



# City Council Agenda

January 18, 2021  
7:00 p.m.

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

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- I. Call to Order and Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Public Comments on Agenda Items**
- V. Consent Agenda**
  - A. Approval of Bills
    - 1. City and BPU Claims of December 23, 2020: \$212,604.46
    - 2. Payroll of December 24, 2020: \$171,185.76
  - B. City Council Minutes of January 4, 2021
  - C. Finance Committee Minutes of November 30, 2020, December 14, 2020, and December 28, 2020
- VI. Communications/Petitions**
  - A. Airport Fuel Sales
  - B. Community Action Agency Thank You Letter
  - C. Carson Cooley Letter
  - D. Beverly Hynes Form Submission: Contact Us (City Website)
- VII. Introduction and Adoption of Ordinances/Public Hearing**
  - A.
- VIII. Old Business**
  - A. City Council 2021 Goals
  - B. Public Service Department Updates
- IX. New Business**
  - A. BPU Sanitary Sewer Camera Services
  - B. Wickettstick Sewer Use Agreement
- X. Miscellaneous Reports**
  - A. Proclamations- None
  - B. (Re)Appointments- Reappointment of Travis Stebelton to Airport Advisory Committee
  - C. Other- None
- XI. General Public Comment**
- XII. City Manager's Report**

**XIII. Council Comment**

**XIV. Adjournment**

GL Number	Invoice Date	Ref #	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Cr
Check 100350							
101-209.000-801.000	12/11/20	68168	HILLSDALE CO TREASURER 2020	PARCEL MAPPING & ROLL MAINTENA	6767	12/11/20	3,114.84
Total For Check 100350							3,114.84
Check 100351							
101-301.000-801.000	12/11/20	68169	VERIZON WIRELESS	NETWORK ACCESS FEE FOR IN-CAR TERMIN	9868228147	12/11/20	160.04
Total For Check 100351							160.04
Check 100352							
101-172.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	95.91
101-173.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	95.91
101-209.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	27.65
101-215.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	95.91
101-219.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	297.05
101-295.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	55.29
101-301.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	151.20
101-301.000-715.000	12/17/20	68207	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070000427	12/17/20	787.95
101-336.000-715.000	12/17/20	68206	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070010222	12/17/20	247.12
101-400.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	95.91
101-441.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	151.20
101-447.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	95.91
208-751.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	55.29
271-790.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	27.65
582-175.000-715.000	12/17/20	68208	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070016277/015438	12/17/20	903.40
588-588.000-715.000	12/17/20	68203	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070017241	12/17/20	110.58
588-588.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	55.29
590-175.000-715.000	12/17/20	68208	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070016277/015438	12/17/20	339.79
591-175.000-715.000	12/17/20	68208	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070016277/015438	12/17/20	395.04
640-444.000-715.000	12/17/20	68203	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070017241	12/17/20	95.91
640-444.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	27.65
699-441.000-715.000	12/17/20	68203	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070017241	12/17/20	302.41
699-441.000-715.000	12/17/20	68204	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP	0070013882	12/17/20	27.65
Total For Check 100352							4,537.67
Check 100353							
101-215.000-801.000	12/22/20	68171	ACCUSHRED	PAPER SHREDDING SERVICE	61708	12/23/20	64.95
Total For Check 100353							64.95
Check 100354							
582-544.000-930.000	12/22/20	68224	ADKINS AUTOMOTIVE LLC	OIL CHANGE	76015	12/23/20	48.97
Total For Check 100354							48.97
Check 100355							
582-175.000-726.007-C\12/22/20	12/22/20	68228	AMAZON CAPITAL SERVICE:FINANCE DEPT	MONITOR AND CABLES 2020	1VTD-R4MP-33WV	12/23/20	46.24
582-175.000-726.007-C\12/22/20	12/22/20	68232	AMAZON CAPITAL SERVICE:ETHERNET	ADAPTERS BPU	1JYQ-FPHD-GNRK	12/23/20	31.98
582-543.000-930.000	12/22/20	68233	AMAZON CAPITAL SERVICE:BLOCK	HEATER PP	13R6-H331-TKYC	12/23/20	124.61
590-175.000-726.007-C\12/22/20	12/22/20	68228	AMAZON CAPITAL SERVICE:FINANCE DEPT	MONITOR AND CABLES 2020	1VTD-R4MP-33WV	12/23/20	39.38
590-175.000-726.007-C\12/22/20	12/22/20	68232	AMAZON CAPITAL SERVICE:ETHERNET	ADAPTERS BPU	1JYQ-FPHD-GNRK	12/23/20	15.99
591-175.000-726.007-C\12/22/20	12/22/20	68228	AMAZON CAPITAL SERVICE:FINANCE DEPT	MONITOR AND CABLES 2020	1VTD-R4MP-33WV	12/23/20	71.86
591-175.000-726.007-C\12/22/20	12/22/20	68232	AMAZON CAPITAL SERVICE:ETHERNET	ADAPTERS BPU	1JYQ-FPHD-GNRK	12/23/20	15.99
Total For Check 100355							346.05
Check 100356							
101-441.000-930.000	12/22/20	68226	AMERICAN COPPER AND BR	SEAL, IPS LEAD FREE, NIPPLE	20INV050809	12/23/20	58.38
101-441.000-930.000	12/22/20	68227	AMERICAN COPPER AND BR	NIPPLE	20INV051121	12/23/20	15.81

GL Number	Invoice Date	Ref #	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Ct
Check 100356 582-543.000-930.000	12/22/20	68225	AMERICAN COPPER AND BR-OUTDOOR PLUG		20INV050837	12/23/20	12.35
			Total For Check 100356				<u>86.54</u>
Check 100357 244-174.000-801.000	12/22/20	68213	BIGGY COFFEE	EDC GIFT CARD PROGRAM	12/22/2020	12/23/20	300.00
			Total For Check 100357				<u>300.00</u>
Check 100358 590-547.000-930.000	12/22/20	68234	BRINER OIL CO, INC	220 EP GEAR OIL	125804	12/23/20	53.55
			Total For Check 100358				<u>53.55</u>
Check 100359 591-544.000-801.000	12/22/20	68231	BUSINESS CARD	PIZZA FOR ELECTRIC AND WATER/SEWER	12-17-2020	12/23/20	93.23
			Total For Check 100359				<u>93.23</u>
Check 100361 101-336.000-726.000	12/22/20	68235	CARELINC MEDICAL EQUIPEASYMAX V BLOD GLUCOSE METER/TEST	S12345376-1		12/23/20	250.00
			Total For Check 100361				<u>250.00</u>
Check 100362 582-000.000-202.100	12/22/20	68211	CAROL MCMILLAN	CREDIT REFUND	73049	12/23/20	100.67
			Total For Check 100362				<u>100.67</u>
Check 100363 590-547.000-930.000	12/22/20	68236	CEM SUPPLY, INC	REPAIR S CLARIFIER SWEEP DRIVE MOTOR	147654/1	12/23/20	612.68
			Total For Check 100363				<u>612.68</u>
Check 100364 244-174.000-801.000	12/22/20	68216	CHECKER RECORDS	EDC GIFT CARD PROGRAM	12.22.2020	12/23/20	300.00
			Total For Check 100364				<u>300.00</u>
Check 100365 582-175.000-801.000	12/22/20	68210	CINTAS CORPORATION	MATT'S	4070184652	12/23/20	20.00
582-175.000-801.000	12/22/20	68177	CINTAS CORPORATION	MATT'S	4067474587	12/23/20	20.00
590-175.000-801.000	12/22/20	68210	CINTAS CORPORATION	MATT'S	4070184652	12/23/20	10.00
590-175.000-801.000	12/22/20	68177	CINTAS CORPORATION	MATT'S	4067474587	12/23/20	10.00
591-175.000-801.000	12/22/20	68210	CINTAS CORPORATION	MATT'S	4070184652	12/23/20	10.00
591-175.000-801.000	12/22/20	68177	CINTAS CORPORATION	MATT'S	4067474587	12/23/20	10.00
			Total For Check 100365				<u>80.00</u>
Check 100366 101-441.000-726.000	12/22/20	68237	CINTAS CORPORATION	IVY-X CLEANSER TOWL	5045195002	12/23/20	150.20
			Total For Check 100366				<u>150.20</u>
Check 100367 101-265.000-957.000	12/22/20	68188	CITY OF HILLSDALE	SPECIAL ASSESSMENT - BAW BEESE LAKE	02/15/2021	12/23/20	21.84
101-265.000-957.000	12/22/20	68189	CITY OF HILLSDALE	SPECIAL ASSESSMENT -	12-15-2021	12/23/20	131.06
244-174.000-957.000	12/22/20	68190	CITY OF HILLSDALE	3 MEADOWS - 12 WINDSWEPT	30006-327-340-02	12/23/20	47.30
244-174.000-957.000	12/22/20	68191	CITY OF HILLSDALE	3 MEADOWS - 7 FOXTAIL LN	30006-327-340-22	12/23/20	120.80
244-174.000-957.000	12/22/20	68192	CITY OF HILLSDALE	3 MEADOWS - 311 HIDDEN MEADOWS DR	FA 30006-327-340-23	12/23/20	163.26
244-174.000-957.000	12/22/20	68193	CITY OF HILLSDALE	3 MEADOWS - 10 FOXTAIL LN	30006-327-340-25	12/23/20	112.65
244-174.000-957.000	12/22/20	68194	CITY OF HILLSDALE	3 MEADOWS - 286 W BACON ST	30006-327-351-01	12/23/20	1,093.73
244-174.000-957.000	12/22/20	68195	CITY OF HILLSDALE	3 MEADOWS - 450 HIDDEN MEADOWS DR	30006-327-351-03	12/23/20	217.61
			Total For Check 100367				<u>1,908.25</u>

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Check 100368 101-265.000-957.000	12/22/20	68187	CITY OF HILLSDALE	SPECIAL ASSESSMENT - BAW BEESE LAKE 02.15.2021		12/23/20	21.84
				Total For Check 100368			<u>21.84</u>
Check 100369 244-174.000-801.000	12/22/20	68221	COTTAGE INN PIZZA	EDC GIFT CARD PROGRAM	02.22.2020	12/23/20	300.00
				Total For Check 100369			<u>300.00</u>
Check 100370 101-101.000-726.000	12/22/20	68196	CURRENT OFFICE SOLUTIONNAME PLATE - ROBERT SOCHA	652895-00		12/23/20	9.50
101-172.000-726.000	12/22/20	68217	CURRENT OFFICE SOLUTIONINDEX PAPER	653215-00		12/23/20	14.69
101-253.000-726.000	12/22/20	68181	CURRENT OFFICE SOLUTIONIORED INK & DUAL COLOR STAMP	652732-00		12/23/20	86.00
588-588.000-726.000	12/22/20	68174	CURRENT OFFICE SOLUTIONIOINK REFILLS	653119-00		12/23/20	19.70
			Total For Check 100370				<u>129.89</u>
Check 100371 101-265.000-726.000	12/22/20	68239	CURRENT OFFICE SOLUTIONMASK, CALENDAR, MARKERS	653455-00		12/23/20	56.97
101-441.000-726.000	12/22/20	68239	CURRENT OFFICE SOLUTIONMASK, CALENDAR, MARKERS	653455-00		12/23/20	27.44
271-790.000-726.000	12/22/20	68240	CURRENT OFFICE SOLUTIONSUFPLIES	463936-00		12/23/20	125.16
588-588.000-726.000	12/22/20	68238	CURRENT OFFICE SOLUTIONSANITIZER	649352-01		12/23/20	26.89
			Total For Check 100371				<u>236.46</u>
Check 100372 591-000.000-158.000	12/22/20	68241	DIXON ENGINEERING & IN1,000,000 GALLON WATER TANK BIDDING	20-7533		12/23/20	1,000.00
			Total For Check 100372				<u>1,000.00</u>
Check 100373 202-490.000-726.000	12/22/20	68242	DORNBO SIGN & SAFETY SIGNS FOR INVENTORY & FAYETTE ST	INV53037		12/23/20	310.31
203-490.000-726.000	12/22/20	68242	DORNBO SIGN & SAFETY SIGNS FOR INVENTORY & FAYETTE ST	INV53037		12/23/20	42.01
633-000.000-111.000	12/22/20	68242	DORNBO SIGN & SAFETY SIGNS FOR INVENTORY & FAYETTE ST	INV53037		12/23/20	144.70
633-233.000-726.000	12/22/20	68242	DORNBO SIGN & SAFETY SIGNS FOR INVENTORY & FAYETTE ST	INV53037		12/23/20	23.14
			Total For Check 100373				<u>520.16</u>
Check 100374 101-301.000-742.000	12/22/20	68243	THAD DOTY	2020 EQUIPMENT ALLOWANCE	12/2020	12/23/20	200.00
			Total For Check 100374				<u>200.00</u>
Check 100375 582-175.000-801.000	12/22/20	68245	ECONOMIC DVLPMT PARTNEI2021	EDP SPONSORSHIP	562	12/23/20	7,500.00
590-175.000-801.000	12/22/20	68245	ECONOMIC DVLPMT PARTNEI2021	EDP SPONSORSHIP	562	12/23/20	3,750.00
591-175.000-801.000	12/22/20	68245	ECONOMIC DVLPMT PARTNEI2021	EDP SPONSORSHIP	562	12/23/20	3,750.00
			Total For Check 100375				<u>15,000.00</u>
Check 100376 591-545.000-727.400	12/22/20	68246	ENVIRONMENTAL MANAGEMECARUS 8700 PHOSPHATES, CARUS 1100	IN19652		12/23/20	4,326.44
			Total For Check 100376				<u>4,326.44</u>
Check 100377 582-544.000-930.000	12/22/20	68249	FAMILY FARM & HOME	SCREWS	760/54	12/23/20	13.27
640-444.000-730.000	12/22/20	68247	FAMILY FARM & HOME	NUTS & BOLTS	762/W	12/23/20	6.20
640-444.000-730.000	12/22/20	68248	FAMILY FARM & HOME	NUTS & BOLTS	761/W	12/23/20	2.47
			Total For Check 100377				<u>21.94</u>
Check 100378 401-452.000-801.000	12/22/20	68250	FLEIS & VANDENBRINK	ENGINEER SERVICE - FAYETTE STREET	57347	12/23/20	4,040.93

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<b>Check 100378</b>							
Check 100379	12/22/20	68184	GABRIDGE & COMPANY, PL	Total For Check 100378	7332823	12/23/20	4,040.93
101-175.000-808.000	12/22/20			Total For Check 100379			8,350.00
<b>Check 100380</b>							
101-301.000-726.000	12/22/20	68251	GALL'S, INC	PANTS/RATHBUN	017097954	12/23/20	15.99
101-301.000-726.000	12/22/20	68252	GALL'S, INC	L/S SHIRTS/PRATT	017098147	12/23/20	9.00
101-301.000-742.000	12/22/20	68251	GALL'S, INC	PANTS/RATHBUN	017097954	12/23/20	115.98
101-301.000-742.000	12/22/20	68252	GALL'S, INC	L/S SHIRTS/PRATT	017098147	12/23/20	99.00
				Total For Check 100380			239.97
<b>Check 100381</b>							
582-543.000-742.000	12/22/20	68182	GARRETT ADAMS	REIMBURSEMENT - BOOT ALLOWANCE	415363	12/23/20	137.67
				Total For Check 100381			137.67
<b>Check 100382</b>							
101-265.000-726.000	12/22/20	68254	GELZER & SON INC	CORILLA TAPE	B34495	12/23/20	6.99
203-490.000-726.000	12/22/20	68253	GELZER & SON INC	SCRAPER, CNCRT PATCH	B34581	12/23/20	14.28
582-543.000-930.000	12/22/20	68257	GELZER & SON INC	BUSHINGS	B35189	12/23/20	3.99
582-543.000-930.000	12/22/20	68258	GELZER & SON INC	BUSHINGS	B35280	12/23/20	9.57
582-544.000-930.000	12/22/20	68255	GELZER & SON INC	CLAMPS	C396586	12/23/20	22.32
582-544.000-930.000	12/22/20	68256	GELZER & SON INC	CLAMPS	C399173	12/23/20	3.99
				Total For Check 100382			61.14
<b>Check 100383</b>							
271-790.000-801.000	12/22/20	68260	HEFFERNAN SOFT WATER SIWATER COOLER ANNUAL RENTAL		100	12/23/20	129.60
590-547.000-726.900	12/22/20	68259	HEFFERNAN SOFT WATER SIDISTILLED WATER WWTIP LAB		661	12/23/20	17.50
				Total For Check 100383			147.10
<b>Check 100384</b>							
244-174.000-801.000	12/22/20	68212	HILLSDALE BREWING COMPLEDC GIFT CARD PROGRAM		12.22.2020	12/23/20	300.00
				Total For Check 100384			300.00
<b>Check 100385</b>							
101-191.000-801.000	12/22/20	68261	HILLSDALE CO CLERK	NOV 3RD ELECTION TABULATOR PROGRAMIN 11-3-2020		12/23/20	1,381.91
				Total For Check 100385			1,381.91
<b>Check 100386</b>							
582-175.000-880.000	12/22/20	68170	HILLSDALE HIGH SCHOOL	HHS 2021 YEAR BOOK AD	2021YBAD	12/23/20	55.00
590-175.000-880.000	12/22/20	68170	HILLSDALE HIGH SCHOOL	HHS 2021 YEAR BOOK AD	2021YBAD	12/23/20	27.50
591-175.000-880.000	12/22/20	68170	HILLSDALE HIGH SCHOOL	HHS 2021 YEAR BOOK AD	2021YBAD	12/23/20	27.50
				Total For Check 100386			110.00
<b>Check 100387</b>							
202-490.000-801.000	12/22/20	68262	INDIANA NORTHEASTERN R.I/1 - 12/31, 2021 SIGNAL MAINTENANCE	12-02-2020		12/23/20	6,066.00
				Total For Check 100387			6,066.00
<b>Check 100388</b>							
640-444.000-730.000	12/22/20	68263	JACKSON TRUCK SERVICE	BOLTS, SPRING, BRACKETS, SHACKLES	PC001340477:1	12/23/20	1,247.00
				Total For Check 100388			1,247.00
<b>Check 100389</b>							
591-175.000-810.000	12/22/20	68178	JEFF GIER	DRINKING WATER LICENSE RENEWAL REIMB	12.06.2020	12/23/20	95.00

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<b>Check 100389</b>							
				Total For Check 100389			<u>95.00</u>
<b>Check 100390</b>							
582-175.000-957.000	12/22/20	68186	JEFFERSON TOWNSHIP	SPECIAL ASSESSMENT - BAW BEESE LAKE	00209	12/23/20	21.83
				Total For Check 100390			<u>21.83</u>
<b>Check 100391</b>							
101-209.000-734.000	12/22/20	68218	KCI	2021 ASSESSMENT NOTICE MAILING	211148	12/23/20	1,167.00
101-209.000-905.000	12/22/20	68218	KCI	2021 ASSESSMENT NOTICE MAILING	211148	12/23/20	460.00
101-253.000-734.000	12/22/20	68175	KCI	POSTAGE & PRINTING BILLS	294345	12/23/20	1,410.27
101-253.000-801.000	12/22/20	68175	KCI	POSTAGE & PRINTING BILLS	294345	12/23/20	688.67
				Total For Check 100391			<u>3,725.94</u>
<b>Check 100392</b>							
588-588.000-726.000	12/22/20	68202	SUE KEHN	SANITIZING WIPES/BINDER	01455R	12/23/20	9.31
				Total For Check 100392			<u>9.31</u>
<b>Check 100393</b>							
582-544.000-726.800	12/22/20	68264	KENDALL ELECTRIC	VOLT METERS	S109818667.001	12/23/20	519.90
				Total For Check 100393			<u>519.90</u>
<b>Check 100394</b>							
203-460.000-801.000	12/22/20	68265	LODZINSKI & ASSOCIATES	ELM COURT SURVEY	1553	12/23/20	333.34
590-175.000-801.000	12/22/20	68265	LODZINSKI & ASSOCIATES	ELM COURT SURVEY	1553	12/23/20	333.33
591-175.000-801.000	12/22/20	68265	LODZINSKI & ASSOCIATES	ELM COURT SURVEY	1553	12/23/20	333.33
				Total For Check 100394			<u>1,000.00</u>
<b>Check 100395</b>							
101-295.000-726.000	12/22/20	68173	MARKET HOUSE	DISINFECTANT WIPES, COFFEE, HAND TOW	120404	12/23/20	135.48
				Total For Check 100395			<u>135.48</u>
<b>Check 100396</b>							
401-452.000-801.000-2.12/22/20	12/22/20	68215	MATERIALS TESTING CONSUFAYETTE ST RECONSTRUCTION		0063086	12/23/20	7,474.90
				Total For Check 100396			<u>7,474.90</u>
<b>Check 100397</b>							
590-547.000-801.000	12/22/20	68266	MERIT LABORATORIES	BEF COMPLIANCE TESTING, MONTHLY LOW	19583	12/23/20	286.50
590-547.000-801.000	12/22/20	68267	MERIT LABORATORIES	BEF COMPLIANCE TESTING, MONTHLY LOW	19717	12/23/20	286.50
590-547.000-801.000	12/22/20	68268	MERIT LABORATORIES	BEF COMPLIANCE TESTING, MONTHLY LOW	19762	12/23/20	286.50
590-547.000-801.000	12/22/20	68269	MERIT LABORATORIES	BEF COMPLIANCE TESTING, MONTHLY LOW	19856	12/23/20	286.50
590-547.000-801.000	12/22/20	68270	MERIT LABORATORIES	BEF COMPLIANCE TESTING, MONTHLY LOW	19750	12/23/20	210.00
				Total For Check 100397			<u>1,356.00</u>
<b>Check 100398</b>							
101-265.000-920.000	12/22/20	68220	MICH GAS UTILITIES	NATURAL GAS UTILITY	3098766287	12/23/20	121.62
582-175.000-920.400	12/22/20	68219	MICH GAS UTILITIES	NATURAL GAS UTILITY - GEN SET	3098688044	12/23/20	39.11
590-175.000-920.400	12/22/20	68219	MICH GAS UTILITIES	NATURAL GAS UTILITY - GEN SET	3098688044	12/23/20	19.55
591-175.000-920.400	12/22/20	68219	MICH GAS UTILITIES	NATURAL GAS UTILITY - GEN SET	3098688044	12/23/20	19.55
				Total For Check 100398			<u>199.83</u>
<b>Check 100399</b>							
101-301.000-801.000	12/22/20	68273	MICH STATE POLICE	TOKEN FEE FROM 10/01/2020 TO 12/31/2551-570964		12/23/20	99.00
				Total For Check 100399			<u>99.00</u>
<b>Check 100400</b>							
101-000.000-528.000	12/22/20	68176	MICHIGAN DEPARTMENT OF CARES ACT PROGRAM		10.15.2020	12/23/20	1,000.00

GL Number	Invoice Date	Ref #	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Ct
<b>Check 100400</b>							
Total For Check 100400							
582-175.000-801.000	12/22/20	68274	MICHIGAN PUBLIC POWER	NOVEMBER PEAKING CAPACITY CHARGES	20201210013	12/23/20	1,000.00
Total For Check 100401							
590-547.000-726.900	12/22/20	68180	NORTH CENTRAL LABORATORIAL	SUPPLIES	447619	12/23/20	1.74
Total For Check 100402							
101-301.000-742.000	12/22/20	68275	NYE UNIFORM COMPANY	L/S SHIRTS/DOTY	759680	12/23/20	214.86
Total For Check 100403							
<b>Check 100404</b>							
101-336.000-930.000	12/22/20	68276	PERFORMANCE AUTOMOTIVE	SHOCK BUSHINGS, LOCK NUTS, WASHERS,	10284-1346478	12/23/20	6.33
582-544.000-930.000	12/22/20	68279	PERFORMANCE AUTOMOTIVE	CLAMPS	10284-1343425	12/23/20	9.72
582-544.000-930.000	12/22/20	68280	PERFORMANCE AUTOMOTIVE	CLAMPS	10284-1343439	12/23/20	9.54
590-547.000-930.000	12/22/20	68281	PERFORMANCE AUTOMOTIVE	VAC PUMP OIL	10284-1346611	12/23/20	8.99
590-547.000-930.000	12/22/20	68282	PERFORMANCE AUTOMOTIVE	AIR FILTERS	10284-1346614	12/23/20	39.57
590-547.000-930.000	12/22/20	68283	PERFORMANCE AUTOMOTIVE	GREASE	10284-1345850	12/23/20	62.90
640-444.000-730.000	12/22/20	68277	PERFORMANCE AUTOMOTIVE	OIL	10284-1345913	12/23/20	40.53
640-444.000-730.000	12/22/20	68278	PERFORMANCE AUTOMOTIVE	BATTERIES	10284-146098	12/23/20	238.98
Total For Check 100404							
<b>Check 100405</b>							
582-000.000-202.100	12/22/20	68197	PETER M MALINCHOK	REISSUED REFUND CHECK FROM #72797	06.30.2020	12/23/20	30.00
Total For Check 100405							
<b>Check 100406</b>							
582-000.000-110.000	12/22/20	68284	POWERLINE SUPPLY	INVENTORY	56523113	12/23/20	306.35
582-000.000-110.000	12/22/20	68285	POWERLINE SUPPLY	INVENTORY	56524922	12/23/20	5,850.00
582-000.000-110.000	12/22/20	68286	POWERLINE SUPPLY	INVENTORY	56525536	12/23/20	614.20
582-000.000-110.000	12/22/20	68287	POWERLINE SUPPLY	INVENTORY	56523114	12/23/20	669.60
Total For Check 100406							
<b>Check 100407</b>							
101-172.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	495.61
101-173.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	1,486.83
101-209.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	495.61
101-215.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	1,486.83
101-219.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	5,591.79
101-295.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	1,189.47
101-301.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	16,022.91
101-336.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	3,964.88
101-400.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	1,486.83
101-441.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	1,189.47
101-447.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	495.61
208-751.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	1,189.47
582-175.000-715.000	12/22/20	68288	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	14,570.94
588-588.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	3,568.41
590-175.000-715.000	12/22/20	68288	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	6,096.01
591-175.000-715.000	12/22/20	68288	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	5,104.80
640-444.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	1,982.44
699-441.000-715.000	12/22/20	68289	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	2035000000902	12/23/20	5,649.96



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<b>Check 100407</b>							
Total For Check 100407							
<b>Check 100408</b>							
582-175.000-801.000	12/22/20	68172	QUADIENT LEASING USA, LEASE	N8612370	12/23/20	637.47	J
590-175.000-801.000	12/22/20	68172	QUADIENT LEASING USA, LEASE	N8612370	12/23/20	318.74	J
591-175.000-801.000	12/22/20	68172	QUADIENT LEASING USA, LEASE	N8612370	12/23/20	318.73	J
Total For Check 100408							
<b>Check 100409</b>							
101-336.000-930.000	12/22/20	68290	RILEY'S APPARTATUS SER'SERVICE REPAIRS ENGINE 332	1697	12/23/20	645.37	J
Total For Check 100409							
<b>Check 100410</b>							
591-544.000-930.990	12/22/20	68179	RJT CONSTRUCTION	LEAD SERVICE REPLACEMENT WORK COMPLE	2577	12/23/20	J
Total For Check 100410							
<b>Check 100411</b>							
101-301.000-742.000	12/22/20	68244	DUSTIN SIMS	2020 EQUIPMENT ALLOWANCE - GLOCK	43X7408	12/23/20	J
Total For Check 100411							
<b>Check 100412</b>							
582-000.000-158.000-1	12/22/20	68291	SME	SOIL TESTING FOR SUBSTATION UPGRADE	114656	12/23/20	J
Total For Check 100412							
<b>Check 100413</b>							
101-175.000-801.000	12/22/20	68293	SONIT SYSTEMS, LLC	TECHNOLOGY SERVICES FOR NOVEMBER	20262068	12/23/20	J
582-175.000-801.000	12/22/20	68293	SONIT SYSTEMS, LLC	TECHNOLOGY SERVICES FOR NOVEMBER	20262068	12/23/20	J
590-175.000-801.000	12/22/20	68293	SONIT SYSTEMS, LLC	TECHNOLOGY SERVICES FOR NOVEMBER	20262068	12/23/20	J
591-175.000-801.000	12/22/20	68293	SONIT SYSTEMS, LLC	TECHNOLOGY SERVICES FOR NOVEMBER	20262068	12/23/20	J
Total For Check 100413							
<b>Check 100414</b>							
101-295.000-920.000	12/22/20	68292	SPRATT'S	AIRPORT - PROPANE	49125	12/23/20	J
Total For Check 100414							
<b>Check 100415</b>							
101-441.000-810.000	12/22/20	68294	STATE OF MICHIGAN	2021 MEMBERSHIP - MIDEAL	MIDEAL 2021	12/23/20	J
Total For Check 100415							
<b>Check 100416</b>							
101-756.000-801.000	12/22/20	68295	STATE OF MICHIGAN	EGLNONCOMMUNITY PUBLIC WATER SUPPLY	ANN761-10582017	12/23/20	J
101-756.000-801.000	12/22/20	68296	STATE OF MICHIGAN	EGLNONCOMMUNITY PUBLIC WATER SUPPLY	ANN761-10582042	12/23/20	J
Total For Check 100416							
<b>Check 100417</b>							
640-444.000-801.301	12/22/20	68223	STILLWELL FORD	MERCURY REPAIR/CRACKED WASHER LINES/	636067	12/23/20	J
640-444.000-801.301	12/22/20	68209	STILLWELL FORD	MERCURY REPAIRS DONE ON VEHICLE	634340	12/23/20	J
640-444.000-801.301	12/22/20	68297	STILLWELL FORD	MERCURY MOUNT AND BALANCE ONE TIRE -	UNIT 2-63145	12/23/20	J
Total For Check 100417							
<b>Check 100420</b>							
202-450.000-801.000	12/22/20	68300	THOMPSON CONSTRUCTION	ASPHALT PATCHES	2019-00270	12/23/20	J
203-450.000-801.000	12/22/20	68301	THOMPSON CONSTRUCTION	STREET PATCHING	2019-00269	12/23/20	J
591-544.000-930.000	12/22/20	68300	THOMPSON CONSTRUCTION	ASPHALT PATCHES	2019-00270	12/23/20	J
Total For Check 100420							

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Check 100421							
101-265.000-801.000	12/22/20	68185	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0108461	12/23/20	15.51
101-265.000-801.000	12/22/20	68302	UNIFIRST CORP	MATS FOR CITY HALL	154-0109028	12/23/20	15.51
101-265.000-801.000	12/22/20	68303	UNIFIRST CORP	MATS FOR CITY HALL	154-0106181	12/23/20	15.51
101-441.000-742.000	12/22/20	68304	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154-0108460	12/23/20	65.86
101-441.000-801.000	12/22/20	68304	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154-0108460	12/23/20	56.68
640-444.000-742.000	12/22/20	68304	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154-0108460	12/23/20	26.28
640-444.000-801.000	12/22/20	68304	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154-0108460	12/23/20	39.64
Total For Check 100421							234.99
Check 100422							
582-175.000-925.000	12/22/20	68305	VERIZON WIRELESS	CELL PHONE SERVICE - DEC 2020	9868228148	12/23/20	692.00
590-175.000-925.000	12/22/20	68305	VERIZON WIRELESS	CELL PHONE SERVICE - DEC 2020	9868228148	12/23/20	173.24
591-175.000-925.000	12/22/20	68305	VERIZON WIRELESS	CELL PHONE SERVICE - DEC 2020	9868228148	12/23/20	173.59
Total For Check 100422							1,038.83
Check 100423							
101-175.000-850.000	12/22/20	68214	VESTED RISK STRATEGIES OWENS	PARK HOUSE	782361	12/23/20	713.76
Total For Check 100423							713.76
Check 100424							
101-301.000-861.005	12/22/20	68306	WASHTENAW COMM COLLEGE	MCOLES ONLINE FIREARMS UPDATE TRAINING	5484	12/23/20	500.00
Total For Check 100424							500.00
Check 100425							
640-444.000-730.000	12/22/20	68307	WHITE'S WELDING	SERVICIMETAL	85940	12/23/20	20.00
Total For Check 100425							20.00
Check 100426							
271-790.000-801.000	12/22/20	68308	WOODLANDS LIBRARY	COOP/OVERDRIVE PMT	7999	12/23/20	237.00
Total For Check 100426							237.00
Check 100427							
582-000.000-202.100	12/23/20	68338	BRIXX, STEPHEN & TANYA	UB refund for account: 010531	12/23/2020	12/23/20	4.78
590-000.000-202.100	12/23/20	68338	BRIXX, STEPHEN & TANYA	UB refund for account: 010531	12/23/2020	12/23/20	3.28
591-000.000-202.100	12/23/20	68338	BRIXX, STEPHEN & TANYA	UB refund for account: 010531	12/23/2020	12/23/20	2.17
Total For Check 100427							10.23
Check 100428							
582-000.000-202.100	12/23/20	68324	CARRIAGE PARK APARTMENT	'UB refund for account: 026088	12/23/2020	12/23/20	21.00
Total For Check 100428							21.00
Check 100429							
582-000.000-202.100	12/23/20	68325	CARRIAGE PARK APARTMENT	'UB refund for account: 025450	12/23/2020	12/23/20	18.00
Total For Check 100429							18.00
Check 100430							
582-000.000-202.100	12/23/20	68326	CHERRY TREE APARTMENTS	UB refund for account: 024678	12/23/2020	12/23/20	9.00
Total For Check 100430							9.00
Check 100431							
582-000.000-202.100	12/23/20	68321	COMMONWEALTH DEVELOPME	UB refund for account: 305579	12/23/2020	12/23/20	91.25
Total For Check 100431							91.25
Check 100432							
582-000.000-202.100	12/23/20	68318	CONANT, DALE	UB refund for account: 026007	12/23/2020	12/23/20	167.25

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Check 100432							
				Total For Check 100432			<u>167.25</u>
Check 100433							
582-000.000-202.100	12/23/20	68319	DEWALT, TABITHA M	UB refund for account: 025361	12/23/2020	12/23/20	365.00 J
				Total For Check 100433			<u>365.00</u>
Check 100434							
582-000.000-202.100	12/23/20	68337	FIRESTINE, DENISE D	UB refund for account: 021558	12/23/2020	12/23/20	155.84 J
				Total For Check 100434			<u>155.84</u>
Check 100435							
582-000.000-202.100	12/23/20	68330	GODSEY, WILLIAM L	UB refund for account: 025312	12/23/2020	12/23/20	113.60 J
				Total For Check 100435			<u>113.60</u>
Check 100436							
582-000.000-202.100	12/23/20	68317	HASSENZAH, TAYLOR M	UB refund for account: 023186	12/23/2020	12/23/20	51.41 J
				Total For Check 100436			<u>51.41</u>
Check 100437							
582-000.000-202.100	12/23/20	68335	JC HILLSDALE PROPERTIE	UB refund for account: 023300	12/23/2020	12/23/20	19.00 J
				Total For Check 100437			<u>19.00</u>
Check 100438							
582-000.000-202.100	12/23/20	68334	KNOCH, CAROL	UB refund for account: 009907	12/23/2020	12/23/20	62.11 J
590-000.000-202.100	12/23/20	68334	KNOCH, CAROL	UB refund for account: 009907	12/23/2020	12/23/20	33.65 J
591-000.000-202.100	12/23/20	68334	KNOCH, CAROL	UB refund for account: 009907	12/23/2020	12/23/20	26.45 J
				Total For Check 100438			<u>122.21</u>
Check 100439							
582-000.000-202.100	12/23/20	68320	MICKEL, PENNY D	UB refund for account: 030153	12/23/2020	12/23/20	25.00 J
				Total For Check 100439			<u>25.00</u>
Check 100440							
582-000.000-202.100	12/23/20	68323	MUNGER, SHIRLEY M	UB refund for account: 021364	12/23/2020	12/23/20	28.00 J
				Total For Check 100440			<u>28.00</u>
Check 100441							
582-000.000-202.100	12/23/20	68331	NEVINS, DEBRA R	UB refund for account: 004699	12/23/2020	12/23/20	171.95 J
				Total For Check 100441			<u>171.95</u>
Check 100442							
582-000.000-202.100	12/23/20	68332	NEVINS, DEBRA R	UB refund for account: 017646	12/23/2020	12/23/20	7.00 J
				Total For Check 100442			<u>7.00</u>
Check 100443							
582-000.000-202.100	12/23/20	68328	RUSSELL, MARY J	UB refund for account: 021534	12/23/2020	12/23/20	147.00 J
				Total For Check 100443			<u>147.00</u>
Check 100444							
582-000.000-202.100	12/23/20	68316	SHAW, JOHN D	UB refund for account: 026161	12/23/2020	12/23/20	53.00 J
				Total For Check 100444			<u>53.00</u>
Check 100445							
582-000.000-202.100	12/23/20	68336	SHEWMAN, SUSAN M	UB refund for account: 015300	12/23/2020	12/23/20	63.00 J
				Total For Check 100445			<u>63.00</u>

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 POST DATES 12/11/2020 - 12/24/2020  
 JOURNALIZED OPEN AND PAID  
 BANK CODE: AFCK

GL Number	Invoice Date	Ref #	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Ct
<b>Check 100446</b>							
582-000.000-202.100	12/23/20	68329	SHIRK, SUSAN K	UB refund for account: 017491	12/23/2020	12/23/20	101.25
				Total For Check 100446			<u>101.25</u>
<b>Check 100447</b>							
582-000.000-202.100	12/23/20	68322	STONE, LEGAND C	UB refund for account: 010776	12/23/2020	12/23/20	31.00
				Total For Check 100447			<u>31.00</u>
<b>Check 100448</b>							
582-000.000-202.100	12/23/20	68333	WILLIAMS, DOUGLAS ALAN	UB refund for account: 025953	12/23/2020	12/23/20	96.99
				Total For Check 100448			<u>96.99</u>
<b>Check 100449</b>							
582-000.000-202.100	12/23/20	68327	YOUNG, K D	UB refund for account: 011008	12/23/2020	12/23/20	2.89
590-000.000-202.100	12/23/20	68327	YOUNG, K D	UB refund for account: 011008	12/23/2020	12/23/20	9.03
591-000.000-202.100	12/23/20	68327	YOUNG, K D	UB refund for account: 011008	12/23/2020	12/23/20	3.24
				Total For Check 100449			<u>15.16</u>
<b>Check 16</b>							
101-295.000-801.000	12/22/20	68229	AVFUEL CORP	EQUIPMENT MO RENTAL	014310482	12/23/20	20.00
101-295.000-801.000	12/22/20	68230	AVFUEL CORP	EQUIPMENT RENTAL MONTHLY BILLING - T014310754		12/23/20	950.00
				Total For Check 16			<u>970.00</u>
<b>Check 17</b>							
101-175.000-726.007	12/22/20	68310	CARD SERVICES CENTER	LAPTOPS FOR REMOTE WORKERS CITY	COVID11/2020	12/23/20	263.94
101-175.000-726.007	12/22/20	68311	CARD SERVICES CENTER	LAPTOPS FOR REMOTE WORKERS CITY	COVID2020-11	12/23/20	263.94
101-215.000-734.000	12/22/20	68312	CARD SERVICES CENTER	POSTAGE	12/4/2020	12/23/20	5.00
101-215.000-734.000	12/22/20	68314	CARD SERVICES CENTER	POSTAGE	DEC 2020	12/23/20	373.90
101-295.000-930.000	12/22/20	68315	CARD SERVICES CENTER	BACKUP BATTERY FOR RUNWAY LIGHTS	0476 6575	12/23/20	143.09
101-301.000-742.000	12/22/20	68312	CARD SERVICES CENTER	POSTAGE	12/4/2020	12/23/20	0.00
271-790.000-726.000	12/22/20	68309	CARD SERVICES CENTER	COPIER COLOR INK	112-7286550-20258	12/23/20	145.99
582-175.000-726.000	12/22/20	68313	CARD SERVICES CENTER	SUPPLIES	9769 7824 297 979	12/23/20	4.50
590-175.000-726.000	12/22/20	68313	CARD SERVICES CENTER	SUPPLIES	9769 7824 297 979	12/23/20	2.25
591-175.000-726.000	12/22/20	68313	CARD SERVICES CENTER	SUPPLIES	9769 7824 297 979	12/23/20	2.24
				Total For Check 17			<u>1,204.85</u>
<b>Check 18</b>							
582-544.000-920.400	12/22/20	68271	MICH GAS UTILITIES	NATURAL GAS PP NOVEMBER	0504504154-00005	12/23/20	1,414.94
582-544.000-920.400	12/22/20	68272	MICH GAS UTILITIES	NATURAL GAS PP NOVEMBER	0504504154-00004	12/23/20	40.23
640-444.000-920.000	12/22/20	68183	MICH GAS UTILITIES	NATURAL GAS UTILITY	3107594061	12/23/20	264.15
				Total For Check 18			<u>1,719.32</u>
<b>Check 19</b>							
101-172.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT	020894-2021-1	12/23/20	14.44
101-172.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT	020894-2021-1	12/23/20	38.47
101-173.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT	020894-2021-1	12/23/20	14.44
101-173.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT	020894-2021-1	12/23/20	28.85
101-174.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT	020894-2021-1	12/23/20	14.44
101-174.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT	020894-2021-1	12/23/20	16.00
101-209.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT	020894-2021-1	12/23/20	28.88
101-209.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT	020894-2021-1	12/23/20	47.26
101-215.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT	020894-2021-1	12/23/20	14.44
101-215.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT	020894-2021-1	12/23/20	16.53
101-219.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT	020894-2021-1	12/23/20	28.88
101-219.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT	020894-2021-1	12/23/20	52.65
101-295.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT	020894-2021-1	12/23/20	14.44

GL Number	Invoice Date	Ref #	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Ct
Check 19							
101-295.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	16.49
101-301.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	216.66
101-301.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	319.85
101-336.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	57.76
101-336.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	80.67
101-400.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	14.44
101-400.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	19.23
101-441.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	28.88
101-441.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	46.02
101-447.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	14.44
101-447.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	38.47
208-751.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	14.44
208-751.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	23.46
271-790.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	9.39
271-790.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	24.04
582-175.000-715.000	12/22/20	68299	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894-2	020894-2	12/23/20	187.72
582-175.000-721.000	12/22/20	68299	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894-2	020894-2	12/23/20	354.11
588-588.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2	12/23/20	57.70
588-588.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	63.85
590-175.000-715.000	12/22/20	68299	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894-2	020894-2	12/23/20	86.64
590-175.000-721.000	12/22/20	68299	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894-2	020894-2	12/23/20	141.90
591-175.000-715.000	12/22/20	68299	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894-2	020894-2	12/23/20	57.76
591-175.000-721.000	12/22/20	68299	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894-2	020894-2	12/23/20	96.70
640-444.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	28.88
640-444.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	37.72
699-441.000-715.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	129.96
699-441.000-721.000	12/22/20	68298	SUN LIFE ASSURANCE	COM INSURANCE CLIENT 020894	020894-2021-1	12/23/20	157.60
Total For Check 19							2,654.50
--- TOTALS BY GL DISTRIBUTION ---							212,604.46
FEDERAL GRANT - CARES ACT							1,000.00
SUPPLIES							9.50
HEALTH AND LIFE INSURANCE							605.96
DISABILITY INSURANCE							38.47
SUPPLIES							14.69
HEALTH AND LIFE INSURANCE							1,597.18
DISABILITY INSURANCE							28.85
HEALTH AND LIFE INSURANCE							14.44
DISABILITY INSURANCE							16.00
SUPPLIES - COVID 19							527.88
CONTRACTUAL SERVICES							1,052.48
AUDITING SERVICES							8,350.00
INSURANCE							713.76
CONTRACTUAL SERVICES							1,381.91
HEALTH AND LIFE INSURANCE							552.14
DISABILITY INSURANCE							47.26
POSTAGE							1,167.00
CONTRACTUAL SERVICES							3,114.84
PUBLISHING / NOTICES							460.00
HEALTH AND LIFE INSURANCE							1,597.18
DISABILITY INSURANCE							16.53
POSTAGE							378.90
CONTRACTUAL SERVICES							64.95

GL Number	Invoice Date	Ref #	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Ct
101-219.000-715.000				HEALTH AND LIFE INSURANCE	5,917.72		5,917.72
101-219.000-721.000				DISABILITY INSURANCE	52.65		52.65
101-253.000-726.000				SUPPLIES	86.00		86.00
101-253.000-734.000				POSTAGE	1,410.27		1,410.27
101-253.000-801.000				CONTRACTUAL SERVICES	688.67		688.67
101-265.000-726.000				SUPPLIES	6.99		6.99
101-265.000-726.000-CV				SUPPLIES	56.97		56.97
101-265.000-801.000				CONTRACTUAL SERVICES	46.53		46.53
101-265.000-920.000				UTILITIES	121.62		121.62
101-265.000-957.000				PROPERTY TAXES	174.74		174.74
101-295.000-715.000				HEALTH AND LIFE INSURANCE	1,259.20		1,259.20
101-295.000-721.000				DISABILITY INSURANCE	16.49		16.49
101-295.000-726.000				SUPPLIES	135.48		135.48
101-295.000-801.000				CONTRACTUAL SERVICES	970.00		970.00
101-295.000-920.000				UTILITIES	437.53		437.53
101-295.000-930.000				REPAIRS & MAINTENANCE	143.09		143.09
101-301.000-715.000				HEALTH AND LIFE INSURANCE	17,178.72		17,178.72
101-301.000-721.000				DISABILITY INSURANCE	319.85		319.85
101-301.000-726.000				SUPPLIES	24.99		24.99
101-301.000-742.000				CLOTHING / UNIFORMS	734.88		734.88
101-301.000-801.000				CONTRACTUAL SERVICES	259.04		259.04
101-301.000-861.005				STATE TRAINING FUNDS	500.00		500.00
101-336.000-715.000				HEALTH AND LIFE INSURANCE	4,269.76		4,269.76
101-336.000-721.000				DISABILITY INSURANCE	80.67		80.67
101-336.000-726.000				SUPPLIES	250.00		250.00
101-336.000-930.000				REPAIRS & MAINTENANCE	651.70		651.70
101-400.000-715.000				HEALTH AND LIFE INSURANCE	1,597.18		1,597.18
101-400.000-721.000				DISABILITY INSURANCE	19.23		19.23
101-441.000-715.000				HEALTH AND LIFE INSURANCE	1,369.55		1,369.55
101-441.000-721.000				DISABILITY INSURANCE	46.02		46.02
101-441.000-726.000				SUPPLIES	177.64		177.64
101-441.000-742.000				CLOTHING / UNIFORMS	65.86		65.86
101-441.000-801.000				CONTRACTUAL SERVICES	56.68		56.68
101-441.000-810.000				DUES AND SUBSCRIPTIONS	180.00		180.00
101-441.000-930.000				REPAIRS & MAINTENANCE	74.19		74.19
101-447.000-715.000				HEALTH AND LIFE INSURANCE	605.96		605.96
101-447.000-721.000				DISABILITY INSURANCE	38.47		38.47
101-756.000-801.000				CONTRACTUAL SERVICES	276.24		276.24
202-450.000-801.000				CONTRACTUAL SERVICES	6,696.75		6,696.75
202-490.000-726.000				SUPPLIES	310.31		310.31
202-490.000-801.000				CONTRACTUAL SERVICES	6,066.00		6,066.00
203-450.000-801.000				CONTRACTUAL SERVICES	5,346.28		5,346.28
203-460.000-801.000				CONTRACTUAL SERVICES	333.34		333.34
203-490.000-726.000				SUPPLIES	56.29		56.29
208-751.000-715.000				HEALTH AND LIFE INSURANCE	1,259.20		1,259.20
208-751.000-721.000				DISABILITY INSURANCE	23.46		23.46
244-174.000-801.000				CONTRACTUAL SERVICES	1,200.00		1,200.00
244-174.000-957.000				PROPERTY TAXES	1,755.35		1,755.35
271-790.000-715.000				HEALTH AND LIFE INSURANCE	37.04		37.04
271-790.000-721.000				DISABILITY INSURANCE	24.04		24.04
271-790.000-726.000				SUPPLIES	271.15		271.15
271-790.000-801.000				CONTRACTUAL SERVICES	366.60		366.60
401-452.000-801.000-21				CONTRACTUAL SERVICES	11,515.83		11,515.83
582-000.000-110.000				INVENTORY	7,440.15		7,440.15
582-000.000-158.000-19				CONSTRUCTION WORK IN PROGRESS	7,400.00		7,400.00
582-000.000-202.100				ACCOUNTS PAYABLE-UB REFUNDS	1,935.99		1,935.99
582-175.000-715.000				HEALTH AND LIFE INSURANCE	15,662.06		15,662.06
582-175.000-721.000				DISABILITY INSURANCE	354.11		354.11
582-175.000-726.000				SUPPLIES	4.50		4.50

GL Number	Invoice Date	Ref #	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Ct
582-175.000-726.007-CV				SUPPLIES - COVID 19			78.22
582-175.000-801.000				CONTRACTUAL SERVICES			8,968.57
582-175.000-880.000				COMMUNITY PROMOTION			55.00
582-175.000-920.400				UTILITIES - GAS			39.11
582-175.000-925.000				TELEPHONE			692.00
582-175.000-957.000				PROPERTY TAXES			21.83
582-543.000-742.000				CLOTHING / UNIFORMS			137.67
582-543.000-930.000				REPAIRS & MAINTENANCE			150.52
582-544.000-726.800				SUPPLIES - OPERATIONS			519.90
582-544.000-920.400				UTILITIES - GAS			1,455.17
582-544.000-930.000				REPAIRS & MAINTENANCE			107.81
588-588.000-715.000				HEALTH AND LIFE INSURANCE			3,791.98
588-588.000-721.000				DISABILITY INSURANCE			63.85
588-588.000-726.000				SUPPLIES			55.90
590-000.000-202.100				ACCOUNTS PAYABLE-UB REFUNDS			45.96
590-175.000-715.000				HEALTH AND LIFE INSURANCE			6,522.44
590-175.000-721.000				DISABILITY INSURANCE			141.90
590-175.000-726.000				SUPPLIES			2.25
590-175.000-726.007-CV				SUPPLIES - COVID 19			55.37
590-175.000-801.000				CONTRACTUAL SERVICES			4,816.75
590-175.000-880.000				COMMUNITY PROMOTION			27.50
590-175.000-920.400				UTILITIES - GAS			19.55
590-175.000-925.000				TELEPHONE			173.24
590-547.000-726.900				SUPPLIES - LABORATORY			232.36
590-547.000-801.000				CONTRACTUAL SERVICES			1,356.00
590-547.000-930.000				REPAIRS & MAINTENANCE			777.69
591-000.000-158.000-21				CONSTRUCTION WORK IN PROGRESS			1,000.00
591-000.000-202.100				ACCOUNTS PAYABLE-UB REFUNDS			31.86
591-175.000-715.000				HEALTH AND LIFE INSURANCE			5,557.60
591-175.000-721.000				DISABILITY INSURANCE			96.70
591-175.000-726.000				SUPPLIES			2.24
591-175.000-726.007-CV				SUPPLIES - COVID 19			87.85
591-175.000-801.000				CONTRACTUAL SERVICES			4,816.74
591-175.000-810.000				DUES AND SUBSCRIPTIONS			95.00
591-175.000-880.000				COMMUNITY PROMOTION			27.50
591-175.000-920.400				UTILITIES - GAS			19.55
591-175.000-925.000				TELEPHONE			173.59
591-544.000-801.000				CONTRACTUAL SERVICES			93.23
591-544.000-930.000				REPAIRS & MAINTENANCE			416.25
591-544.000-930.990				REPAIRS & MAINTENANCE - LEAD SERVICE			18,260.20
591-545.000-727.400				SUPPLIES - PHOSPHATE			4,326.44
633-000.000-111.000				INVENTORY - MAT. AND SUPPLIES			144.70
633-233.000-726.000				SUPPLIES			23.14
640-444.000-715.000				HEALTH AND LIFE INSURANCE			2,134.88
640-444.000-721.000				DISABILITY INSURANCE			37.72
640-444.000-730.000				VEH./EQUIP. MAINT. SUPPLIES			1,555.18
640-444.000-742.000				CLOTHING / UNIFORMS			26.28
640-444.000-801.000				CONTRACTUAL SERVICES			39.64
640-444.000-801.301				POLICE VEHICLE REPAIR			5,688.95
640-444.000-920.000				UTILITIES			264.15
699-441.000-715.000				HEALTH AND LIFE INSURANCE			6,109.98
699-441.000-721.000				DISABILITY INSURANCE			157.60
Fund 101 GENERAL FUND							
0002				- UNIFIRST CORP			169.07
0015				- CITY OF HILLSDALE			174.74
0027				- GELZER & SON INC			6.99
0035				- CURRENT OFFICE SOLUTIONS			194.60

--- FUND TOTALS BY VENDOR ---





GL Number	Invoice Date	Ref #	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Ct
Fund 271 LIBRARY FUND							
0035			- CURRENT OFFICE SOLUTIONS				125.16
0064			- WOODLANDS LIBRARY COOPERATION				237.00
1239			- SUN LIFE ASSURANCE COMPANY				33.43
2013			- BLUE CROSS & BLUE SHIELD OF MI				27.65
3248			- HEFFERNAN SOFT WATER SERVICE				129.60
			MASTERCARD - CARD SERVICES CENTER				145.99
			TOTAL FUND 271 LIBRARY				<u>698.83</u>
Fund 401 CAPITAL IMPROV							
1737			- FLEIS & VANDENBRINK				4,040.93
MTC			- MATERIALS TESTING CONSULTANTS, INC				7,474.90
			TOTAL FUND 401 CAPITAL				<u>11,515.83</u>
Fund 582 ELECTRIC FUND							
0020			- CINTAS CORPORATION				40.00
0027			- GELZER & SON INC				39.87
0081			- MICH GAS UTILITIES				1,494.28
0961			- PERFORMANCE AUTOMOTIVE				19.26
1239			- SUN LIFE ASSURANCE COMPANY				541.83
1490			- HILLSDALE HIGH SCHOOL				55.00
1871			- ECONOMIC DVLPMT PARTNERSHIP				7,500.00
2013			- BLUE CROSS & BLUE SHIELD OF MI				903.40
2340			- JEFFERSON TOWNSHIP				21.83
2413			- PRIORITY HEALTH				14,570.94
2432			- AMERICAN COPPER AND BRASS, LLC				12.35
2745			- KENDALL ELECTRIC				519.90
2831			- VERIZON WIRELESS				692.00
5503			- AMAZON CAPITAL SERVICES, INC				202.83
5531			- SONIT SYSTEMS, LLC				789.36
ADKINS			- ADKINS AUTOMOTIVE LLC				48.97
CAROL			- CAROL MCMILLAN				100.67
FAMILY			- FAMILY FARM & HOME				13.27
GARRETT			- GARRETT ADAMS				137.67
MALINCHOK			- PETER M MALINCHOK				30.00
MASTERCARD			- CARD SERVICES CENTER				4.50
MISC			- MISC VENDOR				1,805.32
MPPA			- MICHIGAN PUBLIC POWER AGENCY				1.74
POWER			- POWERLINE SUPPLY				7,440.15
QUADIENT			- QUADIENT LEASING USA, INC				637.47
SME			- SME				7,400.00
			TOTAL FUND 582 ELECTRIC				<u>45,022.61</u>
Fund 588 DIAL-A-RIDE FUND							
0035			- CURRENT OFFICE SOLUTIONS				46.59
1239			- SUN LIFE ASSURANCE COMPANY				121.55
2013			- BLUE CROSS & BLUE SHIELD OF MI				165.87
2413			- PRIORITY HEALTH				3,568.41
2765			- SUE KEHN				9.31
			TOTAL FUND 588 DIAL-A-RIDE				<u>3,911.73</u>
Fund 590 SEWER FUND							
0020			- CINTAS CORPORATION				20.00
0081			- MICH GAS UTILITIES				19.55
0345			- CEM SUPPLY, INC				612.68
0385			- LODZINSKI & ASSOCIATES, LLC				333.33
0961			- PERFORMANCE AUTOMOTIVE				111.46
1110			- BRINER OIL CO, INC				53.55
1239			- SUN LIFE ASSURANCE COMPANY				228.54

GL Number	Invoice Date	Ref #	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Ct
			1490	- HILLSDALE HIGH SCHOOL			27.50
			1871	- ECONOMIC DVLPMT PARTNERSHIP			3,750.00
			2013	- BLUE CROSS & BLUE SHIELD OF MI			339.79
			2413	- PRIORITY HEALTH			6,096.01
			2831	- VERIZON WIRELESS			173.24
			3248	- HEFFERNAN SOFT WATER SERVICE			17.50
			5503	- AMAZON CAPITAL SERVICES, INC			55.37
			5531	- SONIT SYSTEMS, LLC			394.68
			MASTERCARD	- CARD SERVICES CENTER			2.25
			MERIT LAB	- MERIT LABORATORIES			1,356.00
			MISC	- MISC VENDOR			45.96
			NORTH	- NORTH CENTRAL LABORATORIES INC			214.86
			QUADIANT	- QUADIANT LEASING USA, INC			318.74
			TOTAL FUND 590 SEWER F				14,171.01
			Fund 591 WATER FUND				
			0020	- CINTAS CORPORATION			20.00
			0081	- MICH GAS UTILITIES			19.55
			0385	- LODZINSKI & ASSOCIATES, LLC			333.33
			1239	- SUN LIFE ASSURANCE COMPANY			154.46
			1490	- HILLSDALE HIGH SCHOOL			27.50
			1871	- ECONOMIC DVLPMT PARTNERSHIP			3,750.00
			2013	- BLUE CROSS & BLUE SHIELD OF MI			395.04
			2413	- PRIORITY HEALTH			5,104.80
			2831	- VERIZON WIRELESS			173.59
			5503	- AMAZON CAPITAL SERVICES, INC			87.85
			5531	- SONIT SYSTEMS, LLC			394.68
			BUSINESS	- BUSINESS CARD			93.23
			DIXON	- DIXON ENGINEERING & INSPECTION SERV			1,000.00
			ENVIRONMEN	- ENVIRONMENTAL MANAGEMENT & DEVELOP			4,326.44
			JEFF GIER	- JEFF GIER			95.00
			MASTERCARD	- CARD SERVICES CENTER			2.24
			MISC	- MISC VENDOR			31.86
			QUADIANT	- QUADIANT LEASING USA, INC			318.73
			RJT	- RJT CONSTRUCTION			18,260.20
			THOMPSON C	- THOMPSON CONSTRUCTION CO., LLC			416.25
			TOTAL FUND 591 WATER F				35,004.75
			Fund 633 PUBLIC SERVIC				
			2170	- DORNBOSS SIGN & SAFETY INC			167.84
			TOTAL FUND 633 PUBLIC ;				167.84
			Fund 640 REVOLVING MOB				
			0002	- UNIFIRST CORP			65.92
			0081	- MICH GAS UTILITIES			264.15
			0086	- JACKSON TRUCK SERVICE INC			1,247.00
			0961	- PERFORMANCE AUTOMOTIVE			279.51
			1239	- SUN LIFE ASSURANCE COMPANY			66.60
			2013	- BLUE CROSS & BLUE SHIELD OF MI			123.56
			2065	- STILLWELL FORD MERCURY, INC			5,688.95
			2174	- WHITE'S WELDING SERVICE			20.00
			2413	- PRIORITY HEALTH			1,982.44
			FAMILY	- FAMILY FARM & HOME			8.67
			TOTAL FUND 640 REVOLVVI				9,746.80
			Fund 699 DPS LEAVE AND				
			1239	- SUN LIFE ASSURANCE COMPANY			287.56
			2013	- BLUE CROSS & BLUE SHIELD OF MI			330.06
			2413	- PRIORITY HEALTH			5,649.96

GL Number	Invoice Date	Ref #	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Ct
TOTAL FUND 699 DPS LEA'							6,267.58

**CITY COUNCIL MINUTES**

City of Hillsdale  
January 4, 2021  
7:00 P.M.

Regular Meeting  
Electronic Meeting (COVID-19)

**Call to Order and Pledge of Allegiance**

Mayor Adam Stockford opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Adam Stockford called the meeting to order. Clerk Price took roll call.

Council Members present:	Adam Stockford, Mayor R Greg Stuchell, Ward 1 Anthony Vear, Ward 1 William Morrisey, Ward 2 Cynthia Pratt, Ward 2 Bruce Sharp, Ward 3 William Zeiser, Ward 3 Robert Socha, Ward 4 Raymondy Briner, Ward 4
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Council Members absent:	None
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Present: Attorney Tom Thompson, Katy Price (City Clerk), Brandon Janes (BPU), Penny Swan and Mike Prince.

Present electronically: David Mackie (City Manager), Scott Hephner (HCPS/HCFD), Jake Hammel (DPS Director), Jason Blake (DPS Foreman), Ruth Brown, Jack Mclain and Dennis Wainscott.

**Approval of Agenda**

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

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

Motion passed 9-0.

**Public Comment**

None.

**Consent Agenda**

A. Approval of Bills

- 1. City and BPU Claims of December 10, 2020: \$618,580.46
- 2. Payroll of December 10, 2020: \$179,200.39
- B. City Council Minutes of December 21, 2020
- C. Board of Review Minutes of December 15, 2020
- D. EDC Business Review Committee Minutes of December 11, 2020

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

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

Motion passed 9-0.

**Communications/Petitions**

- A. COVID Impacts Electronic Public Meetings- Emergency Order and OMA Updates
- B. 2021 Christmas Tree Recycling Program

All items presented for the purpose of information only.

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

None

**Old Business**

None

**New Business**

- A. POAM Letter of Understanding (LOU)

City Manager Mackie reviewed the new package change to the POAM Letter of Understanding.

Chief Hephner specified how he came up with the hiring package change which is being used to help recruit new officers.

Further Council discussion ensued on the police department and to keep the department fully staffed.

Motion by Council Member Briner, seconded by Council Member Sharp to approve the changes presented to the POAM Letter of Understanding (LOU).

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

Motion passed 9-0.

- B. Application to Transfer Commercial Rehabilitation Exemption Certificate 2013-002 from Bulldog Holdings, LLC to Cronin Hillsdale Real Estate, LLC

Motion by Council Member Socha, seconded by Council Member Pratt to approve the Application to Transfer Commercial Rehabilitation Exemption Certificate 2013-002 from Bulldog Holdings, LLC to Cronin Hillsdale Real Estate, LLC as presented. **Resolution 3437.**

By a voice vote, the motion passed unanimously.

- C. City Council Standing Committee Appointments – Mayor Stockford

Mayor Stockford presented the Council Standing Committee appointments.

**Public Services:** Stuchell, Vear, Zeiser

**Operations & Governance:** Morrisey, Pratt, Sharp

**Finance:** Briner, Sharp, Vear

**Economic Development:** Socha, Zeiser, Morrisey

**Public Safety:** Pratt, Briner, Socha

Motion by Council Member Vear, seconded by Council Member Sharp to approve Council Standing Committee appointments as presented.

By a voice vote, the motion passed unanimously.

- D. 2021 Council Goals –Mayor Stockford

Mayor Stockford led discussion on ideas for 2021 Council goals. Council members suggested streets, public safety, leaf collection, focusing on downtown economic development and the possibility of continuing the homeless taskforce.

City Manager Mackie added a few items that council may want to look into, Mitchell Building and the cost to maintain the building and reestablishing the recreation department due the programs that were shut down last year because of the Covid-19 pandemic and restrictions.

Council will set goals at the next meeting scheduled for Monday, January 18, 2021.

### **Miscellaneous Reports**

- A. Proclamation – None

- B. Re-Appointments—Kerry Laycock, Don Hernandez (alternate), Richard Curtis (alternate) to Board of Review.

Motion by Council Member Morrisey, seconded by Council Member Sharp to approve all reappointments as presented.

By a voice vote, the motion passed unanimously.

- C. Other – None

### **General Public Comment**

Penny Swan, 8 S. Manning Street, thanked the street department, fire/police department, BPU crews for all their hard work over the last few days due to the ice storm and weather.

Jack McLain, Hillsdale County, agreed with the idea to renovate the Mitchell building, added that it was in the TIFA district and that it would be nice to see something happen. McLain mentioned he would like to see a study on parking as there isn't enough parking as well as to see a study for the Keefer House and Dawn Theater.

**City Manager's Report**

City Manager Mackie, will get with the public services committee to review the options of funding for the road project and bring the findings back to council.

City Manager mentioned that economic development to downtown district the city has been working with store owners, and will have an economic development meeting soon.

**Council Comments**

Council Member Stuchell will check into the Study for the Keefer House and Dawn Theater as well as parking study.

Council Member Briner thanked all the public services and public safety crews for the hard working they did because of the winter storm.

**Adjournment**

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

By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:10 p.m.

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Adam L. Stockford, Mayor

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Katy Price, City Clerk

# **CITY OF HILLSDALE FINANCE COMMITTEE**

**PLACE: CITY HALL CONFERENCE ROOM**

**DATE: November 30, 2020**

**TIME: 5:17 PM**

## **PRESENT**

**COUNCIL: Bruce Sharp and Tony Vear**

**STAFF: David Mackie City Manager, Chris McArthur BPU Director, Scott Hepner Police and Fire Chief, Joseph Mangan incoming Finance Director and Bonnie Tew Finance Director.**

**PUBLIC: Ruth Brown**

The new check numbers are because of the BPU and the City switched to Southern Michigan Bank and Trust per approval from Council. All checks are written from the same account so both the BPU's and City's payables are presented together.

## **BOARD OF PUBLIC UTILITIES AND THE CITY OF HILLSDALE ACCOUNTS PAYABLES**

**Check 100084 For BPU's Water Service Truck**

**Check 100086 and 100087 These invoices should have been combined into one check.**

**Check 100092, 100093, 100094, 100095 and 100096 These invoices should have been combined into one check. The other places found in this Check Run Report where multiple checks being issued to the same vendor were established as a clerical error.**

**Check 100113 Water Meter Programmer.**

**Check 100127 City's engineer was gone and it was a redo on design.**

**Check 100128 For the Trusses and Roof for the Dawn Theater represented the majority of this cost.**

**Check 100152 Promotion by the BPU for the City of Hillsdale.**

**Check 100158 Utility refund**

**Check 100159 Utility refund**

**Check 100162 Stock Park mailings for donations.**

**Check 100166 Special Design Approach for the Culvert on Fayette Street.**

**Check 100182 Police Officer Program Fee.**

**Check 100183 Brad Martin Annual Management and Record fee.**

**Check 100187 Annual membership dues for BPU.**

**Check 100226 Engineering for Capital Improvement of the Sub Station in Industrial Park approved by Council.**

**Check 100227 Annual Fee.**

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

**PUBLIC COMMENT: Ruth Brown, wanted clarification on checks 100158, 100159 and 100162. These are part of the explanations above.**

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



**ADJOURNMENT: 5:47PM**

**Next Meeting**

**December 14, 2020**

**5:15PM**

**City Hall Conference Room**

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

# **CITY OF HILLSDALE FINANCE COMMITTEE**

**PLACE: CITY HALL CONFERENCE ROOM**

**DATE: December 14, 2020**

**TIME: 5:15 PM**

## **PRESENT**

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

**STAFF: David Mackie City Manager, Scott Hepner Police and Fire Chief, Joseph Mangan incoming Finance Director and Bonnie Tew Finance Director.**

**PUBLIC: Ruth Brown**

The new check numbers are because of the BPU and the City switched to Southern Michigan Bank and Trust per approval from Council. All checks are written from the same account so both the BPU's and City's payables are presented together.

## **BOARD OF PUBLIC UTILITIES AND THE CITY OF HILLSDALE ACCOUNTS PAYABLES**

**Check 100246 For 2 vehicles antennas and speakers for radio communications.**

**Check 100251 Work done at the Water Treatment Plant.**

**Check 100256 For dedicated Fax Lines.**

**Check 100260 Replacement meters.**

**Check 100274 Engineering Specs for painting Water Tower in Industrial Park.**

**Check 100279 Promotion for supporting Local Businesses through the EDC.**

**Check 100281 For Masonry, Facade, Roof and Trusses.**

**Check 100289 Annual Fee for the Assessors Office access to County's Mapping Services.**

**Check 100290 Food for Election Officials for the last General Election.**

**Check 100297 Legal fees for representation before the Tax Tribunal on contested Property Taxes with Hillsdale College.**

**Check 100304 Promotion of WCSR for live interviews through the EDC.**

**Check 100314 Dial A Ride Bus #20.**

**Check 100321 For non static clothing for Electrical Line Workers.**

**Check 100323 Airport Underground Storage Tank.**

**Check 100324 Annual Safety Fire Truck Inspections for 3 Vehicles.**

**Check 100331 Part of the Culvert reconstruction.**

**Check 100332 NPDES stands for National Pollutant Discharge Elimination System.**

**Check 100333 For a Police Vehicle but will be voided because Insurance paid a portion.**

**Check 100346 Grind down and removal, done once a year.**

**Check 100349 Ads promoting Downtown through the EDC.**

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

**PUBLIC COMMENT: None**

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

**ADJOURNMENT: 5:46PM**

**Next Meeting**

**December 28, 2020**

**5:15PM**

**City Hall Conference Room**

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

# **CITY OF HILLSDALE FINANCE COMMITTEE**

**PLACE: CITY HALL CONFERENCE ROOM**

**DATE: December 28, 2020**

**TIME: 5:15 PM**

## **PRESENT**

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

**STAFF: David Mackie City Manager, Chris McArthur BPU Director, Joseph Mangan incoming Finance Director.**

**PUBLIC: None**

## **BOARD OF PUBLIC UTILITIES AND THE CITY OF HILLSDALE ACCOUNTS PAYABLES**

**Check 100359 Holiday meals for staff.**

**Check 100367 Until Tax Exemptions.**

**Check 100376 Treatments for BPU's drinking water.**

**Check 100387 Annual maintenance for RR Crossings in the City of Hillsdale.**

**Check 100396 Compaction testing around the Culvert on Fayette Street.**

**Check 100400 CARES Act Monies that had to be returned because of ineligibility of one staff member.**

**Check 100412 For Industrial Upgrade of Sub Station in the Industrial Park.**

**Check 100417 The Police Vehicle was not known and will be checked on.**

**Check 100420 Work done at BPU, Howell and Westwood Streets.**

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

**PUBLIC COMMENT: None**

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

**ADJOURNMENT: 5:39PM**

**Next Meeting**

**January 11, 2021**

**5:15PM**

**City Hall Conference Room**

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

2020	JET A	100 LL
January	3,043	180.6
February	406	215.5
March	1,860	378.5
April	1,088	372.3
May	3,168	799.5
June	3,039	1,145.7
July	2,413	1,361.2
August	2,782	959.2
September	1,411	1,112.8
October	1,869	669.7
November	1,300	323.1
December	1,541	183.2
<b>YEAR</b>		
2017	12,952	5,648.5
2018	37,065	8,282.7
2019	37,476	6,112.5
2020	23,920	7,701.3



# Community Action Agency

PROMOTING SELF-SUFFICIENCY

• **Jackson**  
1214 Greenwood Ave.  
Jackson, MI 49203  
(517) 784-4800  
(800) 491-0004  
Fax: (517) 784-5188  
www.caajlh.org

• **Lenawee**  
400 W. South St.  
Adrian, MI 49221  
(517) 263-7861  
(800) 438-1845  
Fax: (517) 263-6531  
www.caajlh.org

• **Hillsdale**  
55 Barnard Street  
Hillsdale, MI 49242  
(517) 437-3346  
(800) 750-9300  
Fax: (517) 437-3480  
www.caajlh.org

TDD: 1-800-649-3777

Kim Thomas  
City of Hillsdale Assessing Dept.  
97 N. Broad St.  
Hillsdale, MI 49242

January 4, 2021

Dear Kim & Assessing Department Team,

On behalf of Community Action Agency and the families and individuals we serve, we would like to express our gratitude for your support of the Adopt-a-Family program during the 2020 Holiday Season.

The past year has been challenging for so many, particularly for those who are working to achieve greater self-sufficiency. Thanks to your participation, nearly 100 families in Jackson, Lenawee, and Hillsdale counties did not have to choose between providing Christmas gifts for their children or paying for rent, utilities, or groceries. Your gifts brought these families some much-needed joy during this holiday season, and your generosity is inspiring!

Reflecting on the past year, the lessons of 2020 are numerous. If nothing else we have all been reminded that our health, our financial security, even our very lives can change quickly. As we enter 2021 we are motivated by the words of Göran Persson, a former Prime Minister of Sweden who said, *"Let our New Year's resolution be this: We will be there for one another as fellow members of humanity, in the finest sense of the word."* You have already demonstrated that resolve through Adopt-a-Family, and we are grateful.

Wishing you good health and prosperity in 2021!

Toby Berry  
Chief Executive Officer

Thank you all!



January 7, 2021

Hillsdale City Council  
% Katy Price, City Clerk  
clerk@cityofhillsdale.org

Dear Neighbors:

On January 6, 2021, there was an attempted coup at the United States Capitol Building. A mob tried to overturn the November 3, 2020, presidential election results. The scenes were horrific, as people were breaking windows and entering the Capitol Building while the certification of the election results were taking place. This was not a peaceful demonstration and never was going to be. It was an attempt to undermine our Constitutional Republic, and it put lives in danger. Anyone in attendance who has yet to denounce it needs to be held accountable, including the people in attendance from Hillsdale.

On January 5, 2021, a bus full of people organized by the Hillsdale Republican Party departed from the Walmart parking lot in Jonesville, Michigan. They advertised the event claiming that it “Will be Wild,” proving that those in attendance knew that it was not going to be a regular, peaceful protest. Others from the city may have traveled via different forms of transportation, as many Hillsdale residents were in attendance. Included in this protest were three members of the Hillsdale City Government, including two City Council members. The information that we have received indicates that Councilman Robert Socha, Councilman Greg Stuchell, and TIFA Board Member Lance Lashaway were among the Hillsdale City Government Officials in attendance. Due to their participation and failure to denounce the events that took place, we are calling for their resignation.

The attempt to reverse the 2020 presidential election results is undemocratic and unconstitutional. Therefore, their support in this effort should have been enough to call for their resignation, but this did not happen. Their participation in the coup attempt is enough, as they clearly fail to believe in the constitution and the democratic process in which we run our elections. Councilman Socha, Councilman Stuchell, and TIFA Board Member Lashaway need to resign immediately.

Thank you.

Sincerely,

Carson Cooley

Dustin Cleveland

Jeanette Cooley

Jeff Cooley

Lynette Filppula

Laura Filppula

Marie Gargin

Vivien Hecklinger

Sandra K Hodge

Meghan Hodge

Kaylee Krueger

Hannah Laine

David Lansing

Anita Ledesma

Eli Lee

Stella McCourry

Brenda Mota

Samuel Murdock

Kimberly Rafferty

Kevin Rafferty

Jill Richards

Melissa Sheets

Cameron Stych

John Sword

Benjamin Taylor

Leisha Taylor

Katelyn Throop

Peggy Wilson



To: Adam Stockford ([adamstockford@gmail.com](mailto:adamstockford@gmail.com)) <[adamstockford@gmail.com](mailto:adamstockford@gmail.com)>; David Mackie <[dmackie@cityofhillsdale.org](mailto:dmackie@cityofhillsdale.org)>

Subject: FW: Form submission from: Contact Us

Forwarding information from this morning off of the website.

Katy

-----Original Message-----

From: Hillsdale Michigan via Hillsdale Michigan [<mailto:clerk@cityofhillsdale.org>]

Sent: Monday, January 11, 2021 5:51 AM

To: Katy Price <[clerk@cityofhillsdale.org](mailto:clerk@cityofhillsdale.org)>

Subject: Form submission from: Contact Us

Submitted on Monday, January 11, 2021 - 5:51am Submitted by anonymous user: 69.176.158.241 Submitted values are:

First Name: BEVERLY

Last Name: HYNES

Email: [beverlyhynes@gmail.com](mailto:beverlyhynes@gmail.com)

Question/Comment:

Mayor Stockford,

You MUST remove the city council members that attended the coup in Washington DC. When you drive the car that drops off a person that murders someone, you are charged as an accomplice. Your city council members must be removed as they were accomplices in an attempt to overthrow our government. And if you don't remove them, then you should be removed from office immediately.

The results of this submission may be viewed at:

<https://www.cityofhillsdale.org/node/7/submission/2051>

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** January 18, 2021

**Agenda Item:** Old Business

**SUBJECT:** City Council 2021 Goals

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

At the January 4<sup>th</sup> City Council meeting the Mayor and Council discussion goals for 2021. The five goals that came from the discussion include:

1. Street repair and reconstruction
2. Bring back curbside leaf collection
3. Return Police Department staffing to 8 patrol officers
4. Re-establish the Recreation Department and its' youth programs
5. Develop a long-term plan for the Mitchell Building

### **RECOMMENDATION:**

Discuss and approve the 2021 Council goals.

# **City of Hillsdale Agenda Item Summary**

**Meeting Date: January 18, 2021**

**Agenda Item: Consent**

**SUBJECT: BPU Sanitary Sewer Camera Services**

**BACKGROUND PROVIDED BY STAFF:**

For the planning of future infrastructure upgrades, it is necessary to complete an evaluation of the entire sewer collection system. There are two parts to this evaluation, camera the pipes in the sewer system and also evaluation of all of the manholes in the system. There is also a price included in the bid for any additional cleaning that may be required, this would be an additional cost. A bid was put out to the public and returned on January 5, 2021. There were 8 bidders and one bidder with an alternate bid to purchase software and extend payments over five years. Staff reviewed all of the bids and recommend the low bidder Taplin Group LLC who is also completing our water service potholing project. Staff has worked with Taplin in the past and have had no issues. There is \$330,000 included in the 2021 budget for this service. This has been approved by the BPU Board.

**RECOMMENDATION:**

Staff recommends awarding the BPU Sanitary Sewer Camera Services bid to Taplin Group LLC. For the amount of \$245,344.22 with a contingency of \$54,655.78 for additional pipe cleaning for a total project cost of \$300,000.

**BID SHEET**

RFP:

Project: BPU Sanitary Sewer Camera Service

Date: JANUARY 5, 2021

2020-13

TOTAL \$ = ADDITIVE MANHOLES + BASE BID

Company	Base	ADDITIVE MANHOLES	TOTAL	BID BAND
Corby Energy Services	\$369,214.25	\$74,938	\$294,276.25	YES
Advanced Underground	\$603,464	\$168,400	\$435,064.00	YES
Elite Pipeline Services	\$254,120.75	\$63,150	\$190,970.75	YES
National Power Rodding	\$780,654.84	\$421,500	\$359,154.84	YES
PipeTek Services	\$396,472.88	\$150,718	\$245,754.88	YES
ART Advanced Rehabilitation Technologies	\$347,470.81	\$131,352	\$216,118.81	YES
Taplin	\$245,344.22	\$100,804.24	\$144,539.98	YES
Red Zone	\$372,175.70	\$105,250	\$266,925.70	YES

REDZONE ALTERNATE  
 \$327,472.9  
 + 50,000 (SOFTWARE)  
 - 15,525 (DISCOUNT)  
\$361,947.29 over 5 years @ \$72,389.46/year

Hillsdale Board of Public Utilities  
45 Monroe Street  
Hillsdale, Michigan 49242-0279  
Telephone: 517/437-3387  
Fax: 517/437-3388

2020-13



**CITY OF HILLSDALE  
SEWER CAMERA SERVICES  
REQUEST FOR PROPOSALS**

The City of Hillsdale is committed to the concept of competitive bids. All vendors are encouraged to submit bids which conform to the stated specifications, or approved equal to the specification, which in the vendor's opinion would be beneficial to the City of Hillsdale in terms of price and performance.

The City of Hillsdale reserves the right to accept or reject any bid under these terms. Bidder responsiveness, availability and quality of service will be of the utmost importance in this agreement.

Any bidder, who is in default to the City of Hillsdale at the time of submittal, shall have their bid rejected.

The City of Hillsdale reserves the right to clarify any contractual term with the concurrence of the contractor.

The City of Hillsdale reserves the right to accept, based on available funds, to accept a reduced portion of the work requested herein, should this have impacts on the presented bids the contractor shall note any stipulations in their bids.

**PROJECT:** Sanitary Sewer Camera Services

**PUBLIC OPENING:** January 5, 2021 at 1:00 P.M. Local Time  
City Hall  
97 N. Broad Street  
Hillsdale, MI 49242

## I. INSTRUCTIONS TO BIDDERS

- A. Bids must be typewritten or clearly printed in ink and signed by a duly-authorized representative of the firm submitting the bid.
- B. Bids must be submitted in sealed envelopes, clearly marked on the outside, "Sanitary Sewer Camera Services"
- C. Bids will be received by the City Clerk, City Hall, 97 N. Broad St., Hillsdale, Michigan 49242, 1:00 P.M. local time, January 5, 2021. All bids will be date stamped and time marked. Bids may not be faxed or e-mailed.
- D. The City of Hillsdale reserves the right to take other action before a contract is signed or a purchase order is approved; even after City Council accepts or approves the bid.
- E. Quotes submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record and available for review.
- F. Communications regarding this proposal may be directed to Kristin Bauer, City Engineer, Phone: (517) 437-6479, E-Mail: KBauer@cityofhillsdale.org.
- G. All work shall be performed in accordance with all MIOSHA Safety Standards in effect for the duration of the project.

## II. CONDITIONS OF BID

- A. Applicable Laws: The Ordinances and Charter of the City of Hillsdale and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- B. Taxes: The City of Hillsdale is generally exempt from Federal Excise and Michigan State Sales Tax. Prices should not include tax.
- C. If the bidder elects to deviate from the specifications stated, all exceptions or other changes must be clearly noted and cut sheets provided with bid.
- D. The City of Hillsdale does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of service.
- E. Bids must stipulate a guaranteed start and completion date. All bids shall be firm for not less than ninety (90) days after official opening of bids.
- F. Bids should include all labor material, equipment, transportation services, permits for completion of work outlined and shall be in accordance with local codes and ordinances.
- G. The successful bidder shall furnish proof of bodily injury, property damage and workman's compensation insurance.
- H. Bids may be withdrawn prior to the opening date and time.
- I. The bidder shall not divulge, discuss or compare his bid with other bidders and shall not collude with any other bidder or parties of a proposal whatsoever.
- J. The bid proposal does not commit the City of Hillsdale to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

## III. CHANGES AND ADDENDA TO BID DOCUMENTS

Information of change or addendum issued in relation to this document will be on file and available in the Office of the City Clerk and on the Michigan Inter-governmental Trade Network (MITN) website. In addition, to the extent possible,

copies will be emailed to each vendor registered as having received a set of documents. It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such addenda.

#### **IV. BID RESULTS**

All bids submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record available for review. A bid tabulation will be available for review after the bid opening.

#### **V. INSURANCE**

The contractor shall maintain such insurance that will provide indemnity for claims under workers' compensation acts and employer's liability; from claims for damages because of bodily injury, including death, to all others; and from claims from damages to property, any or all of which may arise out of or result from the contractor's operations under this contract, or from any subcontractor or anyone directly or indirectly employed.

The contractor agrees to carry and to furnish certificates from its insurance carrier showing that it carries insurance in the following minimum amounts, with the City of Hillsdale as a named insured:

- (1) Workers' Compensation - The Contractor shall take out and maintain during the life of this contract, Workers' Compensation Insurance for all of his/her employees employed at the site of the project, and in case any work is sublet, the contractor shall require the sub-contractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the contractor. In case any class of employees is engaged in hazardous work under the Workers' Compensation statute, the contractor shall provide and shall cause each sub-contractor to provide additional insurance satisfactory to the City of Hillsdale for the protection of the employee not otherwise protected. Limits for employees liability of \$500,000/\$500,000/\$500,000.
- (2) Comprehensive General Liability Insurance - The contractor shall take out and maintain during the life of this contract such Public Liability and Property Damage insurance as shall protect him/her and any sub-contractor performing work covered by the contract from claims for damages for personal injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed. The amount of such insurance shall be as follows: not less than \$1 million combined single limit coverage for injuries, and Property Damage Insurance in an amount not less than \$500,000.

Certificates from the insurance carrier shall set forth the amounts of coverage, policy numbers and expiration dates, name the City of Hillsdale as co-insured, and also provide for ten (10) days advance written notice of cancellation or

reduction in coverage. If the Contractor is self-insured, the certificate of the appropriate State agency must be furnished to the City of Hillsdale. The purchase of insurance or furnishing of the aforesaid certificate shall not be a satisfaction of Contractor's indemnification of the City of Hillsdale.

Before performing any work, Contractor shall provide copies of the applicable insurance certificates to the City of Hillsdale. Any work performed prior to presentment of an acceptable insurance certificate may not be compensable. Contractor performs work prior to the presentment of acceptable insurance certificate at their own risk.

#### **VI. BID BOND/PERFORMANCE BONDS**

Bids must contain the names of every person or company interested therein and shall be accompanied by a Bid Bond in the amount of 5% of the amount bid with satisfactory corporate surety, subject to conditions provided in the Instructions to Bidders. The successful bidder will be required to furnish satisfactory Performance Bond and Maintenance and Guarantee Bond in the amount of 100% of the Bid, and Labor and Material Bond in the amount of 50% of the Bid

#### **VII. INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the City of Hillsdale, its council members, city manager, directors, employees and agents from and against all liabilities, claims, demands, causes of action of every kind and descriptions, damages, Losses and Litigation Expenses, including but not limited to attorney's fees though appeals, arising out of or resulting from the performance of work in this contract, providing that any such claim, demand, cause of action, damage, Loss or expense (1) is attributable to bodily injury, disease or death, or to injury to or destruction of property including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, anyone directly or indirectly employed by the Contractor, or anyone for whose acts for any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

#### **VIII. INDEPENDENT CONTRACTOR**

The Contractor is an Independent Contractor, contracted by the City of Hillsdale and retains the right to exercise full control and supervision of the services, employment, direct compensation, and discharge of all persons assisting in the performance of the services hereunder. The contractor agrees to be solely responsible for all matters relating to payment of employees, compliance with Social Security requirements, withholding requirements, Workers' Compensation payments, Fair Labor Standards, MIOSHA Rules and Regulations and all other regulations governing such matters.



**IX. ASSIGNMENT**

The contractor shall not assign or transfer any interest in the contract or delegate its performance of duties except upon written approval of the City of Hillsdale, which approval shall not be unreasonably withheld. Consent to assign, transfer or delegate any interest or performance on this contract shall not be construed to relieve the contractor of any responsibility for the fulfillment of the contract.

**X. INVOICING AND PAYMENT**

The Contractor shall submit all invoices to Kristin Bauer; City of Hillsdale, 97 N. Broad St., Hillsdale, Michigan 49242. The City pays invoices on net 30 terms.

END OF SECTION

**SECTION 2.00**

**GENERAL REQUIREMENTS**

**2.0 GENERAL**

The CONTRACTOR shall furnish all labor, equipment, and materials to clean as needed, CCTV inspect, and conduct pipeline assessment per Pipeline Assessment and Certification Program (PACP) standard for approximately 213,394 LF of sanitary sewer within 365 calendar days from the Notice to Proceed, the city reserves the right to reduce the amount of pipe to be completed in accordance with available budgets.

An estimated inventory of pipe by diameter is included below, and an overall map with of the sewer system, color-coded by diameter is included as **Attachment A**.

<b>PIPE DIAMETER (INCHES)</b>	<b>APPROX. LENGTH (LF)</b>
3"	128
4"	225
6"	1,083
7"	223
8"	187,083
10"	10,688
12"	470
15"	6,768
18"	796
30"	5,930
<b>TOTAL</b>	<b>213,394</b>

At the OWNER's option (Additive Alternative), the contract may also include an alternate for manhole inspections. The CONTRACTOR shall furnish all labor, equipment, and materials to clean as needed, inspect, and conduct **Level 2 Manhole Assessment per Manhole Assessment and Certification Program (MACP)** standard for approximately 842 sanitary sewer manholes within 365 calendar days from the Notice to Proceed.

**2.01 BID REQUIREMENTS**

For the bid proposal to be considered responsive, it must include:

- A. Completed Bid Schedule with acknowledgement of any addenda.
- B. Submittal/Specs on camera and flushing equipment to be used on this project.
- C. Submittal/Specs on software package(s) to be used on this project.
- D. Sample MACP and PACP deliverables (video, raw database, and PDF report) format.
- E. Provide three (3) references for similar work completed within the last three (3) years.
- F. Provide PACP and MACP certifications for staff that would be assigned to this project.

- G. Provide two (2) copies of Contractor Safety Manual

## 2.02 DESCRIPTION OF WORK

The scope of work covered within the contract will include:

1. Internal Pipe Inspection – Televis and inspect sanitary sewer lines identified by the OWNER according to the **National Association of Sewer Service Companies (NASSCO)** PACP requirements, with the work to be performed by a PACP certified technician.
2. Cleaning – Cleaning efforts for sanitary sewer lines identified by the OWNER.
  - a. No Cleaning – Sewer lines have no major encrustation or settled deposits, and have a minimum of 95% of the original capacity.
  - b. Light Cleaning – Standard cleaning that includes as all cleaning necessary to remove grit or other material deposits within three (3) passes with the jetter nozzle.
  - c. Heavy Cleaning – defined as all cleaning necessary to remove grit or other material deposits exceeding 25% of the pipe diameter at the pipe invert (example 2 inches for 8 inch pipe) for the entire reach of pipe, or to remove grease deposits at a depth past the spring line of the pipe.
3. Mechanical Root Removal - Remove all roots in the sewers identified as necessary to allow completion of the project. Root removal shall be considered incidental to light and heavy cleaning.
4. Manhole Inspection - Manholes are to be inspected by a NASSCO MACP Certified technician.

## 2.03 ACCESS TO WORK AREAS

- A. Access to the sewer pipe lines and manholes shall be provided by the OWNER.
- B. It shall be the CONTRACTOR's responsibility to locate all work sites, including individual manholes. Manholes should be numbered in accordance with the numbering system provided by the OWNER and used on the GIS Sanitary Sewer Infrastructure Data. The CONTRACTOR shall verify his locations with the ENGINEER prior to commencement of any work. The ENGINEER will provide access to GIS Maps to direct the work effort.
- C. CONTRACTOR shall notify the ENGINEER and OWNER of Buried Manholes. Access to such manholes will be facilitated by the OWNER.

## 2.04 TRAFFIC CONTROL

- A. The CONTRACTOR shall be responsible for providing traffic control to maintain the flow of traffic through the work area and protect the safety of the workers on site and the general public.
- B. All traffic control shall be in accordance with the requirements of the Michigan Manual of Traffic Control Devices (MMUTCD). At a minimum the Contractor shall employ an arrow board for all work within all city roadways and a portable "Men Working Ahead" sign. Costs for traffic control, outside the MDOT portion of the project, shall be considered incidental to the "PACP Base Unit Price".
- C. All work within M-99 (W. Carleton St./N. Broad St.) will require permits from the Michigan Department of Transportation (MDOT) these permits will be obtained by the City. Traffic Control costs for M-99 will be paid in accordance with the bid line item "MDOT (M-99) Traffic Control" per the below stipulations.
  - 1. The CONTRACTOR will be required to provide Traffic Control in the 3 and 4 lanes sections of M-99 per the MDOT Typical Details in **Attachment B** of this document.
  - 2. The OWNER expects that the work required on M-99 will be executed in a manner so as to minimize the time that traffic control will be in place/utilized and with the lowest possible impact to the traveling public.
  - 3. It is expected that once work commences on M-99 the CONTRACTOR will continue until all required work in this corridor is complete.
  - 4. It may be expected that at the conclusion of each day's work traffic control will be required to be removed from the roadway and signs covered and/or turned away from traffic.

## 2.05 CONSTRUCTION WATER

- A. The CONTRACTOR may coordinate with the OWNER to obtain water from existing facilities in the city. The CONTRACTOR shall be responsible for providing an approved backflow prevention device to protect the water source and all necessary piping.
- B. Prior to use of the backflow prevention device the CONTRACTOR shall provide the OWNER with a recent inspection certification of the backflow preventer being utilized on the project.

## 2.06 MAINTENANCE OF EXISTING SEWER FLOW

- A. The CONTRACTOR shall maintain the sewer flow at all times during PACP and MACP Inspections.
- B. The CONTRACTOR shall make every effort to monitor weather conditions and complete the sewer inspections such that bypass pumping is not required (i.e.

avoid inspecting sewers within 72 hours of a rain event). If the CONTRACTOR deems it necessary to bypass a sewer segment for the purpose of maintaining flow, the justification and bypass pumping plan must be approved by the OWNER and the ENGINEER on a case by case basis, and the cost of bypass pumping shall be negotiated outside of this contract.

## **2.07 PROJECT PROGRESS MEETING**

- A. It shall be the responsibility of the CONTRACTOR to have a representative present at each meeting, should these be planned. The meetings may be held once a month or as directed by the OWNER.

## **2.08 EMERGENCY NOTIFICATIONS**

- A. The CONTRACTOR shall provide the OWNER and the ENGINEER with an emergency telephone numbers where Project Superintendents may be reached on a 24 hour, daily basis.
- B. The OWNER will provide the CONTRACTOR with an on-call list for after regular work hours in case of an emergency and/or if assistance is needed.

## **2.09 METHOD OF MEASUREMENT AND BASIS OF PAYMENT**

### **2.10 GENERAL**

The method of measurement and the basis of payment for each item in the Proposal will be as specified in the schedule attached. There will be no payment allowed for any unit of work not specifically mentioned in the Proposal as a bid item, and any such unit of work not mentioned in the Proposal, but necessary for the completion of the scope of work defined for this Project, will be considered as incidental to the construction of the Project.

### **MEASUREMENT**

Quantities of work completed under the Contract will be measured by the ENGINEER according to the United States standard measures (lineal feet of pipe or Manhole units).

### **PAYMENT**

In each and every instance in the schedule attached, where a Basis of Payment is specified, it shall be understood to be prefaced by the following statement, "The contract unit price bid in the Proposal will be payment in full for all labor, materials, and equipment necessary to do the following according to the Plans and Specifications." Payment shall be made on the basis of the actual quantity of the item completed and accepted at the unit price for such item named in the Proposal. Completion and acceptance of the work shall be determined based on the fulfillment of the requirements set forth in these specifications and the attached Standard Operating Procedures.

END OF SECTION

**3.00 SEWER CLEANING, TELEVISION, AND MANHOLE INSPECTION**

**3.01 DESCRIPTION**

- A. The CONTRACTOR shall furnish all labor, materials, and equipment required to clean and inspect sanitary sewers and manholes per PACP/MACP requirements as specified herein. Sewer sections and manholes requiring the above work are noted in Paragraph 1.0 of the General Requirements (Section 1.00) and are represented graphically in Attachment A.

**3.02 SEWER FLOW CONTROL**

- A. When sewer line flows at the upstream manhole of the manhole section being worked on are above the maximum allowable requirements for television inspection or sewer repair the flows shall be reduced to the levels in the following paragraph by manual operation of pump stations, plugging/blocking of the flows, or by pumping/bypassing of the flows, as specified.
- B. Sewer flows shall not exceed those shown below for the respective line sizes as measured in the manhole when performing television inspection.

PIPE SIZE	MAXIMUM LINE FLOWS
3" TO 10"	20% of Pipe Dia.
12" to 24"	25% of Pipe Dia.
Over 24"	30% of Pipe Dia.

- C. For short term sags, it is acceptable to use the hydraulic jet nozzle to pull down the water level so the pipe can be seen. Short span water level issues may be accepted but they must include a Miscellaneous General Observation (MGO) description and it must be evident in the video that the attempt to use nozzle/plugging was made.
- D. If sewer flows exceed the limits specified above, a sewer line plug shall be inserted into the line at a manhole upstream from the section being inspected and/or sealed. The plug shall be so designed that all or any portion of the sewage flows can be released. During the inspection, testing, or sealing portion of the operation, flows shall be shut off or reduced to within the maximum flow limits specified above. After the work tasks have been completed, flows shall be restored to normal.
- E. The CONTRACTOR shall make every effort to monitor weather conditions and complete the sewer inspections such that bypass pumping is not required (i.e. avoid inspecting sewers within 72 hours of a rain event). If the CONTRACTOR deems it necessary to bypass a sewer segment for the purpose of maintaining flow, the justification and bypass pumping plan must be approved by the OWNER and the ENGINEER on a case by case basis, and the cost of bypass pumping shall be negotiated outside of this contract.
- F. Whenever flows in a sewer line are blocked, plugged, or bypassed, sufficient precautions must be taken to protect the sewer lines from damage that might

be inflicted by excessive sewer surcharging. Further, precautions must be taken to ensure that sewer flow control operations do not cause flooding or damage to public or private property being served by the sewers involved.

### 3.03 CLEANING

- A. The intent of sewer line cleaning is to remove foreign materials from the lines and restore the sewer to a minimum of 95% of the original carrying capacity. Since the success of the other phases of work depends a great deal on the cleanliness of the lines, the importance of this phase of the operation is emphasized. It is recognized that there are some conditions such as broken pipe and major blockages that prevent cleaning from being accomplished or where additional damage would result if cleaning were attempted or continued. Should such conditions be encountered, the CONTRACTOR may not be required to clean those specific sewer line and manhole sections upon approval by the ENGINEER. If, however, in the course of normal cleaning operations, damage does result from pre-existing and unforeseen conditions such as broken pipe, the CONTRACTOR may be responsible. The CONTRACTOR should take every precaution to prevent accidental damage to the sewers being cleaned.

The OWNER makes no guarantee that all of the sanitary sewers to be entered are clear for the passage of a camera. The methods used for securing passage of the camera are to be at the option of the CONTRACTOR, and the costs must be included in the bid price for television inspection. The cost of retrieving the television camera and cleaning equipment, under all circumstances, when it becomes lodged during inspection, shall be incidental to this portion of the work.

- B. The designated sewer line and sewer manhole sections shall be cleaned using a hydraulic root cutter or high velocity jet. Selection of the equipment used shall be based on the conditions of the lines at the time the work commences. The equipment and methods selected shall be satisfactory to the ENGINEER. The equipment selected for cleaning shall be capable of removing dirt, grease, rocks, sand, and other deleterious materials and obstructions from the sewer lines and manholes. If cleaning of an entire section cannot be successfully performed from one manhole, the equipment shall be re-setup on the other manhole and cleaning again attempted. If, again, successful cleaning cannot be performed or the equipment fails to traverse the entire manhole section, it will be assumed that a major blockage exists and the cleaning effort shall be abandoned.
- C. Hydraulic and/or Mechanical Root Removal shall be considered as one of the three initial regular cleaning passes.
- D. Heavy cleaning is defined as all cleaning necessary to remove grit or other material deposits exceeding 25% of the pipe diameter at the pipe invert (example 2 inches for 8 inch pipe) for the entire reach of pipe, or to remove grease deposits at a depth past the spring line of the pipe. **Heavy cleaning**

**shall only be performed with authorization from the ENGINEER or OWNER**

- E. Acceptance of this portion of the work shall be made upon the successful completion of the television inspection and shall be to the satisfaction of the ENGINEER. In areas where cleaning was not found satisfactory during the television inspection, a double squeegee with each squeegee the same size as the sewer, shall be pulled through each manhole section as evidence of being adequately cleaned.

### **3.04 PRODUCTS**

### **3.05 CLEANING EQUIPMENT**

- A. High Velocity Hydro-Cleaning Equipment: All high velocity sewer cleaning equipment shall be constructed for ease and safety of operation. The equipment shall have a selection of two or more high velocity nozzles. The nozzles shall be capable of producing a scouring action from 15 to 45 degrees in all size lines designated to be cleaned. Equipment shall also include a high velocity gun for washing and scouring manhole walls and floor. The gun shall be capable of producing flows from a fine spray to a long distance solid stream. The equipment shall have minimum of 500 feet of 1-inch ID high-pressure hose, a minimum capacity of 60 gallons per minute (GPM), and a working pressure of at least **1,200 pounds per square inch (PSI)**. The equipment shall carry its own water tank capable of holding a minimum of 900 gallons, auxiliary engines, pumps and hydraulically driven hose reel. The equipment may be either truck or trailer mounted as long as it adequately accomplishes the cleaning. All controls shall be located so that the equipment can be operated above ground with minimal interference to traffic and/or danger to the operator.
- B. Hydraulic and/or Mechanical Root Removal:
1. Roots shall be removed in the designated sections where root intrusion is a problem. Special attention should be used during the cleaning operation to assure complete removal of roots from joints. Procedures shall include the use of mechanical equipment such as root augers, porcupine drags or similar equipment. Line segment requiring root cutting shall be verified by CCTV inspection. If roots are cut, include MGO identifying the percent root blockage prior to cutting. A hydraulic root cutter could be used first on any root blockage that inhibits the field operator from viewing the pipe, past the blockage, in order to reduce the damage to any potential cross-bore by utilities (such as electrical conduit, gas lines, water lines, etc.). After the use of the hydraulic root cutter and all possibilities of a potential cross-bore have been removed, a mechanical root cutter may be used to remove debris and root obtrusions.
  2. The root auger equipment shall be approximately the same diameter as the sewer being cleaned. The auger(s) shall be kept sharp and have an attachment mounted ahead of the cutter that will permit the tool to



"ride into" the next length of pipe rather than be stopped by an irregularity or offset in the pipe wall.

3. The porcupine drag shall be of a smaller diameter than the sewer being cleaned. The porcupine shall have stiff wire bristles that project an adequate distance so as to contact the sewer walls and effectively remove the majority of roots encountered.

### **3.06 TELEVISION CAMERA**

- A. The television camera used for the inspection shall be one specifically designed and constructed for such inspection. The camera shall be small enough to pass through a six (6) inch diameter sewer and should be able to perform pan/tilt or pan/rotate operations. Lighting for the camera shall be suitable to allow a clear picture for the entire periphery of the pipe. The camera shall be operable in 100 percent humidity conditions. The camera, television monitor and other components of the video system shall be capable of producing a minimum 500-line resolution video picture. Picture quality and definition shall be to the satisfaction of the ENGINEER and if unsatisfactory, equipment shall be removed and no payment made for unsatisfactory inspection. Data shall be provided in .MPEG, .PDF, .JPG, and Access Database format and shall be recorded at standard speed.
- B. The camera monitor shall be located within a vehicle that will accommodate three people to watch the sewer line inspection. The ENGINEER and OWNER shall have access to view the television monitor at all times.

### **3.07 EXECUTION**

### **3.08 SEWER CLEANING**

- A. During all sewer cleaning operations, satisfactory precautions shall be taken to protect the sewer lines from damage that might be inflicted by the improper use of cleaning equipment. Whenever hydraulically propelled cleaning tools which depend upon water pressure to provide their cleaning force or any tools which retard the flow of water in the sewer line are used, precautions shall be taken to ensure that the water pressure created does not cause any damage or flooding to public or private property being served by the manhole section involved.
- B. All sludge, dirt, sand rocks, grease and other solid or semi-solid material resulting from the cleaning operation shall be removed at the downstream manhole of the section being cleaned. Passing material from manhole section to manhole section which could cause line stoppages, accumulations of sand in wet walls, or damage pumping equipment and shall not be permitted.
- C. All solids or semi-solids resulting from the cleaning operations shall be removed from the site and disposed of in a manner, and at a site, designated by the OWNER. All materials shall be removed from the site no less often than

at the end of each workday. Under no circumstances will the CONTRACTOR be allowed to accumulate debris, etc., on the site of work beyond the stated time, except in totally enclosed containers and as approved by the OWNER.

- D. Unit prices for cleaning shall include the cost of trapping and removing any and all roots, sediments, and residual wastes from the sewer systems and manholes as cleaning progresses. Where a hydraulic jet sewer cleaner is used to scour and flush sewer lines, a vacuum unit or other suitable method as approved by the ENGINEER shall be used in conjunction with the hydraulic jet cleaner to remove and dewater the suspended matter from the downstream manhole. The CONTRACTOR shall furnish all equipment and appurtenances required for removal of the debris from the sewer system. No extra payments will be made for removing or disposing of the debris since this is considered a part of the cleaning scope of work.
- E. The CONTRACTOR shall be required to obtain all fresh water necessary for performance of work under this contract as described in Section 1.05 of the General Requirements.
- F. Acceptance of this portion of the work shall be made upon the successful completion of the subsequent internal television inspection and shall be to the satisfaction of the ENGINEER. Where cleaning is not found to be satisfactory, additional cleaning, up to three passes or up to 95% capacity of the pipe may be required by the ENGINEER at no cost to the OWNER.

### 3.09 TELEVISIONING

- A. After cleaning, the collection pipe shall be visually inspected by means of closed circuit television (CCTV). The inspection shall be done one pipe section at a time and the flow in the section shall be suitable or controlled as specified.
- B. A PACP & MACP Certified technician shall control the operation of the equipment from a control panel located in the vehicle and shall have control of the movement of the television camera at all times. This may be accomplished by means of a self-propelled camera unit, remote-control winches, by wireless telephone, two-way radio or other suitable means of communications between the winches at either end of the line segment being inspected. The camera monitor shall be located within a vehicle that will accommodate three people to watch the sewer line inspection. The ENGINEER and OWNER shall have access to view the television monitor at all times.
- C. All CONTRACTOR's certified personnel performing PACP and MACP work in the field and in the office will attend a data collection workshop with OWNER and ENGINEER to go over the required Standard Operating Procedures (SOP), included in Attachment C, if requested by the OWNER.
- D. All lines designated by the ENGINEER shall be internally inspected. The purpose of the inspection is to locate structural damage that may be present in the collection pipe and to perform a complete PACP inspection. CCTV shall be

performed using software that is PACP approved by an operator that is PACP certified. If any other method is used and submitted it shall be rejected and a new submittal received using appropriate and approved software shall be submitted.

- E. The CONTRACTOR shall use NASSCO PACP standards to collect pipe observation and defect data for the coding used throughout the project.
- F. The CONTRACTOR shall implement processes identified within the SOP (**Attachment C**) when performing pipe and manhole inspections
- G. The camera shall be moved through the line, manhole to manhole, in either direction at a uniform rate, stopping when necessary to insure proper documentation of the sewers condition, but in no case will the television camera be pulled at a speed greater than 30 ft. per minute. Manual winches, power winches, TV cable and powered rewinds or other devices that do not obstruct the camera view or interfere with proper documentation of the sewer conditions shall be used to move the camera through the sewer line. If during the inspection operation the television camera will not pass through the entire manhole section, the CONTRACTOR shall reset up his equipment in a manner so that the inspection can be performed from the opposite manhole. If, again, the camera fails to pass through the entire manhole section the sewer shall be re-cleaned.
- H. Whenever remote powered and controlled winches are not used to pull the television camera through the line, telephones or other suitable means of communication shall be set up between the two manholes of the section being inspected to insure good communication between members of the crew.
- I. The OWNER makes no guarantee that all the sanitary sewers to be entered are clear for the passage of a camera. The methods used for securing passage of the camera are to be at the option of the CONTRACTOR, and the costs must be included in the bid price for television inspection. The cost of retrieving the television camera, under all circumstances, when it becomes lodged during inspection, shall be incidental to this portion of work.
- J. Measurements for location of defects shall be aboveground by means of a meter device. Markings on cable, or the like, which would require interpolation for depth of manhole, will not be allowed. Measurement meters will be accurate to two-tenths (0.2) of a foot over the length of the section being inspected. Accuracy of the measurement meters shall be checked daily by use of a walking meter, roll-a-tape, or other suitable device.
- K. A video recording shall be made of all televised sections. The purpose of the tape recording shall be to supply a visual record of problem areas of the lines that may be replayed at future presentations. Video recording playback shall be at the same speed that it was recorded. The CONTRACTOR shall be required to have all video and necessary playback equipment readily accessible for review by ENGINEER during the project. All video shall be given to the OWNER at the completion of the project.

L. Standard Operating Procedures:

1. All defects and other points of significance such as locations of service connections, unusual conditions, roots, storm sewer connections, damaged pipe, presence of scale and corrosion and other discernable features shall be recorded. Measurements for location of defects shall be above ground by means of a meter device. Markings on cable, or the like, which would require interpolation for depth of manhole, will not be allowed. Measurement meters will be accurate to two-tenths (0.2) of a foot over the length of the section being inspected. Accuracy of the measurement meters shall be checked daily by use of a walking meter, roll-a-tape, or other suitable device.
2. All inspections shall be named according to the asset ID (Pipe ID) provided by the OWNER. All CCTV and Cleaning records shall contain the Pipe ID for each line segment in the correct format provided by the OWNER. If a new manhole is found or the mapping is incorrect, the CONTRACTOR shall provide a Map Discrepancy Form (MDF) for the new Pipe ID. A sample MDF is attached to this document. The Contractor shall update all records and references to the new Pipe ID. All MPEG file names shall have the same file names as the corresponding Pipe ID.
3. Begin and end each CCTV run by looking up the manhole. Code defects in MH with a Miscellaneous General Observation (MGO).
4. The additional instructions provided in the attached Standard Operating Procedures document shall be followed.
5. Final Acceptance: Further requirements for final acceptance are detailed in the Standard Operating Procedures document (**Attachment C**). All other additional instructions found therein shall also be followed.

**3.10 MANHOLE INSPECTIONS (ADDITIVE ALTERNATE)**

- A. After cleaning, a detailed Level 2 MACP inspection shall be performed by a MACP certified technician. The CONTRACTOR shall use NASSCO MACP standards to collect manhole observation and defect data for the coding used throughout the project.
- B. All covered Manholes, buried less than "root depth" (2"-3") below grade shall be located and exposed at no cost (incidental to the work). Sides shall be laid back in order to not create a tripping hazard for pedestrians. Locating covered manholes shall be done with a shovel or sounding rod only.
- C. For manholes buried more than 3-inches, or that cannot be located, the CONTRACTOR shall notify the OWNER. The OWNER will locate/uncover the manhole to accommodate the inspections.

- D. The additional instructions provided in the attached Standard Operating Procedures document shall be followed.
- E. Final Acceptance: The requirements for final acceptance are detailed in the SOP document (**Attachment C**). All other additional instructions found therein shall also be followed.

END OF SECTION

**SUBMITTAL**

To: City Clerk, City of Hillsdale, Michigan

In submitting this proposal, it is understood and agreed by the undersigned that the right is reserved by the City of Hillsdale to reject any or all proposals. It is further understood and agreed by the same undersigned that any qualifying statement or conditions made to the above proposal, as originally published, as well as any interlineations, erasures, omissions or entered wording obscure as to its meaning may cause the bid to be declared irregular and may be cause for rejection of the bid.

The undersigned further agrees that if the foregoing proposal shall be accepted, he will commence and complete the work within the dates included within these contract documents.

Addendum Number	Date of Receipt	Signature
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**Certification Regarding Debarment, Suspension and Other Responsibility Matters—  
Primary Covered Transaction**

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and all its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or committee;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.
  
- II. Where the prospective primary participant is unable to certify to any the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF CONTRACTOR: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE:  
\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PIPE DIA. (IN.)	APPROX QUANT. (LF)	PACP BASE UNIT COST (NO CLEANING)	TOTAL (QUANT X COST)	UNIT COST LIGHT CLEANING (PER LF OF PIPE)	UNIT COST HEAVY CLEANING (PER LF OF PIPE)
3"	128				
4"	225				
6"	1,083				
7"	223				
8"	187,083				
10"	10,688				
12"	470				
15"	6,768				
18"	796				
30"	5,930				
<b>TOTAL PIPE LF</b>	213,394	<b>TOTAL PIPE WORK</b>	\$	XXXXXXXXXXXXXXXXXXXXXX	
<b>ADDITIONAL BASE BID ITEMS</b>					
MOBILIZATION - 1 LUMP SUM			\$	XXXXXXXXXXXXXXXXXXXXXX	
M-99 TRAFFIC CONTROL -- 1 LUMP SUM			\$		
<b>GRAND TOTAL -- PIPE WORK PLUS ADDITIONAL ITEMS</b>			\$		



**Bid Additive Alternative:**

Add Level 2 MACP Inspections for approximately 842 manholes:

MANHOLES	LEVEL 2 – MACP UNIT PRICE	TOTAL COST
842		

Mobilization and Traffic Control for Additional Manhole work is expected to be included in the Base Bid.

**Contract Time:**

Work under this Contract shall be commenced upon receipt of Notice to Proceed, and the entire work shall be completed and accepted within 365 calendar days. Contractor shall commit to completing at least 15 miles (79,200 LF) of the 8-inch sewer by June 4, 2021 and billing this work prior to June 30, 2021.

The city may entertain an alternate schedule, if it is in the best interest of the city cost wise. Please provide a bid based on the presented request and provide an alternate schedule and with associated alternate bid cost below, with any stated stipulations:

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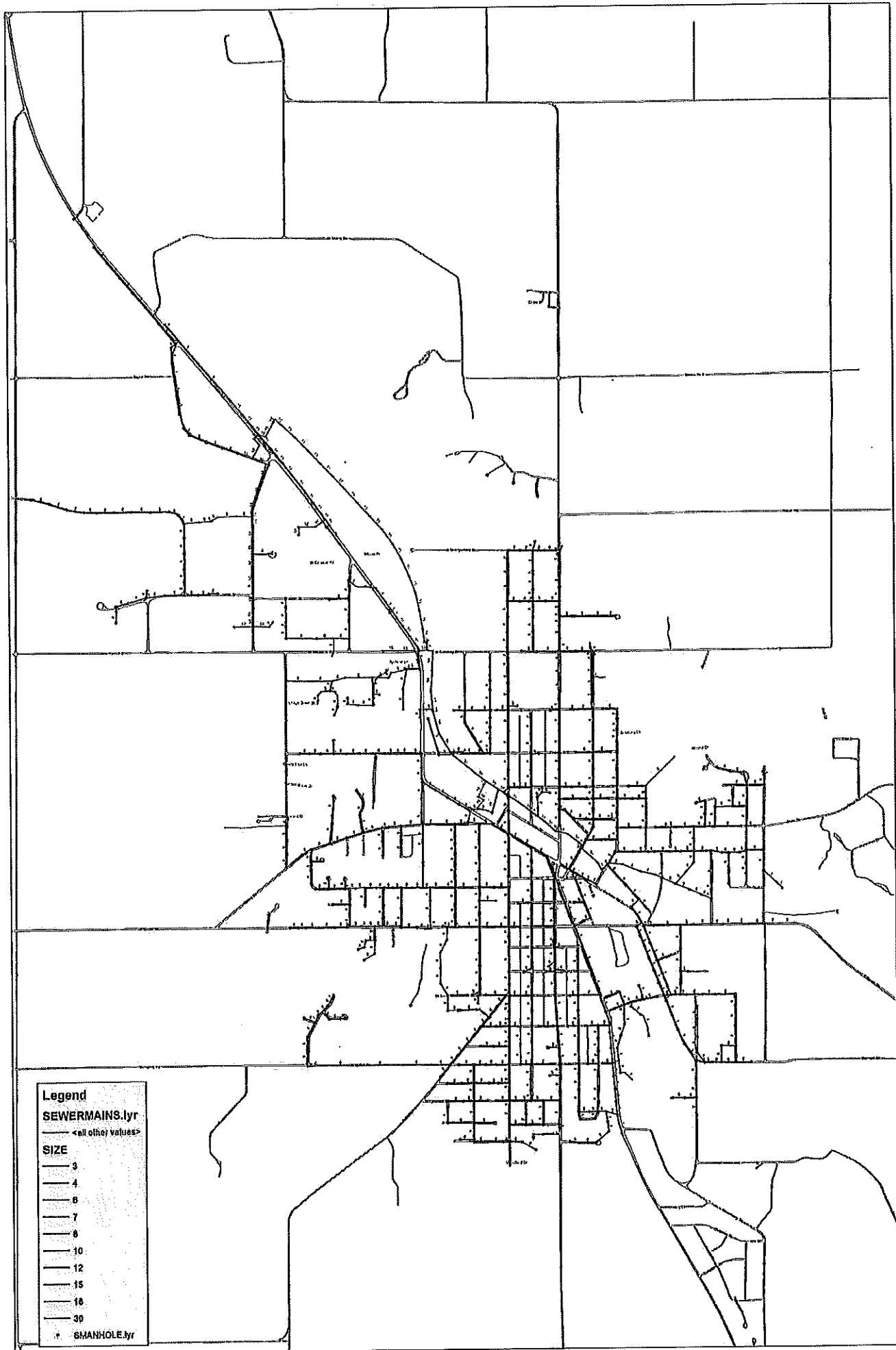
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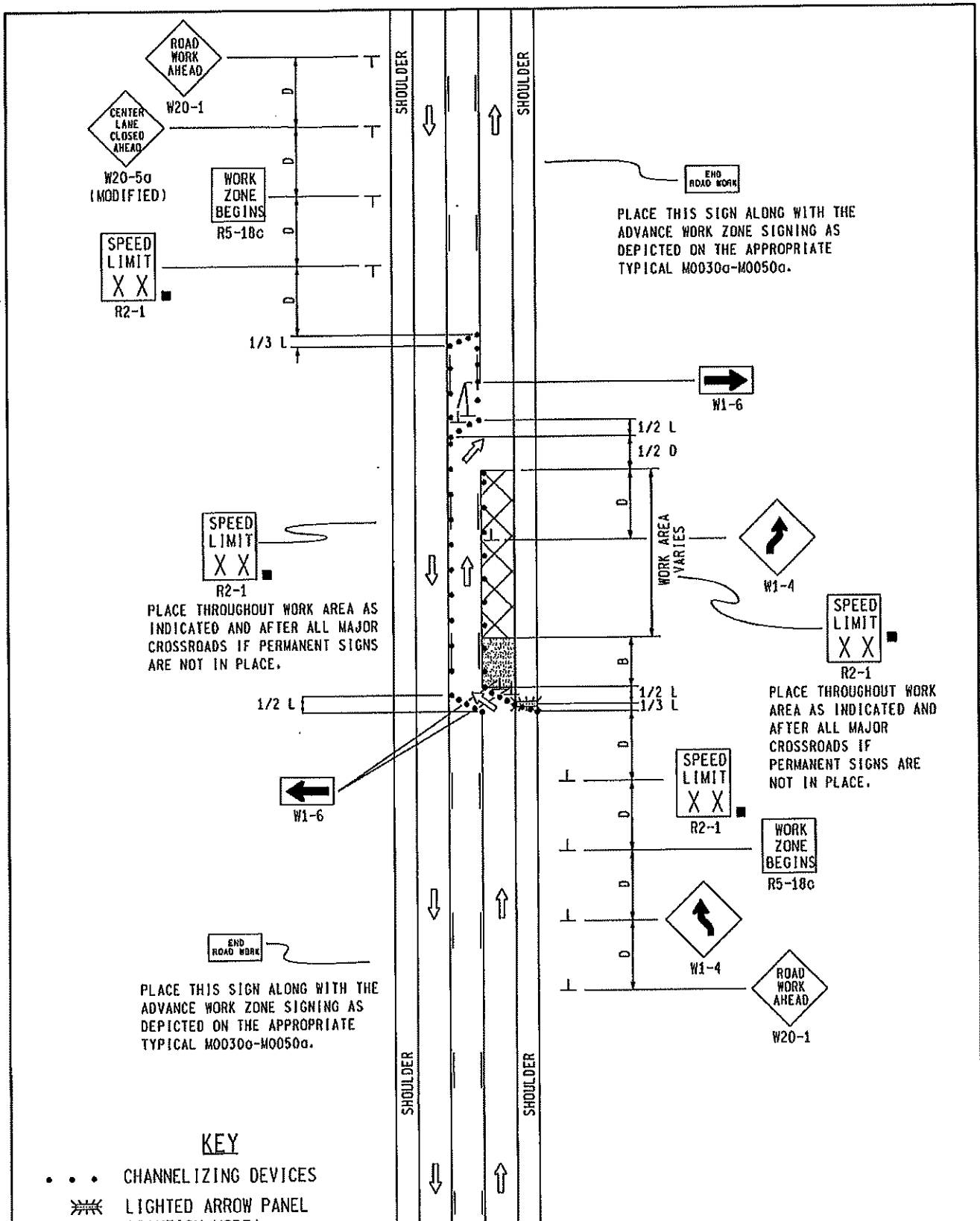
**Attachment A**

Pipe Diameter Map



**Attachment B**

MDOT Typical Sections for M-99 Traffic Control



**KEY**

- • • CHANNELIZING DEVICES
- ☀ LIGHTED ARROW PANEL (CAUTION MODE)
- ➔ TRAFFIC FLOW
- REFLECTS EXISTING SPEED LIMIT

SIGN = 184 ft±2 - TYPE B PLUS ADDITIONAL R2-1's THROUGHOUT WORK AREA

NOT TO SCALE

<p>TRAFFIC AND SAFETY MAINTAINING TRAFFIC TYPICAL</p>		<p>TYPICAL TEMPORARY TRAFFIC CONTROL FOR CLOSING ONE LANE OF A THREE LANE ROADWAY WITH CLFTO AND SHIFTING ONE THROUGH LANE INTO THE CLFTO NO SPEED REDUCTION</p>	
<p>DRAWN BY: CON:AE:DJF</p> <p>CHECKED BY: BMM:CRB</p>	<p>OCTOBER 2011</p> <p>PLAN DATE:</p>	<p>M0231a</p>	<p>SHEET 1 OF 2</p>
<p>FILE: PW: RD/T&amp;S/Typicals/Signs/MT/MT nonfwy/M0231a REV. 10/18/2011</p>			


## NOTES

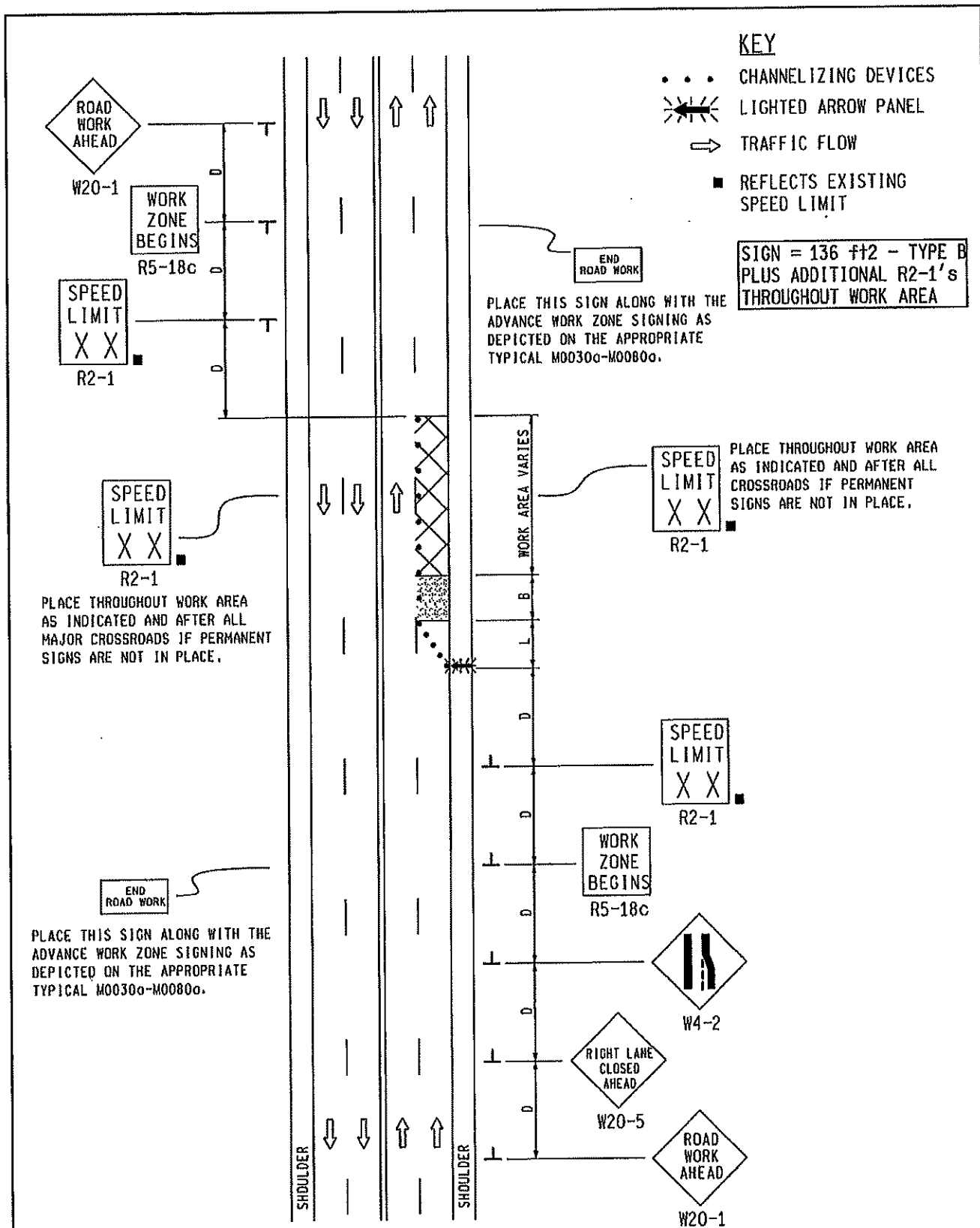
- 1F. D = DISTANCE BETWEEN TRAFFIC CONTROL DEVICES  
 $1/2 L$ , AND  $1/3 L$  = MINIMUM LENGTH OF TAPER  
 B = LENGTH OF LONGITUDINAL BUFFER  
 SEE M0020a FOR "D," "L," AND "B" VALUES
2. ALL NON-APPLICABLE SIGNING WITHIN THE CIA SHALL BE MODIFIED TO FIT CONDITIONS, COVERED OR REMOVED.
3. DISTANCES BETWEEN SIGNS, THE VALUES FOR WHICH ARE SHOWN IN TABLE D, ARE APPROXIMATE AND MAY NEED ADJUSTING AS DIRECTED BY THE ENGINEER.
- 3A. THE "WORK ZONE BEGINS" (R5-18c) SIGN SHALL BE USED ONLY IN THE INITIAL SIGNING SEQUENCE IN THE WORK ZONE. SUBSEQUENT SEQUENCES IN THE SAME WORK ZONE SHALL OMIT THIS SIGN AND THE QUANTITIES SHALL BE ADJUSTED APPROPRIATELY.
- 4E. THE MAXIMUM RECOMMENDED DISTANCE(S) BETWEEN CHANNELIZING DEVICES SHOULD BE EQUAL IN FEET TO THE POSTED SPEED IN MILES PER HOUR ON TAPER(S) AND TWICE THE POSTED SPEED IN THE PARALLEL AREA(S).
5. FOR OVERNIGHT CLOSURES, TYPE III BARRICADES SHALL BE LIGHTED.
6. THE TYPE A WARNING FLASHER SHOWN ON THE WARNING SIGNS SHALL BE POSITIONED ON THE SIDE OF THE SIGN NEAREST THE ROADWAY.
7. ALL TEMPORARY SIGNS, TYPE III BARRICADES, THEIR SUPPORT SYSTEMS AND LIGHTING REQUIREMENTS SHALL MEET NCHRP 350 CRASHWORTHLY REQUIREMENTS STIPULATED IN THE CURRENT EDITION OF THE MICHIGAN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, THE CURRENT EDITION OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION, THE STANDARD PLANS AND APPLICABLE SPECIAL PROVISIONS. ONLY DESIGNS AND MATERIALS APPROVED BY MDT WILL BE ALLOWED.
8. WHEN BUFFER AREAS ARE ESTABLISHED, THERE SHALL BE NO EQUIPMENT OR MATERIALS STORED OR WORK CONDUCTED IN THE BUFFER AREA.
21. ALL EXISTING PAVEMENT MARKINGS WHICH ARE IN CONFLICT WITH EITHER PROPOSED CHANGES IN TRAFFIC PATTERNS OR PROPOSED TEMPORARY TRAFFIC MARKINGS, SHALL BE REMOVED BEFORE ANY CHANGE IS MADE IN THE TRAFFIC PATTERN. EXCEPTION WILL BE MADE FOR DAYTIME-ONLY TRAFFIC PATTERNS THAT ARE ADEQUATELY DELINEATED BY OTHER TRAFFIC CONTROL DEVICES.

### SIGN SIZES

DIAMOND WARNING	- 48" x 48"
W1-6 WARNING	- 48" x 24"
R2-1 REGULATORY	- 48" x 60"
R5-18c REGULATORY	- 48" x 48"

NOT TO SCALE

 TRAFFIC AND SAFETY MAINTAINING TRAFFIC TYPICAL	TYPICAL TEMPORARY TRAFFIC CONTROL FOR CLOSING ONE LANE OF A THREE LANE ROADWAY WITH CLFLT0 AND SHIFTING ONE THROUGH LANE INTO THE CLFLT0 NO SPEED REDUCTION		
DRAWN BY: CON:AE:DJF CHECKED BY: BMM:CRB	OCTOBER 2011 PLAN DATE:	M0231a	SHEET 2 OF 2
FILE: PW: RD/T&S/Typicals/Signs/MT/MT nonFwy/M0231a REV. 10/18/2011			



<p>TRAFFIC AND SAFETY MAINTAINING TRAFFIC TYPICAL</p>	<p>TYPICAL TEMPORARY TRAFFIC CONTROL FOR A ONE-LANE CLOSURE ON AN UNDIVIDED MULTI-LANE ROADWAY, NO SPEED REDUCTION</p>	
	<p>DRAWN BY: CON:AE:djf CHECKED BY: BMM:CRB</p>	<p>OCTOBER 2011 PLAN DATE:</p>
<p>FILE: PW RD/TS/Typicals/Signs/MT NON FRW/M0240a.dgn REV. 10/11/2011</p>		

NOT TO SCALE


## NOTES

- 1B. D = DISTANCE BETWEEN TRAFFIC CONTROL DEVICES  
 L = MINIMUM LENGTH OF TAPER  
 B = LENGTH OF LONGITUDINAL BUFFER  
 SEE M0020a FOR "D," "L," AND "B" VALUES
2. ALL NON-APPLICABLE SIGNING WITHIN THE CIA SHALL BE MODIFIED TO FIT CONDITIONS, COVERED OR REMOVED.
3. DISTANCES BETWEEN SIGNS, THE VALUES FOR WHICH ARE SHOWN IN TABLE D, ARE APPROXIMATE AND MAY NEED ADJUSTING AS DIRECTED BY THE ENGINEER.
- 3A. THE "WORK ZONE BEGINS" (R5-18c) SIGN SHALL BE USED ONLY IN THE INITIAL SIGNING SEQUENCE IN THE WORK ZONE. SUBSEQUENT SEQUENCES IN THE SAME WORK ZONE SHALL OMIT THIS SIGN AND THE QUANTITIES SHALL BE ADJUSTED APPROPRIATELY.
- 4E. THE MAXIMUM RECOMMENDED DISTANCE(S) BETWEEN CHANNELIZING DEVICES SHOULD BE EQUAL IN FEET TO THE POSTED SPEED IN MILES PER HOUR ON TAPER(S) AND TWICE THE POSTED SPEED IN THE PARALLEL AREA(S).
5. FOR OVERNIGHT CLOSURES, TYPE III BARRICADES SHALL BE LIGHTED.
6. WHEN CALLED FOR IN THE FHWA ACCEPTANCE LETTER FOR THE SIGN SYSTEM SELECTED, THE TYPE A WARNING FLASHER, SHOWN ON THE WARNING SIGNS, SHALL BE POSITIONED ON THE SIDE OF THE SIGN NEAREST THE ROADWAY.
7. ALL TEMPORARY SIGNS, TYPE III BARRICADES, THEIR SUPPORT SYSTEMS AND LIGHTING REQUIREMENTS SHALL MEET NCHRP 350 CRASHWORTHLY REQUIREMENTS STIPULATED IN THE CURRENT EDITION OF THE MICHIGAN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, THE CURRENT EDITION OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION, THE STANDARD PLANS AND APPLICABLE SPECIAL PROVISIONS. ONLY DESIGNS AND MATERIALS APPROVED BY MDTT WILL BE ALLOWED.
8. WHEN BUFFER AREAS ARE ESTABLISHED, THERE SHALL BE NO EQUIPMENT OR MATERIALS STORED OR WORK CONDUCTED IN THE BUFFER AREA.
21. ALL EXISTING PAVEMENT MARKINGS WHICH ARE IN CONFLICT WITH EITHER PROPOSED CHANGES IN TRAFFIC PATTERNS OR PROPOSED TEMPORARY TRAFFIC MARKINGS, SHALL BE REMOVED BEFORE ANY CHANGE IS MADE IN THE TRAFFIC PATTERN. EXCEPTION WILL BE MADE FOR DAYTIME-ONLY TRAFFIC PATTERNS THAT ARE ADEQUATELY DELINEATED BY OTHER TRAFFIC CONTROL DEVICES.
26. THE LIGHTED ARROW PANEL SHALL BE LOCATED AT THE BEGINNING OF THE TAPER AS SHOWN. WHEN PHYSICAL LIMITATIONS RESTRICT ITS PLACEMENT AS INDICATED, THEN IT SHALL BE PLACED AS CLOSE TO THE BEGINNING OF THE TAPER AS POSSIBLE.

### SIGN SIZES

DIAMOND WARNING - 48" x 48"  
 R2-1 REGULATORY - 48" x 60"  
 R5-18c REGULATORY - 48" x 48"

NOT TO SCALE

 TRAFFIC AND SAFETY MAINTAINING TRAFFIC TYPICAL	TYPICAL TEMPORARY TRAFFIC CONTROL FOR A ONE-LANE CLOSURE ON AN UNDIVIDED MULTI-LANE ROADWAY, NO SPEED REDUCTION	
	DRAWN BY: CON:AE:djf CHECKED BY: BMM:CRB	OCTOBER 2011 PLAN DATE:
FILE: PW RD/TS/Typicals/Signs/MT NON FWY/M0240a.dgn REV. 10/11/2011		



**Attachment C**

Standard Operating Procedures for PACP & MACP Inspections

## **CCTV/PACP Inspections – Standard Operating Procedure**

Below is a description of the standard operating procedures for performing pipeline inspections to fulfill the requirements of the asset management system currently being developed for the City of Hillsdale (City).

All CCTV inspections must be performed in accordance with the Pipeline Assessment Certification Program (PACP) developed by the National Association of Sewer Service Companies (NASSCO). All CCTV operators MUST be PACP certified, and be familiar with proper coding techniques. The standardization of PACP allows consistent recording of pipe conditions, and improves the confidence with which communities can understand the conditions of their sewers and develop capital improvement plans.

### **INSPECTION**

- **GOLDEN RULE** – The pipe and defects must be clearly seen. The camera must be stopped and panned to observe all defects, and the camera speed must be slow enough to ensure thorough inspection.
- **CCTV Rejections** – A CCTV submittal can be rejected for many reasons, such as but not limited to:
  - The camera passes by a defect or lateral without stopping and/or coding it.
  - The lens becomes fogged or otherwise obstructed by dirt or debris (it must be cleaned before continuing with the inspection).
  - Video does not provide footage of the entire length of pipe that was surveyed, including a view of the pipe connection in the starting manhole.
  - The camera speed is more than 30 feet/min.
  - The camera lens is partially or totally submerged.
  - If more than 5% of the records submitted are deemed deficient by Engineer, the entire submittal may be rejected.
- **Water Level** - Must be less than 1/3 of the pipe diameter to ensure visibility.
  - For short term sags, use nozzle to pull down water so pipe can be seen. The Miscellaneous Water Level Sag (MWLS) code should be used to describe this observation.
  - Short span water level issues may be accepted, but must include Miscellaneous General Observation (MGO) description and it must be evident that attempt to use nozzle/plugging was made.
  - Note obvious high water marks on the sides of the sewer with the Miscellaneous Water Mark (MWM) code.

- Structural Defects –
  - Be especially familiar with Section 5 of the PACP Manual. This section contains a detailed description of structural defects and proper coding.
  - Know the difference between the defect codes for crack (visible), fracture (visible and separated), and broken (pieces displaced by ½ pipe thickness or more) as identified in the manual.
  
- Operational and Maintenance Defects –
  - Pay particular attention to Infiltration and Inflow sources.
    - Infiltration codes are included with PACP.
    - Identify INFLOW or potential inflow sources with an MGO or in the remarks column of the lateral observation (e.g. clear water entering from lateral).
  - If roots are cut during the inspection, include an MGO that identifies the % root blockage prior to cutting.
  
- Laterals –
  - Pan and tilt camera to clearly observe the lateral, its condition, and tap connection.
  - Code lateral connection defects using PACP codes (e.g. TBI, TFD, TFL, etc.).
  - Code visible defects in the lateral in the remarks column.
  - Lateral launching is not included in this project.
  
- Deliverable Tracking Spreadsheet (DTS) –
  - All pipes that are to be inspected will be identified on a summary spreadsheet to be provided by the City.
  - CCTV efforts will be coordinated using the City's GIS maps.
  - A payment will not be recommended for pipes completed outside the scope or for any duplicated efforts.

## DELIVERABLES

- Pipe Inspection Reports –
  - Pipe Inspection Reports from CCTV software (such as Granite, POSM, etc.) are to be provided digitally in Adobe's Portable Document Format (PDF). Report naming convention should use the pipe segment ID as provided by the City. One single Pipe Inspection Report PDF shall be provided for each inspection and shall include at a minimum:
    - PACP header information;
    - Tabular report listing defects/observations;
    - Codes for each defect/observation;
    - Structural and O&M Pipe Rating;
    - Structural and O&M Quick Rating;
    - Structural and O&M Pipe Rating Index;
    - Pipe schematic illustrating the observations/defects location along the pipe;
    - Thumbnail images of defects.
  - Pipe inspection reports shall be accompanied by digital video files for review. Video naming convention should match the reports and use the same pipe segment ID as provided by the City. These files shall be reviewed by contractor prior to submittal to ensure that they are not corrupted and are viewable. One video shall be provided per inspection.
  - For abandoned surveys - start a new inspection report for the reverse setup and use the same Manhole and pipe ID's.
  - Manhole and Pipe identification on the reports should match what is indicated in the City's GIS. If it does not, a Mapping Discrepancy Form shall be filled out and submitted.
  - CCTV Survey length must be in conformance with GIS length +/- a few feet. If a large discrepancy is reported, further verification may be initiated.
- Mapping Discrepancy Form (MDF) –
  - Shall be submitted for any area where manhole/pipe observations do not match the information provided to contractor (City's GIS and or maps). At a minimum a MDF shall be submitted in the following instances:
    - Manhole identified in GIS is confirmed to not exist;

- Manhole identified in field is not included in GIS;
  - Pipe connectivity observed in field does not coincide with GIS;
  - Manhole is in different location than identified in GIS mapping. (For example, manhole identified to be in front yard of residential property in GIS, but is observed to be located in street.)
  - Manhole is buried or otherwise un-located, but was viewed during the CCTV inspection.
- PACP Database –
    - All inspection data shall be submitted in a Microsoft Access database formatted to NASSCO's standard PACP Format (most current format)
    - An External Hard drive will be provided for exchange of database, reports, videos, images, etc.

#### **QA/QC**

- The Contractor is responsible for reviewing 100% of the data being submitted for review and acceptance.
- Independent review will be performed on 5%-20% of the submittals.
  - Reports containing fatal errors will be rejected (e.g. missed taps, un-coded major defects).
  - If more than 5% of the reports are found to be flawed, the entire submittal will be rejected to be re-reviewed by the Contractor.
  - The attempt will be made to complete QA/QC reviews within 10 days of receipt of a complete deliverable.

#### **REQUEST FOR PAYMENT-COMPLETION OF WORK**

Payment will be recommended after the following has been met:

- Deliverable submissions are considered administratively complete;
- Submissions are accepted and pass the QAQC process.

## **Manhole Inspections – Standard Operating Procedure**

Below is a description of the standard operating procedures for performing manhole inspections to fulfill the requirements of the asset management system currently being developed for the City of Hillsdale (City).

All manhole inspections must be performed in accordance with the Manhole Assessment Certification Program (MACP) developed by the National Association of Sewer Service Companies (NASSCO). Manhole inspection information shall be collected in accordance with the MACP requirements for a Level 2 inspection. Field technicians performing the inspections must have successfully completed MACP training prior to performing inspections.

### **INSPECTION**

- Safety –
  - Safety is critical and shall be the responsibility of the contractor to follow and adhere to all safety procedures.
  - Two person inspection crews create a safer work environment, and should be standard practice if possible.
  - Inspection crews should wear safety vests at all times and use proper traffic control if the manhole is located in the street.
  - Inspections should be performed using a pole mounted camera whenever possible. If man-entry is required, the inspectors should follow all confined space entry safety procedures.
  - If a manhole is located on private property the inspectors should first knock on the resident's door to announce their entry, to ensure any animals, small children, or other hazards are removed. In the event that a resident refuses access, a mapping discrepancy form should be filled out as described below, so the City can contact the resident and secure access.
- GPS Coordinates –
  - The location of each inspected manhole must be recorded with a GPS unit with sub-meter accuracy.
  - X-Y Coordinates should be supplied within the "NAD 1983 Michigan State Plane" coordinate system.
- Photographs –
  - One area image must be taken from a distance away from the manhole such that the manhole can be seen with respect to its surroundings.
  - One inner image must be taken looking down the manhole while standing over the outgoing pipe (i.e. the 6 o'clock position should be at the bottom

of the photo). The six o'clock position should reflect the direction of the outgoing pipe, as described below. Ideally, this photo should be zoomed out enough to see the entire bench and pipe connectivity as well as the wall material.

- An image must be taken for each pipe connection that shows the entire pipe and pipe seal with the grade rod visible to verify the pipe diameter.
- An image must be taken for each recorded defect.
- In order to streamline data management please provide the photos with the following order and naming convention:
  - MH\_ID\_area
  - MH\_ID\_inside
  - Mh\_ID\_PC1, Mh\_ID\_PC2, etc.
  - MH\_ID\_D1, MH\_ID\_D2, etc.
- Pipe Connections –
  - Information shall be collected for all pipe connections within the manhole, including capped pipes, service connections, upper and lower drops, sump pump discharge pipes, and force mains.
  - Assign clock positions with the outgoing pipe assumed to be at the 6 o'clock position.
    - If there is more than one outgoing pipe, the 6 o'clock position shall be defined by the lowest outgoing pipe.
    - If there is more than one outgoing pipe, and they are at the same elevation, the 6 o'clock position shall be defined by the first outgoing pipe encountered starting from north and going clockwise.
  - Assign a number to each pipe connection starting with the outgoing pipe (6 o'clock) and moving clockwise.
    - If more than one pipe occurs at the same clock position (e.g. outside drop connection), number the upper pipe first then the lower pipe.
  - Non-standard pipe sizes shall be rounded to the nearest, logical standard pipe size (i.e. a 5.5 inch diameter measurement shall be rounded a 6 inch diameter), unless the pipe has been lined.
  - Lined Pipes –
    - The material should be identified as the host pipe material with lining specified in the additional component information field.

- In this case the actual measured pipe size should be recorded.
- Defects and Observations –
  - Must be coded to MACP.
  - If there is evidence of a surcharge in the manhole, the elevation of the water level should be recorded using the MWL code.
  - Identify illicit connections to the manhole, if any (service leads, storm pipe, etc.)
- Inspection Coordination – Manhole inspection efforts will be coordinated using the City's GIS maps.
- Un-located Manholes –
  - If a manhole cannot be accessed or found, a mapping discrepancy form should be filled out with a detailed description of the situation:
    - Buried
    - Paved over
    - Could not access (e.g. locked gate, dumpster on top of MH, etc.)
    - Unknown location
  - A list of these manholes should be provided with each submittal.
  - The City will locate the manholes; keeping records to ensure that all are located.
  - The City will alert the contractor when MHs are uncovered and ready for MACP inspection.

## DELIVERABLES

- Manhole Inspection Reports –
  - Manhole Inspection Reports from MACP software (such as Cobra, Cues, etc.) are to be provided digitally in Adobe's Portable Document Format (PDF). Report naming convention should use the manhole ID as provided by the City. One single Manhole Inspection Report PDF shall be provided for each inspection and shall include at a minimum:
    - MACP header information;
    - MACP component observation and pipe connection form;



- MACP component defect form; and,
- The photographs listed above.
- Manhole inspection reports shall be accompanied by digital video files for review. Video naming convention should match the reports and use the same manhole ID as provided by the City. These files shall be reviewed by contractor prior to submittal to ensure that they are not corrupted and are viewable. One video shall be provided per manhole inspection.
- Mapping Discrepancy Form –
  - Shall be submitted for any area where manhole/pipe observations do not match the information in the City's GIS. Such as but not limited to missing MH, new MH, location discrepancy, or un-located MH.
- MACP Database –
  - All inspection data shall be submitted in a Microsoft Access database formatted to NASSCO's standard MACP Format (most current format)

#### **QA/QC**

- The Contractor is responsible for reviewing 100% of the data being submitted for review and acceptance.
- Independent review will be performed on 5%-20% of the submittals.
  - Reports containing fatal errors will be rejected (e.g. missed pipe connections, un-coded major defects).
  - If more than 5% of the reports are found to be flawed, the entire submittal will be rejected to be re-reviewed by the Contractor.

#### **REQUEST FOR PAYMENT-COMPLETION OF WORK**

Payment will be recommended after the following has been met:

- Deliverable submissions are considered administratively complete;
- Submissions are accepted and pass the QAQC process.

# **TAPLIN**

**GROUP, LLC**

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## **Environmental Services**

**City of Hillsdale  
Request for Proposals  
Sewer Camera Services**

Hillsdale Board of Public Utilities  
45 Monroe Street  
Hillsdale, Michigan 49242-0279  
Telephone: 517/437-3387  
Fax: 517/437-3388



**CITY OF HILLSDALE  
SEWER CAMERA SERVICES  
REQUEST FOR PROPOSALS**

The City of Hillsdale is committed to the concept of competitive bids. All vendors are encouraged to submit bids which conform to the stated specifications, or approved equal to the specification, which in the vendor's opinion would be beneficial to the City of Hillsdale in terms of price and performance.

The City of Hillsdale reserves the right to accept or reject any bid under these terms. Bidder responsiveness, availability and quality of service will be of the utmost importance in this agreement.

Any bidder, who is in default to the City of Hillsdale at the time of submittal, shall have their bid rejected.

The City of Hillsdale reserves the right to clarify any contractual term with the concurrence of the contractor.

The City of Hillsdale reserves the right to accept, based on available funds, to accept a reduced portion of the work requested herein, should this have impacts on the presented bids the contractor shall note any stipulations in their bids.

**PROJECT:** Sanitary Sewer Camera Services


**PUBLIC OPENING:** January 5, 2021 at 1:00 P.M. Local Time  
City Hall  
97 N. Broad Street  
Hillsdale, MI 49242

**SUBMITTAL**

To: City Clerk, City of Hillsdale, Michigan

In submitting this proposal, it is understood and agreed by the undersigned that the right is reserved by the City of Hillsdale to reject any or all proposals. It is further understood and agreed by the same undersigned that any qualifying statement or conditions made to the above proposal, as originally published, as well as any interlineations, erasures, omissions or entered wording obscure as to its meaning may cause the bid to be declared irregular and may be cause for rejection of the bid.

The undersigned further agrees that if the foregoing proposal shall be accepted, he will commence and complete the work within the dates included within these contract documents.

Addendum Number	Date of Receipt	Signature
Addendum #1	12/16/2020	

**Certification Regarding Debarment, Suspension and Other Responsibility Matters—  
Primary Covered Transaction**

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and all its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or committee;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.
  
- II. Where the prospective primary participant is unable to certify to any the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF CONTRACTOR: Taplin Group, LLC

NAME OF CONTACT PERSON: David Balogh

ADDRESS: 5140 W Michigan Ave

CITY: Kalamazoo STATE: MI ZIP CODE: 49006

EMAIL ADDRESS: DaveBalogh@TaplinGroup.com

PHONE: 269-375-9595 FAX: \_\_\_\_\_

SIGNATURE: 

PIPE DIA. (IN.)	APPROX QUANT. (LF)	PACP BASE UNIT COST (NO CLEANING)	TOTAL (QUANT X COST)	ADDITIVE UNIT COST - LIGHT CLEANING (per LF of PIPE)	ADDITIVE UNIT COST- HEAVY CLEANING (per LF of PIPE)
3"	128	\$1.51	\$193.28	\$1.59	\$1.95
4"	225	\$1.51	\$339.75	\$1.59	\$1.95
6"	1,083	\$1.01	\$1,093.83	\$1.59	\$1.95
7"	223	\$1.01	\$225.23	\$1.47	\$1.75
8"	187,083	\$0.58	\$108,508.14	\$1.43	\$1.66
10"	10,688	\$0.58	\$6,199.04	\$1.43	\$1.66
12"	470	\$0.56	\$263.20	\$1.38	\$1.59
15"	906	\$0.56	507.36	\$1.42	\$1.66
18"	796	\$0.56	\$445.76	\$1.47	\$1.75
30"	5,930	\$0.86	\$5,099.80	\$4.53	\$5.35
<b>TOTAL PIPE LF</b>	207,532	<b>TOTAL PIPE WORK</b>	\$ 122,875.39	XXXXXXXXXXXXXXXXXXXXXXX	
<b>ADDITIONAL BASE BID ITEMS</b>					
MOBILIZATION - 1 LUMP SUM			\$ 11,765.74	XXXXXXXXXXXXXXXXXXXXXXX	
M-99 TRAFFIC CONTROL – 1 LUMP SUM			\$ 9,889.75		
Repair Cost for Bike Path adj. to 30" pipe - COST should be per SF AS-NEEDED ONLY			\$ 9.10		
<b>GRAND TOTAL – PIPE WORK PLUS ADDITIONAL ITEMS</b>			\$ 144,539.98		

**Bid Additive Alternative:**

Add Level 2 MACP inspections for approximately 842 manholes:

MANHOLES	LEVEL 2 – MACP UNIT PRICE	TOTAL COST
842	\$119.72	\$100,804.24

Mobilization and Traffic Control for Additional Manhole work is expected to be included in the Base Bid.

**Contract Time:**

Work under this Contract shall be commenced upon receipt of Notice to Proceed, and the entire work shall be completed and accepted within 365 calendar days. Contractor shall commit to completing at least 15 miles (79,200 LF) of the 8-inch sewer by June 4, 2021 and billing this work prior to June 30, 2021.

The city may entertain an alternate schedule, if it is in the best interest of the city cost wise. Please provide a bid based on the presented request and provide an alternate schedule and with associated alternate bid cost below, with any stated stipulations:

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## Bid Bond

**CONTRACTOR:**  
Taplin Group, LLC  
5140 W Michigan Ave  
Kalamazoo, MI 49006

# AIA® Document A310™ – 2010

**SURETY:**  
Allegheny Casualty Company  
One Newark Center, 20th Floor  
Newark, New Jersey 07102

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**OWNER:**  
City of Hillsdale  
97 N. Broad St.  
Hillsdale, MI 49242

**BOND AMOUNT:** 10% of Bid Amount

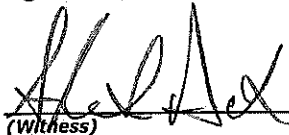
**PROJECT:**  
Sanitary Sewer Camera Services  
Hillsdale, Michigan

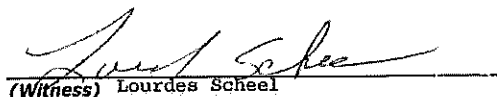
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.


If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.


When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 29th day of December, 2020.

  
(Witness) Executive Asst

  
(Witness) Lourdes Scheel

(Principal) Taplin Group, LLC  
(Seal)   
(Title) Vice President

(Surety) Allegheny Casualty Company  
(Seal)   
(Title) Thomas J. Hehn, Attorney-in-Fact




**ACKNOWLEDGEMENT FOR PRINCIPAL**

**ACKNOWLEDGEMENT FOR PRINCIPAL, IF A LIMITED LIABILITY COMPANY**

STATE OF Michigan )  
COUNTY OF Kalamazoo )

ON THE 4<sup>TH</sup> DAY OF January, 2021, BEFORE ME PERSONALLY APPEARED David Balogh TO ME KNOWN AND KNOWN TO ME TO BE THE Vice President OF TadlinCrews LLC, A LIMITED LIABILITY COMPANY, DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT (S)HE EXECUTED THE SAME AS AND FOR THE ACT AND DEED OF SAID LIMITED LIABILITY COMPANY.

  
CATHERINE J. RHODES  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF KALAMAZOO  
MY COMMISSION EXPIRES Jun 4, 2022  
ACTING IN COUNTY OF



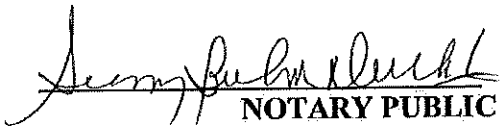
**ACKNOWLEDGEMENT OF ANNEXED INSTRUMENT**

**Acknowledgement by Surety**

**STATE OF NJ**

**COUNTY OF Morris**

**On this 29<sup>th</sup> day of December , 2020 before me personally came Thomas J. Henn who, being by me duly sworn, did depose and say that he/she is an Attorney-In-Fact of Allegheny Casualty Company and knows the corporate seal thereof; that the seal affixed to said instrument is such corporate seal, and was thereto affixed by authority of the Power of Attorney of said Company, of which a Certified Copy is hereto attached, and that he/she signed said instrument as an Attorney-In-Fact of said Company by like authority.**

  
**NOTARY PUBLIC**

**SUSAN BULMAN-DITCHKUS**  
Notary Public  
State of New Jersey  
ID# 2406166  
My Commission Expires March 24, 2021



One Newark Center, 20th. Floor, Newark, New Jersey, 07102-5207  
PHONE: (973) 624-7200

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That ALLEGHENY CASUALTY COMPANY, a corporation organized and existing under the laws of the State of New Jersey, having its principal office in the City of Newark, New Jersey, does hereby constitute and appoint

Susan Bulman-Ditchkus, Daryl LaForge, John P. Hyland, Thomas J. Henn, Robert F. Laing

its true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said ALLEGHENY CASUALTY COMPANY, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of ALLEGHENY CASUALTY COMPANY and is granted under and by authority of the following resolution adopted by the Board of Directors of ALLEGHENY CASUALTY COMPANY at a meeting duly held on the 13th day of December, 2018.

"RESOLVED, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-Fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."



IN WITNESS WHEREOF, ALLEGHENY CASUALTY COMPANY has executed and attested these presents on this 31st day of December, 2018

STATE OF NEW JERSEY  
County of Essex

Kenneth Chapman  
Executive Vice President, ALLEGHENY CASUALTY COMPANY

On this 31st day of December, 2018, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of ALLEGHENY CASUALTY COMPANY; that the seal affixed to said instrument is the Corporate Seal of said Company; that the said Corporate Seal and his signature were duly affixed by order of the Boards of Directors of said Company.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written

Shirelle A. Outley a Notary Public of New Jersey  
My Commission Expires April 4, 2023

**CERTIFICATION**

I, the undersigned officer of ALLEGHENY CASUALTY COMPANY do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Company as set forth in said Power of Attorney, with the originals on file in the home office of said company, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this 29th day of December, 2020

Irene Martins, Assistant Secretary

**ALLEGHENY CASUALTY COMPANY**  
 ONE NEWARK CENTER, 20<sup>TH</sup> FLOOR, NEWARK, NEW JERSEY 07102-5207

STATEMENT OF ASSETS, LIABILITIES, SURPLUS AND OTHER FUNDS

AT DECEMBER 31, 2019

ASSETS

Bonds (Amortized Value) . . . . .	\$27,527,382
Cash, Bank Deposits & Short Term Investments . . . . .	4,672,641
Unpaid Premiums & Assumed Balances . . . . .	932,097
Reinsurance Recoverable from Reinsurers . . . . .	(164,338)
Investment Income Due and Accrued . . . . .	210,036
Receivables from Parent Subsidiaries & Affiliates . . . . .	0
Net Deferred Tax Assets . . . . .	47,739
Other Assets . . . . .	<u>549</u>
<b>TOTAL ASSETS</b> . . . . .	<b><u>\$33,226,106</u></b>

LIABILITIES, SURPLUS & OTHER FUNDS

Losses (Reported Losses Net as to Reinsurance Ceded and Incurred But Not Reported Losses) . . . . .	\$177
Loss Adjustment Expenses . . . . .	1,485
Commissions Payable, Contingent Commissions & Other Similar Charges . . . . .	131,485
Other Expenses (Excluding Taxes, Licenses and Fees) . . . . .	24,695
Taxes, Licenses & Fees (Excluding Federal Income Tax) . . . . .	26,503
Current Federal & Foreign Income taxes . . . . .	380,697
Unearned Premiums . . . . .	175,614
Ceded Reinsurance Premiums Payable . . . . .	555,367
Amounts Withheld by Company for Account of Others . . . . .	5,847,585
Payable to Parent, Subsidiaries and Affiliates . . . . .	198,324
Other Liabilities . . . . .	106,810

**TOTAL LIABILITIES** . . . . . **\$7,448,742**

Common Capital Stock . . . . .	\$1,500,000
Preferred Capital Stock . . . . .	3,200,000
Gross Paid-in & Contributed Surplus . . . . .	1,669,529
Unassigned Funds (Surplus) . . . . .	22,607,835
Less Treasury Stock at Cost . . . . .	<u>3,200,000</u>

Surplus as Regards Policyholders . . . . . **\$25,777,364**

**TOTAL LIABILITIES, SURPLUS & OTHER FUNDS** . . . . . **\$33,226,106**

I, John M Mruk, Treasurer of ALLEGHENY CASUALTY COMPANY, certify that the foregoing is a fair statement of Assets, Liabilities, Surplus and Other Funds of this Company, at the close of business, December 31, 2019, as reflected by its books and records and as reported in its statement on file with the Insurance Department of the State of New Jersey.



IN TESTIMONY WHEREOF, I have set my hand and affixed the seal of the Company, this 28th day of February, 2020.  
 ALLEGHENY CASUALTY COMPANY

*John M. Mruk*

SIGNED AND SWORN to before me on this 6<sup>th</sup> day of March, 2020.

*Sherrie L. Major*  
 NOTARY PUBLIC, STATE OF NORTH CAROLINA

Sherrie L. Major  
 Notary Public  
 Wake County, NC  
 My Commission Expires May 21, 2020

Hillsdale Board of Public Utilities  
45 Monroe Street  
Hillsdale, Michigan 49242-0279  
Telephone: 517/437-3387  
Fax: 517/437-3388



Date: December 16, 2020

PROJECT: CITY OF HILLSDALE – SANITARY SEWER - 2021

SUBMITTAL DATE: 1:00 pm on January 5, 2021

ADDENDUM NO. 1: Bid Documents for this project are being modified, supplemented, clarified or augmented as follows as part of this addendum. All revisions will hereby be made a part of the proposed Contract Documents.

The following attachments are issues with this addendum.

Drawings: None

Attachments: Revised Page No. 20 & Forced Main Map

<u>MODIFICATION NO.</u>	<u>SUMMARY</u>
1	Revised Page 20 of the bid package to reflect changes noted below in Contract Changes.
2	Revised Pipe Diameter Map
3	Included a map showing "Forced Main" sections of pipe, not included in the contract footages. <u>For Information Only.</u>

CONTRACT CHANGES:

- 1) Due to access issues with the 15" sanitary sewer north of Galloway St. (parallel with M-99), this section of sewer is being removed from the project. The only remaining 15" in the project will be on M-99.
- 2) We have received several questions regarding the existing 30" sanitary sewer pipe adjacent to the city's bike path. This bike path is built on an old railroad grade as such we believe this will be adequate to support vehicles for this work. Should damage occur to the bike path as a result of this work we will expect the contractor to have any damaged areas repaired at their cost. We have added a place on the bid table for costs of repairs to the bike path on a Square Foot basis, this unit will only be used should there be areas damaged during the work on this sewer section that require repairs. The City Engineer and a Contractor Representative will walk the bike path prior to any work on this sewer to note any deficiencies prior to any work on this section of the system.

### CONTRACT CLARIFICATIONS:

- 1) The City of Hillsdale will provide a location at the west end of Galloway St., adjacent to the City of Hillsdale Wastewater Treatment Plant, for disposal of any clean, non-hazardous spoils. It is not anticipated that hazardous materials will be encountered with this work, however should this occur disposal would be required at a proper disposal site and not at the city site.
- 2) The pricing for Light and Heavy Cleaning are intended to be additive to the "Base Unit" price and utilized ONLY when required to complete the necessary investigation. Based on the definitions in the Contract Section 2.02 – 2. Cleaning, page 7, only one of the additive cleaning items may be required for any section of pipe based on the definitions stated.
- 3) We have attached a map showing locations of Forced Main sections of the sanitary sewer system. These quantities were NOT included in the LF of pipes in this bid document as we are not expecting completion of camera work on these sections. We have included the location map of these pipe sections for your information.

### DROP-OFF INFORMATION

City Hall is currently open however this could potentially change prior to the bidding date due to Covid-19 protocols set forth by the State of Michigan. Should City Hall be closed on the bid due date you may drop all proposals in the drop box at the front entrance of City Hall before the proposed due date and time of 1:00 PM on January 5, 2021. This box will be emptied at 1:00 PM on the 5<sup>th</sup> by myself or the City Clerk.

Should anyone wish to witness a public opening you are welcome to wait at City Hall and we will open the bids received. Masks are required within City Hall and you are required to complete the City's "Daily Entry COVID-19 Screening Protocol Questionnaire" prior to entry, the QR Code is on the front door of City Hall.

You can contact the City Engineer, Kristin Bauer at 517-437-6479 or the City Clerk, Katy Price at 517-437-6479 should you have any questions regarding bid submittal drop-offs.

**Project References (3):**

**1. WTUA – Western Townships Utilities Authority**

Jack Polhill  
3501 South Haggerty Rd  
Canton, MI 48188  
Office: 734.397.9280  
Mobile: 734.216.7103

Clean and video inspect approximately 135,000 lineal feet of sanitary sewer interceptor and 3,500 lineal feet of storm sewer and catch basins once every 5 years ranging in size from 12" to 60" in diameter. Clean and video inspect 12 siphons once every five years. Miscellaneous vacuum services as requested. 90% of the sewer associated with this collection system requires remote access equipment.

**2. SHVUA – South Huron Valley Utilities Authority**

South Huron Valley Utility Authority  
D.J. Fox, Project Manager  
34001 W. Jefferson Ave.  
Rockwood, MI 48173  
Mobile: 734.560.2449  
Email: Donna.fox@Jacobs.com

Five Year contract starting in 2019 to complete the inspection of approximately 60,000 LF of Interceptor within the SHVUA waste water collection system.

**3. Kalamazoo Township SAW Grant, Kalamazoo, MI**

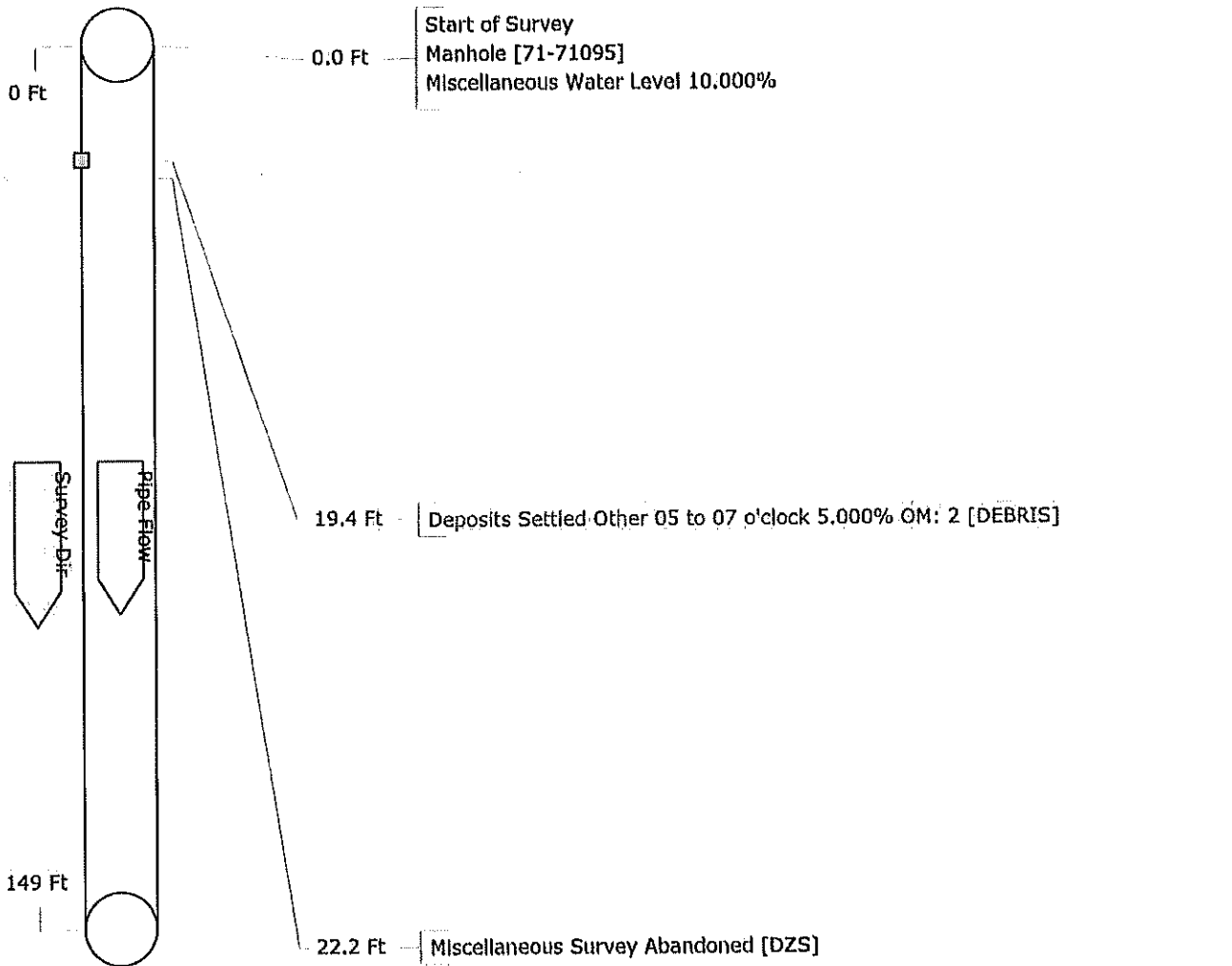
Michael Schwartz, Prein & Newhof  
Prein & Newhof  
7123 Stadium Dr  
Kalamazoo, MI 49009  
269.372.1158

Clean and Televis 275,917 Lineal feet of Sanitary sewer.

**Pipe Graphic Report of PLR 74-71261**

for **Ann Arbor**

Setup 82	Surveyed By JLD	Certificate # U0118070300110	Owner
Reviewed By	Reviewer #	Work Order	
Customer		P/O #	
Media Label	Project ANN ARBOR SEWER CLEANING AND TELEVISIONING 20-20 SANITARY		
Date 2020/12/15	Time 9:38	Weather Dry - no Precipitation	Pre-Cleaning N
Flow control	Survey Purpose	Date Cleaned	
Street N. INGALLS ST	City ANN ARBOR	Drainage area	
Location Code		Pipe Use	Sanitary Sewage Pipe
Location details		Height 8	Width ins
Shape Circular	Material Vitrified Clay Pipe	Lining	
Coating	Pipe Joint length Ft	Total length 149.0 Ft	Structural O & M
Length Surveyed 22.20 Ft	Year Constructed	Year Renewed	Miscellaneous Constructional
Additional Info			
Up 71-71095	Rim to Invert 13.40	Grade to Invert	Rim to grade Ft
Down 71-71093	Rim to Invert 11.70	Grade to Invert	Rim to grade Ft





**CCTV Picture List of**

74-71261

for Ann Arbor

<b>Work Order</b>	<b>Setup 82</b>	
<b>Video</b>	<b>Survey Date</b>	2020/12/15
<b>Path to picture files</b>	X:\10687.0.01-ANN_ARBOR\0\MERGED_DATABASE\ANN_ARBOR_SANITARY\Snapshots\ANN_ARBOR_SANITARY\	
<b>Path to video files</b>	X:\10687.0.01-ANN_ARBOR\0\MERGED_DATABASE\ANN_ARBOR_SANITARY\Movies\ANN_ARBOR_SANITARY\	
<b>Path to media files</b>	X:\10687.0.01-ANN_ARBOR\0\MERGED_DATABASE\ANN_ARBOR_SANITARY\Media\ANN_ARBOR_SANITARY\	



**Video Index** **Count** 19.4 Ft  
**Code** Deposits Settled Other  
**Remarks** DEBRIS  
**File Name** 1266.jpg



**Video Index** **Count** 22.2 Ft  
**Code** Miscellaneous Survey Abandoned  
**Remarks** DZS  
**File Name** 1267.jpg

CCTV Picture List of

74-71261

for Ann Arbor

<b>Work Order</b>		<b>Setup 82</b>
<b>Video</b>	<b>Survey Date</b>	2020/12/15
<b>Path to picture files</b>	X:\10687.0.01-ANN_ARBOR\0MERGED_DATABASE\ANN_ARBOR_SANITARY\Snapshots\ANN_ARBOR_SANITARY\	
<b>Path to video files</b>	X:\10687.0.01-ANN_ARBOR\0MERGED_DATABASE\ANN_ARBOR_SANITARY\Movies\ANN_ARBOR_SANITARY\	
<b>Path to media files</b>	X:\10687.0.01-ANN_ARBOR\0MERGED_DATABASE\ANN_ARBOR_SANITARY\Media\ANN_ARBOR_SANITARY\	

**Tabular Report of PSR 74-71261**

**for Ann Arbor**

Setup 82	Surveyed By JLD	Certificate # U0118070300110	Owner
Reviewed By	Reviewer #	Work Order	
Customer		P/O #	
Media Label	Project ANN ARBOR SEWER CLEANING AND TELEVISIONING 20-20 SANITARY		
Date 2020/12/15	Time 9:38	Weather Dry - no Precipitation	Pre-Cleaning N
Flow control	Survey Purpose	Date Cleaned	
Inspection Status Complete Inspection	Consequence Of Failure	Pressure	
Inspection Technology Used	<input type="checkbox"/> CCTV <input type="checkbox"/> Laser <input type="checkbox"/> Sonar <input type="checkbox"/> Sidewall <input type="checkbox"/> Zoom <input type="checkbox"/> Other		

Street N. INGALLS ST	City ANN ARBOR	Drainage area
Location Code	Pipe Use Sanitary Sewage Pipe	
Location details	Height 8	Width Ins
Shape Circular	Material Vitrified Clay Pipe	Lining
Coating	Pipe Joint length Ft	Total length 149.0 Ft
Length Surveyed 22.2 Ft	Year Constructed	Year Renewed
Up 71-71095	Rim to invert 13.40	Grade to invert
Northing	Easting	Elevation
Down 71-71093	Rim to invert 11.70	Grade to invert
Northing	Easting	Elevation
Coordinate System	Vertical Datum	
GPS Accuracy	Structural      O & M Miscellaneous      Constructional	
Additional Info		

Count	Video	CD Code	Val1	Val2	%	Jnt	Fr	To	ImRef	Remarks
0.0		ST Start of Survey								
0.0		AMH Manhole								71-71095
0.0		MWL Miscellaneous Water Level			10.000					
19.4		DSZ Deposits Settled Other			5.000	J	05	07		DEBRIS
22.2		MSA Miscellaneous Survey Abandoned								DZS

22.2 Ft Total Length Surveyed

Scores	Structural: Pipe Rating 0	Pipe Ratings Index 0	Quick Rating 0000
	O&M: Pipe Rating 2	Pipe Ratings Index 2	Quick Rating 2100
	Overall Pipe Rating 2	Pipe Ratings Index 2	Quick Rating 2100



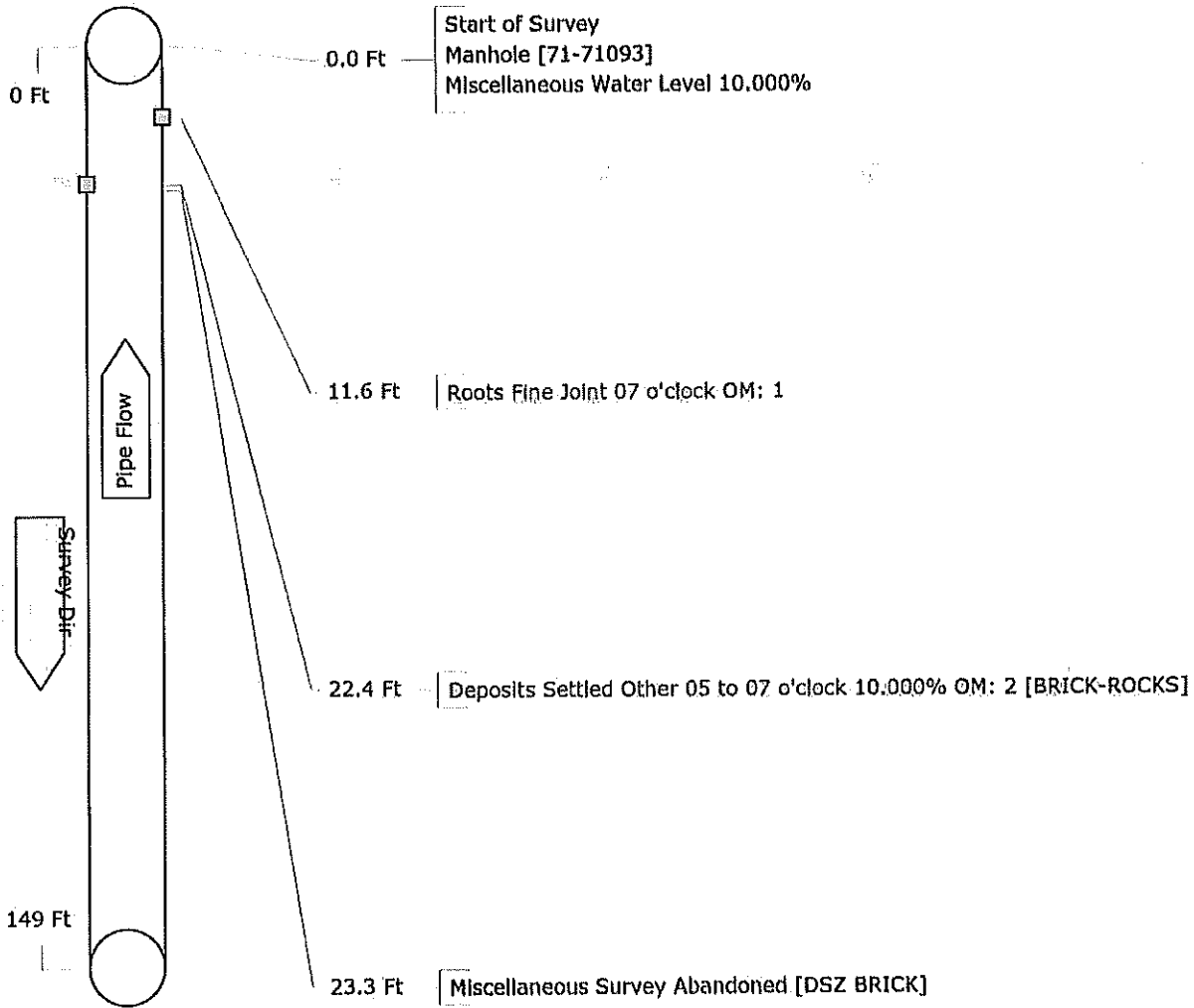
**Taplin Group LLC**  
 Phone: 269-375-9595  
 Address: 5140 W Michigan Ave, Kalamazoo, MI

**Pipe Graphic Report of PLR 74-71261**

for **Ann Arbor**

Setup 83	Surveyed By JLD	Certificate # U0118070300110	Owner
Reviewed By	Reviewer #	Work Order	
Customer		P/O #	
Media Label	Project ANN ARBOR SEWER CLEANING AND TELEVISIONING 20-20 SANITARY		
Date 2020/12/15	Time 10:02	Weather Dry - no Precipitation	Pre-Cleaning N
Flow control	Survey Purpose	Direction Upstream	
Street N. INGALLS ST	City ANN ARBOR	Drainage area	
Location Code		Pipe Use	Sanitary Sewage Pipe
Location details		Height 8	Width 8 Ins
Shape Circular	Material Vitrified Clay Pipe	Lining	
Coating	Pipe Joint length	Ft Total length 149.0	Ft
Length Surveyed 23.30	Year Constructed	Year Renewed	
Additional Info			
Up 71-71095	Rim to invert 13.40	Grade to invert	Rim to grade Ft
Down 71-71093	Rim to invert 11.70	Grade to invert	Rim to grade Ft

Structural	O & M
Miscellaneous	Constructional

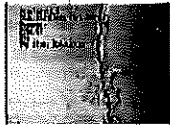


CCTV Picture List of

74-71261

for Ann Arbor

<b>Work Order</b>			<b>Setup 83</b>
<b>Video</b>	<b>Survey Date</b>	2020/12/15	
<b>Path to picture files</b>	X:\10687.0.01-ANN_ARBOR\0\MERGED_DATABASE\ANN_ARBOR_SANITARY\Snaps\ANN_ARBOR_SANITARY\		
<b>Path to video files</b>	X:\10687.0.01-ANN_ARBOR\0\MERGED_DATABASE\ANN_ARBOR_SANITARY\Movies\ANN_ARBOR_SANITARY\		
<b>Path to media files</b>	X:\10687.0.01-ANN_ARBOR\0\MERGED_DATABASE\ANN_ARBOR_SANITARY\Media\ANN_ARBOR_SANITARY\		



**Video Index** Count 11.6 Ft

**Code** Roots Fine Joint

**Remarks**

**File Name** 1272.jpg



**Video Index** Count 22.4 Ft

**Code** Deposits Settled Other

**Remarks** BRICK-ROCKS

**File Name** 1273.jpg

CCTV Picture List of

74-71261

for Ann Arbor

Work Order	Setup 83
Video	Survey Date 2020/12/15
Path to picture files	X:\10687.0.01-ANN_ARBOR\MERGED_DATABASE\ANN_ARBOR_SANITARY\Snapshots\ANN_ARBOR_SANITARY\
Path to video files	X:\10687.0.01-ANN_ARBOR\MERGED_DATABASE\ANN_ARBOR_SANITARY\Movies\ANN_ARBOR_SANITARY\
Path to media files	X:\10687.0.01-ANN_ARBOR\MERGED_DATABASE\ANN_ARBOR_SANITARY\Media\ANN_ARBOR_SANITARY\

Tabular Report of PSR 74-71261

for Ann Arbor

Setup 83 Surveyed By JLD Certificate # U0118070300110 Owner  
 Reviewed By Reviewer # Work Order  
 Customer P/O #  
 Media Label Project ANN ARBOR SEWER CLEANING AND TELEVISIONING 20-20 SANITARY  
 Date 2020/12/15 Time 10:02 Weather Dry - no Precipitation Pre-Cleaning N Date Cleaned  
 Flow control Survey Purpose Direction Up  
 Inspection Status Complete Inspection Consequence Of Failure Pressure  
 Inspection Technology Used  CCTV  Laser  Sonar  Sidewall  Zoom  Other

Street N. INGALLS ST City ANN ARBOR Drainage area  
 Location Code Pipe Use Sanitary Sewage Pipe  
 Location details Height 8 Width Ins  
 Shape Circular Material Vitrified Clay Pipe Lining  
 Coating Pipe Joint length Ft Total length 149.0 Ft  
 Length Surveyed 23.3 Ft Year Constructed Year Renewed  
 Up 71-71095 Rim to Invert 13.40 Grade to Invert Rim to grade Ft  
 Northing Easting Elevation  
 Down 71-71093 Rim to Invert 11.70 Grade to Invert Rim to grade Ft  
 Northing Easting Elevation  
 Coordinate System Vertical Datum  
 GPS Accuracy Structural O & M  
 Additional Info Miscellaneous Constructional

Count	Video	CD Code	Val1	Val2	%	Jnt	Fr	To	ImRef	Remarks
0.0		ST								Start of Survey
0.0		AMH								Manhole 71-71093
0.0		MWL			10.000					Miscellaneous Water Level
11.6		RFJ				J	07			Roots Fine Joint
22.4		DSZ			10.000		05	07		Deposits Settled Other BRICK-ROCKS
23.3		MSA								Miscellaneous Survey Abandoned DSZ BRICK

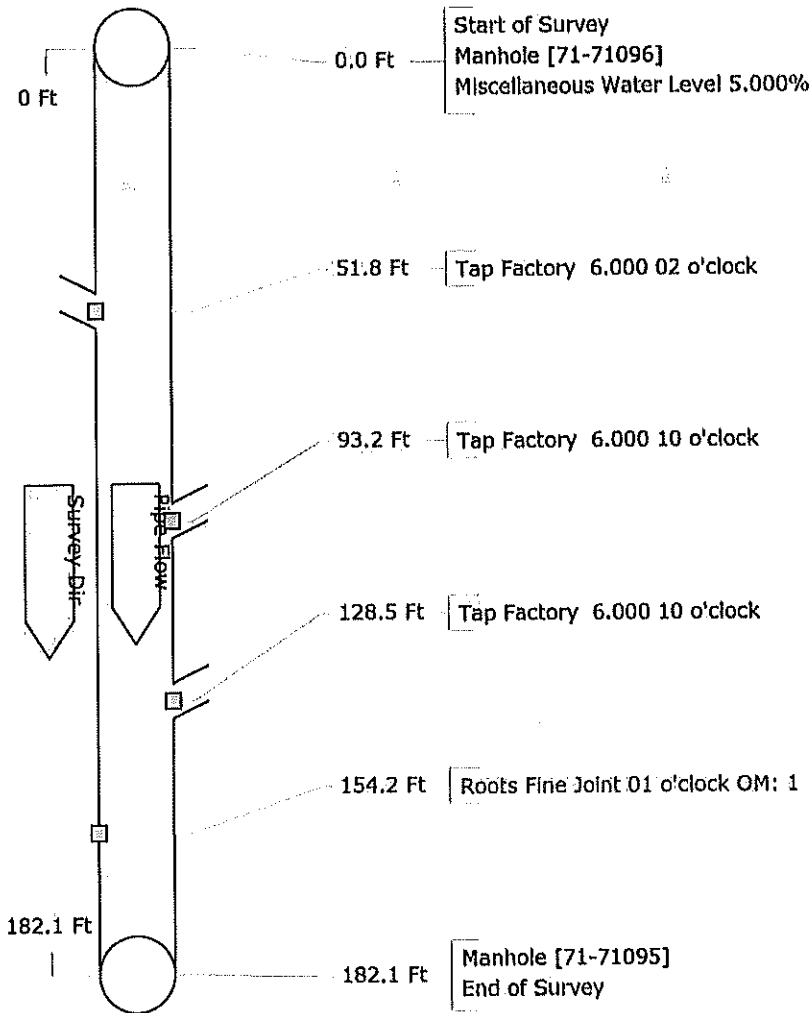
23.3 Ft Total Length Surveyed

Scores	Structural:	Pipe Rating 0	Pipe Ratings Index 0	Quick Rating 0000
	O&M:	Pipe Rating 3	Pipe Ratings Index 1.5	Quick Rating 2111
	Overall	Pipe Rating 3	Pipe Ratings Index 1.5	Quick Rating 2111

**Pipe Graphic Report of PLR 74-71262**

for **Ann Arbor**

Setup	75	Surveyed By	JLD	Certificate #	U011807300110	Owner	
Reviewed By		Reviewer #		Work Order			
Customer				P/O #			
Media Label	Project ANN ARBOR SEWER CLEANING AND TELEVISIONING 20-20 SANITARY						
Date	2020/12/14	Time	13:02	Weather	Dry - no Precipitation	Pre-Cleaning	N
Flow control		Survey Purpose		Direction	Downstream		
Street	N. INGALLS ST			City	ANN ARBOR		Drainage area
Location Code				Pipe Use	Sanitary Sewage Pipe		
Location details				Height	8	Width	ins
Shape	Circular			Material	Vitrified Clay Pipe		
Coating		Pipe Joint length	Ft	Total length	180.2	Ft	Structural O & M
Length Surveyed	182.10 Ft	Year Constructed		Year Renewed			Miscellaneous Constructional
<b>Additional Info</b>							
Up	71-71096	Rim to Invert	10.30	Grade to invert		Rim to grade	Ft
Down	71-71095	Rim to Invert	13.40	Grade to invert		Rim to grade	Ft





CCTV Picture List of

74-71262

for Ann Arbor

<b>Work Order</b>	<b>Setup 75</b>
<b>Video</b>	<b>Survey Date</b> 2020/12/14
<b>Path to picture files</b>	X:\10687.0.01-ANN_ARBOR\0MERGED_DATABASE\ANN_ARBOR_SANITARY\Snapshots\ANN_ARBOR_SANITARY\
<b>Path to video files</b>	X:\10687.0.01-ANN_ARBOR\0MERGED_DATABASE\ANN_ARBOR_SANITARY\Movies\ANN_ARBOR_SANITARY\
<b>Path to media files</b>	X:\10687.0.01-ANN_ARBOR\0MERGED_DATABASE\ANN_ARBOR_SANITARY\Media\ANN_ARBOR_SANITARY\



**Video Index** Count 51.8 Ft

**Code** Tap Factory

**Remarks**

**File Name** 1181.jpg

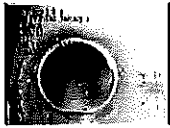


**Video Index** Count 93.2 Ft

**Code** Tap Factory

**Remarks**

**File Name** 1182.jpg



**Video Index** Count 128.5 Ft

**Code** Tap Factory

**Remarks**

**File Name** 1183.jpg



**Video Index** Count 154.2 Ft

**Code** Roots Fine Joint

**Remarks**

**File Name** 1184.jpg

CCTV Picture List of

74-71262

for Ann Arbor

<b>Work Order</b>		<b>Setup 75</b>
<b>Video</b>	<b>Survey Date</b>	2020/12/14
<b>Path to picture files</b>	X:\10687.0.01-ANN_ARBOR\MERGED_DATABASE\ANN_ARBOR_SANITARY\Snapshots\ANN_ARBOR_SANITARY\	
<b>Path to video files</b>	X:\10687.0.01-ANN_ARBOR\MERGED_DATABASE\ANN_ARBOR_SANITARY\Movies\ANN_ARBOR_SANITARY\	
<b>Path to media files</b>	X:\10687.0.01-ANN_ARBOR\MERGED_DATABASE\ANN_ARBOR_SANITARY\Media\ANN_ARBOR_SANITARY\	

Tabular Report of PSR 74-71262

for Ann Arbor

Setup 75 Surveyed By JLD Certificate # U011807300110 Owner  
 Reviewed By Reviewer # Work Order  
 Customer P/O #  
 Media Label Project ANN ARBOR SEWER CLEANING AND TELEVISIONING 20-20 SANITARY  
 Date 2020/12/14 Time 13:02 Weather Dry - no Precipitation Pre-Cleaning N Date Cleaned  
 Flow control Survey Purpose Direction Down  
 Inspection Status Complete Inspection Consequence Of Failure Pressure  
 Inspection Technology Used  CCTV  Laser  Sonar  Sidewall  Zoom  Other

Street N. INGALLS ST City ANN ARBOR Drainage area  
 Location Code Pipe Use Sanitary Sewage Pipe  
 Location details Height 8 Width Ins  
 Shape Circular Material Vitrified Clay Pipe Lining  
 Coating Pipe Joint length Ft Total length 180.2 Ft  
 Length Surveyed 182.1 Ft Year Constructed Year Renewed  
 Up 71-71096 Rim to invert 10.30 Grade to invert Rim to grade Ft  
 Northing Easting Elevation  
 Down 71-71095 Rim to invert 13.40 Grade to invert Rim to grade Ft  
 Northing Easting Elevation  
 Coordinate System Vertical Datum  
 GPS Accuracy Structural O & M  
 Additional Info Miscellaneous Constructional

Count	Video	CD Code	Val1	Val2	%	Jnt	Fr	To	lmRef	Remarks
0.0		ST Start of Survey								
0.0		AMH Manhole								71-71096
0.0		MWL Miscellaneous Water Level			5.000					
51.8		TF Tap Factory	6.000					02		
93.2		TF Tap Factory	6.000					10		
128.5		TF Tap Factory	6.000					10		
154.2		RFJ Roots Fine Joint					J	01		
182.1		AMH Manhole								71-71095
182.1		FH End of Survey								

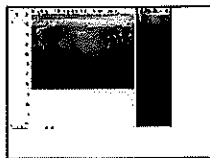
182.1 Ft Total Length Surveyed

Scores	Structural: Pipe Rating 0	Pipe Ratings Index 0	Quick Rating 0000
	O&M: Pipe Rating 1	Pipe Ratings Index 1	Quick Rating 1100
	Overall Pipe Rating 1	Pipe Ratings Index 1	Quick Rating 1100

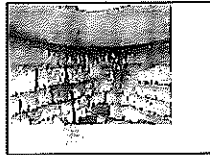
**MACP Survey Report 339M002**

**Report Date 2020/12/28**

Sheet No 1	Surveyor's name AGS	Certificate Number u41215248	Date 2020/04/14
System Owner		Survey Customer	Time 12:30
Drainage Area		Location (No. & Name) 27858 NEWPORT DR	
P.O. No	Locality/City Name WARREN		
<b>Further Location Details</b>			
Outgoing Rim to Invert	13.2 ft.	Outgoing Grade to Invert 13.2 ft.	Rim to Grade 0.0 ft.
Use of Sewer	Stormwater	Year Laid	Year Rehabilitated
Purpose	Maintenance related		Tape/Media Number
Pre-Cleaning	No Pre-Cleaning	Date Cleaned	Sewer Category
Location Code	Easement/Right of Way	Potential for Runoff	Weather
Access Point Type	Manhole		Evidence of Surcharge No
		Coordinate System	



Survey Count 1 of 7  
File Name MH607.jpg



Observation - CMI-IS @ 1.0 Ft Count 2 of 7  
File Name MH3.jpg



Observation - CMI-MB @ 1.1 Ft Count 3 of 7  
File Name MH1.jpg



Observation - CMI-CM @ 1.4 Ft Count 4 of 7  
File Name MH5.jpg



Observation - CMI-CM @ 1.4 Ft Count 5 of 7  
File Name MH6.jpg



Observation - CMI-CM @ 4.9 Ft Count 6 of 7  
File Name MH8.jpg



Observation - WI-IS @ 5.2 Ft Count 7 of 7  
File Name MH10.jpg

**MACP7 Survey of 339M002**

Sheet No	1	Surveyed By	AGS	Certificate #	u41215248	Reviewed By	JH
Owner		Customer		Certificate #	U-0420-70309241		
P.O. No		Work Order		Media Label		Project	
Date	2020/04/14	Time	12:30	Weather		Pre-Cleaning	No Pre-Cleaning
						Date Cleaned	
Purpose	Maintenance related	Inspection Level	Level 2	Inspection Status	Remote Inspection	CoF	
Drainage Area		Street	27858 NEWPORT DR	City	WARREN		
Location Code	Easement/Right of Way	Inflow Potential from Runoff					
Manhole Surface Types	Grass/Dirt						
Location Details							
MH Use	Stormwater	Access Type	Manhole	Year Constructed		Year Renewed	
Evidence of Surcharge	No						
Rim to Invert	13.2 ft.	Grade to Invert	13.2 ft.	Rim to Grade	0.0 ft.	Rim to Grade Exposed	
Northing		Easting		Elevation		Accuracy of GPS	
Coordinate System		Vertical Datum					

**Additional Information**

<b>Cover</b>	Cover Type	Vented			
	Cover Shape	Circular	Cover Size	23.0 in. Center	Cover Size Size Width
	Cover Material	Cast Iron		Vent Hole Diameter	> 1 inch (25mm) <= 1 1, # Vent Holes 2
	Bearing Surface Diameter	1.0 in.	Bearing Surface Diameter Width	1.0 in.	Cover Frame Fit Good
	Cover Condition	Sound			

<b>Cover Insert</b>	Cover Insert Type	None
	Cover Insert Condition	

<b>Adj. Ring</b>	Ring Type	None	Ring Material		Ring Height
	Ring Condition				

<b>Frame</b>	Frame Material	Cast Iron	Bearing Surface Width	1.0 in.	Bearing Surface Depth	1.0 in.
	Clear Opening Diameter	20.0 in.	Clear Opening Width			
	Frame Condition	Sound				
	Seal Condition	Sound				
	Offset Distance	0 in.	Frame Seal Inflow	None	Frame Depth	

<b>Chimney</b>	Chimney Present	Yes	1st Material	Brick	2nd Material	
	Chimney III		Clear Opening	20.0 in.	Chimney Depth	0.5 ft.
	Lining Interior		Lining Exterior		Chimney Condition	Sound

<b>Cone</b>	Type	Conical centered	Material	Brick	Depth	1.8 ft.
	Lining Interior		Lining Exterior		Cone Condition	Sound

<b>Wall</b>	Wall Diameter		Wall By Size		Wall Material	Brick
	Wall Depth	12.2 ft.	Lining Interior		Lining Exterior	
	Wall Condition					

<b>Bench</b>	Bench Present	None	Bench Material	
	Bench Lining		Bench Condition	

<b>Channel/Step</b>	Channel Installed	Yes	Channel Material	Brick	Channel Type	Formed
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**Taplin Group LLC**  
 Phone: 269-375-9595  
 Address: MI MI, MI, MI

**MACP7 Survey of 339M002**

Sheet No 1	Date 2020/04/14	P.O. No
Street 27858 NEWPORT DR		Inspection Level Level 2
City WARREN		Inspection Status Remote Inspection
Channel Exposure Fully Open	Channel Condition	
# Steps 4	Step Material Metal	

**Pipe Connections**

Num	Clk Pos	Rim to Invert	Dir	Material	Shape	Height	Width	Pipe Cond	Seal Cond	Pipe Type	PSR
1	6	12.6 ft.	Out	BR	C	54 in.		S	S	GR	
	Comments										
2	10	7.0 ft.	In	CP	C	12 in.		S	S	GR	
	Comments										
3	12	12.4 ft.	In	BR	C	54 in.		S	S	GR	
	Comments										
4	2	5.0 ft.	In	RCP	C	27 in.		S	S	GR	
	Comments										

**Observations**

Distance	Vld Ref	Comp	Code	CD	Jnt	Stp %	Val1	Val2	Fr	To	ImRef
1.0 ft.		CMI	IS						1	2	
	Remarks										
1.1 ft.		CMI	MB						2		
	Remarks										
1.4 ft.		CMI	CM	S01					12	2	
	Remarks Above and around Pipe Connection 4										
4.9 ft.		CMI	CM	F01					12	2	
	Remarks Above and around Pipe Connection 4										
5.2 ft.		WI	IS						11		
	Remarks										

Scores	Structural: Pipe Rating 11	Pipe Ratings Index 1.8	Quick Rating 4131
	O&M: Pipe Rating 9	Pipe Ratings Index 1	Quick Rating 1900
	Overall: Pipe Rating 20	Pipe Ratings Index 2.8	Quick Rating 4131

MACP Survey Report 339M003

Report Date 2020/12/28

Sheet No 2 Surveyor's name AGS Certificate Number U41215248 Date 2020/04/14  
System Owner Survey Customer Time 13:59  
Drainage Area Location (No. & Name) 12916 MARTIN RD  
P.O. No Locality/City Name WARREN  
Further Location Details  
Outgoing Rlm to Invert 13.3 ft. Outgoing Grade to Invert 13.1 ft. Rim to Grade 0.2 ft.  
Use of Sewer Stormwater Year Lald Year Rehabililtated Tape/Media Number  
Purpose Maintenance related Sewer Category  
Pre-Cleaning Not Known Date Cleaned Weather  
Location Code Easement/Right of Way Potential for Runoff Evidence of Surcharge No  
Access Point Type Manhole Coordinate System



Survey Count 1 of 4  
File Name MH508.jpg



Observation - COI-MB @ 2.6 Ft Count 2 of 4  
File Name MH12.jpg



Observation - COI-IS @ 3.0 Ft Count 3 of 4  
File Name MH14.jpg



Observation - WI-IS @ 4.2 Ft Count 4 of 4  
File Name MH16.jpg

**MACP7 Survey of 339M003**

Sheet No	2	Surveyed By	AGS	Certificate #	U41215248	Reviewed By	JH
Owner		Customer		Certificate #	U-0420-70309241		
P.O. No		Work Order		Media Label		Project	
Date	2020/04/14	Time	13:59	Weather	Pre-Cleaning Not Known	Date Cleaned	
Purpose	Maintenance related	Inspection Level	Level 2	Inspection Status	Remote Inspection	CoF	
Drainage Area		Street	12916 MARTIN RD	City	WARREN		
Location Code	Easement/Right of Way	Inflow Potential from Runoff					
Manhole Surface Types	Grass/Dirt						
Location Details							
MH Use	Stormwater	Access Type	Manhole	Year Constructed		Year Renewed	
Evidence of Surcharge	No						
Rim to Invert	13.3 ft.	Grade to Invert	13.1 ft.	Rim to Grade	0.2 ft.	Rim to Grade Exposed	
Northing		Easting		Elevation		Accuracy of GPS	
Coordinate System		Vertical Datum					

**Additional Information**

<b>Cover</b>	Cover Type	Vented					
	Cover Shape	Circular	Cover Size	23.0 in.Center	Cover Size	Size Width	
	Cover Material	Cast Iron		Vent Hole Diameter	> 1 inch (25mm) <= 1 1/2	# Vent Holes	2
	Bearing Surface Diameter	1.0 in.	Bearing Surface Diameter Width	1.0 in.	Cover Frame Fit	Good	
	Cover Condition	Sound					

<b>Cover Insert</b>	Cover Insert Type	None					
	Cover Insert Condition						

<b>Adj. Ring</b>	Ring Type	None	Ring Material		Ring Height		
	Ring Condition						

<b>Frame</b>	Frame Material	Cast Iron	Bearing Surface Width	1.0 in.	Bearing Surface Depth	1.0 in.	
	Clear Opening Diameter	20.0 in.	Clear Opening Width				
	Frame Condition	Sound					
	Seal Condition	Sound					
	Offset Distance	0 in.	Frame Seal Inflow	None	Frame Depth		

<b>Chimney</b>	Chimney Present	Yes	1st Material	Brick	2nd Material		
	Chimney I/I		Clear Opening		Chimney Depth	2.8 ft.	
	Lining Interior		Lining Exterior		Chimney Condition		

<b>Cone</b>	Type	Conical centered	Material	Brick	Depth	4.0 ft.	
	Lining Interior		Lining Exterior		Cone Condition		

<b>Wall</b>	Wall Diameter		Wall By Size		Wall Material	Brick	
	Wall Depth	12.5 ft.	Lining Interior		Lining Exterior		
	Wall Condition						

<b>Bench</b>	Bench Present	None	Bench Material				
	Bench Lining		Bench Condition				

<b>Channel/Step</b>	Channel Installed	No	Channel Material	Concrete (cast in place)	Channel Type	None	
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Taplin Group LLC  
 Phone: 269-375-9595  
 Address: MI MI, MI, MI



**MACP7 Survey of 339M003**

Sheet No	2	Date	2020/04/14	P.O. No	
Street	12916 MARTIN RD	Inspection Level	Level 2	Inspection Status	Remote Inspection
City	WARREN				

Channel Exposure # Steps 7 Channel Condition Step Material Metal

**Pipe Connections**

Num	Clk Pos	Rim to Invert	Dirac	Material	Shape	Height	Width	Pipe Cond	Seal Cond	Pipe Type	PSR
1	6	13.1 ft.	Out	CP	C	54 in.		S	S	GR	
Comments											
2	12	12.1 ft.	In	CP	C	54 in.		S	S	GR	
Comments											

**Observations**

Distance	Vld Ref	Comp	Code	CD	Jnt	Stp %	Val1	Val2	Fr	To	ImRef
2.6 ft.		COI	MB						7		
Remarks											
3.0 ft.		COI	IS						5		
Remarks											
4.2 ft.		WI	IS						7		
Remarks											

Scores	Structural: Pipe Rating 8	Pipe Ratings Index 1.6	Quick Rating 4114
	O&M: Pipe Rating 7	Pipe Ratings Index 1	Quick Rating 1700
	Overall: Pipe Rating 15	Pipe Ratings Index 2.6	Quick Rating 411A

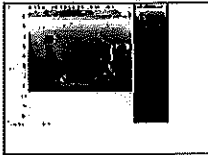
**MACP Survey Report 339M004**

**Report Date 2020/12/28**

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Sheet No	3	Surveyor's name	AGS	Certificate Number	U41215248	Date	2020/04/14
System Owner		Survey Customer				Time	14:35
Drainage Area		Location (No. & Name)	13214 MARTIN RD				
P.O. No		Locality/City Name	WARREN				
<b>Further Location Details</b>							
Outgoing Rim to Invert	12.8 ft.	Outgoing Grade to Invert	12.8 ft.	Rim to Grade	0.0 ft.		
Use of Sewer	Stormwater	Year Laid	Year Rehabilitated	Tape/Media Number			
Purpose	Maintenance related	Sewer Category					
Pre-Cleaning	Not Known	Date Cleaned	Weather				
Location Code	Easement/Right of Way	Potential for Runoff	Evidence of Surcharge No				
Access Point Type	Manhole	Coordinate System					

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Survey Count 1 of 3  
File Name MH509.jpg

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Observation - WI-IS @ 7.4 Ft Count 2 of 3  
File Name MH20.jpg

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Observation - WI-CC @ 7.4 Ft Count 3 of 3  
File Name MH18.jpg

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**MACP7 Survey of 339M004**

Sheet No	3	Surveyed By	AGS	Certificate #	U41215248	Reviewed By	JH
Owner		Customer		Certificate #	U-0420-70309241		
P.O. No		Work Order		Media Label		Project	
Date	2020/04/14	Time	14:35	Weather	Pre-Cleaning Not Known	Date Cleaned	
Purpose	Maintenance related	Inspection Level	Level 2	Inspection Status	Remote Inspection	CoF	
Drainage Area		Street	13214 MARTIN RD	City	WARREN		
Location Code	Easement/Right of Way	Inflow Potential from Runoff					
Manhole Surface Types	Grass/Dirt						
Location Details							
MH Use	Stormwater	Access Type	Manhole	Year Constructed		Year Renewed	
Evidence of Surcharge	No						
Rim to Invert	12.8 ft.	Grade to Invert	12.8 ft.	Rim to Grade	0.0 ft.	Rim to Grade Exposed	
Northing		Easting		Elevation		Accuracy of GPS	
Coordinate System		Vertical Datum					

**Additional Information**

<b>Cover</b>	Cover Type	Vented			
	Cover Shape	Circular	Cover Size	23.0 in. Center Cover Size	Size Width
	Cover Material	Cast Iron		Vent Hole Diameter	> 1 inch (25mm) <= 1, # Vent Holes 2
	Bearing Surface Diameter	1.0 in.	Bearing Surface Diameter Width	1.0 in.	Cover Frame Fit Good
	Cover Condition	Sound			

<b>Cover Insert</b>	Cover Insert Type	None
	Cover Insert Condition	

<b>Adj. Ring</b>	Ring Type	None	Ring Material		Ring Height
	Ring Condition				

<b>Frame</b>	Frame Material	Cast Iron	Bearing Surface Width	1.0 in.	Bearing Surface Depth	1.0 in.
	Clear Opening Diameter	20.0 in.	Clear Opening Width			
	Frame Condition	Sound				
	Seal Condition	Sound				
	Offset Distance	0 in.	Frame Seal Inflow	None	Frame Depth	

<b>Chimney</b>	Chimney Present	Yes	1st Material	Brick	2nd Material	
	Chimney I/I		Clear Opening		Chimney Depth	0.8 ft.
	Lining Interior		Lining Exterior		Chimney Condition	

<b>Cone</b>	Type	Conical centered	Material	Brick	Depth	2.0 ft.
	Lining Interior		Lining Exterior		Cone Condition	

<b>Wall</b>	Wall Diameter		Wall By Size		Wall Material	Brick
	Wall Depth	12.5 ft.	Lining Interior		Lining Exterior	
	Wall Condition					

<b>Bench</b>	Bench Present	None	Bench Material	
	Bench Lining		Bench Condition	

<b>Channel/Step</b>	Channel Installed	Yes	Channel Material	Concrete (cast in place)	Channel Type	Formed
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**MACP7 Survey of 339M004**

Sheet No	3	Date	2020/04/14	P.O. No	
Street	13214 MARTIN RD	Inspection Level	Level 2	Inspection Status	Remote Inspection
City	WARREN	Channel Exposure	Fully Open	Channel Condition	
		# Steps	5	Step Material	Metal

**Pipe Connections**

Num	Clk Pos	Rim to Invert	Dir	Material	Shape	Height	Width	Pipe Cond	Seal Cond	Pipe Type	PSR
1	6	12.2 ft.	Out	CP	C	54 in.		S	S	GR	
	Comments										
2	11	6.8 ft.	In	CP	C	12 in.		S	S	GR	
	Comments										
3	12	12.7 ft.	Out	CP	C	54 in.		S	S	GR	
	Comments										
4	3	5.5 ft.	In	RCP	C	18 in.		S	S	GR	
	Comments										

**Observations**

Distance	Vid Ref	Comp	Code	CD	Jnt	Stp %	Val1	Val2	Fr	To	ImRef
7.4 ft.		WI	OC						12	12	
	Remarks										
7.4 ft.		WI	IS						7	1	
	Remarks										

Scores	Structural:	Pipe Rating 6	Pipe Ratings Index 1.2	Quick Rating 2114
	O&M:	Pipe Rating 8	Pipe Ratings Index 1	Quick Rating 1800
	Overall:	Pipe Rating 14	Pipe Ratings Index 2.2	Quick Rating 211A

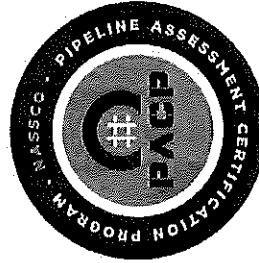
# CERTIFICATE OF COMPLETION



THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Todd Banner**

Certificate Number: U-616-07004564



Since 2016  
Issued: 08/16/2019  
Expires: 08/15/2022



Since 2016  
Issued: 08/16/2019  
Expires: 08/15/2022



Since 2016  
Issued: 08/16/2019  
Expires: 08/15/2022

*Sheila Joy*

Sheila Joy  
Executive Director

Note: The user is not an employee, agent or partner of NASSCO. The user acknowledges and agrees that NASSCO does not supervise or control the user and that NASSCO shall not be responsible for any acts or omissions of the user.

National Association of Sewer Service Companies  
NASSSCO, Inc.

# Certificate of Completion

This is to certify that

**James Dixon**

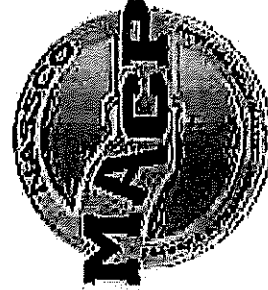
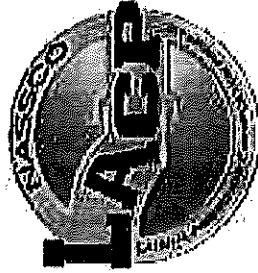
Is certified to practice PACP, MACP and LACP.  
CERTIFICATE NUMBER: U-0118-070300110



PACP Course Date: 01/02/2018  
MACP Course Date: 01/05/2018  
LACP Course Date: 01/05/2018  
Expiration Date: 01/01/2021

*Theodore J. DeBoda*

Signature Theodore J. DeBoda, P.E., Executive Director



NOTE: THE USER IS NOT AN EMPLOYEE, AGENT OR SERVICE OF NASSSCO. THE USER ASSUMES ALL RISKS AND LIABILITIES AND AGREES THAT NASSSCO DOES NOT SUPERVISE OR CONTROL THE USER AND THAT NASSSCO SHALL NOT BE RESPONSIBLE FOR ANY ACTS OR OMISSIONS OF THE USER.

National Association of Sewer Service Companies  
NASSCO, Inc.

# Certificate of Completion

This is to certify that

**Alexander Schmeling**

Is certified to practice PACP, MACP and LACP.  
Certification is valid for three years from the date of issuance.

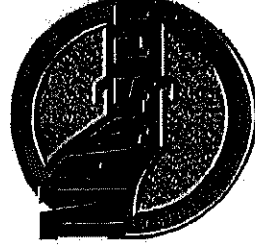
CERTIFICATE NUMBER: U-614-06021126

*Mark J. DeBora*

Signature Theodore J. DeBoda, P.E., Executive Director

6/20/14

Date of Issuance



NOTE: THE USER IS NOT AN EMPLOYEE, AGENT OR PARTNER OF NASSCO. THE USER ACKNOWLEDGES AND AGREES THAT NASSCO DOES NOT SUPERVISE OR CONTROL THE USER AND THAT NASSCO SHALL NOT BE RESPONSIBLE FOR ANY ACTS OR OMISSIONS OF THE USER.

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date: January 18, 2021**

**Agenda Item: New Business**

**SUBJECT: Wickettstick Sanitary Line Maintenance Agreement**

**BACKGROUND PROVIDED BY STAFF:**

A maintenance agreement has been developed by the city attorney for the Wickettstick development on Bernard Rd. Wickettstick has funded and installed all required infrastructure to the BPU sewer system without any cost being paid from the BPU. Wickettstick agrees to maintain its own infrastructure without any cost to the BPU. This agreement outlines the terms to allow Wickettstick to utilize the sewer system. This was developed by the City Attorney and reviewed by Eric Hoffman, Development owner. This agreement was discussed at the previous board meeting and passed unanimously.

**RECOMMENDATION:** The BPU Board and Staff recommends approving the Wickettstick Sanitary Line Maintenance Agreement.



## **SANITARY SEWER LINE MAINTAINANCE AGREEMENT**

**This Agreement** dated this \_\_\_\_ day of January, 2021, between the City Of Hillsdale, Michigan Board of Public Utilities of \_\_\_\_\_, (“BPU”) and Wickettstick Holdings, LLC, a Michigan Limited liability Company, of 2578 Lakeshore Dr. Hillsdale, MI 49242 (“Wickettstick”), is based upon the following:

**WHEREAS** Wickettstick has undertaken the development of certain real property located in Hillsdale Township, Michigan, and has requested and been granted permission to connect a sanitary sewage disposal system to be constructed to service said development to the BPU sewage disposal system; and

**WHEREAS** the City of Hillsdale has granted an Easement to Wickettstick along a city maintained right of way for the purpose of placement, installation, and maintenance of the sanitary sewage disposal facilities to the BPU sewage disposal system; and

**WHEREAS** the permission to utilize the Easement and to connect the Wickettstick sanitary sewage disposal facilities to the BPU sewage disposal system is expressly conditioned upon Wickettstick and its successors in interest bearing all expenses associated with the installation and ongoing maintenance of the transmission line that will connect the Wickettstick sanitary sewage disposal facilities to the BPU sewage disposal system, bearing all expenses associated with the installation and ongoing maintenance of any transmission lines installed in the future as a result of expansion or enlargement of the Wickettstick Development, as well as the express agreement by Wickettstick and its successors in interest to fully indemnify and hold the City of Hillsdale, Michigan and the BPU harmless from any and all claims of whatever nature associated with the current or future placement, installation, and maintenance of any and all sanitary sewage disposal transmission lines that will connect the BPU sewage disposal system to the Wickettstick sanitary sewage disposal facilities; and

**WHEREAS** the BPU and Wickettstick wish to set forth the mutual understanding of the parties and the obligations of each party.

**NOW THEREFORE**, in consideration of the above premises as well as the rights, duties, and obligations set forth below:

**IT IS HEREBY AGREED** that in consideration of BPU’s willingness to allow Wickettstick to connect the Wickettstick sanitary sewage disposal facilities to the BPU sewage disposal system by means of a transmission line to be purchased and installed at Wickettstick’s sole expense, Wickettstick, its lessees, licensees, contractors, successors in interest, and assigns, shall be solely responsible on an ongoing basis for the payment of any and all expenses, including but not limited to costs of removing or repairing roadways or damages caused by the installation or heaving, settling, or breaking of such facilities or infrastructure, associated with the installation and ongoing maintenance of sanitary sewer transmission lines and related equipment necessary to connect the sewage disposal system located upon the developed property described in

the Master Deed that has been recorded in Liber 1753, Page 0707 of the Hillsdale County Records (Attached hereto as Exhibit "A") to the City of Hillsdale Sewage Disposal System, as well as any additional sewage disposal infrastructure that may be installed by WickettStick its lessees, licensees, contractors, successors in interest, and assigns in the future as a result of the expansion or enlargement of the Wickettstick Development, and Wickettstick, its lessees, licensees, contractors, successors in interest and assigns henceforth do hereby expressly agree to indemnify and hold the City of Hillsdale, Michigan and the BPU harmless from any and all expenses necessary to install, repair, replace, maintain, or remedy any damage caused by a failure of the Sewage Transmission Infrastructure and Equipment being installed by Wickettstick for the purpose of connection to and ongoing use of and transmission and disposal of sewage from the developed property described in the attached Master Deed to the City of Hillsdale Sewage Disposal System as well as any additional sewage disposal infrastructure that may be installed by WickettStick, its lessees, licensees, contractors, successors in interest, and assigns in the future as a result of the expansion or enlargement of the Wickettstick Development.

**IT IS FURTHER AGREED** that the individuals or entities that purchase or otherwise take ownership of individual units within the Wickettstick housing development shall be obligated to pay periodic charges for use of the BPU Sewage Disposal System and the rates for such use shall be the same as those assessed to users whose residences are located within the City of Hillsdale and that, in consideration of the obligations of Wickettstick, its lessees, licensees, contractors, successors in interest and assigns, as set forth in this Agreement, no surcharge will be assessed to such users as a result of the fact that they reside outside the boundary limits of the City of Hillsdale.

**IT IS FURTHER AGREED** that in the event that additional development in the same geographic area occurs in the future that will require additional access to the existing BPU Sewage Disposal System or if the BPU determines to extend services in the area of the Wickettstick Development, the parties hereto will cooperate with each other to make such amendments to this Agreement as may become reasonably necessary.

Dated: January \_\_\_\_, 2021.

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Hillsdale Board of Public Utilities  
Chris McArthur, Director

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Wickettstick Holdings, LLC  
By: Eric Hoffman, Member



# CITY OF HILLSDALE

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

Name: Travis Stebelton

Address: 7516 Quail Ridge Dr Dexter 48130  
Street City Zip

Phone: Home 734.660.3357 Work \_\_\_\_\_

E-Mail travis@thefrequencyfinders.com

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

Occupation: (if retired, former occupation) Aviation business owner / RF aerial spectrum management

Please check the expertise and skills you can contribute:

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

Brief Educational Background:  
Bachelors in Aviation Mangement, minor in business: Eastern Michigan University  
Flight Science Program: Jackson College

What charitable or community activities have you actively participated in? Please describe any leadership role(s) you have (had) in the organization(s) if any:  
Sponsored the B-17 for the 2019 Hillsdale fly-in event. Donor/volunteer for Washitenaus County Sheriff Shop with a cop. Donor to St. Judes childrens Hospital. Donor/volunteer for Make-A-Wish. Donor/volunteer for American Cancer Society. Donor/volunteer for American Foundation for Suicide Prevention

What other volunteer boards/committees have you served? Current member of the Hillsdale Airport Advisory Committee. American Cancer Society fundraising committee-Dexter.

Describe any previous activities related to government: Currently work with the FAA and the FCC to validate federally mandated laws.

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Please explain why you would be interested in serving on the committee: \_\_\_\_\_

I was born and raised in Hillsdale where I spent nearly ten years working at the airport and learning to fly. I want to assist the continued growth of the airport as well as engaging the local community in aviation.

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Please explain your understanding of the City of Hillsdale:

I see the city as continually working to improve the lives of its citizens. A people focused city. One that embraces its rich history while creating new opportunities. I hope to return and raise my family in Hillsdale.

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

  
Applicant Signature

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11.18.2020  
Date