
101-295.000-726.000	05/14/20	PERFORMANCE AUTOMOTIVE	RED AND TACKY SPRAY GREASE	10284-1318679	05/14/20	62.90	83025
640-444.000-730.000	05/14/20	PERFORMANCE AUTOMOTIVE	SWITCHES, DRAIN PLUG, FUEL FILTERS	10284-1318713	05/14/20	9.18	83025
640-444.000-730.000	05/14/20	PERFORMANCE AUTOMOTIVE	SWITCHES, DRAIN PLUG, FUEL FILTERS	10284-1319532	05/14/20	3.76	83025
640-444.000-730.000	05/14/20	PERFORMANCE AUTOMOTIVE	SWITCHES, DRAIN PLUG, FUEL FILTERS	10284-1319551	05/14/20	24.28	83025
Total For Check 83025						100.12	

05/14/2020 09:01 AM
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 DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 05/01/2020 - 05/14/2020
 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 83026							
101-336.000-726.000	05/14/20	PREMIER SAFETY	DROP DOWN NAME PANELS FOR HALLECK/H	35000596	05/14/20	22.00	83026
101-336.000-742.000	05/14/20	PREMIER SAFETY	DROP DOWN NAME PANELS FOR HALLECK/H	35000596	05/14/20	138.70	83026
						<u>160.70</u>	
Total For Check 83026							
Check 83027							
640-444.000-801.000	05/14/20	PURITY CYLINDER GASES, INC.	CYLINDER RENTAL	00968634	05/14/20	50.85	83027
						<u>50.85</u>	
Total For Check 83027							
Check 83028							
101-295.000-801.000	05/14/20	R W MERCER COMPANY, INC	B INSPECTION	156577	05/14/20	250.00	83028
						<u>250.00</u>	
Total For Check 83028							
Check 83029							
101-265.000-801.000	05/14/20	SCHINDLER ELEVATOR CORPORATION	QUARTERLY ELEVATOR MAINITENANCE	8105333073	05/14/20	642.45	83029
						<u>642.45</u>	
Total For Check 83029							
Check 83030							
101-295.000-920.000	05/14/20	SPRATT'S	PROPANE	49467	05/14/20	300.20	83030
						<u>300.20</u>	
Total For Check 83030							
Check 83031							
247-900.000-801.000	05/14/20	STATE OF MICHIGAN	DAWN THEATER LIQUOR LICENSE RENEWAL 2020-21		05/14/20	700.00	83031
						<u>700.00</u>	
Total For Check 83031							
Check 83032							
101-295.000-801.000	05/14/20	STATE OF MICHIGAN	AIRPORT WEATHER OBS DATA SYSTEM	591-10508440	05/14/20	475.48	83032
202-460.500-801.000	05/14/20	STATE OF MICHIGAN	TRAFFIC SIGNAL MAINTENANCE - M-99 &	591-10509612	05/14/20	144.70	83032
						<u>620.18</u>	
Total For Check 83032							
Check 83033							
202-470.000-801.000	05/14/20	DAVID STIDHAM	TREE REMOVALS	04/14/2020	05/14/20	1,950.00	83033
203-470.000-801.000	05/14/20	DAVID STIDHAM	TREE REMOVALS	04/14/2020	05/14/20	1,650.00	83033
						<u>3,600.00</u>	
Total For Check 83033							
Check 83034							
101-301.000-801.000	05/14/20	TRANSUNION RISK AND ALTERNATIVE	ONLINE INVESTIGATIVE SYSTEM BILLING	05/14/2020	05/14/20	50.00	83034
						<u>50.00</u>	
Total For Check 83034							
Check 83035							
101-265.000-801.000	05/14/20	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0090642	05/14/20	15.51	83035
101-265.000-801.000	05/14/20	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0090061	05/14/20	15.51	83035
101-441.000-742.000	05/14/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0090060	05/14/20	26.86	83035
101-441.000-742.000	05/14/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0090641	05/14/20	22.86	83035
101-441.000-801.000	05/14/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0090060	05/14/20	36.04	83035
101-441.000-801.000	05/14/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0090641	05/14/20	36.04	83035
640-444.000-742.000	05/14/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0090060	05/14/20	11.16	83035
640-444.000-742.000	05/14/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0090641	05/14/20	11.16	83035
640-444.000-801.000	05/14/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0090060	05/14/20	19.82	83035
640-444.000-801.000	05/14/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0090641	05/14/20	19.82	83035
						<u>214.78</u>	
Total For Check 83035							
Check 83036							
101-301.000-801.000	05/14/20	VERIZON WIRELESS	NETWORK ACCESS FEE FOR IN-CAR MOBIL	9853723094	05/14/20	160.04	83036
						<u>160.04</u>	
Total For Check 83036							

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 05/01/2020 - 05/14/2020
 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 83036							
Total For Check 83036						160.04	
Check 83037							
401-900.000-975.040	05/14/20	WALMART COMMUNITY	CITY HALL WIRELESS KEYBOARD & MOUSE	031185	05/14/20	19.98	83037
401-900.000-975.040	05/14/20	WALMART COMMUNITY	65" TV FOR CITY HALL COPMUTER DISPL	001440	05/14/20	428.00	83037
Total For Check 83037						447.98	
Check 83038							
101-336.000-740.000	05/14/20	WATKINS OIL COMPANY	APRIL 2020 FLEET FUEL	01-000150	05/14/20	57.97	83038
588-588.000-740.000	05/14/20	WATKINS OIL COMPANY	APRIL 2020 FLEET FUEL	01-000140	05/14/20	215.14	83038
640-444.000-740.000	05/14/20	WATKINS OIL COMPANY	APRIL 2020 FLEET FUEL	01-000120	05/14/20	997.20	83038
640-444.000-740.301	05/14/20	WATKINS OIL COMPANY	APRIL 2020 FLEET FUEL	01-000110	05/14/20	428.43	83038
Total For Check 83038						1,698.74	
Total For Age Less Than 30 Days						37,974.00	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 05/01/2020 - 05/14/2020
 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			16,689.68		
			Fund 202 MAJOR ST./TRUNKLINE FUND			2,948.52		
			Fund 203 LOCAL ST. FUND			1,796.28		
			Fund 208 RECREATION FUND			520.84		
			Fund 247 TAX INCREMENT FINANCE ATH.			700.00		
			Fund 271 LIBRARY FUND			1,382.19		
			Fund 401 CAPITAL IMPROVEMENT FUND			1,658.77		
			Fund 481 AIRPORT IMPROVEMENT FUND			29.72		
			Fund 588 DIAL-A-RIDE FUND			9,212.29		
			Fund 633 PUBLIC SERVICES INV. FUND			367.38		
			Fund 640 REVOLVING MOBILE EQUIP. FUND			2,227.68		
			Fund 699 DPS LEAVE AND BENEFITS FUND			440.65		
Total For All Funds:							37,974.00	
--- TOTALS BY GL DISTRIBUTION ---								
		101-000.000-123.000	PREPAID EXPENSES			1,100.48		
		101-000.000-690.000	OTHER REFUNDS			150.00		
		101-172.000-715.000	HEALTH AND LIFE INSURANCE			90.56		
		101-173.000-715.000	HEALTH AND LIFE INSURANCE			116.63		
		101-173.000-801.000	CONTRACTUAL SERVICES			690.50		
		101-175.000-806.000	LEGAL SERVICES			1,282.50		
		101-191.000-905.000	PUBLISHING / NOTICES			78.70		
		101-209.000-715.000	HEALTH AND LIFE INSURANCE			26.14		
		101-209.000-801.000	CONTRACTUAL SERVICES			1,350.86		
		101-215.000-715.000	HEALTH AND LIFE INSURANCE			90.56		
		101-215.000-726.000	SUPPLIES			70.70		
		101-215.000-801.000	CONTRACTUAL SERVICES			533.20		
		101-219.000-715.000	HEALTH AND LIFE INSURANCE			142.83		
		101-219.000-801.000	CONTRACTUAL SERVICES			1,024.00		
		101-253.000-801.000	CONTRACTUAL SERVICES			1,128.00		
		101-265.000-726.000	SUPPLIES			24.96		
		101-265.000-726.000-CV	SUPPLIES			252.73		
		101-265.000-801.000	CONTRACTUAL SERVICES			1,323.47		
		101-265.000-920.000	UTILITIES			551.22		
		101-265.000-925.000	TELEPHONE			112.00		
		101-276.000-726.000	SUPPLIES			448.00		
		101-295.000-715.000	HEALTH AND LIFE INSURANCE			52.27		
		101-295.000-726.000	SUPPLIES			67.65		
		101-295.000-801.000	CONTRACTUAL SERVICES			725.48		
		101-295.000-920.000	UTILITIES			300.20		
		101-295.000-925.000	TELEPHONE			223.29		
		101-301.000-715.000	HEALTH AND LIFE INSURANCE			830.78		
		101-301.000-726.000	SUPPLIES			1,208.30		
		101-301.000-742.000	CLOTHING / UNIFORMS			215.88		
		101-301.000-801.000	CONTRACTUAL SERVICES			210.04		
		101-336.000-715.000	HEALTH AND LIFE INSURANCE			142.84		
		101-336.000-726.000	SUPPLIES			35.46		
		101-336.000-740.000	FUEL AND LUBRICANTS			57.97		
		101-336.000-742.000	CLOTHING / UNIFORMS			138.70		
		101-336.000-920.000	UTILITIES			200.89		
		101-400.000-715.000	HEALTH AND LIFE INSURANCE			90.56		
		101-400.000-801.000	CONTRACTUAL SERVICES			103.43		
		101-441.000-715.000	HEALTH AND LIFE INSURANCE			142.83		
		101-441.000-726.000	SUPPLIES			14.08		
		101-441.000-742.000	CLOTHING / UNIFORMS			49.72		
		101-441.000-801.000	CONTRACTUAL SERVICES			225.97		
		101-441.000-920.000	UTILITIES			180.00		

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amountcheck #
		101-447.000-715.000	HEALTH AND LIFE INSURANCE			90.56
		101-756.000-726.000	SUPPLIES			794.74
		202-460.000-801.000	CONTRACTUAL SERVICES			110.66
		202-460.500-801.000	CONTRACTUAL SERVICES			887.86
		202-470.000-801.000	CONTRACTUAL SERVICES			1,950.00
		203-460.000-801.000	CONTRACTUAL SERVICES			146.28
		203-470.000-801.000	CONTRACTUAL SERVICES			1,650.00
		208-000.000-667.000	RENTS			325.00
		208-000.000-692.000	OTHER REVENUE			100.00
		208-751.000-715.000	HEALTH AND LIFE INSURANCE			52.41
		208-751.000-801.000	CONTRACTUAL SERVICES			43.43
		247-900.000-801.000	CONTRACTUAL SERVICES			700.00
		271-790.000-715.000	HEALTH AND LIFE INSURANCE			116.70
		271-790.000-726.000	SUPPLIES			50.19
		271-790.000-801.000	CONTRACTUAL SERVICES			539.76
		271-790.000-810.000	DUES AND SUBSCRIPTIONS			370.12
		271-790.000-920.000	UTILITIES			249.42
		271-790.000-925.000	TELEPHONE			56.00
		401-276.000-801.000	CONTRACTUAL SERVICES			253.75
		401-453.000-801.000	CONTRACTUAL SERVICES			957.04
		401-900.000-975.040	COMPREHENSIVE COMPUTER UPDATE			447.98
		481-000.000-265.000	ACCRUED SALES TAX			29.72
		588-588.000-715.000	HEALTH AND LIFE INSURANCE			156.81
		588-588.000-726.000	SUPPLIES			14.34
		588-588.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			76.00
		588-588.000-740.000	FUEL AND LUBRICANTS			215.14
		588-588.000-801.000	CONTRACTUAL SERVICES			8,750.00
		633-000.000-111.000	INVENTORY - MAT. AND SUPPLIES			352.38
		633-233.000-801.000	CONTRACTUAL SERVICES			15.00
		640-444.000-715.000	HEALTH AND LIFE INSURANCE			116.70
		640-444.000-726.000	SUPPLIES			9.43
		640-444.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			556.53
		640-444.000-730.301	POLICE VEH/EQUP MAINT SUPPLIE			6.58
		640-444.000-740.000	FUEL AND LUBRICANTS			997.20
		640-444.000-740.301	FUEL AND LUBRICANTS-POLICE			428.43
		640-444.000-742.000	CLOTHING / UNIFORMS			22.32
		640-444.000-801.000	CONTRACTUAL SERVICES			90.49
		699-441.000-715.000	HEALTH AND LIFE INSURANCE			440.65

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 109							
582-000.000-265.000	05/11/20	STATE OF MICHIGAN	SALES TAX	04.30.2020	05/11/20	27,805.68	109
582-000.000-693.000	05/11/20	STATE OF MICHIGAN	SALES TAX	04.30.2020	05/11/20	(176.33)	109
Total For Check 109						27,629.35	
Check 110							
582-175.000-801.000	05/14/20	MICHIGAN PUBLIC POWER AGENCY	MPPA EXPENSES INCURRED FOR APRIL	20200510013	05/14/20	225.16	110
Total For Check 110						225.16	
Check 72595							
582-175.000-925.000	05/14/20	ACD	MONTHLY FIBER LEASE	42187-146	05/14/20	122.24	72595
590-175.000-925.000	05/14/20	ACD	POT'S FOR WWTP	11058-104	05/14/20	91.68	72595
590-175.000-925.000	05/14/20	ACD	MONTHLY FIBER LEASE	42187-146	05/14/20	61.12	72595
591-175.000-925.000	05/14/20	ACD	POT'S FOR WTP	11060-104	05/14/20	91.68	72595
591-175.000-925.000	05/14/20	ACD	MONTHLY FIBER LEASE	42187-146	05/14/20	61.12	72595
Total For Check 72595						427.84	
Check 72596							
582-175.000-726.007-CV	05/14/20	AMAZON CAPITAL SERVICES, INC	PLASTICE SPRAY BOTTLES	1MW1-XGGY-JWCG	05/14/20	10.93	72596
582-175.000-726.007-CV	05/14/20	AMAZON CAPITAL SERVICES, INC	DISINFECTANT WIPES	1NLT-TGRV-1KYN	05/14/20	49.00	72596
582-175.000-801.200	05/14/20	AMAZON CAPITAL SERVICES, INC	SSD HARD DRIVES FOR BACKUP AND COPM	19M3-9MGK-DXMM	05/14/20	96.96	72596
582-175.000-930.000	05/14/20	AMAZON CAPITAL SERVICES, INC	WAREHOUSE BATHROOM HOT WATER HEATER	1Q6K-M47F-KCL7	05/14/20	154.49	72596
590-175.000-726.007-CV	05/14/20	AMAZON CAPITAL SERVICES, INC	PLASTICE SPRAY BOTTLES	1MW1-XGGY-JWCG	05/14/20	5.47	72596
590-175.000-726.007-CV	05/14/20	AMAZON CAPITAL SERVICES, INC	DISINFECTANT WIPES	1NLT-TGRV-1KYN	05/14/20	24.50	72596
590-175.000-801.200	05/14/20	AMAZON CAPITAL SERVICES, INC	SSD HARD DRIVES FOR BACKUP AND COPM	19M3-9MGK-DXMM	05/14/20	16.49	72596
591-175.000-726.007-CV	05/14/20	AMAZON CAPITAL SERVICES, INC	PLASTICE SPRAY BOTTLES	1MW1-XGGY-JWCG	05/14/20	5.46	72596
591-175.000-726.007-CV	05/14/20	AMAZON CAPITAL SERVICES, INC	DISINFECTANT WIPES	1NLT-TGRV-1KYN	05/14/20	24.50	72596
591-175.000-801.200	05/14/20	AMAZON CAPITAL SERVICES, INC	512 GB SSD HARD DRIVE FOR WTP SCADA	1GVK-3PHP-1XXG	05/14/20	59.98	72596
591-175.000-801.200	05/14/20	AMAZON CAPITAL SERVICES, INC	SSD HARD DRIVES FOR BACKUP AND COPM	19M3-9MGK-DXMM	05/14/20	16.50	72596
591-544.000-930.000	05/14/20	AMAZON CAPITAL SERVICES, INC	LIGHT BULBS	1JQ9-6K7J-MV9W	05/14/20	24.94	72596
Total For Check 72596						489.22	
Check 72597							
582-175.000-930.000	05/14/20	AMERICAN COPPER AND BRASS, LLC	ELECTRIC CONNECTORS/BULBS	20INV016122	05/14/20	28.33	72597
582-175.000-930.000	05/14/20	AMERICAN COPPER AND BRASS, LLC	ELECTRIC CONNECTORS/BULBS	20INV016237	05/14/20	12.25	72597
582-175.000-930.000	05/14/20	AMERICAN COPPER AND BRASS, LLC	ELECTRIC CONNECTORS/BULBS	20INV016121	05/14/20	16.95	72597
582-543.000-726.000	05/14/20	AMERICAN COPPER AND BRASS, LLC	PIPE FITTINGS	20INV015575	05/14/20	3.85	72597
590-547.000-930.000	05/14/20	AMERICAN COPPER AND BRASS, LLC	PLUMBING FOR PEW LINE WWTP	20INV016541	05/14/20	230.74	72597
590-547.000-930.000	05/14/20	AMERICAN COPPER AND BRASS, LLC	PLUMBING FOR PEW LINE WWTP	20ONV016371	05/14/20	172.00	72597
590-547.000-930.000	05/14/20	AMERICAN COPPER AND BRASS, LLC	PLUMBING FOR PEW LINE WWTP	20INV016236	05/14/20	426.00	72597
Total For Check 72597						890.12	
Check 72598							
582-000.000-202.000	05/13/20	APPLE RUN APTS HILLSDALE LLC	UB refund for account: 012628	05/13/2020	05/14/20	109.63	72598
Total For Check 72598						109.63	
Check 72599							
591-000.000-202.000	05/13/20	APPLE RUN APTS HILLSDALE LLC	UB refund for account: 012627	05/13/2020	05/14/20	196.83	72599
Total For Check 72599						196.83	
Check 72600							
582-175.000-726.000	05/14/20	ARROW SWIFT PRINTING	COPY PAPER	152052	05/14/20	94.00	72600
590-175.000-726.000	05/14/20	ARROW SWIFT PRINTING	COPY PAPER	152052	05/14/20	47.00	72600
591-175.000-726.000	05/14/20	ARROW SWIFT PRINTING	COPY PAPER	152052	05/14/20	47.00	72600

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72600							
						Total For Check 72600	188.00
Check 72601							
582-000.000-202.000	05/12/20	BARR, LAURIE K	UB refund for account: 012481	05/12/2020	05/14/20	24.27	72601
590-000.000-202.000	05/12/20	BARR, LAURIE K	UB refund for account: 012481	05/12/2020	05/14/20	7.85	72601
591-000.000-202.000	05/12/20	BARR, LAURIE K	UB refund for account: 012481	05/12/2020	05/14/20	6.72	72601
						Total For Check 72601	38.84
Check 72602							
582-175.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	015501	05/14/20	1,075.49	72602
590-175.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	015501	05/14/20	343.57	72602
591-175.000-715.000	05/14/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	015501	05/14/20	395.81	72602
						Total For Check 72602	1,814.87
Check 72603							
582-175.000-801.000	05/14/20	BRIDGESTONE AMERICAS,INC	MONTHLY PROCESSING	612034	05/14/20	1,668.32	72603
590-175.000-801.000	05/14/20	BRIDGESTONE AMERICAS,INC	MONTHLY PROCESSING	612034	05/14/20	834.16	72603
591-175.000-801.000	05/14/20	BRIDGESTONE AMERICAS,INC	MONTHLY PROCESSING	612034	05/14/20	834.16	72603
						Total For Check 72603	3,336.64
Check 72604							
582-544.000-740.000	05/14/20	BRINER OIL CO, INC	HYDRAULIC OIL	S69074	05/14/20	404.25	72604
590-547.000-930.000	05/14/20	BRINER OIL CO, INC	DIESEL FUEL WWTP GENERATOR	109048	05/14/20	142.50	72604
						Total For Check 72604	546.75
Check 72605							
582-000.000-123.000	05/14/20	BS&A SOFTWARE	ANNAUL SERVICE	128818-BPU	05/14/20	1,019.00	72605
590-000.000-123.000	05/14/20	BS&A SOFTWARE	ANNAUL SERVICE	128818-BPU	05/14/20	509.50	72605
591-000.000-123.000	05/14/20	BS&A SOFTWARE	ANNAUL SERVICE	128818-BPU	05/14/20	509.50	72605
						Total For Check 72605	2,038.00
Check 72606							
582-175.000-801.000	05/14/20	BSB COMMUNICATIONS INC	CALL HOLDING ORDER FOR BPU & DIAL A	152837-BPU	05/14/20	126.88	72606
582-175.000-925.000	05/14/20	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	152736-BPU	05/14/20	28.00	72606
590-175.000-801.000	05/14/20	BSB COMMUNICATIONS INC	CALL HOLDING ORDER FOR BPU & DIAL A	152837-BPU	05/14/20	63.44	72606
590-175.000-925.000	05/14/20	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	152736-BPU	05/14/20	14.00	72606
591-175.000-801.000	05/14/20	BSB COMMUNICATIONS INC	CALL HOLDING ORDER FOR BPU & DIAL A	152837-BPU	05/14/20	63.43	72606
591-175.000-925.000	05/14/20	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	152736-BPU	05/14/20	14.00	72606
						Total For Check 72606	309.75
Check 72607							
582-543.000-930.000	05/14/20	CEM SUPPLY, INC	DIES FOR PIPE THREADER	137222/1	05/14/20	102.24	72607
						Total For Check 72607	102.24
Check 72608							
582-175.000-930.000	05/14/20	CINTAS CORPORATION	MATT'S	4050274102	05/14/20	20.00	72608
582-175.000-930.000	05/14/20	CINTAS CORPORATION	MATT'S	4049643147	05/14/20	20.00	72608
590-175.000-930.000	05/14/20	CINTAS CORPORATION	MATT'S	4050274102	05/14/20	10.00	72608
590-175.000-930.000	05/14/20	CINTAS CORPORATION	MATT'S	4049643147	05/14/20	10.00	72608
591-175.000-930.000	05/14/20	CINTAS CORPORATION	MATT'S	4050274102	05/14/20	10.00	72608
591-175.000-930.000	05/14/20	CINTAS CORPORATION	MATT'S	4049643147	05/14/20	10.00	72608
						Total For Check 72608	80.00
Check 72609							
582-175.000-820.000	05/14/20	CITY OF HILLSDALE	APRIL 2020 PILOT	04.30.2020	05/14/20	49,729.41	72609

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72609							
590-175.000-820.000	05/14/20	CITY OF HILLSDALE	APRIL 2020 PILOT	04.30.2020	05/14/20	9,695.74	72609
591-175.000-820.000	05/14/20	CITY OF HILLSDALE	APRIL 2020 PILOT	04.30.2020	05/14/20	6,824.97	72609
Total For Check 72609						66,250.12	
Check 72610							
582-000.000-249.100	05/14/20	COMMUNITY ACTION AGENCY	OPERATION ROUND-UP	04.30.2020	05/14/20	2,554.90	72610
Total For Check 72610						2,554.90	
Check 72611							
582-175.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	CORRECTION TAPE, FNGRTP MOSITENER &	643238-00	05/14/20	37.74	72611
582-175.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	NAME PLATE - PETE BECKER	043272-00	05/14/20	7.50	72611
582-175.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	TONER - KELLEY	643548-00	05/14/20	30.60	72611
582-175.000-726.007-CV	05/14/20	CURRENT OFFICE SOLUTIONS	FACE MASK	642862-00	05/14/20	50.00	72611
582-175.000-801.000	05/14/20	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	320047	05/14/20	378.27	72611
590-175.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	CORRECTION TAPE, FNGRTP MOSITENER &	643238-00	05/14/20	18.87	72611
590-175.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	NAME PLATE - PETE BECKER	043272-00	05/14/20	3.75	72611
590-175.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	TONER - KELLEY	643548-00	05/14/20	15.30	72611
590-175.000-726.007-CV	05/14/20	CURRENT OFFICE SOLUTIONS	FACE MASK	642862-00	05/14/20	25.00	72611
590-175.000-801.000	05/14/20	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	320047	05/14/20	189.13	72611
591-175.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	CORRECTION TAPE, FNGRTP MOSITENER &	643238-00	05/14/20	18.86	72611
591-175.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	NAME PLATE - PETE BECKER	043272-00	05/14/20	3.74	72611
591-175.000-726.000	05/14/20	CURRENT OFFICE SOLUTIONS	TONER - KELLEY	643548-00	05/14/20	15.29	72611
591-175.000-726.007-CV	05/14/20	CURRENT OFFICE SOLUTIONS	FACE MASK	642862-00	05/14/20	25.00	72611
591-175.000-801.000	05/14/20	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	320047	05/14/20	189.13	72611
Total For Check 72611						1,008.18	
Check 72612							
582-000.000-202.000	05/05/20	DEXTER, KATHLEEN M	UB refund for account: 023158	05/05/2020	05/14/20	20.52	72612
Total For Check 72612						20.52	
Check 72613							
582-000.000-202.000	05/05/20	DEXTER, KATHLEEN M	UB refund for account: 023159	05/05/2020	05/14/20	8.26	72613
Total For Check 72613						8.26	
Check 72614							
582-175.000-930.000	05/14/20	EAST 2 WEST ENTERPRISES, INC	CLEANING FOR APRIL 4-13/4-27	8859	05/14/20	70.00	72614
590-175.000-930.000	05/14/20	EAST 2 WEST ENTERPRISES, INC	CLEANING FOR APRIL 4-13/4-27	8859	05/14/20	35.00	72614
591-175.000-930.000	05/14/20	EAST 2 WEST ENTERPRISES, INC	CLEANING FOR APRIL 4-13/4-27	8859	05/14/20	35.00	72614
Total For Check 72614						140.00	
Check 72615							
582-175.000-930.000	05/14/20	FAMILY FARM & HOME	TRIAZICIDE	628/54	05/14/20	9.99	72615
590-546.000-930.000	05/14/20	FAMILY FARM & HOME	IRON OUT, HARDWARE	631/54	05/14/20	3.74	72615
591-545.000-930.000	05/14/20	FAMILY FARM & HOME	IRON OUT, HARDWARE	630/54	05/14/20	11.99	72615
Total For Check 72615						25.72	
Check 72616							
590-175.000-801.000	05/14/20	FLEIS & VANDENBRINK	GIS SUPPORT	55634	05/14/20	1,024.92	72616
591-175.000-801.000	05/14/20	FLEIS & VANDENBRINK	GIS SUPPORT	55634	05/14/20	1,024.92	72616
Total For Check 72616						2,049.84	
Check 72617							
582-544.000-930.000	05/14/20	GELZER & SON INC	PAINT SUPPLIES	A224643	05/14/20	12.99	72617
582-544.000-930.000	05/14/20	GELZER & SON INC	PAINT SUPPLIES	A223956	05/14/20	11.22	72617

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72617							
590-547.000-930.000	05/14/20	GELZER & SON INC	WORK PLATFORM	A225614	05/14/20	79.99	72617
			Total For Check 72617			104.20	
Check 72618							
582-543.000-930.050	05/14/20	GEORGE INSTRUMENT CO	FREIGHT	20-14134	05/14/20	95.55	72618
			Total For Check 72618			95.55	
Check 72619							
590-547.000-801.000	05/14/20	GLOBAL ENVIRONMENTAL CONSULTING	CHRONIC TOXICITY TESTING WWTP	4923	05/14/20	600.00	72619
			Total For Check 72619			600.00	
Check 72620							
582-000.000-202.000	05/05/20	GUMM, ASHLEY M	UB refund for account: 024328	05/05/2020	05/14/20	27.00	72620
			Total For Check 72620			27.00	
Check 72621							
590-547.000-726.900	05/14/20	HEFFERNAN SOFT WATER SERVICE	DISTILLED WATER WWTP LAB	225	05/14/20	17.50	72621
			Total For Check 72621			17.50	
Check 72622							
591-175.000-905.000	05/14/20	HILLSDALE MEDIA GROUP	HYDRANT FLUSHING NOTICES IN APRIL	2004-00000849	05/14/20	48.72	72622
			Total For Check 72622			48.72	
Check 72623							
591-544.000-801.000	05/14/20	HYDROCORP	CROSS CONNECTION CONTROL PROGRAM FEES	0056943-IN	05/14/20	1,333.00	72623
			Total For Check 72623			1,333.00	
Check 72624							
590-000.000-123.000	05/14/20	ITRON, INC	ITRON MVRS METER READING JUNE 1 202	555422	05/14/20	511.88	72624
591-000.000-123.000	05/14/20	ITRON, INC	ITRON MVRS METER READING JUNE 1 202	555422	05/14/20	511.88	72624
			Total For Check 72624			1,023.76	
Check 72625							
590-546.000-930.000	05/14/20	JACK DOHNEY COMPANIES	VACTOR LEAD HOSE 1"X25'	A32739	05/14/20	131.30	72625
			Total For Check 72625			131.30	
Check 72626							
582-543.000-801.000	05/14/20	JOHNSON CONTROLS FIRE PROTECTION	QUARTERLY FIRE PP	34149895	05/14/20	1,763.00	72626
			Total For Check 72626			1,763.00	
Check 72627							
582-000.000-249.100	05/14/20	LARA - MI PUBLIC SERVICE COMM	"LIEAF-6099 APRIL 2020 P.A. 95"	04.30.2020	05/14/20	5,492.83	72627
			Total For Check 72627			5,492.83	
Check 72628							
582-000.000-202.000	05/05/20	LOPRESTO, MELINDA E	UB refund for account: 026701	05/05/2020	05/14/20	98.20	72628
			Total For Check 72628			98.20	
Check 72629							
582-175.000-806.000	05/14/20	LOVINGER & THOMPSON, PC	LEGAL FEES	05/01/2020	05/14/20	75.00	72629
			Total For Check 72629			75.00	
Check 72630							
590-546.000-930.000	05/14/20	MARKET HOUSE	UPS SHIPPING	118827	05/14/20	17.79	72630

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Invoice Age: Less Than 30 Days							
Check 72630							
						Total For Check 72630	17.79
Check 72631							
582-175.000-880.000	05/14/20	MCKIBBIN MEDIA GROUP	ADS	131-00079-003	05/14/20	91.16	72631
582-175.000-880.000	05/14/20	MCKIBBIN MEDIA GROUP	ADS	131-00074-0003	05/14/20	97.00	72631
590-175.000-880.000	05/14/20	MCKIBBIN MEDIA GROUP	ADS	131-00079-003	05/14/20	45.58	72631
590-175.000-880.000	05/14/20	MCKIBBIN MEDIA GROUP	ADS	131-00074-0003	05/14/20	48.50	72631
591-175.000-880.000	05/14/20	MCKIBBIN MEDIA GROUP	ADS	131-00079-003	05/14/20	45.57	72631
591-175.000-880.000	05/14/20	MCKIBBIN MEDIA GROUP	ADS	131-00074-0003	05/14/20	48.50	72631
						Total For Check 72631	376.31
Check 72632							
590-547.000-801.000	05/14/20	MERIT LABORATORIES	BEF COM,PLIANCE SAMPLING	13351	05/14/20	286.50	72632
590-547.000-801.000	05/14/20	MERIT LABORATORIES	BEF COM,PLIANCE SAMPLING	13367	05/14/20	286.50	72632
590-547.000-801.000	05/14/20	MERIT LABORATORIES	BEF COM,PLIANCE SAMPLING	13432	05/14/20	286.50	72632
590-547.000-801.000	05/14/20	MERIT LABORATORIES	BEF COM,PLIANCE SAMPLING	13498	05/14/20	286.50	72632
590-547.000-801.000	05/14/20	MERIT LABORATORIES	BEF COM,PLIANCE SAMPLING	13615	05/14/20	286.50	72632
590-547.000-801.000	05/14/20	MERIT LABORATORIES	BEF COM,PLIANCE SAMPLING	13576	05/14/20	286.50	72632
590-547.000-801.000	05/14/20	MERIT LABORATORIES	BEF COM,PLIANCE SAMPLING	13513	05/14/20	168.25	72632
						Total For Check 72632	1,887.25
Check 72633							
582-175.000-920.400	05/14/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WAREHOUSE	2950172419	05/14/20	173.35	72633
590-175.000-920.400	05/14/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WAREHOUSE	2950172419	05/14/20	86.68	72633
590-547.000-920.400	05/14/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WWTP	2950024275	05/14/20	101.62	72633
590-547.000-920.400	05/14/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WWTP	2950458610	05/14/20	698.07	72633
591-175.000-920.400	05/14/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WAREHOUSE	2950172419	05/14/20	86.67	72633
591-545.000-920.400	05/14/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WTP	2950049036	05/14/20	277.29	72633
						Total For Check 72633	1,423.68
Check 72634							
582-175.000-810.000	05/14/20	MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP DUES 07/01/2020 - 6/30/20	05/01/2020	05/14/20	2,632.00	72634
590-175.000-810.000	05/14/20	MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP DUES 07/01/2020 - 6/30/20	05/01/2020	05/14/20	1,316.00	72634
591-175.000-810.000	05/14/20	MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP DUES 07/01/2020 - 6/30/20	05/01/2020	05/14/20	1,316.00	72634
						Total For Check 72634	5,264.00
Check 72635							
591-544.000-930.000	05/14/20	MICHIGAN PIPE & VALVE	WATER LINE MATERIALS BACON STREET	J021576	05/14/20	300.43	72635
						Total For Check 72635	300.43
Check 72636							
582-000.000-202.000	05/05/20	MILLER, JONATHAN C	UB refund for account: 026058	05/05/2020	05/14/20	91.00	72636
						Total For Check 72636	91.00
Check 72637							
582-000.000-158.000-20	05/14/20	MT ENGINEERING, LLC	OFFICE DESIGN	01904-4	05/14/20	400.00	72637
						Total For Check 72637	400.00
Check 72638							
582-000.000-202.000	05/05/20	NUNEZ, JANE L	UB refund for account: 024554	05/05/2020	05/14/20	77.85	72638
590-000.000-202.000	05/05/20	NUNEZ, JANE L	UB refund for account: 024554	05/05/2020	05/14/20	29.03	72638
591-000.000-202.000	05/05/20	NUNEZ, JANE L	UB refund for account: 024554	05/05/2020	05/14/20	24.87	72638
						Total For Check 72638	131.75

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Invoice Age: Less Than 30 Days							
Check 72639							
582-000.000-202.000	05/05/20	OHRMAN, JOSEPH J	UB refund for account: 023397	05/05/2020	05/14/20	62.67	72639
						<u>62.67</u>	
Total For Check 72639							
Check 72640							
591-000.000-202.000	05/05/20	OHRMAN, JOSEPH J	UB refund for account: 025201	05/05/2020	05/14/20	214.60	72640
						<u>214.60</u>	
Total For Check 72640							
Check 72641							
582-175.000-801.000	05/14/20	ONLINE INFORMATION SERVICES	MONTHLY PROCESSING	173800000095	05/14/20	54.86	72641
582-175.000-801.000	05/14/20	ONLINE INFORMATION SERVICES	MONTHLY PROCESSING	993735	05/14/20	47.45	72641
590-175.000-801.000	05/14/20	ONLINE INFORMATION SERVICES	MONTHLY PROCESSING	173800000095	05/14/20	27.43	72641
590-175.000-801.000	05/14/20	ONLINE INFORMATION SERVICES	MONTHLY PROCESSING	993735	05/14/20	23.72	72641
591-175.000-801.000	05/14/20	ONLINE INFORMATION SERVICES	MONTHLY PROCESSING	173800000095	05/14/20	27.44	72641
591-175.000-801.000	05/14/20	ONLINE INFORMATION SERVICES	MONTHLY PROCESSING	993735	05/14/20	23.73	72641
						<u>204.63</u>	
Total For Check 72641							
Check 72642							
582-544.000-730.000	05/14/20	PERFORMANCE AUTOMOTIVE	STANDBY GEN REPAIR	10284-1314818	05/14/20	22.09	72642
582-544.000-730.000	05/14/20	PERFORMANCE AUTOMOTIVE	FILTER	10284-1317521	05/14/20	23.49	72642
590-546.000-730.039	05/14/20	PERFORMANCE AUTOMOTIVE	VAN STROBE BULB	10284-1319155	05/14/20	30.19	72642
						<u>75.77</u>	
Total For Check 72642							
Check 72643							
582-000.000-110.000	05/14/20	POWERLINE SUPPLY	INVENTORY	56462329	05/14/20	188.30	72643
582-000.000-110.000	05/14/20	POWERLINE SUPPLY	INVENTORY	56462575	05/14/20	2,236.00	72643
582-000.000-110.000	05/14/20	POWERLINE SUPPLY	INVENTORY	56465115	05/14/20	609.04	72643
						<u>3,033.34</u>	
Total For Check 72643							
Check 72644							
590-547.000-801.000	05/14/20	SAFETY SYSTEMS, INC	QUARTERLY LEASE MAINT AND MONITORIN	505224	05/14/20	180.00	72644
						<u>180.00</u>	
Total For Check 72644							
Check 72645							
582-000.000-202.000	05/05/20	SMITH'S FLOWERS	UB refund for account: 026290	05/05/2020	05/14/20	159.61	72645
590-000.000-202.000	05/05/20	SMITH'S FLOWERS	UB refund for account: 026290	05/05/2020	05/14/20	79.01	72645
591-000.000-202.000	05/05/20	SMITH'S FLOWERS	UB refund for account: 026290	05/05/2020	05/14/20	62.63	72645
						<u>301.25</u>	
Total For Check 72645							
Check 72646							
582-000.000-202.000	05/05/20	SMITH, LAURA J	UB refund for account: 018594	05/05/2020	05/14/20	17.67	72646
590-000.000-202.000	05/05/20	SMITH, LAURA J	UB refund for account: 018594	05/05/2020	05/14/20	13.10	72646
591-000.000-202.000	05/05/20	SMITH, LAURA J	UB refund for account: 018594	05/05/2020	05/14/20	11.22	72646
						<u>41.99</u>	
Total For Check 72646							
Check 72647							
582-175.000-801.000	05/14/20	SONIT SYSTEMS, LLC	BPU ADOBE PRO LICENSING	60417	05/14/20	607.01	72647
590-175.000-801.000	05/14/20	SONIT SYSTEMS, LLC	BPU ADOBE PRO LICENSING	60417	05/14/20	303.51	72647
591-175.000-801.000	05/14/20	SONIT SYSTEMS, LLC	BPU ADOBE PRO LICENSING	60417	05/14/20	303.50	72647
						<u>1,214.02</u>	
Total For Check 72647							
Check 72648							
590-547.000-930.000	05/14/20	STAR CRANE & HOIST, INC	CRANE & HOIST OSHA INSPECTIONS AND	14781-I	05/14/20	630.00	72648
						<u>630.00</u>	
Total For Check 72648							

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Invoice Age: Less Than 30 Days							
Check 72649							
591-543.000-801.000	05/14/20	STATE OF MICHIGAN EGLE	DRINKING WATER LABORATORY CERTIFICA	761-10510195	05/14/20	2,737.02	72649
						<u>2,737.02</u>	
Total For Check 72649							
Check 72650							
590-547.000-930.000	05/14/20	UTILITIES INSTRUMENTATION SERV	FURNISH AND INSTALL 1 SIEMENS SITRA	530360238	05/14/20	6,410.00	72650
						<u>6,410.00</u>	
Total For Check 72650							
Check 72651							
582-544.000-801.000	05/14/20	MILSOFT	5-1-2020 MILSOFT DISPATCH SUPPORT	20201993	05/14/20	666.67	72651
582-544.000-801.000	05/14/20	MILSOFT	IVR 5-1-2020 SUBSCRIPTION FEE	20202372	05/14/20	259.78	72651
590-546.000-801.000	05/14/20	MILSOFT	IVR 5-1-2020 SUBSCRIPTION FEE	20202372	05/14/20	129.89	72651
591-175.000-801.000	05/14/20	MILSOFT	IVR 5-1-2020 SUBSCRIPTION FEE	20202372	05/14/20	129.90	72651
						<u>1,186.24</u>	
Total For Check 72651							
Check 72652							
582-000.000-202.000	05/05/20	WALKUP, JANICE L	UB refund for account: 026345	05/05/2020	05/14/20	90.75	72652
						<u>90.75</u>	
Total For Check 72652							
Check 72653							
590-546.000-801.000	05/14/20	WIN - 911	WTP & WWTP ANNUAL WINN-911 LICENSE	228XT350-202078	05/14/20	495.00	72653
591-175.000-801.000	05/14/20	WIN - 911	WTP & WWTP ANNUAL WINN-911 LICENSE	228XT350-202078	05/14/20	495.00	72653
						<u>990.00</u>	
Total For Check 72653							
Check 72654							
582-000.000-202.000	05/05/20	WOODYBY, VICKI S	UB refund for account: 021996	05/05/2020	05/14/20	7.45	72654
						<u>7.45</u>	
Total For Check 72654							
Check 72655							
582-544.000-801.300	05/14/20	WRIGHT TREE SERVICE	TREE TRIMMING	042078588	05/14/20	4,112.40	72655
582-544.000-801.300	05/14/20	WRIGHT TREE SERVICE	TREE TRIMMING	042080742	05/14/20	4,112.40	72655
						<u>8,224.80</u>	
Total For Check 72655							
						<u>156,787.58</u>	
Total For Age Less Than 30 Days							

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Fund Totals:								
			Fund 582 ELECTRIC FUND			110,354.57		
			Fund 590 SEWER FUND			27,914.51		
			Fund 591 WATER FUND			18,518.50		
Total For All Funds:							156,787.58	
--- TOTALS BY GL DISTRIBUTION ---								
		582-000.000-110.000	INVENTORY			3,033.34		
		582-000.000-123.000	PREPAID EXPENSES			1,019.00		
		582-000.000-158.000-20	CONSTRUCTION WORK IN PROGRESS			400.00		
		582-000.000-202.000	ACCOUNTS PAYABLE			794.88		
		582-000.000-249.100	LOW INCOME ENERGY ASSISTANCE			8,047.73		
		582-000.000-265.000	ACCRUED SALES TAX			27,805.68		
		582-000.000-693.000	MISC NON-OPERATING INCOME			(176.33)		
		582-175.000-715.000	HEALTH AND LIFE INSURANCE			1,075.49		
		582-175.000-726.000	SUPPLIES			169.84		
		582-175.000-726.007-CV	SUUPPLIES - COVID 19			109.93		
		582-175.000-801.000	CONTRACTUAL SERVICES			3,107.95		
		582-175.000-801.200	COMPUTER			96.96		
		582-175.000-806.000	LEGAL SERVICES			75.00		
		582-175.000-810.000	DUES AND SUBSCRIPTIONS			2,632.00		
		582-175.000-820.000	PILOT			49,729.41		
		582-175.000-880.000	COMMUNITY PROMOTION			188.16		
		582-175.000-920.400	UTILITIES - GAS			173.35		
		582-175.000-925.000	TELEPHONE			150.24		
		582-175.000-930.000	REPAIRS & MAINTENANCE			332.01		
		582-543.000-726.000	SUPPLIES			3.85		
		582-543.000-801.000	CONTRACTUAL SERVICES			1,763.00		
		582-543.000-930.000	REPAIRS & MAINTENANCE			102.24		
		582-543.000-930.050	REPAIRS & MAINT. - ENGINE #5			95.55		
		582-544.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			45.58		
		582-544.000-740.000	FUEL AND LUBRICANTS			404.25		
		582-544.000-801.000	CONTRACTUAL SERVICES			926.45		
		582-544.000-801.300	TREE TRIMMING			8,224.80		
		582-544.000-930.000	REPAIRS & MAINTENANCE			24.21		
		590-000.000-123.000	PREPAID EXPENSES			1,021.38		
		590-000.000-202.000	ACCOUNTS PAYABLE			128.99		
		590-175.000-715.000	HEALTH AND LIFE INSURANCE			343.57		
		590-175.000-726.000	SUPPLIES			84.92		
		590-175.000-726.007-CV	SUUPPLIES - COVID 19			54.97		
		590-175.000-801.000	CONTRACTUAL SERVICES			2,466.31		
		590-175.000-801.200	COMPUTER			16.49		
		590-175.000-810.000	DUES AND SUBSCRIPTIONS			1,316.00		
		590-175.000-820.000	PILOT			9,695.74		
		590-175.000-880.000	COMMUNITY PROMOTION			94.08		
		590-175.000-920.400	UTILITIES - GAS			86.68		
		590-175.000-925.000	TELEPHONE			166.80		
		590-175.000-930.000	REPAIRS & MAINTENANCE			55.00		
		590-546.000-730.039	BPU VEHICLE MAINT/SUPPLIES			30.19		
		590-546.000-801.000	CONTRACTUAL SERVICES			624.89		
		590-546.000-930.000	REPAIRS & MAINTENANCE			152.83		
		590-547.000-726.900	SUPPLIES - LABORATORY			17.50		
		590-547.000-801.000	CONTRACTUAL SERVICES			2,667.25		
		590-547.000-920.400	UTILITIES - GAS			799.69		
		590-547.000-930.000	REPAIRS & MAINTENANCE			8,091.23		
		591-000.000-123.000	PREPAID EXPENSES			1,021.38		
		591-000.000-202.000	ACCOUNTS PAYABLE			516.87		
		591-175.000-715.000	HEALTH AND LIFE INSURANCE			395.81		

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		591-175.000-726.000	SUPPLIES			84.89	
		591-175.000-726.007-CV	SUUPPLIES - COVID 19			54.96	
		591-175.000-801.000	CONTRACTUAL SERVICES			3,091.21	
		591-175.000-801.200	COMPUTER			76.48	
		591-175.000-810.000	DUES AND SUBSCRIPTIONS			1,316.00	
		591-175.000-820.000	PILOT			6,824.97	
		591-175.000-880.000	COMMUNITY PROMOTION			94.07	
		591-175.000-905.000	PUBLISHING / NOTICES			48.72	
		591-175.000-920.400	UTILITIES - GAS			86.67	
		591-175.000-925.000	TELEPHONE			166.80	
		591-175.000-930.000	REPAIRS & MAINTENANCE			55.00	
		591-543.000-801.000	CONTRACTUAL SERVICES			2,737.02	
		591-544.000-801.000	CONTRACTUAL SERVICES			1,333.00	
		591-544.000-930.000	REPAIRS & MAINTENANCE			325.37	
		591-545.000-920.400	UTILITIES - GAS			277.29	
		591-545.000-930.000	REPAIRS & MAINTENANCE			11.99	

CITY COUNCIL MINUTES

City of Hillsdale
Hillsdale Community Library
May 18, 2020
7:00 P.M.

Regular Meeting
ELECTRONIC MEETING (COVID-19)

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. Clerk Price took electronic roll call.

Council Members present:	Adam Stockford, Mayor
	R. Gregory Stuchell, Ward 1
	Tony Vear, Ward 1
	William Morrissey, Ward 2
	Cynthia Pratt, Ward 2
	Bruce Sharp, Ward 3
	William Zeiser, Ward 3
	Raymond Briner, Ward 4
	Matthew Bell, Ward 4

Council Members absent:	None
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Present at Library: Penny Swan, Darrin Wisely, Glen Frobels

Present electronically: David Mackie (City Manager), Katy Price (City Clerk), Attorney John Lovinger, Scott Hephner (Chief of Police/Fire), Jake Hammel (DPS Director), Chris McArthur (BPU Director), Kristin Bauer (City Engineer), Ginger Moore (Airport Manager), Dennis Wainscott, Jack McClain, Jason Blake, Eric Moore, Jeff King and Julian Kast.

Approval of Agenda

Motion to approve the agenda as amended by Council Member Morrissey, seconded by Council Member Briner.

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

Motion passed 9-0.

Public Comment

Penny Swan, 8 S. Manning Street, commented on her email in the communication section. She stated that the city should have in person meetings across the board. She believes the online gotomeetings do not work.

Jack McClain, Hillsdale County, commented on the BPU loan from another source in their meeting minutes.

Darrin Wisely, Hillsdale County, stated that the city should have in person meetings and open city hall and the city up.

Consent Agenda

- A. Approval of Bills
 - 1. City Claims of April 30, 2020: \$507,380.77
 - 2. BPU Claims of April 30, 2020: \$157,548.10
 - 3. Payroll of April 30, 2020: \$168,402.30
- B. City Council Minutes of May 4, 2020
- C. Finance Minutes of May 4, 2020
- D. BPU Purchase of Preventative Maintenance and Fleet Management Software
- E. April 2020 Finance Report

Council Member Vear questioned the preventative maintenance which was addressed by City Manager Mackie.

Council Member Bell asked the reason of the software. City Manager Mackie stated that the BPU didn't have the software for asset management.

Motion by Council Member Morrisey, seconded by Council Member Vear to approve the consent agenda as presented.

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

Motion passed 9-0.

Communications/Petitions

- A. Airport Manager Letter to Congressman Walberg
- B. Center for Family Health Newsletter
- C. Press Release MEDC: Michigan Women Forward Small Business Recovery
- D. BPU Safety Award
- E. BPU RP3 Press Release
- F. Penny Swan Email

Council discussion ensued on Penny Swan's email and opening City Hall for meetings. Constitutional rights, public safety of the general welfare and proper processes were discussed.

The items of communications were received for informational purposes only.

Introduction and Adoption of Ordinances/Public Hearings

Old Business

- A. Set Public Hearing for CDBG ICE Grant Project Accomplishments

Motion by Council Member Morrisey, seconded by Mayor Stockford to set a public hearing for the CDBG ICE Grant Project Accomplishments on June 15, 2020 at 7:00p.m.

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

Motion passed 9-0.

B. 2020-2021 Budget Update

City Manager Mackie updated Council on the public hearing scheduled on Tuesday, May 26, 2020 at 7:00 p.m. Mr. Mackie reviewed his summary on state revenue reductions and cuts from the original budget due to the Covid-19 shut down.

Council Member Zeiser asked about the leaf collection processes and cuts.

No action taken.

C. City Flooding Verbal Update

DPS Director Hammel addressed the concerned flooding areas. He stated there are a few joint repairs or small sections of pipe that need replaced which is being addressed.

Council Member Sharp stated a gentlemen has flooding issues on Rippon Avenue. DPS Director Hammel stated that the gentlemen has a property by a river and unfortunately water exceeds the banks.

Further discussion ensued with city engineer and council.

D. Kid Pitch Baseball/Softball Verbal Update

City Manager Mackie gave an update on the kid pitch program. Recreation director Loren posted information an update on the city’s social media avenues. No more registrations for the baseball/softball program has been received. Most questions have been about the t-ball and coach pitch program in late summer. Most large cities and communities have cancelled their recreation baseball/softball programs for the summer.

New Business

A. Hillsdale College Noise Variance Request

Hillsdale College has requested noise variances associated with their July Commencement activities. Thursday July 16, 2020 from 6:00 p.m. till midnight for the Senior Dinner at 189 Hillsdale Street. Friday July 17, 2020 from 9:00 p.m. till midnight for the Senior Palooza located in the Quad at 16 E. Galloway Street. Saturday July 18, 2020 from 2:30 p.m. till 6:00 p.m. for Commencement which will take place on the East Lawn, 33 E. College Street. In case of rain, Commencement will take place in the Biermann Athletic Center at 91 E. College Street.

Motion by Council Member Morrisey, seconded by Council Member Briner to approve the Commencement activities.

Roll call:	Mayor Stockford	Aye
	Council Member Stuchell	Aye
	Council Member Vear	Aye
	Council Member Morrisey	Aye
	Council Member Zeiser	Aye
	Council Member Sharp	No

Council Member Pratt	Aye
Council Member Bell	Aye
Council Member Briner	Aye

Motion passed 8-1.

B. TEDF Category B Program Grant (Resolution)

DPS Director Hammel updated Council on the grant project for Fayette Street.

City Engineer Bauer added information on the TEDF Category B Grant which is used for local streets.

Motion by Council Member Bell, seconded by Council Member Morrissey to approve the MDOT TEDF Category B Program Grant **Resolution 3415**.

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

Motion passed 9-0.

C. Replacement Doors at Well Houses and Powerhouse

Motion by Council Member Bell, seconded by Council Member Pratt to award the replacement doors to Foulke Construction in the amount of \$17,500.00.

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

Motion passed 9-0.

D BPU Engineering Services for Uran Street Water Tower

BPU Director McArthur addressed the need for engineering services for the water tower.

Motion by Council Member Vear, seconded by Council Member Bell to award the Uran Street Water Tower engineering services to Dixon Engineering in the amount of \$58,125.00.

Roll call:	Mayor Stockford	Aye
	Council Member Stuchell	Aye
	Council Member Vear	Aye
	Council Member Morrissey	Aye
	Council Member Zeiser	Aye
	Council Member Sharp	Aye
	Council Member Pratt	Aye

Council Member Bell
Council Member Briner

Aye
Aye

Motion passed 9-0.

Miscellaneous Reports

- A. Proclamation – None
- B. Appointments- None
- C. Other – None

General Public Comment

Jack McClain, Hillsdale County, asked if anyone from Council has driven on Westwood Drive. He stated that street needs dire attention.

Dennis Wainscott, 34 Garden Street, thanked council and staff for having electronic meetings and what council has been doing.

Hillsdale County resident stated that he was representing 162 citizens with a petition against governor Whitmer’s stay at home executive order. He asked council to show up to in person meetings and have courage to stand up during this time.

Chris McArthur, BPU Director, addressed Jack McClain’s comment previously, he stated that BPU looked into all avenues and options for financing. Which didn’t work out with the company Mr. McClain asked about. McArthur also stated the awards that were received were not only for the BPU board and it’s employee but was also a community award.

Glen Frobel, Hillsdale County resident, reviewed numbers of Covid-19 cases and deaths in the area. He thanked all that were in attendance at the meeting. He mentioned that the Recreation baseball program should be a go.

Penny Swan, 8 S. Manning Street, thanked Mayor Stockford and Council member Bell for stating that City offices should open the doors. She asked about a forward plan on the drain issues on Manning Street.

Jeff King, stated that the constitution debate is a limit on government. He also stated that his mother is in a nursing facility in Hillsdale which has a high rate of Covid-19 residents and deaths from the virus. He mentioned that people have differences of opinions and should all be heard and taken into consideration.

City Manager’s Report

Mr. Mackie stated that thanked council, staff, residence that pay attention to city business.

Mr. Mackie asked Council and residents to support the local businesses during this time.

City Manager Mackie thanked City staff and BPU staff for staying and working through the pandemic.

City staff is working on a re-opening plan and installing safety measures to protect city staff and the public.

Budget public hearing is scheduled for Tuesday, May 26, 2020 at 7:00 p.m. at the Hillsdale Community Library and electronically.

Council Comments

None

Adjournment

Council Member Morrisey, seconded by Council Member Bell moved to adjourn the meeting.

By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:56 p.m.

Adam L. Stockford, Mayor

Katy Price, City Clerk

CITY OF HILLSDALE FINANCE COMMITTEE

PLACE: Virtual City Hall

DATE: May 18, 2020

TIME: 6:30 PM

PRESENT

COUNCIL: Bruce Sharp, Ray Briner and Tony Vear

STAFF: David Mackie City Manager, Scott Hepner Police and Fire Chief, Chris McArthur BPU Director and Tina Bumpus Assistant Finance Director

PUBLIC: None

BOARD OF PUBLIC UTILITIES ACCOUNTS PAYABLE:

Check 72604 Hydraulic oil was replaced in the digger truck.

Check 72616 What does GIS do? GIS is mapping for the lead and copper replacement they are helping BPU locate and replace.

Check 72624 What does ITRON MVRs stand for? ITRON is the name of the vendor. MVRs is a quarterly charge device charge for the AMI readings. Automated readings.

Check 72626 Is this for a fire suppressant system at Power Plant? Yes this is for the fire suppressant system at the Power Plant. Includes an alarm system also.

Check 72637 Office design for? Design for parking lots and sidewalks to make them ADA compliant. Was in the Capital Budget.

Check 72648 Annual required inspection by OSHA? Yes, OSHA requires this inspection and is done bi-annually. Overhead cranes.

Check 72653 What is WIN? WIN is our SCADA call-out when there is a problem in the system.

Check 72655 Clearing tree branches from power lines maintaining safe distancing. Motion by Vear and seconded by Sharp Passed 3-0

CITY OF HILLSDALE ACCOUNTS PAYABLE

Check 82988 How many cartridges? For training purposes. It contains 30 cartridges.

Check 83006 Was a refund for overpayment on insurance.

Check 83007 Covid related? Yes, made a window for the police administration office to prevent the public from walking into the office.

Check 83015 What for? To rebuild the boat launch dock.

Check 83020 For? Reason? This is for the mobility management agreement we have with Key Opportunities.

Check 83028 For? Where? Inspection for underground fuel tanks at the airport, done annually.

**Check 83033 Where? Why? All over the city including cemeteries and parks.
Trees that are dead and/ diseased are taken down.
Check 83037 TV for? Council chambers.
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: 6:48PM**

**Next Meeting
June 1, 2020
Time and Place
To be determined
Minutes prepared by Tony Vear acting secretary.**

CITY COUNCIL MINUTES

City of Hillsdale
Hillsdale Community Library
May 26, 2020
7:00 P.M.

Special Meeting
ELECTRONIC MEETING (COVID-19)

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. Clerk Price took electronic roll call.

Council Members present: Adam Stockford, Mayor
R. Gregory Stuchell, Ward 1
Tony Vear, Ward 1
William Morrissey, Ward 2
Cynthia Pratt, Ward 2
Bruce Sharp, Ward 3
Raymond Briner, Ward 4

Council Members absent: William Zeiser, Ward 3
Matthew Bell, Ward 4

Present at Library: David Mackie (City Manager), Penny Swan.

Present electronically: Katy Price (City Clerk), Attorney John Lovinger, Scott Hephner (Chief of Police/Fire), Jake Hammel (DPS Director), Bonnie Tew (Finance Director), Kim Thomas (Assessor), Chris McArthur (BPU Director), Kristin Bauer (City Engineer), Ginger Moore (Airport Manager).

Public Hearings

A. 2020-2021 City Budget

City Manager Mackie presented an overview of the budget. He stated that with the reduction of state revenue, city administration reviewed and decreased the budget by 20 percent due to the Covid-19 pandemic. Which consist of some of the following:

Reduction in housing pilot payments.

Reduction in transfers in major and local streets (Act 51 funds).

Reduction of part time staff for the city clerk department.

Reduction in finance department as Bonnie Tew is set to retire.

Police department will not be replacing one or two police units that was initially scheduled.

Reduction of part paid firefighter hours in the Fire department.

Local and Major Street fund has been decreased by 20 percent due to lack of Act 51 funds.

Library has been reduced 20 percent due to the lack of state funding and revenue.

Mill pond dam project has been pulled from the budget.

Mr. Mackie stated the sinking fund of the three mills has been added at \$389,000.00 to budget but can be removed. If the sinking fund is removed from the budget the total amount that will need to be reduced is \$982,000.00.

The budget includes these highlights. Construction of W. Fayette Street, funding the unfunded pension liability, fourth full-time fire fighter, demolishing and reconstruction of transfer station.

Mayor Stockford open podium at 7:21 p.m. for the public hearing.

With no public comment Mayor Stockford closed podium at 7:22 p.m.

General Public Comment

None

Council Comments

Council Member Vear asked how old the transfer station was. Jake Hammel, DPS director stated he was unaware of exact age but mentioned it is over 30 years.

Mayor Stockford asked Mr. Hammel if bagging the leaves is an actual savings with the current system. Mr. Hammel stated yes there has been a huge offset with man hours and other savings. City Manager Mackie stated that he observed many citizen bagging their leaves in the spring.

Council Member Briner suggested the city purchase leaf bags to supply to residents. He also asked about employment in the city. Specifically the part time help for the clerk and the fourth full-time fighter in the budget. City Manager Mackie added the fourth full time firefighter has remained in the budget as it was one of Council’s goals. Briner suggested that with the part time help for the clerk being pulled from this budget he would like to see it included in the next budget. City Manager Mackie stated that it was an option and that all departments are down in staffing levels from the previous years.

Council Member Vear asked about property tax levels and where they were in 2008 versus today. Kim Thomas, Assessor stated she will get a detailed report for Council Member Vear.

Council Member Morrissey suggested a reduction in council salaries during this time. Mayor Stockford stated that the laws for municipal elected officials do not allow that to happen. Further discussion ensued on how council could give back to the city.

Adjournment

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

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

Motion passed 7-0.

The meeting adjourned at 7:40 p.m.

Adam L. Stockford, Mayor

Katy Price, City Clerk

City of Hillsdale Agenda Item Summary

Meeting Date: June 1, 2020

Agenda Item: Consent

SUBJECT: Hillsdale College Street Closure Agreement – Commencement

BACKGROUND: Michelle Loren, Recreation Director

Hillsdale College has submitted a Right of Way permit requesting the closure of Hillsdale Street between College Street and Barber Drive for the 2020 Commencement Ceremony. The closure will take place beginning at 10:00 a.m. and ending at 6:00 p.m. on July 18, 2020 pursuant to TCO #2020-10 approved by Council at a regular meeting held on May 18, 2020.

Use of City barricades and signs have been requested. This request has been approved by the Department of Public Services.

The agreement has been reviewed and approved by legal counsel.

RECOMMENDATION

I recommend Council authorize signatures by the Mayor and Clerk on the Street Closure Agreement.

STREET USE AGREEMENT
Hillsdale College
2020 Commencement Ceremony
July 18, 2020

This Agreement is made and entered between the City of Hillsdale, a Michigan municipal corporation, of Hillsdale, Michigan (“Hillsdale”) and Hillsdale College, 33 E. College St., Hillsdale, Michigan 49242.

Preamble

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

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

Hillsdale College desires to hold an event requiring the closure of Hillsdale Street between College Street and Barber Drive for the purpose of its Commencement Ceremony on Saturday, July 18, 2020 with the cleanup activities to be conducted and finalized within a specified period following the end of the event.

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

Hillsdale has determined that it is in its best interests and the interests of the general public to allow Hillsdale College to use the above mentioned streets as the site from which it may conduct its proposed events, and Hillsdale College has agreed to do so, all in accordance with the following terms and conditions.

Agreement

1. In consideration of and reliance on Hillsdale College’s promises and its full compliance with all of the terms and conditions contained in this agreement, Hillsdale agrees to allow Hillsdale College to use the following portions of its streets during specified periods on July 18, 2020, for the purpose of preparing for and conducting its proposed event and related activities for the use, benefit and enjoyment of the general public during the stated hours and to thereafter restore said streets to a condition fit for public travel that is at least as good as when taken, all as hereinafter provided:

- a. The closure of Hillsdale Street between College Street and Barber Drive beginning at 10:00 a.m. and ending at 6:00 p.m. on July 18, 2020, for the purpose of holding Hillsdale College Commencement.

2. Hillsdale further agrees that it shall temporarily close Hillsdale Street between College Street and Barber Drive by Traffic Control Order 2020-10 passed by City Council on May 18, 2020 between the hours set forth for each area in subparagraph a. of paragraph 1 of this agreement.

3. Hillsdale College agrees to and shall be solely responsible for obtaining, posting, and paying the fees for all applicable and necessary permits and barricade rental fees, including but not

limited to those that might be required by the Federal Highway Administration, the placement of barricades, the posting of signs, as well as any rules, regulations and requirements, or other conditions that might be required by any state, county, or local statute, ordinance, rule or regulation.

4. Hillsdale College agrees that immediately following the end of the events and at its sole expense, it shall promptly remove or cause the removal of all equipment, barricades, signs, and other items pertaining to the closures and properly store such items in Hillsdale College's parking lot 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 3:00 p.m. on Monday, July 20, 2020. Hillsdale College shall notify the Hillsdale City Police and secure its permission to open the street(s) to vehicular traffic before removing the barricades that Hillsdale's Police Department has placed to block Hillsdale Street from the public's vehicular use. Hillsdale's barricades, when removed, shall be placed out of the main traveled portion of the street adjacent to the curbs.

5. Hillsdale College further agrees that the removal of all equipment, barricades, signs, and other items from the Hillsdale Street closure and the surrounding affected areas, and the restoration of the entire area occupied or used by it to a swept and tidy condition shall be completed not later than noon on Monday, July 20, 2020.

6. Hillsdale College agrees to abide by all applicable statutes, ordinances, rules, and regulations pertaining to it and to all provisions of this agreement during its occupancy and use of the described portion of Hillsdale Street.

7. Hillsdale College agrees that it shall not permit any street other than the described portion of Hillsdale Street to be blocked or obstructed. Further, Hillsdale College agrees to and shall confine its proposed event activities solely to Hillsdale Street between College Street and Barber Drive.

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

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

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

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

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

13. Hillsdale College represents to Hillsdale that it intends to use the described area for the purpose of conducting Hillsdale College Commencement activities. In reliance on Hillsdale College's representations and its other promises as contained in this agreement, Hillsdale hereby grants and Hillsdale College hereby accepts the exclusive control over the described portion of Hillsdale Street and the activities therein, it being the intention of the parties that Hillsdale College is and shall be solely responsible for maintaining the described areas and regulating all activities therein so as to keep them in reasonably safe condition, free of unreasonable risk of harm, for the use and benefit of the general public and others using or within said area or any of its facilities, products or activities.

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

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

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

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

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

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

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

Notice of termination pursuant to the forgoing provisions shall be provided to Hillsdale College in writing and shall be delivered by ordinary first-class mail or personal service to the following person at the following address: Hillsdale College, 33 College Street, Hillsdale, Michigan 49242.

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

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

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

CITY OF HILLSDALE

HILLSDALE COLLEGE

Adam Stockford, Mayor
City of Hillsdale

Richard Pewé,
Chief Administrative Officer
Hillsdale College

Dated: June ____, 2020

Dated: June ____, 2020

Katy Price, Clerk
City of Hillsdale

Dated: June ____, 2020

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



Permit # 3690

CITY OF HILLSDALE

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

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

TYPE:

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

**Post a copy of the
 Permit on-site**

Hillsdale College 4/1/2020

Applicant's Name 33 E College Street		Date	Contractor's Name		Date
Mailing Address Hillsdale, MI 49242			Mailing Address		
City 517-607-2597	State	Zip Code	City	State	Zip Code
Telephone Number		Telephone Number			

DESCRIPTION OF WORK OR USE:

Hillsdale Street to be closed between College Street and Barber Street for Hillsdale College Commencement. Traffic to be routed west on College Street, to north/south on West Street, and then east on Galloway Drive, returning to Hillsdale Street. Detour signs will indicated route.

LOCATION: (Drawing to be provided)

See attached map

FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:

Stadium III Barriers are to be used along with advanced warning signs.

TIME PERIOD:

COMMENCING DATE: ~~May 9, 2020~~ July 18, TIME: **10 am** ENDING DATE: ~~May 9, 2020~~ July 18, TIME: **6 pm**

THE FOLLOWING MUST BE SUBMITTED PRIOR TO PERMIT ISSUANCE:

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

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:

Jason Blake 4/6/2020
Director, Department of Public Services

Applicant to pick up all required traffic control devices from the Department of Public Services on Friday, ~~May 8~~ ^{July 17,} 2020, 7am-3pm.
Please call ahead to arrange pickup @ 517-437-6490. See enclosed TTC 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 devices shall not interfere with pedestrian travel through crosswalks. If borrowed, all TTC devices are to be returned to DPS Dept. on Monday, ~~May 11~~ ^{July 20,} 2020, 7am-3pm. Prior to commencing with street closure, please review "Procedural Guidelines" for road closure permit.

Recommendation for Issuance

Approved Denied

Chief of Police Comments:

Scott A. Hephner
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

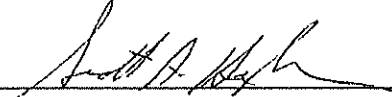
**INSPECTIONS MUST BE SCHEDULED
MINIMUM 2 HOURS PRIOR TO
COMMENCEMENT OF WORK.**

TRAFFIC CONTROL ORDER
2020-10

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

Hillsdale Street between College St. and Galloway/Barber Drive will be closed to all traffic from 10:00 am to 6:00 pm on Saturday, July 18, 2020 for the Hillsdale College Commencement ceremony.

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



Chief of Police

05/12/20
Date

Received for filing in the office of the City Clerk at 12:00 p.m. on the 12 day of May, 2020.

City Clerk

05/12/20
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

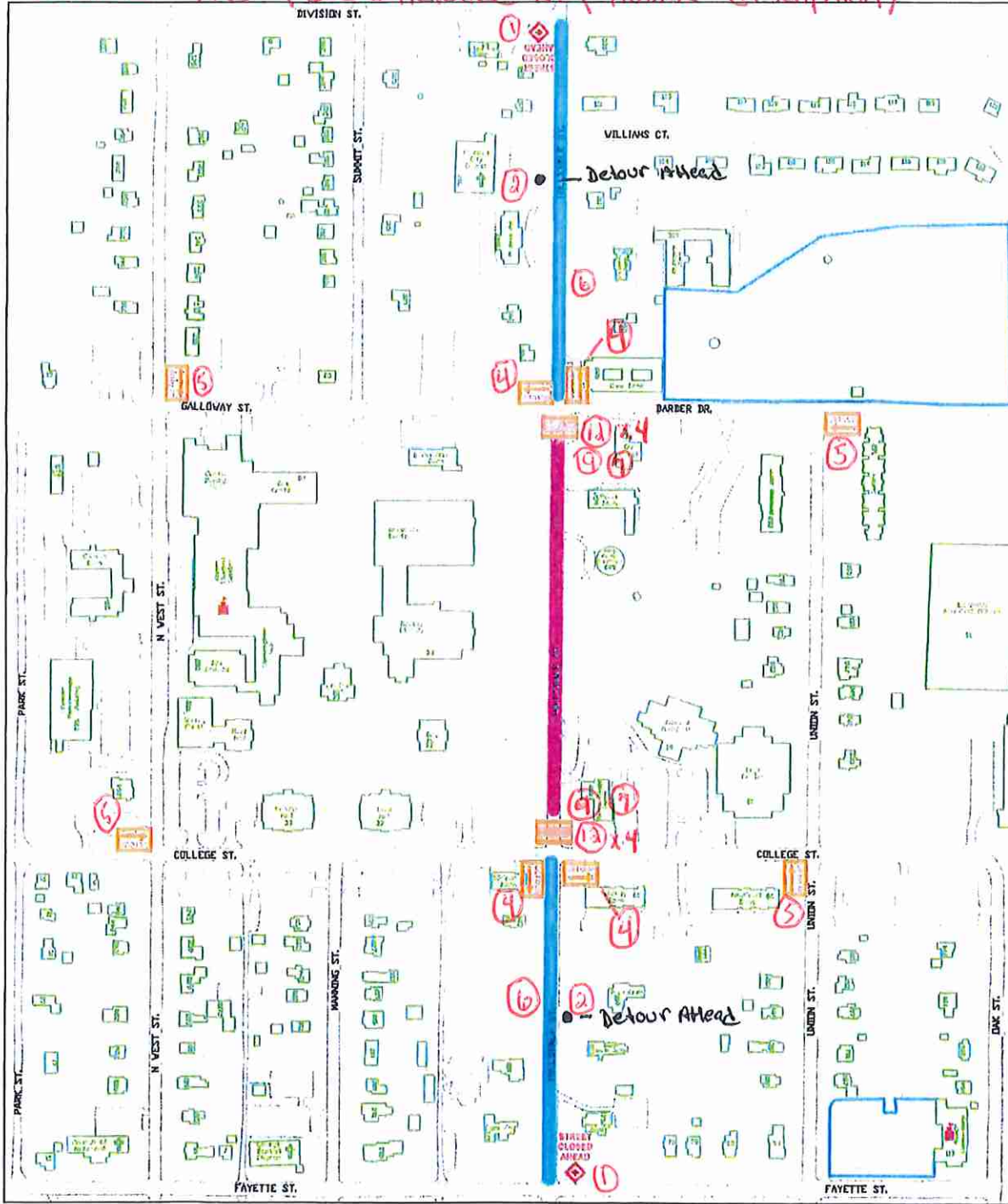
Attest:

Katy B. Price, City Clerk

HILLSDALE STREET DETOUR ROUTE FOR HILLSDALE COLLEGE



Traffic TTC (see Included Key Number description)



TYPE III
BARRICADE
INCLUDING 4
CLASS I
SAW HORSE
BARRICADES



TYPE I
BARRICADE



TYPE II
BARRICADE
WITH
STREET
CLOSED
AHEAD
SIGN



BI-DIRECTIONAL
DETOUR



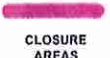
LEFT HAND
DETOUR



RIGHT HAND
DETOUR



ADVANCE
WARNING
AREA



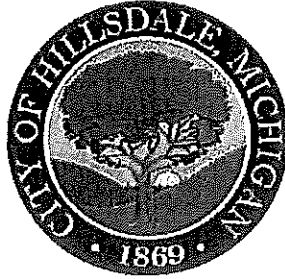
CLOSURE
AREAS

map + key are for reference only. Applicant may have to add / adjust TTC devices for maintain mmuted compliance.

The City of
HILLSDALE
 Family • Tradition • Opportunity ☺

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

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.

City of Hillsdale

Agenda Item Summary

Meeting Date: June 1, 2020
Agenda Item: Consent Agenda
Subject: Open Air Market, HBA

Background:

The Hillsdale Business Association has submitted a request to utilize the south Library parking lot for their Open Air Market. This will be Saturday mornings from 8:00 a.m. till 1:00 p.m. commencing on June 6 through October 31, 2020.

Recommendation:

Approval of this request is recommended as this is an annual event.

Prepared by Staff

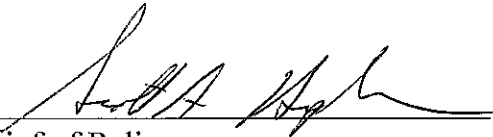
A handwritten signature in black ink, appearing to be the initials 'JH' or similar, located at the bottom left of the page.

TRAFFIC CONTROL ORDER
2020-11

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.

Each Saturday for the month of June, July, August, September and October from 8:00 am to 1:00 pm the Hillsdale Community Library's lower parking lot (Lot H) will be closed for the Hillsdale Business Association's Open Air Farmer's Market.

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



Chief of Police

05/28/20

Date

Received for filing in the office of the City Clerk at 11:00 a.m. on the 28 day of May, 2020.

City Clerk

05/28/20

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

DPS Mailbox 5/20/2020

Received by QB
Date 5/21/20
Amount Rec' _____
Check # _____
Permit # 3711



RECEIVED

MAY 19 2020

CITY OF HILLSDALE

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

CITY OF HILLSDALE
CITY CLERK'S OFFICE

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 Business Assoc.</u>		Date <u>5-18-2020</u>	Contractor's Name <u>Karla M. Schaefer</u>		Date <u>CONTACT'S name</u>
Mailing Address			Mailing Address <u>4645 Fitzpatrick Rd</u>		
City	State	Zip Code	City	State	Zip Code
			<u>Hillsdale MI</u>		<u>49242</u>
Telephone Number		Telephone Number <u>517 439 9049</u>			

DESCRIPTION OF WORK OR USE:

Lower level Hillsdale Public Library Parking lot for Open
LOCATION: (Drawing to be provided)

AIR MARKET we have city approved barrels and cones.
FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:

< June 6, 2020 - Saturday mornings until Oct 31, 2020
TIME PERIOD:

COMMENCING DATE: 6/16/2020 TIME: 8:00 AM ENDING DATE: 10/31/2020 TIME: 1:00 pm

THE FOLLOWING MUST BE SUBMITTED PRIOR TO PERMIT ISSUANCE:

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

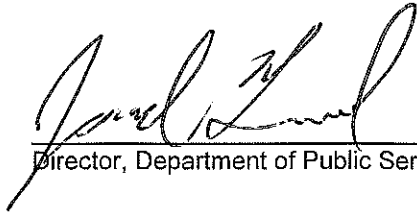
NOTE: THIS APPLICATION BECOMES A VALID PERMIT ONLY UPON APPROVAL BY THE DIRECTOR, DEPARTMENT OF PUBLIC SERVICES AND/OR CHIEF OF CITY POLICE.

Staff Use Only

Recommendation for Issuance

Approved Denied

Director Comments:

 05/29/20
Director, Department of Public Services

Hillsdale Business Association (HBA) and/or its representatives shall provide, erect, and tear down all traffic control devices.

All traffic control devices shall be maintained during full duration of event and removed promptly upon completion of event.

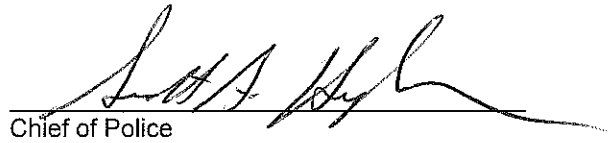
Traffic control devices shall not be placed in a manner that would interfere with pedestrian travel along sidewalks.

Note: HBA, its representatives and participates shall adhere to current and any future Executive Order regarding Covid 19.

Recommendation for Issuance

Approved Denied

Chief of Police Comments:


Chief of Police

Bond Received \$ _____

Fee Received \$ 10 Pd Receipt #42067

City Clerk

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

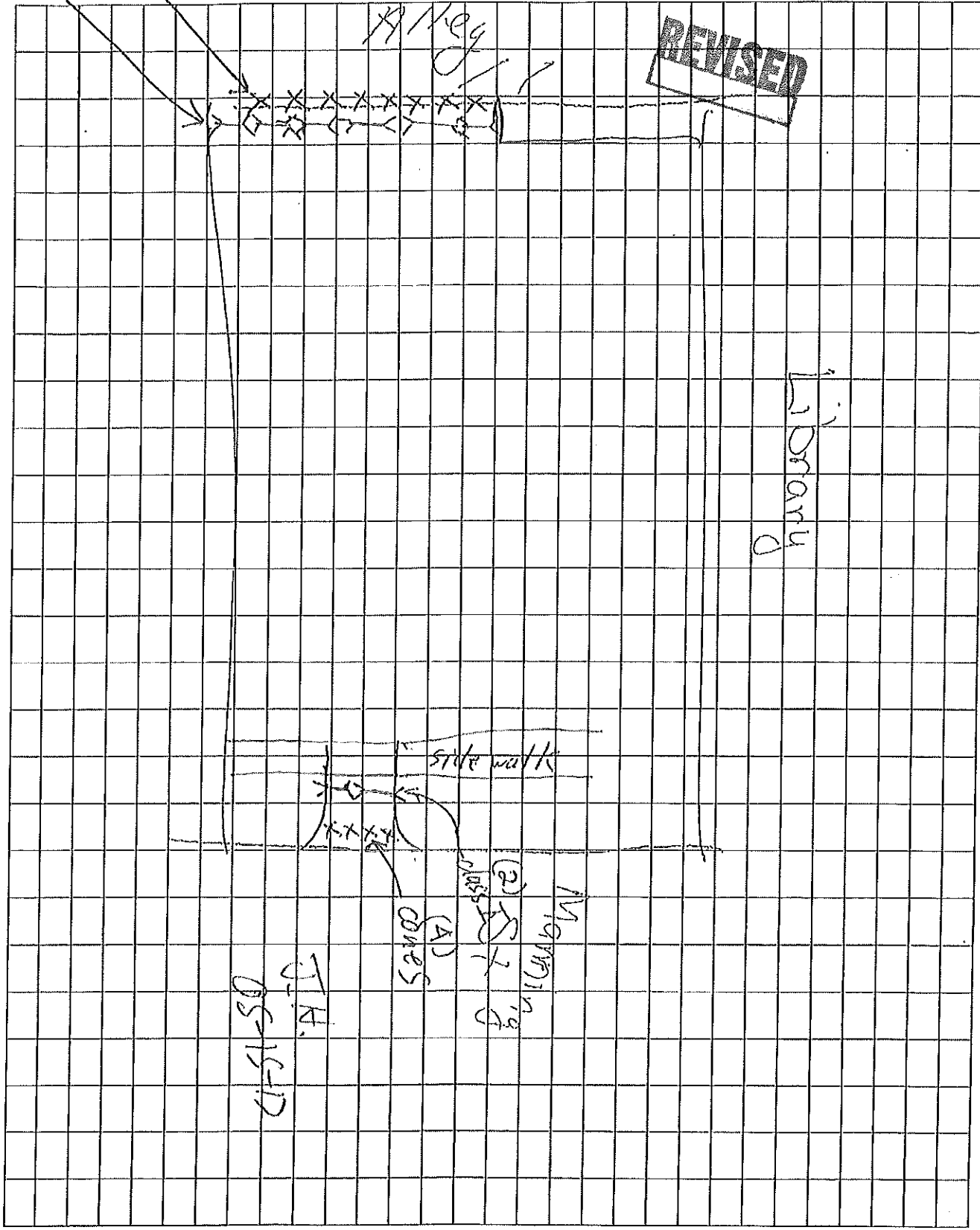
Return Application to:
Department of Public Services
149 Waterworks Drive
Hillsdale, MI 49242

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

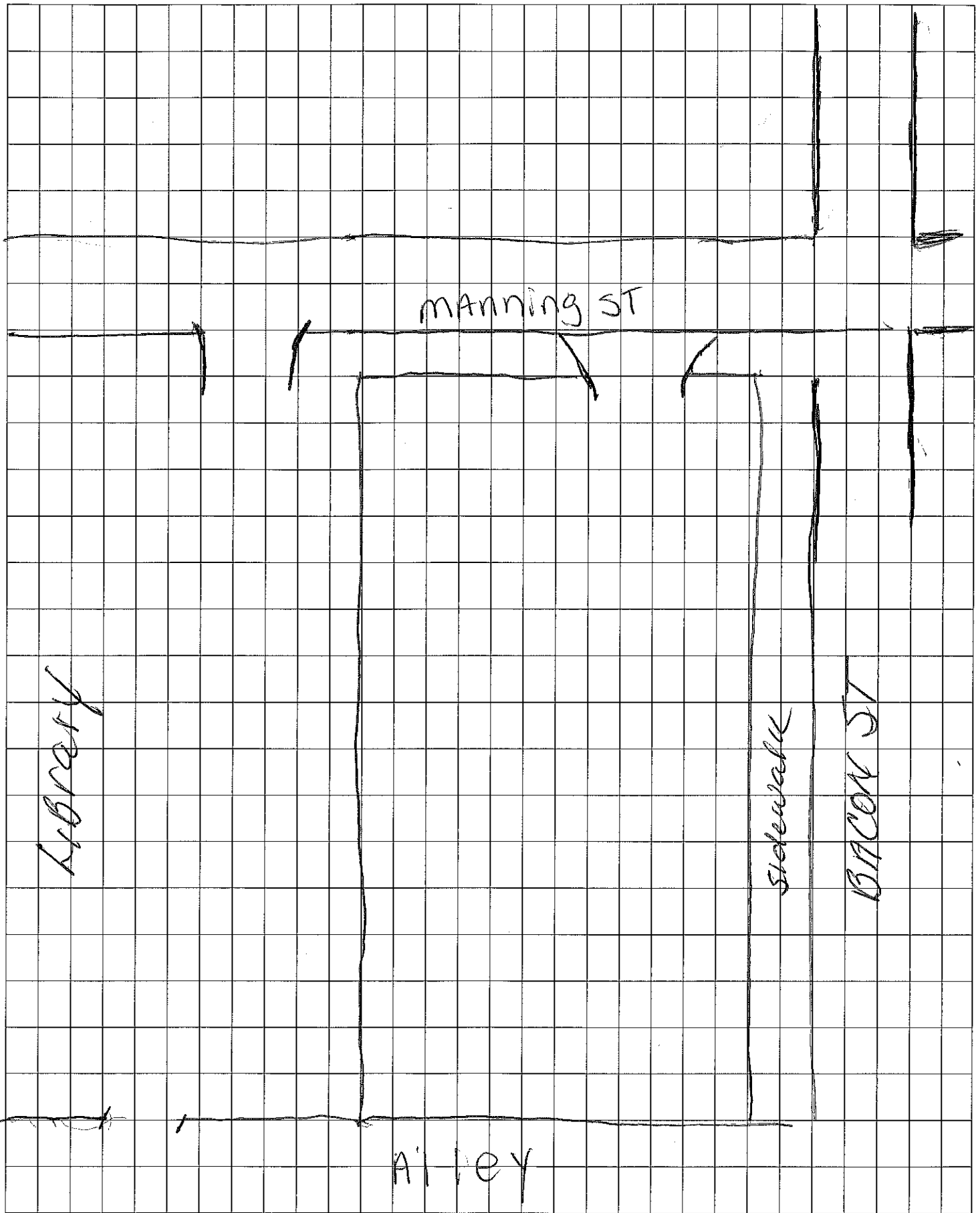
Or email to: jhammel@cityofhillsdale.org

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

PROJECT PLAN (Attach additional sheets, as necessary)



PROJECT PLAN (Attach additional sheets, as necessary)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/03/2019

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 Moore Insurance Services, Inc. 67 N. Howell P.O. Box 207 Hillsdale MI 49242	CONTACT NAME: Cyndi Armstrong PHONE (A/C, No, Ext): (517) 439-9345 E-MAIL ADDRESS: info@mooreinsuranceservices.com	FAX (A/C, No): (517) 439-5536
	INSURER(S) AFFORDING COVERAGE	
INSURED Hillsdale Business Association PO Box 98 Hillsdale MI 49242-0098	INSURER A: Home-Owners Insurance Company NAIC #: 26638	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL1912302718

REVISION NUMBER:

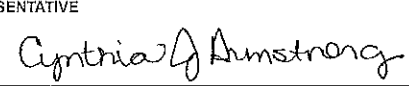
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		06018761	12/01/2019	12/01/2020	EACH OCCURRENCE \$ 500,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 500,000 Premises/Operations \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

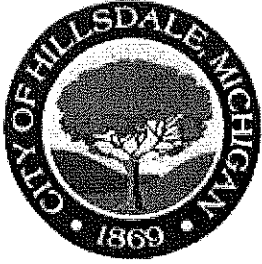
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Hillsdale is listed as additional insured with respect to general liability in regards to Holiday Scavenger Hunt & Parade, December 2019; Open Air Market, June 1 through October 27, 2020; Summer in the City, August 2020; and Awesome Autumn, October 2020.

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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CITY OF HILLSDALE

97 N. BROAD ST

HILLSDALE, MI 49242

(517) 437-6441

WWW.CITYOFHILLSDALE.ORG

Receipt: 42067 05/19/20

Cashier: KATY

The sum of: 10.00

Received Of: HILLSDALE BUSINESS ASSOCIATION

KARLA SCHAERER

PO BOX 98

HILLSDALE MI 49242

RIGHT OF WAY

OPEN AIR MARKET

5.19.20

Receipt Code:

Description:

Distribution:

PT

ROW OPEN AIR MARKET HBA

101-000.000-477.000

10.00

Total 10.00

TENDERED:

Cash

Signed: _____



CITY OF HILLSDALE

97 NORTH BROAD STREET
HILLSDALE, MICHIGAN 49242-1695

(517) 437-6441 • FAX: (517) 437-6448

Date: May 27, 2020

Subject: Payment of Delinquent Personal Property Taxes

To Whom it May Concern:

We at the city are well aware of the difficult situation our local businesses are in regarding tax payments.

Therefore, as the City Treasurer, I want to work with you, and I am asking that you look at the enclosed Delinquent Personal Property Tax Reminder. Please contact us as soon as possible, so that we can work out a payment plan that is beneficial to you as well as the City of Hillsdale.

The taxes are important in that they fund services for the City of Hillsdale, the Hillsdale Community Schools, the Hillsdale County Intermediate School District, and Hillsdale County. The City services include Fire and Police, Public Services for street maintenance and repair, and the Library, which are collected during the Summer Tax period. The Hillsdale Community Schools have a tax collection for School Operating and for Building site repair and maintenance, which is collected and split between the summer and winter periods. The Hillsdale Intermediate School District has General Education, Special Education and Vocational Education collections, which are collected in the summer and winter periods. Hillsdale County has the County Operating Tax collected during the Summer Tax period. The County also has the County Medical Care Facility, the Senior Center, County Ambulance, County Mental Health, and the Medical Care Facility Debt repayment in the Winter Tax collection period. These taxes are the funds that support all these services.

My direct phone number is 517-437-6454.

If you have any questions, please call. I ask that you remember that the only thing that I can offer you is a time payment plan. I have no control over the timing of tax bills or their collection. I have no control regarding interest or penalty on taxes, as this is all directed by State Tax Law. If you have legal questions, please contact your attorney, as I cannot offer any legal advice.

I am looking forward to working with you.

Regards,

Peter K. Merritt

City Treasurer
City of Hillsdale, MI
97 N. Broad Street
Hillsdale, MI 49242
(517) 437-6454
treasurer@cityofhillsdale.org



City of Hillsdale

Agenda Item Summary

Meeting Date: June 1, 2020

Agenda Item: Adoption of Budget

SUBJECT: Budget for 2020 - 2021

BACKGROUND PROVIDED BY STAFF: Bonnie Tew, Finance Director

The final step in the budget process is the adoption of the attached budget resolutions. This is the culmination of many months of work by Staff and Council to create the roadmap for the coming year.

At the April 6, 2020 Council meeting the proposed 2020-21 budget was presented. The budget was modified and presented to the Council on May 18th due to the revenue reductions anticipated by the COVID-19 shutdown. On Tuesday, May 26, 2020 a Public Hearing was conducted for members of the public to express their opinions regarding the proposed May 18th budget.

Charter dictates that on or before the first Monday in the month of June, Council shall by resolution make an appropriation for the next fiscal year to meet the expenses of the activities of the City and levy the taxes. Accordingly, the attached resolutions define the specific amounts of revenues and expenditures for each of the funds of the City and the BPU, as well as their capital budgets.

There are three resolutions attached: the City's general obligation requirements (including the Library), the sinking fund and the recently approved Fire Department/Public Safety millage.

RECOMMENDATION:

Council adopt the attached resolutions to approve the budget as presented for the period of July 1, 2020 – June 30, 2021 and levy the taxes.

CITY OF HILLSDALE, MICHIGAN
RESOLUTION NO. _____

WHEREAS, the Hillsdale City Council has held a public hearing pursuant to Public Act 5 of 1982, as amended, being 211.24e of the Michigan Compiled Laws; and

WHEREAS, the Council finds it necessary to levy the City's full available millage rate with rollback caused by PA 5 of 1982;

THEREFORE, BE IT RESOLVED, that pursuant to Hillsdale City Charter Section 8.4, for the purpose of defraying the **general expenses and liabilities of the City**, the sum of **\$1,667,985.24** shall be raised by a general tax of **twelve and 4337 hundredths** mills (**\$12.4337** per \$1,000 of taxable valuation) upon the ad valorem real and personal property in the City; and

BE IT FURTHER RESOLVED, that pursuant to Hillsdale City Charter Section 8.4, for the purpose of defraying the **expenses of working upon, improving, and repairing and cleaning the streets of the City**, the sum of **\$333,605.10** shall be raised by a general tax of **two and 4868 hundredths** mills (**\$2.4868** per \$1,000 of taxable valuation) upon the ad valorem real and personal property in the City; and

BE IT FURTHER RESOLVED, that pursuant to Hillsdale City Charter Section 2.4, and Hillsdale Municipal Code Section 2-265, for the purposes of defraying the **expenses of the City's Public Library**, the sum of **\$133,439.36** shall be raised by a general tax **9947 hundredths** of a mill (**\$0.9941** per \$1,000 of taxable valuation) upon the ad valorem real and personal property in the City; and

BE IT FURTHER RESOLVED, that pursuant to Public Act 88 of 1983, as amended, the City Treasurer is hereby authorized and directed to impose and collect such property tax administration fees, collection fees, and late payment charges as are authorized by law and charter.

PASSED IN OPEN COUNCIL MEETING THIS 1ST DAY OF JUNE, 2020.

Adam L. Stockford, Mayor

ATTEST:

Katy Price, City Clerk

CITY OF HILLSDALE, MICHIGAN
RESOLUTION NO. _____

WHEREAS, the Hillsdale City Council has held a public hearing pursuant to Public Act 5 of 1982, as amended, being 211.24e of the Michigan Compiled Laws; and

WHEREAS, the Council finds it necessary to levy the City's full available millage rate with rollback caused by PA 5 of 1982;

BE IT FURTHER RESOLVED, that pursuant to Hillsdale City Charter Section 8.4, for the purpose of **payment into a sinking fund established for the payment of debt service**, the sum of **\$399,902.20** shall be raised by a general tax of **two and 9810 hundredths** mills (**\$2.9810** per \$1,000 of taxable valuation) upon the ad valorem real and personal property in the City; and

BE IT FURTHER RESOLVED, that pursuant to Public Act 88 of 1983, as amended, the City Treasurer is hereby authorized and directed to impose and collect such property tax administration fees, collection fees, and late payment charges as are authorized by law and charter.

PASSED IN OPEN COUNCIL MEETING THIS 1 ST DAY OF JUNE, 2020.

Adam L. Stockford, Mayor

ATTEST:

Katy Price, City Clerk

CITY OF HILLSDALE, MICHIGAN
RESOLUTION NO. _____

WHEREAS, the Hillsdale City Council has held a public hearing pursuant to Public Act 5 of 1982, as amended, being 211.24e of the Michigan Compiled Laws; and

WHEREAS, the Council finds it necessary to levy the City's full available millage rate with rollback caused by PA5 of 1982; and

WHEREAS, the City under Article IX, Section 6 of the Michigan Constitution placed before the electors a proposal to increase the tax limit on general ad valorem taxes by 1.00 mill (\$1.00 per \$1000 of taxable value) on all taxable property located in the City for a period of ten (10) years, 2019 through 2028, for the purpose of Fire Department and Public Safety acquisition and replacement of equipment, vehicle and capital improvement (building and facilities) only; and

WHEREAS, the Fire Department and Public Safety Equipment, Vehicle, and Capital Improvement Millage Proposal was approved by the electors of the City of Hillsdale in the May 7, 2019 election;

THEREFORE, BE IT RESOLVED, that pursuant to the passage of that proposal, the sum of \$134,150.35 shall be raised by a general tax of **one** mill (**\$1.00** per \$1,000 of taxable valuation) upon the ad valorem real and personal property in the City; and

BE IT FURTHER RESOLVED, that pursuant to Public Act 88 of 1983, as amended, the City Treasurer is hereby authorized and directed to impose and collect such property tax administration fees, collection fees, and late payment charges as are authorized by law and charter.

PASSED IN OPEN COUNCIL MEETING THIS 1 ST DAY OF JUNE, 2020.

Adam L. Stockford, Mayor

ATTEST:

Katy Price, City Clerk

CITY OF HILLSDALE, MICHIGAN
RESOLUTION NO. _____

BE IT RESOLVED, that the following sums shall be approved as budgeted and appropriated to meet the expenses of the several funds and activities of the City of Hillsdale for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Revenues:

Property Taxes.....	\$ 2,795,105
Payment in Lieu of Taxes.....	1,001,760
Grants & Donations.....	1,663,775
State Revenue Sharing.....	1,826,600
Internal Transfers.....	893,730
Miscellaneous Other Revenues.....	2,338,545

Total Revenues City at Large	\$10,519,515
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General Fund Expenditures:

City Council.....	\$ 26,790
City Manager.....	189,875
Human Resources.....	96,185
Economic Development.....	63,850
Administrative Services.....	195,050
Elections.....	15,400
Assessing Department.....	190,725
City Clerk.....	99,165
Finance.....	227,075
City Treasurer.....	152,695
Building & Grounds.....	136,605
Parking Lots.....	32,825
Cemeteries.....	110,465
Airport.....	148,300
Police Department.....	1,622,005
Fire Department.....	472,020
Code Enforcement.....	30,000
Planning Department.....	95,055
Public Services.....	311,740
Engineering Services.....	125,775
Street Lighting.....	63,750
Parks.....	184,760
Transfers to Other Funds.....	222,695

Total General Fund	\$4,812,805
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Major Streets/Trunkline Fund.....	\$ 804,860
Local Streets Fund.....	380,880
Recreation Fund.....	144,815
Economic Development Corp. Fund.....	32,500
Tax Increment Finance Authority Fund.....	1,304,000
Drug Forfeiture Fund.....	2,500
Library Fund.....	256,410
Police OWI Enforcement Fund.....	3,600
Debt Service.....	512,500
Capital Improvement Fund.....	1,865,885
Mrs. Stock's Park Fund.....	7,500
Airport Improvement Fund.....	165,000

Dial-a-Ride Transportation Fund	387,030
DPS Inventory Fund	18,500
Revolving Mobile Equipment Fund.....	285,330
Unemployment Insurance Fund	10,000
DPS Leave & Fringe Benefits Fund.....	187,560
Cemetery Perpetual Care Fund	20,000

Total Expenditures City at Large

\$11,201,675

BE IT FURTHER RESOLVED, that pursuant to Section 13.7 of the City Charter, the budgets for the Hillsdale Board of Public Utilities are hereby approved as follows:

Revenues:

Electric Fund	\$13,055,975
Water Fund	2,443,805
Sewer Fund	1,790,470

Expenditures:

Electric Fund	\$12,761,530
Water Fund	2,171,292
Sewer Fund	1,640,500

Capital Projects

Administrative Services	\$ 69,800
Electric.....	3,234,500
Water.....	1,522,600
Sewer.....	194,763

BE IT FURTHER RESOLVED, that pursuant to Section 13.6 of the City Charter, those projects which are to begin in fiscal year 2020-2021 as indicated on the report the Board of Utilities presented to Council are hereby approved for the fiscal year 2020-2021.

BE IT FURTHER RESOLVED, that the wage and salary schedule for non-union, non-contractual employees of the City, shall be increased by three percent (3%). The Board of Public Utilities employees, non-union, non-contractual employees, shall be increased by three percent (3.0%) from the current levels, effective July 1, 2020. This is exclusive of all employment contracts and/or agreements.

PASSED IN OPEN COUNCIL MEETING THIS 1ST DAY OF JUNE, 2020.

Adam L. Stockford, Mayor

ATTEST:

Katy Price, City Clerk

City of Hillsdale Agenda Item Summary

Meeting Date: June 1, 2020

Agenda Item # : New Business

SUBJECT: City Preparedness and Response Plan

BACKGROUND PROVIDED BY STAFF David Mackie, City Manager

According to the Governor's executive orders the City of Hillsdale must have a Preparedness and Response Plan in place when opening to the public once her Stay at Home Orders finally expire. Attached is a draft plan that meets the Governor's requirements and has been reviewed by the City Attorneys. The plan is modeled off a plan adopted by the Hillsdale County Commissioners and other communities in the area.

RECOMMENDATION: City Council discuss and consider authorizing the City Manager to certify the City's COVID-19 Preparedness and Response Plan in accordance with the Governor's executive orders.



**City of Hillsdale
COVID-19 Preparedness and Response Plan**

Date Adopted

City of Hillsdale COVID-19 Preparedness and Response Plan Table of Contents

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Model COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, the City of Hillsdale has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order 2020-42 and subsequent Executive Orders 2020-59, 2020-91 and 2020-92, prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Orders 2020-42 and 2020-59.

Under Executive Orders 2020-42, 2020-59, 2020-91 and 2020-92, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

Protective Safety Measures

Sick Leave

Employees are permitted to take paid leave as provided for and consistent with all applicable provisions of the Families First Coronavirus Response Act and the City of Hillsdale applicable vacation, sick leave, and personal time policies. Any on-site employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them to work from home, will work remotely. All City employees working remotely shall conduct their work in conformity with guidance provided by the City Manager and with applicable City policies and procedures, to the extent possible.

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix B. The screening questionnaire should be completed by all City employees before entering their workplace. Employees may also be required to comply with any additional screening process required by applicable state or county authorities. If an employee fails any screening process, he or she should be sent home until

allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

Personal Protective Equipment

The City shall provide and make available to all Critical Infrastructure Workers (CIW) and any worker performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the CIW or in-person worker. PPE shall be consistently and properly worn when required, shall be regularly inspected, maintained, and replaced, as necessary, and shall be properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment. All CIWs and other in-person workers able to medically tolerate a face covering must wear a covering over his or her nose and mouth when in any enclosed public space. It is also encouraged that all City employees able to medically tolerate a face covering wear a cloth face covering whenever they are interacting within six feet of a member of the public or any other individual. Acceptable examples of cloth face masks include, but are not limited to, bandanas, homemade cloth facemasks, and gaiter scarves. The City will make available cloth face coverings to for use by any employee who notifies the City Manager that they are not able to procure their own cloth face covering.

Social Distancing

Employees are to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees will be provided with appropriate personal protective equipment as required and physical barriers may be installed for employees commensurate with their level of risk of exposure to COVID-19 and as appropriate.

Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly using disinfectant products with EPA-approved emerging viral pathogens claims, to the extent available. Employees will be provided with access to disposable disinfectant wipes, when they are available, so that any commonly used surfaces can be wiped down before each use. In the absence of disinfectant wipes, approved disinfecting sprays and paper towels will be used. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, a deep cleaning of that person's work station and immediate area will be conducted by custodial staff prior to opening the next business day.

Tools and Equipment

The sharing of tools and equipment (including, but not limited to, desks, telephones, and office equipment) among CIWs and other in-person employees should be avoided as much as possible. Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. The City will provide employees with disinfectant wipes and/or other disinfecting products for this purpose.

Visitors

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering a City workplace shall be screened prior to entering the workplace. A screening questionnaire should be utilized to decide if the visitor can enter the workplace. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions, they should not be allowed into the workplace. All visitors that are permitted to enter the workplace shall wear all appropriate PPE prior to entering the workplace.

The City requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a scarf, bandana, handkerchief, or homemade mask, while present in any enclosed public space within a City-owned building.

All visitors to any City office shall be restricted to specified marked areas within buildings or required to utilize outside service windows where necessary.

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.OR
- They are experiencing at least two of the following symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat and/or
 - New loss of taste or smell
 - Diarrhea
 - Covid toe
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19;
 - or
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify their HR. Manager (517-437-6443)
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then the City will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual’s privacy); and
- Ensure that the employee’s work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify the HR. Manager of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then the City will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual’s privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee’s presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

Business Continuity Plans

Department Managers shall (1) work with employees to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

When possible, meetings between City of Hillsdale and the Public should be conducted via phone/computer. When this is not possible the following will apply:

- One-on-one meetings between a member of the public and a member of the City staff are allowed to occur in the staff members office, but both participants will be required to wear masks provided by the City.
- Interactions and meetings involving member of the public and City staff that are larger than one-on-one shall take place in only the second story conference room of city hall or other City Offices and attendants shall be provided a masks by the city what will be worn during the meeting.

Under Executive Order 2020-91, All City Offices must:

- a. Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.

- b. Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c. Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time) if necessary.
- d. Require face coverings in shared spaces, including during in-person meeting and in restrooms and hallways.
- e. Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
- f. Turn off water fountains
- g. Prohibit social gatherings and meeting's that do not allow for social distancing or that create unnecessary movement through the office.
- h. Provide disinfecting supplies and require employees to wipe down their work stations at least twice daily.
- i. Post signs about the importance of personal hygiene.
- j. Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, door handles) and minimize shared items when possible (e.g., pens, remotes)
- k. Institute cleaning and communications protocols when employees are sent home with symptoms.
- l. Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office
- m. Suspend all nonessential visitors
- n. Restrict all non-essential travel, including in-person conference events

APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-42 and Executive Order 2020-59, critical infrastructure workers also include¹:

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.

¹ Under Executive Orders 2020-42 and 2020-59, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

- b. Workers at suppliers, distribution centers, or service providers, as described below.
 - 1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in sub-provision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 3. Consistent with the scope of work permitted under sub-provision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- g. Workers at laundromats, coin laundries, and dry cleaners.
- h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
- i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

APPENDIX B

City of Hillsdale Michigan

COVID-19 WORKPLACE HEALTH SCREENING QUESTIONNAIRE

Employee name: _____

Date: _____ Time: _____

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): Yes _____ No _____

New or worsening cough: Yes _____ No _____

Shortness of breath: Yes _____ No _____

Sore throat: Yes _____ No _____

Diarrhea: Yes _____ No _____

Muscle Pain: Yes _____ No _____

Sore Throat: Yes _____ No _____

Headache: Yes _____ No _____

New or Loss of Taste or Smell: Yes _____ No _____

Current temperature: _____

If you answer “yes” to any of the symptoms listed above, or if your temperature is 100.4°F or higher, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction.

- You should isolate at home for a minimum of 7 days from when symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory systems.

In the past 14 days have you:

Had close contact with an individual diagnosed with COVID-19? Yes _____ No _____

Traveled internationally? Yes _____ No _____

If you answer “yes” to either of these questions, please do not go into work (unless exempt). Self-quarantine at home for 14 days.

Department Managers will be responsible to insure each employee completes the “Screening Questionnaire: daily before entering the work place. All copies to be given to Safety Coordinator on a daily basis.

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

APPENDIX D

SIGNS FOR BUILDINGS



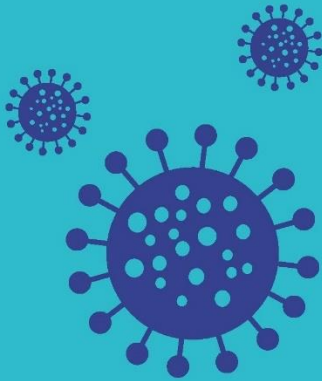
Only Enter This Building If You:

- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.



Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS



RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.*
If your symptoms are life-threatening, call 911.

**Free screening available for all individuals in the state of Michigan.*

For more information visit spectrumhealth.org/covid19.

X23507 RMD5458 © Spectrum Health 3.10.2020

APPENDIX E

VEHICLE SANITATION GUIDELINES

PURPOSE

Proper cleaning and disinfection of city vehicles and equipment is necessary to reduce the bioburden of disease and prevent secondary transmission of a known or unknown highly contagious disease. The process describes the measures needed to clean and disinfect an City owned vehicles prior to its return to service following the transport of a patient with a known or suspected Category A disease.

Note: All disinfection should use a U.S. Environmental Protection Agency (EPA)- registered hospital disinfectant with a label claim for a non-enveloped virus (norovirus, rotavirus, adenovirus, poliovirus) to disinfect environmental surfaces at appropriate concentration and contact time.

PERSONAL PROTECTIVE EQUIPMENT AND HEALTH

All personnel should wear gloves for decontamination of the vehicle. Maintain doors open during cleaning for ventilation.

DRIVERS COMPARTMENT

Maintain doors open during cleaning.

Wipe down the dashboard and console with disinfectant. This is best accomplished by spraying the disinfectant on the towel first and then wiping. Do not spray the disinfectant directly on the dashboard, console, radio, or any other electrical equipment. The dashboard and console should be dust free. Disinfect the steering wheel, door handles, and radio microphone. These areas need special attention due to the amount of use they get. Think about how many different people use the radio, get in the truck with their gloves, on or fail to wash their hands after each call.

Clean all the interior windows.

Clean up any loose trash. There should not be any used gloves or trash in the cab, between the seats, or in the door pockets.

The floorboards should be wiped out with the cleaner if necessary.

Note: If you are debating what needs to be disinfected, think about what your gloved hand or passengers/equipment operators routinely touch. These things should all be wiped down.

Note: Disinfectant should **NOT** be sprayed on any surface and left to dry completely.

EQUIPMENT

There are numerous pieces of equipment that need to be decontaminated on a regular basis.

ADDITIONAL NOTES

Once the program is up and running, the trucks should stay fairly clean. Remember you must replace any equipment used during your shift.

Checking and cleaning the truck should be a team effort.

Take pride in the unit that you are using, you will be responsible for its condition at the end of your shift.

APPENDIX F OTHER RESOURCES

Governor Whitmer's Executive Order 2020-42 and Executive Order 2020-59:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42 and Executive Order 2020-59:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--,00.html

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Appendix G

Public Restrooms

Due to their use in each park facility, as well as Fields of Dreams, public restrooms are a location where transmission of COVID-19 is at its highest chance. As such the City will be implementing the following changes in order to make them safely accessible:

- Clean and sanitize all public restrooms at once daily.
 - Post signs to that effect, stating that they are cleaned once per day, posting the approximate time.
 - We will ask for their cooperation in keeping it clean and will give them a number to call if there are problems.
- Check the facilities 2-3 times per day to assure normal supplies are available. If we find that a facility has been trashed, we will close it until we can schedule a thorough cleaning prior to reopening. If we have an ongoing problem, we will close the facilities.

General Information

- Personal guests will not be allowed in any public facility.
- Employees should not participate in any unnecessary physical contact.
- City Employees at Hillsdale Airport, Dial-a-Ride, and Public Library shall be required to wear masks at all times when interaction with the public and unable to maintain six (6') of physical distance.
- City parks will open with only initial cleaning performed, this includes pavilion's.
- Public drinking fountains will not be open due to inability to insure safety.
- Que positions shall be placed on the floor/walkways to help insure physical distancing.

APPENDIX H

**City of Hillsdale
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by COVID-19 PREPAREDNESS AND RESPONSE PLAN

This is to certify that I have reviewed the City of Hillsdale COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020 and Michigan Executive Order 2020-59 dated April 24, 2020.
2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The plan is available on the City website at www.cityofhillsdale.org and at each City facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

This COVID-19 Preparedness and Response Plan formally adopted at the regular meeting of the City of Hillsdale, City Council, on ____ ____ 2020.

Respectfully submitted,

David Mackie
City Manager/Hillsdale, Mich.



CITY OF HILLSDALE

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

RECEIVED
JAN 20 2017
HILLSDALE, MICHIGAN

Name: Matthew Granata

Address:

Phone: Home:

Work :

E-Mail:

Are you a resident of City of Hillsdale? Yes _____ No X

Occupation: (if retired, former occupation) Business Management / Engineer

Please check the expertise and skills you can contribute:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Accounting | <input checked="" type="checkbox"/> Planning | <input type="checkbox"/> Community Relations |
| <input type="checkbox"/> Fund Raising | <input checked="" type="checkbox"/> Computers | <input type="checkbox"/> Public Speaking |
| <input checked="" type="checkbox"/> Marketing | <input type="checkbox"/> Knowledge of the Cause | <input checked="" type="checkbox"/> Finance |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Public Relations | <input checked="" type="checkbox"/> Management |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Legal | <input type="checkbox"/> Other _____ |

Brief Educational Background:

BSME, MSIE, Journeymen Tool & Die Maker

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

United Way, American Cancer Society – Relay for Life

On what other volunteer boards/committees have you served?

Economic Development Corporation of Hillsdale –Past Board President, Key Opportunities – Past President & currently Treasurer, Headwaters Health Foundation, Hillsdale Hospital Membership Committee

Describe any previous activities related to government:

Member of the Economic Development Corporation of Hillsdale since 2004-2005

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

I have the passion and skill set needed to promote economic growth and job creation in Hillsdale.

Please explain your understanding of the City of Hillsdale:

The City of Hillsdale is a great place to raise a family. Proficient school options, friendly residents and numerous outdoor activities are just a few reasons, which make the City of Hillsdale an attractive locale. But, it faces challenges similar to other rural communities: static to decreasing population, higher unemployment and poverty levels above state and national levels.

Additional comments:

In order to attract new economic development and job creation, it is incumbent upon the City (County, State) and its' various committees to address 3 key factors: 1) We need to demonstrate a capable and skilled workforce; 2) Reliable and low cost utilities, 3) Tax friendly community

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

Matthew Granata

Applicant Signature

Date: 01/19/2017



CITY OF HILLSDALE

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

Name: Amanda Janes

Address: Hillsdale, MI 49242
Street City Zip

Phone: Home _____ Work _____

E-Mail _____

Are you a resident of City of Hillsdale? Yes _____ No _____

Occupation: (if retired, former occupation) Jackson College LeTarte Center Coordinator

Please check the expertise and skills you can contribute:

- | | | |
|--|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Planning | <input type="checkbox"/> Community Relations |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Computers | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Knowledge of the Cause | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Management |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Legal | <input checked="" type="checkbox"/> Other <u>Education</u> |

Brief Educational Background:

Masters in Business Administration

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

Jackson College Foundation, Jackson College volunteering (local schools, Sandy Beach clean-up, Bike path clean-up), Hillsdale County Early Middle College (Thrift Store, local schools, Humane Society, food pantries)

On what other volunteer boards/committees have you served? _____
N/A

Describe any previous activities related to government: _____

N/A

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

To provide higher education expertise to the EDC when setting strategic goals to support the City as well as making decisions.

Please explain your understanding of the City of Hillsdale:

Additional comments: _____

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

Amanda Janes

Digitally signed by Amanda Janes
Date: 2019.06.25 11:25:06 -0400

Applicant Signature

06/25/19

Date



CITY OF HILLSDALE

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

Name: David Loader

Address: XXXXX Street City Zip 49242

Phone: Home Work E-Mail

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

Occupation: (if retired, former occupation) CONTROLLER

Please check the expertise and skills you can contribute:

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

Brief Educational Background: Bachelor Degree

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

On what other volunteer boards/committees have you served?

Describe any previous activities related to government: NONE

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

Please explain your understanding of the City of Hillsdale:

Lived here all my life: excluding MILITARY SERVICE

Additional comments: _____

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

David S. Loader
Applicant Signature

11/1/16
Date