



# City Council Agenda

February 15, 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 January 21, 2021: \$367,700.95
    - 2. Payroll of January 21, 2021: \$184,655.01
  - B. City Council Minutes of February 1, 2021
  - C. City Council Special Minutes of February 9, 2021
  - D. Shade Tree Minutes of February 3, 2021
  - E. Cemetery Minutes of February 3, 2021
  - F. BPU Electric, Water, and Sewer Cost of Service and Rate Design Study
  - G. BPU Engine #5 Repairs
  - H. BPU Engine #5 Lube Oil Replacement
  - I. BPU MMC Panel Replacement WWTP Main Building
  - J. BPU Power Plant Engineering
- VI. Communications/Petitions**
  - A. Comcast Letter
  - B. Doug Ingles, Hillsdale County Commissioner- Verbal Update
- VII. Introduction and Adoption of Ordinances/Public Hearing**
  - A.
- VIII. Old Business**
  - A. Q&A Street Improvement Millage Ballot Language
- IX. New Business**
  - A. Commercial Rehabilitation Exemption Transfer Certificate Number 2019-029
  - B. Special Assessment District Policy
- X. Miscellaneous Reports**
  - A. Proclamations- None
  - B. Appointments- Cemetery Board- John Barrett (reappointment)  
Local Advisory Committee (DART)- Kara Lorenz-Goings, Shirley Lopez,  
Barbara Hamdan
  - C. Other- None

**XI. General Public Comment**

**XII. City Manager's Report**

**XIII. Council Comment**

**XIV. Adjournment**

01/22/2021 09:00 AM  
 User: gkeasal  
 DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 01/08/2021 - 01/21/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED PAID  
 BANK CODE: APCK

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 100526							
208-751.000-726.000	01/13/21	URBAN GRAFFITI	T-SHIRTS	1565	01/13/21	220.15	100526
						<u>220.15</u>	
Total For Check 100526							
Check 100527							
582-544.000-920.400	01/19/21	MICH GAS UTILITIES	PLANT HEAT	Multiple	01/19/21	1,455.17	100527
						<u>1,455.17</u>	
Total For Check 100527							
Check 100528							
101-215.000-801.000	01/21/21	ACCUSHRED	PAPER SHREDDING SERVICE	62310	01/21/21	64.95	100528
						<u>64.95</u>	
Total For Check 100528							
Check 100529							
101-265.000-925.000	01/21/21	ACD	CITY HALL	44244-111/44244-	01/21/21	371.56	100529
271-790.000-801.000	01/21/21	ACD	LIBRARY PHONE	42728-102	01/21/21	53.09	100529
590-175.000-925.000	01/21/21	ACD	POTS FOR THE WWTP	11058-112	01/21/21	93.30	100529
591-175.000-925.000	01/21/21	ACD	POTS FOR WTP	11060-112	01/21/21	93.30	100529
						<u>611.25</u>	
Total For Check 100529							
Check 100530							
101-301.000-726.000	01/21/21	AMAZON CAPITAL SERVICES, INC	2021 STANDARD DAILY DIARY (DISPATCH	1PV3-FT4C-76YD	01/21/21	53.33	100530
401-900.000-975.040	01/21/21	AMAZON CAPITAL SERVICES, INC	4 STANDBY UPS UNITS CITY COMPUTERS	1FQ7-49HJ-394X	01/21/21	171.80	100530
582-175.000-801.200	01/21/21	AMAZON CAPITAL SERVICES, INC	COMPUTER SPEAKER AND RADIO CABLES B	Multiple	01/21/21	119.31	100530
590-175.000-801.200	01/21/21	AMAZON CAPITAL SERVICES, INC	COMPUTER SPEAKER AND RADIO CABLES B	Multiple	01/21/21	44.84	100530
591-175.000-801.200	01/21/21	AMAZON CAPITAL SERVICES, INC	COMPUTER SPEAKER AND RADIO CABLES B	Multiple	01/21/21	44.83	100530
640-444.000-730.000	01/21/21	AMAZON CAPITAL SERVICES, INC	BOSS KICKSTAND LEG - PLOW ON TRUCK	1YTG-64C6-PVF9	01/21/21	29.98	100530
						<u>464.09</u>	
Total For Check 100530							
Check 100531							
101-265.000-801.790	01/21/21	AMERICAN COPPER AND BRASS, LLC	BALLASTS, BOLTS, WAX RING, LIQ NAIL	21INV001493	01/21/21	90.85	100531
101-295.000-930.000	01/21/21	AMERICAN COPPER AND BRASS, LLC	EZLLAMPS	20INV002267	01/21/21	296.61	100531
271-790.000-930.000	01/21/21	AMERICAN COPPER AND BRASS, LLC	BALLASTS, BOLTS, WAX RING, LIQ NAIL	Multiple	01/21/21	23.59	100531
						<u>411.05</u>	
Total For Check 100531							
Check 100532							
588-588.000-726.000	01/21/21	ARROW SWIFT PRINTING	TO FROM 2 - PART FORMS	153864	01/21/21	34.65	100532
						<u>34.65</u>	
Total For Check 100532							
Check 100533							
271-790.000-982.000	01/21/21	BAKER & TAYLOR COMPANY	ADULT BOOKS DEC	Multiple	01/21/21	119.29	100533
						<u>119.29</u>	
Total For Check 100533							
Check 100534							
582-000.000-202.100	01/22/21	BARNETT, BREANNA J	UB refund for account: 025011	01/22/2021	01/21/21	24.17	100534
						<u>24.17</u>	
Total For Check 100534							
Check 100535							
101-301.000-726.000	01/21/21	BATTERY JUNCTION	AA BATTERIES	1702637	01/21/21	57.60	100535
						<u>57.60</u>	
Total For Check 100535							
Check 100536							
588-588.000-726.007	01/21/21	BEAVER RESEARCH COMPANY	DISINFECTANT SPRAY FOR DART BUS	0323730-IN	01/21/21	170.00	100536
						<u>170.00</u>	
Total For Check 100536							

Check 100537

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 100537							
101-172.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013930	01/21/21	95.91	100537
101-173.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013930	01/21/21	95.91	100537
101-209.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013930	01/21/21	27.65	100537
101-215.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013930	01/21/21	95.91	100537
101-219.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013930	01/21/21	151.20	100537
101-295.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013930	01/21/21	55.29	100537
101-301.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013930	01/21/21	206.49	100537
101-336.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	010229	01/21/21	247.12	100537
101-400.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013930	01/21/21	95.91	100537
101-441.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013930	01/21/21	151.20	100537
101-447.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013930	01/21/21	95.91	100537
208-751.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013930	01/21/21	55.29	100537
271-790.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	013930	01/21/21	27.65	100537
582-175.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	016369/015503	01/21/21	1,007.94	100537
588-588.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	Multiple	01/21/21	165.87	100537
590-175.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	016369/015503	01/21/21	339.79	100537
591-175.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	016369/015503	01/21/21	395.04	100537
640-444.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	Multiple	01/21/21	123.56	100537
699-441.000-715.000	01/21/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	Multiple	01/21/21	330.06	100537
						3,763.70	
Total For Check 100537							
Check 100538							
101-175.000-801.000	01/21/21	BMI	MUSIC LICENSE	9996736	01/21/21	368.00	100538
						368.00	
Total For Check 100538							
Check 100539							
202-460.000-801.000	01/21/21	BOARD OF PUBLIC UTILITIES	STREET LIGHT MAINTENANCE	21-000622	01/21/21	693.70	100539
						693.70	
Total For Check 100539							
Check 100540							
582-543.000-742.000	01/21/21	BRIAN BENNETT	BOOT ALLOWANCE	01/05/2021	01/21/21	196.09	100540
						196.09	
Total For Check 100540							
Check 100541							
582-000.000-202.100	01/19/21	BRITTON, JEREMIE A	UB refund for account: 014359	01/19/2021	01/21/21	138.00	100541
						138.00	
Total For Check 100541							
Check 100542							
101-265.000-925.000	01/21/21	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	156626-CITY	01/21/21	56.00	100542
101-441.000-801.000	01/21/21	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	156626-CITY	01/21/21	56.00	100542
271-790.000-925.000	01/21/21	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	156626-CITY	01/21/21	56.00	100542
582-175.000-925.000	01/21/21	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	156626-BPU	01/21/21	28.00	100542
590-175.000-925.000	01/21/21	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	156626-BPU	01/21/21	14.00	100542
591-175.000-925.000	01/21/21	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	156626-BPU	01/21/21	14.00	100542
						224.00	
Total For Check 100542							
Check 100543							
582-544.000-970.000	01/21/21	CANNON TECHNOLOGIES INC	ELECTRIC METERS	942130815	01/21/21	7,698.96	100543
591-000.000-158.000-21	01/21/21	CANNON TECHNOLOGIES INC	RF GEN2 WATER NODE	942066103	01/21/21	20,196.00	100543
						27,894.96	
Total For Check 100543							
Check 100544							
101-209.000-861.000	01/21/21	CARD SERVICES CENTER	ASSESSOR CON ED - BOR/ASSESSMENT RO:	87654292	01/21/21	42.00	100544
						42.00	

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Invoice Age: Less Than 30 Days							
Check 100544							
						Total For Check 100544	42.00
Check 100545							
101-175.000-806.002	01/21/21	CARROLL COURT REPORTING AND V	MTT TRANSCRIPTS - COLLEGE - 113 E F.	134985	01/21/21	1,057.50	100545
						Total For Check 100545	1,057.50
Check 100546							
244-174.000-801.000	01/21/21	COTTAGE INN PIZZA	EDC GIFT PROGRAM	01.14.2021	01/21/21	50.00	100546
						Total For Check 100546	50.00
Check 100547							
101-209.000-801.000	01/21/21	CURRENT OFFICE SOLUTIONS	LEASE COPIES	327226	01/21/21	102.27	100547
101-215.000-801.000	01/21/21	CURRENT OFFICE SOLUTIONS	LEASE COPIES	327226	01/21/21	250.88	100547
101-253.000-726.000	01/21/21	CURRENT OFFICE SOLUTIONS	RIBB	Multiple	01/21/21	123.69	100547
101-265.000-726.000	01/21/21	CURRENT OFFICE SOLUTIONS	BATHROOM TISSUE, KLEENEX & TRASH BA	464240-00	01/21/21	239.59	100547
101-295.000-726.000	01/21/21	CURRENT OFFICE SOLUTIONS	WEEKLY APPT BOOK	653875-01	01/21/21	24.46	100547
101-301.000-726.000	01/21/21	CURRENT OFFICE SOLUTIONS	STAPLES, PENS, MEMO BOOKS, POST-IT-	654097-00	01/21/21	175.90	100547
101-400.000-801.000	01/21/21	CURRENT OFFICE SOLUTIONS	LEASE COPIES	327226	01/21/21	51.14	100547
101-441.000-801.000	01/21/21	CURRENT OFFICE SOLUTIONS	LEASE COPIES	327226	01/21/21	139.39	100547
101-447.000-801.000	01/21/21	CURRENT OFFICE SOLUTIONS	LEASE COPIES	327226	01/21/21	51.13	100547
271-790.000-726.000	01/21/21	CURRENT OFFICE SOLUTIONS	SUPPLIES	463936-01	01/21/21	29.28	100547
271-790.000-801.000	01/21/21	CURRENT OFFICE SOLUTIONS	COPIER LEASE AND SUPPLIES	Multiple	01/21/21	265.82	100547
588-588.000-726.000	01/21/21	CURRENT OFFICE SOLUTIONS	DISINFECTANT WIPES	649352.02	01/21/21	26.97	100547
						Total For Check 100547	1,480.52
Check 100548							
582-000.000-202.100	01/21/21	DAVIS, MICHELLE R	UB refund for account: 026847	01/21/2021	01/21/21	298.80	100548
						Total For Check 100548	298.80
Check 100549							
633-000.000-111.000	01/21/21	DETROIT SALT CO	ROAD SALT	Multiple	01/21/21	8,789.00	100549
						Total For Check 100549	8,789.00
Check 100550							
582-000.000-158.000-19	01/21/21	DGL CONSULTING ENGINEERS, LLC	TOPO SURVEY FOR VOLTAGE UPGRADE PRO.	20156#1	01/21/21	6,750.00	100550
						Total For Check 100550	6,750.00
Check 100551							
591-545.000-930.000	01/21/21	DIXON ENGINEERING & INSPECTION	ULTRASONIC INSPECTION OF WTP PIPING	20-7581	01/21/21	1,800.00	100551
						Total For Check 100551	1,800.00
Check 100552							
101-265.000-801.000	01/21/21	EAST 2 WEST ENTERPRISES, INC	STRIP & WAX DISPATCH OFFICE FLOOR	8996	01/21/21	90.00	100552
						Total For Check 100552	90.00
Check 100553							
640-444.000-726.000	01/21/21	ELECTRICAL TERMINAL INC.	WASHERS, SPLICE, CABLE HEAT SHRINK,	376137-00	01/21/21	211.72	100553
						Total For Check 100553	211.72
Check 100554							
582-544.000-726.800	01/21/21	FAMILY FARM & HOME	HEX HEAD SCREWS/HASP	000778/W	01/21/21	6.28	100554
590-546.000-930.950	01/21/21	FAMILY FARM & HOME	CEILING MOUNT HEATER, SPACE HEATER	777/54	01/21/21	19.99	100554
591-543.000-930.000	01/21/21	FAMILY FARM & HOME	CEILING MOUNT HEATER, SPACE HEATER	777/54	01/21/21	119.99	100554
						Total For Check 100554	146.26

01/22/2021 09:00 AM  
 User: gkeasal  
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 01/08/2021 - 01/21/2021  
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Invoice Age: Less Than 30 Days							
Check 100555							
401-452.000-801.000-21	01/21/21	FLEIS & VANDENBRINK	PROFESSIONAL SERVICES - W. FAYETTE	Multiple	01/21/21	33,109.75	100555
Total For Check 100555						33,109.75	
Check 100556							
101-301.000-726.000	01/21/21	GALL'S, INC	PANTS/LS SHIRTS - A. NEWELL	017311979	01/21/21	20.99	100556
101-301.000-742.000	01/21/21	GALL'S, INC	PANTS/LS SHIRTS - A. NEWELL	017311979	01/21/21	239.94	100556
Total For Check 100556						260.93	
Check 100557							
101-301.000-726.000	01/21/21	GELZER & SON INC	KEYS/PADLOCK	C403883	01/21/21	12.49	100557
271-790.000-930.000	01/21/21	GELZER & SON INC	CAULK, & CAULK GUN	B36798	01/21/21	5.64	100557
582-543.000-930.000	01/21/21	GELZER & SON INC	HARDWARE	Multiple	01/21/21	52.93	100557
590-547.000-930.000	01/21/21	GELZER & SON INC	ELECTRICAL, STAPLE GUN, SILICONE	Multiple	01/21/21	64.45	100557
640-444.000-730.301	01/21/21	GELZER & SON INC	KEYS/PADLOCK	C403883	01/21/21	7.57	100557
Total For Check 100557						143.08	
Check 100558							
244-174.000-801.000	01/21/21	GELZER & SON INC	EDC GIFT CARD	01.14.2021	01/21/21	910.00	100558
Total For Check 100558						910.00	
Check 100559							
202-450.000-726.000	01/21/21	GERKEN MATERIAL, INC	COMMERCIAL TOP HOT MIX	180965	01/21/21	116.55	100559
203-450.000-726.000	01/21/21	GERKEN MATERIAL, INC	COMMERCIAL TOP HOT MIX	180965	01/21/21	124.32	100559
Total For Check 100559						240.87	
Check 100560							
271-790.000-930.000	01/21/21	GRIFFITHS MECHANICAL	REPLACEMENT VALVE	SD1832	01/21/21	781.25	100560
Total For Check 100560						781.25	
Check 100561							
582-544.000-726.800	01/21/21	HEFFERNAN SOFT WATER SERVICE	WATER FOR COOLER	Multiple	01/21/21	13.80	100561
588-588.000-726.000	01/21/21	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	3836	01/21/21	9.50	100561
590-547.000-726.900	01/21/21	HEFFERNAN SOFT WATER SERVICE	DISTILLED WATER WWTP LAB	717	01/21/21	17.50	100561
Total For Check 100561						40.80	
Check 100562							
101-301.000-801.000	01/21/21	HILLSDALE CO SHERIFF'S OFFICE	ANNUAL HILLSDALE COUNTY RANGE USE 2	01.20.2021	01/21/21	200.00	100562
Total For Check 100562						200.00	
Check 100563							
101-253.000-964.000	01/21/21	HILLSDALE CO TREASURER	BILLBACK DECEMBER 2020 BOARD OF REV	12.30.2020	01/21/21	804.45	100563
Total For Check 100563						804.45	
Check 100564							
582-544.000-801.000	01/21/21	HILLSDALE TOWNSHIP FIRE DEPAR	DOWN WIRE CALLS	Multiple	01/21/21	300.00	100564
Total For Check 100564						300.00	
Check 100565							
244-174.000-801.000	01/21/21	HILLSIDE LANES	EDC GIFT CARD PROGRAM	01.11/2021	01/21/21	180.00	100565
Total For Check 100565						180.00	
Check 100566							
101-301.000-742.000	01/21/21	TODD HOLTZ	2020 EQUIPMENT ALLOWANCE - CLOTHING	002926	01/21/21	76.07	100566
Total For Check 100566						76.07	

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 100567							
101-441.000-726.000	01/21/21	HOWARD T MORIARTY COMPANY INC	SAFETY VEST, HARD HAT, WASP SPRAY, (Multiple		01/21/21	604.17	100567
			Total For Check 100567			604.17	
Check 100568							
244-174.000-801.000	01/21/21	IDENTITY SALON	EDC GIFT CARD PROGRAM	01.13.2021	01/21/21	230.00	100568
			Total For Check 100568			230.00	
Check 100569							
101-441.000-810.000	01/21/21	INTERNATIONAL MUNICIPAL SIGNAL	2021 MEMBERSHIP - J. BLAKE	01.18/2021	01/21/21	100.00	100569
			Total For Check 100569			100.00	
Check 100570							
590-175.000-730.039	01/21/21	JACK DOHNEY COMPANIES	SERVICE AND REPAIR VACTOR TRUCK AND 17777		01/21/21	1,812.50	100570
590-546.000-730.039	01/21/21	JACK DOHNEY COMPANIES	SERVICE AND REPAIR VACTOR TRUCK AND Multiple		01/21/21	2,532.61	100570
			Total For Check 100570			4,345.11	
Check 100571							
640-444.000-726.000	01/21/21	JACKSON TRUCK SERVICE INC	SPRING ARM,U-BOLT KIT, FILTERS, SPR PC001341606:01		01/21/21	56.54	100571
640-444.000-730.000	01/21/21	JACKSON TRUCK SERVICE INC	SPRING ARM,U-BOLT KIT, FILTERS, SPR Multiple		01/21/21	830.40	100571
			Total For Check 100571			886.94	
Check 100572							
582-543.000-801.000	01/21/21	JOHNSON CONTROLS FIRE PROTECTI	QUARTERLY FIRE PROTECTION PP	35353476	01/21/21	1,799.12	100572
			Total For Check 100572			1,799.12	
Check 100573							
101-756.000-726.000	01/21/21	JONESVILLE LUMBER	PLYWOOD & FASTENERS (BIKE PATH STOP 867791		01/21/21	59.63	100573
			Total For Check 100573			59.63	
Check 100574							
590-000.000-202.100	01/12/21	KAST, JULIE A	UB refund for account: 011080	01/12/2021	01/21/21	25.92	100574
591-000.000-202.100	01/12/21	KAST, JULIE A	UB refund for account: 011080	01/12/2021	01/21/21	14.66	100574
			Total For Check 100574			40.58	
Check 100575							
101-175.000-806.002	01/21/21	KREIS, ENDERLE HUDGINS & BORS	MTT ATTORNEY FEES	321554	01/21/21	11,562.00	100575
			Total For Check 100575			11,562.00	
Check 100576							
582-544.000-726.800	01/21/21	KSS ENTERPRISES	PAPER SUPPLIES VEHICLE WASH	1272721	01/21/21	243.95	100576
			Total For Check 100576			243.95	
Check 100578							
582-000.000-202.100	01/12/21	LOOK INSURANCE AGENCY-HILLSDAI	UB refund for account: 020988	01/12/2021	01/21/21	28.89	100578
590-000.000-202.100	01/12/21	LOOK INSURANCE AGENCY-HILLSDAI	UB refund for account: 020988	01/12/2021	01/21/21	14.36	100578
591-000.000-202.100	01/12/21	LOOK INSURANCE AGENCY-HILLSDAI	UB refund for account: 020988	01/12/2021	01/21/21	12.29	100578
			Total For Check 100578			55.54	
Check 100579							
590-175.000-726.007-CV	01/21/21	LOU'S GLOVES, INC	NITRILE GLOVES	039393	01/21/21	478.00	100579
			Total For Check 100579			478.00	
Check 100580							
247-900.000-806.000	01/21/21	LOVINGER & THOMPSON, PC	TIFA LEGAL SERVICES	12.30.2020	01/21/21	487.50	100580

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 100580							
						Total For Check 100580	487.50
Check 100581							
244-174.000-801.000	01/21/21	MALIBU TANNING INC	EDC GIFT CARD PROGRAM	01.11.2021	01/21/21	240.00	100581
						Total For Check 100581	240.00
Check 100582							
401-452.000-801.000-21	01/21/21	MATERIALS TESTING CONSULTANTS,	FAYETTE STREET RECONSTRUCTION	0063236	01/21/21	1,819.35	100582
						Total For Check 100582	1,819.35
Check 100583							
582-000.000-202.100	01/21/21	MELANIE WENTZ	CREDIT REFUND	01.12.2021	01/21/21	62.00	100583
						Total For Check 100583	62.00
Check 100584							
590-547.000-801.000	01/21/21	MERIT LABORATORIES	BEF COMP, QUARTERLY WW, LLHG	Multiple	01/21/21	1,413.50	100584
						Total For Check 100584	1,413.50
Check 100585							
582-543.000-801.000	01/21/21	MICH DEPT OF ENVIRONMENTAL	ANNUAL AIR QUALITY FEE	761-10598295	01/21/21	10,871.00	100585
						Total For Check 100585	10,871.00
Check 100586							
582-175.000-920.400	01/21/21	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE ST	Multiple	01/21/21	108.66	100586
582-543.000-920.400	01/21/21	MICH GAS UTILITIES	GAS USAGE FOR JANUARY	Multiple	01/21/21	2,066.22	100586
590-175.000-920.400	01/21/21	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE ST	Multiple	01/21/21	54.32	100586
591-175.000-920.400	01/21/21	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE ST	Multiple	01/21/21	54.32	100586
						Total For Check 100586	2,283.52
Check 100587							
590-175.000-861.000	01/21/21	MICHIGAN WATER ENVIRONMENT AS:	WASTEWATER ADMINISTRATORS CONFERENC	#E27799	01/21/21	365.00	100587
590-546.000-861.000	01/21/21	MICHIGAN WATER ENVIRONMENT AS:	VIRTUAL OPERATORS DAY REGISTRATION	Multiple	01/21/21	350.00	100587
						Total For Check 100587	715.00
Check 100588							
101-209.000-810.000	01/21/21	MID MICH ASSOC OF ASSESSING OF	2021 MEMBERSHIP MID-MI ASSOC ASSESS	01.01.2021	01/21/21	20.00	100588
						Total For Check 100588	20.00
Check 100589							
590-000.000-693.000	01/21/21	MIKE SIMONS	REIMBURSEMENT - TERMINATION BY REQU	Multiple	01/21/21	35.30	100589
						Total For Check 100589	35.30
Check 100590							
582-000.000-202.100	01/19/21	MONROE, CHRIS L	UB refund for account: 013306	01/19/2021	01/21/21	113.39	100590
590-000.000-202.100	01/19/21	MONROE, CHRIS L	UB refund for account: 013306	01/19/2021	01/21/21	64.46	100590
591-000.000-202.100	01/19/21	MONROE, CHRIS L	UB refund for account: 013306	01/19/2021	01/21/21	55.26	100590
						Total For Check 100590	233.11
Check 100591							
244-174.000-801.000	01/21/21	MOSEART	EDC GIFT CARD PROGRAM	01.11.2021	01/21/21	120.00	100591
						Total For Check 100591	120.00
Check 100592							
640-444.000-730.000	01/21/21	NORM'S TIRE & SERVICE	TIRES FOR TRUCK #9	5286	01/21/21	143.07	100592



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Invoice Age: Less Than 30 Days							
Check 100592							
						Total For Check 100592	143.07
Check 100593							
244-174.000-801.000	01/21/21	OFF MANE STREET SALON	EDC GIFT CARD PROGRAM	01.11.2021	01/21/21	60.00	100593
						Total For Check 100593	60.00
Check 100594							
582-000.000-202.100	01/12/21	OPEN HANDS, LLC	UB refund for account: 026897	01/12/2021	01/21/21	48.39	100594
590-000.000-202.100	01/12/21	OPEN HANDS, LLC	UB refund for account: 026897	01/12/2021	01/21/21	29.45	100594
591-000.000-202.100	01/12/21	OPEN HANDS, LLC	UB refund for account: 026897	01/12/2021	01/21/21	25.25	100594
						Total For Check 100594	103.09
Check 100595							
640-444.000-801.301	01/21/21	PARNEY'S CAR CARE	OIL CHANGE - UNIT 2-3 (20 EXPLORER)	Multiple	01/21/21	76.75	100595
						Total For Check 100595	76.75
Check 100596							
582-000.000-202.100	01/19/21	PATTERSON, ROLAND	UB refund for account: 011135	01/19/2021	01/21/21	39.96	100596
590-000.000-202.100	01/19/21	PATTERSON, ROLAND	UB refund for account: 011135	01/19/2021	01/21/21	45.11	100596
591-000.000-202.100	01/19/21	PATTERSON, ROLAND	UB refund for account: 011135	01/19/2021	01/21/21	33.68	100596
						Total For Check 100596	118.75
Check 100597							
582-544.000-726.800	01/21/21	PERFORMANCE AUTOMOTIVE	MISC HARDWARE	Multiple	01/21/21	37.84	100597
588-588.000-730.000	01/21/21	PERFORMANCE AUTOMOTIVE	HYD HOSE, PLOW GUIDE, FILTERS, PWR	Multiple	01/21/21	264.97	100597
590-547.000-730.039	01/21/21	PERFORMANCE AUTOMOTIVE	HOSE SOCKET SET WIPER BLADE WASHER	Multiple	01/21/21	31.72	100597
590-547.000-930.000	01/21/21	PERFORMANCE AUTOMOTIVE	HOSE SOCKET SET WIPER BLADE WASHER	Multiple	01/21/21	18.98	100597
640-444.000-730.000	01/21/21	PERFORMANCE AUTOMOTIVE	HYD HOSE, PLOW GUIDE, FILTERS, PWR	Multiple	01/21/21	182.43	100597
						Total For Check 100597	535.94
Check 100598							
640-444.000-801.000	01/21/21	PHAT JAXX AUTOMOTIVE	REMOVE, REPAIR. REPLACE TRANSMISSIO	26560	01/21/21	3,287.41	100598
						Total For Check 100598	3,287.41
Check 100599							
582-000.000-110.000	01/21/21	POWERLINE SUPPLY	INVENTORY	Multiple	01/21/21	2,539.70	100599
						Total For Check 100599	2,539.70
Check 100600							
582-000.000-110.000	01/21/21	RESCO ELECTRIC UTILITY SUPPLY	#2 STR TRIPLEX CONCH 500' X 4	803385-00	01/21/21	1,200.00	100600
						Total For Check 100600	1,200.00
Check 100601							
582-000.000-202.100	01/19/21	RITCHEY, TIMOTHY P	UB refund for account: 026225	01/19/2021	01/21/21	14.09	100601
590-000.000-202.100	01/19/21	RITCHEY, TIMOTHY P	UB refund for account: 026225	01/19/2021	01/21/21	19.26	100601
591-000.000-202.100	01/19/21	RITCHEY, TIMOTHY P	UB refund for account: 026225	01/19/2021	01/21/21	11.40	100601
						Total For Check 100601	44.75
Check 100602							
244-174.000-801.000	01/21/21	ROUGH DRAFT COFFEE & COCKTAILS	EDC GIFT CARD PROGRAM	01.11.2021	01/21/21	300.00	100602
						Total For Check 100602	300.00
Check 100603							
582-000.000-202.100	01/12/21	SOBIEGRAY, STEPHEN	UB refund for account: 015963	01/12/2021	01/21/21	27.54	100603

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Invoice Age: Less Than 30 Days							
Check 100603							
						Total For Check 100603	27.54
Check 100604							
401-900.000-975.040	01/21/21	SONIT SYSTEMS, LLC	ANNUAL WATCHGUARD FIREWALL SUPPORT	Multiple	01/21/21	2,265.00	100604
582-544.000-801.000	01/21/21	SONIT SYSTEMS, LLC	ANNUAL WATCHGUARD FIREWALL SUPPORT	Multiple	01/21/21	1,031.50	100604
590-546.000-801.000	01/21/21	SONIT SYSTEMS, LLC	ANNUAL WATCHGUARD FIREWALL SUPPORT	Multiple	01/21/21	515.75	100604
591-175.000-801.000	01/21/21	SONIT SYSTEMS, LLC	ANNUAL WATCHGUARD FIREWALL SUPPORT	Multiple	01/21/21	515.75	100604
						Total For Check 100604	4,328.00
Check 100605							
582-000.000-158.000-19	01/21/21	SSEO	ENGINEERING VOLTAGE UPGRD	2110302	01/21/21	6,558.00	100605
						Total For Check 100605	6,558.00
Check 100606							
244-174.000-801.000	01/21/21	STADIUM ROLLER RINK	EDC GIFT CARD PROGRAM	01.13.2021	01/21/21	30.00	100606
						Total For Check 100606	30.00
Check 100607							
591-544.000-801.000	01/21/21	STATE OF MICHIGAN EGLE	PFAS TESTING STATE LAB	761-10603899	01/21/21	290.00	100607
						Total For Check 100607	290.00
Check 100608							
640-444.000-801.301	01/21/21	STILLWELL FORD MERCURY, INC	SERVICE REPAIRS UNIT 2-5, 2-2, 2-1	Multiple	01/21/21	1,484.02	100608
						Total For Check 100608	1,484.02
Check 100609							
582-000.000-202.100	01/22/21	STOCKMAN, JORDAN D	UB refund for account: 011138	01/22/2021	01/21/21	54.40	100609
590-000.000-202.100	01/22/21	STOCKMAN, JORDAN D	UB refund for account: 011138	01/22/2021	01/21/21	32.22	100609
591-000.000-202.100	01/22/21	STOCKMAN, JORDAN D	UB refund for account: 011138	01/22/2021	01/21/21	23.03	100609
						Total For Check 100609	109.65
Check 100610							
582-000.000-202.100	01/12/21	STOUT, RICHARD B	UB refund for account: 025929	01/12/2021	01/21/21	38.04	100610
590-000.000-202.100	01/12/21	STOUT, RICHARD B	UB refund for account: 025929	01/12/2021	01/21/21	39.82	100610
591-000.000-202.100	01/12/21	STOUT, RICHARD B	UB refund for account: 025929	01/12/2021	01/21/21	34.14	100610
						Total For Check 100610	112.00
Check 100611							
582-544.000-730.000	01/21/21	SUPERIOR INDUSTRIAL SALES & S	REPAIRS TO GENERATOR AT 45 MONROE	477825	01/21/21	944.06	100611
						Total For Check 100611	944.06
Check 100612							
590-547.000-930.000	01/21/21	TELEDYNE ISCO	TELEDYNE ISCO PORTABLE SAMPLER AND	S020437001	01/21/21	2,619.00	100612
						Total For Check 100612	2,619.00
Check 100613							
101-265.000-801.000	01/21/21	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	Multiple	01/21/21	46.53	100613
101-441.000-742.000	01/21/21	UNIFIRST CORP	RUGS/ UNIFORMS - DPS	Multiple	01/21/21	65.86	100613
101-441.000-801.000	01/21/21	UNIFIRST CORP	RUGS/ UNIFORMS - DPS	Multiple	01/21/21	56.68	100613
640-444.000-742.000	01/21/21	UNIFIRST CORP	RUGS/ UNIFORMS - DPS	Multiple	01/21/21	26.28	100613
640-444.000-801.000	01/21/21	UNIFIRST CORP	RUGS/ UNIFORMS - DPS	Multiple	01/21/21	39.64	100613
						Total For Check 100613	234.99
Check 100614							
633-000.000-111.000	01/21/21	UNIQUE PAVING MATERIALS	COLD PATCH UPM	57678	01/21/21	2,727.38	100614

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Invoice Age: Less Than 30 Days							
Check 100614							
						2,727.38	
Total For Check 100614							
Check 100615							
591-545.000-727.200	01/21/21	UNIVAR SOLUTIONS USA INC	SODIUM HYPOCHLORITE 12.5%	Multiple	01/21/21	2,907.80	100615
Total For Check 100615						2,907.80	
Check 100616							
590-547.000-726.900	01/21/21	USABLUEBOOK	AMMONIA REAGENT, CHLORINE PROBE	461103	01/21/21	1,170.51	100616
Total For Check 100616						1,170.51	
Check 100617							
582-544.000-801.000	01/21/21	MILSOFT	1-1-2021 IVR SUPPORT MILSOFT	Multiple	01/21/21	932.85	100617
590-546.000-801.000	01/21/21	MILSOFT	1-1-2021 IVR SUPPORT MILSOFT	20210326	01/21/21	133.09	100617
591-175.000-801.000	01/21/21	MILSOFT	1-1-2021 IVR SUPPORT MILSOFT	20210326	01/21/21	133.08	100617
Total For Check 100617						1,199.02	
Check 100618							
101-301.000-801.000	01/21/21	VERIZON WIRELESS	NETWORK ACCESS FEE FOR IN-CAR MOBIL	9870348073	01/21/21	160.04	100618
582-175.000-925.000	01/21/21	VERIZON WIRELESS	CELL PHONE SERVICE	9870348074	01/21/21	678.64	100618
590-175.000-925.000	01/21/21	VERIZON WIRELESS	CELL PHONE SERVICE	9870348074	01/21/21	166.56	100618
591-175.000-925.000	01/21/21	VERIZON WIRELESS	CELL PHONE SERVICE	9870348074	01/21/21	166.91	100618
Total For Check 100618						1,172.15	
Check 100619							
101-000.000-123.000	01/21/21	VESTED RISK STRATEGIES INC	CYBER/NETWORK LIABILITY POLICY PERM	Multiple	01/21/21	7,827.00	100619
101-175.000-850.000	01/21/21	VESTED RISK STRATEGIES INC	AUDIT	Multiple	01/21/21	2,484.00	100619
101-336.000-850.000	01/21/21	VESTED RISK STRATEGIES INC	POLICY PREMIUM	01/.15.2021	01/21/21	5,724.50	100619
582-000.000-123.000	01/21/21	VESTED RISK STRATEGIES INC	AUTO -COMMERICAL POLICY PREMIUM	Multiple	01/21/21	67,434.06	100619
582-175.000-850.000	01/21/21	VESTED RISK STRATEGIES INC	AUDIT	Multiple	01/21/21	190.75	100619
590-000.000-123.000	01/21/21	VESTED RISK STRATEGIES INC	AUTO -COMMERICAL POLICY PREMIUM	Multiple	01/21/21	7,054.56	100619
590-175.000-850.000	01/21/21	VESTED RISK STRATEGIES INC	AUDIT	Multiple	01/21/21	95.38	100619
591-000.000-123.000	01/21/21	VESTED RISK STRATEGIES INC	AUTO -COMMERICAL POLICY PREMIUM	Multiple	01/21/21	10,424.38	100619
591-175.000-850.000	01/21/21	VESTED RISK STRATEGIES INC	AUDIT	Multiple	01/21/21	95.37	100619
640-000.000-123.000	01/21/21	VESTED RISK STRATEGIES INC	POLICY PREMIUM	Multiple	01/21/21	21,800.00	100619
640-444.000-850.000	01/21/21	VESTED RISK STRATEGIES INC	POLICY PREMIUM	Multiple	01/21/21	21,800.00	100619
Total For Check 100619						144,930.00	
Check 100620							
582-543.000-930.050	01/21/21	WHEELER WORLD INC	ENGINE 5&6 INSPECTION	13194	01/21/21	3,298.50	100620
582-543.000-930.060	01/21/21	WHEELER WORLD INC	ENGINE 5&6 INSPECTION	13194	01/21/21	3,298.50	100620
Total For Check 100620						6,597.00	
Check 100621							
582-544.000-801.000	01/21/21	WHITE'S WELDING SERVICE	BLVD LIGHT REPAIR	85948	01/21/21	150.00	100621
Total For Check 100621						150.00	
Check 100622							
582-544.000-801.300	01/21/21	WRIGHT TREE SERVICE	TREE TRIMMING	Multiple	01/21/21	7,196.70	100622
Total For Check 100622						7,196.70	
Check 25							
481-000.000-265.000	01/11/21	STATE OF MICHIGAN	SALES TAX - AIRPORT	12.31.2020	01/11/21	85.99	25
582-000.000-265.000	01/11/21	STATE OF MICHIGAN	SALES TAX	12/31/2020	01/11/21	24,390.80	25
582-000.000-693.000	01/11/21	STATE OF MICHIGAN	SALES TAX	12/31/2020	01/11/21	(162.65)	25

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Invoice Age: Less Than 30 Days							
Check 25							
Total For Check 25						24,314.14	
Check 26							
582-000.000-265.000	01/20/21	STATE OF MICHIGAN	SALES TAX	01.20.2021	01/20/21	7,037.44	26
582-000.000-693.000	01/20/21	STATE OF MICHIGAN	SALES TAX	01.20.2021	01/20/21	(23.46)	26
Total For Check 26						7,013.98	
Check 27							
582-175.000-861.000	01/21/21	BUSINESS CARD	LUNCH - OFFICE	Multiple	01/21/21	2,262.01	27
582-543.000-861.000	01/21/21	BUSINESS CARD	OUTAGE DRINKS	Multiple	01/21/21	49.20	27
582-544.000-861.000	01/21/21	BUSINESS CARD	OUTAGE DINNER	08674C	01/21/21	95.86	27
590-175.000-861.000	01/21/21	BUSINESS CARD	LUNCH - OFFICE	Multiple	01/21/21	67.91	27
590-547.000-861.000	01/21/21	BUSINESS CARD	LUNCH - WWTP	7701	01/21/21	53.20	27
591-175.000-861.000	01/21/21	BUSINESS CARD	LUNCH - OFFICE	00291C	01/21/21	19.30	27
Total For Check 27						2,547.48	
Check 28							
101-215.000-734.000	01/21/21	CARD SERVICES CENTER	POSTAGE	01.06.2021	01/21/21	172.80	28
101-295.000-930.000	01/21/21	CARD SERVICES CENTER	REPLACEMENT BATTERY FOR HAND HELD R.	18-06265-77477	01/21/21	41.45	28
101-301.000-726.000	01/21/21	CARD SERVICES CENTER	POSTAGE	000002320C	01/21/21	4.60	28
271-790.000-982.000	01/21/21	CARD SERVICES CENTER	BOOKS AND SUPPLIES	Multiple	01/21/21	582.52	28
Total For Check 28						801.37	
Check 29							
101-265.000-920.000	01/21/21	MICH GAS UTILITIES	NATURAL GAS UTILITY	Multiple	01/21/21	1,021.93	29
101-336.000-920.000	01/21/21	MICH GAS UTILITIES	NATURAL GAS UTILITY	3125427240	01/21/21	429.93	29
271-790.000-920.000	01/21/21	MICH GAS UTILITIES	NATURAL GAS UTILITY	3125642081	01/21/21	511.20	29
588-588.000-920.000	01/21/21	MICH GAS UTILITIES	NATURAL GAS UTILITY	3132010145	01/21/21	215.49	29
640-444.000-920.000	01/21/21	MICH GAS UTILITIES	NATURAL GAS UTILITY	3128421872	01/21/21	556.61	29
Total For Check 29						2,735.16	
Check 30							
582-175.000-801.000	01/21/21	MICHIGAN PUBLIC POWER AGENCY	MPPA ANNUAL DUES	2021011	01/21/21	1,039.06	30
Total For Check 30						1,039.06	
Check 31							
101-441.000-801.000	01/21/21	SPOK, INC	PAGER RENTAL - DPS	D7385433X	01/21/21	18.84	31
Total For Check 31						18.84	
Check 32							
101-172.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	14.44	32
101-172.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	38.47	32
101-173.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	14.44	32
101-173.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	28.85	32
101-174.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	14.44	32
101-174.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	16.00	32
101-209.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	76.14	32
101-215.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	14.44	32
101-215.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	16.53	32
101-219.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	28.88	32
101-219.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	52.65	32
101-295.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	14.44	32
101-295.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	16.49	32
101-301.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	216.60	32

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 32							
101-301.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	319.85	32
101-336.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	57.76	32
101-336.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	80.67	32
101-400.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	14.44	32
101-400.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	19.23	32
101-441.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	74.90	32
101-447.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	14.44	32
101-447.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	38.47	32
208-751.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	14.44	32
208-751.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	23.46	32
271-790.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	9.39	32
271-790.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	24.04	32
582-175.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01.20.2021	01/21/21	187.72	32
582-175.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01.20.2021	01/21/21	354.11	32
588-588.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	57.76	32
588-588.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	63.85	32
590-175.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01.20.2021	01/21/21	86.64	32
590-175.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01.20.2021	01/21/21	141.90	32
591-175.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01.20.2021	01/21/21	57.76	32
591-175.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01.20.2021	01/21/21	96.70	32
640-444.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	28.88	32
640-444.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	37.72	32
699-441.000-715.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	129.96	32
699-441.000-721.000	01/21/21	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	01-20-2021-	01/21/21	157.60	32
Total For Check 32						2,654.50	
Total For Age Less Than 30 Days						367,700.95	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #	
Fund Totals:								
			Fund 101 GENERAL FUND			38,017.82		
			Fund 202 MAJOR ST./TRUNKLINE FUND			810.25		
			Fund 203 LOCAL ST. FUND			124.32		
			Fund 208 RECREATION FUND			313.34		
			Fund 244 ECONOMIC DEVELOPMENT CORP FU			2,120.00		
			Fund 247 TAX INCREMENT FINANCE ATH.			487.50		
			Fund 271 LIBRARY FUND			2,488.76		
			Fund 401 CAPITAL IMPROVEMENT FUND			37,365.90		
			Fund 481 AIRPORT IMPROVEMENT FUND			85.99		
			Fund 582 ELECTRIC FUND			164,326.29		
			Fund 588 DIAL-A-RIDE FUND			1,009.06		
			Fund 590 SEWER FUND			20,060.90		
			Fund 591 WATER FUND			37,634.24		
			Fund 633 PUBLIC SERVICES INV. FUND			11,516.38		
			Fund 640 REVOLVING MOBILE EQUIP. FUND			50,722.58		
			Fund 699 DPS LEAVE AND BENEFITS FUND			617.62		
Total For All Funds:							367,700.95	
--- TOTALS BY GL DISTRIBUTION ---								
		101-000.000-123.000	PREPAID EXPENSES			7,827.00		
		101-172.000-715.000	HEALTH AND LIFE INSURANCE			110.35		
		101-172.000-721.000	DISABILITY INSURANCE			38.47		
		101-173.000-715.000	HEALTH AND LIFE INSURANCE			110.35		
		101-173.000-721.000	DISABILITY INSURANCE			28.85		
		101-174.000-715.000	HEALTH AND LIFE INSURANCE			14.44		
		101-174.000-721.000	DISABILITY INSURANCE			16.00		
		101-175.000-801.000	CONTRACTUAL SERVICES			368.00		
		101-175.000-806.002	LEGAL SERVICES - TAX CASES			12,619.50		
		101-175.000-850.000	INSURANCE			2,484.00		
		101-209.000-715.000	HEALTH AND LIFE INSURANCE			103.79		
		101-209.000-801.000	CONTRACTUAL SERVICES			102.27		
		101-209.000-810.000	DUES AND SUBSCRIPTIONS			20.00		
		101-209.000-861.000	TRAINING & SEMINARS			42.00		
		101-215.000-715.000	HEALTH AND LIFE INSURANCE			110.35		
		101-215.000-721.000	DISABILITY INSURANCE			16.53		
		101-215.000-734.000	POSTAGE			172.80		
		101-215.000-801.000	CONTRACTUAL SERVICES			315.83		
		101-219.000-715.000	HEALTH AND LIFE INSURANCE			180.08		
		101-219.000-721.000	DISABILITY INSURANCE			52.65		
		101-253.000-726.000	SUPPLIES			123.69		
		101-253.000-964.000	REFUNDS AND REBATES			804.45		
		101-265.000-726.000	SUPPLIES			239.59		
		101-265.000-801.000	CONTRACTUAL SERVICES			136.53		
		101-265.000-801.790	CONTRACTUAL SRV-MITCHELL BLDG			90.85		
		101-265.000-920.000	UTILITIES			1,021.93		
		101-265.000-925.000	TELEPHONE			427.56		
		101-295.000-715.000	HEALTH AND LIFE INSURANCE			69.73		
		101-295.000-721.000	DISABILITY INSURANCE			16.49		
		101-295.000-726.000	SUPPLIES			24.46		
		101-295.000-930.000	REPAIRS & MAINTENANCE			338.06		
		101-301.000-715.000	HEALTH AND LIFE INSURANCE			423.09		
		101-301.000-721.000	DISABILITY INSURANCE			319.85		
		101-301.000-726.000	SUPPLIES			324.91		
		101-301.000-742.000	CLOTHING / UNIFORMS			316.01		
		101-301.000-801.000	CONTRACTUAL SERVICES			360.04		
		101-336.000-715.000	HEALTH AND LIFE INSURANCE			304.88		
		101-336.000-721.000	DISABILITY INSURANCE			80.67		

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		101-336.000-850.000	INSURANCE			5,724.50	
		101-336.000-920.000	UTILITIES			429.93	
		101-400.000-715.000	HEALTH AND LIFE INSURANCE			110.35	
		101-400.000-721.000	DISABILITY INSURANCE			19.23	
		101-400.000-801.000	CONTRACTUAL SERVICES			51.14	
		101-441.000-715.000	HEALTH AND LIFE INSURANCE			226.10	
		101-441.000-726.000	SUPPLIES			604.17	
		101-441.000-742.000	CLOTHING / UNIFORMS			65.86	
		101-441.000-801.000	CONTRACTUAL SERVICES			270.91	
		101-441.000-810.000	DUES AND SUBSCRIPTIONS			100.00	
		101-447.000-715.000	HEALTH AND LIFE INSURANCE			110.35	
		101-447.000-721.000	DISABILITY INSURANCE			38.47	
		101-447.000-801.000	CONTRACTUAL SERVICES			51.13	
		101-756.000-726.000	SUPPLIES			59.63	
		202-450.000-726.000	SUPPLIES			116.55	
		202-460.000-801.000	CONTRACTUAL SERVICES			693.70	
		203-450.000-726.000	SUPPLIES			124.32	
		208-751.000-715.000	HEALTH AND LIFE INSURANCE			69.73	
		208-751.000-721.000	DISABILITY INSURANCE			23.46	
		208-751.000-726.000	SUPPLIES			220.15	
		244-174.000-801.000	CONTRACTUAL SERVICES			2,120.00	
		247-900.000-806.000	LEGAL SERVICES			487.50	
		271-790.000-715.000	HEALTH AND LIFE INSURANCE			37.04	
		271-790.000-721.000	DISABILITY INSURANCE			24.04	
		271-790.000-726.000	SUPPLIES			29.28	
		271-790.000-801.000	CONTRACTUAL SERVICES			318.91	
		271-790.000-920.000	UTILITIES			511.20	
		271-790.000-925.000	TELEPHONE			56.00	
		271-790.000-930.000	REPAIRS & MAINTENANCE			810.48	
		271-790.000-982.000	BOOKS			701.81	
		401-452.000-801.000-21	CONTRACTUAL SERVICES			34,929.10	
		401-900.000-975.040	COMPREHENSIVE COMPUTER UPDATE			2,436.80	
		481-000.000-265.000	ACCRUED SALES TAX			85.99	
		582-000.000-110.000	INVENTORY			3,739.70	
		582-000.000-123.000	PREPAID EXPENSES			67,434.06	
		582-000.000-158.000-19	CONSTRUCTION WORK IN PROGRESS			13,308.00	
		582-000.000-202.100	ACCOUNTS PAYABLE-UB REFUNDS			887.67	
		582-000.000-265.000	ACCRUED SALES TAX			31,428.24	
		582-000.000-693.000	MISC NON-OPERATING INCOME			(186.11)	
		582-175.000-715.000	HEALTH AND LIFE INSURANCE			1,195.66	
		582-175.000-721.000	DISABILITY INSURANCE			354.11	
		582-175.000-801.000	CONTRACTUAL SERVICES			1,039.06	
		582-175.000-801.200	COMPUTER			119.31	
		582-175.000-850.000	INSURANCE			190.75	
		582-175.000-861.000	TRAINING & SEMINARS			2,262.01	
		582-175.000-920.400	UTILITIES - GAS			108.66	
		582-175.000-925.000	TELEPHONE			706.64	
		582-543.000-742.000	CLOTHING / UNIFORMS			196.09	
		582-543.000-801.000	CONTRACTUAL SERVICES			12,670.12	
		582-543.000-861.000	TRAINING & SEMINARS			49.20	
		582-543.000-920.400	UTILITIES - GAS			2,066.22	
		582-543.000-930.000	REPAIRS & MAINTENANCE			52.93	
		582-543.000-930.050	REPAIRS & MAINT. - ENGINE #5			3,298.50	
		582-543.000-930.060	REPAIRS & MAINT. - ENGINE #6			3,298.50	
		582-544.000-726.800	SUPPLIES - OPERATIONS			301.87	
		582-544.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			944.06	
		582-544.000-801.000	CONTRACTUAL SERVICES			2,414.35	
		582-544.000-801.300	TREE TRIMMING			7,196.70	
		582-544.000-861.000	TRAINING & SEMINARS			95.86	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		582-544.000-920.400	UTILITIES - GAS			1,455.17	
		582-544.000-970.000	CAPITAL OUTLAY			7,698.96	
		588-588.000-715.000	HEALTH AND LIFE INSURANCE			223.63	
		588-588.000-721.000	DISABILITY INSURANCE			63.85	
		588-588.000-726.000	SUPPLIES			71.12	
		588-588.000-726.007	SUPPLIES - COVID 19			170.00	
		588-588.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			264.97	
		588-588.000-920.000	UTILITIES			215.49	
		590-000.000-123.000	PREPAID EXPENSES			7,054.56	
		590-000.000-202.100	ACCOUNTS PAYABLE-UB REFUNDS			270.60	
		590-000.000-693.000	MISC NON-OPERATING INCOME			35.30	
		590-175.000-715.000	HEALTH AND LIFE INSURANCE			426.43	
		590-175.000-721.000	DISABILITY INSURANCE			141.90	
		590-175.000-726.007-CV	SUPPLIES - COVID 19			478.00	
		590-175.000-730.039	BPU VEHICLE MAINT/SUPPLIES			1,812.50	
		590-175.000-801.200	COMPUTER			44.84	
		590-175.000-850.000	INSURANCE			95.38	
		590-175.000-861.000	TRAINING & SEMINARS			432.91	
		590-175.000-920.400	UTILITIES - GAS			54.32	
		590-175.000-925.000	TELEPHONE			273.86	
		590-546.000-730.039	BPU VEHICLE MAINT/SUPPLIES			2,532.61	
		590-546.000-801.000	CONTRACTUAL SERVICES			648.84	
		590-546.000-861.000	TRAINING & SEMINARS			350.00	
		590-546.000-930.950	REPAIRS & MAINT. - LIFT STATIONS			19.99	
		590-547.000-726.900	SUPPLIES - LABORATORY			1,188.01	
		590-547.000-730.039	BPU VEHICLE MAINT/SUPPLIES			31.72	
		590-547.000-801.000	CONTRACTUAL SERVICES			1,413.50	
		590-547.000-861.000	TRAINING & SEMINARS			53.20	
		590-547.000-930.000	REPAIRS & MAINTENANCE			2,702.43	
		591-000.000-123.000	PREPAID EXPENSES			10,424.38	
		591-000.000-158.000-21	CONSTRUCTION WORK IN PROGRESS			20,196.00	
		591-000.000-202.100	ACCOUNTS PAYABLE-UB REFUNDS			209.71	
		591-175.000-715.000	HEALTH AND LIFE INSURANCE			452.80	
		591-175.000-721.000	DISABILITY INSURANCE			96.70	
		591-175.000-801.000	CONTRACTUAL SERVICES			648.83	
		591-175.000-801.200	COMPUTER			44.83	
		591-175.000-850.000	INSURANCE			95.37	
		591-175.000-861.000	TRAINING & SEMINARS			19.30	
		591-175.000-920.400	UTILITIES - GAS			54.32	
		591-175.000-925.000	TELEPHONE			274.21	
		591-543.000-930.000	REPAIRS & MAINTENANCE			119.99	
		591-544.000-801.000	CONTRACTUAL SERVICES			290.00	
		591-545.000-727.200	SUPPLIES - SODIUM HYPOCHLORITE			2,907.80	
		591-545.000-930.000	REPAIRS & MAINTENANCE			1,800.00	
		633-000.000-111.000	INVENTORY - MAT. AND SUPPLIES			11,516.38	
		640-000.000-123.000	PREPAID EXPENSES			21,800.00	
		640-444.000-715.000	HEALTH AND LIFE INSURANCE			152.44	
		640-444.000-721.000	DISABILITY INSURANCE			37.72	
		640-444.000-726.000	SUPPLIES			268.26	
		640-444.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			1,185.88	
		640-444.000-730.301	POLICE VEH/EQUIP MAINT SUPPLIE			7.57	
		640-444.000-742.000	CLOTHING / UNIFORMS			26.28	
		640-444.000-801.000	CONTRACTUAL SERVICES			3,327.05	
		640-444.000-801.301	POLICE VEHICLE REPAIR			1,560.77	
		640-444.000-850.000	INSURANCE			21,800.00	
		640-444.000-920.000	UTILITIES			556.61	
		699-441.000-715.000	HEALTH AND LIFE INSURANCE			460.02	
		699-441.000-721.000	DISABILITY INSURANCE			157.60	



**CITY COUNCIL MINUTES**

City of Hillsdale  
February 1, 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 Morrissey, Ward 2 Cynthia Pratt, Ward 2 Bruce Sharp, Ward 3 William Zeiser, Ward 3 Robert Socha, Ward 4 Raymond Briner, Ward 4
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Council Members absent:	None
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Also Present: David Mackie (City Manager), Attorney Tom Thompson, Katy Price (City Clerk), Scott Hephner (HCPD/HCFD), Jake Hammel (DPS Director), Kristin Bauer (City Engineer), Penny Swan, Sheri Ingles, Doug Ingles, Joseph Hendee, Jon Smith, Lance Lashaway, Jacob Bruns, Christina Bruns, Art Hilgendorf, Georgeann Hilgendorf, Lori Andaloro, Mary Catherine Adams, Andrew Wiegand, Caitlin Wiegand, Callie Shinkle and John Taylor.

Present electronically: Ginger Moore (Airport Manager), Jason Blake (DPS Foreman), Ruth Brown, Eric Moore, Jack McLain, Laura Smith, Dennis Wainscott and Stephanie Myers.

**Approval of Agenda**

City Manager Mackie requested to add Communication item E. County Commissioner Ingles Verbal Update.

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

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

Motion passed 9-0.

**Public Comment**

Penny Swan, Ward 4, commented on the street repair and leaf collection millage. She expressed

concern of taxing residents for leaf collection and combining the two items together. She isn't in favor of special elections as they cost money.

Joseph Hendee, 181 Rea Street, commented on the leadership of the city, as well as the timing with the proposed millage request as the poverty rate is growing.

John Smith, Somerset, commented on Special assessment. Stated the city can special assess any service from the government. Smith mentioned he is against millages.

Laura Smith, Orchard Ridge Parkway, commented on the special assessment district item. Stated she is for the special assessment and believes the millage is a good way to get the streets done but suggested a possible freezing of property taxes for those affected in the special assessment districts. Smith thanked council for their hard work in coming up with solutions for getting the streets repaired.

**Consent Agenda**

- A. Approval of Bills
  - 1. City and BPU Claims of January 7, 2021: \$518,776.26
  - 2. Payroll of January 7, 2021: \$195,240.87
- B. City Council Minutes of January 18, 2021
- C. Public Services Committee Minutes of January 10, 2021

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

Roll call:

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

Motion passed 9-0.

**Communications/Petitions**

- A. 2021 Spring Quarterly Newsletter
- B. Press Release: MEDC: Keefer House Hotel Funding
- C. Press Release: CL Real Estate Development, LLC: MSF Approval of Funding for Keefer House Hotel
- D. Moore Special Assessment/Street Millage Email
- E. County Commissioner Doug Ingles Verbal Update

Doug Ingles shared information on grants and other information within the county.

AAA traffic safety grant available applications accepted now until March 31, 2021 from Hillsdale County Public Safety Committee. Rural Business Development (RBDG) grant available for projects to benefit small businesses and emerging businesses. Hillsdale Parks Commission is conducting a survey from the five year plan on what is important in the community available on the Hillsdale county website homepage. Commissioner Ingles reviewed the Covid-19 and vaccine report from the health department for the county. Virtual Job Fair available for health workers through Michigan Works on Tuesday, February 23, 2021. The Courthouse building is open to the public, the Annex building will remain locked and Friend of the Court will be locked as has been done previously.

Council Member Socha suggested declaring Hillsdale city a free zone for vaccines which can be administered and free excepted as they choose to but not mandatory for those that choose not to receive the vaccine.

All items presented for the purpose of information only.

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

None

**Old Business**

None

**New Business**

A. 2021 Special Assessment Districts for Street Projects

City Manager Mackie reviewed the Special Assessment District information and the specific areas that are being looked at for the district as well as the process that it would take to complete the project.

Council Member Socha asked if there was an option for the district home owners to receive any tax breaks for the special assessment.

Attorney Thompson stated that there wasn't anything available but can look at a neighborhood enterprise zone for those special assessment district areas.

Further discussion ensued on neighborhood enterprise zones and special assessments.

Motion by Councilman Sharp, supported by Councilman Vear, to instruct city engineer to prepare the plans and specs and cost estimates for special assessment district.

By a voice vote, the motion passed unanimously.

B. Street Improvement Millage Ballot Language (Resolution)

City Manager Mackie reviewed the Street Improvement Millage request. The Millage would be for 4.5 mills. 4 mills would be designed and earmarked for road repair, construction and improvement while .5 mills for leaf collection equipment which was the recommendation from the Public Service Committee. The monies would generate approximately \$605,000.00 a year for a 10 year period. \$70,000.00 will go towards leaf collection and \$535,000.00 would go towards road repair and construction each year.

Mackie stated there will be a special election on May 4, 2021 for the Hillsdale community school district. The city has been working on road construction and repair for over five years and has been coming up with solutions to make it happen.

Council Member Sharp thanked the Public Services Committee for their hard work coming up with solutions and thinks this item should go to the residents to vote on. Sharp stated that 4.5 mills in total will be assessed this is not over the 3 mills that was previously assessed.

Council Member Socha stated that he isn't in favor of the increase while some of his constituents can't afford the additional cost.

Council Member Morrissey commented that you get what you pay for. If you are willing to pay for it you will get it but if you aren't willing then you won't, as what has happened in the past within the city.

Mayor Stockford stated that he isn't in favor of raising taxes, and in his opinion thought that all millages should go on a November ballot as there is more of a turnout.

Further Council discussion ensued on the millage and special election.

Motion by Councilman Morrissey, supported by Councilman Vear to approve ballot language for street improvement millage as presented. **Resolution 3438.**

Roll Call:

Council Member Morrissey	Aye
Council Member Sharp	Aye
Council Member Stuchell	Aye
Council Member Pratt	Aye
Council Member Zeiser	Aye
Mayor Stockford	No
Council Member Socha	No
Council Member Briner	No
Council Member Vear	Aye

Motion passed 6-3.

C. Airport Taxiway C Extension and Connector

City Manager Mackie discussed the project and contract with council. After the engineer’s review he requested the contract be awarded to the low bidder Mead Bros. Excavating in the amount of \$1,151,916.63 subject to legal review and procurement of funding.

Motion by Council Member Briner, seconded by Council Member Socha to approve the contract to Mead Bros. Excavating in the amount of \$1,151,916.63.

Roll Call:

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

Motion passed 9-0.

**Miscellaneous Reports**

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

**General Public Comment**

John Smith, Somerset, commented on the millage and maxing out on the millage cap and the poverty rate in the city and asked council to continue to think of ways to fund projects in the community.

Joseph Hendee, 181 Rea Street, stated there has been mismanagement in the city. He believes the NEZ districts should be spread out within the city. Hendee commented on the Hallett street project that was completed in the past and thought that it should not have been done before other area streets, like the special assessment district areas that had been discussed at the meeting.

Penny Swan, Ward 4, thanked Council members Socha, Briner and Mayor Stockford on the no vote for the street millage ballot language. She also thanked Socha for his comments on Covid-19 and the state mandates.

Dennis Wainscott, 134 Garden Street, commented on the proposed special assessment district area and in his opinion thinks that the city should fund some of the street repair due to poor maintenance from prior years.

Austin Hall, Ward 1, thanked Council member Morrissey on his comment about you get what you pay for. Hall asked if council had a long term plan for the street repair that includes the 4.5 mills and suggested getting the plan advertised for the residents to see. He also recommended looking at other avenues to review before raising taxes.

### **City Manager's Report**

City Manager Mackie stated that the city recently received notice that the Hallett street rail bridge project was pulled so it will not be happening this year due to the MDOT bidding process.

Last week the EDP of Hillsdale County received \$203,000.00 in grant monies and has reviewed applications and awarded grants to businesses and restaurants who have been impacted by the shutdowns.

The Fire Department is working on a joint FEMA grant with Jonesville and Litchfield for new equipment, air bottles and harnesses etc.

City Manager Mackie stated that the TSA guidelines stated that masks must be worn at the Hillsdale Airport.

Wrapping up, City Manager Mackie stated if the millage is passed the special assessment district will also be assessed the millage.

### **Council Comments**

Councilman Briner asked City Manager Mackie if the City would be fined if someone doesn't wear a mask at the airport as he isn't in favor of the mandate. Manager Mackie stated that the employees enforce directives as it's in the best interest and liability of the City. Airport Manager Moore reviewed the directive with council.

Councilman Socha agreed with Councilman Briner on the airport mask wearing mandate, as he isn't in favor of mandating masks at the airport.

Councilman Socha addressed Mr. Hendee comment on Hallett Street and stated it was one of the worst streets in the city and was repaved as the city received a grant to have it done.

Councilman Briner spoke on the millage and state he doesn't like the leaf collection millage portion as he thinks the city should come up with other ways of having it funded.

Councilwoman Pratt asked how this city chooses which streets to do first. Mayor Stockford responded that there is a 10 year plan and streets are rated on a Pacer rating scale and reviewed.

### **Adjournment**

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

By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:43 p.m.

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Adam L. Stockford, Mayor

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Katy Price, City Clerk

## **CITY COUNCIL MINUTES**

City of Hillsdale  
February 9, 2021  
12:00 P.M.

Special Meeting  
Electronic/In-person Meeting (COVID-19)

### **Call to Order and Pledge of Allegiance**

Mayor Pro-Tem Morrissey opened the meeting with the Pledge of Allegiance.

### **Roll Call**

Mayor Pro-Tem Morrissey called the meeting to order. Clerk Price took roll call.

Council Members present: Adam Stockford, Mayor (Electronically, Hillsdale, MI)  
R Greg Stuchell, Ward 1 (Electronically, Jackson, MI)  
Anthony Vear, Ward 1  
William Morrissey, Ward 2 (Mayor Pro-Tem)  
Cynthia Pratt, Ward 2  
Bruce Sharp, Ward 3 (Electronically, Coldwater, MI)  
Robert Socha, Ward 4  
Raymond Briner, Ward 4 (Electronically, Hillsdale, MI)

Council Members absent: William Zeiser, Ward 3

Also Present: City Manager David Mackie, Katy Price (City Clerk), Jake Hammel (DPS Director)  
Kristen Bauer (City Engineer), Emma Hammel (City intern) and Penny Swan.

Present electronically: No Public.

### **Public Comment**

Penny Swan, Ward 4, commented on having the Street Improvement Millage not include both the street improvements portion and the leaf collection portion together, keep them separate.

### **Old Business**

A. Rescind Resolution 3438 (Street Improvement Millage)

City Manager Mackie led discussion on why it was important to rescind the resolution. The city was over the total mills allowed for the city with the 4.5 mills approved at the February 1, 2021 Council meeting.

City Manager Mackie reported that the city is allowed 20 mills and the 4.5 mills would take it over by .5 mill.

Motion by Councilman Vear, supported by Councilman Socha, to rescind Resolution 3438 (Street Improvement Millage).

Roll call:

Council Member Sharp	Aye
Council Member Stuchell	Aye
Council Member Pratt	Aye
Council Member Vear	Aye
Mayor Stockford	Aye
Council Member Socha	Aye
Council Member Briner	Aye
Council Member Morrissey	Aye

Motion passed 8-0.

B. Amended Street Improvement Millage Ballot Language (Resolution)

City Manager Mackie reviewed the amended resolution with council. He stated the ballot language remains the same with the exception of the number of mills which is at 4 mills.

Councilmember Vear asked if the mill amount for the city allowed was over because of prior millage requests like the Public Safety millage that passed. City Manager Mackie responded, yes.

Motion by Councilman Vear, supported by Councilwoman Pratt, to adopted and approve the Amended Street Improvement Millage Ballot Language, **Resolution 3439**.

Roll Call:

Council Member Vear	Aye
Mayor Pro-Tem Morrissey	Aye
Council Member Sharp	Aye
Council Member Stuchell	Aye
Council Member Pratt	Aye
Mayor Stockford	No
Council Member Socha	No
Council Member Briner	No

Motion passed 5-3.



**Adjournment**

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

By a voice vote, the motion passed unanimously.

The meeting adjourned at 12:08 p.m.

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William Morrissey, Mayor Pro-Tem

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Katy Price, City Clerk

## SHADE TREE COMMITTEE

### MEETING MINUTES

FEBRUARY 3<sup>RD</sup> 2021

Gary Stachowicz, Hillsdale City Forester called the Shade Tree meeting to order at 3:06 p.m.

**Board members present:** Bud Heinowski, Jake Hammel, Elaine Tillinger and Jason Sellers. Seth Haywood and Jared Cole were absent from the meeting for health reasons. Motion was made by Jason Sellers to excuse both Seth and Jared from the meeting. Motion was seconded by Bud and passed unanimously.

**Approval of minutes:** Bud made the motion to approve the minutes from the October 14<sup>th</sup> 2020 meeting. Motion was seconded by Jason and passed unanimously.

**Public comments:** None

#### Old Business:

- A. Urban and Community Forestry grant: Gary mentioned that he had applied for a tree planting grant last fall through the Michigan DNR and was recently informed that the City of Hillsdale was not successful in securing funds to plant additional trees this coming spring.
- B. Tree City USA application: Gary informed the committee that the 2020 Tree City USA application has been approved at the state level and is awaiting final approval from the National Arbor Day Foundation.
- C. Lakeview cemetery expansion: Gary updated the committee on the cemetery expansion as it relates to the tree removals. Gary said that he hopes to have all trees removed by the end of this winter /early spring. In conversation with Frank Engle, the city's cemetery sexton, Gary said that Frank believes this will create an additional 600 grave sites. As of now, it is estimated that Lakeview cemetery will run out of grave sites within the next one to two years.

#### New Business:

- A. 2021 Tree planting locations: Gary said that as of right now he has twenty- five tree planting locations picked out for this spring and anticipates several more locations to be added by the time spring planting arrives.
- B. Vandalism at city parks: Gary said that vandalism in the three parks along bawbeese lake is an ongoing problem and said that most if not all the issues occur after dark. He said he wished park users and residents would become more vigilant and report such vandalism to the city police department.
- C. Urban trees and the law: Included in the committee packets was information relating to city trees and the laws that govern them. Topics included were "negligence and duty of care, nuisance trees, tree ownership, trespass and acts of god" to name a few. Gary said the city of Hillsdale does a good job of following these guidelines.

**ADJOURNMENT:** A motion was made by Bud to adjourn the meeting at 3:42 p.m. Motion was seconded by Elaine and carried unanimously. The next meeting is scheduled for Wednesday May 5<sup>th</sup> 2021 at 3:00 p.m. at city hall.



**Cemetery Board  
Minutes**

**2<sup>nd</sup> Floor Conference Room  
City Hall**

February 3, 2021

**Call to Order:**

The meeting was called to order by Mr. Hammel at 4:20 P.M.

**Board members present:**

Mr. Jacob Hammel, Department of Public Services Director  
Ms. Carol Lackey  
Mr. Carl "Bud" Heinowski

**Board members absent:**

Mr. John Barrett  
Ms. Vicky Ladd

**Also present were:**

Ms. Katy Price, City Clerk  
Mr. Frank Engle, City Sexton

**APPROVAL OF MINUTES**

Motion by Lackey seconded by Heinowski to approve the August 12, 2020 Cemetery Minutes.

By a voice vote, the motion passed unanimously.

**PUBLIC COMMENT**

No comments were offered.

**OLD BUSINESS**

There was no Old Business items on the agenda

**NEW BUSINESS**

**A. 2021 Meeting Dates**

- **February 3, 2021**

- **May 5, 2021**
- **August 4, 2021**
- **October 6, 2021**

Motion by Mr. Heinowski to approve the 2021 meeting dates as presented, seconded by Ms. Lackey.

By a voice vote, the motion passed unanimously.

**B. Board Member Terms**

Mr. Hammel reviewed the board member terms. Mr. Heinowski will be term limited at the end of May and is not eligible to serve another term. Discussion ensued on possible board members.

No action taken.

**C. Lakeview Cemetery Expansion Discussion**

Mr. Hammel reviewed the expansion plan. He stated not much has been completed. The trees have been cleared and plan on putting bull dozer work in the budget for this year to finish taking out the tree stumps. The cemetery will have an addition 2000 square feet added by the road way. The access road will be a thru way not dead-end. City Engineer will be looking at doing some sketches and layouts in the near future. Project will take approximately 18 months – 2 years to complete.

**D. Sexton Update Discussion**

Mr. Engle reviewed how many graves were available in the Lakeview Cemetery he stated approximately 35 were for sale. He mentioned there has been spurts or waves in purchases.

Vandalism took place in Oak Grove Cemetery on Monday, with someone driving in with a vehicle and knocking over a 3 tier stone. Engle was able to reset and repair minor damage to the stone.

The next meeting of the Cemetery Board is scheduled for May 5, 2021 at 4:15 p.m.

**ADJOURNMENT**

Motion by Lackey, seconded by Heinowski to adjourn.

By a voice vote, the motion passed unanimously.

The meeting adjourned at 4:53 p.m.

Respectfully submitted,

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Katy Price, City Clerk

# **City of Hillsdale Agenda Item Summary**

**Meeting Date: February 15, 2021**

**Agenda Item: Consent**

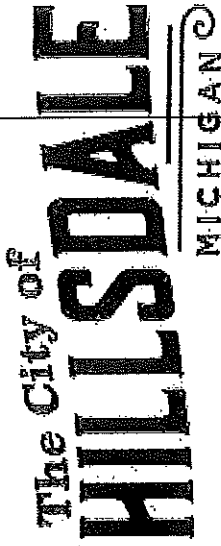
**SUBJECT: Electric, Water, and Sewer Cost of Service and Rate Design Study**

**BACKGROUND PROVIDED BY STAFF:**

It is time for a cost of service study here at the BPU. This is typically done every 3 to 5 years. We went out to bid on the study and had 3 bidders: Raftelis \$49,270, Utility Financial Solutions \$56,750, and Sawel & Associates at \$64,523. After reviewing all of the proposals and checking references staff has decided to recommend Utilities Financial Solutions. After reviewing the proposals it became apparent that Raftelis has more expertise in water and wastewater cost of service studies. It also appears that they will be bringing on a third party to be involved with a portion of the study as well telling us that they may not have the on hand expertise to complete all portions of the study, where Utilities Financial Solutions has all of their staff in house and is located in Michigan. As we are all aware, Michigan has unique rules and regulations in regards to how our power has to be acquired in the state. I feel that a Michigan based company with numerous years of experience would be best for performing the cost of service study. UFS comes highly recommended by APPA and many other Michigan Utilities. This has been budgeted for in the 2021 budget. This has been approved by the BPU Board.

**RECOMMENDATION:**

Staff recommends awarding the Cost of Service and Rate Design Study to Utility Financial Solutions in the amount of \$56,750.

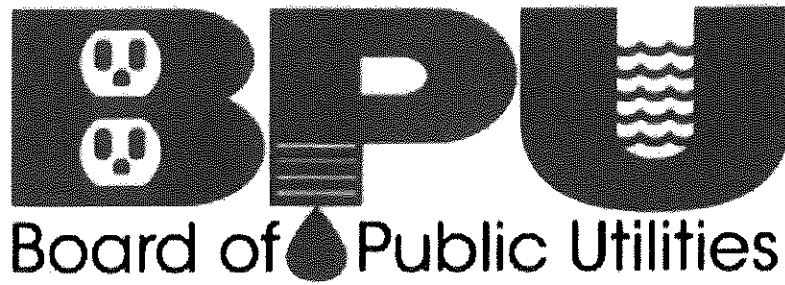


# City of Hillsdale, Michigan

## BID SHEET

Project: RPV: PROPOSN ELECTRIC, WATER & SEWER SERVICE <sup>COST OF</sup>  
 Date: 2/2/21 @ 3:00PM DESIGN & RESERVE  
2021-1 POLICY

Company	Base	TOTAL:
RAFFELS		49,270.00
UNITY FINANCIAL SERVICES		56,750.00
SANTAL & ASSOCIATES		64,523.00



## **Hillsdale Board of Public Utilities**

PROPOSAL FOR

Electric, Water, and Sewer

Cost of Service, Rate Design Study, and

Cash Reserve Policy

February 2, 2021 @ 3:00 p.m. EST



**Main Company location:**  
**Utility Financial Solutions, LLC**  
**185 Sun Meadow Court**  
**Holland, MI USA 49424**  
**(616) 393-9722**  
**Fax (888) 566-4430**

Submitted Respectfully by:  
Mark Beauchamp, CPA, CMA, MBA  
President, Utility Financial Solutions, LLC  
mbeauchamp@ufsweb.com  
(616) 393-9722



[mbeauchamp@ufswest.com](mailto:mbeauchamp@ufswest.com)  
O: 616.393.9722  
C: 616.403.5450  
F: 888.566.4430

Utility Financial Solutions, LLC  
185 Sun Meadow Ct  
Holland MI, 49424



February 2, 2021

Hillsdale City Clerk  
Hillsdale Board of Public Utilities  
97 N. Broad Street  
Hillsdale, MI 49242

Utility Financial Solutions, LLC (UFS) is pleased to submit a proposal to provide a cost of service and rate design study for Hillsdale Board of Public Utilities (BPU). Our proposal is based on our prior experience with completing cost of service studies for Michigan Utilities and around the United States. Assisting Michigan Utilities with Headlee Amendment challenges and have completed cost of service studies for MSCPA members. UFS is an internationally known firm with a long-standing relationship and history of assisting municipalities with financial analysis and are recognized experts in the utility field. UFS personnel are instructors for the American Public Power Association, Southern Gas Association, National Association of Regulatory Utility Commissioners and on special topics for the American Water Works Association. Courses UFS instruct include financial planning, cost of service, rate design, and a series of Commission training programs.

**Proposed Project Manager, Mr. Mark Beauchamp:** Mark will oversee project management and contractual agreements. Mr. Beauchamp began Utility Financial Solutions, LLC in 2001 and is the current President of UFS. With over 38 years' experience working with utilities, he has completed over one thousand cost of service studies. His degrees include Water Purification Technology, Accounting and MBA. His background provides unique experience and knowledge to share with utilities and includes a Class A license in wastewater treatment, water treatment license, Certified Public Accountant and Certified Management Accountant. This unique background has identified Mark as an industry leader in utility cost of service and rate design.

**Prior Experience:** UFS is comprised of experienced staff including economists, engineers, and finance professionals. Our reputation has allowed us to be the recommended rate consulting firm for numerous associations and agencies around the country and the selected vendor for Hometown Connections formed by the American Public Power Association. Our extensive experience provides utilities with studies that can be relied upon and please feel free to contact the references included in this proposal.

**Project Approach:** UFS has obtained rate approval for many utilities. Our unique approach includes development of key targets to keep the utility financially stable, development of minimum and maximum levels of rate adjustments, and identification of a long-term rate track for the utility. The key targets and development of the rate track is used as part of an educational presentation for the governing body to obtain guidance and input in the rate making process. Our methodology and the education provided is why we have grown to be the preferred provider of rate study services in the United States.

We appreciate the opportunity to submit this proposal and look forward to discussing it with you. If you have questions or need additional information, please contact me at 616-403-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Beauchamp", is written over a horizontal line.

Mark Beauchamp, CPA, MBA, CMA  
President, Utility Financial Solutions, LLC

## Understanding of Project Requirements

### **Summary of Scope of Services for the Electric, Water, and Sewer Departments.**

*Described below is an overview of the services UFS will provide. Greater detail is included within the detailed scope of service section. The list below includes sections not directly identified within the proposal but are critical in meeting the needs of the community and each utility department.*

1. **Common Costs** - Review and modify (if necessary) the common administrative costs of operations between the water, sewer, and electric departments.
2. **Rules and Regulations** - Review City Charter, rules and regulations, ordinances and strategic plan related to electric, water, and sewer cost of service study and incorporate into financial models.
3. **Cash Reserve Policies** - Review and develop cash reserve policies for the water, sewer, and electric departments (Please see detail on minimum cash reserve development)
4. **Development of Long-Term Financial Projections** – These studies are included as part of the UFS scope and are critical in development of a long-term rate strategy. Our models incorporate the strategic plan, funding of long term capital plans, amount, and timing of any financing needs, and balances the financial stability of the water, sewer, and electric departments. The long term financial projection and development of key financial targets is discussed in the detailed work plan of our proposal.
5. **Repair and replacement funding** – The study identifies the rate funded capital generated on an annual basis for replacement of infrastructure.
6. **Cost of Service Study** – This study identifies the cost of providing services to each class of customers. Our water, sewer, and electric models identify the cost by customer class for general rate components including variable charges (commodity), capacity related costs (demand), and facilities charges for each customer based on meter sizes or service level. In today's environment there is a need for more accurate rate schedules to achieve community objectives. The cost of service study will breakout each rate component. Examples of these breakouts include identification of power supply costs, transmission costs, and distribution costs by service level. These breakouts allow the utility to develop rates that meet future challenges including time of use rates, economic development rates, electric vehicle rates, single phase and three phase service rates, or high load factor rates. Further, the study will supply the actual costs of providing services to customers both inside and outside the city.
7. **Customer Rate Designs** - The cost of service study provides solid empirical input on sustainable long term rate structures, however, rate impacts on customers and achieving goals and objectives of each community is a significant factor in proper design of utility rates. UFS rate design models identify impacts on customers at various levels of usage. This function assists the governing body in making informed decisions and understanding impacts on customers and the community. Our models help ensure “no surprises” after rates are implemented to prevent or limit potential customer complaints.
8. **Rate Comparison Survey** – A survey will be completed to compare Hillsdale BPU rates with area communities. Our rate design models serve dual function and may be utilized to show rate comparisons between Hillsdale, other members of MSCPA, and other communities. UFS will complete surveys for up to five communities with rates provided by HBPU.

9. **Review of Power Cost Adjustment** - A power cost adjustment is one of the most critical factors in ensuring long-term financial stability of the electric utility. BPU currently implements a six-month rolling average method. UFS will review the current implementation process to ensure its properly recovering costs and the fluctuations to customers are limited. UFS power cost adjustment models are easy to use and ensure fluctuations in the true up result in limited impacts on customers. Rolling average methods are typically recommended by UFS but are not perfect in recovery because sales in the implementation period do not match perfectly with sales occurring during the true up period. UFS models helps ensure these differences are included in future true ups.
10. **Presentation to Staff, BPU Board, & City Council** – The presentation to staff and the BPU board serves two purposes:
- 1) Obtain approval of rate adjustments, rate designs, and to obtain guidance during the rate design process.
  - 2) Equally important is the education provided to the governing body to understand the importance of maintaining financial stability, how rates are used to achieve community goals and objectives, and why certain components such as a customer charge are used by utilities. UFS staff are skilled at obtaining guidance needed to develop rates and providing the education to allow the governing body to make informed decisions during this process.
  - 3) **Due to COVID Impacts and uncertainty, UFS has priced on site presentations separately. The base price includes all Zoom meetings with the Board and City Council**
11. **Reports**
- **Executive Summary Report** – This report is issued in draft form for discussion with staff and the Board of Directors to obtain input before finalized.
    - Summarization of the financial projection results, key financial targets and recommended long term rate track needed to achieve the financial stability for each utility
    - Summarization of the cost of service results and cost based rate structures for consideration in design of utility rates
    - Description of the major assumptions used in development of the financial projection and cost of service study
    - Considerations on future rate adjustments and movement toward cost of service
    - The executive summary is used to obtain input from the Board of Directors prior to design of utility rates
  - **Rate Design Report** – This report is issued as an appendix to the Executive Summary Report once this report is finalized and rates are designed.
    - Summarization of anticipated revenue to be received from the rate design and impacts on customers at various usage levels

## Proposed Work Plan and Project Approach

Our approach to this project was developed to meet the objectives of BPU based on the scope of services. UFS has completed hundreds of water, wastewater and electric rate studies in Michigan and we are familiar with the unique laws existing in Michigan including several court and supreme court rulings on utility rate setting. UFS has served as expert witness on rate related issues for several Michigan utilities, typically related to the Headlee Amendment and Bolt vs the City of Lansing.

Our proposed work plan is designed to meet the requirements for the RFP, methodologies established in the utility industry and Michigan law.

### Preliminary Tasks

Prior to the initial meeting with staff, UFS completes specific tasks allowing us to prepare an inclusive information request. This normally requires review of current rates and policies and development of a list of information needed to complete each task.

### Kick-off Meeting

The initial meeting includes UFS team members and BPU staff from finance, billing, and engineering to review the information requested. The meeting will include discussions on billing statistics needed, accounting information on historical expenses and asset investments, bond amortization schedules, audits, PCA methodology, availability of load research information, distribution system data and metering costs. Additional meetings with the superintendents of the water and wastewater plants and MSCPA is required. The meeting is critical to ensure the information request prepared by Utility Financial Solutions, LLC is understood.

Specific objectives of the meeting include the following:

- Identify and clarify the scope of services and specific expectations of management
- Availability of load research data and develop a plan to obtain information needed by cost of service study
- Discuss power supply and recent or anticipated changes in rates or operations
- Review of transmission charges
- Additions or losses of major customers
- If any specific issues exist with current rate charged
- Discussion on special contracts for customers including customers located outside the city limits

## Development of Five-Year Financial Projection and Financial Targets

The financial projection is listed in the section below and will be completed for the water, sewer, and electric departments. UFS is the industry leader and instructor for AWWA and APPA in development of financial projection and the key financial targets for utilities to monitor. Our models are unique in their ability to use both the cash basis and Utility (Accrual) basis, both methodologies provide value in development of key financial targets and ultimately the rate tracks implemented by the utilities.

## Development of Sales Projection

Water and Electric sales can fluctuate substantially due to several factors, most significantly in the impact weather variations have on sales. Weather patterns combined with projected customer growth rates will be normalized and sales projected for future years other factors such as the addition or loss of major customers are included in the sales projections. Through review of historical sales and discussion with utility staff we will develop a projection of the following:

1. Future energy sales
2. Future water sales
3. Future billing units for sewer
4. Number of customers
5. Billing demands
6. Miscellaneous revenues
7. Incorporate the power cost adjustment mechanism into the long term financial projection

## Development of Utility Revenue Requirements

Revenue requirements are developed through review of historical expenses and discussions with the utility on changes in costs and the utilities budget. UFS normally uses budgets only as reference with UFS projections used to determine revenue requirements. We complete the following task in development of the expenses of the water, sewer, and electric departments.

- **Operating Expense Projection**  
Operating expenses often include expenses related to operation, maintenance and administration of the utility and the distribution/collection system. UFS reviews historical expenses and adjust for changes in costs such as inflation and significant changes anticipated by the department such as OPEB, pension costs or addition of personnel.
- **Power Supply Projection (Electric)**  
Power supply costs typically represent over 80% of an electric utility's total revenue requirement. The magnitude of this expenditure requires this projection to be based on reasonable assumptions that are documented and reviewed with management. To project power supply expenses, we often review the latest twelve months of detail power supply invoices, develop a power supply projection model, and discuss the results with MSCPA.

- **Transmission Cost Projection (Electric)**

Transmission costs are often included as part of the power supply bill or may be in a separate invoice. As part of the power supply projection, we will include changes transmission costs and review results with utility staff and MSCPA.

- **Debt Service**

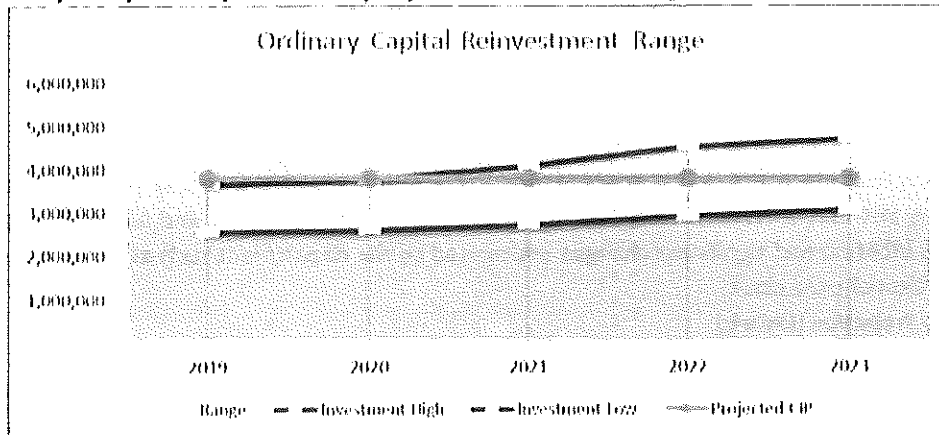
The amortization schedules for outstanding debt service will be incorporated into the financial projection. The corresponding principal and interest expense are appropriately classified into the income statement and cash flow sections of the long term financial projection. Any potential future bonding requirements will be identified and incorporated into the projection.

- **Capital Improvement Plan**

A critical part of the financial projection and development of the rate track is the capital improvement plan received from the utility. Often the capital improvement plan UFS receives is reviewed with utility staff for reasonableness and capabilities of the utility to complete the projects as stated. The financial projection models can easily incorporate sensitivity analysis for changes in capital, but it is preferred that the report includes a reasonable approximation of the annual expense. UFS identifies the sources of funding for the capital either from existing cash reserves, annual rate funded capital or through the issuance of debt.

Below is an output from UFS models comparing the capital plan with UFS range of ideal capital expenditures. For this utility, UFS the ideal range is between \$2.5 and \$3.5 million with actual falling between the ranges. UFS models are used for guidance only and utility projected capital in normally used in the financial projections.

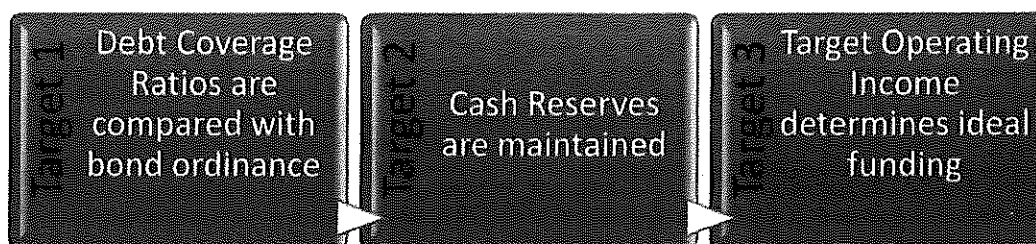
**Sample Report Output: Ordinary Capital Reinvestment Range**



### Development of Key Financial Targets

UFS identifies several financial targets, based on UFS experience three key targets determine the financial stability of the utility such as fixed cost coverage ratio, minimum cash reserves and target operating income. UFS studies also include review of secondary financial matrices such as debt/equity ratios, age of system, days cash on hand and working capital requirements as part of the overall assessment of the financial health of the utility. Review of targets will be included as part of the study and will be discussed in the executive summary report and presentation to utility staff and Council.

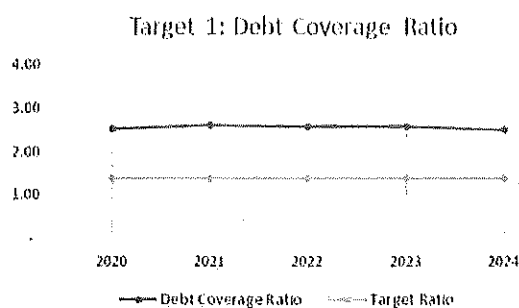
Our process includes the following:



#### Target One: Debt Coverage Ratio

Electric utilities are often required to issue revenue bonds which include requirements related to debt coverage and rating agencies include fixed cost coverage ratios as part of their rating process. It is critical electric utilities meet or exceed these bonding requirements and maintain appropriate bond ratings to keep future interest rates low. Each rating agencies uses different criteria in determination of fixed cost coverage and UFS models incorporate an approximation of the rating agencies methodology.

#### Sample Report Table: Debt Coverage Ratio graph and calculation:



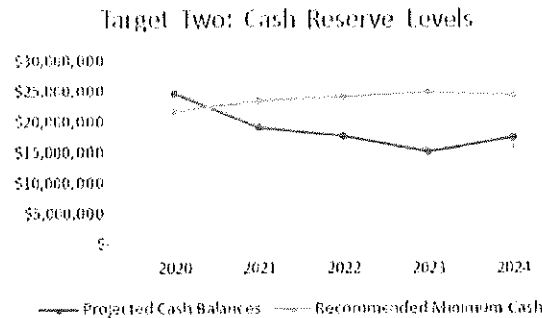
Description	Projected 2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023
<b>Debt Coverage Ratio</b>					
Net Income	\$ 996,826	\$ 997,462	\$ 945,213	\$ 826,113	\$ 758,497
Add Depreciation/Amortization Expense	2,565,601	2,609,101	2,732,859	2,921,523	3,057,531
Add Interest Expense	764,408	726,408	688,408	648,408	606,408
<b>Cash Generated from Operations</b>	<b>\$ 4,326,835</b>	<b>\$ 4,332,972</b>	<b>\$ 4,366,480</b>	<b>\$ 4,396,044</b>	<b>\$ 4,422,435</b>
Debt Principal and Interest	\$ 1,714,408	\$ 1,676,408	\$ 1,688,408	\$ 1,698,408	\$ 1,706,408
<b>Projected Debt Coverage Ratio (Covenants)</b>	<b>2.52</b>	<b>2.58</b>	<b>2.59</b>	<b>2.59</b>	<b>2.59</b>
<b>Minimum Debt Coverage Ratio</b>	<b>1.4</b>	<b>1.4</b>	<b>1.4</b>	<b>1.4</b>	<b>1.4</b>

**Target Two: Minimum Cash Reserves**

A critical question for utilities is the amount of cash reserves to be held in reserve to ensure funds exist for payment of bills, catastrophic events, future capital improvements, rapid changes in power supply or transmission costs or loss of a major customer. Each utility's cash needs are dependent on the risks associated with the operations of the utility. As part of our studies, we identify the minimum level of cash a utility should maintain in reserves and review the following:

- Historical investment in assets and age of infrastructure
- Exposure to catastrophic event
- Working capital requirements
- Debt service payments
- Power cost adjustment mechanism (PCA)
- Risks related to changes in power supply, transmission costs, or loss of major customer
- Stability of rate structures and its ability to recover fixed costs
- External reserve requirements related to items such as OPEB or Pension cost liabilities
- Loss of major customers

**Sample Report Table: Minimum Cash Reserves**



Description	Projected 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024
<b>Minimum Cash Reserve Allocation</b>					
Operation & Maintenance Less Depreciation Expense	25.0%	25.0%	25.0%	25.0%	25.0%
Purchase Power Expense	25.0%	25.0%	25.0%	25.0%	25.0%
Historical Rate Base	2.0%	2.0%	2.0%	2.0%	2.0%
Current Portion of Debt Service Payment	83%	83%	83%	83%	83%
Five Year Capital Improvements - Net of bond proceeds	20%	20%	20%	20%	20%
% Plant Depreciated	56%	54%	55%	55%	59%
<b>Calculated Minimum Cash Level</b>					
Operation & Maintenance Less Depreciation Expense	\$ 6,589,952	\$ 6,762,400	\$ 6,941,318	\$ 7,153,036	\$ 7,281,393
Purchase Power Expense	8,381,482	9,722,132	9,982,984	10,548,544	9,731,911
Historical Rate Base	1,527,454	1,689,254	1,769,511	1,877,918	1,877,918
Current Portion of Debt Service Reserve	1,391,419	1,401,379	1,409,679	1,416,319	1,462,799
Five Year Capital Improvements - Net of bond proceeds	3,939,646	3,939,646	3,939,646	3,939,646	3,939,646
<b>Minimum Cash Reserve Levels</b>	<b>\$21,829,952</b>	<b>\$23,514,810</b>	<b>\$24,043,138</b>	<b>\$24,935,462</b>	<b>\$24,293,667</b>
<b>Projected Cash Reserves</b>	<b>\$24,692,803</b>	<b>\$19,224,903</b>	<b>\$17,829,253</b>	<b>\$15,047,239</b>	<b>\$17,559,446</b>

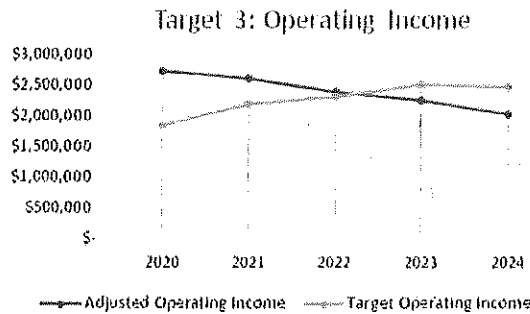


**Target Three: Target Operating Income**

Identifying a target operating income incorporates a rate of return, often associated with investor-owned utilities. Public power systems rate of return is established to breakeven and ensures customers are appropriately paying for their use of the infrastructure. The breakeven rate of return recovers two types of costs:

1. Interest expense on outstanding debt
2. Inflationary increases in asset's eventual replacement

**Sample Report Table: Target Operating Income**



Description	Projected 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024
<b>Target Operating Income Determinants</b>					
Net Book Value/Working Capital	\$33,525,928	\$38,888,526	\$39,931,938	\$42,194,174	\$38,927,644
Outstanding Principal on Debt	18,160,200	17,210,200	16,210,200	15,160,200	14,060,200
System Equity	\$15,365,728	\$21,678,326	\$23,721,738	\$27,033,974	\$24,867,444
<b>Target Operating Income Allocation</b>					
Interest on Debt	4.21%	4.22%	4.25%	4.28%	4.31%
System Equity	7.06%	6.73%	6.87%	6.90%	7.48%
<b>Target Operating Income</b>					
System Equity	\$ 1,085,106	\$ 1,459,590	\$ 1,629,338	\$ 1,864,944	\$ 1,859,437
Target Operating Income	\$ 1,849,514	\$ 2,185,998	\$ 2,317,746	\$ 2,513,352	\$ 2,465,845
Projected Operating Income	\$ 2,728,770	\$ 2,599,641	\$ 2,394,956	\$ 2,247,337	\$ 2,037,669
Rate of Return in %	5.5%	5.6%	5.8%	6.0%	6.3%

### Dashboard and Summary Financial Projections

UFS projections are summarized in a dashboard to allow quick review of rate adjustments and impacts on the key financial targets and future financing needs. We work with Management and the Governing body in review and development of five-year strategies and rate track. The first table below depicts the future financial picture excluding rate adjustments or debt issuances. The second table depicts projected financial statements and the corresponding rate track (rate adjustments) and a \$5.0 million-dollar debt issuance in 2019. UFS financial models are built to extend out to 20 years if needed by the utility.

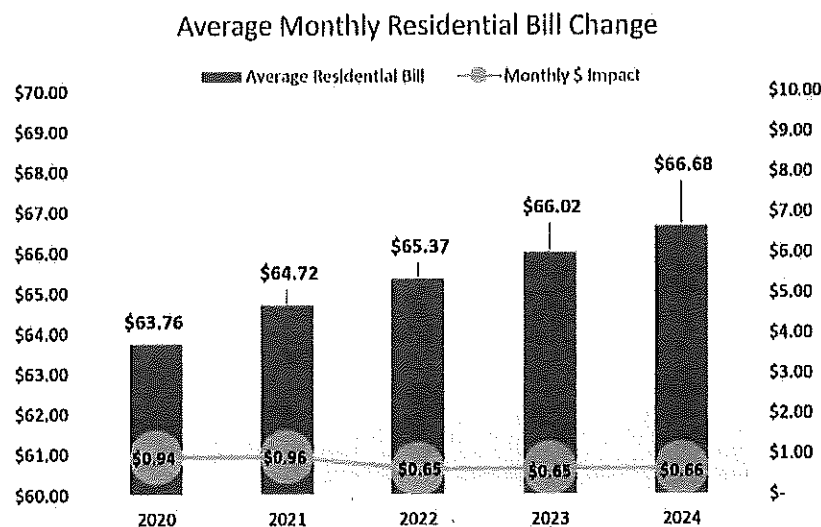
#### Projected Summary Financial before Rate Adjustments

Fiscal Year	Projected Rate Adjustments	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Recommended Minimum Cash	Capital Improvements Plan	Debt Coverage Ratio
2019	0.0%	\$ 2,728,770	\$ 3,038,480	\$ 16,392,621	\$ 18,099,160	\$ 6,065,000	1.10
2020	0.0%	2,711,845	3,019,772	14,592,541	19,169,551	2,175,000	1.11
2021	0.0%	2,622,411	3,061,319	10,964,992	19,674,886	4,012,870	1.11
2022	0.0%	2,473,225	3,149,568	5,938,354	20,516,844	5,420,360	1.12
2023	0.0%	2,380,491	3,098,229	4,959,247	20,862,261	1,380,000	1.12

#### Projected Summary Financials with Rate Adjustment and \$5.0 million bond issuance

Fiscal Year	Projected Rate Adjustments	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Recommended Minimum Cash	Capital Improvements Plan	Debt Coverage Ratio
2019	2.0%	\$ 3,350,054	\$ 3,038,480	\$ 17,013,904	\$ 18,099,160	\$ 6,065,000	1.26
2020	2.0%	3,972,613	3,019,772	22,477,689	19,169,551	2,175,000	1.44
2021	1.0%	4,216,200	3,061,319	21,453,355	19,674,886	4,012,870	1.53
2022	1.0%	4,407,444	3,149,568	21,578,377	20,516,844	5,420,360	1.62
2023	1.0%	4,662,614	3,098,229	21,908,593	20,862,261	1,380,000	1.71

Table below shows the average monthly change for the residential customer with the rate adjustments projected in the rate track above.



The rate track is reviewed with utility staff and Governing body prior to inclusion in the executive summary report of UFS.

## Cost of Service Analysis

The section below provides an overview of the cost of service study process and development of allocation factors used to determine the cost of providing service to each class of customers.

### Electric Cost of Service Study

This section describes additional procedures used in development of the cost of service study and sample outputs from previous electric studies. Development of customer class peak demand and allocation factors used to allocate revenue requirements.

### Load Profile Information

Load profile information identifies how customers use electricity and is critical to ensure the cost of service study is accurate and defensible. UFS works with utility staff in identification of the sources of load research information. We will analyze information from the following sources:

- Electronic meters installed on time of use and other customers
- Load research information available from other sources
- Analysis of substation feeders
- Utilize our data base of existing load research obtained from other utilities

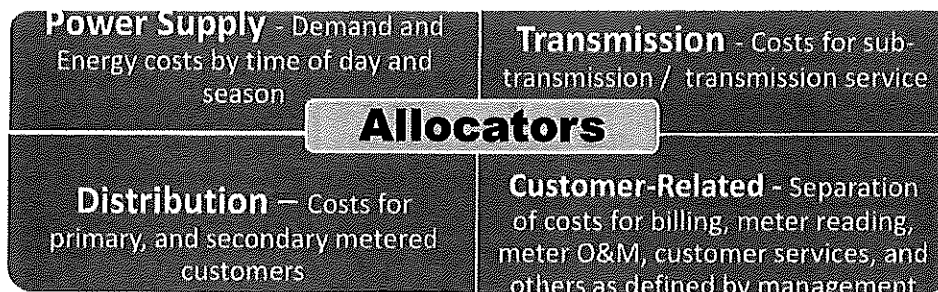
The load research information identifies the monthly load factors for each class, how much is being used by the class at the peak time of the day when power supply demand or transmission demand charges are determined. The load research information is compared with the hourly system hourly load data to determine the class contributions. The information is then used to determine the class share of transmission and power supply costs.

### System Losses

Losses can vary substantially depending on system loading and temperature. We will identify the system loss at the various voltage levels of service to customers. To determine the overall system losses, we typically use a three-year average of losses to reduce the impact of changing weather patterns between the last and first month of each year. The losses are then allocated between voltage level such as transmission, substations, primary service, and secondary voltage levels.

### Development of Allocators

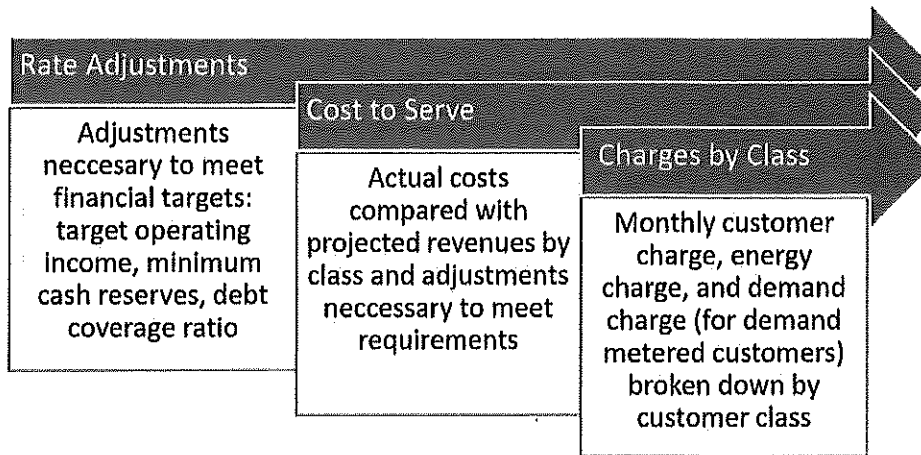
The load profile information for each class is used to determine the allocation factors used to allocate expenses based on cost-causation. Examples of cost causation include the identification of the date and time power supply demand charges are determined and each class usage at the time of the peak demands. There are over 40 allocation factors often developed as part of a UFS cost of service study. Allocation factors are developed for each season and developed for specific expenses. A summary of the costs where specific allocation factors need to be developed are listed below.



**Prepare Cost of Service Analysis**

Customer classes are typically established based on differences in load and usage patterns. How customers use electricity dictates the cost of providing many utility services.

The cost of service portion of the model will determine the following:



A summary of the cost of service analysis is developed similar to the table below:

Customer Class	Cost of Service	Projected Revenues	% Change
Residential A	\$ 4,672,077	\$ 4,183,897	11.7%
General Secondary B	3,032,446	2,974,374	2.0%
Street Light Service S	144,370	133,504	8.1%
Secondary Energy & Demand C	3,144,714	3,072,174	2.4%
Primary Energy & Demand D	20,191,294	20,700,210	-2.5%
<b>Total</b>	<b>\$ 31,184,902</b>	<b>\$ 31,064,158</b>	<b>0.4%</b>

The cost of service column from the table above identifies the cost to provide service to each class of customers and is compared with the projected revenues from each class. The percent change is the rate adjustment necessary for each class to achieve cost of service. We typically do not recommend rates move fully to cost of service, but as part of the discussions with staff and Council we develop a plan to move classes toward cost of service to minimize rate impacts on any specific customer class.

**Development of new rate classes**

As part of the initial discussions with management and review of the existing rate tariffs, we will discuss with utility staff if new rate classes should be considered or if existing rate classes should be combined. Rate classes are created based on similarity in usage patterns, but often utilities will develop new rate classes to create incentives for customers to shift usage to periods of time where power supply costs are lower such as on and off peak time periods for time of use rates. Examples of new rate class developments are listed below.

- **Standby charges** – Cost isolated by investment in facilities to serve customers on a standby basis.
- **Interruptible Loads** – Rates to promote interruptible loads that reflect the savings to BPU. Our study will isolate costs by power supply demand, energy, and transmission to identify the potential cost savings of an interruptible customer.
- **Seasonal Rates** – The cost of service study allocates costs to each rate class based on seasonal time period. The time periods will be identified through review of system loads and power supply and transmission costs.
- **Time of Use** – For time of use rates to be effective in sending the proper price signal, the cost of service analysis is supplemented with marginal costs to identify and recommend appropriate charges on a time of use basis.
- **Economic Development Rates** - Rates can be developed to promote economic development by attracting new customers or expansion of existing customers. It is important economic development rates be developed using a marginal cost approach to ensure existing customers are not unduly subsidizing any reduce rates or fees charged under an economic development program.
- **Other Potential Rates are listed below:**
  1. Public education rates
  2. Green Rates
  3. Net Metering Rates
  4. Aggregation Rates

New rate designs may result in additional charges for the services provided by UFS. As part of the initial kick off meeting, we should discuss if any potential new rate classes are being considered.

**Breakdown of cost of service rate structure by type of expense for each class of customers**

UFS cost of service studies identify cost in a summary and a detail cost breakdown for each class of customers. For example, the summary of costs identifies the class cost breakdown by customer charge, power supply demand, transmission demand, distribution demand and energy costs. An example is listed below:

Customer Class	Monthly Customer Charge	Distribution Rate	Power Supply			
			Summer		Winter	
			Demand	Energy	Demand	Energy
Residential A	\$ 13.65	\$ 0.0249	\$ 0.0181	\$ 0.0479	\$0.0101	\$ 0.0353
General Secondary B	26.60	0.0288	0.0311	0.0550	0.0136	0.0319
Street Light Service S	-	0.1752	-	0.0689	-	0.0300
Secondary Energy & Demand C	120.60	8.52	12.09	0.0577	4.88	0.0313
Primary Energy & Demand D	223.90	7.24	12.38	0.0573	4.85	0.0296

In addition, further breakdowns are available in the studies depending on the needs of each utility. A sample detailed breakdown of distribution costs is listed below:

Rate Breakdown	kWh Residential A	kWh General Secondary B	KW Secondary Energy & Demand C	KW Primary Energy & Demand D
<b>Demand Breakdown</b>				
Distribution	\$ 0.0110	\$ 0.0117	\$ 3.44	\$ 2.95
Transmission	0.0059	0.0084	2.91	2.91
Transformer	0.0027	0.0029	0.73	-
Substation	0.0052	0.0057	1.43	1.39
Direct	-	-	-	-
Subtotal - kWh, kW, HP Charge	\$ 0.0249	\$ 0.0288	\$ 8.52	\$ 7.24
<b>Customer Breakdown</b>				
Distribution Customer Costs	\$ 6.07	\$ 12.13	\$ 54.59	\$ 109.18
Transformer Customer Costs	2.07	4.14	18.62	-
Meter O&M	0.57	0.57	2.87	39.11
Meter Reading	0.13	0.13	1.15	2.30
Billing	0.08	0.15	0.70	1.39
Services	1.20	2.41	10.83	8.23
Customer Service	3.54	7.08	31.84	63.68
Customer Charge \$/Meter	\$ 13.65	\$ 26.60	\$ 120.60	\$ 223.90

## Water Cost of Service

### Water Allocation Factors

The water cost of service study requires development of allocation factors to allocate the fixed capacity costs, semi-variable operating costs, variable chemicals and power, and customer-related costs based upon a minimum system analysis. The characteristics modeled includes total system water production, peak day production, peak hour production, fire protection requirements of the system, customer billing, metering, and services requirements. To obtain the allocation factors we perform the following:

- Review internal usage patterns available and supplement with peak ratio information on customer classes developed from generic sources
- Review peak loadings on water production readings
- Review peak month loadings from billing statistics

### Identification of Peak Day/Peak Hour Allocation Factors

Peak usage ratios will be established for each customer class using the following information:

- Review of pumping statistics of the wells over the past five years
- Review of peak loadings on water production wells for each month
- Review of monthly usage for each customer class and meter size (billing statistics)

The peak day and peak hour usage factors will be estimated based on average monthly usage compared to peak monthly usage with adjustments made for the monthly billing cycles. The calculated peak is compared with the actual peaks from the production statistics and adjusted to balance. Listed below is an example table that will be developed for BPU.

### Determination of Peak to Average Ratio using Two Year Average

	Year 1 Peak Factor			Year 2 Peak Factor			Two Year Average		
	CCF Usage during peak Month	Average Monthly Usage per year - CCF	Peak to Average Ratio	CCF Usage during peak Month	Average Monthly Usage per year - CCF	Peak to Average Ratio	CCF Usage during peak Month	Average Monthly Usage per year - CCF	Peak to Average Ratio
	5/8" Meter	4,277	2,350	1.82	3,210	2,177	1.47	3,744	2,264
3/4" Meter	268	162	1.66	200	120	1.67	234	141	1.66
1" Meter	2,897	1,422	2.04	2,411	1,191	2.02	2,654	1,307	2.03
1-1/2" Meter	1,149	525	2.19	1,059	521	2.03	1,104	523	2.11
2" Meter	3,348	1,704	1.96	2,780	1,661	1.67	3,064	1,682	1.82
3" Meter	873	510	1.71	654	370	1.77	763	440	1.74
4" Meter	839	602	1.39	636	516	1.23	737	559	1.31
6" Meter	1,786	622	2.87	1,918	1,203	1.59	1,852	912	2.23

### Application of Peak to Average Ratio to Customer Classes

Customer Class	Base		Maximum Day			Maximum Hour		
	Annual Use	Average Rate	Capacity Factor	Total Capacity	Extra Capacity	Capacity Factor	Total Capacity	Extra Capacity
5/8" Meter	794,576	1.6	1.47	2.4	0.8	1.47	2.4	0.77
3/4" Meter	43,620	0.1	1.67	0.1	0.1	1.67	0.1	0.06
1" Meter	434,796	0.9	2.02	1.8	0.9	2.02	1.8	0.91
1-1/2" Meter	190,019	0.4	2.03	0.8	0.4	2.03	0.8	0.40
2" Meter	606,089	1.2	1.67	2.1	0.8	1.67	2.1	0.84
3" Meter	135,166	0.3	1.77	0.5	0.2	1.77	0.5	0.21
4" Meter	188,609	0.4	1.23	0.5	0.1	1.23	0.5	0.09
6" Meter	439,040	0.9	1.59	1.4	0.5	1.59	1.4	0.54
<b>Total System</b>	<b>2,831,815</b>	<b>5.80</b>		<b>9.63</b>	<b>3.82</b>		<b>9.63</b>	<b>3.82</b>

## Sewer Cost of Service

### Sewer Allocation Factors

Expense categories are analyzed, and appropriate allocation factors determined for each cost component. The allocation factors include development of surcharge parameters including Biological Oxygen Demand, Total Suspended Solids, Ammonia Nitrogen and Phosphorus. A sample list of allocators is listed on the next page:

Account Name	Volume	BOD	TSS	Phos	G&O	Cust	Total
<b><u>Generation</u></b>							
Salary & Benefits	53%	29%	14%	4%	0%	0%	100%
Production Electricity	58%	25%	13%	4%	0%	0%	100%
Production Water	53%	28%	12%	7%	0%	0%	100%
Gas Heating	53%	28%	12%	7%	0%	0%	100%
Oper Permits & Fees	53%	28%	12%	7%	0%	0%	100%
Other Expenses	53%	28%	12%	7%	0%	0%	100%
<b><u>Operations</u></b>							
Salary & Benefits	53%	29%	14%	4%	0%	0%	100%
Production/Treatment Chemicals	27%	32%	15%	27%	0%	0%	100%
Sludge Disposal	0%	75%	25%	1%	0%	0%	100%
Other Expenses	53%	28%	12%	7%	0%	0%	100%
Pollution Control	27%	32%	15%	27%	0%	0%	100%
Plant Maintenance	40%	40%	19%	0%	0%	0%	100%
Operations Allocation	40%	40%	19%	0%	0%	0%	100%
Technology Director Allocation	53%	29%	14%	4%	0%	0%	100%
<b><u>Administration &amp; General</u></b>							
Insurance	54%	16%	12%	2%	0%	16%	100%
W/WW Engineering Allocation	0%	0%	0%	0%	0%	100%	100%
IT Allocation	0%	0%	0%	0%	0%	100%	100%
Other	54%	16%	12%	2%	0%	16%	100%
Facilities & Warehouse	0%	0%	0%	0%	0%	100%	100%
<b><u>Accounting &amp; Collecting</u></b>							
Finance Allocation	54%	16%	12%	2%	0%	16%	100%
Accounting Allocation	54%	16%	12%	2%	0%	16%	100%
Corporate Allocation	54%	16%	12%	2%	0%	16%	100%
Personnel Allocation	54%	16%	12%	2%	0%	16%	100%
Other	54%	16%	12%	2%	0%	16%	100%
<b><u>Collection</u></b>							
Services / Maintenance	0%	0%	0%	0%	0%	100%	100%
Lift Station Maintenance	0%	0%	0%	0%	0%	100%	100%
Customer Service Allocation	0%	0%	0%	0%	0%	100%	100%
Meter Reading Allocation	0%	0%	0%	0%	0%	100%	100%
Billing Allocation	0%	0%	0%	0%	0%	100%	100%
Other	0%	0%	0%	0%	0%	100%	100%

Example COS Summary Table

Customer Type	Cost of Service Rates	Projected Revenues	Percentage Adjustment
5/8"	\$ 3,543,212	\$3,045,073	16%
3/4"	100,929	93,713	8%
1"	813,759	770,611	6%
1-1/2"	432,333	371,866	16%
2"	1,457,418	1,265,868	15%
3"	270,158	245,673	10%
4"	412,630	370,115	11%
6"	303,145	300,426	1%
Flat Rate	190,341	171,035	11%
<b>Total</b>	<b>\$ 7,523,925</b>	<b>\$6,634,380</b>	<b>13.4%</b>

Example Monthly Customer Charge Cost of Service Results

	Current Unit			COS Monthly Customer Charge	COS Unit Charge
	Current Monthly Charge	1st and 2nd Block	Current Chrg 3rd Block		
<b>In-City</b>					
5/8"	\$ 9.45	\$ 2.18	\$ 2.05	\$ 10.53	\$ 2.08
1"	16.00	2.18	2.05	22.34	2.08
2"	52.25	2.18	2.05	72.16	2.08
3"	108.00	2.18	2.05	150.68	2.08
4"	168.00	2.18	2.05	270.92	2.08
6"	240.00	2.18	2.05	586.42	2.08
<b>Outside City</b>					
5/8"	\$ 14.50	\$ 3.68	\$ 2.89	\$ 17.15	\$ 2.93
1"	28.00	3.68	2.89	34.77	2.93
2"	78.25	3.68	2.89	105.06	2.93
4"	158.00	3.68	2.89	385.31	2.93
6"	248.00	3.68	2.89	621.48	2.93



## Rate Design

The cost of service study provides a major input into how to structure rates for the long term, but rate impacts on customers and achieving the goals and objectives of each community is a significant factor in design of rates for customers. UFS rate design models identify the impacts on customers at various levels of usage, this assists the governing body in making informed decisions and understanding the ultimate impacts on customers and the community. UFS rate design models help ensure “no surprises” after the rates are implemented to prevent or limit the potential of customer complaints.

UFS will develop and recommend a schedule of electric, water, and sewer rates designed to generate adequate revenues, and reflect or move toward the true cost of providing service. A five year rate track will be provided with the financial projection. UFS rate design models identify the impacts on users at various levels of usage and all models are similar in structure to the outputs listed below. Models for each utility are set up in a similar format.

### *Electric Rate Design Samples*

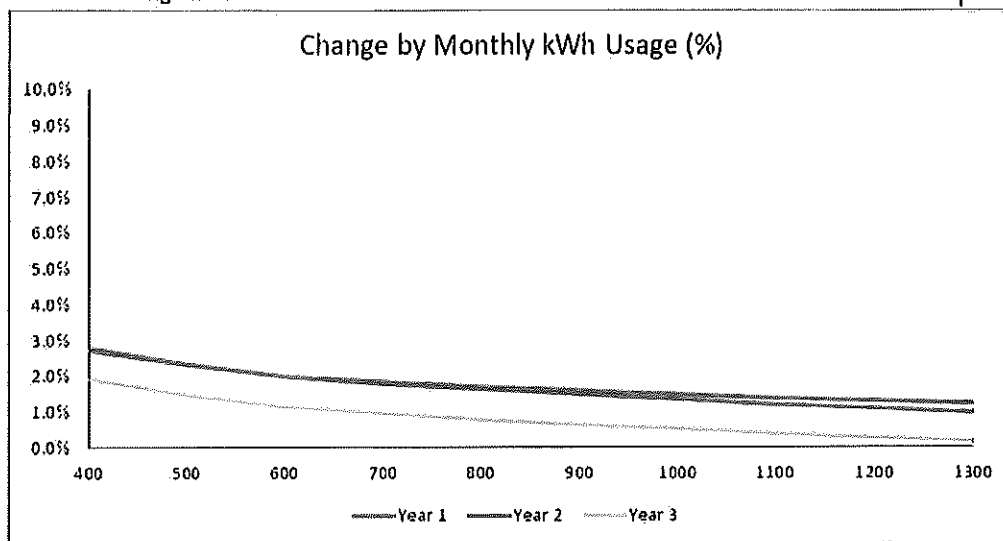
#### *Summary of overall rate adjustments for each class - Electric*

<b>Customer Class</b>	<b>Projected Revenues Under Current Rates</b>	<b>Projected Revenues Under Proposed Rates Year 1</b>	<b>Projected Percentage Change Year 1</b>
Residential A	\$ 4,183,897	\$ 4,272,065	2.11%
General Secondary B	2,974,374	3,019,822	1.53%
Street Light Service S	133,504	135,687	1.64%
Secondary Energy & Demand C	3,072,174	3,125,649	1.74%
Primary Energy & Demand D	20,700,210	20,956,423	1.24%
<b>Totals</b>	<b>\$ 31,064,158</b>	<b>\$ 31,509,647</b>	<b>1.43%</b>

## Electric Sample Rate Design, Multi Year

### Projected Residential Rates

Rates	Current	Year 1	Year 2	Year 3	COS Rates
<b>Monthly Facilities Charge:</b>					
All Customers	\$ 11.75	\$ 13.25	\$ 14.75	\$ 16.25	\$ 18.86
<b>Energy Charge:</b>					
Winter All Energy	\$ 0.1018	\$ 0.1019	\$ 0.1020	\$ 0.1020	\$ 0.10383
Summer Block 1 (First 20 kWhs per day)	\$ 0.1100	\$ 0.1100	\$ 0.1100	\$ 0.1070	\$ 0.10383
Summer Block 2 (Excess)	\$ 0.1249	\$ 0.1240	\$ 0.1220	\$ 0.1190	\$ 0.10383
Revenue from Rate	\$ 10,337,868	\$ 10,553,155	\$ 10,762,483	\$ 10,879,557	\$ 11,175,415
Change from Previous		2.1%	2.0%	1.1%	



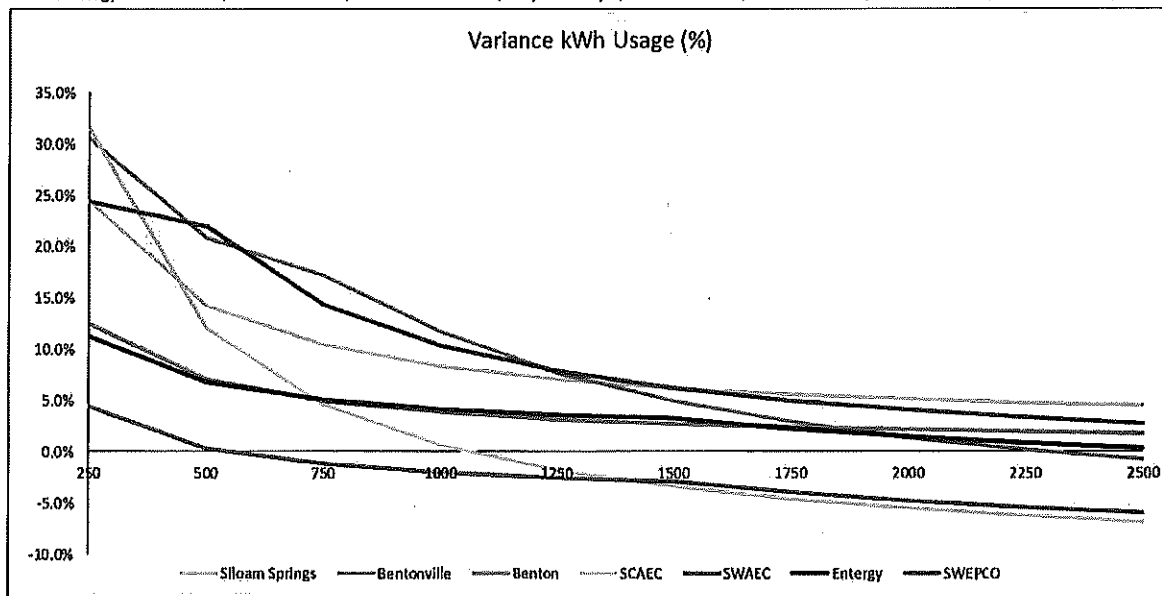
### Average Monthly Bill Increase by Usage

	Year 1	Year 1 \$	Year 2	Year 2 \$	Year 3	Year 3 \$
	\$	%	\$	%	\$	%
All Energy						
400	\$1.52	2.8%	\$1.53	2.8%	\$1.10	1.9%
500	\$1.52	2.4%	\$1.53	2.3%	\$1.00	1.5%
600	\$1.53	2.0%	\$1.54	2.0%	\$0.90	1.2%
700	\$1.50	1.9%	\$1.49	1.8%	\$0.80	1.0%
800	\$1.47	1.7%	\$1.42	1.6%	\$0.70	0.8%
900	\$1.44	1.6%	\$1.35	1.5%	\$0.60	0.7%
1000	\$1.41	1.5%	\$1.29	1.4%	\$0.50	0.5%
1100	\$1.38	1.4%	\$1.22	1.2%	\$0.40	0.4%
1200	\$1.35	1.3%	\$1.15	1.1%	\$0.30	0.3%
1300	\$1.32	1.2%	\$1.09	1.0%	\$0.20	0.2%

### Rate Surveys

Rate comparison survey to compare Hillsdale BPU rates with area communities. UFS rate design models serve a dual function and provides rate comparisons between Hillsdale and other members of MSCPA and other communities. The comparison is shown at various levels of usages

Rates	Current	Siloam Springs	Bentonville	Benton	SCAEC	SWAEC	Entergy	SWEPCO
Comparable		Res	Res	100	Res	Res Rural	RS	015
<b>Monthly Facilities Charge:</b>								
All Customers	\$ 5.80	\$ 12.60	\$ 12.70	\$ 9.41	\$ 18.00	\$ 8.50	\$ 8.40	\$ 7.75
<b>Energy Charge:</b>								
All Energy	\$ 0.08910	\$ 0.09646		\$ 0.09531	\$ 0.08347			
<b>Franchise Fee</b>								
Block 1 End			800			500	1500	1500
Block 1			\$ 0.10860			\$ 0.11237	\$ 0.07392	\$ 0.04420
Block 2			\$ 0.09980			\$ 0.09738	\$ 0.09593	\$ 0.05340
B1 Winter			\$ 0.10860			\$ 0.11370	\$ 0.06990	\$ 0.03580
B2 Winter			\$ 0.08240			\$ 0.08762	\$ 0.05154	\$ 0.02300
<b>Power Cost Adjustment:</b>								
Formula Rate Plan							\$ 0.00365	
Fuel and Purchase Power Cost							\$ 0.01547	
Environmental								\$ 0.00455
Adder								\$ 0.00985
FERC							\$ 0.00017	\$ 0.03242
Ice Storm Recovery							\$ 0.00107	
PCA All Energy	\$ 0.00590	\$ 0.00020	\$ (0.00516)	\$ -	\$ -	\$ -	\$ 0.02036	\$ 0.04682



## Review of Power Cost Adjustment

Power cost adjustments (PCA) are used by many municipal electric utilities to help ensure power costs are recovered from customers in a timely fashion and the electric utility remains financially stable. A PCA reduces the utility's risk and exposure to changes in power supply costs or changes in transmission charges and helps ensure retail customers are not over or undercharged for electricity in any given year. A PCA must be implemented properly to ensure dramatic changes in the PCA do not occur on a month to month basis leading to customer complaints. UFS has implemented PCAs for electric utilities around the nation and has extensive experience in identify the most appropriate method that balances customer impacts while maintaining the financial health of the utility. UFS will review the risks and monthly power cost to identify the most appropriate method.

## Cash Reserve Policy Methodology

Cash reserve policies and guidelines are often established by utilities to maintain appropriate cash reserves to help ensure:

- Cash exists for timely payment of bills
- The short-term and long-term financial health of the Utility
- Stable rates for customers
- Cash exists to fund unanticipated cost contingencies
- The amount and timing of future bond issues are identified
- A significant factor is being met for bond rating agencies
- A significant factor is being met for AMP credit scoring

In recent years, the compounded impacts of power supply cost uncertainties, a sluggish economy, volatile energy prices, and rising capital improvement costs have posed challenges to maintaining stable rates and cash reserves. It is important for utilities to maintain the financial flexibility to smooth rate increases and stagger rate adjustments for customers of the utility. The minimum cash reserve requirements identified as part of the cost of service studies are placed into policy format documenting the purpose for maintaining cash reserves, the formula used to identify the reserve requirements and simplifies the formula to allow for periodic comparisons between actual cash reserves and the cash reserve policy requirements.

## Meetings

Included in our proposal is BPU's request for two presentations to the governing body. UFS staff are skilled at obtaining guidance needed to develop rates and providing education to allow the governing body to make informed decisions during this process.

## Reports

UFS reports are typically separated into two reports listed below. Separate reports will be issued for each utility in PDF format. The utility is requesting 20 copies of the study and policy which will be included as a deliverable item.

- **Executive Summary Report** – This report is issued in draft form for discussion with staff and the Board of Directors to obtain input before finalized.
  - Summarization of the financial projection results, key financial targets and recommended long term rate track needed to achieve the financial stability for each utility
  - Summarization of the cost of service results and cost based rate structures for consideration in design of utility rates
  - Description of the major assumptions used in development of the financial projection and cost of service study
  - Considerations on future rate adjustments and movement toward cost of service
  - The executive summary is used to obtain input from the Board of Directors prior to design of utility rates
- **Rate Design Report** – This report is issued as an appendix to the Executive Summary Report once this report is finalized and rates are designed.
  - Summarization of anticipated revenue to be received from the rate design and impacts on customers at various usage levels

## Firm Qualifications

This section discusses UFS experience and qualifications developed over the past 19 years assisting municipalities with cost of service and financial analysis. UFS personnel are recognized as national experts and include highly qualified, motivated, experienced, and knowledgeable professionals. UFS' reputation has resulted in industry leading status shown by the number of clients we serve, our frequent requests to instruct classes and speak at conferences around the nation and our frequent requests to serve as expert witnesses on rate related issues.

The Project Manager for BPU will be Mark Beauchamp, CPA, CMA, MBA with assistance from staff listed in this proposal. Mark has over 38 years' experience and holds degrees in Water Purification Technology, Accounting Degree, and master's degree in business. Mark is a Certified Public Accountant, Certified Management Accountant, holds a class A license in Wastewater Treatment and an F-4 Water License.

UFS experience includes completion of rate studies in 43 states, including Michigan, Guam, several Caribbean Islands and Canada. This provides UFS with the experience and knowledge to provide creative solutions for BPU.

**UFS is the industry leader in water, sewer, and electric studies. Our national experience is summarized below:**

1. **In Demand** → In the past five years, UFS has completed 168 Electric Rate Studies, 60 Water Rate Studies and 58 Wastewater Rate Studies and assisted in rate development for four Public Power Joint Action Agencies.
2. **Diverse** → UFS is the preferred provider of rate services for members of several Joint Action Agencies, including: Electricities of North Carolina, UAMPS, GRDA and WMPA.
3. **Innovative** → UFS is leading the industry in development of Time of Use rates including variations of Variable Peak Pricing, Dynamic Pricing and Real Time Pricing.
4. **Reliable** → Our methodologies on establishing financial targets and cash reserve policies have become industry standards and have assisted utilities in improving bond ratings with Fitch, S&P and Moody's.
5. **Supported** → Our establishment of water and wastewater rates for customers located outside city limits have been accepted in Michigan Courts and resulted in UFS becoming expert witnesses and arbitrators on rate disputes in Michigan.
6. **Experienced** → UFS has provided electric, water and wastewater services to some of largest utilities in the country including Nashville TN, Knoxville TN, Sacramento Municipal Utility District, Rochester MN, Imperial Irrigation District CA, Austin TX, Huntsville AL, Columbia MO, and Lansing MI.
7. **Knowledgeable** → We are frequent speakers on special rate topics around the United States including APPA's National Conference, APPA's Educational Institutes, E&O Workshop, Legal Conferences, Business and Financial Workshop, numerous webinars topics and state conferences in over 15 states.

A sample of recent presentations are listed below:

- Development of Avoided Cost and Rate Designs for Distributed Generation
- Appropriate levels of Contributions to City (Payment in lieu of Tax)
- Information provided by Cost of Service Studies
- Cash Reserve Policies for Electric Utilities
- Development of Utility Extension Policies
- Development of Key Financial Targets
- Cost of Service Challenges and Solutions
- The Rate Race

8. **Teachers** → UFS personnel are the instructors on cost of service and financial planning courses offered through the American Public Power Association (APPA) and the National Association of Regulatory Utility Commissioners (NARUC), EUCI, Southern Gas Association and American Water Works Association. UFS' industry leading status has resulted in courses on distributed generation to the US Department of Energy. These courses include the following:
- a. Basic Cost of Service
  - b. Intermediate Cost of Service
  - c. Advanced Cost of Service
  - d. Financial Planning
  - e. Utility Financial Check-up
  - f. Cost of Service and Rate Design for Distributed Generation
  - g. Development of Line Extension Policies
  - h. Rate Structures to promote Energy Conservation
  - i. Rate Structures to create Revenue Stability
  - j. Advanced issues In Rate Design
  - k. Advanced issues In Cost Allocations

#### Michigan Experience

UFS completed rate studies for 60 Michigan communities over the past five years. The studies completed include water, sewer, electric, telecommunications and solid waste. A listing of Michigan studies completed by UFS in the past five years is below.

Community	Service	Community	Service
1 Alpena MI	Water and Wastewater	31 Lowell MI	Electric
2 Baldwin MI	Water and Wastewater	32 Ludington MI	Water and Wastewater
3 Bay City MI	Electric, Water and Wastewater	33 Lyon Township MI	Water and Wastewater
4 Beaverton MI	Water and Wastewater	34 Macomb County MI	Water and Wastewater
5 Bedford Charter Twp MI	Water and Wastewater	35 Macomb Township MI	Water and Wastewater
6 Belding MI	Water and Wastewater	36 Marquette MI	Electric and Wastewater
7 Big Rapids MI	Water and Wastewater	37 Marquette MI MCSWMA	Solid Waste
8 Bruce Township MI	Water and Wastewater	38 Muskegon MI	Wastewater
9 Canton MI	Water and Wastewater	39 Niles MI	Electric, Water and Wastewater
10 Charlevoix MI	Water and Wastewater	40 North Muskegon MI	Water and Wastewater
11 Coldwater MI	Electric, Water and Wastewater	41 Northville Township MI	Water and Wastewater
12 Coloma MI	Water and Wastewater	42 Oakland Township MI	Water and Wastewater
13 Commerce Township MI	Water and Wastewater	43 Paw Paw Township MI	Electric
14 Covert Township MI	Water and Wastewater	44 Pentwater MI	Water and Wastewater
15 Emmett Township MI	Water and Wastewater	45 Petoskey MI	Electric
16 Flat Rock MI	Water and Wastewater	46 Ray Township MI	Water and Wastewater
17 Frankenmuth Township MI	Water and Wastewater	47 Saranac MI	Water and Wastewater
18 FTC&H	Water and Wastewater	48 St. Louis MI	Electric
19 Grand Haven MI	Electric	49 Sturgis MI	Electric, Water and Wastewater
20 Grand Haven Township MI	Water and Wastewater	50 Traverse City MI	Electric
21 Grand Traverse County MI	Water and Wastewater	51 Union City MI	Water and Wastewater
22 Harbor Springs MI	Electric, Water and Wastewater	52 Union Township MI	Water and Wastewater
23 Harrison MI	Water and Wastewater	53 UPPCO MI	Electric
24 Holland BPW MI	Electric, Water, Wastewater and telecommunications	54 Washington Township MI	Water and Wastewater
25 Holland Township MI	Water and Wastewater	55 Westland MI	Water and Wastewater
26 Hopkins MI	Water and Wastewater	56 Wixom MI	Water and Wastewater
27 Howell MI	Water and Wastewater	57 Wyandotte MI	Telecommunications
28 Kalamazoo MI	Water and Wastewater	58 Zeeland BPW MI	Electric and Water
29 Lansing MI	Electric	59 Zeeland City of MI	Wastewater
30 Lincoln Charter Township MI	Water and Wastewater	60 Zeeland Township MI	Water and Wastewater

**UFS holds a commitment to the following:**

- **Quality Control** - Proper quality control and management help ensure the accomplished work is in alignment with the project scope, is completed timely, within budget and the results are accurate and defensible. The quality controls developed by UFS are specific to utility rate studies and are based on our prior experience working with electric utilities.
- **Timeliness of Studies** - Part of the quality control includes the timely completion of the rate studies. UFS experience in completing studies provides us the ability to complete the studies as requested and discussed in the initial kick-off meeting.
- **Financial Strength** - UFS commenced business in 2001 and has the highest financial rating by Dunn and Bradstreet.
- **Independence** - UFS maintains its independence throughout its engagements to help ensure unbiased recommendations to the governing bodies. We do not provide services that could impair our independence such as engineering, accounting, or auditing services.
- **Diverse Staff Backgrounds** - Proper development of rate studies require knowledge in accounting, finance, economics, and engineering. UFS staff has diverse backgrounds that include degrees in accounting (CPA), engineering, finance, economics, information technology and degrees in Water Purification Technology.

**Name and title of primary contact person**

Mark Beauchamp, MBA, CPA, CMA  
President, Utility Financial Solutions, LLC  
E-mail - mbeauchamp@ufsweb.com  
Cell - (616) 403-5450

**Date firm established - UFS was established in September 2001**

**Proposed service team including titles and responsibilities**

Mark Beauchamp, President  
Dawn Lund – Vice President  
Dan Kasbohm – Manager  
Mike Johnson – Manager  
Chris Lund – Business and Technology Manager  
Joan Bakenhus – Senior Financial Analyst  
Jillian Jurczyk – Financial Analyst  
Robert Blank – Financial Analyst  
Carolyn Ragusett – Administrative Assistant


**Staff Availability**

Utility Financial Solutions, LLC has adequate staff available to complete the tasks in the timeline requested in the RFP.

**Resumes**

The next section consists of resumes of the team members assigned to this engagement.



	<p><b>Mark Beauchamp, CPA, CMA, MBA</b>  President, Utility Financial Solutions, LLC</p>
	<p><i>Email:</i> mbeauchamp@ufsweb.com  <i>Cellular:</i> 616.403.5450  <i>Location:</i> Holland, MI</p>

**Education**

- AAS Water Purification Technology
- ABA Business Administration
- BBA Major – Accounting
- MBA Master’s Degree in Business

**Course Instructor**

**American Public Power Association (APPA)**

- Advanced Cost of Service Course (Cash Basis & Utility Basis of Ratemaking)
- Intermediate Cost of Service (Cash Basis & Utility Basis of Ratemaking)
- Basic Cost of Service (Cash Basis and Utility Basis of Ratemaking)
- Financial Planning for Municipal Utilities
- Financial Planning for Board & Councils
- Financial Planning and Rate Setting for Managers (Part of Managers Certificate Program)

**American Municipal Power (AMP)**

- Financial Planning and Rate Designs for Electric Utilities

**Expert Witness Service**

- Detroit Edison vs. Ameritech – Provided expert witness services for Detroit Edison on development of Pole Attachment Rates for Ameritech
- Nebraska State Unicameral – Served as an expert witness before the state of Nebraska Unicameral on Proper rate setting and credits to provide customer installed renewable generation
- Dayton Power & Light – Provided expert witness services on pole attachment rates. Case was resolved prior to Court appearance
- Coldwater Board of Public Works – Provide expert witness services on rate challenge by large industrial customer. Case was dropped after deposition was provided
- Smethport PA – Provided deposition and responses to Pennsylvania Public Service Commission on Rate Filing for Smethport

**License and Qualifications**

- Class “A” license in wastewater treatment from the State of Michigan
- (CPA) Certified Public Accountant – Wisconsin
- (CMA) Certified Management Accountant – Institute Certified Management Accountants

**Course Instructor**

**Michigan State University**

- Advanced Issues in Cost Allocation (Utility Basis of Rate Making)
- Retail Costing and Pricing of Electricity
- Wholesale Costing and Pricing of Electricity

**Southwest American Water Works Association**

**Michigan Rural Water Association**

- Cost of Service & Rate Making for Water Utilities

**Michigan Finance Government Officers Association**

- Cost of Service & Rate Making for Water & Wastewater Utilities

**Industry Involvement**

- Member of the American Public Power Association
- Member of the American Water Works Association
- Member of the Institute of Management Accountants
- Speaker at national conferences on Financial Planning for Municipal Utilities, Pricing for Water Utilities, Pricing Fiber Optic backbone systems, Unbundling Electric Rates, and Ways to Attract and Retain Customers
- Author of articles appearing in national magazines and newsletters regarding pricing fiber optics, training electric rates, and designing water rates

<b>Dawn Lund</b> Vice-President, Utility Financial Solutions, LLC	
	<p>Dawn has 21 years' experience pricing and marketing utility services for electric, water and wastewater. Dawn has worked with UFS for over 10 years and previously worked with a large utility and held positions as Cost and Rate Specialist and Marketing and Communications Specialist. Dawn works with utilities across the country teaching financial concepts and is also the instructor for Financial Planning courses for the American Public Power Association. She is also a regularly requested speaker for various regional and national organizations. Dawn has the following experience:</p>
	<p><i>Email:</i> dlund@ufsweb.com  <i>Cellular:</i> 231.218.9664  <i>Location:</i> Traverse City, MI</p>

**Cost of Service (COS)**

- Completed electric water and wastewater cost of service and rate design studies for utilities across the country, Guam, and the Caribbean
- Determining appropriate allocations of overhead costs between utility services

**Long-term financial analysis**

- Development of long-term sales and expense projections for electric, water, and wastewater utilities
- Development of long-term financial plan and rate track for electric, water, and wastewater

**Presentation/Training**

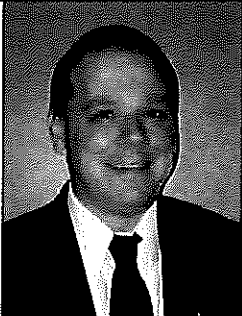
- Presentations to City Councils and Boards for approval of utility rates and proposed rate tracks
- Instructor for APPA's Financial Planning courses
- Monthly presentations to various organizations on topics such as: financial planning, key financial targets, cash policies and how to explain rate increases to the end user, cost of services challenges/solutions, and Introduction to allocation studies

**Rate Design**

- Development of electric rate designs to meet financial and social objectives of utility
- Development of special rates for electric utilities including Net Metering, Economic Development and Time of Use

**Other Utility Tools**

- Development of power (fuel) cost adjustments for electric utilities
- Development of connection charges for water and wastewater utilities
- Review and recommend changes to ordinances related to utility operations
- Development of fees for utility services
- Business plan development for telecommunications and pricing of fiber services to customers
- Determining high strength surcharge rates for wastewater treatment plants consistent with EPA requirements
- Development of marketing plans for utilities
- Experienced in pricing electric line extension fees and system development charges

<p><b>Mike Johnson</b>          Manager, Utility Financial Solutions, LLC</p>	
	<p>Mike joined Utility Financial Solutions, LLC in 2011 and has over 20 years' experience assisting utilities. He has a Higher National Diploma In Mechatronics (Combined Electrical/Mechanical Engineering). Mike is experienced in cost of service, rate making, financial/operational modeling, automation, electric utility operations, and power supply.</p> <p><i>E-mail:</i> mjohnson@ufsweb.com  <i>Cellular:</i> 608.230.5849  <i>Location:</i> Madison, WI</p>

**Cost of Service**

- Development of cost of service studies for electric, communication, gas, water, and Wastewater utilities
- Forecasts utility revenue requirements
- Cost allocation model development

**Rate Design**

- Provides cost of services class allocations and rate making
- Designs time of use rates
- Identify effects for different usage patterns within the same class
- Development of rates for alternative fuels and vehicles
- Evaluate marginal costs and development of line extension policies and economic development rates

**Expert Witness Services**

- Prepared and testified on filings to Public Utility Commission

**Long Term Financial Analysis**

- Develops utility financial analysis models
- Identifies growth and load forecasting
- Models rate and revenue effect for customer change within utilities (loss of customers/additional load)
- Develops target metrics for utilities including cash policies, operating income, debt coverage

**Other Utility Tools**

- Computes cost functionalization and allocation systems for designing and managing complex changes
- Evaluates data and system integration issues associated with new software implementations
- Provides market analysis, bidding and settlement processes analysis
- Identification and valuation of fixed assets
- Assessment of utility value for sales/purchase
- Development of risk mitigation tools, power/fuel cost adjustment mechanisms

<b>Dan Kasbohm</b> Manager, Utility Financial Solutions, LLC	
	<p>Dan joined Utility Financial Solutions, LLC in 2007 and has experience in conducting cost of service and financial analysis for electric, water, wastewater, and cable utilities around the nation. He has a Bachelor of Science degree in Engineering and was employed in the automotive industry for 16 years. Dan is a co-instructor for the Basic and Intermediate Cost of Service courses for the American Public Power Association and has the following experience:</p> <p><i>E-mail:</i> dkasbohm@mail.ufsweb.com  <i>Cellular:</i> 616.402.7045  <i>Location:</i> Grand Haven, MI</p>

**Cost of Service (COS)**

- Identification of fixed/variable costs related to:
  - Customer availability to be served
  - Commodity based costs
  - Demand based costs
- Identification of class to class subsidization
- Utility cost breakdown by function
- Detailed cost unbundling

**Long-term financial analysis & identification of:**

- Utility revenue requirements (utility and cash based methods)
- Debt Coverage conformance
- Minimum cash requirements
- Optimal operating income targets
- Optional rate adjustments in projected years

**Presentation/Training**

- Presenting study results to management and governing body of utility
- Provide utility training on use of projection & COS models
- Co-Instructor for the American Public Power Association Academy
  - Basic & Intermediate Cost of Service

**Rate Design**

- Current Utility rate structure updates
  - Utility revenue impact
  - Customer bill impacts at various usage levels
  - Identify revenue stability of rates
  - Rate survey analysis
- Development of new rates including:
  - Time of Use (seasonal, daily, hourly)
  - Power Cost Adjustment (PCA)
  - Coincidental-Peak Rates
  - Economic Development rates
  - Street lighting rates

**Other Utility Tools**

- Power Cost Adjustment mechanisms based on utility cash position, objectives, and dispatch profile
- Street Light Cost of Service by light and pole types
- Load Profile Analysis to identify utility and customer usage patterns
- Power supply forecasting
- Implementation of a justified minimum cash policy
- Calculation of fees for standard utility work
- Development of line extension policies

**Joan Bakenhus**

Senior Financial Analyst, Utility Financial Solutions, LLC



Joan has 17 years' experience working with municipal utilities and has a degree in Business Administration. Joan has worked as a Rate Analyst for one of the largest public power systems in the nation (Lincoln Electric System) and for Utility Financial Solutions, LLC since 2006. Joan is experienced in development of long-term financial plans, rate design models and cost of service studies for electric, water, and wastewater utilities. Joan's experience includes:

*E-mail:* jbakenhus@ufsweb.com  
*Cellular:* 402.483.2542  
*Location:* Nebraska

**Cost of Service (COS)**

- Working with Utilities to identify information requirements to complete cost of service and financial plans
- Set up and develop utility revenue requirements, cost of service program and utility revenue proof
- Balancing and set up of models for development of cost of service for water, wastewater, and electric utilities to determine commodity and customer charges
- Responsible for analysis, preparation and updating cost of service models for several electric, water utilities

**Rate Design**

- Balancing and set up of models for development rate design for water, wastewater, and electric utilities to determine commodity and customer charges
- Development of rate design models for electric, Water utilities
- Development of rate surveys

**Other Utility Tools**

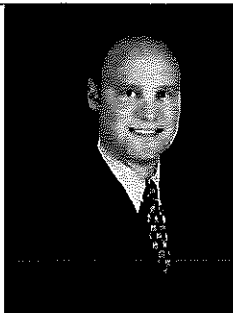
- Balancing of sales with revenue to help ensure proper billing statistics are used in cost of service models

**Long Term Financial Analysis**

- Development of long-term financial forecasts for water, wastewater, and electric utilities to determine the amount and timing of rate adjustments

### Chris Lund

Business & Technology Manager, Utility Financial Solutions, LLC



Chris has a bachelor's degree in Business Administration with concentration in Computer Science and Speech Communications. He has been a technology and management consultant for over 20 years. Chris is an employee of UFS and has also sub-consulted on a variety of technology projects for UFS since 2003. A few of the highlights are below:

*E-mail:* clund@ufsweb.com  
*Cellular:* 231.342.9798  
*Location:* Traverse City, MI

#### Financial Consulting


- Completed cost of service and rate design studies for electric, water, wastewater, telecommunications and refuse utilities
- Designed, wrote, and implemented long term financial projection model including revenue requirements and rate track
- Determined avoided cost for solar (photovoltaic - PV) and wind for renewable energy rates
- Lead consultant for electric vehicle (EV) rates and service study
- Conducted multiple fiber optic cost of service and rate design studies
- Presentations to City Councils and Boards for approval of utility rates and proposed rate tracks

#### Data Analytics

- Data mining and analysis specialist for electric load data research
- Specialist with data mining, data conversion and custom reporting
- Experienced with various ODBC (database connectivity)
- Implemented job costing solution for manufacturing companies
- Designed, written, implemented, supported multiple, custom bar coding and data collection systems for wholesale distribution and manufacturing organizations
- Data collection systems pushed data to payroll for time and attendance, automated inventory tracking and job costing


#### Technology Experience

- Experienced in Microsoft Excel automation – including payroll data, job costing and automated billing (office automation)
- Experienced in Microsoft Access custom database, programming, and reporting – including electronic data interchange (EDI) mapping using Microsoft VBA
- Lead consultant for multiple mission critical, corporate wide enterprise resource planning (ERP) technology solutions
- Implemented, trained, and supported multiple telecommunications projects
- Implemented and supported some of the first voice over internet protocol (VOIP) telecommuting systems
- Guide management with technology related strategy and business integration
- Modification and complete custom program solutions on midrange and PC
- Wrote automated bill of material (BOM) purchasing forecasting system
- Specify, install, and maintain mission critical PC network infrastructure, servers, workstation, and related software
- Experienced in network security and virtual private network (VPN) technology
- Implemented and supported web storefronts integrated with corporate backend database solution for inventory management, order processing, billing, and account status

	<p><b>Jillian Jurczyk, MEc.</b>            Financial Analyst, Utility Financial Solutions, LLC</p> <p><i>E-mail:</i> jjurczyk@ufsweb.com  <i>Cellular:</i> 616.283.8502  <i>Location:</i> Holland, MI</p>
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Jill has been with UFS since 2013. She has a Bachelor's degree in Mathematics and a Master's degree in Applied Economics from Johns Hopkins University. Jill has populated and analyzed cost of service models, developed long-term financial projections, and designed rates for utilities. Jill specializes in econometric modeling and statistical analysis to project sales and usage. She has worked with a variety of econometric software packages and is competent in handling seasonality, trend, heteroscedasticity, and other economic inefficiencies that arise in data analysis. Jill is skilled in the following:

- Forecasting Utility revenue requirements
- Projecting revenues and expenses, asset depreciation, and net book value
- Designing rates based on Cost of Service results
- Analyzing rate payer impacts and sensitivities
- Working with Utility Staff to identify study goals and understand organization
- Keeping up to date on the current economic impacts of renewable energy, the relationship to the Clean Power Plan legislation, and potential effects on the Electric Industry

	<p><b>Robert Blank</b>            Financial Analyst, Utility Financial Solutions, LLC</p> <p><i>E-mail:</i> bblank@ufsweb.com  <i>Cellular:</i> 616.403.9926  <i>Location:</i> Holland, MI</p>
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Robert has been working for Utility Financial Solutions, LLC since May of 2014 and has a Bachelor of Business Administration with a major in Finance from Davenport University. Over his time at UFS he has conducted Utility rate surveys as well as developed rate designs. Robert has experience with long term financial projections and cost of service studies for Electric, Water, Wastewater, and Gas utilities. Robert's experiences include:

- Developing rate design models for electric utilities
- Conducting Rate Surveys
- Responsible for analysis of financial statements and preparation of cost of service models
- Working with utilities to identify the information needed to conduct an accurate cost of service study
- Calculating Minimum Cash Reserve levels, Target Operating Income, and Debt Coverage Ratios



**Carolyn Ragusett**

Administrative Assistant, Utility Financial Solutions, LLC

*E-mail:* cragusett@ufsweb.com

*Cellular:* 920.450.0577

*Location:* Neenah, WI

Carolyn has been working for Utility Financial Solutions, LLC since May 2018 and has 47 years of office industry experience. For 27 years Carolyn was the Office Administrator for a large accounting firm in Wisconsin where she supervised office support staff. She additionally served 9 years as the tax department administrative officer and maintained the tax library. Carolyn is skilled in the following:

- Managing and organizing workflow scheduling
- Performance reviews
- Office support and coordinating office activities
- Client correspondence
- Billing, Invoicing, and Collections
- Communication Review of office correspondence and materials
- Valuation Reports



## References

### ***Knoxville Utilities Board, Knoxville, Tennessee***

*Client Contact:* Carol Tyler  
*Phone* 865.524.2911  
*Email:* Carol.Tyler@kub.org



#### **Study Overview**

UFS completed the electric, water, wastewater, and gas cost of service models for Knoxville Utilities Board between 2017 and present. UFS completed and implemented a residential time of use PILOT program. In 2020 the water and wastewater cost of service study was updated and UFS was recently engaged to complete the electric cost of service study.

#### **Study Specifics**

- Development of cost of service, financial projection, and rate designs for the water, wastewater, gas, and electric departments.
- Develop load research information using load profile information provided by KUB's AMI metering system.
- Developed distribution rates to provide several large Industrial customers with power supply a pass-through charge from TVA
- Data analytics on electric and gas usage patterns to determine rate impacts on several types of customers within each rate class
- Developed rates for several large wholesale water & wastewater communities located in the surrounding area of Knoxville
- The model was provided to KUB staff for internal use
  - UFS provided on-site Cost of Service training
  - Excel model functionality was reviewed using a web-based application
    - UFS staff worked closely with KUB staff on assistance with model throughout the project
    - UFS reviewed each portion of the study with KUB staff

### ***Holland Board of Public Works, Holland, Michigan***

*Client Contact:* Dave Koster  
*Phone* 616.355.1562  
*Email:* dsoster@hollandbpw.com



#### **Study Overview**

UFS completed the electric, water, wastewater, and telecommunications studies for HBPW between 2009 and present and updated the models several times. UFS developed standby rates, stranded cost charges and special rates to attract new customers.

#### **Study Specifics**

- Comprehensive cost of service studies for all utilities
- Developed fiber leasing rates for fiber system starting in 1992 and have updated several times
- Developed wholesale wastewater and water rates
- Data analytics on electric and water usage patterns for use in the cost of service models.
- Developed wholesale, standby and demand side management rates
- Development of Power Cost Adjustment Formula
- Assisted with modifications to the power factor adjustment methodology

## **Groton Utilities, Groton, Connecticut**

**Client Contact:** Ronald Gaudet, General Manager  
**Phone:** 860-234-2415  
**Email:** gaudetr@grotonutilities.com



### **Study Overview**

UFS contracted with Groton Utilities in 2015 to perform initial Cost of Service Analysis, Rate Design, and long-term Financial Projection, with updates to the studies completed in 2017 and rate design adoption in 2018. The scope of the project included studies for both the Electric and Wastewater Departments of Groton Utilities and their subsidiary company, Bozrah Light & Power. UFS is currently completing a Water Cost of Service Study.

### **Study Specifics**

- Analysis of two primary served large industrial customers with special contracts
  - Unique direct allocations such as a portion of the substation costs covered by GU under contract, as well as distinct rate designs to promote energy conservation and equitability.

### **Groton Utilities Reference Continued**

- Aspects of the GU and BL&P rate designs included:
  - Unbundled demand charges and contracted demand for High Voltage Large General Service customers
  - Seasonal energy rates
  - Power cost and transmission cost adjustments
  - Renewable Energy Rate Design
  - Gross Revenue Tax considerations
- UFS conducted bill comparisons for each rate class to ensure customers did not receive an increase outside of the projected bandwidth.

### **Additional Studies**

Following completion of the studies, a Gross Revenue Tax model was created to assist GU in calculating taxes due to the state of Connecticut. UFS also conducted a street lighting study to assist with the LED lighting replacement program. Currently, UFS is engaged in a financial projection, cost of service, and rate design study for the GU Wastewater Department.

## **Sample Studies**

*A sample cost of service and rate design study and sample cash reserve policy may be found in the accompanying documents.*

## Project Schedule

Our experience with municipal cost of service and rate design studies, allows us to conduct a cost effective and efficient study. The following is the tentative project schedule for completion of the cost of service and rate design. This schedule will be finalized during the initial project kick-off meeting with management. The process normally takes between 9 and 12 weeks to complete after the information request is returned to UFS.

<i>Task</i>	<i>Expected Completion – Twelve Weeks</i>
Initial Meeting – Preparation of Information Request	Week One April 12, 2021
Completion of Information Request by Client	Week Two April 19, 2021
Planning/Set-up Models	Week Three – Five April 26, 2021 – May 14, 2021
Review and Development of Revenue Requirements	Week Six – Seven May 17, 2021 – May 28, 2021
Fieldwork	Week Eight May 31, 2021
Cost of Service Analysis Component/Functional Costs	Week Nine June 7, 2021
Cost based Rate Design and alternatives	Week Ten June 14, 2021
Report, Recommendations & Presentation of Draft	Week Eleven June 21, 2021
Final Report	Week Twelve June 28, 2021

THE COMPLETION OF THE PROJECT ON THE PROPOSED SCHEDULE IS DEPENDENT ON THE COOPERATION OF VARIOUS DEPARTMENTS WITHIN BPU TO PREPARE THE INFORMATION REQUEST IN A TIMELY MANNER.

## Project Fees

<b>PROJECT FEES</b>	
Services	Amount
<b>Cost of Service, Revenue Requirement, Financial Projection, Minimum Cash, One-Year Rate Design</b>	
Electric	\$ 21,000
Water	14,500
Wastewater	14,500
<b>Combined Minimum Cash Policy</b>	<b>2,500</b>
<b>Comparisons (residential, commercial, industrial)</b>	
Electric	750
Water	750
Wastewater	750
<b>PCA</b>	<b>2,000</b>
<b>Estimated Project Total</b>	<b>\$ 56,750</b>

(\*Total above is an estimate and does not include onsite visits, out of pocket travel expenses or travel time.)  
**Onsite presentations are optional at a price of \$1,700 per onsite presentation, including out of pocket expenses.**

*Due to the current environment concerning COVID-19, all meetings and presentations will be conducted virtually. Onsite visits may be considered at a later date, on a case by case basis, and at the sole discretion of the project manager as an out of scope work item.*

Prices, terms, and conditions are good for a period of 90 days from this date.  
 Payment will be made through submission of invoice which itemizes the work performed.

### Out of Scope Services – on-site and travel expenses

Out of Scope services, if deemed necessary and agreed upon by BPU, will be billed at the hourly rates listed below. Any out of pocket expenses will be billed at cost.

Name	Title	Hourly Rate
Mark Beauchamp	President	\$320.00
Dawn Lund	Vice President	\$275.00
Dan Kasbohm	Manager	\$245.00
Mike Johnson	Manager	\$245.00
Chris Lund	Business and Technology Manager	\$210.00
Joan Bakenhus	Senior Financial Analyst	\$145.00
Jillian Jurczyk	Financial Analyst	\$135.00
Robert Blank	Financial Analyst	\$115.00

In addition, travel time will be billed at 50% off regular rates.

**Proposed Professional Services Agreement**

Prices, terms, and conditions are good for a period of 90 days from proposal date.

Payment will be made through submission of invoice which itemizes the work performed.

**Total project fees for Scope of Services are (See Options Above)\***

(\*Total above is an estimate and does not include onsite visits, out of pocket travel expenses or travel time.)

*Due to the current environment concerning COVID-19, all meetings and presentations will be conducted virtually. Onsite visits may be considered at a later date, on a case by case basis, and at the sole discretion of the project manager as an out of scope work item.*

**Anticipated Meetings:**

- Initial meeting – Conference Call to clarify scope of services, expectations of management and preliminary information request
- Fieldwork – Conference calls as needed to progress the study
- Draft Report with management - Conference call
- Final Report with management – Conference call
- Two presentations to Board of Directors or City Council – Virtual (Onsite meeting optional)

**Deliverables in PDF format (for all utilities):**

- 1) Five-year financial projection and rate track
- 2) Cost of Service Analysis
- 3) Minimum cash reserve determination
- 4) Debt Service Ratio
- 5) Target operating income (rate of return)
- 6) 5 year electric, water & sewer rate design
- 7) Cash Reserve Policy
- 8) Rate comparison survey (up to 3 utilities)
- 9) Review and model of Power Cost Adjustment
- 10) 20 copies of final study and policy

**Hourly Rates (travel is discounted at 50%)**

Mark Beauchamp	\$ 320.00
Dawn Lund	\$ 275.00
Dan Kasbohm	\$ 245.00
Mike Johnson	\$ 245.00
Chris Lund	\$ 210.00
Joan Bakenhus	\$ 145.00
Support Staff	\$ 115.00 – 135.00

**Onsite Meetings**

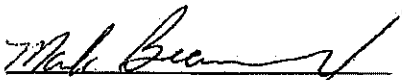
Each onsite presentation will be billed at hourly rates excluding out of pocket and travel expenses. Travel time for onsite visits is billed at 50% of regular rates. Out of pocket travel expenses are billed at cost. Each on site presentations will be billed at a fixed fee of \$1,700.

**Out of Scope Pricing**

Out of scope items and work hours will be billed at the hourly rates listed on this page.

We look forward to exceeding your expectations. Please sign, date, and return to [clund@ufswest.com](mailto:clund@ufswest.com) at your earliest convenience.

Sincerely,



Mark Beauchamp, CPA, MBA, CMA  
President, Utility Financial Solutions, LLC

Accepted By: \_\_\_\_\_

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

Hillsdale Board of Public Utilities

# **City of Hillsdale Agenda Item Summary**

**Meeting Date: February 15, 2021**

**Agenda Item: Consent**

**SUBJECT: Engine #5 Repairs**

**BACKGROUND PROVIDED BY STAFF:**

During a test run on Engine #5 at the power plant a significant water leak occurred inside of that engine. The engine was shut down and our engine contractor was called in for repair. The cost of this repair was \$14,047.68. This has been approved by the BPU Board.

**RECOMMENDATION:**

Staff recommends approving the cost of repair for engine #5 in the amount of \$14,047.68.

# Wheeler World Inc.

3071 Martinsburg Road  
Gambier OH 43022

Phone #: 800-499-4906

Fax #: 808-825-6511

www.wheelerworldinc.com

# Invoice

Date Invoice #

2/2/2021 13211

AP A/R: tina@wheelerworldinc.com Sales: nola@wheelerworldinc.com Service: larry@wheelerworldinc.com  
President: tina@wheelerworldinc.com

## Name / Address

Hillsdale Board of Public Utilities  
45 Monroe Street  
Hillsdale, MI 49242

## Ship To

Hillsdale Board of Public Utilities  
201 Waterworks Dr.  
Hillsdale, MI 49242  
Attn : Josh

S.O. No.	P.O. No.	Terms	Due Date	Ship Via
	CYLINDER LINER LEAK	Net 30	3/4/2021	Various Shipper
Item	Description	Qty	Rate	Total
PH739-05-CG	FILTER ELEMENT HILCO - FILTER ELEMENT 41 MICRON @ BETA = 200-RING	8.00	361.54	2,892.32
G18-9-7A#1	WRINKLE BELLY	1.00	3,200.00	3,200.00
2-02S-060-001	GASKET, FLEX HEAD, FIRE RING	1.00	36.81	36.81
2-02S-060-004	GASKET, INNER WATER SPIRAL WOUND	1.00	46.40	46.40
2-02S-060-010	GASKET, SPIRAL WOUND, OUTER WATER - USED HILLSDALE PART	0.00	50.20	0.00
G18-9-7G#1	GASKET, LOWER SEAL	1.00	38.21	38.21
G18-9-7G#2	GASKET, UPPER SEAL	1.00	38.60	38.60
LS-69-3TT#1	GASKET, EXHAUST	1.00	35.38	35.38
LS-91-C	INTAKE MANIFOLD GASKET	1.00	9.38	9.38
LS-11-1G#1	GASKET - WATER JUMPER	1.00	6.00	6.00
LSV-11-E#1	GASKET	1.00	4.46	4.46
W16F-1#10	GASKET	2.00	4.08	8.16
W16F-1#75	GASKET	1.00	3.85	3.85
NK1000063C150	GROMMET - USED HILLSDALE PART	0.00	12.00	0.00
W30A-4#4	PUSH ROD GROMMET	2.00	6.92	13.84
LSV-11-7D#1	COVER GASKET	1.00	30.77	30.77
LABOR SERVIC...	SERVICE REPRESENTATIVE BRETT WEEK ENDING 02/07/21	27.00	100.00	2,700.00
TRAVEL TIME S...	TRAVEL SERVICE REPRESENTATIVE	8.00	90.00	720.00
ROOM AND ME...	DAILY ROOM AND MEALS	3.50	160.00	560.00
MILEAGE W/ TR...	MILEAGE WITH TOOL TRAILER PER MILE	219.00	1.50	328.50
LABOR SERVIC...	SERVICE MECHANIC JOE	27.00	85.00	2,295.00
TRAVEL TIME S...	TRAVEL TIME SERVICE MECHANIC	8.00	65.00	520.00
ROOM AND ME...	DAILY ROOM AND MEALS	3.50	160.00	560.00
<b>THANK YOU FOR LETTING WHEELER WORLD INC BE OF SERVICE TO YOU.</b>				

1.5% Interest will be added to balances due 45 days from date of Invoice.

**Subtotal:** \$14,047.68

**Payments/Credits** \$0.00

**Sales Tax: (0.0%)** \$0.00

**Balance Due** \$14,047.68

**Total:** \$14,047.68



# **City of Hillsdale Agenda Item Summary**

**Meeting Date: February 15, 2021**

**Agenda Item: Consent**

**SUBJECT: Engine #5 Lube Oil Replacement**

**BACKGROUND PROVIDED BY STAFF:**

During a test run on Engine #5 a water leak developed in the engine. This water mixed with the oil causing the oil to be compromised. It has been recommended by the engine repair contractor to replace the oil. Quotes for the oil are in process. 1,100 gallons of Rotella T40 oil is what is needed for the oil change out. This expenditure has been approved by the BPU Board.

**RECOMMENDATION:** Staff recommends purchasing 1,100 gallons of Rotella T40 oil for an amount not to exceed \$13,500.

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date: February 15, 2021**

**Agenda Item: Consent Agenda**

**SUBJECT: MCC Panel Replacement WWTP Main Building**

### **BACKGROUND PROVIDED BY STAFF:**

The Motor Control Center (MCC) panel in the basement of the WWTP main building is corroded, safety and operational issues require its replacement. A request for bids was sent out to several area companies and a date for inspection set. Two companies inspected the work with only one company returning a bid. The amount approved in the capital budget for the project was \$20,000. The bid from Clark Electric came in at \$30,000. We are not going to use all \$20,000 dollars that was approved for manhole repair and replacement, partly because of the work on Elm Court and Arbor Court that will happen this spring. This has been approved by the BPU Board.

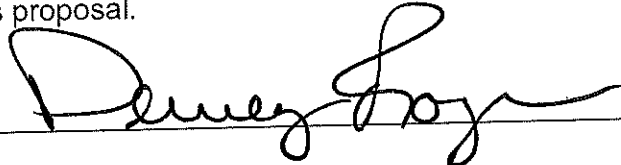
**RECOMMENDATION:** Staff recommends using \$10,000 from the Manhole Repair and Replacement line item in the Capital Projects budget, and awarding the work to Clark Electric for \$30,000.



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.

SIGNATURE OF PROPOSER



TITLE

President

DATE

2-2-2021

NAME OF COMPANY

CLARK ELECTRIC INC

ADDRESS

187 URAN STREET

CITY

Hillstale

STATE

MI

ZIP CODE

49242

TELEPHONE

(517) 439-2449

EMAIL

drovers@clarkelectric4u.com

**PROPOSAL:**

All bids will be paid as a Lump Sum in accordance with the submitted proposal.

ITEM DESCRIPTION	EST. QUANT.	UNIT	TOTAL COST
MCC Panel Purchase Price	1	LS	15,644.00
MCC Panel Installation	1	LS	10,081.00
MCC Panel Demo and Disposal	1	LS	4,275.00
GRAND TOTAL:			30,000.00

The undersigned, having familiarized (himself/herself) with the Request for Proposal, the bidder shall examine the scope of work to be completed and shall completely familiarize (himself/herself) with existing conditions to be encountered, the difficulties and limitations involved in completing the project and all other factors affecting the work proposed with this project. The Contractor shall provide all necessary labor, transportation, meals, etc. to perform all the work and furnish all necessary material to complete plans outlined in the proposal.

In submitting this proposal, it is understood and agreed by the undersigned that the right is reserved by the City to reject any or all proposals. It is further understood and agreed by the same undersigned that any qualifying statements, 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.

Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged:

Addendum Number	Addendum Date
_____	_____
_____	_____
_____	_____

# Auto-Owners INSURANCE

LIFE • HOME • CAR • BUSINESS

BOND NUMBER: BD154442

## BID BOND

### KNOW ALL MEN BY THESE PRESENTS:

That we, CLARK ELECTRIC 187 URAN ST HILLSDALE, MI 49242-1087 as Principal, hereinafter called the Principal, and Auto-Owners Insurance Company as Surety, hereinafter called the Surety, are held and firmly bound unto CITY OF HILLSDALE, MICHIGAN 97 N BROAD ST, HILLSDALE MI 49242-1617 as Obligee, hereinafter called the Obligee, in the penal sum of Five percent of bid dollars (5% of attached bid) for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that WHEREAS, the Principal has submitted or is about to submit a proposal to the Obligee on a contract for REPLACEMENT OF MCC PANEL LOCATED AT WASTE WATER TREATMENT PLANT

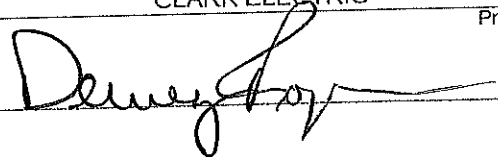
NOW, THEREFORE, if the said contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the contract in writing, and give bond, if bond is required, with surety acceptable to the Obligee for the faithful performance of the said contract, then this obligation shall be void; otherwise to remain in full force and effect.

SIGNED AND SEALED this 2ND day of FEBRUARY, 2021.

CLARK ELECTRIC

Principal


By



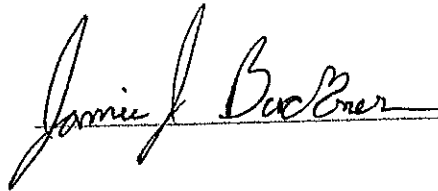
Auto-Owners Insurance Company

Surety

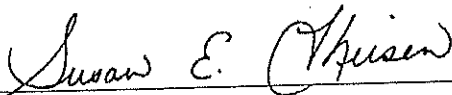
By

  
Paul D. Oppenlander

Attorney-in-Fact



Witness



Susan E. Thelsen

Witness



Bond Number BD154442

ACKNOWLEDGEMENT BY SURETY

STATE OF MICHIGAN

County of Eaton

On this 2ND day of FEBRUARY, 2021, before me personally appeared Paul D. Oppenlander, known to me to be the Attorney-in-Fact of Auto-Owners Insurance Company, the corporation that executed the within instrument, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and year in this certificate first above written.



*Susan E. Theisen*

Susan E. Theisen  
Notary Public in the State of Michigan  
County of Kent

SUSAN E. THEISEN  
NOTARY PUBLIC-STATE OF MICHIGAN  
COUNTY OF KENT  
My Commission Expires March 10, 2022  
Acting in the County of Eaton

REV	DESCRIPTION	BY	DATE

**SWITCHBOARD GENERAL NOTES - SERIES 2**  
**PRODUCT DESCRIPTION & RATINGS**

**Power System Data**  
 480Y/277V 3Ph 4W 60Hz / 3 Phase Wye  
 Solidly Grounded  
 System Short Circuit Current Rating: 65KA RMS  
 Incoming Section 2 Cable Through the Top Right of Lineup

**Bus System Data**  
 600A Tin/Aluminum & Silver/Copper Main Bus  
 (2) .25x2.00 IN/6x31 mm Al Bus Bar Per Phase  
 (1) .25x4.50 IN/6x114 mm Al Bus Bar Per Neutral  
 (1) .25x1.50 IN/6x38 mm Al Ground Bus

**Enclosure Data**  
 Type 1 Free Standing  
 Exterior Paint Color: ANSI 49  
 Front Accessibility Only Required  
 Handling: Rollers & Lifting Assemblies

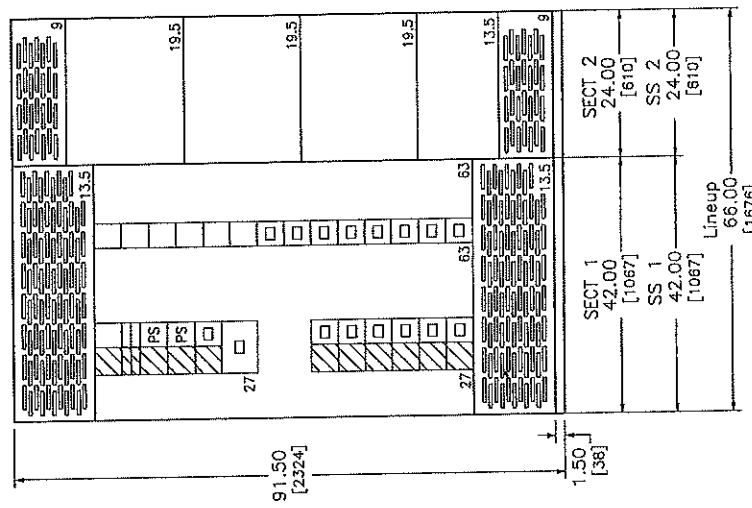
**Estimated Shipping Weight**  
 Shipping Split 1 859.00 lbs / 389.64 kgs  
 Shipping Split 2 412.00 lbs / 186.88 kgs  
 Complete Lineup 1271.00 lbs / 576.53 kgs

**Code Standards**  
 U.L. Deadfront  
**Rating Nameplates**  
 ST1 - Deadfront - Section Bus 600A  
 ST2 - Deadfront - Section Bus 600A

**PRODUCT INFORMATION**  
**Wiring**  
 All wiring to be Machine Tool Wire type  
**Instruction Bulletins**  
 Reference 80043-055 For Handling, Installation,  
 Anchoring, Inspection And Maintenance Information  
**Product Accessories/Options**

T-bus  
19.5 in

T-bus  
19.5 in

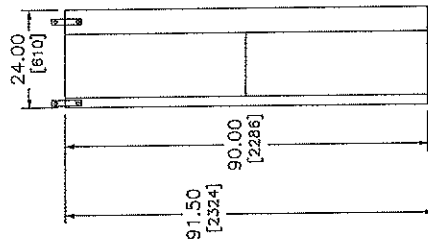


ENGLISH DIMENSIONS: INCHES

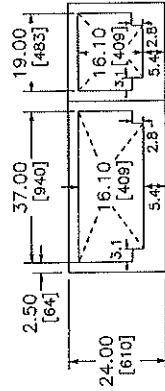
JOB NAME:	City of Hillsdale Waste Water Treatment Plant MCC	EQUIPMENT DESIGNATION:	MWP
JOB LOCATION:	(Q2C)	EQUIPMENT TYPE:	QED-2 Switchboard
DRAWN BY:	(Q2C)	DRAWING TYPE:	GENERAL NOTES
ENGR:			<b>SQUARE D</b>
DATE:	January 28 2021		
DRAWING STATUS:	QUOTE	DWG#	EQ-2277716-6212845-01
		PG. 1	OF 2



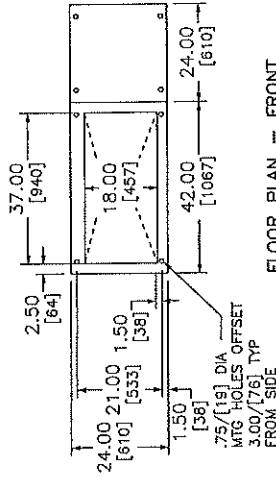
REV	DESCRIPTION	BY	DATE



LEFT SIDE VIEW



TOP VIEW -- FRONT



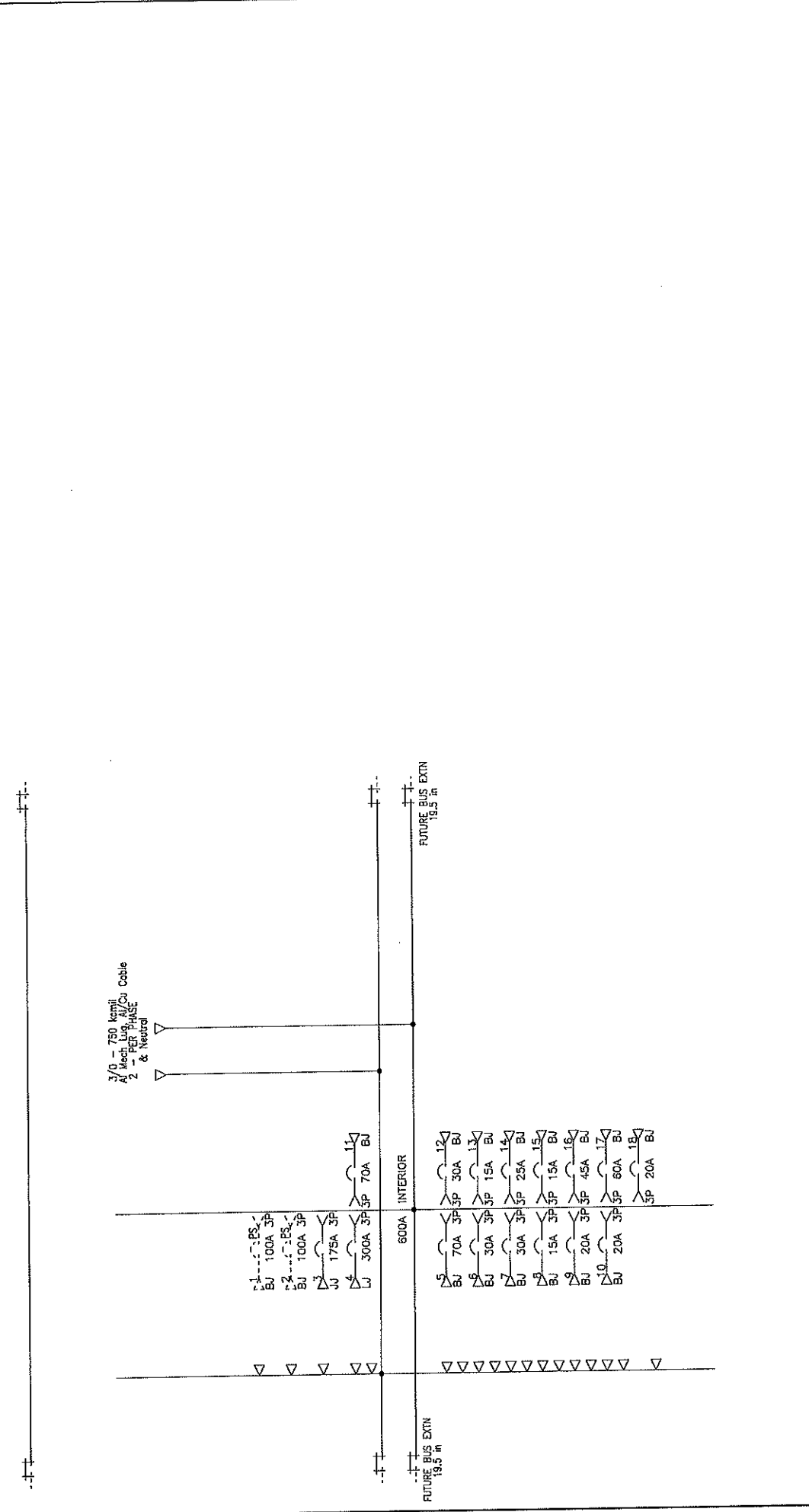
FLOOR PLAN -- FRONT

NOTE: ALL DEVICES REQUIRING DRILLING OR INSERTION IN MOUNTING PAD SUCH AS CONDUIT, ANCHORING STUDS, SLEEVE INSERTS, ETC. SHOULD BE INSTALLED BEFORE SETTING EQUIPMENT IN PLACE.

ENGLISH DIMENSIONS: INCHES

JOB NAME:	City of Hillside Waste Water Treatment Plant MCC	EQUIPMENT DESIGNATION:	MDP
JOB LOCATION:	(02C)	EQUIPMENT TYPE:	QED-2 Switchboard
ENGINEER:	January 28 2021	DRAWING TYPE:	SIDE, TOP VIEW & FLOOR PLAN
DRAWING STATUS:	QUOTE		<b>SQUARE D</b>
DWG#	PQ-2277716-62112945-01	PG	2 OF 2

REV	DESCRIPTION	BY	DATE	APP	DATE	APP	DATE	APP	DATE



JOB NAME:	City of Hillsdale Waste Water Treatment Plant MCC	EQUIPMENT DESIGNATION:	MOP
JOB LOCATION:	(02C)	EQUIPMENT TYPE:	OED-2 Switchboard
DRAWN BY:		DRAWING TYPE:	ONE LINE
ENGR:			
DATE:	January 28, 2021		
DRAWING STATUS:	QUOTE		
		DWG#	00-2277716-821129-45-01
		PG	1 OF 2
		REV	-

REV	BY	DATE	DESCRIPTION	ISSUED	REVISED	DATE	DESCRIPTION	ISSUED	REVISED

POWER STYLE QED-2 SWITCHBOARD SERIES 2

SECT NO	CTK NO	IMD /GMD CONFIG	DEVICE/FRAME RATING	TRIP AMP	FUSE/ TRIP	#P	DESIGNATION	N/P	LUG/WIRE INFORMATION			ACCESSORIES / NOTES	
									QTY	PHASE	WIRE RANGE		QTY
1	1	4.5 in	BJ (PS)	(100A)	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	2	4.5 in	BJ (PS)	(100A)	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	3	4.5 in	JJ	175A	-	3P		No	1	1/0 - 4/0 AWG	1	1/0 - 4/0 AWG	
1	4	6 in	LJ 40A	300A	S-U	3P		No	2	3/0 - 250 kcmil	2	3/0 - 250 kcmil	
1	5	4.5 in	BJ	70A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	6	4.5 in	BJ	30A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	7	4.5 in	BJ	30A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	8	4.5 in	BJ	15A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	9	4.5 in	BJ	20A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	10	4.5 in	BJ	20A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	11	4.5 in	BJ	70A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	12	4.5 in	BJ	30A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	13	4.5 in	BJ	15A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	14	4.5 in	BJ	25A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	15	4.5 in	BJ	15A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	16	4.5 in	BJ	45A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	17	4.5 in	BJ	60A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
1	18	4.5 in	BJ	20A	-	3P		No	1	#14 - 1/0 AWG	1	#14 - 1/0 AWG	
2	-	-	Incoming Connection	-	-	-		-	2	3/0 - 750 kcmil	2	3/0 - 750 kcmil	

LEGEND	
No	Accessories

JOB NAME:	City of Hillsdale Waste Water Treatment Plant MCC
EQUIPMENT DESIGNATION:	MDP
EQUIPMENT TYPE:	QED-2 Switchboard
DRAWING TYPE:	SCHEDULE
ENGR:	(QZC)
DATE:	January 28, 2021
DRAWING STATUS:	QUOTE
DWG#	00-227716-82112945-01
PG	2 OF 2
REV	-

# **City of Hillsdale Agenda Item Summary**

**Meeting Date: February 15, 2021**

**Agenda Item: Consent**

**SUBJECT: Power Plant Engineering**

**BACKGROUND PROVIDED BY STAFF:**

As part of the voltage upgrade project, the power plant will need to have electrical upgrades. These upgrades will update the 1940's vintage equipment that is currently being used with updated safer equipment. The old voltage that runs the plant is 4160 volts, with this voltage going away we will need to convert the plant to run on 13,200 volts. This can be done with an upgrade to needed equipment at the plant. We have approached Stantec Consulting to provide services and engineering for this project. Attached is a professional services terms and conditions agreement for your approval. The city attorney has approved the language. The first portion of the engineering will be for a not to exceed \$6,000 which will come out of the repairs and maintenance portion of the production budget. This will give us estimated costs to include in the budget for this upgrade. This has been approved by the BPU Board.

**RECOMMENDATION:**

Staff recommends accepting the Professional Services Terms and Conditions Agreement with Stantec Consulting Michigan Inc.



Stantec Consulting Michigan Inc.  
3754 Ranchero Drive, Ann Arbor MI 48108-2771

January 26, 2021  
File: 173485329

Attention: Ms. Kristin L. Bauer, P.E., City Engineer  
City of Hillsdale  
97 North Broad Street  
Hillsdale, Michigan 49242

Dear Ms. Bauer,

**Reference: Powerhouse Motor Control Center Improvements**

## Background

The City of Hillsdale (City) operates a powerhouse with multiple generators. Recently, a new 15kV class local loop was installed with the goal of "house" power switching to this new loop. In addition, the powerhouse facility is more than 70 years old and as such, multiple phases of expansion and improvements have been made over the years. At least three (3) "house" power Motor Control Centers (MCC's) are in use. These MCC's feed power to multiple systems within the facility and are in various stages of abandonment and/or are suffering from a lack of replacement parts due to age. These MCC's are located in various parts of the facility on the lower level. The powerhouse facility has a blower room that has abandoned equipment in it which could serve as a dedicated MCC room.

## Scope of Work

The goal of this assignment is to determine the feasibility, constructability, and probable cost of construction to construct a centrally located MCC in a dedicated area/room. If the scope of work and probable cost of construction are within the City's budget, Stantec could move forward to support the City in future phases to design the MCC room improvements and perform construction observation.

## Task 100 – Field Investigation

Stantec will conduct field investigations to determine the major pieces of electrical equipment/loads. The goal is to determine the magnitude of equipment and associated loads. We will perform a single day site visit and review the following areas:

- Old 1940/50s MCC/MDP
- Series 4 Square "D" MCC
- Series 6 Newer Square "D" MCC

While onsite, Stantec will inspect the abandoned blower room and review it for use as dedicated electrical room. This includes applicable requirements and restrictions of the National Electrical Code (NEC) and the National Fire Protection Association (NFPA) codes and standards.

Reference: **Powerhouse Motor Control Center Improvements**

### **Task 101 – Report Memorandum and One-Line Diagram Sketch**

We will produce a two (2) page memorandum including suggestions/solutions for consolidating the MCC's that will be served from the new 15kV class loop. This will include approximate transformer sizing, new MCC and a general one-line diagram of significant loads (over 50 hp/100 amps). We will not detail out every load but will provide enough detail to produce a reasonable probable cost of construction.

We will also review the practicality of using the abandoned blower room as the location of the new MCC.

### **Task 102 – Probable Cost of Construction**

With today's volatile construction environment, Stantec will use the latest "RSMeans" construction index and quotes from local electrical suppliers to provide a probable cost of construction. This will serve as a planning-level budgetary cost estimate and will not guarantee actual bid pricing.

This probable cost of construction will include architectural improvements, if applicable.

### **Task 200 – Design**

Once the Task 100 series work has been completed, we will submit a more detailed scope of work plan and associated fees for preparing the engineering design documents suitable for bidding. This will include design drawings and specifications.

### **Task 300 – Bidding and Construction Observation**

Once the design is complete and with City approval, Stantec will assist in bidding the project per the City's standard practices and assist with construction observation. We do not feel a project of this size will require full time observation, but we will review your expectation prior to submitting a final fee.

## **Deliverables**

**Report Memorandum** – Stantec will provide up to a two (2) page memorandum.

**One-Line Diagram Sketch** – Prepare a One-Line Diagram detailing significant loads over 50 hp or 100 amps. Small loads will be grouped together for summary purposes.

**Probable Cost of Construction** – We will provide a probable cost of construction based on RSMeans pricing and local electrical suppliers.

## **Schedule**

Stantec proposes to complete the outlined service tasks in accordance with the schedule below:

Task 100 – Field Investigation	Two Weeks from Notice to Proceed
Task 101/102 – Report/Costs	Four Weeks for Notice to Proceed
Task 200/300 – Design/Observation	TBD

Reference: Powerhouse Motor Control Center Improvements

## Proposed Fee

We propose to complete our Task 100 series scope of work on a time and Materials basis for a not-to-exceed fee of \$6,000.00. The following table gives a breakdown of estimated effort by task.

Task 100	Field Investigation	\$1,200.00
Task 101	Assessment Memo & One-Line Diagram	\$3,800.00
Task 102	Develop Engineer's Opinion of Probable Cost	\$1,000.00

Note: At this time, we only have estimates on the fees for task 200 and 300 and can informally share those ranges with you.

## Authorization

The scope of work presented herein will be conducted in accordance with our attached Professional Services Agreement. If our proposed work plan and fee structure meets your approval, please sign on the line below indicating your authorization for us to begin work. We genuinely appreciate this opportunity to provide engineering services to the City of Hillsdale. If you have any questions, please do not hesitate to contact us.

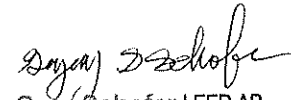
Regards,

Stantec Consulting Michigan Inc.



Ken Jewison PE  
Project Manager  
Phone: 734 892 9041  
Fax: 734 761 1200  
ken.jewison@stantec.com

Stantec Consulting Michigan Inc.



Greg Schofer LEED AP  
Associate, BCDL  
Phone: 734 214 1852  
Fax: 734 761 1200  
greg.schofer@stantec.com

**ACKNOWLEDGED AND ACCEPTED:**

CITY OF HILLSDALE

\_\_\_\_\_  
Name of Signer:  
Title of Signer:

\_\_\_\_\_, 2021



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

**DESCRIPTION OF WORK:** Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

**DESCRIPTION OF CLIENT:** The Client confirms and agrees that the Client has authority to enter into this Agreement on its own behalf and on behalf of all parties related to the Client who may have an interest in the Project.

**TERMS AND CONDITIONS:** No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

**COMPENSATION:** Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

**NOTICES:** Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

**TERMINATION:** Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

**ENVIRONMENTAL:** Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

**PROFESSIONAL RESPONSIBILITY:** In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

**INDEMNITY:** The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

**LIMITATION OF LIABILITY:** It is agreed that the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

Liability of Consultant shall be further limited to such sum as it would be just and equitable for Consultant to pay having regard to the extent of its responsibility for the loss or damage suffered and on the assumptions that all other consultants and all contractors and sub-contractors shall have provided contractual undertakings on terms no less onerous than those set out in this Agreement to the Client in respect of the carrying out of their obligations and have paid to the Client such proportion of the loss and damage which it would be just and equitable for them to pay having regard to the extent of their responsibility.

**DOCUMENTS:** All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be





used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

**FIELD SERVICES:** Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

**GOVERNING LAW/COMPLIANCE WITH LAWS:** The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

**DISPUTE RESOLUTION:** If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

**ASSIGNMENT:** The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

**SEVERABILITY:** If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

**CONTRA PROFERENTEM:** The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

**FLORIDA CONTRACTS: PURSUANT TO FLORIDA STATUTES CHAPTER 558.0035 AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE.**



January 29, 2020

Mr. Dave Mackie, Manager  
City of Hillsdale  
97 North Broad Street  
Hillsdale, MI 49242

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Re: Programming Advisory

Dear Mr. Mackie:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. As part of that ongoing commitment to keep you informed, we wanted to update you on the following:

- Effective April 13, 2021, Cartoon Network will no longer be available with Digital Starter or Kids and Family. It will be available with the Preferred package. To learn more visit [www.xfinity.com/HowItWorks](http://www.xfinity.com/HowItWorks).

Please feel free to contact me at 734-359-2077 if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "John P. Gardner".

John P. Gardner  
Director, External Affairs  
Comcast, Heartland Region  
1401 E. Miller Rd.  
Lansing, MI 48911

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** February 15, 2021

**Agenda Item:** Communication

**SUBJECT:** Commissioner Report

**BACKGROUND PROVIDED BY STAFF:** Doug Ingles, County Commissioner

County Commission Doug Ingles plans to report on the following topics:

1. Covid-19 positivity rate
2. Farmer's Market
3. Historic Courthouse update
4. New blinker light at the intersection of Bankers Road and M-49
5. Rentals at Lewis Emery Park
6. SNAP

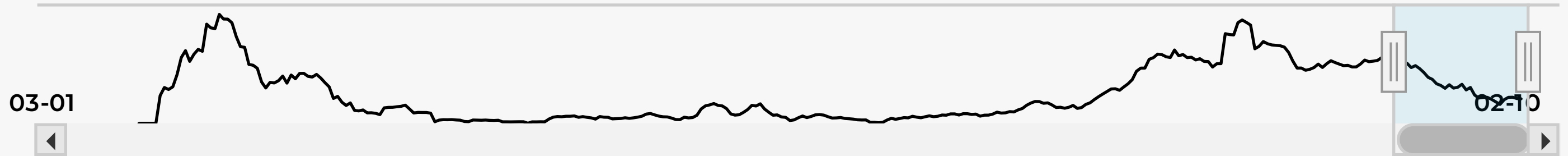
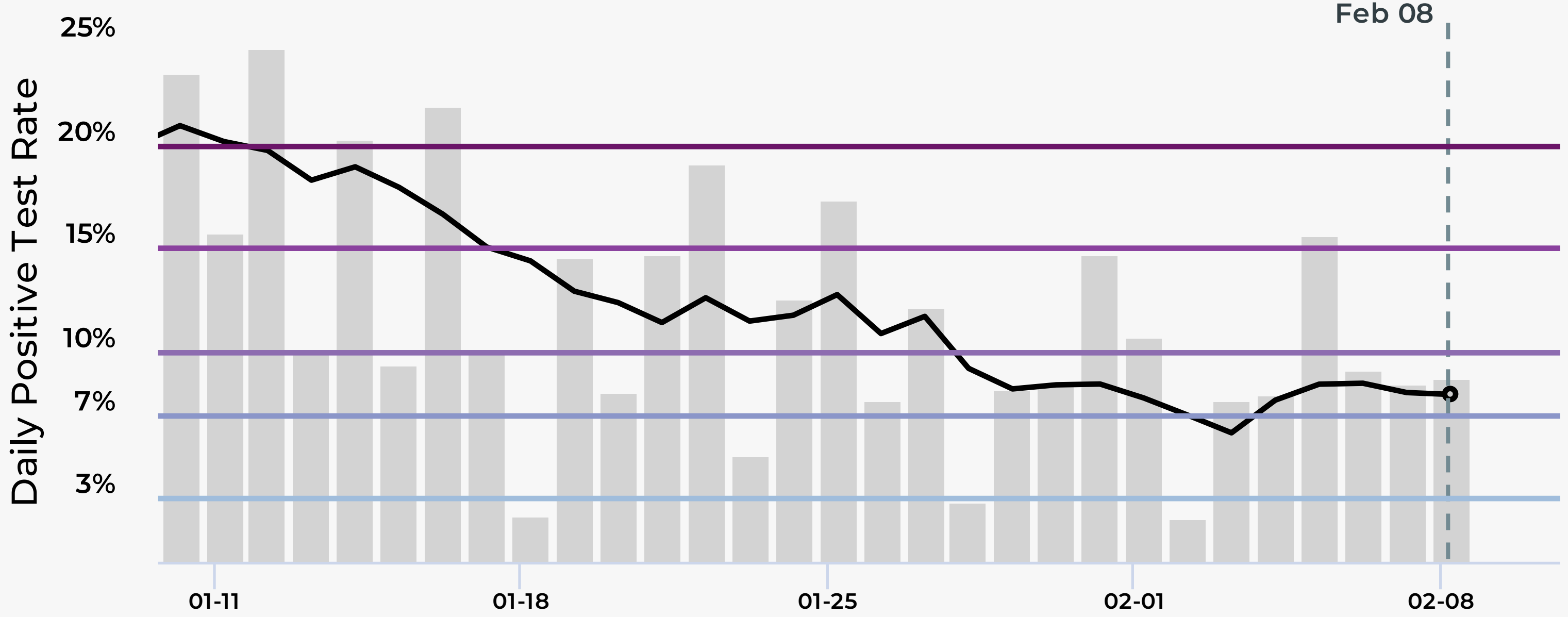
**RECOMMENDATION:**

Not applicable.

# Daily Positive Test Rate

HILLSDALE COUNTY

Zoom **1m** 3m 6m All





STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

ELIZABETH HERTEL  
DIRECTOR

**FOR IMMEDIATE RELEASE:**  
Feb. 11, 2021

**CONTACT:** Bob Wheaton  
517-241-2112  
[WheatonB@michigan.gov](mailto:WheatonB@michigan.gov)

## **Additional food assistance for 350,000 Michigan families in response to COVID-19 extended through February**

LANSING, Mich. – Approximately 350,000 Michigan families will continue to have access to additional food assistance benefits during February as a response to the COVID-19 pandemic, the Michigan Department of Health and Human Services (MDHHS) announced today.

Michigan previously approved the additional food assistance beginning in March 2020 – and now that is being extended for February 2021 with approval from the U.S. Department of Agriculture Food and Nutrition Service.

“As the COVID-19 pandemic continues to impact virtually every aspect of our lives, the last thing Michigan families should have to worry about is being able to afford their groceries each week,” said Gov. Gretchen Whitmer. “Michiganders deserve to have peace of mind in knowing resources are available to help them during this time, which is why I’m grateful we can continue providing this vital support for families throughout the state.”

Eligible clients will see additional food assistance benefits on their Bridge Card by Feb. 28, with payments beginning for some households on Feb. 18. Additional benefits will be loaded onto Bridge Cards as a separate payment from the assistance that is provided earlier in the month.

“Extending these food assistance benefits is part of the department’s continuing efforts to help Michiganders put food on the table during the pandemic,” said MDHHS Director Elizabeth Hertel. “We will continue to work with our partners in the federal government to provide easy access to nutritious food.”

More than 1.2 million people in Michigan receive federal Supplemental Nutrition Assistance Program (SNAP) benefits through the state’s Food Assistance Program.

Households eligible for Food Assistance Program benefits will receive additional benefits in February to bring all current SNAP cases to the maximum monthly allowance for that group size. This change only applies to customers not currently receiving the maximum benefit amount. The 350,000 households that receive increased benefits represent greater than 50 percent of the more than 690,000 Michigan households that received food assistance in September. The remaining households already receive the maximum benefit.

-MORE-

*February Food Assistance Press Release*

*Page 2 of 2*

Below are the maximum allowable benefits for SNAP customers based on their respective household size:

- One Person: \$234
- Two Persons: \$430
- Three Persons: \$616
- Four Persons: \$782
- Five Persons: \$929
- Six Persons: \$1,114
- Seven Persons: \$1,232
- Eight Persons: \$1,408

The federal government is providing additional funding to states for food assistance under House Resolution 6201, the Families First Coronavirus Response Act.

Eligible families do not need to re-apply to receive the additional benefits. People who receive food assistance can check their benefits balance on their Michigan Bridge Card by going online to [www.michigan.gov/MIbridges](http://www.michigan.gov/MIbridges) or calling a consumer service representative toll-free at 888-678-8914. They can ask questions about the additional benefits by calling or emailing their caseworker.

Customer service is available 24 hours a day, seven days a week. Spanish and Arabic service is available. If you are deaf, deafblind, or hard of hearing or speech-impaired, call the Michigan Relay Center at 7-1-1.

Information around the COVID-19 outbreak is changing rapidly. The latest information is available at [Michigan.gov/Coronavirus](http://Michigan.gov/Coronavirus) and [CDC.gov/Coronavirus](http://CDC.gov/Coronavirus).

###

# **City of Hillsdale Agenda Item Summary**

**Meeting Date:** February 15, 2021

**Agenda Item:** Old Business

**SUBJECT:** Q&A Street Improvement Millage Ballot Language

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

Attached is a Q&A sheet prepared by City staff and reviewed by the Public Services Committee for the Street Improvement and Leaf Collection Millage.

**RECOMMENDATION:**

No action is requested. The information is for discussion and to be shared with the public.

**City of Hillsdale**  
**May 4, 2021 Election**

**Street Improvement and Leaf Collection Millage**

Below are answers to frequently asked questions.

**Why do we need a millage for street improvements and leaf collection since I already pay property taxes?**

Hillsdale City Charter directs for the levy of 2.5 Mills dedicated to street maintenance. This amount has proven to be woefully inadequate. Any additional funds must be redirected from the City General Fund. These funds are also used to pay for other City obligations and provide essential services including police, fire, recreation, and parks. In the past few years, Council has made street maintenance a priority and has opted to levy an additional 3 Mills for a sinking fund, as provided for in the City Charter. This money has been budgeted for debt repayment associated with street improvements, but Council could choose to stop levying this sinking fund in any budget year, making it difficult for City administration to plan for future projects.

A dedicated millage would facilitate planning and solidify a continuous funding source to maintain the current momentum towards improving the street system.

**How many Mills are being requested?**

The ballot proposal is to authorize the levy of up to 4.0 Mills for a period of 10-years. As stated above, the City is currently levying just under 3 Mills dedicated to debt repayment associated with street improvements. The new 4.0 Mill levy would include the current 3 Mills plus an additional 1.0 Mill.

**How much will the additional 1.0 Mill cost me per year?**

Home Value	Taxable Value	3 Mills (Current Levy)	1.0 Mills (New Levy)	4.0 Mills (Total Levy)
\$200,000	\$100,000	\$300	\$100	\$400
\$150,000	\$75,000	\$225	\$75	\$300
<b>\$100,000</b>	<b>\$50,000</b>	<b>\$150</b>	<b>\$50</b>	<b>\$200</b>
\$75,000	\$37,500	\$113	\$38	151
<b>Average Hillsdale Home Value</b>				

**How will the millage be split between the streets and leaf collection?**

Up to 3.5 Mills will be committed to pay for street improvements and 0.5 Mills will be utilized to reinstitute the City's former loose leaf curbside collection service beginning in the fall of 2021.



**Will City Council still be able to levy the 3 Mills allowed by the City Charter for debt repayment if the street improvement and leaf collection millage passes?**

No. The Hillsdale City Charter limits the total levy by the City to 20 Mills. In 2020, the City levied approximately 18.9 Mills for general operations, street maintenance and public safety, including the 3 Mill sinking fund.

**When will my street be done?**

Even with this funding level it will take time to work on all the streets. We evaluate the street system by rating streets yearly and use this information to determine the greatest need and best overall use of the available funds. It is our goal to improve the entire system while adequately maintaining newly constructed streets so they don't fall back into the level of decline seen around town today.

**What happens if the millage does not pass?**

If the millage does not pass, City Council would still have the ability to levy 3 Mills for debt repayment on street improvements (Current Levy). However, through computer modeling, it has been demonstrated that by only investing 3 Mills the street system's overall condition will continue to deteriorate and the City will not be able to build on or maintain the progress made over the last several years.

On leaf collection, without the additional 0.5 Mills, being able to reinstitute the curbside loose leaf collection program would be very challenging. Funds and resources would need to be diverted from street improvements and other departments to fund the program. Given this, the City continues to work with limited staffing and uncertain financial resources. This program would not be recommended by the City Administration without passage of the millage passing.

**Will street improvements increase my property my taxes?**

No. Any increases to property value resulting from public improvements such as street reconstruction are not "additions" for purposes of calculating taxable value and, therefore, will not increase the property taxes until there is a transfer of ownership.

**When is the vote?**

May 4, 2021. Please contact the Hillsdale City Clerk's Office regarding absentee ballots in person or by calling (517) 437-6441.

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** February 15, 2021

**Agenda Item #:** New Business

**SUBJECT:** Commercial Rehabilitation Exemption Transfer Certificate Number 2019-029 (3883 W Carleton Rd) from Olmstead LLC to Olmstead Property, LLC

### **BACKGROUND PROVIDED BY STAFF**

City staff received a letter to transfer Commercial Rehabilitation Exemption Certificate Number 2019-029 from Olmstead LLC to Olmstead Property, LLC. The ownership has not changed, they just created a new LLC for ownership of the property and we need a resolution approving the change to update the certificate with the new owner's name. The transfer needs to be approved by resolution. The term of the exemption does not change.

### **RECOMMENDATION:**

City staff recommends City Council pass the attached resolution transferring Commercial Rehabilitation Exemption Certificate Number 2019-029 to expire December 30, 2029.



February 4, 2021

City of Hillsdale  
97 N. Broad St  
Hillsdale, MI 49242  
Kelly LoPresto and/or City Assessor

Re: CRA Cert no C2019-029

The original purchase of the Silo's Fun Park property at 3883 W Carleton Rd, Hillsdale MI was through Olmstead, LLC. After meeting with our accountant, she advised that we needed a quit claim deed from Olmstead, LLC to Olmstead Property, LLC. No ownership percentages actually changed. Just the LLC entity.

Thank you,

Donna Olmstead  
Owner  
Cottage Inn Hillsdale  
3883 W Carleton Road  
Hillsdale, MI 49242  
(517) 425-5457

**CITY OF HILLSDALE, MICHIGAN**  
**RESOLUTION No. \_\_\_\_\_**

**RESOLUTION TO TRANSFER COMMERCIAL REHABILITATION EXEMPTION CERTIFICATE 2019-029 FROM OLMSTEAD LLC TO OLMSTEAD PROPERTY, LLC.**

Minutes of a regular meeting of the City Council of the City of Hillsdale, held on February 15, 2021 at 97 N. Broad St., Hillsdale, MI 49242, in City Hall Council Chambers at 7:00 p.m.

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_  
and supported by \_\_\_\_\_.

**Resolution \_\_\_\_\_ Approving Transfer of Commercial Rehabilitation Exemption Certificate 2019-029 for Olmstead Property, LLC**

WHEREAS, pursuant to P.A. 210 of 2005, M.C.L. 207.84let seq., after a duly noticed public hearing, Council for the City of Hillsdale by resolution established Commercial Rehabilitation Districts 1 through 4 on May 4, 2009, and

WHEREAS, the City Council approved an application from Olmstead LLC requesting a Commercial Rehabilitation Exemption Certificate 2019-029 for real property investments located at 3883 West Carleton Road: and

WHEREAS, Olmstead Property, LLC has filed a letter for a transfer of Commercial Rehabilitation Exemption Certificate 2019-029; and

WHEREAS, Olmstead Property, LLC has substantially met all the requirements under Public Act 210 of 2005 for the transfer of Commercial Rehabilitation Exemption Certificate 2019-029; and

WHEREAS, the City of Hillsdale, finding that the aggregate SEV of all real and personal property exempt from ad valorem taxation within the City of Hillsdale after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the City of Hillsdale, plus the SEV of personal and real property thus exempted; and

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of Hillsdale that:

1. The City Council finds and determines that the granting of the transfer of a Commercial Rehabilitation Exemption Certificate for real property, excluding the land, located in a Commercial Rehabilitation District #1 at 3883 West Carleton Road for the remaining years approved under Commercial Rehabilitation Exemption Certificate 2019-029 with an end date of December 30, 2029, pursuant to the provisions of P.A. 210 of 2005, as amended.

Ayes

Nays

RESOLUTION DECLARED ADOPTED.

PASSED IN OPEN COUNCIL MEETING THIS 15<sup>TH</sup> DAY OF FEBRUARY 2021.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of City of Hillsdale, County of Hillsdale, Michigan, at a regular meeting held on February 15, 2021.

---

Adam Stockford, Mayor

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Katy Price, Clerk

# **City of Hillsdale Agenda Item Summary**

**Meeting Date:** February 15, 2021

**Agenda Item:** New Business

**SUBJECT:** Road Improvement Special Assessment District Policy

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

Attached is a draft policy for utilizing Special Assessment Districts on all street reconstruction projects moving forward. The policy was drafted by City staff and the Public Service Committee to create a uniform and more robust (faster) program for reconstructing streets within the City. This would be done by taking special assessment payments made by the property owners who are getting their streets reconstructed and reinvesting those funds into other street projects. Thus, creating greater momentum toward accomplishing this citywide goal.

## **RECOMMENDATION:**

Discuss and consider approving the new Special Assessment District policy.

# City of Hillsdale

**SUBJECT:** Policy on Special Assessment Districts for Street Projects

**PREPARED BY:** Kristin Bauer, City Engineer

**APPROVED BY:** David Mackie, City Manager

**DATE:** February 15, 2021

**POLICY:**

The following policy shall act as guidance for city staff regarding implementation of the Special Assessment District (SAD) process related to all road maintenance, rehabilitation and reconstruction projects on the City's Major and Local Street system streets within the City's geographic boundary.

- 1) All roadway related projects within the public Rights-Of-Way (ROW) except those considered Light Preventative Maintenance, i.e.; crack treatments, chip sealing, micro-surfacing and ultra-thin overlays, etc., will be subject to these SADs.
- 2) Procedures for the establishment of SADs shall be in accordance, but not limited to, the process as defined in the City of Hillsdale's Code of Ordinances, Article V.-Finances, Division 3.-Special Assessments and any other applicable sections of the City Charter and/or Code of Ordinances.
- 3) Projects and associated project costs will include all work within the public ROW including work that may be necessary within utility easements for the benefit of the roadway project, i.e.; storm water systems, culverts or other similar types of work.
- 4) Costs for work on utilities, with established funding sources from user rates; i.e.; water mains, sanitary sewer mains and electric systems, etc., will not be included in the final SAD costs to be assessed to parcels within the district.
- 5) The project costs will be shared 50/50 by the City of Hillsdale and the parcels defined as part of the SAD.
- 6) Parcels to be included within the SAD will be those properties with property lot lines that border the ROW of the project roadway. Additionally, parcels at intersections, at the limits of the project, shall be included in the SAD if the parcel's driveway is located on the street included in the project.
- 7) The assessment for parcels within the SAD will be assessed as follows: 50% of the "final" total eligible project costs divided equally amongst all parcels within the defined SAD, not to exceed \$5,000 for any one parcel. "Final" eligible project costs are defined as the actual costs paid to the contractors/subcontractors including but not limited to all labor, materials, and equipment for completion of the project scope less the utility costs as noted above.

- 8) Should a corner lot parcel be subject to two assessments within 5 years the parcel shall receive a reduction in the second assessment. This deduct will be 30% of the more expensive assessment, not to exceed \$1,500. Should the calculated deduct exceed the second assessment amount the second assessment will become \$0.00, no refunds will be made on the initial assessment.
- 9) The city will provide financing for up to 10 years at 6% interest for anyone wishing to utilize this option. The balance of the assessment may be paid in full at any time during the 10 year financing period with no prepayment penalty. Special Assessments are considered liens on parcels until fully paid off. All liens are required to be paid off prior to selling a property.
- 10) Special assessment bills are separate from tax bills and will be sent yearly, up to 10 years, until the assessment is fully paid. Should the yearly bill become delinquent it will be treated in the same manner as delinquent city taxes and may be placed on the regular city tax roll for collection in accordance with Section 10.11 [9.18] of the City's Charter.
- 11) As only a limited number of city streets are eligible for grants any grants received for a projects will be utilized to pay the city's portion of the project costs. Grants will not be used to lessen the 50% portion of the eligible project costs to be assessed to the SAD unless grant language expressly restricts the use of SADs as part of the grants rules.





# CITY OF HILLSDALE

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

Name: John E. Barrett

Address: \_\_\_\_\_  
Street City Zip  
Home Work

Phone: \_\_\_\_\_

E-Mail \_\_\_\_\_

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

Occupation: (if retired, former occupation) Funeral Director

Please check the expertise and skills you can contribute:

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

Brief Educational Background:  
Hudson High - 1977 Hillsdale College - 1981  
Cincinnati College of Mort. Science 1982

What charitable or community activities have you **actively** participated in? Please describe any leadership role(s) you have (had) in the organization(s):  
Hillsdale Chamber of Commerce - Bd Mem  
Hillsdale County Comm. Found - Bd Mem + Pres.  
Mosrice of Hillsdale Co Bd Mem + Pres  
Vincennes Rotary Club Bd Mem + Pres  
St Anthony Church Member

On what other volunteer boards/committees have you served?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any previous activities related to government: \_\_\_\_\_

*N/A*

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

*Local knowledge of the Cemetery.*

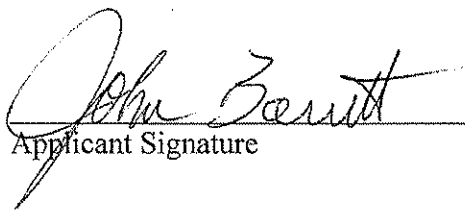
Please explain your understanding of the City of Hillsdale:

*I understand the events that I read about.*

Additional comments: \_\_\_\_\_

\_\_\_\_\_

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

  
Applicant Signature

*7-23-15*  
Date



CITY OF HILLSDALE

97 NORTH BROAD STREET
HILLSDALE, MICHIGAN 49242-1695
(517) 437-6441 FAX: (517) 437-6448
cityofhillsdale.org

What Board/Commission would you like to serve? Hillsdale Dial-A-Ride LAC Committee

Name: Kara Lorenz-Goings

Address: 100 N Main St Brooklyn 49230
Street City Zip

Phone: Home Work

E-Mail 6179879454

Residency is required for most Boards & Commissions.
Are you a resident of City of Hillsdale? Yes No x If so, for how long?

Occupation: (if retired, former occupation) Assistant Director, Region 2 Area Agency on Aging
serving Hillsdale, Jackson and Lenawee Counties

Please check the expertise and skills you can contribute:

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

Brief Educational Background:
Licensed Bachelor of Social Work, Certified Geriatric Care Manager

What charitable or community activities have you actively participated in? Please describe any leadership role(s) you have (had) in the organization(s):
Served on Village of Brooklyn Council for 4 years-term ended 2020; working with aging adults and adults with disabilities in some capacity since 2001

On what other volunteer boards/committees have you served? Region 2 Area Agency on Aging Advisory Council 2010-2015; Village of Brooklyn Trustee from 2016-2020; Lenawee Transportation LAC since 2016; Key Opprotunities LAC since 2016; Jackson Transportation Authority Advisory Council from 2015-2019; several other community agency coalitions through the last 10 years

Describe any previous activities related to government: worked for Jackson County Department on Aging from 2010-2015; served on Village of Brooklyn Council 2016-2020

Please explain why you would be interested in serving on the council or committee: Transportation continues to be a challenge for aging adults and adults with disabilities, anyway I can contribute to solutions to this challenge is rewarding

Please explain your understanding of the City of Hillsdale:

As the Assistant Director of Region 2 Area Agency on Aging, we serve Hillsdale, Jackson, and Lenawee county. I am familiar with the City of Hillsdale in relation to the participants we serve who reside there. I am interested in any contribution I may offer in regards to aging adults and adults with disabilities in the City of Hillsdale.

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

*Karen L. Grano*

\_\_\_\_\_  
Applicant Signature

2/4/21  
Date

RECEIVED

FEB 09 2021



CITY OF HILLSDALE

CITY OF HILLSDALE CITY CLERK'S OFFICE

97 NORTH BROAD STREET HILLSDALE, MICHIGAN 49242-1695 (517) 437-6441 FAX: (517) 437-6448 cityofhillsdale.org

What Board/Commission would you like to serve? L.A.C

Name: Shirley Lopez

Address: Hillsdale 49247  
City Zip

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

Residency is required for most Boards & Commissions.  
Are you a resident of City of Hillsdale? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, for how long? 4 Hrs

Occupation: (if retired, former occupation) Pro Quest inspector

Please check the expertise and skills you can contribute:

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

Brief Educational Background:

High School / College

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

Share in Warm  
Hope House  
Church 5020

On what other volunteer boards/committees have you served? NONE

Describe any previous activities related to government: ND

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

INTERESTED IN HELPING AND SERVICING  
COMMUNITY. DOLLAR PRIDE

Please explain your understanding of the City of Hillsdale:

great small town to raise a family  
and I see how people help each other  
in business.

Additional comments: \_\_\_\_\_

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

Shirley G. G. G.  
Applicant Signature

2/8/2021  
Date

RECEIVED

FEB 10 2021



CITY OF HILLSDALE CITY CLERK'S OFFICE

97 NORTH BROAD STREET HILLSDALE, MICHIGAN 49242-1695 (517) 437-6441 FAX: (517) 437-6448 cityofhillsdale.org

What Board/Commission would you like to serve? LAC

Name: BARBARA HANDAW

Address: Hillsdale 49242 City Zip

Home? Phone:

E-Mail

Residency is required for most Boards & Commissions. Are you a resident of City of Hillsdale? Yes [checked] No If so, for how long? Since 2002

Occupation: (if retired, former occupation) CASHIER & FACTORY WORKER

Please check the expertise and skills you can contribute: NONE

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

Brief Educational Background: Graduated from North Adams Jerome Schools 1971

What charitable or community activities have you actively participated in? Please describe any leadership role(s) you have (had) in the organization(s): NONE

On what other volunteer boards/committees have you served? Hilltop APTS ON the board

Describe any previous activities related to government: NONE

Please explain why you would be interested in serving on the council or committee: BECAUSE  
there is a need for folks to get involved

Please explain your understanding of the City of Hillsdale:

BECAUSE this town is small & very  
friendly and has grown alot since I WAS  
gone.

Additional comments: This town has lots of opportunitys  
here in Hillsdale

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

Babara Hamdan  
Applicant Signature

2-9-21  
Date