



# City Council Agenda

August 3, 2020  
7:00 p.m.

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

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- I. Call to Order and Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Public Comments on Agenda Items**
- V. Consent Agenda**
  - A. Approval of Bills
    - 1. City Claims of July 9, 2020: \$99,154.05
    - 2. BPU Claims of July 9, 2020: \$164,936.91
    - 3. Payroll of July 9, 2020: \$190,182.93
  - B. City Council Minutes of July 20, 2020
  - C. TIFA Board Minutes of May 19, 2020
  - D. Dawn Theater Governance Board Minutes of May 26, 2020
  - E. Finance Minutes of June 29, 2020, July 13, 2020 and July 27, 2020
  - F. Board of Review Minutes of July 21, 2020
  - G. Quarterly Investment Report
  - H. SMB&T Banking Resolution
  - J. Title IV Non-Discrimination Plan Update
- VI. Communications/Petitions**
  - A. Voice Your Vision Public Input Meeting
  - B. Fall 2020 Newsletter
  - C. Smith Letter to Governor
  - D. American Legion's Running for Heroes 5k –David Hambleton
- VII. Introduction and Adoption of Ordinances/Public Hearing**
  - A.
- VIII. Old Business**
  - A.
- IX. New Business**
  - A. Annual Bow Hunt
  - B. MERS 2019 Annual Valuation – Discussion
  - C. Hillsdale College Freshman Convocation Street Sidewalk Closure
- X. Miscellaneous Reports**

- A. Proclamations- None
- B. Appointments- None
- 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 449							
101-172.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	14.44	449
101-172.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	38.47	449
101-173.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	14.44	449
101-173.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	28.85	449
101-174.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	15.22	449
101-209.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	28.88	449
101-209.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	47.26	449
101-215.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	14.44	449
101-215.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	16.53	449
101-219.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	28.88	449
101-219.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	52.65	449
101-295.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	14.44	449
101-295.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	16.49	449
101-301.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	216.60	449
101-301.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	317.15	449
101-336.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	43.32	449
101-336.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	61.59	449
101-400.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	21.66	449
101-400.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	27.23	449
101-441.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	28.88	449
101-441.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	46.02	449
101-447.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	14.44	449
101-447.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	38.47	449
208-751.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	14.44	449
208-751.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	23.46	449
271-790.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	28.88	449
271-790.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	33.74	449
588-588.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	57.76	449
588-588.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	63.85	449
640-444.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	28.88	449
640-444.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	37.72	449
699-441.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	115.52	449
699-441.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-CITY	07/01/20	137.76	449
Total For Check 449						1,688.36	
Check 452							
101-441.000-801.000	07/09/20	SPOK, INC	PAGER RENTAL -DPS	D7385433S	07/09/20	18.83	452
Total For Check 452						18.83	
Check 83244							
208-751.000-761.000	06/29/20	STACEY WEBSTER	PASS-THROUGH SPONSORSHIP	06.26.2020	06/29/20	199.77	83244
Total For Check 83244						199.77	
Check 83245							
588-588.000-726.000	06/30/20	CURRENT OFFICE SOLUTIONS	DISINFECTING WIPES & HAND SANITIZER	645561-00	06/30/20	44.18	83245
Total For Check 83245						44.18	
Check 83246							
409-756.000-801.000	06/30/20	JAMES WORTHING	MRS. STOCK'S PARK CONCERT PROGRAM	06.24.2020	06/30/20	400.00	83246
Total For Check 83246						400.00	
Check 83247							
409-756.000-801.000	07/01/20	PHIL BICKEL	MRS. STOCK'S PARK CONCERT PROGRAM	06.24.2020	07/01/20	400.00	83247

07/10/2020 11:00 AM  
 User: gkeasal  
 DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 06/26/2020 - 07/09/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED PAID  
 BANK CODE: GC

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 83247							
Total For Check 83247						400.00	
Check 83248							
101-301.000-715.000	07/01/20	BLUE CROSS & BLUE SHIELD OF MI	DENTAL & VISION INSURANCE GROUP 007 12		07/01/20	78.42	83248
Total For Check 83248						78.42	
Check 83249							
409-756.000-801.000	07/01/20	BOB POGUE	MRS. STOCK'S PARK CONCERT PROGRAM	06.24.2020	07/01/20	400.00	83249
Total For Check 83249						400.00	
Check 83250							
409-756.000-801.000	07/01/20	CORY CHAMPION	MRS. STOCK'S PARK CONCERT PROGRAM	06.24.2020	07/01/20	400.00	83250
Total For Check 83250						400.00	
Check 83251							
409-756.000-801.000	07/01/20	FORTRESS PRODUCTIONS	MRS. STOCK'S PARK CONCERT PROGRAM	06.24.2020	07/01/20	1,260.00	83251
Total For Check 83251						1,260.00	
Check 83252							
271-790.000-801.000	07/01/20	JOHNSON CONTROLS FIRE PROTECTI	YEARLY INSPECTION	21659623	07/01/20	406.38	83252
Total For Check 83252						406.38	
Check 83253							
409-756.000-801.000	07/01/20	ROBERT LIVINGSTON	MRS. STOCK'S PARK CONCERT PROGRAM	06.24.2020	07/01/20	400.00	83253
Total For Check 83253						400.00	
Check 83254							
101-172.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	476.22	83254
101-173.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	1,428.66	83254
101-209.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	476.22	83254
101-215.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	1,428.66	83254
101-219.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	2,571.58	83254
101-295.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	1,142.92	83254
101-301.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	14,762.78	83254
101-336.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	2,381.10	83254
101-400.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	1,428.66	83254
101-441.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	1,142.92	83254
101-447.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	476.22	83254
208-751.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	1,142.92	83254
271-790.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	1,428.66	83254
588-588.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	3,428.76	83254
640-444.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	1,904.88	83254
699-441.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000647	07/01/20	8,476.70	83254
Total For Check 83254						44,097.86	
Check 83256							
409-756.000-801.000	07/01/20	RON RITCHEY	MRS. STOCK'S PARK CONCERT PROGRAM	06.24.202	07/01/20	400.00	83256
Total For Check 83256						400.00	
Check 83257							
409-756.000-801.000	07/01/20	SCOTTY BUTTERS	MRS. STOCK'S PARK CONCERT PROGRAM	06.24.2020	07/01/20	400.00	83257
Total For Check 83257						400.00	
Check 83258							
101-295.000-930.000	07/02/20	SOUTHERN MICHIGAN AVIATION LLC	MAINTENANCE ON FUEL TRUCK ELECTRICAL	1021	07/02/20	300.00	83258

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 User: gkeasal  
 DB: Hillsdale

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 83258							
Total For Check 83258						300.00	
Check 83259							
101-215.000-801.000	07/09/20	ACCUSHRED	PAPER SHREDDING SERVICE	58478	07/09/20	64.95	83259
Total For Check 83259						64.95	
Check 83260							
101-295.000-925.000	07/09/20	ACD	POTS AIRPORT	14046-104	07/09/20	93.00	83260
Total For Check 83260						93.00	
Check 83261							
101-441.000-726.000	07/09/20	AMAZON CAPITAL SERVICES, INC	LAPTOP BATTERY	1WTC-MDGC-CJF6	07/09/20	29.77	83261
Total For Check 83261						29.77	
Check 83262							
101-265.000-930.000	07/09/20	AMERICAN COPPER AND BRASS, LLC	ELECTRONIC BALLAST - DPS	20INV023721	07/09/20	19.51	83262
Total For Check 83262						19.51	
Check 83263							
271-790.000-801.000	07/09/20	AVC TECHNOLOGY CORP	ANNUAL BILL TIME IT PRINT IT SOFTWARE	CW49797	07/09/20	400.00	83263
Total For Check 83263						400.00	
Check 83264							
640-444.000-726.000	07/09/20	BECKER & SCRIVENS	SPRAYER HOSE	86259	07/09/20	34.00	83264
Total For Check 83264						34.00	
Check 83265							
101-265.000-801.000	07/09/20	BILL'S LAWN CARE, LLC	JUNE 2020 LAWN MAINTENANCE	2395624	07/09/20	320.00	83265
101-266.000-801.000	07/09/20	BILL'S LAWN CARE, LLC	JUNE 2020 LAWN MAINTENANCE	2395624	07/09/20	600.00	83265
101-372.000-801.372	07/09/20	BILL'S LAWN CARE, LLC	CODE ENFORCEMENT MOWING	2395736	07/09/20	225.00	83265
101-441.000-801.000	07/09/20	BILL'S LAWN CARE, LLC	JUNE 2020 LAWN MAINTENANCE	2395624	07/09/20	100.00	83265
101-756.000-801.000	07/09/20	BILL'S LAWN CARE, LLC	JUNE 2020 LAWN MAINTENANCE	2395624	07/09/20	5,800.00	83265
202-460.000-801.000	07/09/20	BILL'S LAWN CARE, LLC	JUNE 2020 LAWN MAINTENANCE	2395624	07/09/20	905.76	83265
202-460.500-801.000	07/09/20	BILL'S LAWN CARE, LLC	JUNE 2020 LAWN MAINTENANCE	2395624	07/09/20	130.48	83265
203-460.000-801.000	07/09/20	BILL'S LAWN CARE, LLC	JUNE 2020 LAWN MAINTENANCE	2395624	07/09/20	413.76	83265
588-588.000-801.000	07/09/20	BILL'S LAWN CARE, LLC	JUNE 2020 LAWN MAINTENANCE	2395624	07/09/20	300.00	83265
Total For Check 83265						8,795.00	
Check 83266							
101-441.000-955.441	07/09/20	JASON BLAKE	REIMBURSEMENT BOOTS	563912	07/09/20	174.89	83266
Total For Check 83266						174.89	
Check 83267							
101-756.000-801.000	07/09/20	BOARD OF PUBLIC UTILITIES	BACTI TESTING OWENS PAVILIONS	20-0000527	07/09/20	80.00	83267
Total For Check 83267						80.00	
Check 83268							
101-265.000-925.000	07/09/20	BSB COMMUNICATIONS INC	MONTHLY ETHRFAX	153655-CITY	07/09/20	112.00	83268
271-790.000-925.000	07/09/20	BSB COMMUNICATIONS INC	MONTHLY ETHRFAX	153655-CITY	07/09/20	56.00	83268
Total For Check 83268						168.00	
Check 83269							
101-336.000-726.000	07/09/20	CARTRIDGE WORLD	INK CARTRIDGES FOR OFFICE COPIER	10997	07/09/20	44.10	83269
Total For Check 83269						44.10	

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 83270							
101-441.000-955.588	07/09/20	CE & A PROFESSIONAL SERVICES,	PREEMPLOYMENT DRUG TESTING - CRAWFOR	017690	07/09/20	108.00	83270
						<u>108.00</u>	
Total For Check 83270							
Check 83271							
101-265.000-801.000	07/09/20	CORRIGAN ENVIRONMENTAL SOLUTI	(2020 DUST CONTROL	183	07/09/20	384.00	83271
101-756.000-801.000	07/09/20	CORRIGAN ENVIRONMENTAL SOLUTI	(2020 DUST CONTROL	183	07/09/20	2,368.00	83271
203-450.000-801.000	07/09/20	CORRIGAN ENVIRONMENTAL SOLUTI	(2020 DUST CONTROL	183	07/09/20	1,216.00	83271
						<u>3,968.00</u>	
Total For Check 83271							
Check 83272							
101-265.000-925.000	07/09/20	COUNTY OF HILLSDALE (MICHIGAN)	VOIP PHONE SYSTEM	44 - CITY	07/09/20	1,838.11	83272
208-751.000-925.000	07/09/20	COUNTY OF HILLSDALE (MICHIGAN)	VOIP PHONE SYSTEM	44 - CITY	07/09/20	61.27	83272
271-790.000-925.000	07/09/20	COUNTY OF HILLSDALE (MICHIGAN)	VOIP PHONE SYSTEM	44 - CITY	07/09/20	428.89	83272
588-588.000-925.000	07/09/20	COUNTY OF HILLSDALE (MICHIGAN)	VOIP PHONE SYSTEM	44 - CITY	07/09/20	122.54	83272
640-444.000-925.000	07/09/20	COUNTY OF HILLSDALE (MICHIGAN)	VOIP PHONE SYSTEM	44 - CITY	07/09/20	61.27	83272
						<u>2,512.08</u>	
Total For Check 83272							
Check 83273							
203-470.000-801.000	07/09/20	CRAIG WICKHAM	TREE REMOVAL FROM STORM	07.01.2020	07/09/20	1,800.00	83273
						<u>1,800.00</u>	
Total For Check 83273							
Check 83274							
101-209.000-801.000	07/09/20	CURRENT OFFICE SOLUTIONS	COPIES/LEASE	321371	07/09/20	132.96	83274
101-215.000-801.000	07/09/20	CURRENT OFFICE SOLUTIONS	COPIES/LEASE	321371	07/09/20	224.62	83274
101-253.000-726.000	07/09/20	CURRENT OFFICE SOLUTIONS	CALCULATOR	645907-00	07/09/20	105.10	83274
101-400.000-726.000	07/09/20	CURRENT OFFICE SOLUTIONS	PLANNING/ZONING OFFICE SUPPLIES	644078-00	07/09/20	34.77	83274
101-400.000-801.000	07/09/20	CURRENT OFFICE SOLUTIONS	COPIES/LEASE	321371	07/09/20	66.48	83274
101-441.000-801.000	07/09/20	CURRENT OFFICE SOLUTIONS	COPIES/LEASE	321371	07/09/20	163.75	83274
208-751.000-801.000	07/09/20	CURRENT OFFICE SOLUTIONS	COPIES/LEASE	321371	07/09/20	66.47	83274
						<u>794.15</u>	
Total For Check 83274							
Check 83275							
101-295.000-925.000	07/09/20	DMCI BROADBAND, LLC	INTERNET/PHONE	36466	07/09/20	138.16	83275
						<u>138.16</u>	
Total For Check 83275							
Check 83276							
101-265.000-801.000	07/09/20	EAST 2 WEST ENTERPRISES, INC	CITY HALL CLEANING FOR JUNE	9001	07/09/20	650.00	83276
						<u>650.00</u>	
Total For Check 83276							
Check 83277							
640-444.000-726.000	07/09/20	FAMILY FARM & HOME	BAR & CHAIN OIL, HOSE, LED SHOP LIG:	000667/W	07/09/20	34.99	83277
640-444.000-726.000	07/09/20	FAMILY FARM & HOME	BAR & CHAIN OIL, HOSE, LED SHOP LIG:	000668/W	07/09/20	43.98	83277
640-444.000-726.000	07/09/20	FAMILY FARM & HOME	RATCH STRAP	000671/W	07/09/20	59.96	83277
640-444.000-730.000	07/09/20	FAMILY FARM & HOME	BAR & CHAIN OIL, HOSE, LED SHOP LIG:	000667/W	07/09/20	43.86	83277
						<u>182.79</u>	
Total For Check 83277							
Check 83278							
401-453.000-801.000	07/09/20	FLEIS & VANDENBRINK	AS BUILT DRAWINGS	56035	07/09/20	893.00	83278
						<u>893.00</u>	
Total For Check 83278							
Check 83279							
101-336.000-726.000	07/09/20	FREMONT FIRE DEPARTMENT	1 3/4" FIRE HOSE	20-001	07/09/20	750.00	83279
						<u>750.00</u>	
Total For Check 83279							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 83280							
101-265.000-726.000	07/09/20	GELZER & SON INC	NYLON FLAG	C376149	07/09/20	54.99	83280
101-295.000-726.000	07/09/20	GELZER & SON INC	HAND SANITIZER, BATTERIES & FASTNER	C377225	07/09/20	44.06	83280
101-336.000-726.000	07/09/20	GELZER & SON INC	C BATTERIES	B15497	07/09/20	24.98	83280
101-336.000-726.000	07/09/20	GELZER & SON INC	C BATTERIES	C373513	07/09/20	(18.49)	83280
101-441.000-726.000	07/09/20	GELZER & SON INC	PUTTY KNIFE, SCRAPER, RATCHET, CAULK	B17722	07/09/20	17.98	83280
101-441.000-726.000	07/09/20	GELZER & SON INC	PUTTY KNIFE, SCRAPER, RATCHET, CAULK	C375891	07/09/20	74.96	83280
247-900.000-726.000	07/09/20	GELZER & SON INC	DN TOWN BEAUTIFICATION	C373743	07/09/20	76.98	83280
247-900.000-726.000	07/09/20	GELZER & SON INC	DN TOWN BEAUTIFICATION	C375410	07/09/20	15.99	83280
247-900.000-726.000	07/09/20	GELZER & SON INC	DN TOWN BEAUTIFICATION	C375707	07/09/20	29.98	83280
640-444.000-726.000	07/09/20	GELZER & SON INC	PUTTY KNIFE, SCRAPER, RATCHET, CAULK	B18393	07/09/20	7.71	83280
640-444.000-726.000	07/09/20	GELZER & SON INC	PUTTY KNIFE, SCRAPER, RATCHET, CAULK	C376113	07/09/20	45.96	83280
640-444.000-730.000	07/09/20	GELZER & SON INC	PUTTY KNIFE, SCRAPER, RATCHET, CAULK	C376532	07/09/20	8.49	83280
Total For Check 83280						383.59	
Check 83282							
202-450.000-726.000	07/09/20	GERKEN MATERIAL, INC	COMMERCIAL TOP - HOT MIX	173039	07/09/20	121.33	83282
203-450.000-726.000	07/09/20	GERKEN MATERIAL, INC	COMMERCIAL TOP - HOT MIX	173039	07/09/20	125.35	83282
Total For Check 83282						246.68	
Check 83283							
247-900.000-726.000	07/09/20	GLEI'S, INC	DN TOWN BEAUTIFICATION	06.09.2020	07/09/20	356.14	83283
247-900.000-726.000	07/09/20	GLEI'S, INC	DN TOWN BEAUTIFICATION	06.20.2020	07/09/20	178.02	83283
Total For Check 83283						534.16	
Check 83284							
101-295.000-930.000	07/09/20	GREENMARK EQUIPMENT	V-BELT	P17350	07/09/20	73.02	83284
Total For Check 83284						73.02	
Check 83285							
101-265.000-726.000	07/09/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	1386	07/09/20	19.00	83285
101-441.000-726.000	07/09/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	1386	07/09/20	9.50	83285
271-790.000-726.000	07/09/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	1386	07/09/20	4.75	83285
Total For Check 83285						33.25	
Check 83286							
244-174.000-957.000	07/09/20	HILLSDALE CITY TREASURER	HIDDEN MEADOWS DR PARK	006-327-340-23	07/09/20	444.67	83286
244-174.000-957.000	07/09/20	HILLSDALE CITY TREASURER	7 FOXTAIL LN	006-327-340-22	07/09/20	329.04	83286
244-174.000-957.000	07/09/20	HILLSDALE CITY TREASURER	280 W BACON ST	006-327-301-02	07/09/20	1,880.99	83286
244-174.000-957.000	07/09/20	HILLSDALE CITY TREASURER	10 FOXTAIL LN	006-327-340-25	07/09/20	306.80	83286
244-174.000-957.000	07/09/20	HILLSDALE CITY TREASURER	12 WINDSWEPT LN	006-327-340-02	07/09/20	128.91	83286
244-174.000-957.000	07/09/20	HILLSDALE CITY TREASURER	286 W BACON ST	006-327-351-01	07/09/20	2,978.38	83286
244-174.000-957.000	07/09/20	HILLSDALE CITY TREASURER	450 HIDDEN MEADOWS DR	006-327-351-03	07/09/20	592.63	83286
Total For Check 83286						6,661.42	
Check 83287							
101-215.000-905.000	07/09/20	HILLSDALE MEDIA GROUP	NOTICE - PUBLIC HEARING	2006-0000705	07/09/20	178.85	83287
Total For Check 83287						178.85	
Check 83288							
101-441.000-726.000	07/09/20	HOME DEPOT	HITCH PIN, ADHESICE, D-HANDLE, ALUM	20271197093	07/09/20	108.90	83288
101-756.000-726.000	07/09/20	HOME DEPOT	HITCH PIN, ADHESICE, D-HANDLE, ALUM	20322 21947	07/09/20	293.94	83288
Total For Check 83288						402.84	
Check 83289							

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 DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 06/26/2020 - 07/09/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED PAID  
 BANK CODE: GC

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 83289							
101-756.000-801.000	07/09/20	HOOP LAWN & SNOW, LLC	FOD FERTILIZING & IRRIGATION VALVE	6262020FOD	07/09/20	1,080.00	83289
101-756.000-801.000	07/09/20	HOOP LAWN & SNOW, LLC	FOD FERTILIZING & IRRIGATION VALVE	6212020FOD	07/09/20	200.00	83289
Total For Check 83289						1,280.00	
Check 83290							
101-265.000-726.000-CV	07/09/20	HOWARD T MORIARTY COMPANY INC	ROAD AHEAD SIGN, RESPIRATOR, FILTER	11686	07/09/20	93.82	83290
101-441.000-726.000	07/09/20	HOWARD T MORIARTY COMPANY INC	ROAD AHEAD SIGN, RESPIRATOR, FILTER	11686	07/09/20	25.90	83290
101-441.000-955.441	07/09/20	HOWARD T MORIARTY COMPANY INC	ROAD AHEAD SIGN, RESPIRATOR, FILTER	11686	07/09/20	27.90	83290
202-490.000-726.000	07/09/20	HOWARD T MORIARTY COMPANY INC	ROAD AHEAD SIGN, RESPIRATOR, FILTER	11686	07/09/20	323.82	83290
203-490.000-726.000	07/09/20	HOWARD T MORIARTY COMPANY INC	ROAD AHEAD SIGN, RESPIRATOR, FILTER	11686	07/09/20	110.00	83290
Total For Check 83290						581.44	
Check 83291							
640-444.000-730.000	07/09/20	JACKSON TRUCK SERVICE INC	FILTERS	PC001334250:01	07/09/20	23.28	83291
640-444.000-730.000	07/09/20	JACKSON TRUCK SERVICE INC	FILTERS	PC001334511:01	07/09/20	78.89	83291
Total For Check 83291						102.17	
Check 83292							
101-253.000-801.000	07/09/20	KCI	SUMMER TAX BILLS - PRINTING & POSTAGE	290475	07/09/20	476.40	83292
Total For Check 83292						476.40	
Check 83293							
640-444.000-726.000	07/09/20	KIMBALL MIDWEST	WHEEL, DISC, NIPPLE, COUPLER	8036320	07/09/20	416.13	83293
Total For Check 83293						416.13	
Check 83294							
101-756.000-726.000	07/09/20	KSS ENTERPRISES	ROLL TOWELS, BAND ITS, HAND SOAP, T	1234851	07/09/20	448.83	83294
Total For Check 83294						448.83	
Check 83295							
101-175.000-806.000	07/09/20	LOVINGER & THOMPSON, PC	LEGAL FEES	06.30.2020	07/09/20	1,260.00	83295
Total For Check 83295						1,260.00	
Check 83296							
101-295.000-726.000	07/09/20	MARKET HOUSE	AIR FRESHNER, PAPER TOWELS & POP	119120	07/09/20	43.84	83296
101-441.000-726.000	07/09/20	MARKET HOUSE	GATORADE	119177	07/09/20	80.00	83296
Total For Check 83296						123.84	
Check 83297							
101-301.000-742.000	07/09/20	MICH POLICE EQUIPMENT	BLACKHAWK HOLSTER/SAFARILAND MAGAZINE	004194	07/09/20	155.00	83297
Total For Check 83297						155.00	
Check 83298							
101-301.000-726.000	07/09/20	MICH STATE POLICE	SUPPRESSED PLATE/TAB RENEWAL DSQ110	DSQ1108	07/09/20	13.00	83298
Total For Check 83298						13.00	
Check 83299							
271-790.000-801.000	07/09/20	NET DESIGNS	WEB PAGE	07.01.2020	07/09/20	155.00	83299
Total For Check 83299						155.00	
Check 83300							
101-295.000-930.000	07/09/20	NORM'S TIRE & SERVICE	JOHN DEERE - TIRE	1774	07/09/20	263.98	83300
640-444.000-730.000	07/09/20	NORM'S TIRE & SERVICE	TIRES	1805	07/09/20	287.64	83300
Total For Check 83300						551.62	



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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 83301							
101-265.000-726.000-CV	07/09/20	NORTHERN SAFETY & INDUSTRIAL	BEHIND NECK EAR MUFF	904022874/102185	07/09/20	94.05	83301
101-265.000-726.000-CV	07/09/20	NORTHERN SAFETY & INDUSTRIAL	BEHIND NECK EAR MUFF	904022875/127068	07/09/20	(80.56)	83301
Total For Check 83301						13.49	
Check 83302							
101-301.000-742.000	07/09/20	NYE UNIFORM COMPANY	S/S SHIRTS/KURAS	742021	07/09/20	109.98	83302
Total For Check 83302						109.98	
Check 83303							
101-336.000-730.000	07/09/20	PERFORMANCE AUTOMOTIVE	HARD CERAMIC WAX	10284-1327392	07/09/20	13.99	83303
101-441.000-955.441	07/09/20	PERFORMANCE AUTOMOTIVE	GLOVES, ISO HEET, CONNECTORS, FILTE	10284-1326275	07/09/20	19.07	83303
588-588.000-730.000	07/09/20	PERFORMANCE AUTOMOTIVE	GLOVES, ISO HEET, CONNECTORS, FILTE	10284-1326222	07/09/20	17.79	83303
588-588.000-730.000	07/09/20	PERFORMANCE AUTOMOTIVE	GLOVES, ISO HEET, CONNECTORS, FILTE	10284-1326143	07/09/20	80.00	83303
588-588.000-730.000	07/09/20	PERFORMANCE AUTOMOTIVE	GLOVES, ISO HEET, CONNECTORS, FILTE	10284-1326176	07/09/20	9.59	83303
640-444.000-730.000	07/09/20	PERFORMANCE AUTOMOTIVE	GLOVES, ISO HEET, CONNECTORS, FILTE	10284-1325561	07/09/20	12.36	83303
640-444.000-730.000	07/09/20	PERFORMANCE AUTOMOTIVE	GLOVES, ISO HEET, CONNECTORS, FILTE	10284-1325905	07/09/20	19.18	83303
640-444.000-730.000	07/09/20	PERFORMANCE AUTOMOTIVE	AIR DOOR ACTUATOR, ADAPTOR	10284-1326514	07/09/20	52.79	83303
640-444.000-730.000	07/09/20	PERFORMANCE AUTOMOTIVE	AIR DOOR ACTUATOR, ADAPTOR	10284-1326682	07/09/20	13.49	83303
Total For Check 83303						238.26	
Check 83305							
588-588.000-801.000	07/09/20	PHAT JAXX AUTOMOTIVE	AIR CONDITIONING SERVICE	25837	07/09/20	188.47	83305
Total For Check 83305						188.47	
Check 83306							
203-460.000-801.000	07/09/20	BASTIEN, KYLE	R/R SIDEWALKS	103	07/09/20	425.00	83306
203-460.000-801.000	07/09/20	BASTIEN, KYLE	R/R SIDEWALKS	105	07/09/20	1,100.00	83306
Total For Check 83306						1,525.00	
Check 83307							
640-444.000-801.000	07/09/20	PURITY CYLINDER GASES, INC.	CYLINDER RENTAL	01002977	07/09/20	50.85	83307
Total For Check 83307						50.85	
Check 83308							
101-295.000-801.000	07/09/20	R W MERCER COMPANY, INC	B OPERATOR INSPECTION	1556577	07/09/20	250.00	83308
Total For Check 83308						250.00	
Check 83309							
588-588.000-955.588	07/09/20	MARY ANN RIVERA	DOT PE	07.01.2020	07/09/20	100.00	83309
Total For Check 83309						100.00	
Check 83310							
101-175.000-801.000	07/09/20	SONIT SYSTEMS, LLC	NETADMIN - JUNE 2020	60853-CITY	07/09/20	1,076.25	83310
Total For Check 83310						1,076.25	
Check 83311							
101-756.000-801.000	07/09/20	SPRATT'S	LP FUEL FILL @ SANDY BEACH	49641	07/09/20	48.30	83311
Total For Check 83311						48.30	
Check 83312							
640-444.000-801.301	07/09/20	STILLWELL FORD MERCURY, INC	SERVICE REPAIRS - UNIT 2-2 (17 EXPL)	630182	07/09/20	632.80	83312
Total For Check 83312						632.80	
Check 83313							

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Invoice Age: Less Than 30 Days							
Check 83313							
409-756.000-726.000	07/09/20	STOCKHOUSE CORPORATION	CLOROPLAST	192723	07/09/20	90.00	83313
						<u>90.00</u>	
Total For Check 83313						90.00	
Check 83314							
101-265.000-801.000	07/09/20	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0094728	07/09/20	15.51	83314
101-265.000-801.000	07/09/20	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0095308	07/09/20	15.51	83314
101-441.000-742.000	07/09/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0094727	07/09/20	22.86	83314
101-441.000-742.000	07/09/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0095307	07/09/20	22.86	83314
101-441.000-801.000	07/09/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0094727	07/09/20	36.04	83314
101-441.000-801.000	07/09/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0095307	07/09/20	36.04	83314
101-441.000-955.441	07/09/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0094449	07/09/20	115.34	83314
640-444.000-742.000	07/09/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0094727	07/09/20	11.16	83314
640-444.000-742.000	07/09/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0095307	07/09/20	11.16	83314
640-444.000-801.000	07/09/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0094727	07/09/20	19.82	83314
640-444.000-801.000	07/09/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0095307	07/09/20	19.82	83314
						<u>326.12</u>	
Total For Check 83314						326.12	
Check 83316							
633-000.000-111.000	07/09/20	UNIQUE PAVING MATERIALS	UPM - COLD PATCH	53238	07/09/20	2,697.70	83316
						<u>2,697.70</u>	
Total For Check 83316						2,697.70	
Check 83317							
101-301.000-861.000	07/09/20	VIRTUAL ACADEMY	VIRTUAL ACADEMY TRAINING COURSES -	VA5241	07/09/20	138.00	83317
101-301.000-861.005	07/09/20	VIRTUAL ACADEMY	VIRTUAL ACADEMY TRAINING COURSES -	VA5241	07/09/20	1,035.00	83317
						<u>1,173.00</u>	
Total For Check 83317						1,173.00	
Check 83318							
101-301.000-726.000	07/09/20	WALMART COMMUNITY	FACE TISSUE, TRASH BAGS & EXCEDRIN	029932	07/09/20	56.56	83318
						<u>56.56</u>	
Total For Check 83318						56.56	
Check 83319							
101-295.000-740.000	07/09/20	WATKINS OIL COMPANY	JUNE 2020 FLEET FUEL	01-000035	07/09/20	85.90	83319
101-336.000-740.000	07/09/20	WATKINS OIL COMPANY	JUNE 2020 FLEET FUEL	01-000150	07/09/20	264.51	83319
588-588.000-740.000	07/09/20	WATKINS OIL COMPANY	JUNE 2020 FLEET FUEL	01-000140	07/09/20	679.42	83319
640-444.000-740.000	07/09/20	WATKINS OIL COMPANY	JUNE 2020 FLEET FUEL	01-000120	07/09/20	1,585.85	83319
640-444.000-740.301	07/09/20	WATKINS OIL COMPANY	JUNE 2020 FLEET FUEL	01-000110	07/09/20	1,156.28	83319
						<u>3,771.96</u>	
Total For Check 83319						3,771.96	
Check 83320							
101-301.000-742.000	07/09/20	DUSTIN ZIMMERMAN	2020 EQUIPMENT ALLOWANCE/GLOCK 23	004195	07/09/20	134.87	83320
						<u>134.87</u>	
Total For Check 83320						134.87	
Total For Age Less Than 30 Days						<u>99,154.05</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #	
Fund Totals:								
			Fund 101 GENERAL FUND			52,447.15		
			Fund 202 MAJOR ST./TRUNKLINE FUND			1,481.39		
			Fund 203 LOCAL ST. FUND			5,190.11		
			Fund 208 RECREATION FUND			1,508.33		
			Fund 244 ECONOMIC DEVELOPMENT CORP FU			6,661.42		
			Fund 247 TAX INCREMENT FINANCE ATH.			657.11		
			Fund 271 LIBRARY FUND			2,942.30		
			Fund 401 CAPITAL IMPROVEMENT FUND			893.00		
			Fund 409 STOCK'S PARK			4,150.00		
			Fund 588 DIAL-A-RIDE FUND			5,092.36		
			Fund 633 PUBLIC SERVICES INV. FUND			2,697.70		
			Fund 640 REVOLVING MOBILE EQUIP. FUND			6,703.20		
			Fund 699 DPS LEAVE AND BENEFITS FUND			8,729.98		
Total For All Funds:							99,154.05	
--- TOTALS BY GL DISTRIBUTION ---								
		101-172.000-715.000	HEALTH AND LIFE INSURANCE			490.66		
		101-172.000-721.000	DISABILITY INSURANCE			38.47		
		101-173.000-715.000	HEALTH AND LIFE INSURANCE			1,443.10		
		101-173.000-721.000	DISABILITY INSURANCE			28.85		
		101-174.000-715.000	HEALTH AND LIFE INSURANCE			15.22		
		101-175.000-801.000	CONTRACTUAL SERVICES			1,076.25		
		101-175.000-806.000	LEGAL SERVICES			1,260.00		
		101-209.000-715.000	HEALTH AND LIFE INSURANCE			505.10		
		101-209.000-721.000	DISABILITY INSURANCE			47.26		
		101-209.000-801.000	CONTRACTUAL SERVICES			132.96		
		101-215.000-715.000	HEALTH AND LIFE INSURANCE			1,443.10		
		101-215.000-721.000	DISABILITY INSURANCE			16.53		
		101-215.000-801.000	CONTRACTUAL SERVICES			289.57		
		101-215.000-905.000	PUBLISHING / NOTICES			178.85		
		101-219.000-715.000	HEALTH AND LIFE INSURANCE			2,600.46		
		101-219.000-721.000	DISABILITY INSURANCE			52.65		
		101-253.000-726.000	SUPPLIES			105.10		
		101-253.000-801.000	CONTRACTUAL SERVICES			476.40		
		101-265.000-726.000	SUPPLIES			73.99		
		101-265.000-726.000-CV	SUPPLIES			107.31		
		101-265.000-801.000	CONTRACTUAL SERVICES			1,385.02		
		101-265.000-925.000	TELEPHONE			1,950.11		
		101-265.000-930.000	REPAIRS & MAINTENANCE			19.51		
		101-266.000-801.000	CONTRACTUAL SERVICES			600.00		
		101-295.000-715.000	HEALTH AND LIFE INSURANCE			1,157.36		
		101-295.000-721.000	DISABILITY INSURANCE			16.49		
		101-295.000-726.000	SUPPLIES			87.90		
		101-295.000-740.000	FUEL AND LUBRICANTS			85.90		
		101-295.000-801.000	CONTRACTUAL SERVICES			250.00		
		101-295.000-925.000	TELEPHONE			231.16		
		101-295.000-930.000	REPAIRS & MAINTENANCE			637.00		
		101-301.000-715.000	HEALTH AND LIFE INSURANCE			15,057.80		
		101-301.000-721.000	DISABILITY INSURANCE			317.15		
		101-301.000-726.000	SUPPLIES			69.56		
		101-301.000-742.000	CLOTHING / UNIFORMS			399.85		
		101-301.000-861.000	TRAINING & SEMINARS			138.00		
		101-301.000-861.005	STATE TRAINING FUNDS			1,035.00		
		101-336.000-715.000	HEALTH AND LIFE INSURANCE			2,424.42		
		101-336.000-721.000	DISABILITY INSURANCE			61.59		
		101-336.000-726.000	SUPPLIES			800.59		
		101-336.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			13.99		

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		101-336.000-740.000	FUEL AND LUBRICANTS			264.51
		101-372.000-801.372	CONTRACTUAL SERVICES - CODE ENFORCEME			225.00
		101-400.000-715.000	HEALTH AND LIFE INSURANCE			1,450.32
		101-400.000-721.000	DISABILITY INSURANCE			27.23
		101-400.000-726.000	SUPPLIES			34.77
		101-400.000-801.000	CONTRACTUAL SERVICES			66.48
		101-441.000-715.000	HEALTH AND LIFE INSURANCE			1,171.80
		101-441.000-721.000	DISABILITY INSURANCE			46.02
		101-441.000-726.000	SUPPLIES			347.01
		101-441.000-742.000	CLOTHING / UNIFORMS			45.72
		101-441.000-801.000	CONTRACTUAL SERVICES			354.66
		101-441.000-955.441	MISCELLANEOUS - SHOE ALLOWANC			337.20
		101-441.000-955.588	MISC. - CDL LICENSING/TESTING			108.00
		101-447.000-715.000	HEALTH AND LIFE INSURANCE			490.66
		101-447.000-721.000	DISABILITY INSURANCE			38.47
		101-756.000-726.000	SUPPLIES			742.77
		101-756.000-801.000	CONTRACTUAL SERVICES			9,576.30
		202-450.000-726.000	SUPPLIES			121.33
		202-460.000-801.000	CONTRACTUAL SERVICES			905.76
		202-460.500-801.000	CONTRACTUAL SERVICES			130.48
		202-490.000-726.000	SUPPLIES			323.82
		203-450.000-726.000	SUPPLIES			125.35
		203-450.000-801.000	CONTRACTUAL SERVICES			1,216.00
		203-460.000-801.000	CONTRACTUAL SERVICES			1,938.76
		203-470.000-801.000	CONTRACTUAL SERVICES			1,800.00
		203-490.000-726.000	SUPPLIES			110.00
		208-751.000-715.000	HEALTH AND LIFE INSURANCE			1,157.36
		208-751.000-721.000	DISABILITY INSURANCE			23.46
		208-751.000-761.000	ITEMS FOR PASS THRU SALES			199.77
		208-751.000-801.000	CONTRACTUAL SERVICES			66.47
		208-751.000-925.000	TELEPHONE			61.27
		244-174.000-957.000	PROPERTY TAXES			6,661.42
		247-900.000-726.000	SUPPLIES			657.11
		271-790.000-715.000	HEALTH AND LIFE INSURANCE			1,457.54
		271-790.000-721.000	DISABILITY INSURANCE			33.74
		271-790.000-726.000	SUPPLIES			4.75
		271-790.000-801.000	CONTRACTUAL SERVICES			961.38
		271-790.000-925.000	TELEPHONE			484.89
		401-453.000-801.000	CONTRACTUAL SERVICES			893.00
		409-756.000-726.000	SUPPLIES			90.00
		409-756.000-801.000	CONTRACTUAL SERVICES			4,060.00
		588-588.000-715.000	HEALTH AND LIFE INSURANCE			3,486.52
		588-588.000-721.000	DISABILITY INSURANCE			63.85
		588-588.000-726.000	SUPPLIES			44.18
		588-588.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			107.38
		588-588.000-740.000	FUEL AND LUBRICANTS			679.42
		588-588.000-801.000	CONTRACTUAL SERVICES			488.47
		588-588.000-925.000	TELEPHONE			122.54
		588-588.000-955.588	MISC. - CDL LICENSING/TESTING			100.00
		633-000.000-111.000	INVENTORY - MAT. AND SUPPLIES			2,697.70
		640-444.000-715.000	HEALTH AND LIFE INSURANCE			1,933.76
		640-444.000-721.000	DISABILITY INSURANCE			37.72
		640-444.000-726.000	SUPPLIES			642.73
		640-444.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			539.98
		640-444.000-740.000	FUEL AND LUBRICANTS			1,585.85
		640-444.000-740.301	FUEL AND LUBRICANTS-POLICE			1,156.28
		640-444.000-742.000	CLOTHING / UNIFORMS			22.32
		640-444.000-801.000	CONTRACTUAL SERVICES			90.49
		640-444.000-801.301	POLICE VEHICLE REPAIR			632.80

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		640-444.000-925.000	TELEPHONE			61.27	
		699-441.000-715.000	HEALTH AND LIFE INSURANCE			8,592.22	
		699-441.000-721.000	DISABILITY INSURANCE			137.76	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 118							
582-175.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-BPU	07/01/20	209.38	118
582-175.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-BPU	07/01/20	394.65	118
590-175.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-BPU	07/01/20	90.25	118
590-175.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-BPU	07/01/20	146.15	118
591-175.000-715.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-BPU	07/01/20	61.37	118
591-175.000-721.000	07/01/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	020894-BPU	07/01/20	100.95	118
Total For Check 118						1,002.75	
Check 119							
582-175.000-726.000	07/09/20	PITNEY BOWES GLOBAL FIANANCIAREFILL POSTAGE		SN-0908549	07/09/20	1,341.00	119
590-175.000-726.000	07/09/20	PITNEY BOWES GLOBAL FIANANCIAREFILL POSTAGE		SN-0908549	07/09/20	670.50	119
591-175.000-726.000	07/09/20	PITNEY BOWES GLOBAL FIANANCIAREFILL POSTAGE		SN-0908549	07/09/20	670.50	119
Total For Check 119						2,682.00	
Check 72768							
590-547.000-930.000	06/29/20	AMAZON CAPITAL SERVICES, INC	VENTS, FILTERS, PIPETTES	1YTG-GPR6-CRC9	06/29/20	62.37	72768
590-547.000-930.000	06/29/20	AMAZON CAPITAL SERVICES, INC	VENTS, FILTERS, PIPETTES	1KC1-4PM7-93PY	06/29/20	114.22	72768
Total For Check 72768						176.59	
Check 72769							
590-175.000-730.039	06/29/20	CITY OF HILLSDALE	MECHANIC WORK, MATERIALS, HMA	06.22.2020	06/29/20	608.72	72769
591-544.000-930.000	06/29/20	CITY OF HILLSDALE	MECHANIC WORK, MATERIALS, HMA	06.16.2020	06/29/20	942.29	72769
591-544.000-930.000	06/29/20	CITY OF HILLSDALE	MECHANIC WORK, MATERIALS, HMA	06.17.2020	06/29/20	412.91	72769
Total For Check 72769						1,963.92	
Check 72770							
582-175.000-726.000	06/29/20	CURRENT OFFICE SOLUTIONS	STORAGE CART & CHAIRMAT	645536-00	06/29/20	119.49	72770
590-175.000-726.000	06/29/20	CURRENT OFFICE SOLUTIONS	STORAGE CART & CHAIRMAT	645536-00	06/29/20	59.74	72770
591-175.000-726.000	06/29/20	CURRENT OFFICE SOLUTIONS	STORAGE CART & CHAIRMAT	645536-00	06/29/20	59.74	72770
Total For Check 72770						238.97	
Check 72771							
582-544.000-730.000	06/30/20	ADKINS AUTOMOTIVE LLC	REPAIRS TO 39-15	74771	06/30/20	249.74	72771
Total For Check 72771						249.74	
Check 72772							
582-544.000-726.800	06/30/20	AMAZON CAPITAL SERVICES, INC	RADIO MIC/SPEAKER	13PG-Q6PQ-7YYD	06/30/20	25.95	72772
Total For Check 72772						25.95	
Check 72773							
582-000.000-202.000	06/29/20	BANNASCH, JEROME P	UB refund for account: 026786	06/29/2020	06/30/20	68.00	72773
Total For Check 72773						68.00	
Check 72774							
582-000.000-158.000-20	06/30/20	BECKER & SCRIVENS	CONCRETE AND STONE	85939	06/30/20	376.02	72774
582-544.000-930.000	06/30/20	BECKER & SCRIVENS	CONCRETE AND STONE	101089	06/30/20	226.88	72774
582-544.000-930.000	06/30/20	BECKER & SCRIVENS	CONCRETE AND STONE	86111	06/30/20	140.00	72774
591-544.000-930.000	06/30/20	BECKER & SCRIVENS	CREDIT - RETURN	05.30.2020	06/30/20	(25.00)	72774
Total For Check 72774						717.90	
Check 72775							
582-000.000-202.000	06/29/20	BENNETT, JOSEPH B	UB refund for account: 021646	06/29/2020	06/30/20	3.51	72775
590-000.000-202.000	06/29/20	BENNETT, JOSEPH B	UB refund for account: 021646	06/29/2020	06/30/20	1.59	72775
591-000.000-202.000	06/29/20	BENNETT, JOSEPH B	UB refund for account: 021646	06/29/2020	06/30/20	1.14	72775

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72775							
Total For Check 72775						6.24	
Check 72776							
582-000.000-202.000	06/29/20	BLANK, CONSTANCE F AND BRETT	UB refund for account: 011578	06/29/2020	06/30/20	57.71	72776
590-000.000-202.000	06/29/20	BLANK, CONSTANCE F AND BRETT	UB refund for account: 011578	06/29/2020	06/30/20	30.55	72776
591-000.000-202.000	06/29/20	BLANK, CONSTANCE F AND BRETT	UB refund for account: 011578	06/29/2020	06/30/20	19.92	72776
Total For Check 72776						108.18	
Check 72777							
582-000.000-202.000	06/29/20	CARDINALE, ALEXIS J	UB refund for account: 026380	06/29/2020	06/30/20	91.59	72777
Total For Check 72777						91.59	
Check 72778							
582-175.000-930.000	06/30/20	CINTAS CORPORATION	MATT'S	4054595915	06/30/20	20.00	72778
590-175.000-930.000	06/30/20	CINTAS CORPORATION	MATT'S	4054595915	06/30/20	10.00	72778
591-175.000-930.000	06/30/20	CINTAS CORPORATION	MATT'S	4054595915	06/30/20	10.00	72778
Total For Check 72778						40.00	
Check 72779							
582-544.000-726.800	06/30/20	CINTAS CORPORATION	POISON IVY TREAT	5018592283	06/30/20	275.98	72779
Total For Check 72779						275.98	
Check 72780							
582-000.000-202.000	06/29/20	CLARK, BRYAN B	UB refund for account: 023580	06/29/2020	06/30/20	26.83	72780
590-000.000-202.000	06/29/20	CLARK, BRYAN B	UB refund for account: 023580	06/29/2020	06/30/20	6.04	72780
591-000.000-202.000	06/29/20	CLARK, BRYAN B	UB refund for account: 023580	06/29/2020	06/30/20	4.13	72780
Total For Check 72780						37.00	
Check 72781							
582-175.000-726.000	06/30/20	CURRENT OFFICE SOLUTIONS	CHAIRMAT - FRONT OFFICE	645536-01	06/30/20	27.31	72781
590-175.000-726.000	06/30/20	CURRENT OFFICE SOLUTIONS	CHAIRMAT - FRONT OFFICE	645536-01	06/30/20	13.66	72781
591-175.000-726.000	06/30/20	CURRENT OFFICE SOLUTIONS	CHAIRMAT - FRONT OFFICE	645536-01	06/30/20	13.65	72781
Total For Check 72781						54.62	
Check 72782							
591-544.000-930.000	06/30/20	DUBOIS TRUCKING AND EXCAVATION	TOPSOIL	QB1676	06/30/20	46.00	72782
Total For Check 72782						46.00	
Check 72783							
582-543.000-930.000	06/30/20	G&G GLASS, INC	2 PCS GLASS	20-0945	06/30/20	11.04	72783
582-543.000-930.000	06/30/20	G&G GLASS, INC	2 PCS GLASS	20-0934	06/30/20	9.50	72783
Total For Check 72783						20.54	
Check 72784							
582-000.000-202.000	06/29/20	GALLOWAY, KAHNER R	UB refund for account: 026440	06/29/2020	06/30/20	69.74	72784
590-000.000-202.000	06/29/20	GALLOWAY, KAHNER R	UB refund for account: 026440	06/29/2020	06/30/20	25.20	72784
591-000.000-202.000	06/29/20	GALLOWAY, KAHNER R	UB refund for account: 026440	06/29/2020	06/30/20	18.06	72784
Total For Check 72784						113.00	
Check 72785							
582-000.000-202.000	06/29/20	GALLUTIA, ADAM M	UB refund for account: 023005	06/29/2020	06/30/20	205.26	72785
590-000.000-202.000	06/29/20	GALLUTIA, ADAM M	UB refund for account: 023005	06/29/2020	06/30/20	44.92	72785
591-000.000-202.000	06/29/20	GALLUTIA, ADAM M	UB refund for account: 023005	06/29/2020	06/30/20	38.49	72785

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72785							
						Total For Check 72785	288.67
Check 72786							
582-544.000-930.546	06/30/20	GELZER & SON INC	PAIN T SUPPLIES	B16979	06/30/20	5.79	72786
582-544.000-930.546	06/30/20	GELZER & SON INC	PAIN T SUPPLIES	B16994	06/30/20	4.99	72786
582-544.000-930.546	06/30/20	GELZER & SON INC	PAIN T SUPPLIES	B17086	06/30/20	4.16	72786
582-544.000-930.546	06/30/20	GELZER & SON INC	PAIN T SUPPLIES	C375376	06/30/20	16.96	72786
582-544.000-930.546	06/30/20	GELZER & SON INC	PAIN T SUPPLIES	C374915	06/30/20	7.97	72786
						Total For Check 72786	39.87
Check 72787							
582-000.000-202.000	06/29/20	HELTON, SUE A	UB refund for account: 008785	06/29/2020	06/30/20	35.00	72787
						Total For Check 72787	35.00
Check 72788							
582-000.000-202.000	06/29/20	HELTON, SUE A	UB refund for account: 008785	06/29/2020	06/30/20	70.00	72788
						Total For Check 72788	70.00
Check 72789							
582-000.000-202.000	06/29/20	HINTON, FRANK D	UB refund for account: 010017	06/29/2020	06/30/20	131.36	72789
590-000.000-202.000	06/29/20	HINTON, FRANK D	UB refund for account: 010017	06/29/2020	06/30/20	45.04	72789
591-000.000-202.000	06/29/20	HINTON, FRANK D	UB refund for account: 010017	06/29/2020	06/30/20	31.10	72789
						Total For Check 72789	207.50
Check 72790							
582-544.000-726.800	06/30/20	JONESVILLE LUMBER	LUMBER AND SCREWS	850214	06/30/20	57.43	72790
582-544.000-726.800	06/30/20	JONESVILLE LUMBER	LUMBER AND SCREWS	851117	06/30/20	17.99	72790
						Total For Check 72790	75.42
Check 72791							
582-175.000-801.000	06/30/20	KEN KEASAL	REIMBURSEMENT	06.30.2020	06/30/20	15.00	72791
						Total For Check 72791	15.00
Check 72792							
582-000.000-202.000	06/29/20	KRAUSS, RUTH Y	UB refund for account: 026522	06/29/2020	06/30/20	47.62	72792
590-000.000-202.000	06/29/20	KRAUSS, RUTH Y	UB refund for account: 026522	06/29/2020	06/30/20	41.67	72792
591-000.000-202.000	06/29/20	KRAUSS, RUTH Y	UB refund for account: 026522	06/29/2020	06/30/20	35.71	72792
						Total For Check 72792	125.00
Check 72793							
582-000.000-202.000	06/29/20	MACKAY, DONNA J	UB refund for account: 024051	06/29/2020	06/30/20	35.00	72793
						Total For Check 72793	35.00
Check 72794							
582-175.000-930.000	06/30/20	MARKET HOUSE	TILE CLEANER	118731	06/30/20	10.37	72794
						Total For Check 72794	10.37
Check 72795							
582-175.000-920.400	06/30/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WAREHOUSE	2993349524	06/30/20	23.11	72795
590-175.000-920.400	06/30/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WAREHOUSE	2993349524	06/30/20	11.56	72795
590-547.000-920.400	06/30/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WWTP	2993003475	06/30/20	628.78	72795
590-547.000-920.400	06/30/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WTP	2993342817	06/30/20	40.81	72795
591-175.000-920.400	06/30/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WAREHOUSE	2993349524	06/30/20	11.55	72795
						Total For Check 72795	715.81



07/10/2020 11:30 AM  
 User: gkeasal  
 DB: Hillsdale

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Invoice Age: Less Than 30 Days							
Check 72796							
582-544.000-726.800	06/30/20	PERFORMANCE AUTOMOTIVE	FOAM TAPE	10284-1324745	06/30/20	24.78	72796
						<u>24.78</u>	
Total For Check 72796							
Check 72797							
582-000.000-202.000	06/30/20	PETER M MALINCHOK	REISSUE CREDIT FROM PREVIOUS CK #69	06.30.2020	06/30/20	30.00	72797
						<u>30.00</u>	
Total For Check 72797							
Check 72798							
582-000.000-202.000	06/29/20	PHILLIPS, JILLIAN E	UB refund for account: 010028	06/29/2020	06/30/20	118.59	72798
						<u>118.59</u>	
Total For Check 72798							
Check 72799							
591-544.000-930.990	06/30/20	RJT CONSTRUCTION	REPLACE WATER SERVICE MAIN TO HOUSE	2519	06/30/20	2,300.00	72799
						<u>2,300.00</u>	
Total For Check 72799							
Check 72800							
582-000.000-202.000	06/29/20	SCHNEIDER, JAMIE R	UB refund for account: 030398	06/29/2020	06/30/20	129.00	72800
						<u>129.00</u>	
Total For Check 72800							
Check 72801							
582-000.000-202.000	06/29/20	SCHRUTT, WESLEY J	UB refund for account: 026530	06/29/2020	06/30/20	81.32	72801
						<u>81.32</u>	
Total For Check 72801							
Check 72802							
582-000.000-202.000	06/29/20	SHOTWELL, JULIE L	UB refund for account: 011652	06/29/2020	06/30/20	55.64	72802
						<u>55.64</u>	
Total For Check 72802							
Check 72803							
582-544.000-726.800	06/30/20	SPRATT'S	CHAINSAW PARTS	164214	06/30/20	236.48	72803
582-544.000-726.800	06/30/20	SPRATT'S	CHAINSAW PARTS	164216	06/30/20	122.96	72803
						<u>359.44</u>	
Total For Check 72803							
Check 72804							
582-000.000-158.000-19	06/30/20	SSEO	ENGINEERING VOLTAGE UPGRADE	2013352	06/30/20	27,634.00	72804
						<u>27,634.00</u>	
Total For Check 72804							
Check 72805							
582-544.000-930.546	06/30/20	UIS PROGRAMMABLE SERVICES	RELAY BREAKER MAINT	530360631	06/30/20	5,720.00	72805
						<u>5,720.00</u>	
Total For Check 72805							
Check 72806							
590-547.000-930.000	06/30/20	USABLUEBOOK	DEWATERING PUMPS AND HOSES	271353	06/30/20	2,666.46	72806
						<u>2,666.46</u>	
Total For Check 72806							
Check 72807							
590-547.000-930.000	06/30/20	UTILITIES INSTRUMENTATION SERV	FURNISH AND INSTALL 1 SIEMENS SITRA	530360651	06/30/20	6,410.00	72807
						<u>6,410.00</u>	
Total For Check 72807							
Check 72808							
582-000.000-202.000	06/30/20	WALTER PETERSON	REISSUE CREDIT FROM CK # 69965	06.30.2020	06/30/20	28.00	72808
						<u>28.00</u>	
Total For Check 72808							
Check 72809							
582-175.000-810.000	07/01/20	MICHIGAN WATER ENVIRONMENT AS	MEMBERSHIP DUES	17733	07/01/20	77.00	72809
						<u>77.00</u>	
Total For Check 72809							

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Invoice Age: Less Than 30 Days							
Check 72809							
						Total For Check 72809	77.00
Check 72810							
582-175.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000642	07/01/20	15,381.89	72810
590-175.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000642	07/01/20	6,786.10	72810
591-175.000-715.000	07/01/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201670000642	07/01/20	4,976.51	72810
						Total For Check 72810	27,144.50
Check 72811							
582-000.000-123.000	07/01/20	WONDERWARE NORTH	WONDERWARE ANNUAL SUPPORT 2020 SCAD.112093		07/01/20	4,258.50	72811
590-000.000-123.000	07/01/20	WONDERWARE NORTH	WONDERWARE ANNUAL SUPPORT 2020 SCAD.112093		07/01/20	2,129.25	72811
591-000.000-123.000	07/01/20	WONDERWARE NORTH	WONDERWARE ANNUAL SUPPORT 2020 SCAD.112093		07/01/20	2,129.25	72811
						Total For Check 72811	8,517.00
Check 72812							
582-175.000-955.000	07/01/20	MICHIGAN DEPARMENT OF TREASURY	UNCLAIMED PROPERTY	07.01.2020	07/01/20	1,181.59	72812
						Total For Check 72812	1,181.59
Check 72813							
591-175.000-925.000	07/09/20	ACD	POTS FOR WTP	11060-106	07/09/20	93.00	72813
						Total For Check 72813	93.00
Check 72814							
582-175.000-726.202	07/09/20	AMAZON CAPITAL SERVICES, INC	APC UPS BATTERY BACKUPS BPU COMPUTE.1X43-J47N-D37Y		07/09/20	164.46	72814
590-175.000-726.202	07/09/20	AMAZON CAPITAL SERVICES, INC	APC UPS BATTERY BACKUPS BPU COMPUTE.1X43-J47N-D37Y		07/09/20	82.24	72814
590-546.000-726.800	07/09/20	AMAZON CAPITAL SERVICES, INC	LOCKOUT LOCKS	1Y6X-XXCN-GJQD	07/09/20	71.99	72814
591-175.000-726.202	07/09/20	AMAZON CAPITAL SERVICES, INC	APC UPS BATTERY BACKUPS BPU COMPUTE.1X43-J47N-D37Y		07/09/20	82.23	72814
						Total For Check 72814	400.92
Check 72815							
582-175.000-726.000	07/09/20	ARROW SWIFT PRINTING	COPY PAPER	152400	07/09/20	94.00	72815
590-175.000-726.000	07/09/20	ARROW SWIFT PRINTING	COPY PAPER	152400	07/09/20	47.00	72815
591-175.000-726.000	07/09/20	ARROW SWIFT PRINTING	COPY PAPER	152400	07/09/20	47.00	72815
						Total For Check 72815	188.00
Check 72816							
582-175.000-925.000	07/09/20	BSB COMMUNICATIONS INC	MONTHLY ETHERFAX	153655-BPU	07/09/20	28.00	72816
590-175.000-925.000	07/09/20	BSB COMMUNICATIONS INC	MONTHLY ETHERFAX	153655-BPU	07/09/20	14.00	72816
591-175.000-925.000	07/09/20	BSB COMMUNICATIONS INC	MONTHLY ETHERFAX	153655-BPU	07/09/20	14.00	72816
						Total For Check 72816	56.00
Check 72817							
582-175.000-801.000	07/09/20	CE & A PROFESSIONAL SERVICES,	RANDOM DURG TEST - RANDY GAY	017696	07/09/20	54.00	72817
						Total For Check 72817	54.00
Check 72818							
582-175.000-930.000	07/09/20	CINTAS CORPORATION	MATT'S	4055107253	07/09/20	20.00	72818
590-175.000-930.000	07/09/20	CINTAS CORPORATION	MATT'S	4055107253	07/09/20	10.00	72818
591-175.000-930.000	07/09/20	CINTAS CORPORATION	MATT'S	4055107253	07/09/20	10.00	72818
						Total For Check 72818	40.00
Check 72819							
582-175.000-925.000	07/09/20	COUNTY OF HILLSDALE (MICHIGAN)	VOIP PHONE SYSTEM	44-BPU	07/09/20	582.07	72819
590-175.000-925.000	07/09/20	COUNTY OF HILLSDALE (MICHIGAN)	VOIP PHONE SYSTEM	44-BPU	07/09/20	291.03	72819
591-175.000-925.000	07/09/20	COUNTY OF HILLSDALE (MICHIGAN)	VOIP PHONE SYSTEM	44-BPU	07/09/20	291.03	72819

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72819							
Total For Check 72819						1,164.13	
Check 72820							
582-175.000-801.000	07/09/20	CURRENT OFFICE SOLUTIONS	COPIES/LEASE	321463	07/09/20	333.09	72820
590-175.000-801.000	07/09/20	CURRENT OFFICE SOLUTIONS	COPIES/LEASE	321463	07/09/20	166.55	72820
591-175.000-801.000	07/09/20	CURRENT OFFICE SOLUTIONS	COPIES/LEASE	321463	07/09/20	166.54	72820
Total For Check 72820						666.18	
Check 72821							
582-175.000-930.000	07/09/20	EAST 2 WEST ENTERPRISES, INC	CLEANING FOR 6-8 AND 6-22	9002	07/09/20	70.00	72821
590-175.000-930.000	07/09/20	EAST 2 WEST ENTERPRISES, INC	CLEANING FOR 6-8 AND 6-22	9002	07/09/20	35.00	72821
591-175.000-930.000	07/09/20	EAST 2 WEST ENTERPRISES, INC	CLEANING FOR 6-8 AND 6-22	9002	07/09/20	35.00	72821
Total For Check 72821						140.00	
Check 72822							
591-545.000-930.000	07/09/20	FAMILY FARM & HOME	SHOP VAC	666/54	07/09/20	74.99	72822
Total For Check 72822						74.99	
Check 72823							
591-175.000-726.202	07/09/20	GELZER & SON INC	JOINT PLIERS AND ONE SCREW TECH SER'	C377021	07/09/20	11.72	72823
Total For Check 72823						11.72	
Check 72824							
590-547.000-726.900	07/09/20	HEFFERNAN SOFT WATER SERVICE	DISTILLED WATER WWTP LAB	320	07/09/20	8.75	72824
Total For Check 72824						8.75	
Check 72825							
591-544.000-801.000	07/09/20	HYDROCORP	CROSS CONNECTION CONTROL PROGRAM SE:	0057679-IN	07/09/20	1,333.00	72825
Total For Check 72825						1,333.00	
Check 72826							
591-544.000-726.800	07/09/20	IDEXX LABORATORIES	COLILERT BOTTLES	3066523038	07/09/20	349.43	72826
591-544.000-726.800	07/09/20	IDEXX LABORATORIES	COLILERT BOTTLES	3067116256	07/09/20	2,082.12	72826
Total For Check 72826						2,431.55	
Check 72827							
591-175.000-706.000	07/09/20	LOVINGER & THOMPSON, PC	LEGAL FEES	06.30.2020	07/09/20	187.50	72827
Total For Check 72827						187.50	
Check 72828							
590-547.000-726.900	07/09/20	MARKET HOUSE	UPS PACKAGE FEE COLILERT BOTTLE CER'	119175	07/09/20	14.19	72828
Total For Check 72828						14.19	
Check 72829							
582-175.000-880.000	07/09/20	MCKIBBIN MEDIA GROUP	ADS	131-00079-0004	07/09/20	91.16	72829
582-175.000-880.000	07/09/20	MCKIBBIN MEDIA GROUP	ADS	131-00074-0005	07/09/20	97.00	72829
590-175.000-880.000	07/09/20	MCKIBBIN MEDIA GROUP	ADS	131-00079-0004	07/09/20	45.58	72829
590-175.000-880.000	07/09/20	MCKIBBIN MEDIA GROUP	ADS	131-00074-0005	07/09/20	48.50	72829
591-175.000-880.000	07/09/20	MCKIBBIN MEDIA GROUP	ADS	131-00079-0004	07/09/20	45.57	72829
591-175.000-880.000	07/09/20	MCKIBBIN MEDIA GROUP	ADS	131-00074-0005	07/09/20	48.50	72829
Total For Check 72829						376.31	
Check 72830							
590-547.000-801.000	07/09/20	MERIT LABORATORIES	BEF COMPLIANCE TESTING, LEAD AND CO	14845	07/09/20	168.25	72830

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72830							
590-547.000-801.000	07/09/20	MERIT LABORATORIES	BEF COMPLIANCE TESTING, LEAD AND CO	15066	07/09/20	168.25	72830
590-547.000-801.000	07/09/20	MERIT LABORATORIES	BEF COMPLIANCE TESTING, LEAD AND CO	15022	07/09/20	286.50	72830
590-547.000-801.000	07/09/20	MERIT LABORATORIES	BEF COMPLIANCE TESTING, LEAD AND CO	14951	07/09/20	286.50	72830
590-547.000-801.000	07/09/20	MERIT LABORATORIES	BEF COMPLIANCE TESTING, LEAD AND CO	15242	07/09/20	286.50	72830
590-547.000-801.000	07/09/20	MERIT LABORATORIES	BEF COMPLIANCE TESTING, LEAD AND CO	15152	07/09/20	286.50	72830
590-547.000-801.000	07/09/20	MERIT LABORATORIES	BEF COMPLIANCE TESTING, LEAD AND CO	15241	07/09/20	49.00	72830
590-547.000-801.000	07/09/20	MERIT LABORATORIES	BEF COMPLIANCE TESTING, LEAD AND CO	15151	07/09/20	98.00	72830
Total For Check 72830						1,629.50	
Check 72831							
591-544.000-930.990	07/09/20	MICHIGAN PIPE & VALVE	LEAD CORP ADAPTER, COMPRESSION FITT	J022386	07/09/20	55.69	72831
Total For Check 72831						55.69	
Check 72832							
582-175.000-801.000	07/09/20	ONLINE INFORMATION SERVICES	JUNE PROCESSING	1004076	07/09/20	50.72	72832
582-175.000-801.000	07/09/20	ONLINE INFORMATION SERVICES	COLLECTIONS TRANSACTIONS	173800000100	07/09/20	23.46	72832
590-175.000-801.000	07/09/20	ONLINE INFORMATION SERVICES	JUNE PROCESSING	1004076	07/09/20	25.36	72832
590-175.000-801.000	07/09/20	ONLINE INFORMATION SERVICES	COLLECTIONS TRANSACTIONS	173800000100	07/09/20	11.73	72832
591-175.000-801.000	07/09/20	ONLINE INFORMATION SERVICES	JUNE PROCESSING	1004076	07/09/20	25.37	72832
591-175.000-801.000	07/09/20	ONLINE INFORMATION SERVICES	COLLECTIONS TRANSACTIONS	173800000100	07/09/20	11.72	72832
Total For Check 72832						148.36	
Check 72833							
591-175.000-730.039	07/09/20	PARNEY'S CAR CARE	REPLACE OIL PRESSURE SENSOR F350 D	65816	07/09/20	129.04	72833
Total For Check 72833						129.04	
Check 72834							
582-000.000-110.000	07/09/20	POWERLINE SUPPLY	WIRE FOR INVENTORY	56481591	07/09/20	820.00	72834
582-000.000-110.000	07/09/20	POWERLINE SUPPLY	INVENTORY	56478818	07/09/20	214.70	72834
582-000.000-110.000	07/09/20	POWERLINE SUPPLY	INVENTORY	56476771	07/09/20	36.60	72834
582-000.000-110.000	07/09/20	POWERLINE SUPPLY	INVENTORY	56476776	07/09/20	999.12	72834
582-000.000-110.000	07/09/20	POWERLINE SUPPLY	INVENTORY	56477872	07/09/20	81.00	72834
582-000.000-110.000	07/09/20	POWERLINE SUPPLY	INVENTORY	56479439	07/09/20	33.90	72834
582-544.000-726.800	07/09/20	POWERLINE SUPPLY	FR FACE WEAR	56478813	07/09/20	286.80	72834
Total For Check 72834						2,472.12	
Check 72835							
582-544.000-930.546	07/09/20	SOLOMON CORPORATION	LTC MAINTENANCE	336185	07/09/20	48,805.00	72835
Total For Check 72835						48,805.00	
Check 72836							
582-175.000-801.200	07/09/20	SONIT SYSTEMS, LLC	NET ADMIN - JUNE 2020	60853-BPU	07/09/20	538.13	72836
590-175.000-801.200	07/09/20	SONIT SYSTEMS, LLC	NET ADMIN - JUNE 2020	60853-BPU	07/09/20	269.06	72836
591-175.000-801.200	07/09/20	SONIT SYSTEMS, LLC	NET ADMIN - JUNE 2020	60853-BPU	07/09/20	269.06	72836
Total For Check 72836						1,076.25	
Check 72837							
591-545.000-727.200	07/09/20	UNIVAR SOLUTIONS USA INC	SODIUM HYPOCHLORITE 12.5%	TO911065	07/09/20	1,886.35	72837
Total For Check 72837						1,886.35	
Check 72838							
590-546.000-930.950	07/09/20	UTILITIES INSTRUMENTATION SERV	REPLACEMENT RADIO FOR LIFT STATION	530360700	07/09/20	6,425.00	72838
Total For Check 72838						6,425.00	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 06/26/2020 - 07/09/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED PAID  
 BANK CODE: BPUAP

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72839							
582-544.000-801.000	07/09/20	MILSOFT	7-1-2020 DISPATCH SUPPORT MILSOFT	20202926	07/09/20	666.67	72839
582-544.000-801.000	07/09/20	MILSOFT	7-1-2020 MILSOFT IVR SUPPORT	20203147	07/09/20	261.82	72839
590-546.000-801.000	07/09/20	MILSOFT	7-1-2020 MILSOFT IVR SUPPORT	20203147	07/09/20	130.91	72839
591-175.000-801.000	07/09/20	MILSOFT	7-1-2020 MILSOFT IVR SUPPORT	20203147	07/09/20	130.91	72839
Total For Check 72839						1,190.31	
Check 72840							
590-546.000-726.800	07/09/20	WALMART COMMUNITY	COMPACT REFRIGERATOR	017485	07/09/20	79.00	72840
590-546.000-930.960	07/09/20	WALMART COMMUNITY	2.7 CUFT REFRIDGERATOR WTP, CLAMP S:	015400223938	07/09/20	7.68	72840
591-545.000-726.000	07/09/20	WALMART COMMUNITY	2.7 CUFT REFRIDGERATOR WTP, CLAMP S:	015400223938	07/09/20	115.00	72840
Total For Check 72840						201.68	
Check 72841							
582-544.000-740.000	07/09/20	WATKINS OIL COMPANY	FUEL PURCHASES	000090--2018201	07/09/20	1,410.10	72841
590-547.000-740.000	07/09/20	WATKINS OIL COMPANY	FUEL PURCHASES	000090--2018201	07/09/20	36.99	72841
591-544.000-740.000	07/09/20	WATKINS OIL COMPANY	FUEL PURCHASES	000090--2018201	07/09/20	216.35	72841
Total For Check 72841						1,663.44	
Total For Age Less Than 30 Days						164,936.91	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amountcheck #
Fund Totals:						
			Fund 582 ELECTRIC FUND			115,273.88
			Fund 590 SEWER FUND			30,093.64
			Fund 591 WATER FUND			19,569.39
Total For All Funds:						
						164,936.91
--- TOTALS BY GL DISTRIBUTION ---						
		582-000.000-110.000	INVENTORY			2,185.32
		582-000.000-123.000	PREPAID EXPENSES			4,258.50
		582-000.000-158.000-19	CONSTRUCTION WORK IN PROGRESS			27,634.00
		582-000.000-158.000-20	CONSTRUCTION WORK IN PROGRESS			376.02
		582-000.000-202.000	ACCOUNTS PAYABLE			1,284.17
		582-175.000-715.000	HEALTH AND LIFE INSURANCE			15,591.27
		582-175.000-721.000	DISABILITY INSURANCE			394.65
		582-175.000-726.000	SUPPLIES			1,581.80
		582-175.000-726.202	SUPPLIES - COMPUTER			164.46
		582-175.000-801.000	CONTRACTUAL SERVICES			476.27
		582-175.000-801.200	COMPUTER			538.13
		582-175.000-810.000	DUES AND SUBSCRIPTIONS			77.00
		582-175.000-880.000	COMMUNITY PROMOTION			188.16
		582-175.000-920.400	UTILITIES - GAS			23.11
		582-175.000-925.000	TELEPHONE			610.07
		582-175.000-930.000	REPAIRS & MAINTENANCE			120.37
		582-175.000-955.000	MISCELLANEOUS			1,181.59
		582-543.000-930.000	REPAIRS & MAINTENANCE			20.54
		582-544.000-726.800	SUPPLIES - OPERATIONS			1,048.37
		582-544.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			249.74
		582-544.000-740.000	FUEL AND LUBRICANTS			1,410.10
		582-544.000-801.000	CONTRACTUAL SERVICES			928.49
		582-544.000-930.000	REPAIRS & MAINTENANCE			366.88
		582-544.000-930.546	REPAIRS & MAINANCE - SUBSTATIONS			54,564.87
		590-000.000-123.000	PREPAID EXPENSES			2,129.25
		590-000.000-202.000	ACCOUNTS PAYABLE			195.01
		590-175.000-715.000	HEALTH AND LIFE INSURANCE			6,876.35
		590-175.000-721.000	DISABILITY INSURANCE			146.15
		590-175.000-726.000	SUPPLIES			790.90
		590-175.000-726.202	SUPPLIES - COMPUTER			82.24
		590-175.000-730.039	BPU VEHICLE MAINT/SUPPLIES			608.72
		590-175.000-801.000	CONTRACTUAL SERVICES			203.64
		590-175.000-801.200	COMPUTER			269.06
		590-175.000-880.000	COMMUNITY PROMOTION			94.08
		590-175.000-920.400	UTILITIES - GAS			11.56
		590-175.000-925.000	TELEPHONE			305.03
		590-175.000-930.000	REPAIRS & MAINTENANCE			55.00
		590-546.000-726.800	SUPPLIES - OPERATIONS			150.99
		590-546.000-801.000	CONTRACTUAL SERVICES			130.91
		590-546.000-930.950	REPAIRS & MAINT. - LIFT STATIONS			6,425.00
		590-546.000-930.960	REPAIRS & MAINT. - SEWER MAINS			7.68
		590-547.000-726.900	SUPPLIES - LABORATORY			22.94
		590-547.000-740.000	FUEL AND LUBRICANTS			36.99
		590-547.000-801.000	CONTRACTUAL SERVICES			1,629.50
		590-547.000-920.400	UTILITIES - GAS			669.59
		590-547.000-930.000	REPAIRS & MAINTENANCE			9,253.05
		591-000.000-123.000	PREPAID EXPENSES			2,129.25
		591-000.000-202.000	ACCOUNTS PAYABLE			148.55
		591-175.000-706.000	PERSONAL TIME PAY			187.50
		591-175.000-715.000	HEALTH AND LIFE INSURANCE			5,037.88
		591-175.000-721.000	DISABILITY INSURANCE			100.95

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		591-175.000-726.000	SUPPLIES			790.89	
		591-175.000-726.202	SUPPLIES - COMPUTER			93.95	
		591-175.000-730.039	BPU VEHICLE MAINT/SUPPLIES			129.04	
		591-175.000-801.000	CONTRACTUAL SERVICES			334.54	
		591-175.000-801.200	COMPUTER			269.06	
		591-175.000-880.000	COMMUNITY PROMOTION			94.07	
		591-175.000-920.400	UTILITIES - GAS			11.55	
		591-175.000-925.000	TELEPHONE			398.03	
		591-175.000-930.000	REPAIRS & MAINTENANCE			55.00	
		591-544.000-726.800	SUPPLIES - OPERATIONS			2,431.55	
		591-544.000-740.000	FUEL AND LUBRICANTS			216.35	
		591-544.000-801.000	CONTRACTUAL SERVICES			1,333.00	
		591-544.000-930.000	REPAIRS & MAINTENANCE			1,376.20	
		591-544.000-930.990	REPAIRS & MAINTENANCE - LEAD SERVICES			2,355.69	
		591-545.000-726.000	SUPPLIES			115.00	
		591-545.000-727.200	SUPPLIES - SODIUM HYPOCHLORITE			1,886.35	
		591-545.000-930.000	REPAIRS & MAINTENANCE			74.99	

**CITY COUNCIL MINUTES**

City of Hillsdale  
July 20, 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 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 (Electronically) Raymond Briner, Ward 4
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Council Members absent:	Matthew Bell, Ward 4
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Present: David Mackie (City Manager), Attorney Tom Thompson, Katy Price (City Clerk), Penny Swan, Ruth Brown, Dennis Wainscott.

Present electronically: Jake Hammel (DPS Director), Mark Hawkins (Deputy Fire Chief), Scott Hephner (Police/Fire Chief), Kristin Bauer (City Engineer), Chris McArthur (BPU Director), Ginger Moore (Airport Manager),

**Approval of Agenda**

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

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 Briner	Aye

Motion passed 8-0.

**Public Comment**

None.

**Consent Agenda**

- A. Approval of Bills
  - 1. City Claims of June 25, 2020: \$678,408.24
  - 2. BPU Claims of June 25, 2020: \$441,805.93
  - 3. Payroll of June 25, 2020: \$191,744.38
- B City Council Minutes of June 15, 2020



- C. City Council Minutes of June 30, 2020 (Special Meeting)
- D. Election Commission Minutes of July 9, 2020
- E. BPU Building Paving and Sidewalk Upgrades
- F. BPU North Clarifier Suction Header/Sweep Replacement

Motion by Council Member Vear, seconded by Council Member Morrisey 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 Briner	Aye

Motion passed 8-0.

**Communications/Petitions**

- A. Megan Stiverson – District Court Judge Candidate- Verbal
- B. Hillsdale Airport Fly-in – Verbal Update
- C. 2020 Hillsdale County Tax Foreclosure Parcels
- D. MEDC Small Business Funds Received
- E. MEDC Community Thank you Letter for Dawn Theater

Megan Stiverson was not present at meeting.

The items of communications were received for informational purposes only.

**Introduction and Adoption of Ordinances/Public Hearings**

- A.

**Old Business**

- A. Fayette Street- Verbal Update

Jake Hammel DPS Director stated that there was some engineer design changes that needed to be made for the project.

Kristin Bauer City Engineer stated bids were received on July 10, 2020 on the rebid for the project. Hoffman Brothers are the lowest bidder. Waiting for notice to be received by the state and looking forward to working on the project this fall. The effected neighbors will be notified by an informational letter on schedule and other items.

Council discussion ensued with no action taken.

**New Business**

- A. Miscellaneous Paving and Concrete Work

Motion by Council Member Vear, seconded by Council Member Pratt to award contract to Thompson Construction \$92,760.85 for the miscellaneous paving and concrete work.

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  
Council Member Briner

Aye  
Aye

Motion passed 8-0

**B. New Year’s Eve Bash Discussion**

Chief Hephner discussed the current situation with the New Year’s Eve Bash event with Covid-19 outbreak. Only one donation has been received for the event which will not be enough to cover the Bash. The committee has concerns with reaching the goal. Will not be able to get a refund on the ice skating rink if a down payment was put down. The committee does not want to lose any of the community’s money, and if some other entity could use the money for a business or other organization that should be addressed.

Mayor Stockford stated he thinks the Bash Committee should make the ultimate decision on whether or not the event should be cancelled.

Further council discussion ensued.

Council Member Sharp stated that the decision should be made by the committee and that council will support it.

No action taken.

**Miscellaneous Reports**

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

**General Public Comment**

Penny Swan, 8 S. Manning Street commented that the Center City Apartments is having flooding issues again with the recent rain the area received.

**City Manager’s Report**

City Manager Mackie, stated the air conditioner parts have been ordered for the third floor. Hope to have it working next meeting.

Mr. Mackie stated staff applied for CARES Act funds application for public safety and providing hazard pay for police and fire officers through the state.

City Manager Mackie mentioned two executive orders were recently published one to not supply services to the public without wearing a face covering this goes for government offices as well as businesses. The second order was for an extension for electronic meetings as an option for the public and staff to participate in meetings.

City Manager Mackie stated there is an August 5, 2020 Voice Your Vision meeting on 23/25 Broad Street.

**Council Comments**

Council Member Sharp congratulated Hillsdale College on a great job with their commencement with social distancing.

Council Member Stuchell stated the St. Anthony’s Church youth group is working on a mural over on the St. Joe River.

**Adjournment**

Council Member Sharp, seconded by Council Member Pratt moved to adjourn the meeting.

By a voice vote, the motion passed unanimously.

The meeting adjourned at 7: 54 p.m.

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Adam L. Stockford, Mayor

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Katy Price, City Clerk



# CITY OF HILLSDALE

## Tax Increment Finance Authority TIFA Regular Meeting Electronic Meeting May 19, 2020

### Minutes

#### **I. Call to Order at 7:48 am**

- A. Members Present: Cindy Bieszk, Mary Wolfram, Chris Sumnar, Michael Clark, John Spiteri, Andrew Gelzer
- B. Others present: Alan Beeker, Jack McLain
- C. Members Absent: Councilman Greg Stuchell, Dr. Robert Miller, Deb Kamen, Tim Dixon, Darin Spieth, Kathy Newell

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

- A. Minutes from Meeting 3/17/2020
- B. Minutes from Dawn Theater Governance Board (DTGB) 5/11/2020
- C. Financial Reports
- D. Letter from CL Real Estate

Cindy Bieszk moved to accept the minutes and agenda as presented Andrew seconded, motion passed.

#### **III. Public Comment**

Jack McLain asked if there were minutes for the informational meetings. He asked who the DTGB Secretary was. He also had questions re: the A/V consultant estimates. He asked if the confusion about the "Friends of the Dawn" having been formed in February 2020 that he mentioned at the March meeting had been resolved.

#### **IV. Membership Update**

- A. Deb Kamen's resignation was accepted.
- B. Mr. Beeker summarized that in July, two additional seats would be open due to expiring terms. That brings the total empty seats to four, Mr. Harner-resignations, Ms. Kamen-resignation, Mr. Sumnar-term limits, Dr. Miller-will not renew. Mr. Beeker will contact the Mayor regarding the need for four new members.

#### **V. Committee Reports**

- A. Program Review Committee – Cindy Bieszk, Chair
  - 1. Program Guideline Amendments – the submitted program guidelines were reviewed. Further clarification of supplemental program eligibilities is still needed. Ms. Wolfram would like to work on clarifying applicant/property definition.
- B. Targeted Development Committee – Andrew Gelzer, Chair
  - 1. General Report – No report.
- C. Beautification/ Downtown Amenities- Kathy Newell, Chair
  - 1. General Report – No report.
- D. Dawn Theater Governance Board (DTGB) – Mary Wolfram, Liaison
  - 1. General Report – Mary Wolfram spoke to the packet submittals.
  - 2. Audio/Visual Needs – Ms. Wolfram gave the Board a brief overview of the process and research the DTGB have done in order to reach this point. The funds for the actual equipment will still have to be raised, but the immediate need is for a design that will allow Foulke Construction to install infrastructure that will be used later when the equipment is purchased and installed. That plan is estimated to cost \$3500. The DTGB is requesting an advance of \$1750 in order to secure the Consultant and the authority to negotiate the contract and oversee the project. Mike Clark seconded that motion. Motion passed.
  - 3. Organ Donation – Dr. Horton has agreed to donate the Dawn Theater organ with the caveat that he would receive it back if the restoration was not completed within a prescribed timeline. The organ would be donated to the “Friends of the Dawn” group (which the DTGB is working to complete its organization).

## **VI. Old Business**

- A. Dawn Theater Project Update – Mr. Beeker gave a brief update and was glad to finally be able to tell the Board that the project was underway. The new fire suppression water line would be installed today and Foulke Construction anticipated starting the demolition of interior components needed next week. The demolition would be needed prior to rough-in construction could commence.

## **VII. New Business**

- A. No New Business.

## **VIII. Economic Development Update/Board Round Table**

Kelly LoPresto is working on an application for a new MEDC economic stimulus grant that was recently offered and is due by the end of May. If received, the funds would be available to downtown small businesses that had not or were unable to take advantage of previous stimulus grants.

- IX. Adjournment** – Mike Clark moved to adjourn, Mary Wolfram seconded. Meeting adjourned at 8:34 a.m.

**Next Regular Meeting: July 21, 2020 at 7:30 am.**

Dawn Theater Governance Board  
Tax Increment Finance Authority (TIFA)

May 26, 2020

5:00 PM Zoom Meeting

Hillsdale, MI

MINUTES

Members Present: Ron Scholl, chair, Peggy Youngs, Mary Wolfram, James Brandon  
Absent: Mary Bertakis, excused. Also present: Kathryn Wales, Friends of the Dawn Theater  
Public: Jack McClean

5:08 pm Meeting called to order

- I. Finalize audio visual consulting service contract  
Dr. Brandon sent an e-mail to Spencer Symington of AVI after the DTGB's last meeting (May 11, 2020) with questions regarding the Pro-Development work proposal. Everyone received AVI response which seemed to answer all the questions appropriately. (Attached) Given the three companies, AVI, Avtec, and CS Erickson all received the same initial e-mail, with the same request for services, the proposal from AVI is the best response to our needs and the "low bid." In speaking with representatives from all three companies, Dr. Brandon felt like AVI had the best understanding of the Dawn Theater project and the best capability to support the theater right now. He made a motion that we sign a contract for Pro-Development services with AVI. Motion seconded by Peggy Youngs. All in favor.
- II. Review Wurlitzer organ donor contract with Dr. Horton  
Dr. Horton has seen the first version of the organ donation Agreement but wants the 7 year period allowed for raising the funds for restoration reduced to 2 years. Peggy will revise the Agreement to renew after 2 years with an option to renew continually after that until adequate funds are raised. Language must be clear that if the Agreement is not renewed and Dr. Horton wants to re-possess the organ, the burden of moving the organ falls on him rather than on the Friends to "return" the organ. Ron Scholl also suggested that the time for re-possession be specified so we do not end up in limbo with no Agreement and the organ still being stored in Stock's Mill. The language should say that if the organ is not re-possessed in a timely manner, say 6 months, that the organ becomes the possession of the Friends.
- III. General discussion/updates. Kathryn Wales wanted to know how the organ would be used. Discussion followed. Ron Scholl wants organ to be the hallmark of every event at the Dawn.
- IV. Public comment: Jack McClean suggested that the Friends just purchase the organ outright with no repossess option.

## **CITY OF HILLSDALE FINANCE COMMITTEE**

**PLACE:** City Hall conference room

**DATE:** June 29, 2020

**TIME:** 5:15 PM

### **PRESENT**

**COUNCIL:** Bruce Sharp, Ray Briner and Tony Vear

**STAFF:** David Mackie City Manager, Scott Hepner Police and Fire Chief and Tina Bumpus Assistant Finance Director.

**PUBLIC:** Ruth Brown

### **BOARD OF PUBLIC UTILITIES ACCOUNTS PAYABLE:**

**Check 116 Dumpsters for poles?** It is for the proper disposals of old utility poles that because of the chemical treatments on them need to be disposed of properly.

**Check 72742 Capital improvement approved by council at the June 15 council meeting.**

**Check 72749 Money received by the city on behalf of the BPU and transferred when applicable.**

**Check 72757 Gas used for?** The generators at the Power Plant start with diesel and switch to natural gas.

**Check 72758 Benefit?** Discounts on training programs and wellhead protection.

**Check 72760 HMA? Hot Mix Asphalt.** It was applied at Hillsdale Commons on Bacon Street.

**Check 72766 Why?** Requirement of a daily composite required by EGLE.

**Check 72767 Locations?** Transmitting lines interfering with the grid. Out toward Pittsford and Osseo.

**Motion by Briner and seconded by Vear Passed 3-0**

### **CITY OF HILLSDALE ACCOUNTS PAYABLE**

**Check 445 Refuelers?** These are leased until new ones will be installed. Part of an upcoming capitol project approved by council.

**Check 83146 Petty cash?** A new petty cash drawer for Olivia.

**Check 83148 Mower Blades?** Used for mowing all cemeteries and the backside of Stocks Park.

**Check 83158 Where?** It was for All Aboard Travel.

**Check 83186 For?** The Dawn theater for earthwork that involved new water main installation.

**Check 83194 GIS?** Geographic Information System.

**Check 83195 MSHDA?** Michigan State Housing Development Authority.

**Check 83215 For the Air Conditioner and Chiller at City Hall.**

**Check 83223 Where and Why? Tree roots raising sidewalks making them tripping hazards. Locations were 61 South West, 48 West Bacon, 80 Westwood and 99 Rippon Avenue.**

**Check 83234 From? Is from the City Center and the City is acting as a pass thru. Motion by Vear and seconded by Sharp. Motion Passed 3-0**

**PUBLIC COMMENT: Ruth Brown commented on how well the Finance Committee is doing but expressed concern on the ability to access the current Finance Committee Payables Reports. That staff should look into the postings so the public would have access in a timely fashion. Dave said he would look into and get back.**

**Motion by Sharp and seconded by Briner to adjourn. Passed 3-0**

**ADJOURNMENT: 6:07PM**

**Next Meeting**

**July 13, 2020**

**5:15PM**

**City Hall Conference Room**

**Minutes prepared by Tony Vear acting secretary.**



# CITY OF HILLSDALE FINANCE COMMITTEE

PLACE: City Hall conference room

DATE: July 13, 2020

TIME: 5:15 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: Ruth Brown

## BOARD OF PUBLIC UTILITIES ACCOUNTS PAYABLE:

Check 72769 For? Hot mix for the street department to repair holes caused from utility work.

Check 72774 Where and why? Salvation Army project used for concrete barriers.

Check 72779 Cloths for application.

Check 72799 City is responsible to pay the costs associated with replacing Lead service lines.

Check 72805 Required testing that needs to be done once every three years.

Check 72808 Why and for? Flow meter for the WasteWater Treatment Plant.

Check 72811 What is SCAD? Supervisor Control and Data Acquisition. It informs personnel of issues in real time as they occur.

Check 72819 New phone system the city shares with the County. This represents the City's portion.

Check 72812 These are unclaimed refunds that the State requires to be forfeited to them.

Check 72829 For advertisements placed in media by the BPU, for informational and promotional reasons.

Check 72835 Capital improvements approved by Council. Updating older Transformers to meet current power demands.

Check 72838 These radios are used for the sewage lift stations around the City that give notice when there are issues.

Motion by Vear and seconded by Briner. Passed 3-0

## CITY OF HILLSDALE ACCOUNTS PAYABLE

Check 83244 These were moneys supplied by the Community Foundation and Hillsdale acts as a pass through entity.

Checks 83246, 83247, 83249, 83250, 83251, 83253, 83256 and 83257 All these payments come out of the Mrs Stocks Park Fund and the City acts as a pass through.

Check 83255, 83281, 83304 and 83315 These all represent omitted missing checks and what is the procedure on the handling of them. It was suggested that

possibly it might be better to list in the report as being voided. Staff said they will look into.

**Check 83271 Where? Dust control was done at Sandy Beach, Lopresto Field, Marion Street and Cold Springs.**

**Check 83286 Why was the City paying taxes? The State did not receive the EDC application in time.**

**Check 83306 Where? 19 Vine Street and North Street. City's Tree roots raising the sidewalks.**

**Check 83312 Repairs done on the 2017 Explorer.**

**Motion by Briner and seconded by Vear. Motion Passed 3-0**

**PUBLIC COMMENT: None**

**Motion by Briner and seconded by Sharp to adjourn. Passed 3-0**

**ADJOURNMENT: 5:43PM**

**Next Meeting**

**July 27, 2020**

**5:15PM**

**City Hall Conference Room**

**Minutes prepared by Tony Vear acting secretary.**

# **CITY OF HILLSDALE FINANCE COMMITTEE**

**PLACE: CITY HALL CONFERENCE ROOM**

**DATE: July 27, 2020**

**TIME: 5:15 PM**

## **PRESENT**

**COUNCIL: Bruce Sharp and Tony Vear**

**STAFF: Scott Hepner Police and Fire Chief and Tina Bumpus Assistant Finance Director.**

**PUBLIC: Ruth Brown**

## **BOARD OF PUBLIC UTILITIES ACCOUNTS PAYABLE:**

**Check 122 Peak hour premium surcharge.**

**Check 72842 This is a billing service the BPU contracts with to do their monthly statements.**

**Check 72844 These customers have rounded up their bills to equal dollar amounts to help the Community Action Agency.**

**Check 72845 LIEF stands for Low Income Energy Assistance Fund each meter is accessed at a charge of 92 cents a month to help the less fortunate in paying their bills.**

**Check 72848 The additional amount for the Power Plant also includes the office.**

**Check 72856 Monthly for the sub stations, power plant and offices.**

**Check 72864 Where were the Sub Switches used? Mechanic SubStation completed and the Carleton Road SubStation across from the WWTP in progress.**

**Check 72868 This was a mistake and should have gone to Smith Flowers. Gloria Keasel has corrected the mistake.**

**Motion by Vear and seconded by Sharp. Passed 2-0**

## **CITY OF HILLSDALE ACCOUNTS PAYABLE**

**Check 453 Gallons? 4002 gallons of Jet fuel.**

**Check 83322 Benches for Stocks Park in memory of Sally Fallon.**

**Check 83326 Pass thru grant from the Community Foundation.**

**Check 83333 Printing bicycle registration forms for the City.**

**Check 83336 BEA is short for Beaver. The city gets its cleaning supplies from.**

**Check 83440 Removing sidewalks crossing the tracks and replacing them.**

**Check 83352 Work being done on the Dawn Theater project. The fifth payment from the TIFA account.**

**Check 83353 PPE Equipment mandated and reimbursed by FEMA.**

**Check 83353 Processing Documentation for getting draws from the State.**

**Check 83363 Grant from the State for Dial A Ride to assist in the operations of such.**

**Check 83364 MTT stands for the Michigan Tax Tribunal for contested Property Tax Assessments. The cost of the City's Legal Representation in this matter.**

**Check 83378 Annual fee for Software the City splits with the BPU.**

**Check 83379 This was for street closures done for the Pub and Grub for outdoor seating. The City was reimbursed \$330 for these traffic control devices.**

**Check 83388 Where? 74 Norwood and 68 Budlong.**

**Motion by Sharp and seconded by Vear. Motion Passed 2-0**

**PUBLIC COMMENT: Ruth Brown had questions on check 72842, 72844 and 72868 from the BPUAP and 83353 from the City' GC. These are addressed above in their respective accounts.**

**Motion by Sharp and seconded by Vear to adjourn. Passed 2-0**

**ADJOURNMENT: 5:45PM**

**Next Meeting**

**August 10, 2020**

**5:15PM**

**City Hall Conference Room**

**Minutes prepared by Tony Vear acting secretary.**

3<sup>rd</sup> Floor Council Chambers  
Hillsdale City Hall  
97 N Broad Street  
Hillsdale, MI 49242

Board of Review MINUTES  
City of Hillsdale  
July Meeting (MCL 211.53b)

July 21, 2020  
9:00 a.m.  
(517)437-6456 Assessor  
[www.cityofhillsdale.org](http://www.cityofhillsdale.org)

Pursuant to Governor Whitmer's Executive Order No. 2020-87, issued May 14, 2020, in addition to the purposes set forth in section 53b (MCL 211.53b) of the General Property Tax Act (GPTA), 1893 PA 206, the Board will also hear NEW protests under Section 30 of the GPTA (MCL 211.30) and any other matters that are properly before a March board of review. Any taxpayer or their representative may file an appeal either in person (by appointment) or in writing.

In addition, EO No. 2020-154 provides for alternative means to conduct government business during the COVID-19 pandemic. Accordingly, members of the Board and the public may participate in the meeting electronically via the GoToMeeting app by clicking this link <https://global.gotomeeting.com/join/560903845> or by calling 1-669-224-3412 and entering the conference code number 560-903-845 when prompted. GOTOMEETING RECORDED FROM 9 A.M. TO APPROXIMATELY 12:15 P.M.; RESUMED FROM 1:00 P.M. TO APPROVAL OF MOTION TO ADJOURN.

The public will be able to listen to all discussion by Board of Review members and will be permitted to speak for up to 3 minutes during the public comment section of the agenda. Property taxpayers or their representatives will be permitted to speak for up to 15 minutes to present their appeal during the new business portion of the meeting. All members of the public appearing virtually, in-person or in writing and wishing to file an appeal are required to complete and return form L-4035 *Petition to Board of Review* as an official record of their appearance. Written appeals must have been received by 5:00 p.m. Monday, July 20, 2020. Required forms and evidence for virtual appearances must be received by 5:00 p.m. Tuesday, July 21, 2020. Forms and supporting evidence may be delivered to the City Clerk's office at City Hall or emailed to [assessor@cityofhillsdale.org](mailto:assessor@cityofhillsdale.org).

Due to the unusual circumstances of this meeting, additional date(s) may be scheduled at the Board's discretion to issue decisions on appeals filed under MCL 211.30. All decisions shall be issued no later than September 1, 2020.

### MINUTES

1. 9:00 a.m. Call To Order and Pledge of Allegiance BY CHAIR LAYCOCK
2. Roll Call BY ASSESSOR THOMAS. DUE TO POOR ATTENDANCE AT PREVIOUS MEETINGS, ALL MEMBERS AND ALTERNATES WERE ASKED TO ATTEND EITHER IN PERSON OR VIA GOTOMEETING OR TO ADVISE THE ASSESSOR IF UNAVAILABLE.
  - a. D Kerry Laycock, Chair - PRESENT
  - b. Richard Curtis, Secretary – PRESENT (VIA GOTOMEETING)
  - c. Michael Hendershot, Regular Member – ABSENT, UNEXCUSED
  - d. Don Hernandez, Alternate – PRESENT (ACTING IN PLACE OF HENDERSHOT)
  - e. Jerry Pachoud, Alternate – ABSENT, UNEXCUSED
  - f. Assessor, Kimberly Thomas (Advisory – not a voting member)

- g. Olivia Jones, Assessing Technician (clerical assistance – not a voting member) – PRESENT (VIA GOTOMEETING FROM THE CITY CLERK’S OFFICE)
- 3. Approval of Agenda PASSED
- 4. Public Comments on Agenda Items – members of the public wishing to file an appeal are asked to submit their names with the parcel number and address of the property to be discussed at this time. Those appearing virtually should email [assessor@cityofhillsdale.org](mailto:assessor@cityofhillsdale.org) for filing of required forms and supporting documentation.
  - a. ASSESSOR ADVISED THAT ONE ADDITIONAL WRITTEN APPEAL PROPERLY BEFORE A MARCH BOARD OF REVIEW WAS RECEIVED AFTER THE AGENDA WAS PREPARED AND SHOULD BE ADDED AS PETITION NUMBER J20-020 AND THE FIRST IN-PERSON APPEAL SHOULD BE GIVEN PETITION NUMBER J20-021.
  - b. 3 MEMBERS OF THE PUBLIC APPEARED TO PRESENT PETITIONS PROPERLY BEFORE A MARCH BOARD OF REVIEW
    - i. RUSSELL PICEK RE: 150 STATE ST
    - ii. RUSSELL MILLER RE: 197 UNION ST
    - iii. SHEA DOW RE: 3 PARCELS OWNED BY EAGLE PROPERTY HOLDINGS, LLC
  - c. NO MEMBERS OF THE PUBLIC APPEARED VIA GOTOMEETING
- 5. Correspondence (not appeals) – PRESENTED BY ASSESSOR
  - a. Assessor’s Report
    - i. AMAR – nothing to report
    - ii. MTT appeals – list of current active appeals attached – all filed by Hillsdale College requesting exemption under MCL 211.7n.
    - iii. STC appeals filed for omitted/incorrectly reported property – scheduled for hearing 8/18/2020
      - 1. 154-20-0061, 30-006-900-169-10, omitted personal property (late filed statement, owner concurred)
      - 2. 154-20-0098, 30-006-900-298-00, omitted personal property (combined document reporting error per ESA, owner has not responded)
    - iv. Governor’s Executive Orders and Legislative response
      - 1. No. 2020-87 5/14/2020 Temporary Extension of Deadlines for Boards of Review, County Equalization and Tax Tribunal Jurisdiction
        - a. STC Memo 6/9/2020 Guidance for 2020 July Boards of Review following Executive Order 2020-87

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Board of Review MINUTES  
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- b. Assessor letter to personal property taxpayers whose assessments were estimated for 2020 due to failure to file either personal property statement or form 5076 Small Business Property Tax Exemption Claim Under MCL 211.9o
- c. STC email 7/14/2020 EMPP Reminder for 2020 July Boards of Review
- 2. Public Act 88 of 2020 6/11/2020 – extends deadlines to file Michigan Tax Tribunal appeals to August 31, 2020
- 3. Michigan Department of Treasury memo 6/24/2020 Changes in the Principal Residence Exemption (PRE) Statute – Public Act 96 of 2020. Extends deadline to qualify and file for exemption on 2020 summer tax to June 30, 2020.
- 4. No. 2020-154 7/17/2020 Alternative means to conduct government business during COVID-19 pandemic
- b. Minutes of previous meeting (March 2020) – ACCEPTED AS PRESENTED
- 6. Old Business
- 7. New Business – Appeals

NOTE: DUE TO SOCIAL DISTANCING AND OTHER COVID-19 MITIGATION EFFORTS, ASSESSOR WAS GIVEN PERMISSION TO SIGN FOR MEMBERS CURTIS AND HERNANDEZ ON ALL DOCUMENTS RELATED TO THIS MEETING.

- a. MCL 211.53b – errors verified by Assessor and written appeals properly before a July or December Board of Review (decisions to be issued at this meeting)  
PRESENTED BY ASSESSOR
  - i. J20-001 - 30-006-123-354-09 – Williams – 2019 Winter PRE APPROVED AT 100% 2-1
  - ii. J20-002 – 30-006-126-107-10 – Arevalo – 2020 PRE – PA 96 of 2020 ACCEPTED BY BOR 3-0
  - iii. J20-003 – 30-006-126-128-07 – Harman – 2020 PRE – PA 96 of 2020 ACCEPTED BY BOR 3-0
  - iv. J20-004 – 30-006-222-229-16 – LoPresto – 2020 Disabled Veterans Exemption APPROVED 3-0

NOTE: IN-PERSON PETITIONS J20-021 THRU J20-025 WERE PRESENTED TO THE BOARD AT THIS TIME AS A COURTESY TO THE PETITIONERS. ALL DECISIONS TABLED TO PROVIDE THE ASSESSOR WITH A CHANCE TO REVIEW THE REQUESTS AND PROVIDE ADDITIONAL EVIDENCE IF NEEDED. REVIEW OF PETITIONS

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RESUMED IN ORDER BY PETITION NUMBER ASSIGNED, EXCEPT WHERE TABLING OF PETITIONS IS INDICATED. IN-PERSON APPEAL DETAILS AND DECISIONS LISTED IN PETITION NUMBER ORDER BELOW.

- v. J20-005 – 30-006-227-102-18 – Buerger – 2020 uncapped in error TAXABLE VALUE CORRECTION APPROVED 3-0
  - vi. J20-006 – 30-006-334-205-11 – Kahn – 2020 PRE – PA 96 of 2020 ACCEPTED BY BOR 3-0
  - vii. J20-007 – 30-006-426-330-09 – Cook – 2019 100% PRE - MOTION TO APPROVE FAILED TO PASS 1-2. PRE DENIAL FORM SENT TO PETITIONER.
  - viii. 30-006-426-351-19 – Horton – MOTION TO APPROVE FAILED TO PASS FOR ANY OF THE YEARS REQUESTED. PRE DENIAL FORM SENT TO PETITIONER.
    - 1. J20-008 - 2019 100% PRE FAILED TO PASS 0-3
    - 2. J20-009 - 2018 100% PRE FAILED TO PASS 0-3
    - 3. J20-010 – 2017 100% PRE FAILED TO PASS 0-3
  - ix. J20-011 – 30-006-426-355-22 – Huff – 2020 PRE – PA 96 of 2020 ACCEPTED BY BOR 3-0
  - x. J20-012 – 30-006-900-073-51 – Family Counseling Center/Nunez – 2020 MCL 211.9o exemption (clerical error) APPROVED 3-0
  - xi. J20-013 – 30-006-900-420-00 – Hillsdale Community Thrift – 2019 MCL 211.7o exemption requested (nonprofit charitable institution). APPLICATION FOR EXEMPTION, ARTICLES OF INCORPORATION AND BYLAWS WERE PRESENTED, BUT NO IRS 501(c)3 LETTER WAS SUBMITTED TO VERIFY FEDERAL TAX EXEMPT STATUS. CITY STAFF CONTACTED PETITIONER BY PHONE – SHE INDICATED THAT HER CPA WOULD SUBMIT THE LETTER VIA EMAIL BY 1PM. MOTION PASSED TO TABLE THE REQUEST UNTIL AFTER ALL OTHER PETITIONS WERE DECIDED TO PROVIDE PETITIONER TIME TO PRESENT THE MISSING DOCUMENTATION. THE REQUESTED DOCUMENTATION WAS NOT RECEIVED AFTER ALL OTHER ITEMS OF BUSINESS HAD BEEN COMPLETED. MOTION TO APPROVE THE EXEMPTION FAILED TO PASS 0-3.
- b. MCL 211.30 and other appeals properly before a March Board of Review
- i. Written appeals (received on or before 5:00 p.m. Monday, July 20, 2020) PRESENTED BY ASSESSOR



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1. J20-014 – 30-006-222-276-05 – Arnold. PROTESTED ITEM NOT MARKED BY PETITIONER, INFERRED AS TENTATIVE TAXABLE VALUE. OWNER’S ESTIMATE OF TRUE CASH VALUE NOT INDICATED. STATED REASON FOR PROTEST, “JUST SEAMS THE TAXES (PROPERTY) ARE SO HIGH. WONDERING WHY? YOU MAY JUST CALL ME WITH THE ANSWERS.” ASSESSOR ADVISED THE BOARD THAT SHE HAD SPOKEN WITH THE PETITIONER PRIOR TO THE PETITION BEING FILED AND EXPLAINED THE BASIS FOR THE ASSESSMENT, THAT THE TAXABLE VALUE WAS UNCAPPED AND LOST THE PRINCIPAL RESIDENCE EXEMPTION IN 2018 DUE TO THE PETITIONER PURCHASING IN 2017 AND USING IT AS A RENTAL PROPERTY. BOR VERIFIED TAXABLE VALUE CALCULATED ACCORDING TO STATUTE AND THAT ASSESSED VALUE APPEARED TO BE IN LINE WITH THE AMOUNT PAID FOR THE PROPERTY IN 2017; MOTION TO DENY APPEAL PASSED 3-0
2. J20-015 – 30-006-222-228-10 – Church of God at Hillsdale ASSESSMENT APPEAL. OWNER’S ESTIMATED TRUE CASH VALUE \$10,000. STATED REASON FOR PROTEST, “DUE TO THE FACT THAT THE BUILDING IS CONDEMNED, THIS PROPERTY SHOULD ONLY BE VALUED BASED ON VACANT LAND. CURRENTLY, LOTS THIS SIZE ARE SELLING FOR ONLY \$10,000/AVG.” NO EVIDENCE PRESENTED. MOTION TO REDUCE 2020 ASSESSED AND TAXABLE VALUES TO 25,000 BASED ON ASSESSOR’S ESTIMATE OF LAND VALUE PASSED 3-0
3. J20-016 – 30-006-900-049-25 – Gayle Seely LLC – 2020 form 5076 late filing. OWNER’S ESTIMATED TRUE CASH VALUE \$3,512. STATED REASON FOR PROTEST, “HISTORICALLY FORM 5076 HAS BEEN TIMELY FILED. OMISSION OF 2019 FILING RESULTED FROM UNFORESEEN CIRCUMSTANCES RESULTED IN THE ASSESSOR ESTIMATING AN ASSESSED VALUE. OWNER’S TRUE CASH VALUE IS LESS THAN THE ASSESSMENT AND BELOW \$80,000 AND HAS BEEN SINCE BUSINESS INCEPTION.” EXEMPTION APPROVED 3-0

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4. J20-017 – 30-006-900-291-10 – Burgers Unlocked – 2020 form 5076 late filing. OWNER’S ESTIMATED TRUE CASH VALUE \$27,500. EXEMPTION APPROVED 3-0
5. J20-018 – 30-006-900-403-00 – Gabriel’s Hair & Nails – 2020 form 5076 late filing. OWNER’S ESTIMATED TRUE CASH VALUE \$1,000. STATED REASON FOR PROTEST, “VERY LITTLE PERSONAL PROPERTY IN USE; ALL VERY OLD AND MOSTLY ACQUIRED SECOND HAND. NOT WORTH \$40,000.” EXEMPTION APPROVED 3-0
6. J20-019 – 30-006-900-430-02 – CR Real Estate – 2020 form 5076 late filing. OWNER’S ESTIMATED TRUE CASH VALUE \$7,500. STATED REASON FOR PROTEST, “OUR PERSONAL PROPERTY VALUE IS DE MINIMIS.” EXEMPTION APPROVED 3-0
7. J20-020 – 30-006-900-430-06 – ONE POINT RETAIL SOLUTIONS – 2020 FORM 5076 LATE FILING. OWNER’S ESTIMATED TRUE CASH VALUE \$500. STATED REASON FOR PROTEST, “SMALL BUSINESS TAX EXEMPTION.” EXEMPTION APPROVED 3-0

MOTION TO RECESS AT APPROXIMATELY 12:15 PM FOR LUNCH, TO RECONVENE AT 1:00 PM. CALLED BACK INTO SESSION BY CHAIR LAYCOCK AT 12:58 PM.

ii. In-Person – L-4035 and supporting evidence must be presented at the time of appeal

1. J20-021 - 30-006-126-208-01 – PICEK – 2020 ASSESSMENT AND TENTATIVE TAXABLE VALUE APPEAL. OWNER’S ESTIMATED TRUE CASH VALUE \$164,000. REASON FOR PROTEST, “BOTH ASSESSED & TAXABLE VALUES HAS (SIC) INCREASED APPROXIMATELY 40% MORE THEN (SIC) LAST YEAR VALUES. 1994 PROPOSAL A – CONSTITUTIONAL TAX ADMENDMENT (SIC) ON TRANSFERRED (SIC) (SOLD) PROPERTIES, VALUES RESET TO 50% OF REAL CASH VALUE. TAXES NOT TO 30% INCREASE IN ONE YEAR.” PETITIONER PRESENTED NO EVIDENCE BUT STATED THAT HE AND HIS WIFE PURCHASED THE PROPERTY IN 2019 FOR \$160,000 AND THIS WAS BELOW THE ASKING PRICE BUT HE BELIEVED IN LINE WITH THE ACTUAL TRUE CASH VALUE. AFTER

3<sup>rd</sup> Floor Council Chambers  
Hillsdale City Hall  
97 N Broad Street  
Hillsdale, MI 49242

Board of Review MINUTES  
City of Hillsdale  
July Meeting (MCL 211.53b)

July 21, 2020  
9:00 a.m.  
(517)437-6456 Assessor  
[www.cityofhillsdale.org](http://www.cityofhillsdale.org)

RECESS, ASSESSOR PRESENTED INFORMATION FROM REALTOR.COM SHOWING THE LISTING DATED SEPTEMBER 13, 2018 FOR \$179,500 WITH A SALE CLOSING DATE OF JANUARY 11, 2019 FOR \$160,000. BOR SECRETARY CURTIS INDICATED THAT HE WAS FAMILIAR WITH THE SELLER AND THAT IT DID NOT APPEAR THAT SHE HAD ANY REASON TO RUSH THE SALE OR ACCEPT AN UNREASONABLE OFFER. ASSESSOR ALSO PRESENTED 2 COMPARABLE SALES REPORTS TO THE BOARD OF REVIEW, ONE SHOWING SALES FOR THE PRIOR 48 MONTHS WITHIN THE SUBJECT PROPERTY'S IMMEDIATE NEIGHBORHOOD (BUT WITH ONLY ONE HOUSE OF THE SAME 2-STORY STYLE AS SUBJECT), AND A SECOND REPORT INCLUDING SALES IN ADJACENT NEIGHBORHOODS AND LIMITED TO HOUSES OF THE SAME STYLE AS THE SUBJECT. MOTION TO REDUCE THE ASSESSED AND TAXABLE VALUES TO 90,000 REFLECTING A TRUE CASH VALUE OF APPROXIMATELY \$180,000, SUPPORTED BY THE ASKING PRICE AND COMPARABLE SALES. APPROVED 3-0

2. J20-022 - 30-006-123-352-07 – MILLER – 2020 TENTATIVE TAXABLE VALUE APPEAL. OWNER'S ESTIMATED TRUE CASH VALUE NOT INDICATED. STATED REASON FOR PROTEST, "NEED HOMESTEAD – NOT A RENTAL TAXES WAY TOO HIGH NOT A 2 UNIT PLACE." PETITIONER VERBALLY INDICATED THAT HE OWNED THE PROPERTY BUT THAT HIS BROTHER OCCUPIED THE HOUSE. HE SPOKE WITH ASSESSOR AFTER RECEIVING THE TAX BILL AND WAS TOLD THAT THE TAXABLE VALUE HAD INCREASED DUE TO AN INDICATION THAT THE UPSTAIRS UNIT WAS OCCUPIED (ASSESSOR EXPLAINED THAT THE ASSESSMENT HAD BEEN PREVIOUSLY ADJUSTED TO 50% COMPLETE BASED ON THE UPSTAIRS UNIT NOT BEING HABITABLE). PETITIONER INDICATED THAT THE PLUMBING IN THE UPSTAIRS UNIT WAS NOT OPERABLE AND THAT IT WAS NOT IN AN OCCUPIABLE CONDITION BUT THAT IT HAD BEEN BRIEFLY OCCUPIED WITHOUT HIS PERMISSION. NO PRE AFFIDAVIT OR EVIDENCE WAS

SUBMITTED, BUT PETITIONER OFFERED TO LET FIRE INSPECTOR MCDOWELL WALK THROUGH THE HOUSE TO VERIFY THAT THE UPSTAIRS UNIT IS NOT HABITABLE. AFTER RECESS ASSESSOR PRESENTED PICTURES TAKEN IN 2015 AND 2019 OF THE EXTERIOR SHOWING AN AIR CONDITIONER IN THE UPSTAIRS WINDOW AND BLACK PLASTIC OVER THE UPSTAIRS WINDOWS. NEW SIDING AND OTHER EXTERIOR MAINTENANCE AND REPAIRS FROM 2015 TO 2019 (NOT CONSIDERED “ADDITIONS” FOR CALCULATION OF TAXABLE VALUE ON RESIDENTIAL PROPERTY). MOTION TO DENY THE APPEAL DUE, NO EVIDENCE PRESENTED PASSED 3-0

3. J20-023 – 30-006-327-430-12 – DOW, ON BEHALF OF EAGLE PROPERTIES LLC – 2020 ASSESSED VALUE APPEAL. OWNER’S ESTIMATE OF TRUE CASH VALUE \$25,000. STATED REASON FOR PROTEST FROM PETITION, “TAXABLE VALUE IS HIGHER THAN PROPERTY IS WORTH IF SOLD. FUNERAL HOMES ARE UNIQUE IN THAT THE PROPERTY IS SO SPECIALIZED. LOT IS A PARKING LOT.” NO EVIDENCE OF VALUE SUBMITTED BY PETITIONER. INDICATED THAT HE WAS A PARTNER IN THE LLC AND THAT THEY HAD PURCHASED THE PROPERTY FROM ONE OF THE PARTNER’S FATHERS ON LAND CONTRACT ALONG WITH THE OTHER FUNERAL HOME FACILITIES LOCATED IN HILLSDALE COUNTY. FOLLOWING THE PURCHASE, PROPERTY TRANSFER AFFIDAVITS WERE FILED WITH EACH LOCAL UNIT ALLOCATING A PORTION OF THE SALE PRICE TO EACH FACILITY. THIS ALLOCATION WAS BASED ON PRIOR APPRAISALS FOR FINANCING ON ONE OR MORE OF THE OTHER FACILITIES AND ADJUSTED FOR TIME AND LOCATION BY THE “VALUATION EXPERTS,” BUT NO CURRENT APPRAISALS WERE PREPARED. PETITIONER INDICATED THAT THE MOST LIKELY USE OF THE PROPERTY IF IT WERE TO SELL WOULD BE AN APARTMENT COMPLEX, BASED ON RECENT TRENDS IN THE NEIGHBORHOOD. FOLLOWING RECESS, ASSESSOR PRESENTED THE BOARD WITH A COPY OF THE LAND VALUE STUDY FOR THE SUBJECT

PROPERTY NEIGHBORHOOD, SUPPORTING A TRUE CASH VALUE OF AT LEAST \$5.67/SQUARE FOOT BASED ON HISTORICAL SALES. MOTION TO DENY APPEAL, AFFIRMED ASSESSMENT BASED ON COMPARABLE SALES PASSED 3-0

4. J20-024 – 30-006-327-430-24 – DOW, ON BEHALF OF EAGLE PROPERTIES LLC – ASSESSED VALUE APPEAL. OWNER’S ESTIMATE OF TRUE CASH VALUE \$200,000. STATED REASON FOR PROTEST, “TAXABLE VALUE IS HIGHER THAN PROPERTY IS WORTH IF SOLD FUNERAL HOMES ARE UNIQUE IN THAT THE PROPERTY IS SO SPECIALIZED.” NO EVIDENCE SUBMITTED. SEE ABOVE FOR ORAL ARGUMENTS. FOLLOWING RECESS, ASSESSOR PROVIDED BOR WITH THE PROPERTY TRANSFER AFFIDAVIT FILED FOR THIS FACILITY, WHICH LISTED ONLY THIS PARCEL NUMBER AND DID NOT INCLUDE THE PARKING LOT PARCEL NUMBER. FROM THIS, THE ASSESSOR INFERRED THAT THE ALLOCATED PRICE FROM THE SALE WAS ALLOCATED SOLELY TO THE FUNERAL HOME AND NO VALUE WAS GIVEN TO THE LAND. THE PRICE INDICATED ON THE PROPERTY TRANSFER AFFIDAVIT WAS \$317,250 (OF THE TOTAL \$1,640,000 PAID FOR 6 PROPERTIES, LOCATED IN HILLSDALE, LITCHFIELD, READING AND JONESVILLE). MOTION TO DENY APPEAL, NO EVIDENCE SUBMITTED PASSED 3-0
5. J20-025 – 30-006-900-259-00 – DOW, ON BEHALF OF EAGLE PROPERTIES LLC – ASSESSED VALUE APPEAL. OWNER’S ESTIMATE OF TRUE CASH VALUE \$100,000. STATED REASON FOR APPEAL, “TAXABLE VALUE IS HIGHER THAN PROPERTY IS WORTH IF SOLD FUNERAL HOMES ARE UNIQUE IN THAT THE PROPERTY IS SO SPECIALIZED.” THIS PARCEL IS THE PERSONAL PROPERTY SITED AT THE FUNERAL HOME APPEALED IN PETITION J20-024 AS OF 12/31/2019. FOLLOWING RECESS, ASSESSOR PROVIDED BOR WITH A COPY OF THE PERSONAL PROPERTY STATED SIGNED BY JOHN E BARRETT, PREPARED BY FIDUCIAL BUSINESS CENTERS,

3<sup>rd</sup> Floor Council Chambers  
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Board of Review MINUTES  
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INC, AND RECEIVED 2/21/2020. THE ASSESSMENT WAS CALCULATED BASED ON THE ORIGINAL ACQUISITION COSTS AND YEARS REPORTED ON THE STATEMENT ADJUSTED BY FACTORS PROVIDED BY THE STATE TAX COMMISSION. MOTION TO DENY APPEAL, ASSESSMENT AFFIRMED BASED ON PERSONAL PROPERTY STATEMENT SUBMITTED BY THE PETITIONER, PASSED 3-0

- iii. Virtual/Telephonic – must prepare and submit form L-4035 as an official record of their appearance along with any supporting evidence no later than 5:00 p.m. Tuesday, July 21, 2020. May be emailed to [assessor@cityofhillsdale.org](mailto:assessor@cityofhillsdale.org) or delivered to the City Clerk. NONE PRESENTED.

c. Additional New Business NONE

J20-013 WAS REMOVED FROM THE TABLE AND WAS VOTED ON AT THIS TIME.

8. Miscellaneous NONE
9. General Public Comment NONE PRESENT
10. Recess – may schedule additional date(s)/time(s) for determination of undecided issues under MCL 211.30; all decisions shall be issued no later than September 1, 2020. MOTION TO ADJOURN 2:00 P.M.

ASSESSOR TO PREPARE A SUMMARY REPORT AND MINUTES TO BE SIGNED WITH APPROVAL ON BEHALF OF THE BOR MEMBERS. OFFICIAL MINUTES WITH AFFIDAVITS AND PETITIONS ATTACHED WILL BE PLACED ON FILE WITH THE CITY CLERK.

Next meeting tentatively scheduled for 9:00 a.m., Tuesday, December 15, 2020

Respectfully submitted:

\_\_\_\_\_  
Kimberly Thomas, Assessor, on behalf of and with approval  
from Richard Curtis, Secretary

Date:

\_\_\_\_\_

Year	Parcel Number	Comments	Petition	Class	School	Assessed Value	Taxable Value	PRE/MBT	Transfer	Corrected Assessed Value	Corrected Taxable Value	Corrected PRE/MBT	Corrected EX	Corrected Transfer
2019	006-123-354-09	2019 WINTER PRE (OWNED AND OCCUPIED 6/30/2019) WILLIAMS, RACHEL C 114 E FAYETTE ST HILLSDALE, MI 49242 114 E FAYETTE ST HILLSDALE, MI 49242	J20-001	401	30020	31,900	26,624	0.000	0.000	31,900	26,624	100.000*		0.000
2020	006-126-107-10	PRE FILED EFFECTIVE 6/4/2020 AREVALO, JOSE & VERONICA 42 MEAD ST HILLSDALE, MI 49242 42 MEAD ST HILLSDALE, MI 49242	J20-002	401	30020	40,100	22,101	100.000	0.000	40,100	22,101	100.000		0.000
2020	006-126-128-07	100% PRE FOR 2020 - OWNED & OCCUPIED 6/20/2019 (PA 96 OF 2020) HARMAN, ERIN L 61 OAK ST HILLSDALE, MI 49242 61 OAK ST HILLSDALE, MI 49242	J20-003	401	30020	37,400	28,351	100.000	0.000	37,400	28,351	100.000		0.000
2020	006-222-229-16	DISABLED VETERANS EXEMPTION CLAIMED 3/17/2020 (VA LETTER DATED 2/20/2020) LOPRESTO, AMBROSE DENNIS 378 HILLSDALE ST HILLSDALE, MI 49242 378 HILLSDALE ST HILLSDALE, MI 49242	J20-004	401	30020	37,000	17,154	100.000	0.000	0	0	100.000		0.000
2020	006-227-102-18	UNCAPPED IN ERROR - MCL 211.27A(4). NEW OWNER FILED THE PROPERTY TRANSFER AFFIDAVIT AFTER THE 45 DAY DEADLINE, BUT MEETS THE QUALIFICATIONS FOR EXEMPTION FR BUERGER, WALTER R MD & MARY M TRUST 115 STONY RIDGE CT HILLSDALE, MI 49242 3 RANDALL PL MENLO PARK, CA 94025	J20-005	407	30020	116,600	116,600	0.000	100.000	116,600	81,716	0.000		0.000
2020	006-334-205-11	100% PRE FOR 2020 - OWNED & OCCUPIED 6/25/2020 (PA 96 OF 2020) KAHN, SHARON 25 W LYNWOOD BLVD HILLSDALE, MI 49242 25 W LYNWOOD BLVD HILLSDALE, MI 49242	J20-006	401	30020	56,000	39,447	100.000	0.000	56,000	39,447	100.000		0.000
2019	006-426-330-09	100% PRE FOR 2019 - OWNED & OCCUPIED 2/14/2018 (LAND CONTRACT). DENIED BY BOR - VOTE OF 1 YES TO 2 NO. COOK, THEODORE JR & ANGELA 211 E SOUTH ST HILLSDALE, MI 49242 211 E SOUTH ST HILLSDALE, MI 49242	J20-007	401	30020	33,500	33,500	0.000	100.000	33,500	33,500	0.000		100.000

Year	Parcel Number	Comments	Petition	Class	School	Assessed Value	Taxable Value	PRE/MBT	Transfer	Corrected Assessed Value	Corrected Taxable Value	Corrected PRE/MBT	Corrected EX	Corrected Transfer
2019	006-426-351-19	100% PRE FOR 2017, 2018, 2019; OWNED & OCCUPIED SINCE 6/20/2004. REQUEST DENIED BY BOR.	J20-008	401	30020	36,200	20,978	0.000	0.000	36,200	20,978	0.000		0.000
2018	006-426-351-19	100% PRE FOR 2017, 2018, 2019; OWNED & OCCUPIED SINCE 6/20/2004. REQUEST DENIED BY BOR.	J20-009	401	30020	35,800	20,487	0.000	0.000	35,800	20,487	0.000		0.000
2017	006-426-351-19	100% PRE FOR 2017, 2018, 2019; OWNED & OCCUPIED SINCE 6/20/2004. REQUEST DENIED BY BOR.	J20-010	401	30020	26,700	20,066	0.000	0.000	26,700	20,066	0.000		0.000
HORTON, ZACHARY ALAN 76 BUDLONG ST HILLSDALE, MI 49242 76 BUDLONG ST HILLSDALE, MI 49242														
2020	006-426-355-22	2020 PRE - PA 96 OF 2020 (OWNED & OCCUPIED 6/18/2020)	J20-011	401	30020	32,100	18,710	100.000	0.000	32,100	18,710	100.000		0.000
HUFF, NOAH & TABITHA 30 CHARLES ST HILLSDALE, MI 49242 30 CHARLES ST HILLSDALE, MI 49242														
2020	006-900-073-51	FORM 5076 FILED 2/7/2019 AT TAXPAYERS PREVIOUS LOCATION (TIFA DISTRICT) - SAME TAXPAYER, EXEMPTION SHOULD HAVE CARRIED OVER TO CURRENT YEAR FOR CURRENT LOCAT	J20-012	251	30020	40,000	40,000	100.000	0.000	0	0	100.000		0.000
FAMILY COUNSELING CENTER 239 W CARLETON RD HILLSDALE, MI 49242 20 W SHARP ST HILLSDALE, MI 49242														
2019	006-900-420-00	2019 EXEMPTION CLAIMED UNDER MCL 211.70 NONPROFIT CHARITABLE INSTITUTION; DENIED BY BOR FOR NO IRS 501(C)3 DETERMINATION LETTER	J20-013	707	30020	40,000	40,000	100.000	0.000	40,000	40,000	100.000		0.000
HILLSDALE COMMUNITY THRIFT 390 W CARLETON RD HILLSDALE, MI 49242 390 W CARLETON RD HILLSDALE, MI 49242														
2020	006-222-276-05		J20-014	401	30020	68,300	59,268	0.000	0.000	68,300	59,268	0.000		0.000
ARNOLD, FLORENCE M 368 N WEST ST HILLSDALE, MI 49242 231 N MANNING ST HILLSDALE, MI 49242														
2020	006-222-228-10	REASSESSED BASED ON CONDITION OF PROPERTY	J20-015	201	30020	35,500	35,500	0.000	0.000	25,000	25,000	0.000		0.000
CHURCH OF GOD AT HILLSDALE 419 N WEST ST HILLSDALE, MI 49242 6317 OLD US 23 FENTON, MI 48430														



Year	Parcel Number	Comments	Petition	Class	School	Assessed Value	Taxable Value	PRE/MBT	Transfer	Corrected Assessed Value	Corrected Taxable Value	Corrected PRE/MBT EX	Corrected Transfer
2020	006-900-049-25	FORM 5076 FILED LATE (EO 2020-87) SEELY, GAYLE LLC 44 S BROAD ST HILLSDALE, MI 49242 44 S BROAD ST HILLSDALE, MI 49242	J20-016	251	30020	40,000	40,000	100.000	0.000	0	0	100.000	0.000
2020	006-900-291-10	FORM 5076 FILED LATE (EO 2020-87) BURGERS UNLOCKED 350 HILLSDALE ST HILLSDALE, MI 49242 350 HILLSDALE ST HILLSDALE, MI 49242	J20-017	251	30020	40,000	40,000	100.000	0.000	0	0	100.000	0.000
2020	006-900-403-00	FORM 5076 FILED LATE (EO 2020-87) GABRIEL'S HAIR & NAILS 36 E BACON ST HILLSDALE, MI 49242 36 E BACON ST HILLSDALE, MI 49242	J20-018	251	30020	40,000	40,000	100.000	0.000	0	0	100.000	0.000
2020	006-900-430-02	FORM 5076 FILED LATE (EO 2020-87) CL REAL ESTATE 42 UNION ST STE 14 HILLSDALE, MI 49242 315 5TH ST PERU, IL 61354	J20-019	251	30020	40,000	40,000	100.000	0.000	0	0	100.000	0.000
2020	006-900-430-06	FORM 5076 FILED LATE (EO 2020-87) ONE POINT RETAIL SOLUTIONS 42 UNION ST STE 11B HILLSDALE, MI 49242 42 UNION ST STE 11B HILLSDALE, MI 49242	J20-020	251	30020	40,000	40,000	100.000	0.000	0	0	100.000	0.000
2020	006-126-208-01	REASSESSED BASED ON COMPARABLES; TAXABLE VALUE UNCAPPED FOR 2020 DUE TO 2019 TRANSFER OF OWNERSHIP. PICEK, RUSSELL J & TERRI L 150 STATE ST HILLSDALE, MI 49242 150 STATE ST HILLSDALE, MI 49242	J20-021	401	30020	96,800	96,800	100.000	100.000	90,000	90,000	100.000	100.000
2020	006-123-352-07	NO EVIDENCE PRESENTED (PICTURES) MILLER, RUSSELL G 197 UNION ST HILLSDALE, MI 49242 9 LAKE ST HILLSDALE, MI 49242	J20-022	401	30020	69,200	29,235	0.000	0.000	69,200	29,235	0.000	0.000

Year	Parcel Number	Comments	Petition	Class	School	Assessed Value	Taxable Value	PRE/MBT	Transfer	Corrected Assessed Value	Corrected Taxable Value	Corrected PRE/MBT	Corrected EX	Corrected Transfer
2020	006-327-430-12		J20-023	201	30020	27,700	27,700	0.000	100.000	27,700	27,700	0.000		100.000
AFFIRMED ASSESSMENT BASED ON COMPARABLES SALES. TAXABLE VALUE UNCAPPED FOR 2020 DUE TO 2019 TRANSFER OF OWNERSHIP.														
EAGLE PROPERTY HOLDINGS LLC														
44 S MANNING ST HILLSDALE, MI 49242														
40 S MANNING ST HILLSDALE, MI 49242														
2020	006-327-430-20		J20-024	201	30020	201,500	201,500	0.000	100.000	201,500	201,500	0.000		100.000
NO EVIDENCE SUBMITTED TO DETERMINE CURRENT VALUE (NO CURRENT APPRAISAL). TAXABLE VALUE UNCAPPED FOR 2020 DUE TO 2019 TRANSFER OF OWNERSHIP.														
EAGLE PROPERTY HOLDINGS LLC														
40 S MANNING ST HILLSDALE, MI 49242														
40 S MANNING ST HILLSDALE, MI 49242														
2020	006-900-259-00		J20-025	251	30020	126,700	126,700	100.000	0.000	126,700	126,700	100.000		0.000
ASSESSMENT AFFIRMED BASED ON PERSONAL PROPERTY STATEMENT SUBMITTED IN FEBRUARY														
VAN HORN EAGLE FUNERAL HOME, INC														
40 S MANNING ST HILLSDALE, MI 49242														
40 S MANNING ST HILLSDALE, MI 49242														
										1,094,700	911,383			

\*Winter PRE Change

THE BOARD OF REVIEW OF HILLSDALE, HILLSDALE COUNTY, MICHIGAN HEREBY AFFIRMS THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF OUR KNOWLEDGE

Signatures of Board of Review Members

Member \_\_\_\_\_ Member \_\_\_\_\_ Member \_\_\_\_\_ Member \_\_\_\_\_ Member \_\_\_\_\_

Dated \_\_\_\_\_

# MEMO

**TO:** Dave Mackie, City Manager  
City Council

**FROM:** Bonnie Tew  
Finance Director

**DATE:** July 27, 2020

**SUBJECT:** Quarterly Investment Report

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Attached please find investment summaries for the City and the BPU as of June 30, 2020.

**City Investments:** In April a \$200,000 certificate of deposit at Southern Michigan Bank & Trust was cash and transferred into checking account.

**Cemetery Funds:** No activity this quarter.

**Hospital Trust Investments:** No activity this quarter

**Board of Public Utilities Investments:** No activity this quarter.

7/24/2020

## City Investments

June 30, 2020

Description	Vendor	Yield	2020	2027	TOTAL
HUNTINGTON NATIONAL BANK	Money Market/Municipal Bonds	0.41%	\$2,096,573.47		\$2,096,573.47
Meeder Investments	US Treasuries/Agencies/CD's				
S. MI. BANK & TRUST	General Checking	0.40%	\$2,462,238.79		\$2,462,238.79
CLASS INV. POOL	MBIA	0.45%	\$598,072.32		\$598,072.32
		<b>TOTALS</b>	<b>\$5,156,884.58</b>	<b>\$0.00</b>	<b>\$5,156,884.58</b>
<b>Cemetery Funds</b>					
Checking Account	Lake View/Oak Grove Combined	0.76%	\$47,154.11		\$47,154.11
Lake View	General Checking - to be invested	0.76%	\$19,262.94		\$19,262.94
Oak Grove	General Checking - to be invested	0.76%	\$23,019.86		\$23,019.86
Lake View	Investment (Due from GF) - Fire Truck	2.80%		\$148,661.64	\$148,661.64
Oak Grove	Investment (Due from GF) - Fire Truck	2.80%		\$177,064.99	\$177,064.99
<b>Hospital Trust</b>					
#300015245	S. MI. BANK & TRUST	0.50%	\$8,000.00		\$8,000.00
Due 12-11-22	(Purchased 12/19 )				
# 422347300	Flagstar Bank	1.65%	\$7,000.00		\$7,000.00
Due 12/02/2020	(purchased 12/03)				
		<b>TOTALS</b>	<b>\$5,261,321.49</b>	<b>\$325,726.63</b>	<b>\$5,587,048.12</b>

7/24/2020

<b>BPU Investments</b>			
June 30, 2020			
Description	Vendor	Yield	Current Values
XXXXX1974	County National Bank Daily Receiving Account	0.01%	\$2,435,487.21
XXXXX1519	County National Bank Sweep Account	0.35%	\$1,501,342.18
XXXXX0040	County National Bank Operation & Maintenance A/P	0.00%	\$255,487.56
XXXXX8031	SRF 1 BOND RESERVE	0.02%	\$479,588.07
XXXXX8023	SRF 1 BOND DEBT SERVICE	0.02%	\$478,837.73
XXXXX8056	SRF 2 BOND RESERVE	0.02%	\$124,605.21
XXXXX8049	SRF 2 BOND DEBT SERVICE	0.02%	\$120,678.60
		<b>TOTALS</b>	<b>\$5,396,026.56</b>
<b>HUNTINGTON NATIONAL BANK:</b>			
Electric Capital Projects Fund	Money Market/Municipal Bonds	0.63%	\$5,795,590.73
Meeder Investments	US Treasuries/Agencies/CD's		
Water Capital Projects Fund	Money Market/Municipal Bonds	0.80%	\$726,057.39
Meeder Investments	US Treasuries/Agencies/CD's		
MSCPA Rate Stabilization Fund Balance	MSCPA Investment Portfolio	0.394%	\$494,029.00
		<b>TOTALS</b>	<b>\$12,411,703.68</b>

## Resolution of Authority

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SOUTHERN MICHIGAN BANK & TRUST

51 W Pearl St

Coldwater MI 49036

City of Hillsdale

Board of Public Utilities

45 Monroe St

Hillsdale, MI 49242

---

I, the undersigned, certify that I have the authority to execute this Deposit Account Resolution on behalf of the Organization listed, above, and that the Organization is of the type indicated, below:

- Corporation
- Limited Liability Corporation
- Co-partnership
- Limited Liability Partnership
- Sole Proprietorship
- Municipality
- Association

### Agents

Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. Bonnie Tew	X _____	X _____
B. Tina Bumpus	X _____	X _____
C. Peter Merritt	X _____	X _____
D. Adam Stockford	X _____	X _____
E. Katherine Price	X _____	X _____

**Powers Granted**

Attach one or more Agents (above) to each power (below) by placing the letter corresponding to their name in the area before each power.

Indicate A, B, C, D, E, and/or F	Description of Power
<u>A, B</u>	(1) Exercise all the powers listed in this resolution.
<u>A, B</u>	(2) Open any deposit or share account(s) in the name of the Organization.
<u>A, B, C, D, E</u>	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.
<u>A, B</u>	(4) Appoint or remove signers on deposit account(s) in the name of the Organization.
<u>AB</u>	(5) Enter into a written lease for the purpose of renting, maintaining, accessing, and terminating a safe deposit box.
<u>AB</u>	(6) Contract for services related to deposit account(s) in the name of the Organization including but not limited to Business Electronic Services.

**Resolution**

This Resolution supersedes all previous deposit account resolutions on file at the Financial Institution with respect to the Powers listed, above. This Resolution shall remain in effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any revocation, modification or replacement of a resolution or agreement must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.

The Organization listed on this resolution resolves that,

If the ownership or legal structure of the Organization changes the Organization will provide prompt written notice to the Financial Institution.

**Authorized Signer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorized Signer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CITY OF HILLSDALE**

**TITLE VI**

**NON-DISCRIMINATION PLAN**

97 N. Broad Street  
Hillsdale, MI 49242  
Phone: 517-437-6441  
Fax: 517-437-6448  
Website: [www.cityofhillsdale.org](http://www.cityofhillsdale.org)

Title VI Coordinator:  
Laura Sergent, Human Resources  
Director Phone: 517-437-6443  
Fax: 517-437-6448  
Email: [lsergent@cityofhillsdale.org](mailto:lsergent@cityofhillsdale.org)

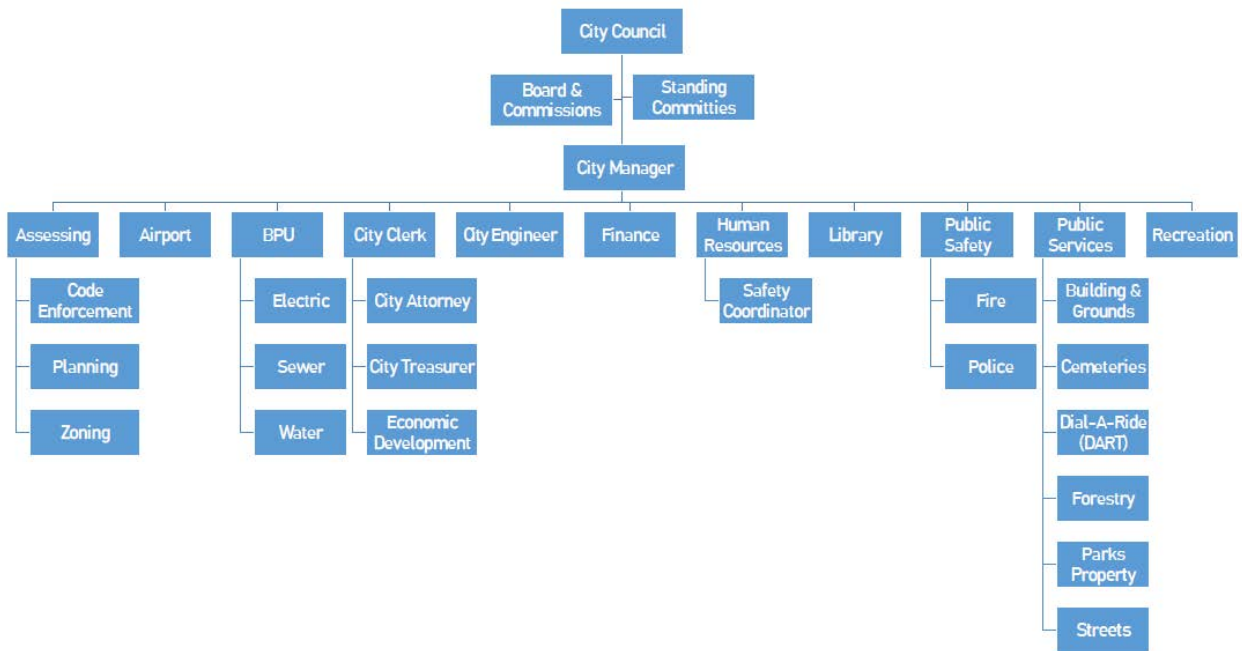


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# CITY OF HILLSDALE

## Organizational Structure



## Discrimination under Title VI

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination which may or may not be intentional is "disparate treatment." Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is "disparate impact." Disparate impact discrimination occurs when a "neutral procedure or practice" results in fewer services or benefits, or inferior services or benefits, to members of a protected group, with disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The City of Hillsdale's efforts to prevent such discrimination must address, but not be limited to, a program's impacts, access, benefits, participation treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

The City of Hillsdale has developed this Title VI Plan to assure that services, programs, and activities of the City are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

The City of Hillsdale will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The City of Hillsdale designates Laura Sergent, Human Resources Director, as the City's Title VI Coordinator. The Human Resources Director will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the City of Hillsdale complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the City of Hillsdale and Title VI may be directed to the Human Resources Director, 97 N. Broad Street, Hillsdale, MI 49242; Phone: 517-437-6443; Fax: 517-437-6448; E-mail [lsargent@cityoibillsdale.org](mailto:lsargent@cityoibillsdale.org).

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Adam Stockford, Mayor

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Laura Sergent, Human Resources Director

ATTEST:

---

Katy Price, Clerk

## **CITY OF HILLSDALE TITLE VI ASSURANCE**

The City of Hillsdale (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs for the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and hereby gives assurances that it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) and (b) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

"The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

City of Hillsdale

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

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Katy Price, Clerk

\_\_\_\_\_  
Date

## **AUTHORITIES**

**Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655;**  
23 USC 109(h);

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

**Federal Aid Highway Act of 1973, 23 USC 324:** No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

**Age Discrimination Act of 1975, 42 USC 6101:** No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

**Americans With Disabilities Act of 1990 PL 101-336:** No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

**Section 504 of the Rehabilitation Act of 1973:** No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

**USDOT Order 1050.2:** Standard Title VI Assurances

**EO12250:** Department of Justice Leadership and coordination of Non-discrimination Laws.

**EO12898:** Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

**28 CFR 50.3:** Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

**EO13166:** Improving Access to Services for Persons with Limited English Proficiency.

## **DEFINITIONS**

Adverse Effects - The totality of significant individual or cumulative human health or environmental effects including interrelated social and economic effects, which may include, but are not limited to: (See Appendix E for additional discussion of "significant")

- Bodily impairment, infirmity, illness or death
- Air, noise and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or community's economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of person's businesses, farms or non-profit organizations
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of the City programs, policies and activities

Federal Assistance - Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency - Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the City.

Low-Income - A person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <http://aspe.hhs.gov/poverty>).

Low-Income Population - Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Minority - A person who is:

- a. Black - A person having origins in any of the black racial groups of Africa;
- b. Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- c. Asian American - A person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or



- d. American Indian and Alaskan Native - A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population - Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Non-Compliance - A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons - Where designation of persons by race, color or national origin is required, the following designation ordinarily may be used; "White not of Hispanic origin", "Black not of Hispanic origin", "Hispanic", "Asian or Pacific Islander", "American Indian or Alaskan Native". Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program - Includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations - An adverse effect that:

- a. is predominantly borne by a minority population and/or a low-income population, or
- b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-Recipient - Any agency such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

## **ADMINISTRATION -GENERAL**

The City of Hillsdale designates Laura Sergent, Human Resources Director, as the Title VI Coordinator (hereinafter referred to as the "Title VI Coordinator"). Ms. Sergent shall have lead responsibility for coordinating the administration of the Title VI and related statutes, programs, plans, and assurances.

**Complaints:** If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or disability, he/she may exercise his/her right to file a complaint with the City. Complaints may be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

**Data Collection:** Statistical data on race, color, national origin, English language ability and sex of participants in and beneficiaries of the City programs; e.g., impacted citizens and affected communities will be gathered and maintained by the City. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

**Program Reviews:** Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The City does not have any special emphasis programs at this time.

**Title VI Reviews on Sub-Recipients:** Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the recipients' adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.

**Annual Reporting Form:** The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to the Michigan Department of Transportation (MDOT), Civil Rights Program Unit via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5<sup>th</sup>.

**Title VI Plan Updates:** If updated, a copy of Title VI Plan will be submitted to the MDOT, Civil Rights Program Unit, as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

**Public Dissemination:** The City will disseminate Title VI Program information to the City employees and to the general public. Title VI Program information will be submitted to sub-recipients, contractors and beneficiaries. Public dissemination will include inclusions of Title

VI language in contracts and publishing the Title VI Plan under the Community tab of the City of Hillsdale's internet website, at [www.cityofhillsdale.org](http://www.cityofhillsdale.org).

**Remedial Action:** The City through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

### **LIMITED ENGLISH PROFICIENCY (LEP)**

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, "LEP," or Limited English Proficient. The Executive Order states that:

"Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities."

Not only are all federal agencies required to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient's entire program or activity. This means all parts of a recipient's operations are covered, even if only one part of a recipient's organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The City of Hillsdale receives funds from the US Department of Transportation via the Federal Highway Administration.

The US Department of Transportation published *Policy Guidance Concerning Recipients' responsibilities to Limited English Proficient Person* in the December 14<sup>th</sup>, 2005 Federal Register.

The Guidance implies that the City of Hillsdale is an organization that must follow this guidance:

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation-not just the particular highway program or project-are covered by the DOT guidance.

### **Elements of an Effective LEP Policy**

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

### **Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy**

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the City of Hillsdale and overall cost.

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they have contact with a program, activity, or service and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The City of Hillsdale guidance is modeled after the Department of Justice's guidance and requires recipients and sub-recipients to take steps to ensure meaningful access to their programs and activities to LEP persons. More information for recipients and sub-recipients can be found at <http://www.lep.gov>.

### **The Four-Factor Analysis**

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to the City of Hillsdale's services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

### **Factor 1: The Proportion, Numbers and Distribution of LEP Persons**

The Census Bureau has a range for four classifications of how well people speak English. The classifications are: 'very well,' 'well,' 'not well,' and 'not at all.' For our planning purposes, we are considering people that speak English less than 'very well' as Limited English Proficient persons.

As seen in Table #1, the Census 2007 - 2011 Data for the City of Hillsdale shows a small amount of the population that would speak English less than 'very well.'

**TABLE #1**

<b>LANGUAGESPOKENATHOME</b>	<b># of Individuals</b>	<b>Percentage</b>
<b>Population 5 years and over</b>	7,704	7,704
<b>English only</b>	7,514	97.5%
<b>Language other than English</b>	190	2.5%
<b>Speak English less than "very well"</b>	55	0.7%

<b>Spanish</b>	112	1.5%
<b>Speak English less than "very well"</b>	45	0.6%
<b>Other Indo-European languages</b>	11	0.1%
<b>Speak English less than "very well"</b>	0	0.0%
<b>Asian and Pacific Islander languages</b>	40	0.5%
<b>Speak English less than "very well"</b>	10	0.1%
<b>Other languages</b>	27	0.4%
<b>Speak English less than "very well"</b>	0	0.0%

**Factor 2: Frequency of Contact with LEP Individuals**

The City has conducted an informal survey of our employees with regard to whether they have had encounters with LEP individuals in the performance of their job functions and found that there was only one department that reported encountering LEP individuals. We have offices accessible to the public and therefore accessible to LEP individuals and we have staff that work in the field that could encounter LEP individuals. Additionally, regular council meetings are held the first and third Mondays which would potentially bring LEP individuals to these meetings. Given the small concentration of LEP individuals, as displayed in Table #1 (above), the probability of our employees to encounter any LEP individual is low.

**Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP**

The City of Hillsdale serves individuals throughout the city in a variety of ways including managing roads, water, sewer, police, fire, elections, and other services to citizens of the city and individuals from outside of the city, such as visitors and those traversing the state. The nature of the services that the city provides is very important to an individual's day-to-day life. Therefore the denial of services to an LEP individual could have a significant detrimental effect. Although the LEP population in the city is small, we will ensure accessibility to all of our programs, services, and activities.

**Factor 4: The Resources Available to the City of Hillsdale and Overall Cost**

US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

*"Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan."*

The City of Hillsdale serves very few LEP persons and has very limited resources; therefore it has decided to include a LEP section in its Title VI Plan in order to comply with the Executive Order.

### **Safe Harbor Stipulation**

Federal law provides a "Safe Harbor" situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A "Safe Harbor" means that if a recipient provides written translation in certain circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is non-compliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a Safe Harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient's written translation obligations under "Safe Harbor" includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This "Safe Harbor" provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given the small number of LEP language group members, the City of Hillsdale's budget and its staffing levels, it is deemed that written translations of vital documents would be so burdensome as to defeat the legitimate objectives of our programs. It is more appropriate for the City of Hillsdale to proceed with oral interpretation options for compliance with LEP regulations.

### **Providing Notice to LEP Persons**

USDOT LEP guidance says:

Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.

The guidance provides several examples of notification including:

1. Signage in languages that an LEP individual would understand when free language assistance is available with advance notice.
2. Stating in outreach documents that free language services are available from the agency.
3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient's services, including the availability of language assistance services.

Statements in languages that an LEP individual would understand will be placed in public information and public notices informing LEP individuals that persons requiring language assistance and/or special accommodations will be provided the requested service free of charge, with reasonable advance notice to the City of Hillsdale.

### **Options and Proposed Actions**

#### **Options:**

Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.

The City of Hillsdale is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language or who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.

Considering the relatively small size of the City of Hillsdale, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services.

#### **What the City of Hillsdale will do. What actions will the City of Hillsdale take?**

- Notify the public that interpreter services are available upon request, with seven day advance notice.



- With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The City will utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation.
- The Census Bureau "I-speak" Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Once the LEP individual's language has been identified, an agency from the *Translators Resource List* will be contacted to provide interpretation services.
- Publications of the City's complaint form will be made available online and upon request.
- In the event that a City employee encounters a LEP individual, they will follow the procedure listed below:

#### OFFICE ENCOUNTER

1. Provide an I-speak language identification card to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT's *Translators Resource List*.
3. If the need is for a document to be translated, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

#### ROAD ENCOUNTER

1. Road crew employee will immediately contact the Title VI coordinator for assistance, and provide an I-speak language identification card to the LEP individual to determine the language spoken of the individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT's *Translators Resource List* to provide telephonic interpretation.
3. If the need is for a document to be translated, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

#### IN WRITING

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.

2. The Title VI Coordinator will contact a translator from the MDOT's *Translators Resource List* to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

#### OVER THE PHONE

1. If someone calls into our office speaking another language every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line and if possible determine the language spoken of the caller.
2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

#### **The City of Hillsdale's Staff Training**

The City of Hillsdale's staff will be provided training on the requirements for providing meaningful access to services for LEP persons.

#### **ENVIRONMENTAL JUSTICE**

Compliance with Title VI includes ensuring that no minority or low income population suffers "disproportionately high and adverse human health or environmental effect" due to any "programs, policies and activities" undertaken by any agency receiving federal funds. This obligation will be met by the City in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, following mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The City will use U.S. Census data to identify low income and minority populations.

Where a project impacts a small number or area of low income or minority populations, the City will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment; etc.

- The project's impact is unavoidable;
- The benefits of the project far out-weigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the City will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the City will administer potential disproportionate effects test.

The following steps will be taken to assess the impact of project on minority and/or low income population groups:

**STEP ONE:** Determine if a minority or low income population is present within the project area. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority population and/or low income population groups present, proceed to Step Two.

**STEP TWO:** Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.

**STEP THREE:** Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

**STEP FOUR:** If after mitigation, enhancements and off setting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low income populations, then the following questions must be considered:

Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?

Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?

Question 3: Considering the overall public interest, is there a substantial need for the project?

Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

**STEP FIVE:** Include all findings, determinations or demonstrations in the environmental document prepared for the project.

## **FILING A TITLE VI COMPLAINT**

### **I. Introduction**

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the City programs, activities, and services as required by statute.

### **II. Purpose**

The purpose of the discrimination complaint procedures is to describe the process used by the City for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

### **III. Roles and Responsibilities**

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion assign a capable person to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon information obtained from the investigation.

### **IV. Filing a Complaint**

The complainant shall make himself/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability: The complaint procedures apply to the beneficiaries of City programs, activities, and services; including but not limited to: the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the City or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age or disability may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the Title VI Coordinator's office. In all situations, the employees of the City must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints.

Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day period, he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

1. An anonymous complaint that is too vague to obtain required information
2. Inquiries seeking advice or information
3. Courtesy copies of court pleadings
4. Newspaper articles
5. Courtesy copies of internal grievances

## V. **Investigation**

Investigation Plan: The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s)
- Basis for complaint
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against
- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation time line
- Remedy sought by the complainant(s)

Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- If a Title VI complaint is received on a MDOT related contract against the City of Hillsdale, MDOT will be responsible for conducting the investigation of the complaint. Upon receipt

of a Title VI complaint filed against the City of Hillsdale, the complaint and any pertinent information should immediately be forwarded to the MDOT, Civil Rights Program Unit.

**Investigation Reporting Process:**

- Complaints made against a City of Hillsdale's sub-recipient should be investigated by the City following the internal complaint process.
- Within 40 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the Human Resources Director, Laura Sergent, for review.
- The City Manager reviews the file and investigative report. Subsequent to the review, the City Manager makes a determination of "probable cause" or "no probable cause" and prepares the decision letter.

**Retaliation:**

The laws enforced by this City prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint please contact:

Laura Sergent  
City of Hillsdale  
97 N. Broad Street  
Hillsdale, MI 49242  
Phone: 517-437-6443  
Fax: 517-437-6448  
Email: [lsergent@cityofhillsdale.org](mailto:lsergent@cityofhillsdale.org)

**Reporting Requirements to an External Agency**

A copy of the complaint, together with a copy of the investigation report and final decision letter will be forwarded to the MDOT, Civil Rights Program Unit within 60 days of the date the complaint was received.

**Records**

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

## APPENDIX A - [TO BE INSERTED IN ALL FEDERAL-AID CONTRACTS]

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

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

- a. Withholding payments to the contractor under the contract until the contractor complies and/or
  - b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State I-Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.



## **APPENDIX B -TRANSFER OF PROPERTY**

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Michigan, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the State of Michigan all the right, title and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)\*

TO HAVE AND TO HOLD said lands and interests therein unto the State of Michigan, and its successors forever, subject, however, the covenant, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The State of Michigan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (.) (and)\*(2) that the State of Michigan shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (.) and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land,

and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

## **APPENDIX C - PERMITS, LEASES AND LICENSES**

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)\*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)\*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Michigan Department of Transportation and its assigns.

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

**APPENDIX D - TITLE VI COMPLAINT FORM**

**CITY OF HILLSDALE  
TITLE VI COMPLAINT FORM**

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance."

This form may be used to file a complaint with the City of Hillsdale based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.**

*If you need assistance completing this form, please contact Laura Sergent by phone at 517-437-6443 or via e-mail at [lsergent@cityofhillsdale.org](mailto:lsergent@cityofhillsdale.org).*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Please explain your relationship with the individual(s) indicated above: \_\_\_\_\_

Name of agency and department or program that discriminated:

Agency or department name: \_\_\_\_\_

Name of individual (if known): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date(s) of alleged discrimination:  
Date discrimination began \_\_\_\_\_ Last or most recent date \_\_\_\_\_

**ALLEGED DISCRIMINATION:**

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

- |                  |                       |
|------------------|-----------------------|
| _____ Race       | _____ Religion        |
| _____ Color      | _____ National Origin |
| _____ Age        | _____ Sex             |
| _____ Disability | _____ Income          |

Explain: Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed form to:** Laura Sergent, City of Hillsdale, 97 N. Broad Street, Hillsdale, MI 49242; Phone: 517-437-6443; Fax: 517-437-6448; E-mail: [lsergent@cityofhillsdale.org](mailto:lsergent@cityofhillsdale.org)

*Note: The City of Hillsdale prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the City. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.*

## **APPENDIX E - DETERMINE/DISTINGUISH SIGNIFICANT/NON-SIGNIFICANT EFFECTS**

"Significant" requires considerations of both context and intensity:

- (a) *Context*. This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.
- (b) *Intensity*. This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:
  - (1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

"Non-significant effect means no substantial change to an environmental component and this no material bearing on the decision-making process.

Scientific, technical, institutional, the public's value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of "significant" and "non-significant" effects will be made by the City Manager.

## **APPENDIX F - PROGRAM COMPLIANCE/PROGRAM REVIEW GOALS FOR CURRENT PLAN YEAR**

1. The City of Hillsdale's Title VI Plan will be communicated to each City Department Head who will review the plan with departmental employees.
2. The City of Hillsdale's Title VI Plan will be published under the Community tab of the City's website.
3. Appendix A will be included in all City contracts as outlined in the Title VI Plan.
4. The language in Number 2 of the City of Hillsdale's Title VI Assurance will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
5. The procedure(s) for responding to individuals with Limited English Proficiency will be implemented.
6. All City employees will be trained or made aware of the LEP procedure and the Title VI complaint procedure.
7. A review of City facilities will be conducted in reference to compliance with the American Disabilities Act.
8. The following data will be collected and reviewed by the Title VI Coordinator and included, where appropriate, in the annual report submitted to MDOT.
  - a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
  - b. **Public Meetings:** The number of open meetings; how meeting dates and times are communicated to the general public and to individuals directly affected by the meeting.
  - c. **Construction Projects:** The number of construction projects and minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
  - d. **LEP Needs:** The number of requests for language assistance that were requested or required and the outcome of these requests.
  - e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
  - f. **Timeliness of Services:** The number of requests for services; amount of time from request to when service was delivered; number of requests denied.
  - g. **Right of Way/Imminent Domain:** The number of such actions and diversity of individual affected.
  - h. **Program Participants:** Racial Data of program participants where possible.

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i The executive order verbatim can be found online at <http://www.usdoj.gov/crt/cor/Pubs/eolep.htm>.

ii Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons. Federal Register: December 14, 2005 (Volume 70, Number 239)

The DOT has also posted an abbreviated version of this guidance on their website at <http://www.dotcr.ost.dot.gov/asp/Iep.asp>.

iv <http://www.dotcr.ost.dot.gov/asp/Iep/asp>

v Department of Justice Final LEP Guidelines, Federal Register June 18, 2002-Vol. 67-Number 117.

# Public Input

On 23/25 N. Broad St.



## Voice Your Vision

Your responses were heard and a Concept has been drawn.

Come give us your feedback. We need your input to shape the future development of the City of Hillsdale.

**August 5, 2020**

**5:00-6:00 pm**

**Hillsdale City Hall  
Council Chambers**

97 N. Broad St.

Contact:

[planning@cityofhillsdale.org](mailto:planning@cityofhillsdale.org)

517-437-6455

Or join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/884416613>



You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 884-416-613



# CITY OF HILLSDALE QUARTERLY NEWSLETTER



ISSUE 11  
FALL 2020

FOLLOW US ON FACEBOOK!



## CITY HALL CLOSED:

MONDAY, SEPTEMBER 7, 2020 (LABOR DAY)

WEDNESDAY, NOVEMBER 11, 2020 (VETERAN'S DAY)

THURSDAY, NOVEMBER 26, 2020 (THANKSGIVING)

FRIDAY, NOVEMBER 27, 2020 (THANKSGIVING HOLIDAY)

## IMPORTANT DEADLINES:

- AUGUST 31, 2020 : 2020 SUMMER TAXES DUE WITHOUT PENALTY OR INTEREST.
- NOVEMBER 1, 2020 : DEADLINE TO FILE THE PRE ON THE 2020 WINTER TAXES.

**2020 FALL LEAF PICK UP SCHEDULED FOR 11/07/2020 & 12/05/2020**

**THE 2020 GENERAL ELECTION WILL BE HELD TUESDAY, NOVEMBER 3, 2020. CITY RESIDENTS CAN VOTE AT THE HILLSDALE COMMUNITY LIBRARY - 11 E BACON ST, HILLSDALE, MI 49242 - 7:00 A.M - 8:00 P.M.**

## **IT'S NOT TOO LATE TO TAKE THE CENSUS!**

The 2020 census is more than a population count. It is an opportunity to shape the future of your community. If our county does not capture the same amount as the 2010 census, we stand to lose \$17,343,000 each year for the next TEN YEARS. Take the 2020 census today to ensure that Hillsdale County has a complete count. It is easy, confidential, and only takes 10 minutes to complete.

## EVENT CANCELLATIONS:

- 2020 HILLSDALE COUNTY FAIR
- 2020 HILLSDALE EXCHANGE CLUB PATRIOT'S DAY FLY-IN & BREAKFAST (RESCHEDULED FOR SUNDAY, SEPTEMBER 12, 2021).

## **NEW HIRES - POLICE DEPARTMENT AND FIRE DEPARTMENT**

The City of Hillsdale hired Matthew Halleck as a full-time firefighter. With the hiring of Matthew, the Hillsdale City Council fulfilled a 2020 budget goal. The City also hired Eric Giacobone as a full-time police officer.

Welcome to the City of Hillsdale!

## **KEEP AN EYE OUT:**

- Neighborhood Enhancement Grant program is in the development stages. The application and guidelines should be available in the near future. Contact the Code Enforcement Office for more information - (517) 437-6455.
- Contact Parks & Recreation at (517) 437-6457 for the status of Fall 2020 programs and events.

**PLEASE CHECK THE CITY'S FACEBOOK PAGE, WCSR, AND THE HILLSDALE DAILY NEWS FREQUENTLY FOR UPDATED INFORMATION REGARDING COVID-19 AND EVENTS THROUGHOUT THE COMMUNITY**

The City of  
**HILLSDALE**  
MICHIGAN

97 N BROAD ST, HILLSDALE, MI 49242

(517) 437-6440

WWW.CITYOFHILLSDALE.ORG

## ECONOMIC DEVELOPMENT CORNER

The City of Hillsdale would like to welcome these new businesses downtown:

- **The Salty Shark** - a woman's clothing boutique - 33 N Broad St.
- **Mose Art** - an artisan gallery - 41 N Broad St
- **The Pediatric Place** - pediatric healthcare 39 North St
- **ExtrOrdinary Solutions** - in-home services, home health care, community living, companion care, and housekeeping - 41 E Bacon St

The following businesses relocated to a larger space within the City of Hillsdale:

- **Smith's Flowers** - 92 N Broad St
- **The Blossom Shop** - 14 N Howell St
- **Crow's Nest** - 34 E Bacon St
- **Jilly Beans** - 18 N Howell St
- **Cottage Inn/Silo's Fun Park** - 3883 W Carleton Rd

**Current Office Solutions** is open mainly as an online business at [www.currentofficesolutions.com](http://www.currentofficesolutions.com)

Now available:

**Open Road RV Repair - Mobile RV Repair Service** - a 100% mobile service that comes directly to customer's homes, campsites, storage areas, etc. Call 1-800-708-1976 or visit [www.camperrepair.com](http://www.camperrepair.com).



## EMPLOYEE SPOTLIGHT: KRISTIN BAUER, CITY ENGINEER

Kristin received a Bachelor's of Science degree in Civil Engineering from Michigan Technological University.

For many years she worked in the industrial industry, federal government, and private consulting as a structural engineer designing buildings of all types. In the past 20 years, Kristin worked for the City of Adrian, City of Taylor, and City of Marshall - where she found her love for municipal work.

The position here at the City of Hillsdale provides an exciting opportunity for her to utilize her vast background and knowledge in development of asset management plans, project budgets, and engineering/construction management skills to improve the City's underground infrastructure, street system, and projects.

Kristin has been married for 26 years and has two adult children who are attending college.

Welcome, Kristin, to the City of Hillsdale!

## FROM THE ASSESSOR'S OFFICE:

A reminder to property owners: The Deadline to file for the Principal Residence Exemption (PRE) on the 2020 winter tax bill is **November 1st**. You *must own and occupy* the residence as of that date to qualify.

If you did not receive this exemption on a prior tax bill but believe that you would have qualified, you may submit a written request to the Board of Review prior to their December meeting for a refund of all or a portion of the school operating taxes billed in 2017-2020.

For taxes prior to 2017, you may be able to request a refund from the Michigan Department of Treasury if the bill was issued as a result of an error by the assessor.

Please contact the City Assessor by email at [assessor@cityofhillsdale.org](mailto:assessor@cityofhillsdale.org) or by phone at **(517) 437-6456** with any questions regarding the PRE.

Forms and more information about the PRE can be found online at [www.michigan.gov/PRE](http://www.michigan.gov/PRE).

## BPU - LEAD/GALVANIZED SERVICES THROUGHOUT CITY

A contractor will be working on a state mandated replacement of lead/galvanized services into the homes of residents all throughout the city. All effected property owners have been notified.

Contact Kristin Bauer for more information regarding the project at **(517) 437-6479**.

Governor Gretchen Whitmer

July 23, 2020

P.O. Box30013

Lansing, Mi. 48909

Dear Governor Whitmer,

In August 2019 I sent you a letter regarding the roads and my disappointment with MDOT regarding a problem with a dying tree in front of my neighbor at 59 S. Broad Street. I was not happy with the service she received and belived it was a poor job of trimming.

Attached is a photo taken with the top of the same tree lying on her front porch from a storm on June 10th. A call to the local street department had no response as they had said last year they had no control of MDOT roadway trees and since it fell on private property the owner would have to pay for it. Now she has a hollow tree with large limbs waiting for the next storm, she could pray for a northeastener to take it down on the highway, then the street department might take action but doubtful for a northeastener .

My point why do local municipalities have to get permission from the state to maintain state roadways thru there designated limits.

I believe every village, city, township and county should be responsible for these roadways as long as they are maintained for the safety of the motorists and adjoining property owners as local street and road commissions should be aware of their aeas versus the MDOT who are away from the need. It seems that some have contracts to plow or salt state roadways but little else. They should be responsible for all maintenance within certain guidelines such as paving contracts on state roadways.

A cost saving maybe a result with less bureaucracy as local street department crews are on this street everyday. In the meantime my neighbor wonders when the next limb will fall as she is gettitig her roof repaired at this writing.

Hoping for action:



Richard D Smith

63 S Broad Street

Hillsdale, Mi. 49242

Copy ; Sen. Mike Shirkey

Rep Eric Leuthheuser

City Manager Hillsdale

Hillsdale Co. Road Comm.



**Saturday, August 22<sup>nd</sup>, 2020 at 8:00 – 10:00am**

**5K for VVA  
Hillsdale American Legion**

**Only 80  
Slots. Sign  
up EARLY!!!**

American Legion Post 53 is hosting the Inaugural event in our *Running for Heroes Series*. The 5K for VVA Community Run/Walk! We will be running from the Legion Post on the shore of Baw Beese Lake along some of Hillsdale's most picturesque parks and Baw Beese Trail.

Due to Michigan State Executive Orders, a strict limit of 80 participants will be held, - SO SIGN UP EARLY!!! We encourage all attendees to practice Covid-19 safety measures while on site.

Participants should arrive at the Hillsdale American Legion no later than 0730 to receive instruction, get bibs pinned on, and stretch. Social Distancing conventions and no-contact Finisher's Medal distribution will be observed to ensure safety for all. 1st, 2nd, and 3rd Place Medals will be awarded for Male and Female categories with no age divisions. This is a FUN RUN open to all ages and abilities.

Registration will be held at Jilly Beans Coffee Shop at 18 North Howell St., Hillsdale, from 11:00am - 1:00pm on July 31st, and again from 09:00 - 1:00pm on August 8th. Participation cost is \$25.00 cash only per person.

Volunteers are welcome – find us on our Facebook Page: American Legion Post 53 Hillsdale Run Page

Special thanks to: Hillsdale Parks & Rec, Hillsdale BPU, and Hillsdale Police Department

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** August 3, 2020  
**Agenda Item:** New Business  
**Subject:** Annual Bow Hunt within City Limits  
**Background:** Scott Hephner, Chief of Police

The City of Hillsdale has allowed permitted hunters to hunt deer within the City Limits during the State of Michigan's Archery Deer Season since 2010. We have received requests for this to continue in 2020. The administration of this hunt has been handled by the Police Department and last year fifteen (15) hunters were issued permits to hunt in designated zones and private property with permission. Nineteen (19) hunters were issued permits to hunt on private property only. Forty-one (41) deer were reported harvested during the 2019 hunt.

Permitted hunters are required to purchase their hunting licenses through the Michigan DNR and follow all State Laws pertaining to the Archery Deer Season. The processing of harvested deer is the responsibility of the hunter and all licensing, tagging, possession, and hunting regulations follow State Law.

An attempt will be made to acquire and maintain a list of private property addresses that wish to allow hunters in an attempt to increase harvest numbers.

**Recommendation:**

I recommend approval for the 2020 Archery Deer Hunt within the Hillsdale City Limits.

Scott A. Hephner



Chief of Police / Fire Chief

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** August 3, 2020

**Agenda Item # :** New Business

**SUBJECT:** MERS 2019 Annual Valuation

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

Attached is the City's Retirement Plan Report ending December 31, 2019. The funding ratio of the Plan went from 80% on December 31, 2018 to 77% on December 31, 2019 due to market returns for the year. To start increasing the funding ratio of the Plan, the City budgeted an additional \$150,000 from both the City and BPU for 2020/21. These additional payments, if we continue to make them annually, should put us on track to be 100% funded in 10 years.

Additionally, we have applied for \$235,000 in CARES ACT reimbursement related to our Public Safety Departments' (Police & Fire) COVID-19 response. If received, Chief Hephner and I have discussed applying those funds, with City Council approval, to the Police and Fire MERS Divisions. Currently, the Police Division is funded at 58% and the Fire Division is at 70%.

**RECOMMENDATION:** This item is to publically share, as we have in years past, the City's Retirement Plan Report and discuss the Administration's steps to increase the Plan's funding ratio.



# Municipal Employees' Retirement System of Michigan

Annual Actuarial Valuation Report  
December 31, 2019 - Hillsdale, City of (3001)





Spring, 2020

Hillsdale, City of

In care of:  
Municipal Employees' Retirement System of Michigan  
1134 Municipal Way  
Lansing, Michigan 48917

This report presents the results of the Annual Actuarial Valuation, prepared for Hillsdale, City of (3001) as of December 31, 2019. The report includes the determination of liabilities and contribution rates resulting from the participation in the Municipal Employees' Retirement System of Michigan ("MERS"). This report contains the minimum actuarially determined contribution requirement, in alignment with the MERS Plan Document, Actuarial Policy, and the Michigan Constitution and governing statutes. Hillsdale, City of is responsible for the employer contributions needed to provide MERS benefits for its employees and former employees.

The purposes of this valuation are to:

- Measure funding progress as of December 31, 2019,
- Establish contribution requirements for the fiscal year beginning July 1, 2021,
- Provide information regarding the identification and assessment of risk,
- Provide actuarial information in connection with applicable Governmental Accounting Standards Board (GASB) statements, and
- Provide information to assist the local unit of government with state reporting requirements.

This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through December 31, 2019. The valuation was based upon information furnished by MERS concerning Retirement System benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by MERS.



The Municipal Employees' Retirement Act, PA 427 of 1984 and the MERS' Plan Document Article VI sec. 71 (1)(d), provides the MERS Board with the authority to set actuarial assumptions and methods after consultation with the actuary. As the fiduciary of the plan, MERS Retirement Board sets certain assumptions for funding and GASB purposes. These assumptions are checked regularly through a comprehensive study, called an Experience Study. A study was completed in 2015, as prepared by the prior actuary, and is the basis of the demographic assumptions and methods currently in place. At the February 28, 2019 board meeting, the MERS Retirement Board adopted new economic assumptions effective with the December 31, 2019 annual actuarial valuation, which will impact contributions beginning in 2021. **At the February 27, 2020 board meeting, the MERS Retirement Board adopted demographic assumptions effective with the December 31, 2020 annual actuarial valuation, which will impact contributions beginning in 2022.** An illustration of the potential impact is found in this report.

The Michigan Department of Treasury provides required assumptions to be used for purposes of Public Act 202 reporting. These assumptions are for reporting purposes only and do not impact required contributions. Please refer to the State Reporting page found at the end of this report for information for this filing.

For a full list of all the assumptions used, please refer to the division-specific assumptions described in table(s) in this report, and to the Appendix on the MERS website at:

<http://www.mersofmich.com/Portals/0/Assets/Resources/AAV-Appendix/MERS-2019AnnualActuarialValuation-Appendix.pdf>

**The actuarial assumptions used for this valuation are reasonable for purposes of the measurement.**

**This report does not reflect the recent and still developing impact of COVID-19, which is likely to influence demographic and economic experience, at least in the short-term. We will continue to monitor these developments and their impact on the MERS Defined Benefit and Hybrid plans. Actual experience will be reflected in each subsequent annual valuation, as experience emerges.**

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge the information contained in this report is accurate and fairly presents the actuarial position of Hillsdale, City of as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board, and with applicable statutes.

David T. Kausch, Rebecca L. Stouffer, and Mark Buis are members of the American Academy of Actuaries. These actuaries meet the Academy's Qualification Standards to render the actuarial opinions contained herein. The signing actuaries are independent of the plan sponsor. GRS maintains independent consulting agreements with certain local units of government for services unrelated to the actuarial consulting services provided in this report.

The Retirement Board of the Municipal Employees' Retirement System of Michigan confirms that the System provides for payment of the required employer contribution as described in Section 20m of Act No. 314 of 1965 (MCL 38.1140m).



This information is purely actuarial in nature. It is not intended to serve as a substitute for legal, accounting or investment advice.

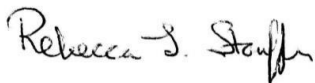
This report was prepared at the request of the MERS Retirement Board and may be provided only in its entirety by the municipality to other interested parties (MERS customarily provides the full report on request to associated third parties such as the auditor for the municipality). GRS is not responsible for the consequences of any unauthorized use. This report should not be relied on for any purpose other than the purposes described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different.

If you have reason to believe that the plan provisions are incorrectly described, that important plan provisions relevant to this valuation are not described, that conditions have changed since the calculations were made, that the information provided in this report is inaccurate or is in anyway incomplete, or if you need further information in order to make an informed decision on the subject matter in this report, please contact your Regional Manager at 1.800.767.MERS (6377).

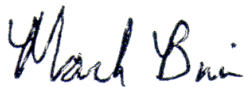
Sincerely,



David T. Kausch, FSA, FCA, EA, MAAA



Rebecca L. Stouffer, ASA, FCA, MAAA



Mark Buis, FSA, FCA, EA, MAAA



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# Executive Summary

## Funded Ratio

The funded ratio of a plan is the percentage of the dollar value of the actuarial accrued liability that is covered by the actuarial value of assets. While funding ratio may be a useful plan measurement, understanding a plan's funding trend may be more important than a particular point in time. Refer to Table 7 to find a history of this information.

	12/31/2019	12/31/2018
Funded Ratio*	77%	80%

\* Reflects assets from Surplus divisions, if any.

Throughout this report are references to valuation results generated prior to the 2018 valuation date. Results prior to 2018 were received directly from the prior actuary or extracted from the previous valuation system by MERS's technology service provider.

## Required Employer Contributions:

Your required employer contributions are shown in the following table. Employee contributions, if any, are in addition to the employer contributions. Changes to the actuarial assumptions and methods based on the 2015 Experience Study are fully phased-in with this valuation.

Effective this valuation, the MERS Retirement Board has adopted a reduction in the investment rate of return assumption from 7.75% to 7.35% and a reduction in the rate of wage inflation from 3.75% to 3.00%. Changes to these assumptions are effective for contributions beginning in 2021 and may be phased-in. This valuation reflects the first year of phase-in.

By default, MERS will invoice you based on the amount in the “No Phase-in” columns. This amount will be considered the minimum required contribution unless you request to be billed the “Phase-in” rates. If you wish to be billed using the phased-in rates, please contact MERS, at which point the alternate minimum required contribution will be the amount in the “Phase-in” columns. Please note that this approach is different than in years past.

	Percentage of Payroll				Monthly \$ Based on Projected Payroll			
	Phase-in	No Phase-in	Phase-in	No Phase-in	Phase-in	No Phase-in	Phase-in	No Phase-in
	12/31/2019	12/31/2019	12/31/2018	12/31/2018	12/31/2019	12/31/2019	12/31/2018	12/31/2018
Valuation Date:	July 1, 2021	July 1, 2021	July 1, 2020	July 1, 2020	July 1, 2021	July 1, 2021	July 1, 2020	July 1, 2020
Fiscal Year Beginning:								
<b>Division</b>								
01 - DPS EEs	-	-	-	-	\$ 0	\$ 0	\$ 0	\$ 0
02 - Police	34.00%	35.98%	-	-	21,003	22,227	17,892	18,293
05 - Fire	24.94%	26.61%	-	-	4,536	4,839	3,594	3,672
12 - BPU Union	-	-	-	-	11,010	11,619	9,350	9,548
13 - Gnrl Non Un	-	-	-	-	7,883	8,666	6,214	6,523
14 - BPU Non Union	-	-	-	-	10,955	11,840	10,771	11,098
15 - City Mngr	12.71%	12.96%	21.47%	21.68%	1,229	1,253	2,029	2,049
18 - City Treas.	-	-	-	-	108	126	77	80
<b>Municipality Total</b>					<b>\$ 56,724</b>	<b>\$ 60,570</b>	<b>\$ 49,927</b>	<b>\$ 51,263</b>

Employee contribution rates:

Valuation Date:	Employee Contribution Rate	
	12/31/2019	12/31/2018
<b>Division</b>		
01 - DPS EEs	4.00%	4.00%
02 - Police	5.00%	5.00%
05 - Fire	5.00%	5.00%
12 - BPU Union	9.16%	9.16%
13 - Gnrl Non Un	5.00%	5.00%
14 - BPU Non Union	5.00%	5.00%
15 - City Mngr	5.00%	5.00%
18 - City Treas.	5.00%	5.00%

The employer may contribute more than the minimum required contributions, as these additional contributions will earn investment income and may result in lower future contribution requirements. Employers making contributions in excess of the minimum requirements may elect to apply the excess contribution immediately to a particular division, or segregate the excess into one or more of what MERS calls “Surplus” divisions. An election in the first case would immediately reduce any unfunded accrued liability and lower the amortization payments throughout the remaining amortization period. An election to set up Surplus divisions would not immediately lower future contributions, however the assets from the Surplus division could be transferred to an unfunded division in the future to reduce the unfunded liability in future years, or to be used to pay all or a portion of the minimum required contribution in a future year. For purposes of this report, the assets in any Surplus division have been included in the municipality’s total assets, unfunded



accrued liability and funded status, however, these assets are not used in calculating the minimum required contribution.

**MERS strongly encourages employers to contribute more than the minimum contribution shown above.**

Assuming that experience of the plan meets actuarial assumptions:

- To accelerate to a 100% funding ratio in 10 years, estimated monthly employer contributions for the fiscal year beginning in 2021 for the entire employer would be \$88,276, instead of \$60,570.

### **How and Why Do These Numbers Change?**

In a defined benefit plan contributions vary from one annual actuarial valuation to the next as a result of the following:

- Changes in benefit provisions (see Table 2)
- Changes in actuarial assumptions and methods (see the Appendix)
- Experience of the plan (investment experience and demographic experience); this is the difference between actual experience of the plan and the actuarial assumptions.

## **Comments on Investment Rate of Return Assumption**

A defined benefit plan is funded by employer contributions, participant contributions, and investment earnings. Investment earnings have historically provided a significant portion of the funding. The larger the share of benefits being provided from investment returns, the smaller the required contributions, and vice versa. Determining the contributions required to prefund the promised retirement benefits requires an assumption of what investment earnings are expected to add to the fund over a long period of time. This is called the **Investment Return Assumption**.

The MERS Investment Return Assumption is **7.35%** per year. This, along with all of our other actuarial assumptions, is reviewed at least every five years in an Experience Study that compares the assumptions used against actual experience and recommends adjustments if necessary. If your municipality would like to explore contributions at lower assumed investment return assumptions, please review the “what if” projection scenarios later in this report.

## **Assumption Change in 2019**

At the February 28, 2019 board meeting, the MERS Retirement Board adjusted key economic assumptions. These assumptions, in particular the investment return assumption, have a significant effect on a plan’s required contribution and funding level. Historically low interest rates, along with high equity market valuations, have led to reductions in projected returns for most asset classes. This has resulted in a Board adopted reduction in the investment rate of return assumption from 7.75% to 7.35%, effective with the December 31, 2019 valuation, first impacting 2021 contributions. The Board also changed the assumed rate of wage inflation from 3.75% to 3.00%, with the same effective date.

## **Assumption Change in 2020**

A 5-year experience study analyzing historical experience from 2013 through 2018 was completed in February 2020. In addition to changes to the economic assumptions which will take effect with the Fiscal year 2021 contribution rates, the experience study recommends updated demographic assumptions, including adjustments to the following actuarial assumptions: mortality, retirement, disability, and termination rates. A



complete description of the proposed assumptions may be found in the Appendix to the valuation. Changes to the demographic assumptions resulting from the experience study have been approved by the MERS Retirement Board and are to be effective beginning with the December 31, 2020 actuarial valuation first impacting 2022 contributions. This report includes a “What If” scenario of the approved 2020 assumption changes in an effort to show employers the anticipated impact on contribution rates.

## Comments on Asset Smoothing

To avoid dramatic spikes and dips in annual contribution requirements due to short term fluctuations in asset markets, MERS applies a technique called **asset smoothing**. This spreads out each year’s investment gains or losses over the prior year and the following four years. This smoothing method is used to determine your actuarial value of assets (valuation assets), which is then used to determine both your funded ratio and your required contributions. The (smoothed) **actuarial rate of return for 2019 was 4.77%, while the actual market rate of return was 13.41%**. To see historical details of the market rate of return, compared to the smoothed actuarial rate of return, refer to this report’s Appendix, or view the [“How Smoothing Works” video](#) on the [Defined Benefit resource page](#) of the MERS website.

As of December 31, 2019, the actuarial value of assets is 101% of market value due to asset smoothing. This means that meeting the actuarial assumption in the next few years will require average annual market returns that exceed the 7.35% investment return assumption, or contribution requirements will continue to increase.

If the December 31, 2019 valuation results were based on market value instead of actuarial value:

- The funded percent of your entire municipality would be 76% (instead of 77%); and
- Your total employer contribution requirement for the fiscal year starting July 1, 2021 would be \$745,344 (instead of \$726,840).

## Alternate Scenarios to Estimate the Potential Volatility of Results ("What If Scenarios")

The calculations in this report are based on assumptions about long-term economic and demographic behavior. These assumptions will never materialize in a given year, except by coincidence. Therefore the results will vary from one year to the next. The volatility of the results depends upon the characteristics of the plan. For example:

- Open divisions that have substantial assets compared to their active employee payroll will have more volatile employer contribution rates due to investment return fluctuations.
- Open divisions that have substantial accrued liability compared to their active employee payroll will have more volatile employer contribution rates due to demographic experience fluctuations.
- Small divisions will have more volatile contribution patterns than larger divisions because statistical fluctuations are relatively larger among small populations.
- Shorter amortization periods result in more volatile contribution patterns.

Many assumptions are important in determining the required employer contributions. In the following table, we show the impact of varying the Investment Return assumption and the demographic assumptions. Lower investment returns would result in higher required employer contributions, and vice-versa. Alternate demographic assumptions may result in higher or lower employer contributions depending on the demographic characteristics of the plan participants.



The relative impact of the economic and demographic scenarios below will vary from year to year, as the participant demographics change. The impact of each scenario should be analyzed for a given year, not from year to year. The results in the table are based on the December 31, 2019 valuation, and are for the municipality in total, not by division. These results do not reflect a phase in of the impact of the new actuarial assumptions.

It is important to note that calculations in this report are mathematical estimates based upon assumptions regarding future events, which may or may not materialize. Actuarial calculations can and do vary from one valuation to the next, sometimes significantly depending on the group's size. Projections are not predictions. Future valuations will be based on actual future experience.

**In addition to economic assumption changes effective with Fiscal Year 2021 contributions, the Retirement Board has also adopted a change to certain demographic and other assumptions effective for the December 31, 2020 valuation which will impact the Fiscal Year 2022 contributions. Please see the section labeled "Assumption Change in 2020" for more information. The scenario shown using these assumptions as of December 31, 2019 is illustrative only. The actual impact of this change when reflected in the 2020 Annual Actuarial Valuation report will be different.**

12/31/2019 Valuation Results	Assumed Future Annual Smoothed Rate of Investment Return		
	Lower Future Annual Returns <sup>3</sup>	2020 Adopted Demographic Assumptions	Valuation Assumptions
<b>Investment Return Assumption</b>	<b>5.35%</b>	<b>7.35%</b>	<b>7.35%</b>
<b>Wage Increase Assumption</b>	<b>3.00%</b>	<b>3.00%</b>	<b>3.00%</b>
Accrued Liability	\$ 32,046,153	\$ 26,623,235	\$ 25,882,649
Valuation Assets <sup>1</sup>	\$ 19,994,847	\$ 19,994,847	\$ 19,994,847
Unfunded Accrued Liability	\$ 12,051,306	\$ 6,628,388	\$ 5,887,802
<b>Funded Ratio</b>	<b>62%</b>	<b>75%</b>	<b>77%</b>
Monthly Normal Cost	\$ 34,854	\$ 18,298	\$ 16,664
Monthly Amortization Payment	\$ 66,004	\$ 39,125	\$ 33,612
<b>Total Employer Contribution<sup>2</sup></b>	<b>\$ 102,506</b>	<b>\$ 67,101</b>	<b>\$ 60,570</b>

<sup>1</sup> The Valuation Assets include assets from Surplus divisions, if any.

<sup>2</sup> If assets exceed accrued liabilities for a division, the division may have an overfunding credit to reduce the division's employer contribution requirement. If the overfunding credit is larger than the normal cost, the division's full credit is included in the municipality's amortization payment above but the division's total contribution requirement is zero. This can cause the displayed normal cost and amortization payment to not add up to the displayed total employer contribution.

<sup>3</sup> Based on current demographic assumptions.

## Projection Scenarios

The next two pages show projections of the plan's funded ratio and computed employer contributions under the actuarial assumptions used in the valuation and alternate economic and demographic assumption scenarios. All three projections take into account the past investment losses that will continue to affect the actuarial rate of return in the short term.

The 7.35%/3.00% scenario provides an estimate of computed employer contributions based on current actuarial assumptions, and a projected 7.35% market return. The other two scenarios may be useful if the municipality chooses to budget more conservatively, and make contributions in addition to the minimum



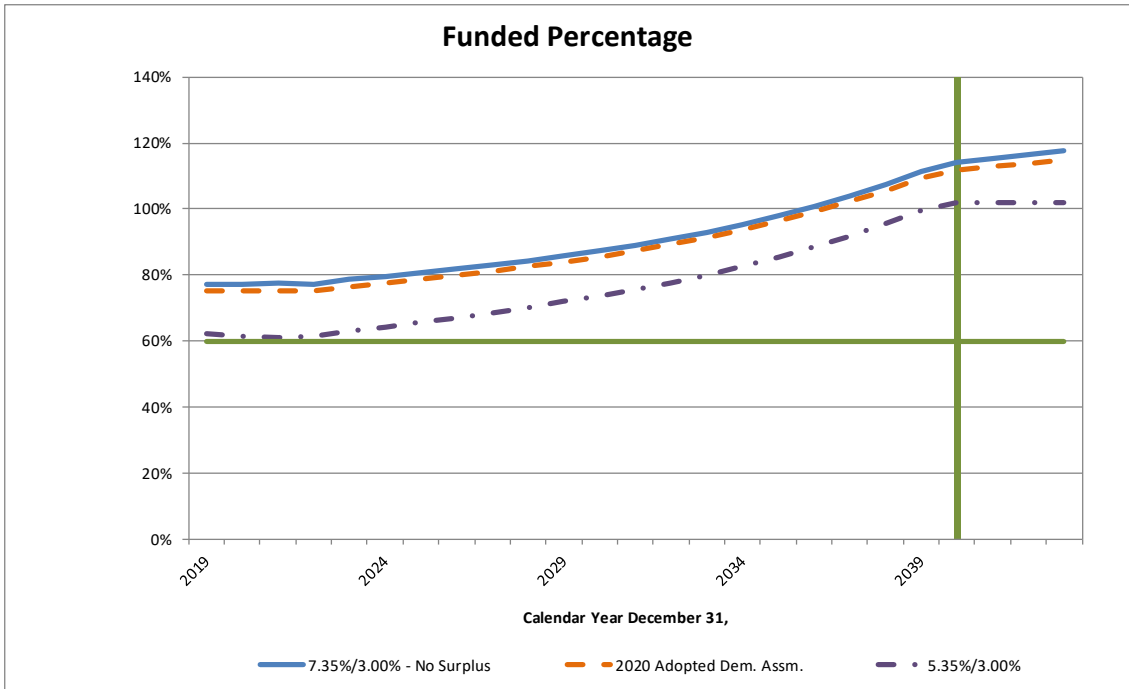


requirements. The 2020 adopted demographic assumption and 5.35%/3.00% projection scenarios provide an indication of the potential required employer contribution if these assumptions were met over the long-term.

Valuation Year Ending 12/31	Fiscal Year Beginning 7/1	Actuarial Accrued Liability	Valuation Assets <sup>2</sup>	Funded Percentage	Computed Annual Employer Contribution
<b>7.35%<sup>1</sup>/3.00% - Current Demographic Assumptions</b>					
<b>NO 5-YEAR PHASE-IN</b>					
2019	2021	\$ 25,882,649	\$ 19,994,847	77%	\$ 726,840
2020	2022	\$ 26,400,000	\$ 20,400,000	77%	\$ 746,000
2021	2023	\$ 26,900,000	\$ 20,800,000	77%	\$ 771,000
2022	2024	\$ 27,300,000	\$ 21,100,000	77%	\$ 807,000
2023	2025	\$ 27,800,000	\$ 21,900,000	79%	\$ 812,000
2024	2026	\$ 28,200,000	\$ 22,400,000	80%	\$ 829,000
<b>7.35%<sup>1</sup>/3.00% - Adopted 2020 Demographic Assumptions</b>					
<b>NO 5-YEAR PHASE-IN</b>					
2019	2021	\$ 26,623,235	\$ 19,994,847	75%	\$ 805,212
2020	2022	\$ 27,200,000	\$ 20,400,000	75%	\$ 828,000
2021	2023	\$ 27,800,000	\$ 20,900,000	75%	\$ 857,000
2022	2024	\$ 28,300,000	\$ 21,200,000	75%	\$ 897,000
2023	2025	\$ 28,800,000	\$ 22,100,000	76%	\$ 904,000
2024	2026	\$ 29,300,000	\$ 22,700,000	78%	\$ 923,000
<b>5.35%<sup>1</sup>/3.00% - Current Demographic Assumptions</b>					
<b>NO 5-YEAR PHASE-IN</b>					
2019	2021	\$ 32,046,153	\$ 19,994,847	62%	\$ 1,230,072
2020	2022	\$ 32,600,000	\$ 20,000,000	61%	\$ 1,270,000
2021	2023	\$ 33,200,000	\$ 20,300,000	61%	\$ 1,310,000
2022	2024	\$ 33,700,000	\$ 20,700,000	61%	\$ 1,360,000
2023	2025	\$ 34,100,000	\$ 21,500,000	63%	\$ 1,370,000
2024	2026	\$ 34,600,000	\$ 22,200,000	64%	\$ 1,400,000

<sup>1</sup> Represents both the interest rate for discounting liabilities and the future investment return assumption on the Market Value of assets.

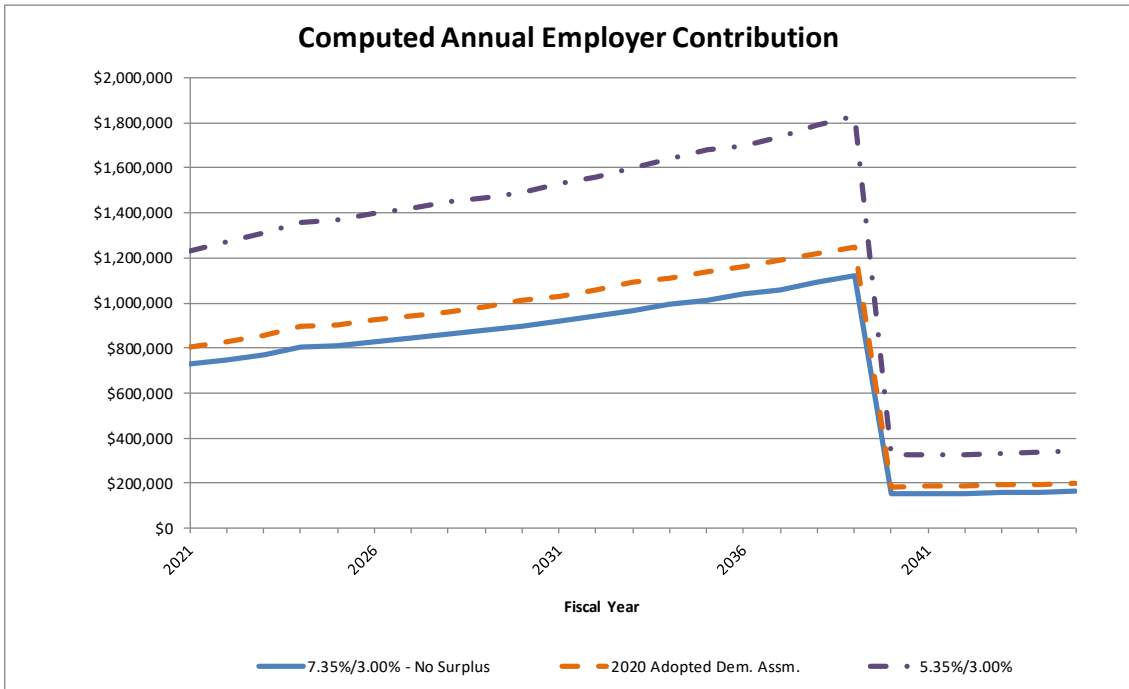
<sup>2</sup> Valuation Assets do not include assets from Surplus divisions, if any.



**Notes:**

All projected funded percentages are shown with no phase-in.

The green indicator lines have been added at 60% funded and 21 years following the valuation date for PA 202 purposes.



**Notes:**

All projected contributions are shown with no phase-in.

## Table 1: Employer Contribution Details For the Fiscal Year Beginning July 1, 2021

Division	Total Normal Cost	Employee Contrib. Rate	Employer Contributions <sup>1</sup>			Computed Employer Contrib. With Phase-In	Blended ER Rate No Phase-In <sup>5</sup>	Blended ER Rate With Phase-In <sup>5</sup>	Employee Contrib. Conversion Factor <sup>2</sup>
			Employer Normal Cost	Payment of the Unfunded Accrued Liability <sup>4</sup>	Computed Employer Contrib. No Phase-In				
<b>Percentage of Payroll</b>									
01 - DPS EEs	10.76%	4.00%	-	-	-	-	-	-	-
02 - Police	11.81%	5.00%	6.81%	29.17%	35.98%	34.00%	-	-	0.80%
05 - Fire	12.69%	5.00%	7.69%	18.92%	26.61%	24.94%	-	-	0.83%
12 - BPU Union	11.61%	9.16%	-	-	-	-	-	-	-
13 - Gnrl Non Un	10.82%	5.00%	-	-	-	-	-	-	-
14 - BPUNonUnion	11.59%	5.00%	-	-	-	-	-	-	-
15 - City Mngr	12.20%	5.00%	7.20%	5.76%	12.96%	12.71%	-	-	0.89%
18 - City Treas.	0.00%	5.00%	-	-	-	-	-	-	-
<b>Estimated Monthly Contribution<sup>3</sup></b>									
01 - DPS EEs			\$ 2,220	\$ (12,514)	\$ 0	\$ 0			
02 - Police			4,207	18,020	22,227	21,003			
05 - Fire			1,399	3,440	4,839	4,536			
12 - BPU Union			1,318	10,301	11,619	11,010			
13 - Gnrl Non Un			2,999	5,667	8,666	7,883			
14 - BPUNonUnion			3,825	8,015	11,840	10,955			
15 - City Mngr			696	557	1,253	1,229			
18 - City Treas.			0	126	126	108			
<b>Total Municipality</b>			<b>\$ 16,664</b>	<b>\$ 33,612</b>	<b>\$ 60,570</b>	<b>\$ 56,724</b>			
<b>Estimated Annual Contribution<sup>3</sup></b>			<b>\$ 199,968</b>	<b>\$ 403,344</b>	<b>\$ 726,840</b>	<b>\$ 680,688</b>			

- <sup>1</sup> The above employer contribution requirements are in addition to the employee contributions, if any.
- <sup>2</sup> If employee contributions are increased/decreased by 1.00% of pay, the employer contribution requirement will decrease/increase by the Employee Contribution Conversion Factor. The conversion factor is usually under 1%, because employee contributions may be refunded at termination of employment, and not used to fund retirement pensions. Employer contributions will all be used to fund pensions.
- <sup>3</sup> For divisions that are open to new hires, estimated contributions are based on projected fiscal year payroll. Actual contributions will be based on actual reported monthly pays, and will be different from the above amounts. For divisions that will have no new hires (i.e., closed divisions), invoices will be based on the above dollar amounts which are based on projected fiscal year payroll. See description of Open Divisions and Closed Divisions in the Appendix.
- <sup>4</sup> Note that if the overfunding credit is larger than the normal cost, the full credit is shown above but the total contribution requirement is zero. This will cause the displayed normal cost and unfunded accrued liability contributions to not add across.
- <sup>5</sup> For linked divisions, the employer will be invoiced the Computed Employer Contribution No Phase-in rate shown above for each linked division (a contribution rate for the open division; a contribution dollar for the closed-but-linked division), unless the employer elects to contribute the Blended Employer Contribution rate shown



above, by contacting MERS at 800-767-MERS (6377).

**Please see the Comments on Asset Smoothing in the Executive Summary of this report.**

## Table 2: Benefit Provisions

### 01 - DPS EEs: Closed to new hires

	2019 Valuation	2018 Valuation
<b>Benefit Multiplier:</b>	2.25% Multiplier (80% max)	2.25% Multiplier (80% max)
<b>Normal Retirement Age:</b>	60	60
<b>Vesting:</b>	10 years	10 years
<b>Early Retirement (Unreduced):</b>	-	-
<b>Early Retirement (Reduced):</b>	50/25 55/15	50/25 55/15
<b>Final Average Compensation:</b>	3 years	3 years
<b>Employee Contributions:</b>	4.00%	4.00%
<b>DC Plan for New Hires:</b>	7/1/2017	7/1/2017
<b>Act 88:</b>	Yes (Adopted 9/5/2006)	Yes (Adopted 9/5/2006)

### 02 - Police: Open Division

	2019 Valuation	2018 Valuation
<b>Benefit Multiplier:</b>	2.50% Multiplier (80% max)	2.50% Multiplier (80% max)
<b>Normal Retirement Age:</b>	60	60
<b>Vesting:</b>	10 years	10 years
<b>Early Retirement (Unreduced):</b>	55/20	55/20
<b>Early Retirement (Reduced):</b>	50/25 55/15	50/25 55/15
<b>Final Average Compensation:</b>	3 years	3 years
<b>Employee Contributions:</b>	5.00%	5.00%
<b>DC Plan for New Hires:</b>		7/1/2017
<b>Act 88:</b>	Yes (Adopted 9/5/2006)	Yes (Adopted 9/5/2006)

### 05 - Fire: Open Division

	2019 Valuation	2018 Valuation
<b>Benefit Multiplier:</b>	2.50% Multiplier (80% max)	2.50% Multiplier (80% max)
<b>Normal Retirement Age:</b>	60	60
<b>Vesting:</b>	10 years	10 years
<b>Early Retirement (Unreduced):</b>	55/20	55/20
<b>Early Retirement (Reduced):</b>	50/25 55/15	50/25 55/15
<b>Final Average Compensation:</b>	3 years	3 years
<b>Employee Contributions:</b>	5.00%	5.00%
<b>DC Plan for New Hires:</b>		7/1/2017
<b>Act 88:</b>	Yes (Adopted 9/5/2006)	Yes (Adopted 9/5/2006)



**12 - BPU Union: Closed to new hires**

	<b>2019 Valuation</b>	<b>2018 Valuation</b>
<b>Benefit Multiplier:</b>	2.25% Multiplier (80% max)	2.25% Multiplier (80% max)
<b>Normal Retirement Age:</b>	60	60
<b>Vesting:</b>	10 years	10 years
<b>Early Retirement (Unreduced):</b>	55/25	55/25
<b>Early Retirement (Reduced):</b>	50/25 55/15	50/25 55/15
<b>Final Average Compensation:</b>	3 years	3 years
<b>Employee Contributions:</b>	9.16%	9.16%
<b>DC Plan for New Hires:</b>	7/1/2017	7/1/2017
<b>Act 88:</b>	Yes (Adopted 9/5/2006)	Yes (Adopted 9/5/2006)

**13 - Gnrl Non Un: Closed to new hires**

	<b>2019 Valuation</b>	<b>2018 Valuation</b>
<b>Benefit Multiplier:</b>	2.25% Multiplier (80% max)	2.25% Multiplier (80% max)
<b>Normal Retirement Age:</b>	60	60
<b>Vesting:</b>	10 years	10 years
<b>Early Retirement (Unreduced):</b>	-	-
<b>Early Retirement (Reduced):</b>	50/25 55/15	50/25 55/15
<b>Final Average Compensation:</b>	3 years	3 years
<b>Employee Contributions:</b>	5.00%	5.00%
<b>DC Plan for New Hires:</b>	7/1/2017	7/1/2017
<b>Act 88:</b>	Yes (Adopted 9/5/2006)	Yes (Adopted 9/5/2006)

**14 - BPUNonUnion: Closed to new hires**

	<b>2019 Valuation</b>	<b>2018 Valuation</b>
<b>Benefit Multiplier:</b>	2.25% Multiplier (80% max)	2.25% Multiplier (80% max)
<b>Normal Retirement Age:</b>	60	60
<b>Vesting:</b>	10 years	10 years
<b>Early Retirement (Unreduced):</b>	-	-
<b>Early Retirement (Reduced):</b>	50/25 55/15	50/25 55/15
<b>Final Average Compensation:</b>	3 years	3 years
<b>Employee Contributions:</b>	5.00%	5.00%
<b>DC Plan for New Hires:</b>	7/1/2017	7/1/2017
<b>Act 88:</b>	Yes (Adopted 9/5/2006)	Yes (Adopted 9/5/2006)

**15 - City Mngr: Open Division**

	<b>2019 Valuation</b>	<b>2018 Valuation</b>
<b>Benefit Multiplier:</b>	2.50% Multiplier (80% max)	2.50% Multiplier (80% max)
<b>Normal Retirement Age:</b>	60	60
<b>Vesting:</b>	10 years	10 years
<b>Early Retirement (Unreduced):</b>	-	-
<b>Early Retirement (Reduced):</b>	50/25 55/15	50/25 55/15
<b>Final Average Compensation:</b>	3 years	3 years
<b>Employee Contributions:</b>	5.00%	5.00%
<b>Act 88:</b>	Yes (Adopted 9/5/2006)	Yes (Adopted 9/5/2006)

**18 - City Treas.: Open Division**

	<b>2019 Valuation</b>	<b>2018 Valuation</b>
<b>Benefit Multiplier:</b>	2.00% Multiplier (no max)	2.00% Multiplier (no max)
<b>Normal Retirement Age:</b>	60	60
<b>Vesting:</b>	10 years	10 years
<b>Early Retirement (Unreduced):</b>	-	-
<b>Early Retirement (Reduced):</b>	50/25 55/15	50/25 55/15
<b>Final Average Compensation:</b>	3 years	3 years
<b>Employee Contributions:</b>	5.00%	5.00%
<b>Act 88:</b>	Yes (Adopted 9/5/2006)	Yes (Adopted 9/5/2006)



### Table 3: Participant Summary

Division	2019 Valuation		2018 Valuation		2019 Valuation		
	Number	Annual Payroll <sup>1</sup>	Number	Annual Payroll <sup>1</sup>	Average Age	Average Benefit Service <sup>2</sup>	Average Eligibility Service <sup>2</sup>
<b>01 - DPS EEs</b>							
Active Employees	10	\$ 418,708	10	\$ 402,773	51.6	10.7	10.7
Vested Former Employees	1	9,324	3	40,470	59.3	11.0	15.5
Retirees and Beneficiaries	9	159,146	8	153,297	71.7		
Pending Refunds	7		7				
<b>02 - Police</b>							
Active Employees	12	\$ 688,418	12	\$ 637,228	43.0	13.5	13.5
Vested Former Employees	3	39,084	3	39,084	48.8	9.9	14.5
Retirees and Beneficiaries	16	427,264	16	427,263	72.1		
Pending Refunds	2		1				
<b>05 - Fire</b>							
Active Employees	3	\$ 202,666	3	\$ 195,143	47.0	11.8	11.8
Vested Former Employees	1	4,572	1	4,572	52.6	4.3	24.1
Retirees and Beneficiaries	4	108,718	4	108,718	69.7		
Pending Refunds	0		0				
<b>12 - BPU Union</b>							
Active Employees	8	\$ 627,769	9	\$ 649,200	37.4	12.3	12.3
Vested Former Employees	1	4,236	2	10,799	41.3	4.1	8.6
Retirees and Beneficiaries	17	288,047	16	282,195	72.8		
Pending Refunds	6		5				
<b>13 - Gnrl Non Un</b>							
Active Employees	13	\$ 712,830	14	\$ 742,773	53.4	14.5	14.5
Vested Former Employees	3	51,802	3	51,802	55.7	11.7	26.3
Retirees and Beneficiaries	16	306,561	15	253,464	72.3		
Pending Refunds	13		13				
<b>14 - BPUNonUnion</b>							
Active Employees	11	\$ 742,728	11	\$ 718,984	51.9	11.6	13.5
Vested Former Employees	1	50,993	1	50,993	54.1	23.8	23.8
Retirees and Beneficiaries	11	302,677	12	328,924	69.0		
Pending Refunds	5		6				
<b>15 - City Mngr</b>							
Active Employees	1	\$ 107,700	1	\$ 103,438	49.5	9.5	9.5
Vested Former Employees	0	0	0	0	0.0	0.0	0.0
Retirees and Beneficiaries	1	8,698	1	8,698	79.7		
Pending Refunds	0		0				



**Table 3 (continued)**

Division	2019 Valuation		2018 Valuation		2019 Valuation		
	Number	Annual Payroll <sup>1</sup>	Number	Annual Payroll <sup>1</sup>	Average Age	Average Benefit Service <sup>2</sup>	Average Eligibility Service <sup>2</sup>
18 - City Treas.							
Active Employees	0	\$ 0	0	\$ 0	0.0	0.0	0.0
Vested Former Employees	0	0	0	0	0.0	0.0	0.0
Retirees and Beneficiaries	1	6,637	1	6,637	70.2		
Pending Refunds	0		0				
<b>Total Municipality</b>							
<b>Active Employees</b>	<b>58</b>	<b>\$ 3,500,819</b>	<b>60</b>	<b>\$ 3,449,539</b>	<b>48.0</b>	<b>12.6</b>	<b>12.9</b>
<b>Vested Former Employees</b>	<b>10</b>	<b>160,011</b>	<b>13</b>	<b>197,720</b>	<b>52.1</b>	<b>10.8</b>	<b>19.4</b>
<b>Retirees and Beneficiaries</b>	<b>75</b>	<b>1,607,748</b>	<b>73</b>	<b>1,569,196</b>	<b>71.7</b>		
<b>Pending Refunds</b>	<b>33</b>		<b>32</b>				
<b>Total Participants</b>	<b>176</b>		<b>178</b>				

<sup>1</sup> Annual payroll for active employees; annual deferred benefits payable for vested former employees; annual benefits being paid for retirees and beneficiaries.

<sup>2</sup> Descriptions can be found under Miscellaneous and Technical Assumptions in the Appendix.

## Table 4: Reported Assets (Market Value)

Division	2019 Valuation		2018 Valuation	
	Employer and Retiree <sup>1</sup>	Employee <sup>2</sup>	Employer and Retiree <sup>1</sup>	Employee <sup>2</sup>
01 - DPS EEs	\$ 3,193,271	\$ 215,867	\$ 2,889,223	\$ 261,467
02 - Police	3,399,652	407,577	3,169,279	367,406
05 - Fire	1,103,901	113,790	1,033,896	102,027
12 - BPU Union	2,093,387	558,187	1,955,510	505,834
13 - Gnrl Non Un	4,125,596	471,397	3,681,662	505,593
14 - BPUNonUnion	3,459,484	343,633	3,187,924	302,260
15 - City Mngr	72,684	120,921	49,489	14,980
18 - City Treas.	55,417	0	54,678	0
<b>Municipality Total<sup>3</sup></b>	<b>\$ 17,503,391</b>	<b>\$ 2,231,373</b>	<b>\$ 16,021,662</b>	<b>\$ 2,059,568</b>
<b>Combined Assets<sup>3</sup></b>	<b>\$19,734,763</b>		<b>\$18,081,229</b>	

<sup>1</sup> Reserve for Employer Contributions and Benefit Payments.

<sup>2</sup> Reserve for Employee Contributions.

<sup>3</sup> Totals may not add due to rounding.

The December 31, 2019 valuation assets (actuarial value of assets) are equal to 1.013179 times the reported market value of assets (compared to 1.095342 as of December 31, 2018). Refer to the Appendix for a description of the valuation asset derivation and a detailed calculation of valuation assets.

### Table 5: Flow of Valuation Assets

Year Ended 12/31	Employer Contributions		Employee Contributions	Investment Income (Valuation Assets)	Benefit Payments	Employee Contribution Refunds	Net Transfers	Valuation Asset Balance
	Required	Additional						
2009	\$ 240,089		\$ 140,501	\$ 797,400	\$ (652,563)	\$ (32,709)	\$ 0	\$ 17,887,885
2010	229,262		137,155	950,481	(708,821)	(64,520)	0	18,431,442
2011	205,119	\$ 0	132,738	889,575	(784,407)	0	(142,961)	18,731,506
2012	207,834	0	146,684	824,540	(937,791)	(24,093)	0	18,948,680
2013	254,277	0	149,048	1,093,376	(1,101,335)	(27,410)	0	19,316,636
2014	316,190	0	154,062	1,082,351	(1,226,977)	(5,694)	1	19,636,569
2015	346,142	0	156,570	926,442	(1,372,824)	(5,334)	0	19,687,565
2016	336,160	0	164,437	955,491	(1,438,166)	(23,452)	0	19,682,035
2017	402,671	19,196	190,637	1,147,303	(1,502,155)	(8,514)	0	19,931,173
2018	472,903	37,285	203,833	712,116	(1,521,520)	(30,661)	0	19,805,129
2019	512,342	13,569	203,584	928,804	(1,568,494)	(405)	100,318	19,994,847

**Notes:**

Transfers in and out are usually related to the transfer of participants between municipalities, and to employer and employee payments for service credit purchases (if any) that the governing body has approved.

Additional employer contributions, if any, are shown separately starting in 2011. Prior to 2011, additional contributions are combined with the required employer contributions.

The investment income column reflects the recognized investment income based on Valuation Assets. It does not reflect the market value investment return in any given year.

The Valuation Asset balance includes assets from Surplus divisions, if any.

Years where historical information is not available, will be displayed with zero values.



**Table 6: Actuarial Accrued Liabilities and Valuation Assets  
as of December 31, 2019**

Division	Actuarial Accrued Liability					Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
	Active Employees	Vested Former Employees	Retirees and Beneficiaries	Pending Refunds	Total			
01 - DPS EEs	\$ 771,216	\$ 96,745	\$ 1,420,363	\$ 4,112	\$ 2,292,436	\$ 3,454,067	150.7%	\$ (1,161,631)
02 - Police	2,109,179	210,821	4,297,422	8,123	6,625,545	3,857,404	58.2%	2,768,141
05 - Fire	538,794	47,044	1,167,597	0	1,753,435	1,233,738	70.4%	519,697
12 - BPU Union	1,539,588	17,017	2,633,345	69,974	4,259,924	2,686,519	63.1%	1,573,405
13 - Gnrl Non Un	2,165,022	547,313	2,738,577	56,403	5,507,315	4,657,577	84.6%	849,738
14 - BPU Non Union	1,493,555	363,627	3,233,239	8,874	5,099,295	3,853,238	75.6%	1,246,057
15 - City Mngr	216,502	0	56,690	0	273,192	196,157	71.8%	77,035
18 - City Treas.	0	0	71,507	0	71,507	56,147	78.5%	15,360
<b>Total</b>	<b>\$ 8,833,856</b>	<b>\$ 1,282,567</b>	<b>\$ 15,618,740</b>	<b>\$ 147,486</b>	<b>\$ 25,882,649</b>	<b>\$ 19,994,847</b>	<b>77.3%</b>	<b>\$ 5,887,802</b>

Please see the Comments on Asset Smoothing in the Executive Summary of this report.



## Table 7: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2005	\$ 14,417,814	\$ 15,055,122	104%	\$ (637,308)
2006	15,021,669	15,928,490	106%	(906,821)
2007	16,134,278	16,926,763	105%	(792,485)
2008	16,606,847	17,395,167	105%	(788,320)
2009	17,082,988	17,887,885	105%	(804,897)
2010	17,892,124	18,431,442	103%	(539,318)
2011	19,105,980	18,731,506	98%	374,474
2012	19,791,786	18,948,680	96%	843,106
2013	20,693,338	19,316,636	93%	1,376,702
2014	21,353,035	19,636,569	92%	1,716,466
2015	23,186,165	19,687,565	85%	3,498,600
2016	23,599,342	19,682,035	83%	3,917,307
2017	24,303,204	19,931,173	82%	4,372,031
2018	24,784,026	19,805,129	80%	4,978,897
2019	25,882,649	19,994,847	77%	5,887,802

Notes: Actuarial assumptions were revised for the 2008, 2009, 2010, 2011, 2012, 2015 and 2019 actuarial valuations.

The Valuation Assets include assets from Surplus divisions, if any.

Years where historical information is not available will be displayed with zero values.

Throughout this report are references to valuation results generated prior to the 2018 valuation date. Results prior to 2018 were received directly from the prior actuary or extracted from the previous valuation system by MERS's technology service provider.

## Tables 8 and 9: Division-Based Comparative Schedules

### Division 01 - DPS EEs

**Table 8-01: Actuarial Accrued Liabilities - Comparative Schedule**

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2009	\$ 1,847,899	\$ 2,993,926	162%	\$ (1,146,027)
2010	1,897,428	3,077,170	162%	(1,179,742)
2011	1,977,920	3,171,128	160%	(1,193,208)
2012	1,884,625	3,218,110	171%	(1,333,485)
2013	2,108,728	3,303,997	157%	(1,195,269)
2014	2,274,993	3,353,588	147%	(1,078,595)
2015	2,419,264	3,359,762	139%	(940,498)
2016	2,289,939	3,395,537	148%	(1,105,598)
2017	2,375,904	3,462,937	146%	(1,087,033)
2018	2,429,915	3,451,083	142%	(1,021,168)
2019	2,292,436	3,454,067	151%	(1,161,631)

Notes: Actuarial assumptions were revised for the 2009, 2010, 2011, 2012, 2015 and 2019 actuarial valuations.

**Table 9-01: Computed Employer Contributions - Comparative Schedule**

Valuation Date December 31	Active Employees		Computed Employer Contribution <sup>1</sup>	Employee Contribution Rate <sup>2</sup>
	Number	Annual Payroll		
2009	12	\$ 437,137	0.00%	5.00%
2010	11	419,517	0.00%	5.00%
2011	10	362,564	0.00%	5.00%
2012	11	388,388	0.00%	5.00%
2013	11	399,288	0.00%	5.00%
2014	11	383,513	0.00%	5.00%
2015	10	368,227	0.00%	5.00%
2016	11	401,172	0.00%	5.00%
2017	10	388,545	\$ 0	3.00%
2018	10	402,773	\$ 0	4.00%
2019	10	418,708	\$ 0	4.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

**Note:** The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available, will be displayed with zero values.

## Division 02 - Police

**Table 8-02: Actuarial Accrued Liabilities - Comparative Schedule**

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2009	\$ 4,676,446	\$ 3,856,622	82%	\$ 819,824
2010	5,006,672	4,047,921	81%	958,751
2011	5,359,450	4,127,565	77%	1,231,885
2012	5,469,933	4,164,488	76%	1,305,445
2013	5,763,287	4,214,169	73%	1,549,118
2014	5,656,375	3,975,024	70%	1,681,351
2015	5,952,146	3,917,047	66%	2,035,099
2016	6,056,726	3,868,369	64%	2,188,357
2017	6,147,351	3,895,281	63%	2,252,070
2018	6,320,687	3,873,880	61%	2,446,807
2019	6,625,545	3,857,404	58%	2,768,141

Notes: Actuarial assumptions were revised for the 2009, 2010, 2011, 2012, 2015 and 2019 actuarial valuations.

**Table 9-02: Computed Employer Contributions - Comparative Schedule**

Valuation Date December 31	Active Employees		Computed Employer Contribution <sup>1</sup>	Employee Contribution Rate <sup>2</sup>
	Number	Annual Payroll		
2009	14	\$ 810,326	13.77%	3.00%
2010	13	755,610	15.19%	3.00%
2011	14	764,847	17.32%	3.00%
2012	14	706,627	19.62%	3.00%
2013	14	721,363	21.81%	3.00%
2014	12	646,272	24.49%	3.00%
2015	12	607,426	30.03%	3.00%
2016	12	600,317	32.15%	3.00%
2017	12	633,306	\$ 16,469	5.00%
2018	12	637,228	\$ 18,293	5.00%
2019	12	688,418	35.98%	5.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

**Note:** The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available, will be displayed with zero values.

## Division 05 - Fire

**Table 8-05: Actuarial Accrued Liabilities - Comparative Schedule**

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2009	\$ 1,195,968	\$ 984,341	82%	\$ 211,627
2010	1,259,126	1,003,538	80%	255,588
2011	1,221,110	1,051,980	86%	169,130
2012	1,238,671	1,100,723	89%	137,948
2013	1,264,332	1,166,283	92%	98,049
2014	868,957	795,417	92%	73,540
2015	965,778	814,434	84%	151,344
2016	1,517,182	1,292,383	85%	224,799
2017	1,579,780	1,294,893	82%	284,887
2018	1,644,800	1,244,224	76%	400,576
2019	1,753,435	1,233,738	70%	519,697

Notes: Actuarial assumptions were revised for the 2009, 2010, 2011, 2012, 2015 and 2019 actuarial valuations.

**Table 9-05: Computed Employer Contributions - Comparative Schedule**

Valuation Date December 31	Active Employees		Computed Employer Contribution <sup>1</sup>	Employee Contribution Rate <sup>2</sup>
	Number	Annual Payroll		
2009	4	\$ 202,838	12.60%	5.00%
2010	4	210,354	13.45%	5.00%
2011	4	211,462	11.14%	5.00%
2012	4	207,624	10.86%	5.00%
2013	4	215,332	9.67%	5.00%
2014	3	162,952	10.02%	5.00%
2015	3	160,287	13.71%	5.00%
2016	4	207,778	14.80%	5.00%
2017	3	170,526	\$ 2,751	5.00%
2018	3	195,143	\$ 3,672	5.00%
2019	3	202,666	26.61%	5.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

**Note:** The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available, will be displayed with zero values.



## Division 12 - BPU Union

**Table 8-12: Actuarial Accrued Liabilities - Comparative Schedule**

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2009	\$ 2,935,296	\$ 3,268,323	111%	\$ (333,027)
2010	3,027,138	3,221,333	106%	(194,195)
2011	3,465,744	3,202,148	92%	263,596
2012	3,333,796	2,970,860	89%	362,936
2013	3,391,156	2,890,356	85%	500,800
2014	3,352,318	2,862,051	85%	490,267
2015	3,673,195	2,814,262	77%	858,933
2016	3,792,309	2,759,183	73%	1,033,126
2017	3,909,344	2,744,984	70%	1,164,360
2018	4,012,169	2,696,014	67%	1,316,155
2019	4,259,924	2,686,519	63%	1,573,405

Notes: Actuarial assumptions were revised for the 2009, 2010, 2011, 2012, 2015 and 2019 actuarial valuations.

**Table 9-12: Computed Employer Contributions - Comparative Schedule**

Valuation Date December 31	Active Employees		Computed Employer Contribution <sup>1</sup>	Employee Contribution Rate <sup>2</sup>
	Number	Annual Payroll		
2009	10	\$ 522,630	0.00%	5.00%
2010	10	547,117	0.43%	5.00%
2011	11	627,945	4.92%	9.16%
2012	9	474,117	7.41%	9.16%
2013	9	498,932	9.11%	9.16%
2014	9	537,250	8.34%	9.16%
2015	10	600,429	11.90%	9.16%
2016	10	639,326	13.01%	9.16%
2017	10	674,868	\$ 8,462	9.16%
2018	9	649,200	\$ 9,548	9.16%
2019	8	627,769	\$ 11,619	9.16%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

**Note:** The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available, will be displayed with zero values.

## Division 13 - Gnrl Non Un

**Table 8-13: Actuarial Accrued Liabilities - Comparative Schedule**

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2009	\$ 3,167,475	\$ 3,355,012	106%	\$ (187,537)
2010	3,334,863	3,536,476	106%	(201,613)
2011	3,444,899	3,685,998	107%	(241,099)
2012	3,587,138	3,792,333	106%	(205,195)
2013	3,658,375	3,954,738	108%	(296,363)
2014	4,634,380	4,754,970	103%	(120,590)
2015	5,143,330	4,851,784	94%	291,546
2016	4,827,660	4,470,537	93%	357,123
2017	5,065,183	4,578,308	90%	486,875
2018	5,150,954	4,586,476	89%	564,478
2019	5,507,315	4,657,577	85%	849,738

Notes: Actuarial assumptions were revised for the 2009, 2010, 2011, 2012, 2015 and 2019 actuarial valuations.

**Table 9-13: Computed Employer Contributions - Comparative Schedule**

Valuation Date December 31	Active Employees		Computed Employer Contribution <sup>1</sup>	Employee Contribution Rate <sup>2</sup>
	Number	Annual Payroll		
2009	18	\$ 924,464	5.16%	3.00%
2010	17	847,898	4.94%	3.00%
2011	14	676,165	4.07%	3.00%
2012	15	688,826	4.57%	3.00%
2013	16	740,372	3.17%	3.00%
2014	16	807,902	6.01%	3.00%
2015	17	878,463	9.78%	3.00%
2016	17	865,697	9.54%	4.00%
2017	16	868,573	\$ 6,704	5.00%
2018	14	742,773	\$ 6,523	5.00%
2019	13	712,830	\$ 8,666	5.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

**Note:** The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available, will be displayed with zero values.

## Division 14 - BPUNonUnion

**Table 8-14: Actuarial Accrued Liabilities - Comparative Schedule**

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2009	\$ 2,942,531	\$ 3,144,898	107%	\$ (202,367)
2010	3,166,611	3,282,569	104%	(115,958)
2011	3,514,799	3,404,948	97%	109,851
2012	4,156,428	3,614,593	87%	541,835
2013	4,385,655	3,697,786	84%	687,869
2014	4,442,202	3,803,618	86%	638,584
2015	4,894,266	3,839,835	79%	1,054,431
2016	4,980,471	3,809,135	77%	1,171,336
2017	5,093,727	3,869,467	76%	1,224,260
2018	5,027,553	3,822,945	76%	1,204,608
2019	5,099,295	3,853,238	76%	1,246,057

Notes: Actuarial assumptions were revised for the 2009, 2010, 2011, 2012, 2015 and 2019 actuarial valuations.

**Table 9-14: Computed Employer Contributions - Comparative Schedule**

Valuation Date December 31	Active Employees		Computed Employer Contribution <sup>1</sup>	Employee Contribution Rate <sup>2</sup>
	Number	Annual Payroll		
2009	14	\$ 774,339	3.48%	3.00%
2010	14	805,161	5.08%	3.00%
2011	14	849,698	7.50%	3.00%
2012	14	757,652	10.97%	3.00%
2013	16	946,152	11.03%	3.00%
2014	17	977,082	10.63%	3.00%
2015	14	811,990	15.90%	3.00%
2016	12	725,843	17.15%	4.00%
2017	12	700,260	\$ 10,749	5.00%
2018	11	718,984	\$ 11,098	5.00%
2019	11	742,728	\$ 11,840	5.00%

<sup>1</sup> For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

<sup>2</sup> For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

**Note:** The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available, will be displayed with zero values.

## Division 15 - City Mngr

**Table 8-15: Actuarial Accrued Liabilities - Comparative Schedule**

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2009	\$ 76,029	\$ 43,725	58%	\$ 32,304
2010	73,678	37,215	51%	36,463
2011	70,830	31,490	45%	39,340
2012	68,319	26,725	39%	41,594
2013	66,291	23,199	35%	43,092
2014	63,875	20,760	33%	43,115
2015	65,389	19,569	30%	45,820
2016	63,151	19,647	31%	43,504
2017	60,941	21,023	35%	39,918
2018	127,792	70,616	55%	57,176
2019	273,192	196,157	72%	77,035

Notes: Actuarial assumptions were revised for the 2009, 2010, 2011, 2012, 2015 and 2019 actuarial valuations.

**Table 9-15: Computed Employer Contributions - Comparative Schedule**

Valuation Date December 31	Active Employees		Computed Employer Contribution <sup>1</sup>	Employee Contribution Rate <sup>2</sup>
	Number	Annual Payroll		
2009	0	\$ 0	\$ 250	0.00%
2010	0	0	\$ 314	0.00%
2011	0	0	\$ 386	0.00%
2012	0	0	\$ 482	0.00%
2013	0	0	\$ 623	0.00%
2014	0	0	\$ 692	0.00%
2015	0	0	\$ 881	0.00%
2016	0	0	\$ 941	3.00%
2017	0	0	\$ 1,008	3.00%
2018	1	103,438	21.68%	5.00%
2019	1	107,700	12.96%	5.00%

<sup>1</sup> For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

<sup>2</sup> For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

**Note:** The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available, will be displayed with zero values.

## Division 18 - City Treas.

**Table 8-18: Actuarial Accrued Liabilities - Comparative Schedule**

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2009	\$ 46,168	\$ 46,670	101%	\$ (502)
2010	48,051	51,624	107%	(3,573)
2011	51,228	56,249	110%	(5,021)
2012	52,876	60,848	115%	(7,972)
2013	55,514	66,108	119%	(10,594)
2014	59,935	71,141	119%	(11,206)
2015	72,797	70,872	97%	1,925
2016	71,904	67,244	94%	4,660
2017	70,974	64,280	91%	6,694
2018	70,156	59,891	85%	10,265
2019	71,507	56,147	79%	15,360

Notes: Actuarial assumptions were revised for the 2009, 2010, 2011, 2012, 2015 and 2019 actuarial valuations.

**Table 9-18: Computed Employer Contributions - Comparative Schedule**

Valuation Date December 31	Active Employees		Computed Employer Contribution <sup>1</sup>	Employee Contribution Rate <sup>2</sup>
	Number	Annual Payroll		
2009	1	\$ 15,140	4.94%	5.00%
2010	1	15,746	3.03%	5.00%
2011	1	15,746	2.53%	5.00%
2012	1	15,746	0.00%	5.00%
2013	1	15,746	0.00%	5.00%
2014	1	16,354	0.00%	5.00%
2015	0	0	\$ 13	5.00%
2016	0	0	\$ 32	5.00%
2017	0	0	\$ 48	5.00%
2018	0	0	\$ 80	5.00%
2019	0	0	\$ 126	5.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

**Note:** The contributions shown in Table 9 for the 12/31/2015 through 12/31/2019 valuations do **not** reflect the phase-in of the increased contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available, will be displayed with zero values.

## Table 10: Division-Based Layered Amortization Schedule

### Division 01 - DPS EEs

**Table 10-01: Layered Amortization Schedule**

Type of UAL	Date Established	Original Balance <sup>1</sup>	Original Amortization Period <sup>2</sup>	Amounts for Fiscal Year Beginning 7/1/2021		
				Outstanding UAL Balance <sup>3</sup>	Remaining Amortization Period <sup>2</sup>	Annual Amortization Payment
Initial	12/31/2015	\$ (940,498)	10	\$ (919,253)	10	\$ (113,904)
(Gain)/Loss	12/31/2016	(114,847)	15	(120,888)	12	(12,972)
(Gain)/Loss	12/31/2017	70,884	10	70,758	8	10,548
Amendment	12/31/2017	8,018	10	8,006	8	1,188
(Gain)/Loss	12/31/2018	70,157	10	74,583	9	10,068
Amendment	12/31/2018	(4,386)	10	(4,663)	9	(636)
(Gain)/Loss	12/31/2019	(383,501)	10	(426,550)	10	(52,848)
Assumption	12/31/2019	54,205	10	67,735	10	8,388
<b>Total</b>				<b>\$ (1,250,272)</b>		<b>\$ (150,168)</b>

<sup>1</sup> For each type of UAL (layer), this is the original balance as of the date the layer was established.

<sup>2</sup> According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

<sup>3</sup> This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2019 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2019 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

## Division 02 - Police

**Table 10-02: Layered Amortization Schedule**

Type of UAL	Date Established	Original Balance <sup>1</sup>	Original Amortization Period <sup>2</sup>	Amounts for Fiscal Year Beginning 7/1/2021		
				Outstanding UAL Balance <sup>3</sup>	Remaining Amortization Period <sup>2</sup>	Annual Amortization Payment
Initial	12/31/2015	\$ 2,035,099	23	\$ 2,175,737	19	\$ 167,784
(Gain)/Loss	12/31/2016	91,434	22	103,635	19	7,992
(Gain)/Loss	12/31/2017	21,162	21	23,820	19	1,836
Amendment	12/31/2017	(3,643)	21	(4,098)	19	(312)
(Gain)/Loss	12/31/2018	171,366	20	192,082	19	14,808
(Gain)/Loss	12/31/2019	96,582	19	107,424	19	8,280
Assumption	12/31/2019	198,554	19	205,609	19	15,852
<b>Total</b>				<b>\$ 2,804,209</b>		<b>\$ 216,240</b>

<sup>1</sup> For each type of UAL (layer), this is the original balance as of the date the layer was established.

<sup>2</sup> According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

<sup>3</sup> This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2019 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2019 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

## Division 05 - Fire

**Table 10-05: Layered Amortization Schedule**

Type of UAL	Date Established	Original Balance <sup>1</sup>	Original Amortization Period <sup>2</sup>	Amounts for Fiscal Year Beginning 7/1/2021		
				Outstanding UAL Balance <sup>3</sup>	Remaining Amortization Period <sup>2</sup>	Annual Amortization Payment
Initial	12/31/2015	\$ 151,344	23	\$ 166,761	19	\$ 12,864
(Gain)/Loss	12/31/2016	65,325	22	74,044	19	5,712
(Gain)/Loss	12/31/2017	50,864	21	57,268	19	4,416
(Gain)/Loss	12/31/2018	107,373	20	120,343	19	9,276
(Gain)/Loss	12/31/2019	56,606	19	62,960	19	4,860
Assumption	12/31/2019	50,956	19	53,871	19	4,152
<b>Total</b>				<b>\$ 535,247</b>		<b>\$ 41,280</b>

<sup>1</sup> For each type of UAL (layer), this is the original balance as of the date the layer was established.

<sup>2</sup> According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

<sup>3</sup> This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2019 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2019 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.



## Division 12 - BPU Union

**Table 10-12: Layered Amortization Schedule**

Type of UAL	Date Established	Original Balance <sup>1</sup>	Original Amortization Period <sup>2</sup>	Amounts for Fiscal Year Beginning 7/1/2021		
				Outstanding UAL Balance <sup>3</sup>	Remaining Amortization Period <sup>2</sup>	Annual Amortization Payment
Initial	12/31/2015	\$ 858,933	23	\$ 923,269	19	\$ 71,196
(Gain)/Loss	12/31/2016	144,861	22	164,198	19	12,660
(Gain)/Loss	12/31/2017	101,991	21	114,839	19	8,856
(Gain)/Loss	12/31/2018	129,681	20	145,359	19	11,208
(Gain)/Loss	12/31/2019	139,858	19	155,557	19	12,000
Assumption	12/31/2019	97,630	19	99,808	19	7,692
<b>Total</b>				<b>\$ 1,603,030</b>		<b>\$ 123,612</b>

<sup>1</sup> For each type of UAL (layer), this is the original balance as of the date the layer was established.

<sup>2</sup> According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

<sup>3</sup> This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2019 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2019 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

## Division 13 - Gnrl Non Un

**Table 10-13: Layered Amortization Schedule**

Type of UAL	Date Established	Original Balance <sup>1</sup>	Original Amortization Period <sup>2</sup>	Amounts for Fiscal Year Beginning 7/1/2021		
				Outstanding UAL Balance <sup>3</sup>	Remaining Amortization Period <sup>2</sup>	Annual Amortization Payment
Initial	12/31/2015	\$ 291,546	23	\$ 367,600	19	\$ 28,344
(Gain)/Loss	12/31/2016	21,331	22	24,167	19	1,860
Amendment	12/31/2016	(6,799)	22	(7,703)	19	(600)
(Gain)/Loss	12/31/2017	117,216	21	131,971	19	10,176
Amendment	12/31/2017	(6,790)	21	(7,640)	19	(588)
(Gain)/Loss	12/31/2018	65,270	20	73,154	19	5,640
(Gain)/Loss	12/31/2019	132,931	19	147,853	19	11,400
Assumption	12/31/2019	141,076	19	152,675	19	11,772
<b>Total</b>				<b>\$ 882,077</b>		<b>\$ 68,004</b>

<sup>1</sup> For each type of UAL (layer), this is the original balance as of the date the layer was established.

<sup>2</sup> According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

<sup>3</sup> This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2019 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2019 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

## Division 14 - BPUNonUnion

**Table 10-14: Layered Amortization Schedule**

Type of UAL	Date Established	Original Balance <sup>1</sup>	Original Amortization Period <sup>2</sup>	Amounts for Fiscal Year Beginning 7/1/2021		
				Outstanding UAL Balance <sup>3</sup>	Remaining Amortization Period <sup>2</sup>	Annual Amortization Payment
Initial	12/31/2015	\$ 1,054,431	23	\$ 1,160,476	19	\$ 89,496
(Gain)/Loss	12/31/2016	66,475	22	75,344	19	5,808
Amendment	12/31/2016	(2,487)	22	(2,821)	19	(216)
(Gain)/Loss	12/31/2017	21,173	21	23,835	19	1,836
Amendment	12/31/2017	(5,128)	21	(5,767)	19	(444)
(Gain)/Loss	12/31/2018	(33,350)	20	(37,376)	19	(2,880)
(Gain)/Loss	12/31/2019	(116,244)	19	(129,293)	19	(9,972)
Assumption	12/31/2019	152,068	19	162,722	19	12,552
<b>Total</b>				<b>\$ 1,247,120</b>		<b>\$ 96,180</b>

<sup>1</sup> For each type of UAL (layer), this is the original balance as of the date the layer was established.

<sup>2</sup> According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

<sup>3</sup> This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2019 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2019 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

## Division 15 - City Mngr

**Table 10-15: Layered Amortization Schedule**

Type of UAL	Date Established	Original Balance <sup>1</sup>	Original Amortization Period <sup>2</sup>	Amounts for Fiscal Year Beginning 7/1/2021		
				Outstanding UAL Balance <sup>3</sup>	Remaining Amortization Period <sup>2</sup>	Annual Amortization Payment
(Gain)/Loss	12/31/2016	\$ 2,312	10	\$ 2,134	7	\$ 360
(Gain)/Loss	12/31/2017	2,819	10	2,820	8	420
(Gain)/Loss	12/31/2018	13,408	15	14,775	14	1,416
Amendment	12/31/2018	12,076	10	12,834	9	1,728
(Gain)/Loss	12/31/2019	23,265	15	25,876	15	2,352
Assumption	12/31/2019	4,428	15	4,534	15	408
<b>Total</b>				<b>\$ 62,973</b>		<b>\$ 6,684</b>

<sup>1</sup> For each type of UAL (layer), this is the original balance as of the date the layer was established.

<sup>2</sup> According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

<sup>3</sup> This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2019 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2019 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

## Division 18 - City Treas.

**Table 10-18: Layered Amortization Schedule**

Type of UAL	Date Established	Original Balance <sup>1</sup>	Original Amortization Period <sup>2</sup>	Amounts for Fiscal Year Beginning 7/1/2021		
				Outstanding UAL Balance <sup>3</sup>	Remaining Amortization Period <sup>2</sup>	Annual Amortization Payment
Initial	12/31/2015	\$ 1,925	21	\$ 2,099	14	\$ 204
(Gain)/Loss	12/31/2016	2,587	19	2,830	14	276
(Gain)/Loss	12/31/2017	1,753	17	1,915	14	180
(Gain)/Loss	12/31/2018	3,326	15	3,659	14	348
(Gain)/Loss	12/31/2019	2,457	14	2,733	14	264
Assumption	12/31/2019	2,352	14	2,538	14	240
<b>Total</b>				<b>\$ 15,774</b>		<b>\$ 1,512</b>

<sup>1</sup> For each type of UAL (layer), this is the original balance as of the date the layer was established.

<sup>2</sup> According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

<sup>3</sup> This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2019 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2019 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

## GASB 68 Information

The following information has been prepared to provide some of the information necessary to complete GASB Statement No. 68 disclosures. Statement 68 is effective for fiscal years beginning after June 15, 2014. Additional resources, including an Implementation Guide, are available at <http://www.mersofmich.com/>.

Actuarial Valuation Date:		12/31/2019
Measurement Date of the Total Pension Liability (TPL):		12/31/2019
At 12/31/2019, the following employees were covered by the benefit terms:		
Inactive employees or beneficiaries currently receiving benefits:		75
Inactive employees entitled to but not yet receiving benefits (including refunds):		43
Active employees:		<u>58</u>
		176
Total Pension Liability as of 12/31/2018 measurement date:	\$	24,191,831
Total Pension Liability as of 12/31/2019 measurement date:	\$	25,247,768
Service Cost for the year ending on the 12/31/2019 measurement date:	\$	382,857
Change in the Total Pension Liability due to:		
- Benefit changes <sup>1</sup> :	\$	0
- Differences between expected and actual experience <sup>2</sup> :	\$	(317,723)
- Changes in assumptions <sup>2</sup> :	\$	671,798
Average expected remaining service lives of all employees (active and inactive):		3

<sup>1</sup> A change in liability due to benefit changes is immediately recognized when calculating pension expense for the year.

<sup>2</sup> Changes in liability due to differences between actual and expected experience, and changes in assumptions, are recognized in pension expense over the average remaining service lives of all employees.

Covered employee payroll: (Needed for Required Supplementary Information)	\$	3,500,819
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Sensitivity of the Net Pension Liability to changes in the discount rate:

	1% Decrease <u>(6.60%)</u>	Current Discount Rate <u>(7.60%)</u>	1% Increase <u>(8.60%)</u>
Change in Net Pension Liability as of 12/31/2019:	\$ 2,703,528	\$ -	\$ (2,300,907)

Note: The current discount rate shown for GASB 68 purposes is higher than the MERS assumed rate of return. This is because for GASB 68 purposes, the discount rate must be gross of administrative expenses, whereas for funding purposes it is net of administrative expenses.

## Benefit Provision History

The following benefit provision history is provided by MERS. Any corrections to this history or discrepancies between this information and information displayed elsewhere in the valuation report should be reported to MERS. All provisions are listed by date of adoption.

### 01 - DPS EEs

7/1/2018	Participant Contribution Rate 4%
7/1/2017	Participant Contribution Rate 3%
7/1/2017	DC Adoption Date 07-01-2017
12/1/2016	Service Credit Purchase Estimates - Yes
1/1/2008	Flexible E 1% COLA Adopted (01/01/2008)
9/5/2006	Covered by Act 88
2/1/2006	Flexible E 2% COLA Adopted (02/01/2006)
1/1/2005	Flexible E 2% COLA Adopted (01/01/2005)
1/1/2004	E 2% COLA Adopted (01/01/2004)
1/1/2003	E 2% COLA Adopted (01/01/2003)
1/1/2002	E 2% COLA Adopted (01/01/2002)
1/1/2000	E 2% COLA Adopted (01/01/2000)
7/1/1999	Temporary Benefit F55 (With 20 Years of Service) (07/01/1999 - 09/03/1999)
1/1/1999	Flexible E 2% COLA Adopted (01/01/1999)
7/1/1998	Benefit B-3 (80% max)
1/1/1998	E 2% COLA Adopted (01/01/1998)
1/1/1997	E 2% COLA Adopted (01/01/1997)
1/1/1996	E 2% COLA Adopted (01/01/1996)
1/1/1995	E 2% COLA Adopted (01/01/1995)
1/1/1993	E 2% COLA Adopted (01/01/1993)
7/1/1991	Benefit FAC-3 (3 Year Final Average Compensation)
7/1/1991	Benefit B-2
7/1/1991	Member Contribution Rate 5.00%
2/18/1991	Day of work defined as 6 Hours a Day for All employees.
1/1/1991	E 2% COLA Adopted (01/01/1991)
1/1/1990	E 2% COLA Adopted (01/01/1990)
1/1/1985	E 2% COLA Adopted (01/01/1985)
1/1/1983	E 2% COLA Adopted (01/01/1983)
1/1/1981	E 2% COLA Adopted (01/01/1981)
1/1/1980	E 2% COLA Adopted (01/01/1980)
1/1/1979	E 2% COLA Adopted (01/01/1979)
7/1/1948	Benefit FAC-5 (5 Year Final Average Compensation)
7/1/1948	10 Year Vesting
7/1/1948	Benefit C (Old)
7/1/1948	Member Contribution Rate 3.00% Under \$4,200.00 - Then 5.00%
	Fiscal Month - July
	Defined Benefit Normal Retirement Age - 60
	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

### 02 - Police

7/1/2017	Participant Contribution Rate 5%
12/1/2016	Service Credit Purchase Estimates - Yes



## 02 - Police

7/1/2016	Participant Contribution Rate 4%
1/1/2008	Flexible E 1% COLA Adopted (01/01/2008)
9/5/2006	Covered by Act 88
2/1/2006	Flexible E 2% COLA Adopted (02/01/2006)
1/1/2005	Flexible E 2% COLA Adopted (01/01/2005)
1/1/2004	E 2% COLA Adopted (01/01/2004)
1/1/2003	E 2% COLA Adopted (01/01/2003)
1/1/2002	E 2% COLA Adopted (01/01/2002)
1/1/2000	E 2% COLA Adopted (01/01/2000)
1/1/1999	Flexible E 2% COLA Adopted (01/01/1999)
7/1/1998	Benefit B-4 (80% max)
1/1/1998	E 2% COLA Adopted (01/01/1998)
7/1/1997	Member Contribution Rate 3.00%
1/1/1997	E 2% COLA Adopted (01/01/1997)
7/1/1996	Member Contribution Rate 4.00%
6/30/1996	Member Contribution Rate 0.00%
1/1/1996	E 2% COLA Adopted (01/01/1996)
1/1/1995	E 2% COLA Adopted (01/01/1995)
1/1/1993	E 2% COLA Adopted (01/01/1993)
7/1/1992	Benefit B-3 (80% max)
7/1/1992	Benefit F55 (With 20 Years of Service)
1/1/1992	Benefit FAC-3 (3 Year Final Average Compensation)
2/18/1991	Day of work defined as 6 Hours a Day for All employees.
1/1/1991	E 2% COLA Adopted (01/01/1991)
1/1/1990	E 2% COLA Adopted (01/01/1990)
9/1/1987	Benefit B-2
1/1/1985	E 2% COLA Adopted (01/01/1985)
1/1/1983	E 2% COLA Adopted (01/01/1983)
1/1/1981	E 2% COLA Adopted (01/01/1981)
1/1/1980	E 2% COLA Adopted (01/01/1980)
1/1/1979	E 2% COLA Adopted (01/01/1979)
5/1/1968	Benefit B-1
7/1/1948	Benefit FAC-5 (5 Year Final Average Compensation)
7/1/1948	10 Year Vesting
7/1/1948	Benefit B
7/1/1948	Member Contribution Rate 5.00%
	Fiscal Month - July
	Defined Benefit Normal Retirement Age - 60
	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

## 05 - Fire

12/1/2016	Service Credit Purchase Estimates - Yes
1/1/2008	Flexible E 1% COLA Adopted (01/01/2008)
9/5/2006	Covered by Act 88
2/1/2006	Flexible E 2% COLA Adopted (02/01/2006)
1/1/2005	Flexible E 2% COLA Adopted (01/01/2005)
1/1/2004	E 2% COLA Adopted (01/01/2004)
1/1/2003	E 2% COLA Adopted (01/01/2003)
1/1/2002	E 2% COLA Adopted (01/01/2002)





## 05 - Fire

1/1/2000	E 2% COLA Adopted (01/01/2000)
7/1/1999	Benefit B-4 (80% max)
1/1/1999	Flexible E 2% COLA Adopted (01/01/1999)
1/1/1998	E 2% COLA Adopted (01/01/1998)
1/1/1997	E 2% COLA Adopted (01/01/1997)
7/1/1996	Benefit B-3 (80% max)
1/1/1996	E 2% COLA Adopted (01/01/1996)
1/1/1995	E 2% COLA Adopted (01/01/1995)
1/1/1993	E 2% COLA Adopted (01/01/1993)
7/1/1992	Benefit F55 (With 20 Years of Service)
1/1/1992	Benefit FAC-3 (3 Year Final Average Compensation)
2/18/1991	Day of work defined as 6 Hours a Day for All employees.
1/1/1991	E 2% COLA Adopted (01/01/1991)
1/1/1990	E 2% COLA Adopted (01/01/1990)
9/1/1987	Benefit B-2
1/1/1985	E 2% COLA Adopted (01/01/1985)
1/1/1983	E 2% COLA Adopted (01/01/1983)
1/1/1981	E 2% COLA Adopted (01/01/1981)
1/1/1980	E 2% COLA Adopted (01/01/1980)
1/1/1979	E 2% COLA Adopted (01/01/1979)
5/1/1968	Benefit B-1
7/1/1948	Benefit FAC-5 (5 Year Final Average Compensation)
7/1/1948	10 Year Vesting
7/1/1948	Benefit B
7/1/1948	Member Contribution Rate 5.00%
	Fiscal Month - July
	Defined Benefit Normal Retirement Age - 60
	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

## 12 - BPU Union

7/1/2017	Non-Accelerated Amortization
7/1/2017	DC Adoption Date 07-01-2017
12/1/2016	Service Credit Purchase Estimates - Yes
12/1/2011	Benefit F55 (With 25 Years of Service)
12/1/2011	Member Contribution Rate 9.16%
1/1/2008	Flexible E 1% COLA Adopted (01/01/2008)
9/5/2006	Covered by Act 88
2/1/2006	Flexible E 2% COLA Adopted (02/01/2006)
1/1/2005	Flexible E 2% COLA Adopted (01/01/2005)
1/1/2004	E 2% COLA Adopted (01/01/2004)
1/1/2003	E 2% COLA Adopted (01/01/2003)
1/1/2002	E 2% COLA Adopted (01/01/2002)
1/1/2000	E 2% COLA Adopted (01/01/2000)
1/1/1999	Flexible E 2% COLA Adopted (01/01/1999)
1/1/1998	E 2% COLA Adopted (01/01/1998)
1/1/1997	E 2% COLA Adopted (01/01/1997)
7/1/1996	Benefit B-3 (80% max)
1/1/1996	E 2% COLA Adopted (01/01/1996)
1/1/1995	E 2% COLA Adopted (01/01/1995)



## 12 - BPU Union

1/1/1993	E 2% COLA Adopted (01/01/1993)
1/1/1992	Benefit FAC-3 (3 Year Final Average Compensation)
7/1/1991	Benefit B-2
7/1/1991	Member Contribution Rate 5.00%
2/18/1991	Day of work defined as 6 Hours a Day for All employees.
1/1/1991	E 2% COLA Adopted (01/01/1991)
1/1/1990	E 2% COLA Adopted (01/01/1990)
1/1/1985	E 2% COLA Adopted (01/01/1985)
1/1/1983	E 2% COLA Adopted (01/01/1983)
1/1/1981	E 2% COLA Adopted (01/01/1981)
1/1/1980	E 2% COLA Adopted (01/01/1980)
1/1/1979	E 2% COLA Adopted (01/01/1979)
7/1/1948	10 Year Vesting
7/1/1948	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years
	Fiscal Month - July
	Benefit FAC-5 (5 Year Final Average Compensation)
	Defined Benefit Normal Retirement Age - 60
	Benefit C (Old)
	Member Contribution Rate 3.00% Under \$4,200.00 - Then 5.00%

## 13 - Gnrl Non Un

7/1/2017	Non-Accelerated Amortization
7/1/2017	Participant Contribution Rate 5%
7/1/2017	DC Adoption Date 07-01-2017
12/1/2016	Service Credit Purchase Estimates - Yes
7/1/2016	Participant Contribution Rate 4%
1/1/2008	Flexible E 1% COLA Adopted (01/01/2008)
9/5/2006	Covered by Act 88
2/1/2006	Flexible E 2% COLA Adopted (02/01/2006)
1/1/2005	Flexible E 2% COLA Adopted (01/01/2005)
1/1/2004	E 2% COLA Adopted (01/01/2004)
1/1/2003	E 2% COLA Adopted (01/01/2003)
7/1/2002	Benefit B-3 (80% max)
1/1/2002	E 2% COLA Adopted (01/01/2002)
1/1/2000	E 2% COLA Adopted (01/01/2000)
1/1/1999	Flexible E 2% COLA Adopted (01/01/1999)
11/1/1998	Temporary Benefit F55 (With 20 Years of Service) (11/01/1998 - 01/03/1999)
1/1/1998	E 2% COLA Adopted (01/01/1998)
1/1/1997	E 2% COLA Adopted (01/01/1997)
1/1/1996	E 2% COLA Adopted (01/01/1996)
7/1/1995	Member Contribution Rate 3.00%
1/1/1995	E 2% COLA Adopted (01/01/1995)
1/1/1993	E 2% COLA Adopted (01/01/1993)
1/1/1992	Benefit FAC-3 (3 Year Final Average Compensation)
2/18/1991	Day of work defined as 6 Hours a Day for All employees.
1/1/1991	E 2% COLA Adopted (01/01/1991)
1/1/1990	E 2% COLA Adopted (01/01/1990)
1/1/1989	Benefit FAC-5 (5 Year Final Average Compensation)
1/1/1989	10 Year Vesting



### 13 - Gnrl Non Un

1/1/1989 Benefit B-2  
1/1/1989 Member Contribution Rate 5.00%  
1/1/1985 E 2% COLA Adopted (01/01/1985)  
1/1/1983 E 2% COLA Adopted (01/01/1983)  
1/1/1981 E 2% COLA Adopted (01/01/1981)  
1/1/1980 E 2% COLA Adopted (01/01/1980)  
1/1/1979 E 2% COLA Adopted (01/01/1979)  
Fiscal Month - July  
Defined Benefit Normal Retirement Age - 60  
Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

### 14 - BPUNonUnion

7/1/2017 Non-Accelerated Amortization  
7/1/2017 Participant Contribution Rate 5%  
7/1/2017 DC Adoption Date 07-01-2017  
12/1/2016 Service Credit Purchase Estimates - Yes  
7/1/2016 Participant Contribution Rate 4%  
1/1/2008 Flexible E 1% COLA Adopted (01/01/2008)  
9/5/2006 Covered by Act 88  
2/1/2006 Flexible E 2% COLA Adopted (02/01/2006)  
1/1/2005 Flexible E 2% COLA Adopted (01/01/2005)  
1/1/2004 E 2% COLA Adopted (01/01/2004)  
1/1/2003 E 2% COLA Adopted (01/01/2003)  
7/1/2002 Benefit B-3 (80% max)  
1/1/2002 E 2% COLA Adopted (01/01/2002)  
1/1/2000 E 2% COLA Adopted (01/01/2000)  
1/1/1999 Flexible E 2% COLA Adopted (01/01/1999)  
1/1/1998 E 2% COLA Adopted (01/01/1998)  
1/1/1997 E 2% COLA Adopted (01/01/1997)  
1/1/1996 E 2% COLA Adopted (01/01/1996)  
7/1/1995 Member Contribution Rate 3.00%  
1/1/1995 E 2% COLA Adopted (01/01/1995)  
1/1/1993 E 2% COLA Adopted (01/01/1993)  
1/1/1992 Benefit FAC-3 (3 Year Final Average Compensation)  
2/18/1991 Day of work defined as 6 Hours a Day for All employees.  
1/1/1991 E 2% COLA Adopted (01/01/1991)  
1/1/1990 E 2% COLA Adopted (01/01/1990)  
1/1/1989 Benefit FAC-5 (5 Year Final Average Compensation)  
1/1/1989 10 Year Vesting  
1/1/1989 Benefit B-2  
1/1/1989 Member Contribution Rate 5.00%  
Fiscal Month - July  
Defined Benefit Normal Retirement Age - 60  
Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

### 15 - City Mngr

7/1/2018 Benefit B-4 (80% max)  
7/1/2018 Participant Contribution Rate 5%  
12/1/2016 Service Credit Purchase Estimates - Yes



## 15 - City Mngr

1/1/2008	Flexible E 1% COLA Adopted (01/01/2008)
9/5/2006	Covered by Act 88
2/1/2006	Flexible E 2% COLA Adopted (02/01/2006)
1/1/2005	Flexible E 2% COLA Adopted (01/01/2005)
1/1/2004	E 2% COLA Adopted (01/01/2004)
1/1/2003	E 2% COLA Adopted (01/01/2003)
1/1/2000	E 2% COLA Adopted (01/01/2000)
1/1/1999	Flexible E 2% COLA Adopted (01/01/1999)
1/1/1998	E 2% COLA Adopted (01/01/1998)
1/1/1997	E 2% COLA Adopted (01/01/1997)
1/1/1996	Member Contribution Rate 3.00%
1/1/1996	E 2% COLA Adopted (01/01/1996)
12/31/1995	Member Contribution Rate 0.00%
1/1/1995	Benefit FAC-3 (3 Year Final Average Compensation)
1/1/1995	10 Year Vesting
1/1/1995	Benefit B-2
1/1/1995	Member Contribution Rate 5.00%
1/1/1995	E 2% COLA Adopted (01/01/1995)
	Fiscal Month - July
	Defined Benefit Normal Retirement Age - 60
	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

## 18 - City Treas.

12/1/2016	Service Credit Purchase Estimates - Yes
1/1/2015	Accelerated to 15-year Amortization
9/5/2006	Covered by Act 88
2/1/2006	Flexible E 2% COLA Adopted (02/01/2006)
1/1/2004	E 2% COLA Adopted (01/01/2004)
1/1/2003	E 2% COLA Adopted (01/01/2003)
1/1/2000	E 2% COLA Adopted (01/01/2000)
1/1/1999	Flexible E 2% COLA Adopted (01/01/1999)
1/1/1998	E 2% COLA Adopted (01/01/1998)
1/1/1997	E 2% COLA Adopted (01/01/1997)
1/1/1996	Benefit FAC-3 (3 Year Final Average Compensation)
1/1/1996	10 Year Vesting
1/1/1996	Benefit B-2
1/1/1996	Member Contribution Rate 5.00%
1/1/1996	E 2% COLA Adopted (01/01/1996)
	Fiscal Month - July
	Defined Benefit Normal Retirement Age - 60
	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

# Plan Provisions, Actuarial Assumptions, and Actuarial Funding Method

Details on MERS plan provisions, actuarial assumptions, and actuarial methodology can be found in the Appendix. Some actuarial assumptions are specific to this municipality and its divisions. These are listed below.

### Increase in Final Average Compensation

Division	FAC Increase Assumption
All Divisions	3.00%

### Withdrawal Rate Scaling Factor

Division	Withdrawal Rate Scaling Factor
All Divisions	100%

## Miscellaneous and Technical Assumptions

Loads – None.

### Amortization Policy for Closed Divisions

Closed Division	Amortization Option
12 - BPU Union	Non-Accelerated Amortization
13 - Gnrl Non Un	Non-Accelerated Amortization
14 - BPUNonUnion	Non-Accelerated Amortization
18 - City Treas.	Accelerated to 15-Year Amortization

Please see the Appendix on MERS website for a detailed description of the amortization options available for closed divisions within an open municipality.

## Risk Commentary

Determination of the accrued liability, the employer contribution, and the funded ratio requires the use of assumptions regarding future economic and demographic experience. Risk measures, as illustrated in this report, are intended to aid in the understanding of the effects of future experience differing from the assumptions used in the course of the actuarial valuation. Risk measures may also help with illustrating the potential volatility in the accrued liability, the actuarially determined contribution and the funded ratio that result from the differences between actual experience and the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

Examples of risk that may reasonably be anticipated to significantly affect the plan's future financial condition include:

- **Investment Risk** – actual investment returns may differ from the expected returns;
- **Asset/Liability Mismatch** – changes in asset values may not match changes in liabilities, thereby altering the gap between the accrued liability and assets and consequently altering the funded status and contribution requirements;
- **Salary and Payroll Risk** – actual salaries and total payroll may differ from expected, resulting in actual future accrued liability and contributions differing from expected;
- **Longevity Risk** – members may live longer or shorter than expected and receive pensions for a period of time other than assumed; and
- **Other Demographic Risks** – members may terminate, retire or become disabled at times or with benefits other than assumed resulting in actual future accrued liability and contributions differing from expected.

The effects of certain trends in experience can generally be anticipated. For example, if the investment return since the most recent actuarial valuation is less (or more) than the assumed rate, the cost of the plan can be expected to increase (or decrease). Likewise, if longevity is improving (or worsening), increases (or decreases) in cost can be anticipated.

## PLAN MATURITY MEASURES

Risks facing a pension plan evolve over time. A young plan with virtually no investments and paying few benefits may experience little investment risk. An older plan with a large number of members in pay status and a significant trust may be much more exposed to investment risk. Generally accepted plan maturity measures include the following:

	<u>12/31/2019</u>	<u>12/31/2018</u>
1. Ratio of the market value of assets to total payroll	5.6	5.2
2. Ratio of actuarial accrued liability to payroll	7.4	7.2
3. Ratio of actives to retirees and beneficiaries	0.8	0.8
4. Ratio of market value of assets to benefit payments	12.6	11.6
5. Ratio of net cash flow to market value of assets (boy)	-4.1%	-4.3%

### **RATIO OF MARKET VALUE OF ASSETS TO TOTAL PAYROLL**

The relationship between assets and payroll is a useful indicator of the potential volatility of contributions. For example, if the market value of assets is 2.0 times the payroll, a return on assets 5% different than assumed would equal 10% of payroll. A higher (lower) or increasing (decreasing) level of this maturity measure generally indicates a higher (lower) or increasing (decreasing) volatility in plan sponsor contributions as a percentage of payroll.

### **RATIO OF ACTUARIAL ACCRUED LIABILITY TO PAYROLL**

The relationship between actuarial accrued liability and payroll is a useful indicator of the potential volatility of contributions for a fully funded plan. A funding policy that targets a funded ratio of 100% is expected to result in the ratio of assets to payroll and the ratio of liability to payroll converging over time.

### **RATIO OF ACTIVES TO RETIREES AND BENEFICIARIES**

A young plan with many active members and few retirees will have a high ratio of active to retirees. A mature open plan may have close to the same number of actives to retirees resulting in a ratio near 1.0. A super-mature or closed plan may have significantly more retirees than actives resulting in a ratio below 1.0.

### **RATIO OF MARKET VALUE OF ASSETS TO BENEFIT PAYMENTS**

The MERS' Actuarial Policy requires a total minimum contribution equal to the excess (if any) of three times the expected annual benefit payments over the projected market value of assets as of the participating municipality or court's Fiscal Year for which the contribution applies. The ratio of market value of assets to benefit payments as of the valuation date provides an indication of whether the division is at risk for triggering the minimum contribution rule in the near term. If the division triggers this minimum contribution rule, the required employer contributions could increase dramatically relative to previous valuations.

### **RATIO OF NET CASH FLOW TO MARKET VALUE OF ASSETS**

A positive net cash flow means contributions exceed benefits and expenses. A negative cash flow means existing funds are being used to make payments. A certain amount of negative net cash flow is generally expected to occur when benefits are prefunded through a qualified trust. Large negative net cash flows as a percent of assets may indicate a super-mature plan or a need for additional contributions.

## State Reporting

The following information has been prepared to provide some of the information necessary to complete the pension reporting requirements for the State of Michigan’s Local Government Retirement System Annual Report (Form No. 5572). Additional resources are available at [www.mersofmich.com](http://www.mersofmich.com) and on the State [website](#).

Form 5572		
Line Reference	Description	Result
<b>10 Membership as of December 31, 2019</b>		
11	Indicate number of active members	58
12	Indicate number of inactive members (excluding pending refunds)	10
13	Indicate number of retirees and beneficiaries	75
<b>14 Investment Performance for Calendar Year Ending December 31, 2019<sup>1</sup></b>		
15	Enter actual rate of return - prior 1-year period	14.02%
16	Enter actual rate of return - prior 5-year period	6.39%
17	Enter actual rate of return - prior 10-year period	7.97%
<b>18 Actuarial Assumptions</b>		
19	Actuarial assumed rate of investment return <sup>2</sup>	7.35%
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Level Percent
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any <sup>3</sup>	19
22	Is each division within the system closed to new employees? <sup>4</sup>	No
<b>23 Uniform Assumptions</b>		
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	\$19,879,045
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	\$27,622,206
27	Actuarially Determined Contribution (ADC) using uniform assumptions, Fiscal Year Ending June 30, 2020	\$937,512

1. The Municipal Employees’ Retirement System’s investment performance has been provided to GRS from MERS Investment Staff and included here for reporting purposes. This investment performance figures reported are net of investment expenses on a rolling calendar-year basis for the previous 1-, 5-, and 10-year periods as required under PA 530.
2. Net of administrative and investment expenses.
3. Populated with the longest amortization period remaining in the amortization schedule, across all divisions in the plan. This is when each division and the plan in total is expected to reach 100% funded if all assumptions are met.
4. If all divisions within the employer are closed, “yes.” If at least one division is open (including shadow divisions) indicate “no.”



# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** August 3, 2020  
**Agenda Item:** New Business  
**Subject:** Request for Street and Sidewalk Closure

**Background:**

Hillsdale College has requested to close Hillsdale Street and the sidewalk between E. College Street and Galloway / Barber Drive on Sunday August 23, 2020 from 10:00 a.m. till 6:00 p.m. for Freshman Convocation. Vehicular and pedestrian traffic will be detoured onto E. College Street.

**Recommendation:**

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

Scott A. Hephner

Chief of Police / Fire Chief

A handwritten signature in black ink, appearing to read 'Scott A. Hephner', with a long horizontal flourish extending to the right.

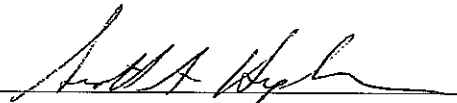
**TRAFFIC CONTROL ORDER**  
**2020-23**

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 St. between E. College St. and Galloway/Barber Drive will be closed to all traffic, as well as adjacent sidewalks from 10:00 am to 6:00 pm on Sunday, August 23, 2020 for the Hillsdale College Freshman Convocation ceremony.**

**Hillsdale College Security Personnel will place, remove, and attend all necessary barricades and traffic control signs.**

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

\_\_\_\_\_  
07/27/20  
Date

Received for filing in the office of the City Clerk at 11:00 a.m. on the 27 day of July, 2020.

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

\_\_\_\_\_  
07/27/20  
Date

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

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

Passed in open Council this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Adam L. Stockford, Mayor

Attest:

\_\_\_\_\_  
Katy B. Price, City Clerk

Received by \_\_\_\_\_  
 Date \_\_\_\_\_  
 Amount Rec' \_\_\_\_\_  
 Check # \_\_\_\_\_



Permit # \_\_\_\_\_

**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**

<b>Hillsdale College</b>		<b>7-22-2020</b>	
Applicant's Name		Contractor's Name	
Date		Date	
<b>33 E College Street</b>			
Mailing Address		Mailing Address	
<b>Hillsdale</b>	<b>MI</b>	<b>49242</b>	
City	State	Zip Code	
<b>517-607-2597</b>			
Telephone Number		Telephone Number	

**DESCRIPTION OF WORK OR USE:**  
 Close Hillsdale Street and adjacent sidewalks between Barber Drive and E College Street using Type III Stadium Barricades and Pedestrian Barricades, to include the entire right of way. Clearly mark detour routes for both vehicles and pedestrians of west on E College Street to north on N West Street to east on E Galloway Drive.

**LOCATION:** (Drawing to be provided)  
 See attached drawing.

**FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:**  
 Type III Stadium Barricades, Pedestrian Barricades, detour signs.

**TIME PERIOD:**  
 COMMENCING DATE: Sunday, August 23, 2020 TIME: 10:00 am ENDING DATE: Sunday, August 23, 2020 TIME: 6:00 pm

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

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

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

**Staff Use Only**

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Recommendation for Issuance

Approved  Denied

Director Comments:

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

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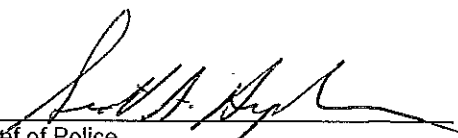
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Recommendation for Issuance

Approved  Denied

Chief of Police Comments:

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

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

Fee Received \$ \_\_\_\_\_

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

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

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

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

July 22, 2020

Chief Scott A. Hephner  
Hillsdale Police Department  
Hillsdale City Hall  
Hillsdale, MI 49242

Dear Chief Hephner:

In accordance with our past practices and procedures, Hillsdale College is requesting to close the right of way, including both the street and the sidewalk, along Hillsdale Street between E College Street and Galloway/Barber Drive from 10:00 am to 6:00 pm for our Freshman Convocation on Sunday, August 23, 2020. Closing Hillsdale Street will serve to protect the public by providing a detour away from central campus and to protect students, during the closure, from wandering into a very busy street and possibly being injured.

We would reroute foot and vehicular traffic from Hillsdale Street onto E College Street, then north/south on N West Street, and then back along E Galloway Drive. We would like to request pedestrian detour signs as well as pedestrian barricades, if needed. Hillsdale College Security personnel will place, remove, and attend to all necessary barricades and traffic control signs.

If you have any questions, please call me at 607-2454.

Thank you for your consideration on this request.

Respectfully submitted,



William K. Whorley  
Director of Security

WKW/lmm

