



City Council Agenda

August 17, 2020
7:00 p.m.

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

- I. Call to Order and Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Public Comments on Agenda Items**
- V. Consent Agenda**
 - A. Approval of Bills
 - 1. City Claims of July 23, 2020: \$140,493.62
 - 2. BPU Claims of July 23, 2020: \$172,480.20
 - 3. Payroll of July 23, 2020: \$193,203.87
 - B. City Council Minutes of August 3, 2020
 - C. Cemetery Minutes of August 12, 2020
 - D. Noise Variance for Hillsdale College Welcome Party
 - E. Street Closure for Hillsdale College Homecoming Activities
 - F. Noise Variance for Hillsdale College Homecoming Activities
 - G. American League 5k Heroes Run
 - H. BPU: AMI Water Meter Node Replacement
 - I. BPU: PLC Replacement at Water Treatment Plant
- VI. Communications/Petitions**
 - A. Certificate of Completion of Michigan CDBG Program
 - B. 2020 Census: Door to Door Visits
 - C. MML Annual Meeting
- VII. Introduction and Adoption of Ordinances/Public Hearing**
 - A.
- VIII. Old Business**
 - A. The Dawn Theater –Verbal Update
 - B. Fayette Street Project – Verbal Update
 - C. 65 & 69 Westwood Street Properties- Verbal Update
- IX. New Business**
 - A. Title VI Non-Discrimination Plan Update
- X. Miscellaneous Reports**
 - A. Proclamations- None
 - B. Appointments- Airport Advisory Committee: David Hambleton
 - C. Other- None

XI. General Public Comment

XII. City Manager's Report

XIII. Council Comment

XIV. Adjournment

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 07/10/2020 - 07/23/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GC

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 453							
481-900.000-740.295	07/10/20	AVFUEL CORP	AVFUEL SUPERTANKER	013684047	07/10/20	6,589.93	453
						<u>6,589.93</u>	
Total For Check 453							
Check 454							
208-000.000-265.000	07/13/20	STATE OF MICHIGAN	SALES TAX - AIRPORT	06.30.2020	07/13/20	583.57	454
						<u>583.57</u>	
Total For Check 454							
Check 455							
101-295.000-801.000	07/23/20	AVFUEL CORP	MONTHLY EQUIPMENT RENTAL	013725387	07/23/20	20.00	455
101-295.000-801.000	07/23/20	AVFUEL CORP	MONTHLY REFUELER RENTAL	013725696	07/23/20	950.00	455
						<u>970.00</u>	
Total For Check 455							
Check 456							
101-174.000-861.000	07/23/20	CARD SERVICES CENTER	ECONOMIC DEVELOPMENT CREDIT ANALYSI	202006030003	07/23/20	76.88	456
101-191.000-726.000	07/23/20	CARD SERVICES CENTER	POSTAGE FOR ELECTIONS	06.23.2020	07/23/20	140.00	456
101-191.000-726.000	07/23/20	CARD SERVICES CENTER	POSTAGE FOR ELECTIONS	07.01.2020	07/23/20	42.00	456
101-191.000-726.000	07/23/20	CARD SERVICES CENTER	POSTAGE FOR ELECTIONS	07.01.2020	07/23/20	140.00	456
101-215.000-734.000	07/23/20	CARD SERVICES CENTER	POSTAGE	06.16.2020	07/23/20	7.60	456
101-215.000-734.000	07/23/20	CARD SERVICES CENTER	POSTAGE	07.08.2020	07/23/20	17.20	456
101-215.000-734.000	07/23/20	CARD SERVICES CENTER	POSTAGE	07.06.2020	07/23/20	13.90	456
101-301.000-726.000	07/23/20	CARD SERVICES CENTER	LIVE TRAP	333612	07/23/20	201.87	456
101-441.000-810.000	07/23/20	CARD SERVICES CENTER	AUTOCAD LT	4850186	07/23/20	392.00	456
101-447.000-861.000	07/23/20	CARD SERVICES CENTER	EGLE OP TRAINING AND CERT	06.30.2020	07/23/20	95.00	456
271-790.000-726.000	07/23/20	CARD SERVICES CENTER	SUPPLIES PPE	06.09.2020	07/23/20	25.42	456
271-790.000-801.000	07/23/20	CARD SERVICES CENTER	ORG DOMAIN RENEWAL	06.15.2020	07/23/20	14.17	456
640-444.000-730.000	07/23/20	CARD SERVICES CENTER	SEAL KIT	944	07/23/20	69.49	456
						<u>1,235.53</u>	
Total For Check 456							
Check 458							
101-265.000-920.000	07/23/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2998350604	07/23/20	41.38	458
101-265.000-920.000	07/23/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2998675341	07/23/20	43.15	458
101-336.000-920.000	07/23/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2998848237	07/23/20	61.60	458
101-441.000-920.000	07/23/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	3001934288	07/23/20	41.72	458
271-790.000-920.000	07/23/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2999283615	07/23/20	44.70	458
						<u>232.55</u>	
Total For Check 458							
Check 459							
101-172.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	14.44	459
101-172.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	38.47	459
101-173.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	14.44	459
101-173.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	28.85	459
101-174.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	7.22	459
101-174.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	8.00	459
101-209.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	28.88	459
101-209.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	47.26	459
101-215.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	14.44	459
101-215.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	16.53	459
101-219.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	28.88	459
101-219.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	52.65	459
101-295.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	14.44	459
101-295.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	16.49	459
101-301.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	229.45	459
101-301.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	306.36	459

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 459							
101-336.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	43.32	459
101-336.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	61.59	459
101-400.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	21.66	459
101-400.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	27.23	459
101-441.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	28.88	459
101-441.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	46.02	459
101-447.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	14.44	459
101-447.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	38.47	459
208-751.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	14.44	459
208-751.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	23.46	459
271-790.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	14.44	459
271-790.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	24.04	459
588-588.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	57.76	459
588-588.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	63.85	459
640-444.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	28.88	459
640-444.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	37.72	459
699-441.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	115.52	459
699-441.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	137.76	459
Total For Check 459						1,666.28	
Check 83321							
208-000.000-692.000	07/13/20	ROBERT LEE	PAVILION RENTAL REFUND	07.08.2020	07/13/20	75.00	83321
Total For Check 83321						75.00	
Check 83322							
409-000.000-675.003	07/13/20	WARD MOORE	1/2 PURCHASE FOR SALLY FALLON MEMOR	07.13.2020	07/13/20	9,500.00	83322
Total For Check 83322						9,500.00	
Check 83323							
101-172.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	90.56	83323
101-173.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	116.70	83323
101-209.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	26.14	83323
101-215.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	90.56	83323
101-219.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	142.83	83323
101-295.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	52.27	83323
101-301.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	000435	07/15/20	714.17	83323
101-301.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	195.10	83323
101-336.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	010292	07/15/20	142.84	83323
101-400.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	90.56	83323
101-441.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	142.83	83323
101-447.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	90.56	83323
208-751.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	52.27	83323
271-790.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	116.70	83323
588-588.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	017287	07/15/20	104.54	83323
588-588.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	52.27	83323
640-444.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	017287	07/15/20	90.56	83323
640-444.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	26.14	83323
699-441.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	017287	07/15/20	414.51	83323
699-441.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013960	07/15/20	26.14	83323
Total For Check 83323						2,778.25	
Check 83325							
101-301.000-801.000	07/15/20	VERIZON WIRELESS	NETWORK ACCESS FEE FOR IN-CAR MOBIL	9857813188	07/15/20	160.04	83325

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 83325							
Total For Check 83325						160.04	
Check 83326							
208-751.000-761.000	07/16/20	MATTHEW DUFF	BASEBALL SPONSORSHIP PASSTHROUGH -	23803	07/16/20	350.00	83326
Total For Check 83326						350.00	
Check 83327							
640-444.000-730.000	07/23/20	ALTA EQUIPMENT COMPANY	FILTERS	SP/47848	07/23/20	165.33	83327
Total For Check 83327						165.33	
Check 83328							
101-215.000-726.000	07/23/20	AMAZON CAPITAL SERVICES, INC	CASH TRANSMITTAL BAGS	17FY-WFNQ-N9MG	07/23/20	84.41	83328
101-265.000-726.000-CV	07/23/20	AMAZON CAPITAL SERVICES, INC	SPEAK THRU - CITY HALL	1QK4-FJC7-M7Y3	07/23/20	88.52	83328
101-265.000-726.000-CV	07/23/20	AMAZON CAPITAL SERVICES, INC	SAFETY FACE SHIELD	1KPL-GLGH-FJQL	07/23/20	49.90	83328
Total For Check 83328						222.83	
Check 83329							
208-000.000-653.001	07/23/20	AMBER RILEY	2020 PEE WEE SOFTBALL REFUND	06.30.2020	07/23/20	55.00	83329
Total For Check 83329						55.00	
Check 83330							
101-756.000-930.000	07/23/20	AMERICAN COPPER AND BRASS, LLC	OUTLETS - MRS. STOCKS PARK	20INV025765	07/23/20	121.36	83330
Total For Check 83330						121.36	
Check 83331							
208-000.000-653.001	07/23/20	ANITA HAMILTON	2020 PEE WEE SOFTBALL REFUND	06.30.2020	07/23/20	60.00	83331
Total For Check 83331						60.00	
Check 83332							
101-441.000-861.000	07/23/20	ARBORIST SKILLS, INC	AERIAL LIFT SAFETY & OPERATION TRAINING	07/16.2020	07/23/20	400.00	83332
Total For Check 83332						400.00	
Check 83333							
101-215.000-726.000	07/23/20	ARROW SWIFT PRINTING	BICYCLE LICENSE	152469	07/23/20	244.00	83333
101-215.000-726.000	07/23/20	ARROW SWIFT PRINTING	WINDOW ENVELOPES & REGULAR ENVELOPES	152411	07/23/20	448.20	83333
Total For Check 83333						692.20	
Check 83334							
271-790.000-982.000	07/23/20	BAKER & TAYLOR COMPANY	ADULT BOOKS MAY	2035338519	07/23/20	367.61	83334
271-790.000-982.000	07/23/20	BAKER & TAYLOR COMPANY	ADULT BOOKS MAY	2035338536	07/23/20	14.57	83334
271-790.000-982.000	07/23/20	BAKER & TAYLOR COMPANY	BOOKS ADULT JUNE	2035338521	07/23/20	290.40	83334
271-790.000-982.000	07/23/20	BAKER & TAYLOR COMPANY	BOOKS ADULT JUNE	2035338537	07/23/20	25.88	83334
271-790.000-982.000	07/23/20	BAKER & TAYLOR COMPANY	BOOKS ADULT JUNE	20353385232	07/23/20	74.44	83334
271-790.000-982.000	07/23/20	BAKER & TAYLOR COMPANY	BOOKS ADULT JUNE	2035338531	07/23/20	29.68	83334
271-790.000-982.000	07/23/20	BAKER & TAYLOR COMPANY	ADULT BOOKS APRIL	2035338518	07/23/20	268.24	83334
271-790.000-982.000	07/23/20	BAKER & TAYLOR COMPANY	ADULT BOOKS APRIL	2035338535	07/23/20	10.17	83334
271-790.000-982.000	07/23/20	BAKER & TAYLOR COMPANY	ADULT BOOKS APRIL	2035338530	07/23/20	15.12	83334
271-792.000-982.000	07/23/20	BAKER & TAYLOR COMPANY	ADULT BOOK ORDER MARCH	2035189547	07/23/20	89.61	83334
Total For Check 83334						1,185.72	
Check 83336							
202-450.000-726.000	07/23/20	BEAVER RESEARCH COMPANY	BEA LESS TACKY	0315243-IN	07/23/20	990.00	83336
203-450.000-726.000	07/23/20	BEAVER RESEARCH COMPANY	BEA LESS TACKY	031542-IN	07/23/20	990.00	83336

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Invoice Age: Less Than 30 Days							
Check 83336							
Total For Check 83336						1,980.00	
Check 83337							
101-265.000-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	2,025.11	83337
101-266.000-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	199.80	83337
101-276.000-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	65.27	83337
101-295.000-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	470.68	83337
101-336.000-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	796.96	83337
101-441.000-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	291.47	83337
101-448.000-920.202	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	3,789.23	83337
101-448.000-920.203	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	296.49	83337
101-756.000-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	1,013.64	83337
202-490.000-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	381.32	83337
202-490.500-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	411.24	83337
203-480.000-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	30.32	83337
247-900.000-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	94.23	83337
271-790.000-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	1,234.75	83337
588-588.000-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	250.22	83337
640-444.000-920.000	07/23/20	BOARD OF PUBLIC UTILITIES	UTILITIES	07.22.2020	07/23/20	265.33	83337
Total For Check 83337						11,616.06	
Check 83339							
202-490.000-726.000	07/23/20	BRINER OIL CO, INC	MINERAL SPIRITS	S72746	07/23/20	158.12	83339
203-490.000-726.000	07/23/20	BRINER OIL CO, INC	MINERAL SPIRITS	S72746	07/23/20	158.13	83339
Total For Check 83339						316.25	
Check 83340							
203-460.000-801.000	07/23/20	C.V. ADAMS GENERAL CONTRACTING	SIDEWALK R/R @ 188 OAK ST	347	07/23/20	1,750.00	83340
Total For Check 83340						1,750.00	
Check 83341							
101-441.000-726.000	07/23/20	CINCINNATI TIME SYSTEMS	TIME CARDS - DPS	94995	07/23/20	62.30	83341
Total For Check 83341						62.30	
Check 83342							
101-441.000-801.000	07/23/20	CINTAS CORPORATION	CLEANER & DISP	4055409418	07/23/20	37.43	83342
Total For Check 83342						37.43	
Check 83343							
101-191.000-726.000	07/23/20	CURRENT OFFICE SOLUTIONS	RUBBERBANDS, TRSH BAGS, PAPER TOWEL	461433-00	07/23/20	76.22	83343
101-191.000-726.000	07/23/20	CURRENT OFFICE SOLUTIONS	HAND SANITIZER	460957-03	07/23/20	43.50	83343
101-209.000-726.000	07/23/20	CURRENT OFFICE SOLUTIONS	OFFICE SUPPLIES FOR ASSESSING DEPAR	461369-00	07/23/20	138.59	83343
101-265.000-726.000	07/23/20	CURRENT OFFICE SOLUTIONS	RUBBERBANDS, TRSH BAGS, PAPER TOWEL	461433-00	07/23/20	124.29	83343
101-265.000-726.000-CV	07/23/20	CURRENT OFFICE SOLUTIONS	MASK	646207-00	07/23/20	119.92	83343
101-336.000-726.000	07/23/20	CURRENT OFFICE SOLUTIONS	POST-IT-NOTES, NAME PLATE (HALLECK)	646051-00	07/23/20	13.37	83343
271-790.000-726.000	07/23/20	CURRENT OFFICE SOLUTIONS	SUPPLIES	461305-00	07/23/20	130.87	83343
588-588.000-726.000	07/23/20	CURRENT OFFICE SOLUTIONS	HAND SANITIZER	642704-01	07/23/20	26.89	83343
588-588.000-726.000	07/23/20	CURRENT OFFICE SOLUTIONS	3PLY MASK	646363-00	07/23/20	159.07	83343
Total For Check 83343						832.72	
Check 83345							
208-000.000-653.001	07/23/20	DEBRA SCHMUCKER	2020 PEE WEE SOFTBALL REFUND	06.30.2020	07/23/20	60.00	83345
Total For Check 83345						60.00	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 07/10/2020 - 07/23/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GC

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Invoice Age: Less Than 30 Days							
Check 83346							
271-790.000-726.000	07/23/20	DEMCO, INC	SUPPLIES	01900124	07/23/20	215.95	83346
						<u>215.95</u>	
Total For Check 83346							
Check 83347							
202-490.000-726.000	07/23/20	DORNBOS SIGN & SAFETY INC	VARIOUS SIGNS	INV47971	07/23/20	137.26	83347
202-490.000-726.000	07/23/20	DORNBOS SIGN & SAFETY INC	VARIOUS SIGNS	INV50407	07/23/20	270.60	83347
202-490.000-726.000	07/23/20	DORNBOS SIGN & SAFETY INC	VARIOUS SIGNS	INV50274	07/23/20	131.18	83347
202-490.500-726.000	07/23/20	DORNBOS SIGN & SAFETY INC	VARIOUS SIGNS	INV50274	07/23/20	39.99	83347
203-490.000-726.000	07/23/20	DORNBOS SIGN & SAFETY INC	VARIOUS SIGNS	INV50407	07/23/20	224.75	83347
203-490.000-726.000	07/23/20	DORNBOS SIGN & SAFETY INC	VARIOUS SIGNS	INV50274	07/23/20	92.62	83347
633-000.000-111.000	07/23/20	DORNBOS SIGN & SAFETY INC	VARIOUS SIGNS	INV50274	07/23/20	176.16	83347
						<u>1,072.56</u>	
Total For Check 83347							
Check 83348							
640-444.000-730.000	07/23/20	DP EQUIPMENT CO	PULLEY, SPINDLES	090927	07/23/20	624.25	83348
						<u>624.25</u>	
Total For Check 83348							
Check 83349							
101-265.000-801.000	07/23/20	EAST 2 WEST ENTERPRISES, INC	MOP & BUFF DISPATCH OFFICE	8922	07/23/20	40.00	83349
						<u>40.00</u>	
Total For Check 83349							
Check 83350							
101-441.000-726.000	07/23/20	FAMILY FARM & HOME	LIQUID WRENCH OIL, BUSHING, 2 CYCLE	682/W	07/23/20	34.99	83350
640-444.000-726.000	07/23/20	FAMILY FARM & HOME	LIQUID WRENCH OIL, BUSHING, 2 CYCLE	677/W	07/23/20	13.77	83350
640-444.000-730.000	07/23/20	FAMILY FARM & HOME	LIQUID WRENCH OIL, BUSHING, 2 CYCLE	682/W	07/23/20	14.98	83350
						<u>63.74</u>	
Total For Check 83350							
Check 83351							
208-000.000-692.000	07/23/20	FIRST PRESBYTERIAN CHURCH	MRS STOCK'S PARK RENTAL REFUN	06.30.2020	07/23/20	100.00	83351
						<u>100.00</u>	
Total For Check 83351							
Check 83352							
247-900.000-801.006	07/23/20	FOULKE CONSTRUCTION	DAWN THEATER REHABILITATION	DRAW-005	07/23/20	21,465.00	83352
						<u>21,465.00</u>	
Total For Check 83352							
Check 83353							
271-790.000-726.000	07/23/20	G&G GLASS, INC	PPE SNEEZE GUARDS	20-1017	07/23/20	400.00	83353
						<u>400.00</u>	
Total For Check 83353							
Check 83354							
101-265.000-726.000-CV	07/23/20	GELZER & SON INC	ADHSIVE FASTENER, CAPS, BOLTS/NUTS	C378856	07/23/20	11.97	83354
101-265.000-930.000	07/23/20	GELZER & SON INC	ADHSIVE FASTENER, CAPS, BOLTS/NUTS	C379803	07/23/20	3.38	83354
202-460.000-726.000	07/23/20	GELZER & SON INC	ADHSIVE FASTENER, CAPS, BOLTS/NUTS	C379278	07/23/20	27.99	83354
						<u>43.34</u>	
Total For Check 83354							
Check 83355							
202-450.000-726.000	07/23/20	GERKEN MATERIAL, INC	COMMERCIAL TOP HOT MIX	173590	07/23/20	92.00	83355
202-480.000-726.000	07/23/20	GERKEN MATERIAL, INC	COMMERCIAL TOP HOT MIX	173590	07/23/20	34.50	83355
203-450.000-726.000	07/23/20	GERKEN MATERIAL, INC	COMMERCIAL TOP HOT MIX	173590	07/23/20	169.05	83355
						<u>295.55</u>	
Total For Check 83355							
Check 83356							
101-441.000-726.000	07/23/20	GFG INSTRUMENTATION	CALIBRATION GAS - METER	173681-CITY	07/23/20	62.50	83356
						<u>62.50</u>	
Total For Check 83356							

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 DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 07/10/2020 - 07/23/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
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Invoice Age: Less Than 30 Days							
Check 83356							
						Total For Check 83356	62.50
Check 83357							
271-790.000-982.000	07/23/20	GRACE A DOW MEMORIAL LIBRARY	BOOK REINBURSEMENT	#HCL070920	07/23/20	10.99	83357
						Total For Check 83357	10.99
Check 83358							
640-444.000-730.000	07/23/20	GREENMARK EQUIPMENT	FAN HOUSING #131	P18194	07/23/20	39.99	83358
						Total For Check 83358	39.99
Check 83359							
247-900.000-801.006	07/23/20	HAGER CONSULTING, LLC	DAWN THEATER REHABILITATION	202015	07/23/20	550.00	83359
						Total For Check 83359	550.00
Check 83360							
101-265.000-726.000	07/23/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	1578	07/23/20	19.00	83360
101-295.000-726.000	07/23/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	1578	07/23/20	9.50	83360
101-441.000-726.000	07/23/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	1578	07/23/20	14.25	83360
588-588.000-726.000	07/23/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	1611	07/23/20	4.75	83360
						Total For Check 83360	47.50
Check 83361							
588-588.000-730.000	07/23/20	JACKSON TRUCK SERVICE INC	FILTERS, LED LIGHTS, INSPECTION FOR	PC001334787:01	07/23/20	7.67	83361
640-444.000-730.000	07/23/20	JACKSON TRUCK SERVICE INC	FILTERS, LED LIGHTS, INSPECTION FOR	PC001334661:01	07/23/20	101.08	83361
640-444.000-730.000	07/23/20	JACKSON TRUCK SERVICE INC	FILTERS, LED LIGHTS, INSPECTION FOR	PC001334745:01	07/23/20	252.19	83361
640-444.000-730.000	07/23/20	JACKSON TRUCK SERVICE INC	FILTERS, LED LIGHTS, INSPECTION FOR	PC001334863:01	07/23/20	50.72	83361
640-444.000-730.000	07/23/20	JACKSON TRUCK SERVICE INC	FILTERS, LED LIGHTS, INSPECTION FOR	PC001335085:01	07/23/20	60.83	83361
640-444.000-730.000	07/23/20	JACKSON TRUCK SERVICE INC	FILTERS, LED LIGHTS, INSPECTION FOR	PC001334787:01	07/23/20	13.57	83361
						Total For Check 83361	486.06
Check 83362							
271-790.000-801.000	07/23/20	JOHNSON CONTROLS FIRE PROTECTI	SERVICE	21724659	07/23/20	750.00	83362
						Total For Check 83362	750.00
Check 83363							
588-588.000-801.000	07/23/20	KEY OPPORTUNITIES, INC.	GRANT - STATE OPERATING ASSISTANCE	45648	07/23/20	8,750.00	83363
						Total For Check 83363	8,750.00
Check 83364							
101-175.000-806.002	07/23/20	KREIS, ENDERLE HUDGINS & BORS	ATTY FEES - MTT APPEALS	315777 TKG	07/23/20	11,617.58	83364
						Total For Check 83364	11,617.58
Check 83365							
101-265.000-726.000-CV	07/23/20	KSS ENTERPRISES	SOAP & HAND SANITIZER	1228930-2	07/23/20	32.12	83365
101-441.000-726.000	07/23/20	KSS ENTERPRISES	SOAP & HAND SANITIZER	1231644-1	07/23/20	33.98	83365
						Total For Check 83365	66.10
Check 83366							
101-295.000-726.000	07/23/20	MARKET HOUSE	DISH SOAP, CUPS, CHIPS, MINTS & COF	119990	07/23/20	73.84	83366
101-336.000-726.000	07/23/20	MARKET HOUSE	LAUNDRY DETERGENT, FRESH SCENT PWD,	119210	07/23/20	31.92	83366
						Total For Check 83366	105.76
Check 83367							
101-301.000-726.000	07/23/20	MARTIN BRAD	POSTAGE REIMBURSEMENT PKG MAILED TO	07.14.2020	07/23/20	4.60	83367

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 07/10/2020 - 07/23/2020
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Invoice Age: Less Than 30 Days							
Check 83367							
Total For Check 83367						4.60	
Check 83368							
101-301.000-726.000	07/23/20	MICHAEL KURAS	REIMBURSEMENT FOR CLEANING SUPPLIES	563630	07/23/20	20.88	83368
Total For Check 83368						20.88	
Check 83369							
401-900.000-975.038	07/23/20	MT ENGINEERING, LLC	ENGINEER SERVICE - CITY HALL CHILLE	02003-3	07/23/20	450.00	83369
Total For Check 83369						450.00	
Check 83370							
208-000.000-653.001	07/23/20	NICOLE YAGER	2020 PEE WEE SOFTBALL REFUND	06.30.2020	07/23/20	60.00	83370
Total For Check 83370						60.00	
Check 83371							
640-444.000-801.301	07/23/20	PARNEY'S CAR CARE	OIL CHANGE - UNIT 2-1 (19 EXPLORER)	65874	07/23/20	37.00	83371
Total For Check 83371						37.00	
Check 83372							
101-295.000-930.000	07/23/20	PERFORMANCE AUTOMOTIVE	PATCH KIT	10284-1328928	07/23/20	3.09	83372
588-588.000-730.000	07/23/20	PERFORMANCE AUTOMOTIVE	AIR HOSE, FILTERS, BRAKE PADS, O-RI	10284-1327712	07/23/20	6.82	83372
640-444.000-730.000	07/23/20	PERFORMANCE AUTOMOTIVE	AIR HOSE, FILTERS, BRAKE PADS, O-RI	10284-1327731	07/23/20	96.99	83372
640-444.000-730.000	07/23/20	PERFORMANCE AUTOMOTIVE	AIR HOSE, FILTERS, BRAKE PADS, O-RI	10284-1328228	07/23/20	144.37	83372
640-444.000-730.000	07/23/20	PERFORMANCE AUTOMOTIVE	AIR HOSE, FILTERS, BRAKE PADS, O-RI	10284-1328345	07/23/20	21.46	83372
640-444.000-730.000	07/23/20	PERFORMANCE AUTOMOTIVE	AIR HOSE, FILTERS, BRAKE PADS, O-RI	10284-1328593	07/23/20	81.03	83372
640-444.000-730.000	07/23/20	PERFORMANCE AUTOMOTIVE	AIR HOSE, FILTERS, BRAKE PADS, O-RI	10284-1328327	07/23/20	15.90	83372
640-444.000-730.000	07/23/20	PERFORMANCE AUTOMOTIVE	AIR HOSE, FILTERS, BRAKE PADS, O-RI	10284-1328927	07/23/20	3.74	83372
640-444.000-730.000	07/23/20	PERFORMANCE AUTOMOTIVE	AIR HOSE, FILTERS, BRAKE PADS, O-RI	10284-1327712	07/23/20	20.46	83372
Total For Check 83372						393.86	
Check 83374							
101-172.000-726.000	07/23/20	PRINTER SOURCE PLUS	TONER	172051	07/23/20	29.99	83374
101-172.000-726.000	07/23/20	PRINTER SOURCE PLUS	PRINTER CARTRIDGE	171756	07/23/20	69.99	83374
Total For Check 83374						99.98	
Check 83375							
101-172.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	476.22	83375
101-173.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	1,428.66	83375
101-209.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	476.22	83375
101-215.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	1,428.66	83375
101-219.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	2,571.58	83375
101-295.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	1,142.92	83375
101-301.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	14,762.78	83375
101-336.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	2,381.10	83375
101-400.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	1,428.66	83375
101-441.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	1,142.92	83375
101-447.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	476.22	83375
208-751.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	1,142.92	83375
271-790.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	(1,428.66)	83375
588-588.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	3,428.76	83375
640-444.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	1,904.88	83375
699-441.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000683412	07/23/20	8,476.70	83375
Total For Check 83375						41,240.54	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 07/10/2020 - 07/23/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GC

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
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Check 83377							
202-490.000-726.000	07/23/20	SHERWIN-WILLIAMS	TIPS, GLASS BEADS, STRAINERS	4276-7	07/23/20	41.18	83377
202-490.000-726.000	07/23/20	SHERWIN-WILLIAMS	TIPS, GLASS BEADS, STRAINERS	4295-7	07/23/20	2.62	83377
633-000.000-111.000	07/23/20	SHERWIN-WILLIAMS	TIPS, GLASS BEADS, STRAINERS	4613-4	07/23/20	108.75	83377
640-444.000-730.000	07/23/20	SHERWIN-WILLIAMS	TIPS, GLASS BEADS, STRAINERS	4613-4	07/23/20	305.44	83377
						457.99	
Total For Check 83377							
Check 83378							
101-175.000-801.000	07/23/20	SONIT SYSTEMS, LLC	NETADMIN - APRIL 2020	60278-CITY	07/23/20	170.62	83378
401-900.000-975.040	07/23/20	SONIT SYSTEMS, LLC	MICROSOFT SOFTWARE ASSURANCE 2020-2	60947-CITY	07/23/20	3,372.50	83378
						3,543.12	
Total For Check 83378							
Check 83379							
202-490.000-726.000	07/23/20	SPARTAN BARRICADING & TRAFFIC	TRAFFIC CONTROL - NORTH STREET CLOS	146054	07/23/20	588.00	83379
						588.00	
Total For Check 83379							
Check 83380							
203-470.000-801.000	07/23/20	DAVID STIDHAM	TREE REMOVAL - 188 OAK ST	07.15.2020	07/23/20	450.00	83380
						450.00	
Total For Check 83380							
Check 83381							
640-444.000-730.000	07/23/20	STILLWELL FORD MERCURY, INC	INDICATOR	178593	07/23/20	41.00	83381
						41.00	
Total For Check 83381							
Check 83382							
101-301.000-801.000	07/23/20	TRANSUNION RISK AND ALTERNATIVE	ONLINE INVESTIGATIVE SYSTEM BILLING	07.01.2020	07/23/20	50.00	83382
						50.00	
Total For Check 83382							
Check 83383							
588-588.000-730.000	07/23/20	TRI COUNTY INT'L TRUCK INC	KIT	JP58639	07/23/20	195.90	83383
						195.90	
Total For Check 83383							
Check 83384							
677-175.000-964.000	07/23/20	UNEMPLOYMENT INSURANCE AGENCY	REIMBURSING EMPLOYER BILLING FOR BE	L0071842438	07/23/20	120.00	83384
						120.00	
Total For Check 83384							
Check 83385							
101-265.000-801.000	07/23/20	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0095881	07/23/20	15.51	83385
101-441.000-742.000	07/23/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0095880	07/23/20	22.86	83385
101-441.000-742.000	07/23/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0096469	07/23/20	22.86	83385
101-441.000-801.000	07/23/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0095880	07/23/20	36.04	83385
101-441.000-801.000	07/23/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0096469	07/23/20	36.04	83385
588-588.000-801.000	07/23/20	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0096470	07/23/20	15.51	83385
588-588.000-801.000	07/23/20	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0096477	07/23/20	35.75	83385
640-444.000-742.000	07/23/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0095880	07/23/20	11.16	83385
640-444.000-742.000	07/23/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0096469	07/23/20	11.16	83385
640-444.000-801.000	07/23/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0095880	07/23/20	19.82	83385
640-444.000-801.000	07/23/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0096469	07/23/20	19.82	83385
						246.53	
Total For Check 83385							
Check 83387							
640-444.000-730.000	07/23/20	WHITE'S WELDING SERVICE	STEEL PLATE & ANGLE	85576	07/23/20	40.00	83387
						40.00	
Total For Check 83387							
Check 83388							

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Check 83388							
203-470.000-801.000	07/23/20	WICKHAM TREE SERVICE	TREE REMOVAL FROM STORM	07.01.2020	07/23/20	1,800.00	83388
Total For Check 83388						1,800.00	
Check 83389							
101-441.000-955.588	07/23/20	WORKHEALTH-QUINCY, PLLC	RANDOM & PREEMPLOYMENT DRUG TESTING	7218	07/23/20	114.00	83389
588-588.000-955.588	07/23/20	WORKHEALTH-QUINCY, PLLC	RANDOM & PREEMPLOYMENT DRUG TESTING	7218	07/23/20	35.00	83389
Total For Check 83389						149.00	
Total For Age Less Than 30 Days						140,493.62	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 07/10/2020 - 07/23/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GC

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL FUND			56,785.98	
			Fund 202 MAJOR ST./TRUNKLINE FUND			3,306.00	
			Fund 203 LOCAL ST. FUND			5,664.87	
			Fund 208 RECREATION FUND			2,576.66	
			Fund 247 TAX INCREMENT FINANCE ATH.			22,109.23	
			Fund 271 LIBRARY FUND			2,739.09	
			Fund 401 CAPITAL IMPROVEMENT FUND			3,822.50	
			Fund 409 STOCK'S PARK			9,500.00	
			Fund 481 AIRPORT IMPROVEMENT FUND			6,589.93	
			Fund 588 DIAL-A-RIDE FUND			13,194.76	
			Fund 633 PUBLIC SERVICES INV. FUND			284.91	
			Fund 640 REVOLVING MOBILE EQUIP. FUND			4,629.06	
			Fund 677 UNEMPLOYMENT INSURANCE FUND			120.00	
			Fund 699 DPS LEAVE AND BENEFITS FUND			9,170.63	
Total For All Funds:						140,493.62	
--- TOTALS BY GL DISTRIBUTION ---							
		101-172.000-715.000	HEALTH AND LIFE INSURANCE			581.22	
		101-172.000-721.000	DISABILITY INSURANCE			38.47	
		101-172.000-726.000	SUPPLIES			99.98	
		101-173.000-715.000	HEALTH AND LIFE INSURANCE			1,559.80	
		101-173.000-721.000	DISABILITY INSURANCE			28.85	
		101-174.000-715.000	HEALTH AND LIFE INSURANCE			7.22	
		101-174.000-721.000	DISABILITY INSURANCE			8.00	
		101-174.000-861.000	TRAINING & SEMINARS			76.88	
		101-175.000-801.000	CONTRACTUAL SERVICES			170.62	
		101-175.000-806.002	LEGAL SERVICES - TAX CASES			11,617.58	
		101-191.000-726.000	SUPPLIES			441.72	
		101-209.000-715.000	HEALTH AND LIFE INSURANCE			531.24	
		101-209.000-721.000	DISABILITY INSURANCE			47.26	
		101-209.000-726.000	SUPPLIES			138.59	
		101-215.000-715.000	HEALTH AND LIFE INSURANCE			1,533.66	
		101-215.000-721.000	DISABILITY INSURANCE			16.53	
		101-215.000-726.000	SUPPLIES			776.61	
		101-215.000-734.000	POSTAGE			38.70	
		101-219.000-715.000	HEALTH AND LIFE INSURANCE			2,743.29	
		101-219.000-721.000	DISABILITY INSURANCE			52.65	
		101-265.000-726.000	SUPPLIES			143.29	
		101-265.000-726.000-CV	SUPPLIES			302.43	
		101-265.000-801.000	CONTRACTUAL SERVICES			55.51	
		101-265.000-920.000	UTILITIES			2,109.64	
		101-265.000-930.000	REPAIRS & MAINTENANCE			3.38	
		101-266.000-920.000	UTILITIES			199.80	
		101-276.000-920.000	UTILITIES			65.27	
		101-295.000-715.000	HEALTH AND LIFE INSURANCE			1,209.63	
		101-295.000-721.000	DISABILITY INSURANCE			16.49	
		101-295.000-726.000	SUPPLIES			83.34	
		101-295.000-801.000	CONTRACTUAL SERVICES			970.00	
		101-295.000-920.000	UTILITIES			470.68	
		101-295.000-930.000	REPAIRS & MAINTENANCE			3.09	
		101-301.000-715.000	HEALTH AND LIFE INSURANCE			15,901.50	
		101-301.000-721.000	DISABILITY INSURANCE			306.36	
		101-301.000-726.000	SUPPLIES			227.35	
		101-301.000-801.000	CONTRACTUAL SERVICES			210.04	
		101-336.000-715.000	HEALTH AND LIFE INSURANCE			2,567.26	
		101-336.000-721.000	DISABILITY INSURANCE			61.59	
		101-336.000-726.000	SUPPLIES			45.29	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amountcheck #
		101-336.000-920.000	UTILITIES			858.56
		101-400.000-715.000	HEALTH AND LIFE INSURANCE			1,540.88
		101-400.000-721.000	DISABILITY INSURANCE			27.23
		101-441.000-715.000	HEALTH AND LIFE INSURANCE			1,314.63
		101-441.000-721.000	DISABILITY INSURANCE			46.02
		101-441.000-726.000	SUPPLIES			208.02
		101-441.000-742.000	CLOTHING / UNIFORMS			45.72
		101-441.000-801.000	CONTRACTUAL SERVICES			109.51
		101-441.000-810.000	DUES AND SUBSCRIPTIONS			392.00
		101-441.000-861.000	TRAINING & SEMINARS			400.00
		101-441.000-920.000	UTILITIES			333.19
		101-441.000-955.588	MISC. - CDL LICENSING/TESTING			114.00
		101-447.000-715.000	HEALTH AND LIFE INSURANCE			581.22
		101-447.000-721.000	DISABILITY INSURANCE			38.47
		101-447.000-861.000	TRAINING & SEMINARS			95.00
		101-448.000-920.202	UTILITIES - MAJOR STREETS			3,789.23
		101-448.000-920.203	UTILITIES - LOCAL STREETS			296.49
		101-756.000-920.000	UTILITIES			1,013.64
		101-756.000-930.000	REPAIRS & MAINTENANCE			121.36
		202-450.000-726.000	SUPPLIES			1,082.00
		202-460.000-726.000	SUPPLIES			27.99
		202-480.000-726.000	SUPPLIES			34.50
		202-490.000-726.000	SUPPLIES			1,328.96
		202-490.000-920.000	UTILITIES			381.32
		202-490.500-726.000	SUPPLIES			39.99
		202-490.500-920.000	UTILITIES			411.24
		203-450.000-726.000	SUPPLIES			1,159.05
		203-460.000-801.000	CONTRACTUAL SERVICES			1,750.00
		203-470.000-801.000	CONTRACTUAL SERVICES			2,250.00
		203-480.000-920.000	UTILITIES			30.32
		203-490.000-726.000	SUPPLIES			475.50
		208-000.000-265.000	ACCRUED SALES TAX			583.57
		208-000.000-653.001	YOUTH PROGRAM FEES			235.00
		208-000.000-692.000	OTHER REVENUE			175.00
		208-751.000-715.000	HEALTH AND LIFE INSURANCE			1,209.63
		208-751.000-721.000	DISABILITY INSURANCE			23.46
		208-751.000-761.000	ITEMS FOR PASS THRU SALES			350.00
		247-900.000-801.006	CONTRACTUAL SERVICES - MEDC GRANT			22,015.00
		247-900.000-920.000	UTILITIES			94.23
		271-790.000-715.000	HEALTH AND LIFE INSURANCE			(1,297.52)
		271-790.000-721.000	DISABILITY INSURANCE			24.04
		271-790.000-726.000	SUPPLIES			772.24
		271-790.000-801.000	CONTRACTUAL SERVICES			764.17
		271-790.000-920.000	UTILITIES			1,279.45
		271-790.000-982.000	BOOKS			1,107.10
		271-792.000-982.000	BOOKS			89.61
		401-900.000-975.038	CITY HALL RENOVATION			450.00
		401-900.000-975.040	COMPREHENSIVE COMPUTER UPDATE			3,372.50
		409-000.000-675.003	CONTR. & DONT. - SALLY FALLON			9,500.00
		481-900.000-740.295	FUEL AND LUBRICANTS - AVIATIO			6,589.93
		588-588.000-715.000	HEALTH AND LIFE INSURANCE			3,643.33
		588-588.000-721.000	DISABILITY INSURANCE			63.85
		588-588.000-726.000	SUPPLIES			190.71
		588-588.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			210.39
		588-588.000-801.000	CONTRACTUAL SERVICES			8,801.26
		588-588.000-920.000	UTILITIES			250.22
		588-588.000-955.588	MISC. - CDL LICENSING/TESTING			35.00
		633-000.000-111.000	INVENTORY - MAT. AND SUPPLIES			284.91
		640-444.000-715.000	HEALTH AND LIFE INSURANCE			2,050.46

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		640-444.000-721.000	DISABILITY INSURANCE			37.72	
		640-444.000-726.000	SUPPLIES			13.77	
		640-444.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			2,162.82	
		640-444.000-742.000	CLOTHING / UNIFORMS			22.32	
		640-444.000-801.000	CONTRACTUAL SERVICES			39.64	
		640-444.000-801.301	POLICE VEHICLE REPAIR			37.00	
		640-444.000-920.000	UTILITIES			265.33	
		677-175.000-964.000	REFUNDS AND REBATES			120.00	
		699-441.000-715.000	HEALTH AND LIFE INSURANCE			9,032.87	
		699-441.000-721.000	DISABILITY INSURANCE			137.76	

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 120							
582-000.000-265.000	07/13/20	STATE OF MICHIGAN	SALES TAX	06.30.2020	07/13/20	30,371.55	120
582-000.000-693.000	07/13/20	STATE OF MICHIGAN	SALES TAX	06.30.2020	07/13/20	(189.88)	120
Total For Check 120						30,181.67	
Check 121							
582-544.000-861.000	07/23/20	BUSINESS CARD	LINEMAN LUNCH - STORM WORK	06.10.2020	07/23/20	26.50	121
Total For Check 121						26.50	
Check 122							
582-175.000-801.000	07/23/20	MICHIGAN PUBLIC POWER AGENCY	MPPA PEAKING CAPACITY COMMITTEE	20200710013	07/23/20	805.19	122
Total For Check 122						805.19	
Check 123							
582-175.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	209.38	123
582-175.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	394.65	123
590-175.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	90.25	123
590-175.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	146.15	123
591-175.000-715.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	61.37	123
591-175.000-721.000	07/23/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	08.01.2020	07/23/20	100.95	123
Total For Check 123						1,002.75	
Check 72842							
582-175.000-801.000	07/13/20	BRIDGESTONE AMERICAS,INC	MONTHLY PROCESSING	612036	07/13/20	1,504.00	72842
590-175.000-801.000	07/13/20	BRIDGESTONE AMERICAS,INC	MONTHLY PROCESSING	612036	07/13/20	751.90	72842
591-175.000-801.000	07/13/20	BRIDGESTONE AMERICAS,INC	MONTHLY PROCESSING	612036	07/13/20	752.09	72842
Total For Check 72842						3,007.99	
Check 72843							
582-175.000-820.000	07/13/20	CITY OF HILLSDALE	JUNE 2020 PILOT	06.30.2020	07/13/20	58,993.48	72843
590-175.000-820.000	07/13/20	CITY OF HILLSDALE	JUNE 2020 PILOT	06.30.2020	07/13/20	9,906.09	72843
591-175.000-820.000	07/13/20	CITY OF HILLSDALE	JUNE 2020 PILOT	06.30.2020	07/13/20	7,316.02	72843
Total For Check 72843						76,215.59	
Check 72844							
582-000.000-249.100	07/13/20	COMMUNITY ACTION AGENCY	JUNE OPERATION ROUND-UP	06.30.2020	07/13/20	2,598.90	72844
Total For Check 72844						2,598.90	
Check 72845							
582-000.000-249.100	07/13/20	LARA - MI PUBLIC SERVICE COMM	"LIEAF - 6099 JUNE 2020 P.A. 95"	06.30.2020	07/13/20	5,559.32	72845
Total For Check 72845						5,559.32	
Check 72846							
582-175.000-925.000	07/13/20	VERIZON WIRELESS	CELL PHONES	9857813189	07/13/20	668.96	72846
590-175.000-925.000	07/13/20	VERIZON WIRELESS	CELL PHONES	9857813189	07/13/20	184.36	72846
591-175.000-925.000	07/13/20	VERIZON WIRELESS	CELL PHONES	9857813189	07/13/20	183.36	72846
Total For Check 72846						1,036.68	
Check 72847							
582-175.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF MI	DENTAL & VISION INSURANCE GROUP 007	015496/016353	07/15/20	1,075.49	72847
590-175.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF MI	DENTAL & VISION INSURANCE GROUP 007	015496/016353	07/15/20	343.57	72847
591-175.000-715.000	07/15/20	BLUE CROSS & BLUE SHIELD OF MI	DENTAL & VISION INSURANCE GROUP 007	015496/016353	07/15/20	395.81	72847
Total For Check 72847						1,814.87	
Check 72848							

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 72848							
582-175.000-925.000	07/23/20	ACD	MONTHLY FIBER LEASE	42187-148	07/23/20	122.56	72848
582-543.000-925.000	07/23/20	ACD	ELECTRIC GENERATION - PP	11061-106	07/23/20	138.50	72848
590-175.000-925.000	07/23/20	ACD	MONTHLY FIBER LEASE	42187-148	07/23/20	61.28	72848
591-175.000-925.000	07/23/20	ACD	MONTHLY FIBER LEASE	42187-148	07/23/20	61.28	72848
Total For Check 72848						383.62	
Check 72849							
582-175.000-726.007-CV	07/23/20	AMAZON CAPITAL SERVICES, INC	SAFETY SHIELD AND COVID PROTECTION	164G-VP96-TKRR	07/23/20	20.98	72849
582-175.000-726.200	07/23/20	AMAZON CAPITAL SERVICES, INC	PRINTER INK	1C33-TM6J-TLKK	07/23/20	51.98	72849
582-543.000-930.000	07/23/20	AMAZON CAPITAL SERVICES, INC	FLOAT PUMP SWITCH	17FY-WFNQ-1J99	07/23/20	81.98	72849
590-546.000-930.970	07/23/20	AMAZON CAPITAL SERVICES, INC	HARD CASE FOR MULTI GAS METER	1KK4-4RKX-TFLH	07/23/20	26.98	72849
Total For Check 72849						181.92	
Check 72850							
582-175.000-880.000	07/23/20	CHESTNEY PUBLISHING	JULY/AUGUST SIMPLY HERS	9995	07/23/20	160.00	72850
590-175.000-880.000	07/23/20	CHESTNEY PUBLISHING	JULY/AUGUST SIMPLY HERS	9995	07/23/20	80.00	72850
591-175.000-880.000	07/23/20	CHESTNEY PUBLISHING	JULY/AUGUST SIMPLY HERS	9995	07/23/20	80.00	72850
Total For Check 72850						320.00	
Check 72851							
582-175.000-801.000	07/23/20	CINTAS CORPORATION	MATT'S	4056401798	07/23/20	20.00	72851
582-175.000-930.000	07/23/20	CINTAS CORPORATION	MATT'S	4055787814	07/23/20	20.00	72851
590-175.000-801.000	07/23/20	CINTAS CORPORATION	MATT'S	4056401798	07/23/20	10.00	72851
590-175.000-930.000	07/23/20	CINTAS CORPORATION	MATT'S	4055787814	07/23/20	10.00	72851
591-175.000-801.000	07/23/20	CINTAS CORPORATION	MATT'S	4056401798	07/23/20	10.00	72851
591-175.000-930.000	07/23/20	CINTAS CORPORATION	MATT'S	4055787814	07/23/20	10.00	72851
Total For Check 72851						80.00	
Check 72852							
582-175.000-726.000	07/23/20	CURRENT OFFICE SOLUTIONS	CLIP BINDERS & 8..5 X11 DOCUMENT FR.	646366-00	07/23/20	5.14	72852
590-175.000-726.000	07/23/20	CURRENT OFFICE SOLUTIONS	CLIP BINDERS & 8..5 X11 DOCUMENT FR.	646366-00	07/23/20	2.57	72852
591-175.000-726.000	07/23/20	CURRENT OFFICE SOLUTIONS	CLIP BINDERS & 8..5 X11 DOCUMENT FR.	646366-00	07/23/20	2.56	72852
Total For Check 72852						10.27	
Check 72853							
591-544.000-930.000	07/23/20	DUBOIS TRUCKING AND EXCAVATION	BERM MIX	QB1687	07/23/20	72.00	72853
Total For Check 72853						72.00	
Check 72854							
591-544.000-726.800	07/23/20	FAMILY FARM & HOME	HOSE, SHOVELS, HARDWARE, BUCKET, TA	674/54	07/23/20	9.57	72854
591-544.000-726.800	07/23/20	FAMILY FARM & HOME	HOSE, SHOVELS, HARDWARE, BUCKET, TA	676/54	07/23/20	61.97	72854
591-544.000-726.800	07/23/20	FAMILY FARM & HOME	HOSE, SHOVELS, HARDWARE, BUCKET, TA	678/54	07/23/20	35.42	72854
591-544.000-726.800	07/23/20	FAMILY FARM & HOME	HOSE, SHOVELS, HARDWARE, BUCKET, TA	680/54	07/23/20	0.74	72854
Total For Check 72854						107.70	
Check 72855							
582-175.000-726.000	07/23/20	GFG INSTRUMENTATION	CALIBRATION GAS - METER	173681-BPU	07/23/20	31.25	72855
590-175.000-726.000	07/23/20	GFG INSTRUMENTATION	CALIBRATION GAS - METER	173681-BPU	07/23/20	15.63	72855
591-175.000-726.000	07/23/20	GFG INSTRUMENTATION	CALIBRATION GAS - METER	173681-BPU	07/23/20	15.62	72855
Total For Check 72855						62.50	
Check 72856							
582-175.000-801.000	07/23/20	HOOP LAWN & SNOW, LLC	LAWN MOWING SERVICES	06.30.2020	07/23/20	2,100.00	72856

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Invoice Age: Less Than 30 Days							
Check 72856							
Total For Check 72856						2,100.00	
Check 72857							
590-547.000-726.900	07/23/20	IDEXX LABORATORIES	WP104 COLI P/A COMPARATOR	3067478018	07/23/20	18.23	72857
Total For Check 72857						18.23	
Check 72858							
582-543.000-801.000	07/23/20	JOHNSON CONTROLS SECURITY SOLU	QUARTERLY ALARM SYSTEM POWER PLANT	34545985	07/23/20	1,763.00	72858
Total For Check 72858						1,763.00	
Check 72859							
590-546.000-726.800	07/23/20	LOU'S GLOVES, INC	DARK LIGHT NITRILE GLOVES	036609	07/23/20	142.00	72859
Total For Check 72859						142.00	
Check 72860							
590-547.000-801.000	07/23/20	MERIT LABORATORIES	BEF COMPLIANCE TESTING	15343	07/23/20	286.50	72860
590-547.000-801.000	07/23/20	MERIT LABORATORIES	BEF COMPLIANCE TESTING	15281	07/23/20	168.25	72860
590-547.000-801.000	07/23/20	MERIT LABORATORIES	BEF COMP TESTING, QUARTERLY IPP TES'	15517	07/23/20	167.75	72860
590-547.000-801.000	07/23/20	MERIT LABORATORIES	BEF COMP TESTING, QUARTERLY IPP TES'	15611	07/23/20	226.50	72860
590-547.000-801.000	07/23/20	MERIT LABORATORIES	BEF COMP TESTING, QUARTERLY IPP TES'	15516	07/23/20	286.50	72860
590-547.000-801.000	07/23/20	MERIT LABORATORIES	BEF COMP TESTING, QUARTERLY IPP TES'	15428	07/23/20	286.50	72860
591-544.000-801.000	07/23/20	MERIT LABORATORIES	BEF COMP TESTING, QUARTERLY IPP TES'	15613	07/23/20	196.00	72860
591-544.000-801.000	07/23/20	MERIT LABORATORIES	BEF COMP TESTING, QUARTERLY IPP TES'	15656	07/23/20	49.00	72860
591-544.000-801.000	07/23/20	MERIT LABORATORIES	BEF COMP TESTING, QUARTERLY IPP TES'	15432	07/23/20	147.00	72860
591-544.000-801.000	07/23/20	MERIT LABORATORIES	BEF COMP TESTING, QUARTERLY IPP TES'	15520	07/23/20	77.00	72860
Total For Check 72860						1,891.00	
Check 72861							
582-175.000-920.400	07/23/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2992493910	07/23/20	25.86	72861
582-175.000-920.400	07/23/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2992541354	07/23/20	25.26	72861
582-543.000-740.300	07/23/20	MICH GAS UTILITIES	NATURAL GAS USAGE FOR JUNE	3001905194	07/23/20	21.18	72861
582-543.000-740.400	07/23/20	MICH GAS UTILITIES	NATURAL GAS USAGE FOR JUNE	3001905194	07/23/20	21.18	72861
582-543.000-920.400	07/23/20	MICH GAS UTILITIES	NATURAL GAS USAGE FOR JUNE	3002037830	07/23/20	39.08	72861
590-175.000-920.400	07/23/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2992493910	07/23/20	12.93	72861
590-175.000-920.400	07/23/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2992541354	07/23/20	12.63	72861
590-547.000-920.400	07/23/20	MICH GAS UTILITIES	NATURAL GAS UTILITY - WTP	3000174078	07/23/20	42.60	72861
591-175.000-920.400	07/23/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2992493910	07/23/20	12.93	72861
591-175.000-920.400	07/23/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2992541354	07/23/20	12.62	72861
Total For Check 72861						226.27	
Check 72862							
591-000.000-110.000	07/23/20	MICHIGAN PIPE & VALVE	WATER INVENTORY	JO24817	07/23/20	2,162.11	72862
Total For Check 72862						2,162.11	
Check 72863							
582-544.000-730.000	07/23/20	PERFORMANCE AUTOMOTIVE	BRAKE PARTS FOR 39-15	10284-1325722	07/23/20	453.08	72863
591-544.000-726.800	07/23/20	PERFORMANCE AUTOMOTIVE	SPRAY PAINT	10284-1328491	07/23/20	20.78	72863
Total For Check 72863						473.86	
Check 72864							
582-000.000-110.000	07/23/20	POWERLINE SUPPLY	INVENTORY	56482211	07/23/20	238.20	72864
582-000.000-158.000-19	07/23/20	POWERLINE SUPPLY	SUB SWITCH	56482612	07/23/20	8,355.46	72864
582-544.000-726.800	07/23/20	POWERLINE SUPPLY	FR FACE WEAR	56482212	07/23/20	56.00	72864
Total For Check 72864						8,649.66	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 07/10/2020 - 07/23/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: BPUAP

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72865							
582-175.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000678	07/23/20	15,381.89	72865
590-175.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000678	07/23/20	4,976.51	72865
591-175.000-715.000	07/23/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201970000678	07/23/20	6,786.10	72865
Total For Check 72865						27,144.50	
Check 72866							
582-175.000-726.000	07/23/20	RUPERT'S CULLIGAN	WATER - OFFICE	218506	07/23/20	10.00	72866
590-175.000-726.000	07/23/20	RUPERT'S CULLIGAN	WATER - OFFICE	218506	07/23/20	5.00	72866
591-175.000-726.000	07/23/20	RUPERT'S CULLIGAN	WATER - OFFICE	218506	07/23/20	5.00	72866
Total For Check 72866						20.00	
Check 72867							
582-543.000-930.000	07/23/20	SHERWIN-WILLIAMS	PAINT FOR SUBSTATION FENCE	4172-8	07/23/20	37.79	72867
582-544.000-930.546	07/23/20	SHERWIN-WILLIAMS	PAINT FOR SUBSTATION FENCE	4172-8	07/23/20	520.68	72867
Total For Check 72867						558.47	
Check 72868							
582-175.000-801.000	07/23/20	SMITH & LOVELESS	ARRANGEMENT - KELLEY NEWELL	1283	07/23/20	28.00	72868
590-175.000-801.000	07/23/20	SMITH & LOVELESS	ARRANGEMENT - KELLEY NEWELL	1283	07/23/20	14.00	72868
591-175.000-801.000	07/23/20	SMITH & LOVELESS	ARRANGEMENT - KELLEY NEWELL	1283	07/23/20	14.00	72868
Total For Check 72868						56.00	
Check 72869							
582-000.000-123.000	07/23/20	SONIT SYSTEMS, LLC	MICROSOFT SOFTWARE ASSURANCE BPU 20.	60947-BPU	07/23/20	1,686.25	72869
582-175.000-801.200	07/23/20	SONIT SYSTEMS, LLC	NETADMN- APRIL	60278-BPU	07/23/20	85.32	72869
590-000.000-123.000	07/23/20	SONIT SYSTEMS, LLC	MICROSOFT SOFTWARE ASSURANCE BPU 20.	60947-BPU	07/23/20	843.12	72869
590-175.000-801.200	07/23/20	SONIT SYSTEMS, LLC	NETADMN- APRIL	60278-BPU	07/23/20	42.66	72869
591-000.000-123.000	07/23/20	SONIT SYSTEMS, LLC	MICROSOFT SOFTWARE ASSURANCE BPU 20.	60947-BPU	07/23/20	843.13	72869
591-175.000-801.200	07/23/20	SONIT SYSTEMS, LLC	NETADMN- APRIL	60278-BPU	07/23/20	42.65	72869
Total For Check 72869						3,543.13	
Check 72870							
582-175.000-880.000	07/23/20	STOCKHOUSE CORPORATION	VINYL DOOR LOGO	192607	07/23/20	212.50	72870
Total For Check 72870						212.50	
Check 72871							
591-544.000-730.039	07/23/20	WHITE'S WELDING SERVICE	BRACKETS FOR LADDER RACK	85575	07/23/20	30.00	72871
Total For Check 72871						30.00	
Check 72872							
582-175.000-801.000	07/23/20	WORKHEALTH-QUINCY, PLLC	D/S ONLY - RANDY	06.30.2020	07/23/20	22.00	72872
Total For Check 72872						22.00	
Total For Age Less Than 30 Days						172,480.20	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 07/10/2020 - 07/23/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: BPUAP

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #	
Fund Totals:								
			Fund 582 ELECTRIC FUND			133,752.66		
			Fund 590 SEWER FUND			19,160.46		
			Fund 591 WATER FUND			19,567.08		
Total For All Funds:							172,480.20	
--- TOTALS BY GL DISTRIBUTION ---								
582-000.000-110.000			INVENTORY			238.20		
582-000.000-123.000			PREPAID EXPENSES			1,686.25		
582-000.000-158.000-19			CONSTRUCTION WORK IN PROGRESS			8,355.46		
582-000.000-249.100			LOW INCOME ENERGY ASSISTANCE			8,158.22		
582-000.000-265.000			ACCRUED SALES TAX			30,371.55		
582-000.000-693.000			MISC NON-OPERATING INCOME			(189.88)		
582-175.000-715.000			HEALTH AND LIFE INSURANCE			16,666.76		
582-175.000-721.000			DISABILITY INSURANCE			394.65		
582-175.000-726.000			SUPPLIES			46.39		
582-175.000-726.007-CV			SUUPPLIES - COVID 19			20.98		
582-175.000-726.200			OFFICE SUPPLIES			51.98		
582-175.000-801.000			CONTRACTUAL SERVICES			4,479.19		
582-175.000-801.200			COMPUTER			85.32		
582-175.000-820.000			PILOT			58,993.48		
582-175.000-880.000			COMMUNITY PROMOTION			372.50		
582-175.000-920.400			UTILITIES - GAS			51.12		
582-175.000-925.000			TELEPHONE			791.52		
582-175.000-930.000			REPAIRS & MAINTENANCE			20.00		
582-543.000-740.300			NATURAL GAS - ENGINE #5			21.18		
582-543.000-740.400			NATURAL GAS - ENGINE #6			21.18		
582-543.000-801.000			CONTRACTUAL SERVICES			1,763.00		
582-543.000-920.400			UTILITIES - GAS			39.08		
582-543.000-925.000			TELEPHONE			138.50		
582-543.000-930.000			REPAIRS & MAINTENANCE			119.77		
582-544.000-726.800			SUPPLIES - OPERATIONS			56.00		
582-544.000-730.000			VEH./EQUIP. MAINT. SUPPLIES			453.08		
582-544.000-861.000			TRAINING & SEMINARS			26.50		
582-544.000-930.546			REPAIRS & MAINANCE - SUBSTATIONS			520.68		
590-000.000-123.000			PREPAID EXPENSES			843.12		
590-175.000-715.000			HEALTH AND LIFE INSURANCE			5,410.33		
590-175.000-721.000			DISABILITY INSURANCE			146.15		
590-175.000-726.000			SUPPLIES			23.20		
590-175.000-801.000			CONTRACTUAL SERVICES			775.90		
590-175.000-801.200			COMPUTER			42.66		
590-175.000-820.000			PILOT			9,906.09		
590-175.000-880.000			COMMUNITY PROMOTION			80.00		
590-175.000-920.400			UTILITIES - GAS			25.56		
590-175.000-925.000			TELEPHONE			245.64		
590-175.000-930.000			REPAIRS & MAINTENANCE			10.00		
590-546.000-726.800			SUPPLIES - OPERATIONS			142.00		
590-546.000-930.970			REPIARS & MINAT. - MANHOLES			26.98		
590-547.000-726.900			SUPPLIES - LABORATORY			18.23		
590-547.000-801.000			CONTRACTUAL SERVICES			1,422.00		
590-547.000-920.400			UTILITIES - GAS			42.60		
591-000.000-110.000			INVENTORY			2,162.11		
591-000.000-123.000			PREPAID EXPENSES			843.13		
591-175.000-715.000			HEALTH AND LIFE INSURANCE			7,243.28		
591-175.000-721.000			DISABILITY INSURANCE			100.95		
591-175.000-726.000			SUPPLIES			23.18		
591-175.000-801.000			CONTRACTUAL SERVICES			776.09		
591-175.000-801.200			COMPUTER			42.65		

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE

EXP CHECK RUN DATES 07/10/2020 - 07/23/2020

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: BPUAP

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		591-175.000-820.000	PILOT			7,316.02	
		591-175.000-880.000	COMMUNITY PROMOTION			80.00	
		591-175.000-920.400	UTILITIES - GAS			25.55	
		591-175.000-925.000	TELEPHONE			244.64	
		591-175.000-930.000	REPAIRS & MAINTENANCE			10.00	
		591-544.000-726.800	SUPPLIES - OPERATIONS			128.48	
		591-544.000-730.039	BPU VEHICLE MAINT/SUPPLIES			30.00	
		591-544.000-801.000	CONTRACTUAL SERVICES			469.00	
		591-544.000-930.000	REPAIRS & MAINTENANCE			72.00	

CITY COUNCIL MINUTES

City of Hillsdale
August 3, 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
	Tony Vear, Ward 1
	William Morrissey, Ward 2
	Cynthia Pratt, Ward 2
	Bruce Sharp, Ward 3
	William Zeiser, Ward 3
	Matthew Bell, Ward 4
	Raymond Briner, Ward 4

Council Members absent:	R. Greg Stuchell, Ward 1
-------------------------	--------------------------

Present: David Mackie (City Manager), Attorney Tom Thompson, Katy Price (City Clerk), Russell Picek, Terri Picek, David Hambleton, Penny Swan, Ruth Brown, Dennis Wainscott, Richard Smith.

Present electronically: Jake Hammel (DPS Director), Scott Hephner (Police/Fire Chief).

Approval of Agenda

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

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

Motion passed 8-0.

Public Comment

Ruth Brown, County Commissioner District #1, 45 Apple Run Lane, commented on the MERS 2019 Annual Valuation. Brown stated that the numbers MERS submitted to the County commissioners were off and urged the Council to be cautious of numbers.

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 VI Non-Discrimination Plan Update

Council Member Bell requested information on the Title VI Non-Discrimination Plan specifically the update.

The update was uncertain. City Manager Mackie suggested looking into the update and adding the next agenda.

Motion by Council Member Zeiser, seconded by Council Member Bell to remove item J. Title VI Non-Discrimination Plan Update from the consent agenda.

By a voice vote, the motion passed unanimously.

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

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

Motion passed 8-0.

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

Mr. David Hambleton presented the American Legion’s Running for Heroes 5k race.

The items of communications were received for informational purposes only.

Introduction and Adoption of Ordinances/Public Hearings

Old Business

New Business

- A. Annual Bow Hunt

Motion by Council Member Sharp, seconded by Council Member Bell to approve the 2020 Archery deer hunt within city limits.

Roll call:	Mayor Stockford	Aye
	Council Member Vear	Aye
	Council Member Morrissey	Aye
	Council Member Zeiser	Aye

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

Motion passed 8-0.

B. MERS 2019 Annual Valuation- Discussion

City Manager Mackie discussed the retirement plan, amounts and percentages for the underfunded plan. Mackie mentioned that over the next ten years city administration will increase the plan’s funding ratio. He stated that staff has applied for CARES act funds that will help in some of the funding issues for public safety and police if the city was selected to receive the funds.

Further council discussion ensued.

No action taken.

C Hillsdale College Freshman Convocation Street Sidewalk Closure

Motion by Council Member Bell, seconded by Council Member Morrisey to approve the Hillsdale College Freshman Convocation Street sidewalk closure.

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

Motion passed 8-0.

Miscellaneous Reports

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

General Public Comment

Scott Hephner, Chief of Police/Fire, commented on the American Legion’s 5k and stated that the department has all the proper paperwork and will review with Jake Hammel, DPS director.

Richard Smith, 63 S. Broad Street, stated he was representing the American Legion and stated the legion is holding a raffle to install a memorial flag pole at the airport as they currently do not have one. He also commented on his letter under communications and appreciated that it was being addressed. He mentioned the tree needs cut down on Broad Street.

City Manager’s Report

City Manager Mackie, stated the air conditioner in council chambers is currently up and working. Parts came in today and get it going.

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 mentioned the State Primary Election is tomorrow and encouraged all to vote. Mackie reviewed a report the city clerk submitted on absent ballot numbers, sent out 794 ballots went out and over 630 ballots were received as of Monday night.

City Manager Mackie stated that the second and third floor is under construction.

City Manager Mackie thanked Police department and Chief Hephner has been working with the Hillsdale Schools to transition students for the new school year.

City Manager Mackie thanked the Board of Public Utilities for assisting Hillsdale High School for the senior graduation as they used their outdoor projector to make the event happen.

Council Comments

Council Member Morrissey stated he was pleased to see the public turnout on the debate at the library for the state representative position last week. He also mentioned that the Planning Commission is working on the masterplan and stated the format has been unclear in the past. The Commission is currently working on changing the format to an outline layout so it may become clearer to understand as well as including costs into the masterplan.

Adjournment

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

By a voice vote, the motion passed unanimously.

The meeting adjourned at 7: 42 p.m.

Adam L. Stockford, Mayor

Katy Price, City Clerk



**Cemetery Board
Minutes**

**2nd Floor Conference Room
City Hall**

August 12, 2020

Call to Order:

The meeting was called to order by Mr. Hammel at 4:19 P.M.

Board members present:

Mr. Jacob Hammel, Department of Public Services Director
Ms. Carol Lackey
Ms. Vicki Ladd

Board members absent:

Mr. John Barrett
Mr. Carl "Bud" Heinowski

Also present were:

Ms. Katy Price, City Clerk

APPROVAL OF MINUTES

Motion by Lackey seconded by Ladd to approve the October 2, 2019 Cemetery Minutes.

By a voice vote, the motion passed unanimously.

PUBLIC COMMENT

No comments were offered.

OLD BUSINESS

There was no Old Business items on the agenda

NEW BUSINESS

A. Lakeview Cemetery Expansion

Mr. Hammel reviewed the expansion plan. He presented the survey that was done in June 2020 on the cemetery and surrounding city property. A small section on the surrounding parcel will be developed for the expansion of the cemetery. A road will be developed to connect the parcel to the cemetery for the expansion. Hammel stated that he will have a proposed master plan on the expansion to present at the next meeting. This is more than likely a six month process. The Public Services staff has been cutting trees back for the expansion, getting it ready to be cleared by a contractor in spring 2021.

Ms. Lackey, seconded by Ms. Ladd, moved to proceed with the expansion process.
By a voice vote, the motion passed unanimously.

Discussion on John Barrett's Board Term

Mr. Hammel led discussion on Mr. Barrett's term ended in May 2020. Hammel stated Barrett is eligible to serve another term if he desires.

Motion by Ms. Lackey, seconded by Ms. Ladd to approve Mr. Barrett to another term if he so chooses to serve again.

By a voice vote, the motion passed unanimously.

The next meeting of the Cemetery Board is scheduled for November 4, 2020 at 4:15 p.m. but discussion arose as it is the day after the election.

Motion by Ladd, seconded by Lackey to tentatively change the meeting to October 28, 2020 at 4:15 p.m.

By a voice vote, the motion passed unanimously.

ADJOURNMENT

Motion by Hammel, seconded by Ladd to adjourn.

By a voice vote, the motion passed unanimously.

The meeting adjourned at 4:54 p.m.

Respectfully submitted,

Katy Price, City Clerk

City of Hillsdale

Agenda Item Summary

Meeting Date: August 17, 2020
Agenda Item: Consent Agenda
Subject: Noise Variance, Hillsdale College Welcome Party

Background:

Hillsdale College requests a noise variance on Monday August 24, 2020 from 4:00 p.m. till 11:59 p.m. for the annual Welcome Party to be hosted on the Quad located at 16 E. Galloway Street.

Recommendation:

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

Scott A. Hephner

Chief of Police / Fire Chief



July 29, 2020

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

Dear Chief Hephner:

Hillsdale College is requesting a noise variance on Monday, August 24 starting at 4:00 pm until 11:59 pm for a Welcome Party- which will be hosted on the Quad (located at 16 E. Galloway Street.

If you have any questions, please call me at 517-607-2454.

Thank you for your assistance.

Respectfully submitted,



Joe Kellam
Associate Director of Security
JK/lmm

City of Hillsdale

Agenda Item Summary

Meeting Date: August 17, 2020

Agenda Item: Consent Agenda

Subject: Street Closure, Hillsdale College Homecoming Activities

Background:

Hillsdale College requests to close Oak Street and the adjacent sidewalks between Academy Lane and E. College Street from 6:00 a.m. till 11:59 p.m. on Saturday September 12, 2020 for Homecoming Activities.

Recommendation:

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

Scott A. Hephner

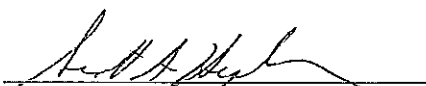
Chief of Police / Fire Chief

TRAFFIC CONTROL ORDER
2020-25

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.

Oak St. and the adjacent sidewalks between E. College St. and Academy Lane will be closed to all traffic from 6:00 am to 11:59 pm on Saturday, September 12, 2020 for the Hillsdale College Homecoming Activities.

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

08/11/20

Date

Received for filing in the office of the City Clerk at 4:00 p.m. on the 11 day of August, 2020.

City Clerk

08/11/20

Date

RESOLUTION # _____

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

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

Adam L. Stockford, Mayor

Attest:

Katy B. Price, City Clerk

Received by Chief Hephner
 Date 07/30/20
 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**

Hillsdale College 7/30/2020

Applicant's Name 33 E College Street		Date 7/30/2020		Contractor's Name		Date	
Mailing Address Hillsdale, MI 49242				Mailing Address Hillsdale, MI 49242			
City 517-607-2597	State	Zip Code	City 517-607-2597		State	Zip Code	
Telephone Number				Telephone Number			

DESCRIPTION OF WORK OR USE:

Close Oak Street and the adjacent sidewalks from Academy Lane to E. College Street using Type III Stadium Barricades and Pedestrian Barricades with traffic signs, to include the entire right of way. Clearly mark detour routes for both pedestrians and vehicles will be Oak Street to Fayette, Fayette to Hillsdale Street, Hillsdale Street to E College Street.

LOCATION: (Drawing to be provided)

See attached form

FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:

Type III Stadium Barricades, Pedestrian Barricades, detour signage

TIME PERIOD:

COMMENCING DATE: September 12, 2020 TIME: 6:00 am ENDING DATE: September 12, 2020 TIME: 11:59 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

Recommendation for Issuance

Approved Denied

Director Comments:

Director, Department of Public Services

Recommendation for Issuance

Approved Denied

Chief of Police Comments:



Chief of Police

Bond Received \$ _____

Fee Received \$ _____

City Clerk

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

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

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



July 30, 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 Oak Street between Academy Lane and E College Street from 6:00 am to 11:59 pm for our socially distant Homecoming on Saturday, September 12, 2020. Closing Oak Street will serve to protect the public by providing a detour away from homecoming activities and to protect students and alumni, during the closure, from wandering into a very busy street and possibly being injured.

We would reroute foot and vehicular traffic from Oak Street onto Fayette Street, then north/south Hillsdale Street Street, and then back along E College Street. 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.

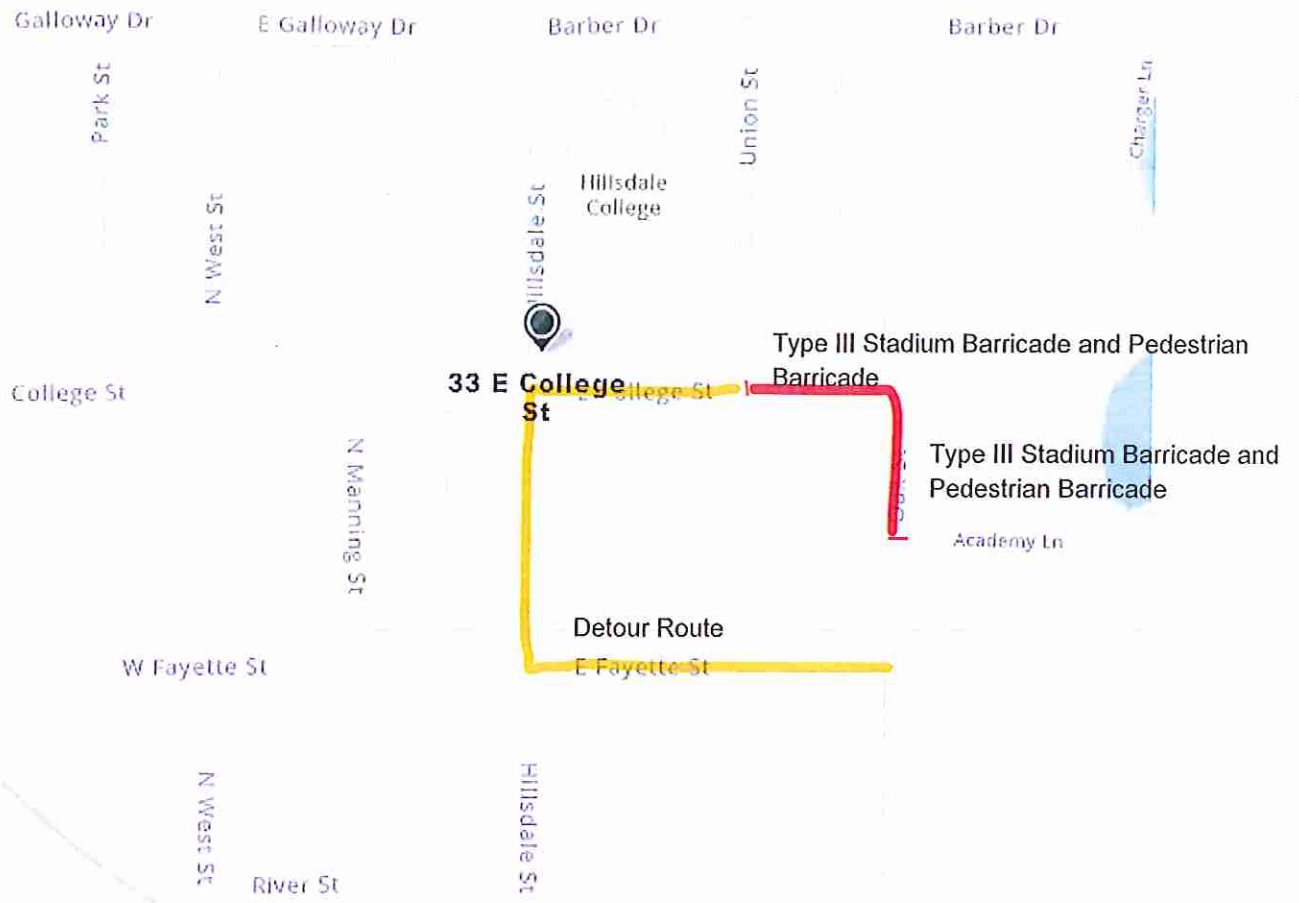
If you have any questions, please call me at 517-607-2454.

Thank you for your consideration on this request.

Respectfully submitted,

Joe Kellam
Associate Director of Security

JK/lmm





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/21/2020

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

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

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

COVERAGES

CERTIFICATE NUMBER: Cert ID 2004


REVISION NUMBER:

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

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

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

CERTIFICATE HOLDER**CANCELLATION**

Hillsdale College Security 33 E. College Street Hillsdale MI 49242	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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City of Hillsdale

Agenda Item Summary

Meeting Date: August 17, 2020
Agenda Item: Consent Agenda
Subject: Noise Variance Request

Background:

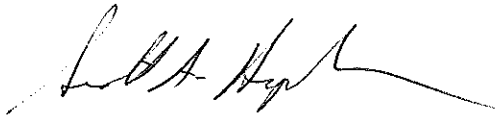
Hillsdale College requests a noise variance for Saturday September 12, 2020 from noon till 11:00 p.m. for their socially distanced Homecoming activities. Event location is 91 E. College Street at the Roche Sports Complex.

Recommendation:

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

Scott A. Hephner

Chief of Police / Fire Chief





July 31, 2020

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

Dear Chief Hephner:

Hillsdale College requests a noise variance on Saturday, September 12 from noon to 11:00 pm at the Roche Sports Complex (91 E. College Street) for socially distanced Homecoming activities.

Alternatively, if socially distant Homecoming does not happen, Hillsdale College requests an alternative noise variance on Friday, September 11 at the Arboretum (on Barber Drive) from 6:00 pm to 11:59 pm for a socially distant Garden Party. *→ cancelled per Bill Whorley*

If a socially distant homecoming does take place, Hillsdale College requests a noise variance on Friday, September 18 from 6:00 pm to 11:59 pm on the East Lawn (33 E College Street) for the socially distant Garden Party. *→ cancelled per Bill Whorley*

If you have any questions, please call me at 517-607-2454.

Thank you for your assistance.

Respectfully submitted,

Joe Kellam
Associate Director of Security
JK/lmm

City of Hillsdale Agenda Item Summary

Meeting Date: August 17, 2020

Agenda Item: Consent

SUBJECT: American Legion Post 53 5K for VVA/Running for Heroes 5K Series

BACKGROUND: Michelle Loren, Recreation Director

As you recall, David Hambleton spoke on behalf of American Legion Post 53 at the August 3, 2020 regular meeting with regard to sponsoring a “5K for VVA” in connection with the Legion’s Running for Heroes Community Walk/Run Series to be held annually for years to come. The first walk/run is in honor of our Vietnam Vets and has been scheduled for August 22, 2020. A copy of the flyer is attached for more information about the race.

On August 11, 2020 the Recreation Dept. received the approved right of way and TCO and is in the process of drafting a Use Agreement. Once the agreement is completed, it will be sent to the City Attorney for review.

RECOMMENDATION:

I recommend Council approve the event and authorize signatures by the Mayor and Clerk executing the Use Agreement upon legal review.

~~DPS Mailbox 7/14/2020~~
Received DPS Mailbox 7/24/2020

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

Permit # 3750



RECEIVED
JUL 14 2020
CITY OF HILLSDALE
CITY CLERK'S OFFICE

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

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

TYPE:

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

Post a copy of the
Permit on-site

American Legion Post 53	6JUL2020	David Hambleton	6JUL2020
Applicant's Name 1611 Steamburg Rd.	Date	Contractor's Name 67 S. Howell St.	Date
Mailing Address Hillsdale, MI 49242		Mailing Address Hillsdale, MI 49242	
City State Zip Code 5172731311		City State Zip Code 5172731311	
Telephone Number		Telephone Number	

DESCRIPTION OF WORK OR USE:

Recreational Fun Run 5k

LOCATION: (Drawing to be provided) *forward*

From Legion out Steamburg to Waterworks to Baw Beese Trail to Sandy Beach *To LaKewiaw to Steamburg*

FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:

Traffic control as needed/recommended by police

TIME PERIOD:

COMMENCING DATE: 22AUG2020 TIME: *0700* ENDING DATE: 22AUG2020 TIME: *1000*

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

Recommendation for Issuance

Approved Denied

Director Comments:

 08-11-20

Director, Department of Public Services

Runners to utilize Orville Meyer Park while running on Steamburg Rd. City Police will assist event volunteers to get runners safely through the rest of the route. Runners should use edge/shoulder of the road for safety, and to minimize traffic disruption.

Recommendation for Issuance

Approved Denied

Chief of Police Comments:

Chief of Police

Bond Received \$ _____

Fee Received \$ 10.00

City Clerk

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

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

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

Staff Use Only

Recommendation for Issuance

Approved Denied

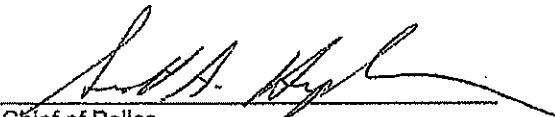
Director Comments:

Director, Department of Public Services

Recommendation for Issuance

Approved Denied

Chief of Police Comments:



Chief of Police

Bond Received \$ _____

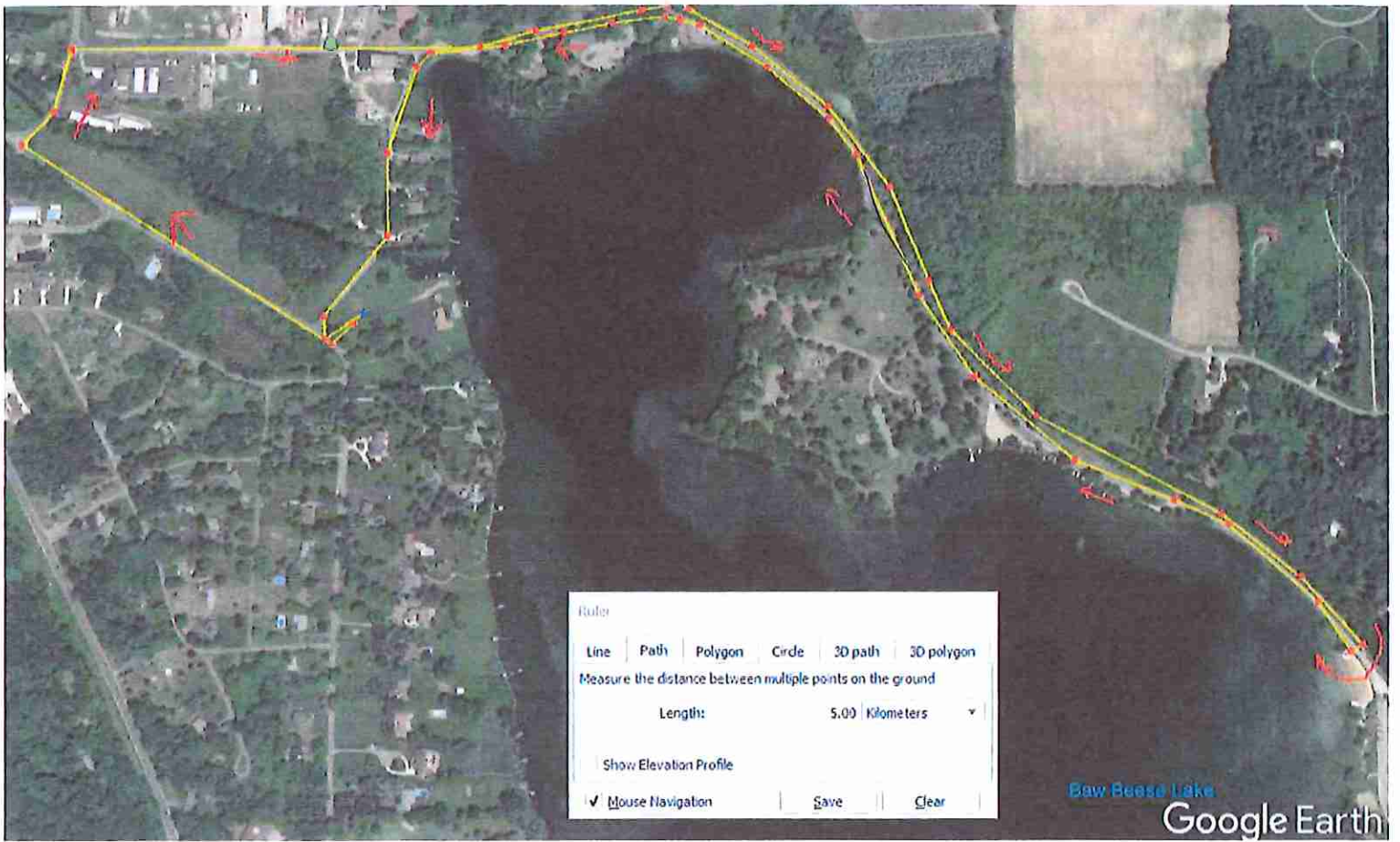
Fee Received \$ _____

City Clerk

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

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

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



American Legion
Lieghr A. Williams Post 53
Community 5K Fun Run/Walk
Committee Chair: David Hambleton
517 273 1311
oldsalt@oldsaltweb.com

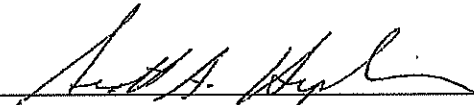
TRAFFIC CONTROL ORDER
2020-22

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.

Northbound Griswold St. between Steamburg Rd. and Water Works Ave. will be closed to all traffic from 7:00 am to 11:00 am on Saturday, August 22, 2020 for the Community 5k Fun Run/Walk.

Eastbound Waterworks Dr. between Griswold St. and Sandy Beach will be closed to all traffic from 7:00 am to 11:00 am on Saturday, August 22, 2020 for the Community 5k Fun Run/Walk.

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

07/22/20
Date

Received for filing in the office of the City Clerk at 1:00 p.m. on the 22 day of July, 2020.

City Clerk

07/22/20
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



EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

American Legion Post #63
1611 Steamburg
Hillsdale, MI 49242

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.



Saturday, August 22nd, 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 17, 2020

Agenda Item: Consent Agenda

SUBJECT: AMI Water Meter Node Replacement

BACKGROUND PROVIDED BY STAFF:

Failure of the node/register combination requires new nodes be replaced, that had already been installed. Approximately 200 nodes will be needed to replace the use of these nodes. Eaton has provided an estimate for 200 new Gen 2 nodes at \$99.00 each. That is \$19,800 for the nodes and \$396.00 for shipping. The Board has approved \$22,000 for 200 nodes in the FYE2021 budget. This purchase has been approved by the BPU Board.

RECOMMENDATION: Staff recommends the purchase of 200 nodes from Eaton in the amount of \$19,800 plus shipping.



Powering Business Worldwide

Cannon Technologies, Inc.
3033 Campus Drive - Suite 350N
Minneapolis, MN 55441
Phone: (763)-595-7777
Fax: (763)-543-7777

Customer Quotation

Page 1 of 4

Quotation Number	Date	
22516647	07/29/2020	
Cust. purchase order no.		Cust. no.
07/29/2020 - JRS (1)		60938
Prepared By		
Jill Skarsten		
Validity period		
07/29/2020 to 08/31/2020		
Sales Representative		
900007966 / DAN SCRIMA		
Customer Service Contact		
JILL SKARSTEN Tele: 763-543-7685 Fax: 763-543-7777		

Sold-to address

HILLSDALE BOARD OF PUBLIC UTILITIES
ATTN ACCOUNTS PAYABLE
45 MONROE STREET
HILLSDALE MI 49242-1236
US

Ship-to address

HILLSDALE BOARD OF PUBLIC UTILITIES
45 MONROE STREET
HILLSDALE MI 49242-1236
US

Incoterms: Pre-Paid FOB PLANT
Payment Terms: Net 30 Days

THIS DOCUMENT INCORPORATES AND IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS.

Item	Quantity	UOM	Description	Material No	Price	Ext. Value
Cust.Item Catalog Number						
Cust.Material Number						
10	200	EA	RF GEN2 WATER NODE W/STD I/O 6FT CABLE LEAD TIME 18 WEEKS, ARO Commodity code 9026806000	32201X42G42 200.000 Country of origin	99.00	19,800.00
Product Subtotal						19,800.00
Cannon Frt Chg						396.00
Final amount in USD						20,196.00

Price are freight prepaid and billed at a cost of 2% of the total value of the transaction (5% if special Air Freight). If requested, Cannon Technologies, Inc. will ship freight collect. Orders are accepted subject to Cooper Power Systems terms and conditions of sale which are included or have been provided previously to buyer.

07/29/2020
11:25:25

City of Hillsdale Agenda Item Summary

Meeting Date: August 17, 2020

Agenda Item: Consent Agenda

SUBJECT: PLC Replacement at Water Treatment Plant

BACKGROUND PROVIDED BY STAFF:

The PLC at the WTP is obsolete and should be replaced before it ceases to operate properly. This will allow uninterrupted water service to our customers. This includes the inadequate amount of \$60,000 earmarked from the previous year. Two bids were received, one from UIS using Allen Bradley components for \$92,990 and one from AOP for \$138,000. This is included in the capital budget for 2021. This purchase has been approved by the BPU Board.


RECOMMENDATION: Staff recommends having UIS purchase and install the Water Treatment Plant PLC for \$92,990.



Date: June 18, 2019	Customer: Hillsdale	To: Bill Briggs
Description: WTP - Replace PLC 5		Hillsdale
Quote #: 190474		101 Galloway Dr
Estimator: Brian Davis	Email: brian.davis@uiscorp.com	Hillsdale, MI 49242
Scope of Work		Cost

- Furnish and install ControlLogix PLC, conversion hardware, and necessary I/O, to upgrade existing PLC 5 hardware.
- Provide necessary programming to convert existing PLC 5 program to ControlLogix.
- Provide necessary programming to update tags in the HMI.
- Provide necessary PLC I/O drawings.
- Provide startup services.

Total \$92,990.00

UIS SCADA Approved by 

Date June 18, 2019

Exclusions and Clarifications

Our quote is based on straight time during normal hours of 7:00 A.M. - 3:30 P.M., Monday through Friday. Our price is valid for thirty (30) days, after which time UIS SCADA reserves the right to review and modify any and all portions of its proposal. This proposal contains pricing and other information confidential and proprietary to UIS SCADA, and disclosure of the contents of this letter and any attachments to persons or organizations outside of this agreement is not authorized without specific written permission from UIS SCADA.

UIS GROUP OF COMPANIES - TERMS AND CONDITIONS

1. Offer.

These Terms and Conditions ("Terms") apply to all products and services, including without limitation, computer software program(s) provided to Purchaser under an Order Confirmation with Utilities Instrumentation Services, Inc., UIS SCADA, Inc., and/or UIS Renewable Power, Inc. (collectively, "Seller"). These Terms are incorporated into each and every Order Confirmation issued by Seller to a purchaser of such Products or Services ("Purchaser"). A confirmation or acknowledgement of an order ("Order Confirmation") will be issued to Purchaser after the Purchaser has submitted an order to Seller. The Order Confirmation constitutes Seller's offer to the Purchaser identified in the Order Confirmation to sell the Products and/or provide the Services identified in the Order Confirmation and otherwise to enter into the agreement that the Order Confirmation and these Terms describe, and the Order Confirmation and these Terms shall be the complete and exclusive statement of such offer and agreement.

2. Acceptance.

A contract is formed when Purchaser accepts the Order Confirmation by written acknowledgement, by accepting the Products and/or Services, or other issued acceptance documents for the Products and/or Services. Acceptance is expressly limited to these Terms and the terms and conditions expressly referenced on the face of the Order Confirmation, and shall not include any terms and conditions contained in Purchaser's purchase order. Notwithstanding any contrary provision in Purchaser's purchase order or other acceptance document, delivery of Products, performance of Services or commencement of Services by Seller shall not constitute acceptance of Purchaser's terms and conditions to the extent any such terms or conditions are inconsistent with or in addition to the terms and conditions contained in the Order Confirmation.

3. Prices.

Prices for Products and/or Services shall be set forth in the Order Confirmation. Unless otherwise expressly stated in the Order Confirmation: (a) prices for Products specified in the Order Confirmation do not include storage, handling, packaging or transportation charges; and (b) prices do not include any applicable federal, state, local or foreign duties or taxes.

4. Payment Terms.

Unless otherwise expressly stated in the Order Confirmation, all accounts are payable in U.S. currency thirty (30) days from the date of Seller's invoice. Credit and delivery of Products shall be subject to Seller's approval. The Purchaser shall pay Seller for Services performed in accordance with the rates and charges set forth in the Order Confirmation. If the Purchaser objects to any portion of an invoice, the Purchaser shall notify Seller, in writing, within fourteen (14) calendar days of invoice receipt, identify the cause of disagreement, and pay when due any portion of the invoice not in dispute. Failure to provide notification shall constitute acceptance of the invoice as submitted. If Purchaser fails to pay undisputed invoiced amounts within the thirty (30) calendar days of the invoice date, Seller may at any time, without waiving any other claim against the Purchaser (including lien rights) and without thereby incurring any liability to the Purchaser, suspend or terminate the Order Confirmation. Purchaser is prohibited from and shall not setoff against or recoup from any invoiced amounts due or to become due from Purchaser or its affiliates any amounts due or to become due to Seller or its affiliates, whether arising under the Order Confirmation, any related purchase order or under any other agreement.

5. Shipping and Delivery.

All sales of Products are F.O.B. Seller's plant unless otherwise specified in the Order Confirmation. Responsibility of Seller shall cease upon delivery to and receipt of the Products by a common carrier at which point Purchaser will bear all risk of loss for the Products. Premium shipping expenses and/or other related expenses necessary to meet Purchaser's accelerated delivery schedules shall be the responsibility of Purchaser. Deliveries of orders placed by Purchaser may be changed, deferred or canceled only upon specific agreement in writing by Seller and Seller may condition such agreement upon Purchaser's assumption of liability and payment to Seller for: (a) a sum equal to the costs of work in process including costs accrued for labor and material; (b) any amount for which Seller is liable by reason of commitments made by Seller to its suppliers; and (c) any other loss, cost or expense of Seller as a result of such change, deferral or cancellation.

UIS Group of Companies
2290 Bishop Circle East
Dexter, MI 48130
(734) 424-1200

Utilities Instrumentation Service
UIS SCADA
UIS Renewable Power

6. Proprietary Materials.

Seller shall have and retain all rights, title and interest, including all intellectual property rights, in and to all Products, Services and associated materials, including, without limitation, all related reports, specifications, designs and any other property, tangible or intangible, furnished by Seller in connection with or under the Order Confirmation or any related purchase order ("Proprietary Materials"). No Proprietary Materials created by Seller in connection with or pursuant to the Order Confirmation or any related purchase order shall be considered "works made for hire" as that term is used in connection with the U.S. Copyright Act.

7. Licenses.

Seller does not grant to Purchaser any license with respect to the Products, and any such license terms with respect to the Products shall be governed solely by the licenses, if any, provided solely by the third-party manufacturers of such products.

8. Design.

Seller is not responsible for the design of the Products and will not, under any circumstances, have any warranty, indemnification or other liability or obligations with respect to Products to the extent related to or arising out of the design and/or specifications for such Products. Suggestions by Seller as to design, use and suitability of the Products are made in good faith; provided, however, Buyer assumes full responsibility for accepting and/or using such suggestions.

9. Warranty.

(a) Seller warrants, that at the time of delivery, the Products will conform to the specifications, if any, that are a part of the Order Confirmation. Purchaser understands and hereby expressly agrees that any claim for defective materials, defective manufacture, or any other claim with respect to the Products shall be made directly to the manufacturer of the Product and not the Seller. Seller makes no warranties, either express or implied, regarding defective materials, defective manufacture, or any other claim with respect to Products. Seller may, at its sole election, and as Purchaser's sole remedy, make an allowance, repair, or replace such quantity of the Products as shall prove to be defective, then Purchaser shall hold and make available for inspection and testing by Seller all Products claimed by Purchaser to be defective.

(b) Services provided by Seller under an Order Confirmation will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

(c) THE SELLER DISCLAIMS, AND PURCHASER HEREBY EXPRESSLY WAIVES, ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, WITH RESPECT TO THE PRODUCTS AND/OR SERVICES, AND/OR THE RESULTS OBTAINED FROM THEIR USE BY PURCHASER AND/OR ITS USERS, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SELLER SPECIFICALLY, BUT NOT BY WAY OF LIMITATION, DISCLAIMS ANY AND ALL LIABILITY FOR THE USE OR PERFORMANCE OF THE SERVICES AND/OR PRODUCTS SELECTED BY THE PARTIES HEREBY EXPRESSLY ACKNOWLEDGE AND AGREE THAT THE UNIFORM COMMERCIAL CODE AND ANY SPECIFIC STATE ADOPTIONS THEREOF SHALL NOT GOVERN THE RIGHTS AND OBLIGATIONS OF THE PARTIES UNDER THESE TERMS OR ANY ORDER CONFIRMATION.

10. Liability Limitation.

Specific performance shall not be available to Purchaser as a remedy in connection with Seller's providing of the Products and/or Services. Monetary damages against Seller shall be limited to the dollar amount charged to Purchaser for the applicable order placed by Purchaser and accepted by Seller for any of the Services and/or Products alleged to be the cause of any loss or damage, whether founded in contract, tort (including negligence), strict liability or otherwise, arising out of, or resulting from: (a) any order placed by Purchaser and accepted by Seller or Seller's performance or breach; or (b) the design, manufacture, delivery, sale, repair, replacement or use of any such Products. IN NO EVENT SHALL SELLER BE LIABLE TO PURCHASER FOR ANY SPECIAL, INDIRECT, EXEMPLARY, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF ANTICIPATED PROFITS, LOSS OF USE, LOSS OF REVENUE AND COST OF CAPITAL) ARISING OUT OF OR RELATING TO THE ORDER CONFIRMATION, ANY RELATED PURCHASE ORDER, OR THE SERVICE AND/OR PRODUCTS. ANY AGREEMENT VARYING OR EXTENDING THE REMEDIES SPECIFICALLY STATED HEREIN WILL BE BINDING ON SELLER ONLY WHEN SPECIFICALLY AGREED TO IN WRITING BY SELLER AND SPECIFICALLY REFERENCING THIS SECTION.

11. Termination.

In the event that Purchaser fails to perform any of its obligations stated in the Order Confirmation or any related purchase order and fails to cure such breach within ten (10) days after receipt of written notice from the Seller specifying such breach, the Seller may at its option immediately terminate the Order Confirmation and/or any related purchase orders. Upon any such termination by Seller: (a) Seller shall be relieved of any further obligation to Purchaser (including, without limitation, any obligation with respect to delivery or transition of supply); (b) Purchaser shall be liable to Seller for the immediate payment of amounts then billed to date by Seller to Purchaser; (c) Purchaser shall purchase and pay Seller immediately for all raw materials, components, work in process and finished goods acquired by Seller in connection with the Order Confirmation and/or any related purchase orders; and (d) Purchaser shall immediately reimburse Seller for all other loss, cost or expense of Seller as a result of the termination of the Order Confirmation or any related purchase order.

12. Right of Entry.

If applicable, Purchaser shall provide for Seller's right to enter the property owned by the Purchaser and/or others in order for Seller to perform the Services in the Order Confirmation. The Purchaser agrees, to the fullest extent permitted by law, to indemnify and hold Seller and his or her consultants harmless from any claim, liability or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from procedures associated with testing or investigative activities or discovery of hazardous materials or suspected hazardous materials on said property.

13. Force Majeure.

Seller shall not be liable for any delay or failure to perform any obligation under this Agreement if such delay or failure is caused by circumstances beyond its reasonable control, including, without limitation, acts of God or public authority, riots or other public disturbances, labor disputes of any kind, electrical or power outages, utilities or telecommunications failures, earthquake, storms or other elements of nature, acts or orders of government, acts of terrorism or war, or acts by third parties, failure of Purchaser to provide required information, or the change in cost or availability of raw materials, components or services based on market conditions, supplier actions or contract disputes ("Force Majeure Event"). During a Force Majeure Event, Seller's obligations under the Order Confirmation and any related purchase order shall be suspended and Seller shall not have any obligation to provide Purchaser with Services from other sources or to pay or reimburse Purchaser for any additional costs to Purchaser of obtaining substitute Services, nor shall Seller be liable for any damages to Purchaser arising from or related to a Force Majeure Event.

14. Employee Solicitation

Employee Solicitation. Purchaser agrees not to hire, attempt to hire, or retain as consultants or otherwise, employees and/or consultants of Seller directly or through a third-party entity during the employment or consulting period and for a period of one (1) year subsequent to the employee's and/or consultant's last day of work for Seller regardless of the circumstances surrounding employee's cause of termination of employment.

15. Indemnification.

Purchaser holds harmless, indemnifies, and will defend Seller and its related or affiliated entities including their respective officers, agents and employees against any claims, liabilities, expenses, charges, or fines including attorney's fees and expenses to the extent directly or indirectly caused by Purchaser's (including those acting on behalf of Purchaser) (a) negligent acts or omissions and involving property damage or bodily injury; (b) breach of the terms of the contract between the parties; or (c) violation of applicable law. This provision shall apply even if there is concurrent negligence but shall not apply to property damage or bodily injury arising solely from Seller's negligence. Liability per above is not limited by limits of workers compensation coverage.

16. Waiver.

Waiver by Seller of any of the terms or conditions of the Order Confirmation shall be effective only if in writing and signed by Seller, and shall not constitute a waiver of such terms as to any subsequent events or conditions, whether similar or dissimilar. No course of dealing or custom in the trade shall constitute a modification or waiver by Seller of any right.

17. Survival.

These Terms shall survive and continue in full force and effect following the expiration, cancellation or termination of an Order Confirmation and any related purchase order

18. Entire Agreement.

The Order Confirmation, including these Terms and any other attachments, exhibits or supplements specifically referenced in the Order Confirmation, constitutes the entire agreement between Seller and Purchaser with respect to the matters contained in the Order Confirmation and supersedes all prior oral or written representations and agreements. Except as otherwise provided in these Terms, the Order Confirmation may only be modified by a written agreement signed by Seller.

19. Applicable Laws.

Unless otherwise specified, the laws of the State of Michigan, except for its choice of laws provisions, shall govern these Terms.

August 5, 2019

SENT VIA EMAIL: Adamstockford@gmail.com

Hon. Adam Stockford
Mayor
City of Hillsdale
97 N. Broad Street
Hillsdale, Michigan 49242

RE: MSC #216038-ICE CDBG Public Infrastructure Improvement Project Final Close Out

Dear Mayor Stockford;

The Michigan Economic Development Corporation, on behalf of the Michigan Strategic Fund (MSF), has received the necessary paperwork to close the City of Hillsdale's Community Development Block Grant (CDBG) Project otherwise known as the Public Infrastructure Improvement Project. MSC #216038-ICE Please review and retain the enclosed Final Certificate of Completion and maintain the project files until notified by MEDC.

Should any questions arise, please contact me at 517.241.6810.

Sincerely,

Bill Povalla
CDBG Senior Program Specialist

Enclosure
Bp
David Mackie
Kimberly Carter

**FINAL CERTIFICATE OF COMPLETION
MICHIGAN CDBG PROGRAM**

Grantee: City of Hillsdale
1. **Grant Number:** MSC 216038-ICE
2. **Grant Amount:** **\$2,028,960**
3. **Project:** *Public Infrastructure Improvement Project*
Term: 7/7/2017-12/07/20 amended to 12/31/20

The information submitted is satisfactory. We now consider this project to be complete and closed.

FINAL STATEMENT OF PROJECT COSTS

	<u>Funding Sources</u>	<u>Actual Costs</u>
2,028,960.00	Grantor	\$
	Grantee	\$ 1,071,011.71
	Private	\$
	Other	\$
	TOTAL	\$ 3,099,971.71

NATIONAL OBJECTIVE

The project activities met the low and moderate income qualifications.

COMMENTS

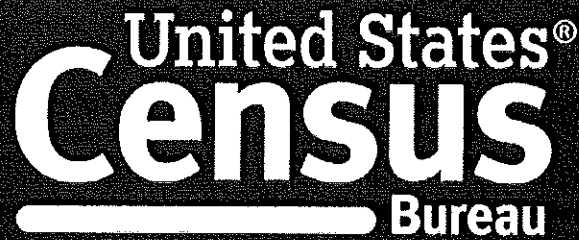
The MSF reserves the right to reopen this grant in the event of future monitoring by the U. S. Department of Housing and Urban Development and instances of non-compliance by the Grantee.

The City of Hillsdale must maintain the project files until notified by the MEDC
Note that special attention should be made concerning public hearings and their posting/publication. The public hearing was held on 1/20/2014 however the publication notice stated the hearing was to be held on 1/19/2014.

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Census
Bureau

Door-to-Door Visits Begin Nationwide for 2020 Census



United States[®]
Census
2020

Door-to-Door Visits Begin Nationwide for 2020 Census

Census Takers to Follow Up With About 56 Million Households Nationwide

AUG. 11, 2020 — This week, the U.S. Census Bureau began following up with households nationwide that have not yet responded to the 2020 Census. Based on the current self-response rate of 63.3%, the Census Bureau estimates it will need to visit about 56 million addresses to collect responses in person. Up to 500,000 census takers across the country will go door to door to assist people in responding to the 2020 Census.

[Learn More](#)

Census takers began following up with households on July 16 in a [limited number of areas](#) and added additional areas each week thereafter. Starting Aug. 9, all remaining offices began following up with households nationwide. Census takers have completed training on [social distancing and safety protocols](#), will follow local public health guidelines, and will be required to wear a face mask when conducting follow-up visits.

“America has answered the call and most households responded to the census online, by phone or by mail,” said Census Bureau Director Dr. Steven Dillingham. “To ensure a complete and accurate count, we must now go door to door to count all of the households we have not heard back from. During this phase, you can still self-respond online (at [2020census.gov](#)), by phone (at 844-330-2020), or by mailing your completed questionnaire.”

The Nonresponse Followup (NRFU) operation is the final stage of conducting the once-a-decade population count of everyone living in the United States. Households can still respond now by responding online at [2020census.gov](#), by phone at 844-330-2020, or by completing and mailing back the paper questionnaire they received. Households can respond online or by phone in

one of 13 [languages](#) and find assistance in many more. Those that respond will not need to be visited to obtain their census response.

What Households Can Expect

In most cases, census workers will make up to six attempts at each housing unit address to count possible residents. This includes leaving notification of the attempted visit on the door. The notification will include reminder information on how to respond online, by paper or by phone. In addition, census workers may try to reach the household by phone to conduct the interview.

Census takers will go to great lengths to ensure that no one is missed in the census. After exhausting their efforts to do an in-person interview with a resident of an occupied housing unit, they will seek out proxy sources — a neighbor, a rental agent, a building manager or some other knowledgeable person familiar with the housing unit — to obtain as much basic information about the occupants as they can.

Census takers are hired from local communities. All census takers speak English, and many are bilingual. If a census taker does not speak the householder's language, the household may request a return visit from a census taker who does. Census takers will also have materials on hand to help identify the household's language.

How to Identify Census Takers

Census takers can be [easily identified](#) by a valid government ID badge with their photograph, a U.S. Department of Commerce watermark, and an expiration date on the badge. To confirm a census taker's identity, the public may contact their [regional census center](#) to speak with a Census Bureau representative.

The Census Bureau Will Follow Up With Some Households by Phone

In order to minimize the need to send census takers to households in person, the Census Bureau is training census takers to follow up with households by phone. Using information provided to the Census Bureau and third-party purchased data, the Census Bureau has a strong contact list for both landlines and cellphones assigned to houses on the Census Bureau's address list. These phone calls will enable the Census Bureau to have maximum flexibility for conducting field operations, and is one more method that census takers can use to reach nonresponding households. Phone calls will be used on an as-needed basis and when in-person contact attempts have not resulted in an interview. If a voicemail is available, the census taker will leave a message asking the household to call one of the Census Bureau's call centers.

Census Response Representatives to Visit Low-Responding Areas

The Mobile Questionnaire Assistance (MQA) program will continue through Sept. 30. This is a separate activity from census takers going door to door. MQA representatives are in open, public places in the lowest-responding areas of the nation to encourage people to respond to the 2020 Census. These locations are where people naturally visit when leaving home and can be used to help increase self-response rates. MQA is part of the Census Bureau's final push to encourage people to complete the 2020 Census.

For more information, visit 2020census.gov.

Help us spread the word about the 2020 Census!

Share this on social media or forward it to a friend.



About the 2020 Census

The U.S. Constitution mandates a census of the population every 10 years. The goal of the 2020 Census is to count everyone who lives in the United States on April 1, 2020 (Census Day). Census statistics are used to determine the number of seats each state holds in the U.S. House of Representatives and inform how billions of dollars in federal funds will be allocated by state, local and federal lawmakers annually for the next 10 years.

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July 28, 2020

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held as an online virtual conference September 29 - October 2, 2020. The League's "Annual Meeting" is scheduled for 3:00 pm on Tuesday, September 29. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. Policy. A) To vote on the Core Legislative Principles document.

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by August 28, 2020.

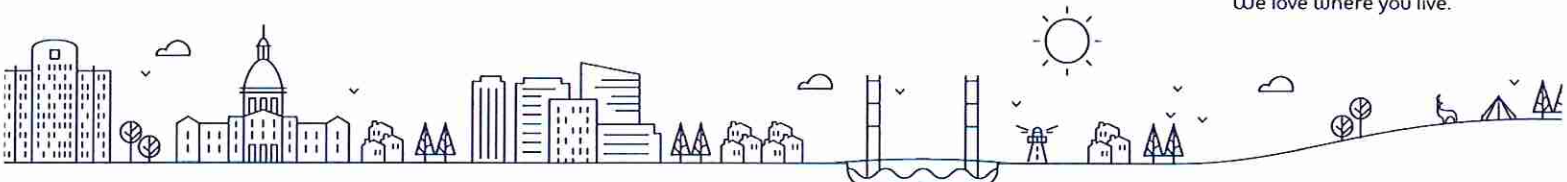
3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> no later than August 28, 2020.

Voting Delegates must have access to a computer with reliable internet connection and a smartphone. Delegates will be sent login information and instructions the week of Convention.

We love where you live.



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus the deadline this year for the League to receive resolutions is **August 28, 2020**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

Further, “Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof.”

We love where you live.



3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 29 for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

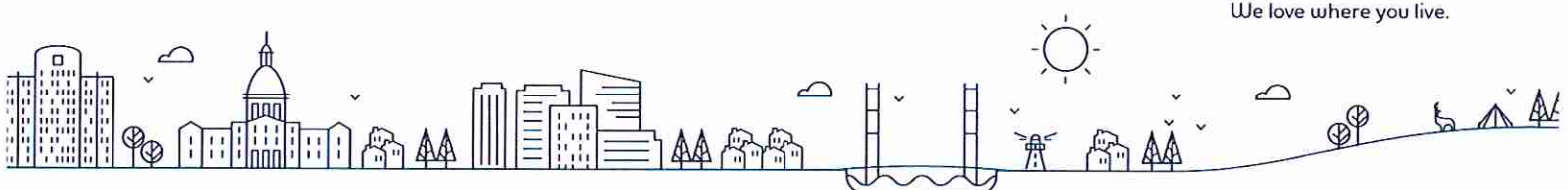
Sincerely,



Brenda F. Moore
President
Mayor Pro Tem, City of Saginaw



Daniel P. Gilmartin
Executive Director & CEO



City of Hillsdale Agenda Item Summary

Meeting Date: August 17, 2020

Agenda Item: New Business

SUBJECT: Title VI Non-Discrimination Plan Update

BACKGROUND PROVIDED BY STAFF: Laura Sergent, Human Resources Director

The Title VI Non-Discrimination Plan needed updating from the previous plan. The only two changes made were changing the Title VI Coordinator to Laura Sergent, Human Resources Director and removing the previous Coordinator (Kay Freese), as well as adding to the organizational structure.

RECOMMENDATION:

To approve the plan as presented.

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

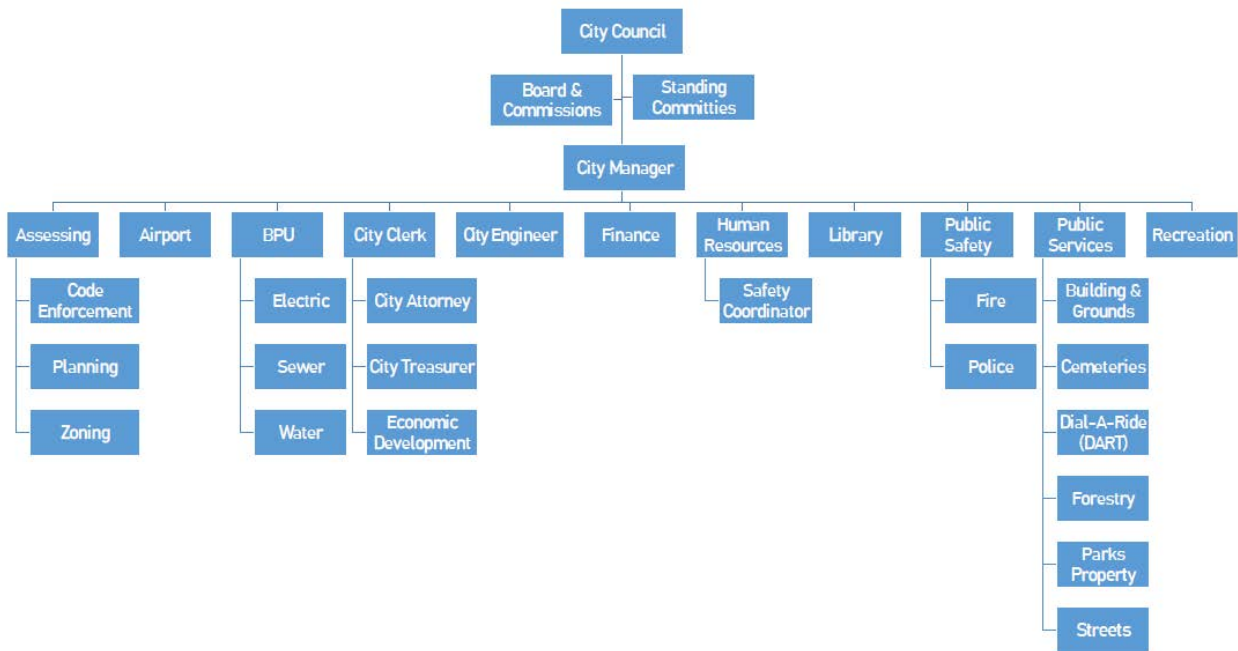
Title VI Coordinator:
Laura Sergent, Human Resources
Director Phone: 517-437-6443
Fax: 517-437-6448
Email: lsergent@cityofhillsdale.org

TABLE OF CONTENTS

Organization Chart.....	3
Introduction.....	4
Policy Statement.....	5
Standard Title VI Assurance.....	6
Authorities.....	8
Definitions.....	9
Administration.....	11
Limited English Proficiency.....	12
Environmental Justice.....	19
Filing a Complaint.....	21
Investigation.....	22
Appendix A - Required Contract Language.....	24
Appendix B - Transfer of Property.....	26
Appendix C - Permits, Leases, and Licenses.....	28
Appendix D - Title VI Complaint Form.....	29
Appendix E - Determine/Distinguish Significant/Non-Significant Effects.....	31
Appendix F - Program Compliance/Program review Goals for Current Plan Year.....	32

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 lsergent@cityoibillsdale.org.

Adam Stockford, Mayor

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 5th.

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.

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 14th, 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

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

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

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

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.

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).

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

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.

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.