



# City Council Agenda

March 1, 2021  
7:00 p.m.

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

---

- I. Call to Order and Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Public Comments on Agenda Items**
- V. Consent Agenda**
  - A. Approval of Bills
    - 1. City and BPU Claims of February 4, 2021: \$530,918.10
    - 2. Payroll of February 4, 2021: \$179,209.42
  - B. City Council Minutes of February 15, 2021
  - C. Planning Commission Minutes of January 19, 2021
  - D. Library Minutes of February 11, 2021
  - E. EDC Minutes of December 1, 2020
  - F. LAC Minutes of February 23, 2021
  - G. Hillsdale College Noise Variance for Mock Rock Event
  - H. Hillsdale College Noise Variance for Taste of Manning Event
  - I. Hillsdale College Right of Way Use Request for Taste of Manning Event
  - J. January 2021 Finance Report
  - K. Finance Minutes of January 25, 2021, February 8, 2021, and February 22, 2021
- VI. Communications/Petitions**
  - A. 2021 Cemetery Spring Clean Up
- VII. Introduction and Adoption of Ordinances/Public Hearing**
  - A. Ordinance Amendment to Sec. 36-143, Rezoning of 450 Hidden Meadows Drive
- VIII. Old Business**
  - A. Amendment to Airport Engineering Services
- IX. New Business**
  - A. Set Special Assessment District #1 Public Hearing
  - B. Set Special Assessment District #2 Public Hearing
  - C. Set Special Assessment District #3 Public Hearing
  - D. MDOT Dial A Ride Funding (Resolution)
  - E. Banking Resolution
  - F. Resolution for Discussion –Councilman Socha
- X. Miscellaneous Reports**

- A. Proclamations- None
- B. Appointments- IMPC Appeals Board – Lance Fansler (Alternate)
- C. Other- None

**XI. General Public Comment**

**XII. City Manager’s Report**

**XIII. Council Comment**

**XIV. Adjournment**

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 100623							
247-900.000-801.006	01/25/21	FOULKE CONSTRUCTION	DAWN THEATER REHABILITATION	11	01/25/21	110,939.40	100623
						<b>Total For Check 100623</b>	110,939.40
Check 100624							
101-172.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	420.13	100624
101-173.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	1,260.39	100624
101-209.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	420.13	100624
101-215.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	1,260.39	100624
101-219.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	3,529.09	100624
101-295.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	1,008.31	100624
101-301.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	12,349.31	100624
101-336.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	3,361.03	100624
101-400.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	1,260.39	100624
101-441.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	1,008.31	100624
101-447.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	420.13	100624
208-751.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	1,008.31	100624
481-000.000-001.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	4,789.47	100624
582-175.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000721	01/25/21	13,193.00	100624
588-588.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	3,024.94	100624
590-175.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000721	01/25/21	5,169.42	100624
591-175.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000721	01/25/21	4,328.87	100624
640-444.000-715.000	01/25/21	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	210150000725	01/25/21	1,680.51	100624
						<b>Total For Check 100624</b>	59,492.13
Check 100625							
101-000.000-123.000	01/25/21	VESTED RISK STRATEGIES INC	UMBRELLA - COMMERCIAL	Multiple	01/25/21	37,580.00	100625
101-175.000-850.000	01/25/21	VESTED RISK STRATEGIES INC	UMBRELLA - COMMERCIAL	Multiple	01/25/21	30,378.00	100625
101-301.000-850.301	01/25/21	VESTED RISK STRATEGIES INC	GENERAL LIABILITY - COMMERCIAL	783988	01/25/21	7,202.00	100625
582-000.000-123.000	01/25/21	VESTED RISK STRATEGIES INC	UMBRELLA - COMMERCIAL	Multiple	01/25/21	71,803.50	100625
590-000.000-123.000	01/25/21	VESTED RISK STRATEGIES INC	UMBRELLA - COMMERCIAL	Multiple	01/25/21	27,322.92	100625
591-000.000-123.000	01/25/21	VESTED RISK STRATEGIES INC	UMBRELLA - COMMERCIAL	Multiple	01/25/21	27,382.58	100625
						<b>Total For Check 100625</b>	201,669.00
Check 100626							
101-301.000-715.000	01/26/21	BLUE CROSS & BLUE SHIELD OF M	DENTAL & VISION INSURANCE GROUP 007	000424	01/26/21	673.08	100626
						<b>Total For Check 100626</b>	673.08
Check 100627							
244-174.000-801.000	01/28/21	SMITH'S FLOWERS	EDC GIFT CARD PROGRAM	01.27.2021	01/28/21	120.00	100627
						<b>Total For Check 100627</b>	120.00
Check 100628							
101-295.000-810.000	02/04/21	AIRNAV, LLC	RENEWAL OF BASIC LISTING	2003092	02/04/21	57.00	100628
						<b>Total For Check 100628</b>	57.00
Check 100629							
640-444.000-730.000	02/04/21	AIS CONSTRUCTION EQUIPMENT	EDGE, PLOW NUTS, BOLTS, WASHERS	F85700	02/04/21	250.72	100629
						<b>Total For Check 100629</b>	250.72
Check 100630							
590-547.000-727.600	02/04/21	ALEXANDER CHEMICAL CORPORTION	FERROUS CHLORIDE	34990	02/04/21	4,600.30	100630
						<b>Total For Check 100630</b>	4,600.30
Check 100631							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 100631							
582-175.000-801.200	02/04/21	AMAZON CAPITAL SERVICES, INC	WIRELESS HANDSET BPU K NEWELL	11M4-YKJ7-HTGQ	02/04/21	47.50	100631
582-543.000-930.000	01/28/21	AMAZON CAPITAL SERVICES, INC	EXTENSION TUBE	11M4-YJK7-FWGT	02/04/21	23.08	100631
588-588.000-930.000	02/04/21	AMAZON CAPITAL SERVICES, INC	TIRE BALANCING BEADS, COMPACT FLUOR.	1YRT-K67M-3H7T	02/04/21	85.89	100631
590-175.000-801.200	02/04/21	AMAZON CAPITAL SERVICES, INC	WIRELESS HANDSET BPU K NEWELL	11M4-YKJ7-HTGQ	02/04/21	23.75	100631
591-175.000-801.200	02/04/21	AMAZON CAPITAL SERVICES, INC	WIRELESS HANDSET BPU K NEWELL	11M4-YKJ7-HTGQ	02/04/21	23.75	100631
640-444.000-726.000	02/04/21	AMAZON CAPITAL SERVICES, INC	TIRE BALANCING BEADS, COMPACT FLUOR.	1HJQ-PK4F-4FMW	02/04/21	122.00	100631
Total For Check 100631						325.97	
Check 100632							
101-295.000-930.000	02/04/21	AMERICAN COPPER AND BRASS, LLC	REPAIRS & MAINTENANCE FOR RUNWAY LI	Multiple	02/04/21	434.36	100632
202-480.000-726.000	02/04/21	AMERICAN COPPER AND BRASS, LLC	WATER PLUG, WAX RING, BOLTS, FLUOR.	21INV003598	02/04/21	51.82	100632
271-790.000-930.000	02/04/21	AMERICAN COPPER AND BRASS, LLC	WATER PLUG, WAX RING, BOLTS, FLUOR.	Multiple	02/04/21	57.47	100632
588-588.000-930.000	02/04/21	AMERICAN COPPER AND BRASS, LLC	WATER PLUG, WAX RING, BOLTS, FLUOR.	21INV003597	02/04/21	41.60	100632
590-547.000-930.000	02/04/21	AMERICAN COPPER AND BRASS, LLC	CLEAR CAULK, GARDEN HOSE, 2" PVC, C	Multiple	02/04/21	141.26	100632
Total For Check 100632						726.51	
Check 100633							
101-336.000-801.000	02/04/21	APOLLO FIRE EQUIPMENT COMPANY	MSA DIAGNOSTIC TEST & INSPECTION OF	57256	02/04/21	1,563.75	100633
Total For Check 100633						1,563.75	
Check 100634							
101-301.000-742.000	02/04/21	AVERY NEWELL	2021 EQUIPMENT ALLOWANCE - GLOCK 23	220000219677	02/04/21	200.00	100634
Total For Check 100634						200.00	
Check 100635							
271-790.000-982.000	02/04/21	BAKER & TAYLOR COMPANY	ADULT BOOK ORDER NOVEMBER	Multiple	02/04/21	327.58	100635
271-792.000-982.000	02/04/21	BAKER & TAYLOR COMPANY	ADULT BOOK ORDER NOV	20357055449	02/04/21	14.58	100635
Total For Check 100635						342.16	
Check 100636							
582-000.000-202.100	01/28/21	BAYER, AMY M	UB refund for account: 020055	01/28/2021	02/04/21	49.00	100636
Total For Check 100636						49.00	
Check 100637							
101-441.000-955.441	02/04/21	JASON BLAKE	SAFETY BOOT ALLOWANCE	111-1924380-0375	02/04/21	250.00	100637
Total For Check 100637						250.00	
Check 100638							
582-000.000-202.100	02/03/21	BLAKE, CORRINA L	UB refund for account: 023841	02/03/2021	02/04/21	127.46	100638
Total For Check 100638						127.46	
Check 100639							
101-336.000-801.000	02/04/21	BREATHING AIR SYSTEMS	SEMI ANNUAL PREVENTATIVE MAINTENANC	INV-OH68-289	02/04/21	428.39	100639
Total For Check 100639						428.39	
Check 100640							
582-000.000-202.100	01/28/21	BRIXX, STEPHEN & TANYA	UB refund for account: 010531	01/28/2021	02/04/21	336.17	100640
Total For Check 100640						336.17	
Check 100641							
101-209.000-801.000	02/04/21	BS&A SOFTWARE	INVENTORY MANAGEMENT SYSTEM	132987-CITY	02/04/21	1,241.00	100641
101-253.000-801.000	02/04/21	BS&A SOFTWARE	INVENTORY MANAGEMENT SYSTEM	132987-CITY	02/04/21	858.00	100641
101-441.000-801.000	02/04/21	BS&A SOFTWARE	INVENTORY MANAGEMENT SYSTEM	132987-CITY	02/04/21	684.00	100641
582-000.000-123.000	02/04/21	BS&A SOFTWARE	INVENTORY MANAGEMENT SYSTEM	13987-BPU	02/04/21	342.00	100641

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 100641							
590-000.000-123.000	02/04/21	BS&A SOFTWARE	INVENTORY MANAGEMENT SYSTEM	13987-BPU	02/04/21	171.00	100641
591-000.000-123.000	02/04/21	BS&A SOFTWARE	INVENTORY MANAGEMENT SYSTEM	13987-BPU	02/04/21	171.00	100641
						3,467.00	
Total For Check 100641							
Check 100642							
101-265.000-925.000	02/04/21	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	157138-CITY	02/04/21	56.00	100642
101-441.000-801.000	02/04/21	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	157138-CITY	02/04/21	56.00	100642
271-790.000-925.000	02/04/21	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	157138-CITY	02/04/21	56.00	100642
582-175.000-925.000	02/04/21	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	15738-BPU	02/04/21	28.00	100642
590-175.000-925.000	02/04/21	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	15738-BPU	02/04/21	14.00	100642
591-175.000-925.000	02/04/21	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY CHARGES	15738-BPU	02/04/21	14.00	100642
						224.00	
Total For Check 100642							
Check 100643							
633-000.000-111.000	02/04/21	CARR BROTHERS & SON INC.	2NS WASHED SAND	118046	02/04/21	372.48	100643
						372.48	
Total For Check 100643							
Check 100644							
582-175.000-880.000	02/04/21	CHESTNEY PUBLISHING	MAR/APR SIMPLY HERS	10684	02/04/21	25.00	100644
590-175.000-880.000	02/04/21	CHESTNEY PUBLISHING	MAR/APR SIMPLY HERS	10684	02/04/21	12.50	100644
591-175.000-880.000	02/04/21	CHESTNEY PUBLISHING	MAR/APR SIMPLY HERS	10684	02/04/21	12.50	100644
						50.00	
Total For Check 100644							
Check 100645							
101-441.000-801.000	02/04/21	CINTAS CORPORATION	CLEANER & DISPEN	4073624100	02/04/21	37.43	100645
						37.43	
Total For Check 100645							
Check 100646							
582-544.000-726.800	02/04/21	CINTAS CORPORATION	SAFETY CABINET REFILLS	5049548558	02/04/21	192.18	100646
590-547.000-801.000	02/04/21	CINTAS CORPORATION	SAFETY CABINET REFILLS	5049548558	02/04/21	58.02	100646
591-545.000-801.000	02/04/21	CINTAS CORPORATION	SAFETY CABINET REFILLS	5049548558	02/04/21	543.18	100646
						793.38	
Total For Check 100646							
Check 100647							
582-544.000-720.000-20	02/04/21	CLARK ELECTRIC INC.	URD 24 S WEST STREET	16278	02/04/21	1,360.81	100647
						1,360.81	
Total For Check 100647							
Check 100648							
101-301.000-742.000	02/04/21	CODY CRATSENBURG	2021 EQUIPMENT ALLOWANCE - FLASHLIG	01.20.2021	02/04/21	200.00	100648
						200.00	
Total For Check 100648							
Check 100649							
582-000.000-202.100	01/28/21	CONALEW	UB refund for account: 024273	01/28/2021	02/04/21	95.45	100649
						95.45	
Total For Check 100649							
Check 100650							
202-480.500-801.000	02/04/21	CONCORD EXCAVATING & GRADING	CATCH BASIN REPAIR ON M-99 (NEAR ME	5609	02/04/21	14,373.60	100650
						14,373.60	
Total For Check 100650							
Check 100651							
588-588.000-955.588	02/04/21	CHERYL COX	REIMBURSEMENT FOR PHYSICAL	01.06.2021	02/04/21	100.00	100651
						100.00	
Total For Check 100651							

Check 100652

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 100652							
101-209.000-801.000	02/04/21	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	327608	02/04/21	71.29	100652
101-215.000-801.000	02/04/21	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	327608	02/04/21	208.78	100652
101-301.000-726.000	02/04/21	CURRENT OFFICE SOLUTIONS	TONER(FIRE DEPT) ROTARY STAMP DATE/'	654488-00	02/04/21	89.99	100652
101-336.000-726.000	02/04/21	CURRENT OFFICE SOLUTIONS	TONER(FIRE DEPT) ROTARY STAMP DATE/'	654972-00	02/04/21	129.99	100652
101-400.000-801.000	02/04/21	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	327608	02/04/21	71.28	100652
101-441.000-801.000	02/04/21	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	327608	02/04/21	149.24	100652
101-447.000-801.000	02/04/21	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	327608	02/04/21	71.28	100652
271-790.000-726.000	02/04/21	CURRENT OFFICE SOLUTIONS	BP PENS & LABELS	464487-00	02/04/21	106.43	100652
582-175.000-726.000	02/04/21	CURRENT OFFICE SOLUTIONS	CRTDG, STAPLES, AIR DUSTER & LAMINA'	655336-00	02/04/21	181.94	100652
582-175.000-801.000	02/04/21	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	327699	02/04/21	347.96	100652
590-175.000-726.000	02/04/21	CURRENT OFFICE SOLUTIONS	CRTDG, STAPLES, AIR DUSTER & LAMINA'	655336-00	02/04/21	90.97	100652
590-175.000-801.000	02/04/21	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	327699	02/04/21	173.98	100652
591-175.000-726.000	02/04/21	CURRENT OFFICE SOLUTIONS	CRTDG, STAPLES, AIR DUSTER & LAMINA'	655336-00	02/04/21	90.96	100652
591-175.000-801.000	02/04/21	CURRENT OFFICE SOLUTIONS	LEASE/COPIES	327699	02/04/21	173.98	100652
Total For Check 100652						1,958.07	
Check 100653							
633-000.000-111.000	02/04/21	DETROIT SALT CO	ROCK SALT	Multiple	02/04/21	8,905.44	100653
Total For Check 100653						8,905.44	
Check 100654							
101-295.000-925.000	01/28/21	DMCI BROADBAND, LLC	INTERNET/PHONE	53464	02/04/21	139.96	100654
Total For Check 100654						139.96	
Check 100655							
202-490.000-726.000	02/04/21	DORNBOS SIGN & SAFETY INC	DECALS, BREAK NUTS, CROSS TRAFFIC, I	INV53468	02/04/21	155.56	100655
633-000.000-111.000	02/04/21	DORNBOS SIGN & SAFETY INC	DECALS, BREAK NUTS, CROSS TRAFFIC, I	INV53468	02/04/21	356.86	100655
Total For Check 100655						512.42	
Check 100656							
582-000.000-202.100	01/28/21	DREWS II, JAMES L	UB refund for account: 009959	01/28/2021	02/04/21	131.05	100656
Total For Check 100656						131.05	
Check 100657							
591-544.000-801.000	02/04/21	DRY MAR TRUCKING & DIRTWORKS	TRUCKING FEES & RIP-RAP STONE SORTI	20128	02/04/21	358.00	100657
633-233.000-801.000	02/04/21	DRY MAR TRUCKING & DIRTWORKS	TRUCKING FEES & RIP-RAP STONE SORTI	Multiple	02/04/21	679.00	100657
Total For Check 100657						1,037.00	
Check 100658							
582-000.000-693.000	02/04/21	DUSTIN WHEELER	REIMBURSEMENT - AFLAC	01-02-2021	02/04/21	14.28	100658
582-543.000-742.000	02/04/21	DUSTIN WHEELER	BOOT ALLOWNACE - REIMBURSEMENT	114-0282955-1078	02/04/21	300.00	100658
Total For Check 100658						314.28	
Check 100659							
101-265.000-801.000	02/04/21	EAST 2 WEST ENTERPRISES, INC	CLEAN CITY HALL FOR JANUARY	9145	02/04/21	650.00	100659
582-175.000-801.000	02/04/21	EAST 2 WEST ENTERPRISES, INC	CLEANING FOR JANUARY	9146	02/04/21	70.00	100659
590-175.000-801.000	02/04/21	EAST 2 WEST ENTERPRISES, INC	CLEANING FOR JANUARY	9146	02/04/21	35.00	100659
591-175.000-801.000	02/04/21	EAST 2 WEST ENTERPRISES, INC	CLEANING FOR JANUARY	9146	02/04/21	35.00	100659
Total For Check 100659						790.00	
Check 100660							
591-545.000-801.000	02/04/21	ENVIRONMENTAL RESOURCES ASSOCI	POTABLEWATR™ COLIFORM MICROBE™ WS 2	957758	02/04/21	349.45	100660
Total For Check 100660						349.45	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 01/22/2021 - 02/04/2021  
 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 100661							
101-336.000-801.000	02/04/21	ESO SOLUTIONS	FH STANDARD ANNUAL SUPPORT - FIRE I	ESO-48762	02/04/21	247.20	100661
						<u>247.20</u>	
Total For Check 100661						247.20	
Check 100662							
202-450.000-726.000	02/04/21	FAMILY FARM & HOME	OIL DRY	000781/W	02/04/21	40.00	100662
582-543.000-726.000	02/04/21	FAMILY FARM & HOME	SUPPLIES	792/54	02/04/21	33.95	100662
590-546.000-930.000	02/04/21	FAMILY FARM & HOME	HARDWARE, DRAIN AUGER, WRENCH, GALV	788/54	02/04/21	33.96	100662
590-547.000-930.000	02/04/21	FAMILY FARM & HOME	HARDWARE, DRAIN AUGER, WRENCH, GALV	Multiple	02/04/21	22.86	100662
591-544.000-730.039	02/04/21	FAMILY FARM & HOME	HARDWARE, DRAIN AUGER, WRENCH, GALV	782/54	02/04/21	33.03	100662
						<u>163.80</u>	
Total For Check 100662						163.80	
Check 100663							
582-000.000-202.100	01/28/21	FINLEY, RANDY A	UB refund for account: 017646	01/28/2021	02/04/21	110.34	100663
						<u>110.34</u>	
Total For Check 100663						110.34	
Check 100664							
582-000.000-202.100	01/28/21	FINLEY, RANDY A	UB refund for account: 004699	01/28/2021	02/04/21	118.14	100664
						<u>118.14</u>	
Total For Check 100664						118.14	
Check 100665							
271-790.000-930.000	02/04/21	G&G GLASS, INC	RPR LIBRARY DOOR	21-0104	02/04/21	450.00	100665
						<u>450.00</u>	
Total For Check 100665						450.00	
Check 100666							
101-301.000-726.000	02/04/21	GALL'S, INC	REVERSIBLE RAIN JACKET/A. NEWELL	017424479	02/04/21	2.04	100666
101-301.000-742.000	02/04/21	GALL'S, INC	REVERSIBLE RAIN JACKET/A. NEWELL	017424479	02/04/21	141.30	100666
						<u>143.34</u>	
Total For Check 100666						143.34	
Check 100667							
582-000.000-202.100	01/28/21	GARCIA, AL J	UB refund for account: 018606	01/28/2021	02/04/21	151.48	100667
						<u>151.48</u>	
Total For Check 100667						151.48	
Check 100668							
101-265.000-930.000	02/04/21	GELZER & SON INC	PLUMBING	C405211	02/04/21	3.98	100668
101-295.000-726.000	02/04/21	GELZER & SON INC	BLUE ICE MELT	C404814	02/04/21	4.97	100668
101-301.000-726.000	02/04/21	GELZER & SON INC	HARDWOOD DOWEL	C404971	02/04/21	0.99	100668
208-751.000-726.000	02/04/21	GELZER & SON INC	LINE LEVEL AND STRING FOR NICE RINK	C405046	02/04/21	9.28	100668
582-543.000-930.000	02/04/21	GELZER & SON INC	PLASTIC SINK/TUB FOR PP BATHROOM	Multiple	02/04/21	95.34	100668
582-544.000-726.800	02/04/21	GELZER & SON INC	NUT SETTER 5/16	C403307	02/04/21	11.67	100668
590-546.000-930.000	02/04/21	GELZER & SON INC	SLEDGE HAMMER	B35754	02/04/21	31.99	100668
						<u>158.22</u>	
Total For Check 100668						158.22	
Check 100669							
590-547.000-801.000	02/04/21	GLOBAL ENVIRONMENTAL CONSULTIN	CHRONIC TOX TESTING WWTP	5172	02/04/21	600.00	100669
						<u>600.00</u>	
Total For Check 100669						600.00	
Check 100670							
101-265.000-726.000	02/04/21	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	Multiple	02/04/21	52.25	100670
101-295.000-726.000	02/04/21	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	Multiple	02/04/21	9.50	100670
101-441.000-726.000	02/04/21	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	4003	02/04/21	9.50	100670
						<u>71.25</u>	
Total For Check 100670						71.25	
Check 100671							
101-301.000-726.000	02/04/21	HILLSDALE CO SHERIFF'S OFFICE	ID FEE FOR OFFICER NEWELL	001.02.2021	02/04/21	10.00	100671

02/04/2021 02:59 PM  
 User: gkeasal  
 DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 01/22/2021 - 02/04/2021  
 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 100671							
						10.00	
Total For Check 100671							
Check 100672						364.81	100672
582-000.000-202.100	01/28/21	HILLSDALE VETERINARY HOSPITAL	UB refund for account: 015631	01/28/2021	02/04/21		
						364.81	
Total For Check 100672							
Check 100673						59.34	100673
101-301.000-742.000	02/04/21	TODD HOLTZ	2020 EQUIPMENT ALLOWANCE - DUTY BOO'	02.02.2021	02/04/21		
						59.34	
Total For Check 100673							
Check 100674						192.10	100674
101-441.000-726.000	02/04/21	HOME DEPOT	HEATERS, 16' TAPES, PICK, SCRAPERS,	01.12.21	02/04/21		
271-790.000-726.000	02/04/21	HOME DEPOT	HEATERS, 16' TAPES, PICK, SCRAPERS,	01.12.21	02/04/21	299.82	100674
						491.92	
Total For Check 100674							
Check 100675						1,333.00	100675
591-544.000-801.000	02/04/21	HYDROCORP	CROSS CONNECTION CONTROL PROGRAM MO	0060508-IN	02/04/21		
						1,333.00	
Total For Check 100675							
Check 100676						190.00	100676
101-301.000-810.000	02/04/21	INTER ASSOC OF CHIEFS OF POLICE	ACTIVE DUES 01-JAN-2021 TO 31-DEC-2	0143459	02/04/21		
						190.00	
Total For Check 100676							
Check 100677						126.92	100677
590-546.000-730.039	02/04/21	JACK DOHNEY COMPANIES	STROBE LIGHT FOR VACTOR	115911	02/04/21		
						126.92	
Total For Check 100677							
Check 100678						75.95	100678
640-444.000-730.000	02/04/21	JACKSON TRUCK SERVICE INC	FILTERS, BEARING KIT	Multiple	02/04/21		
						75.95	
Total For Check 100678							
Check 100679						143.10	100679
590-547.000-742.000	02/04/21	JEFF GIER	REIMBURSEMENT - BOOT ALLOWANCE	66252	02/04/21		
						143.10	
Total For Check 100679							
Check 100680						120.00	100680
101-219.000-810.000	02/04/21	JOSEPH MANGAN	MGFOA DUES 2021 - REIMBURSEMENT	02.01.2021	02/04/21		
						120.00	
Total For Check 100680							
Check 100681						134.60	100681
582-544.000-930.000	01/28/21	KENDALL ELECTRIC	FUSES	Multiple	02/04/21		
						134.60	
Total For Check 100681							
Check 100682						75.77	100682
582-000.000-202.100	02/03/21	KEYS, TERESA J	UB refund for account: 026427	02/03/2021	02/04/21		
						75.77	
Total For Check 100682							
Check 100683						147.15	100683
640-444.000-726.000	02/04/21	KIMBALL MIDWEST	ASSORTMENT SUPPLIES	8533011	02/04/21		
						147.15	
Total For Check 100683							
Check 100684						115.00	100684
101-276.000-801.000	02/04/21	THOMAS ALLEN MCNAIR	JANUARY PORTA JOHN RENTAL	1217	02/04/21		
101-756.000-801.000	02/04/21	THOMAS ALLEN MCNAIR	JANUARY PORTA JOHN RENTAL	1217	02/04/21	235.00	100684



GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 100684							
						Total For Check 100684	350.00
Check 100685							
101-173.000-726.000	02/04/21	LAURA SERGENT	MICH NOTARY ROUND SEAL STAMP	20519620	02/04/21	32.20	100685
						Total For Check 100685	32.20
Check 100686							
101-175.000-806.000	02/04/21	LOVINGER & THOMPSON, PC	LEGAL FEES	01.29.2021	02/04/21	532.50	100686
						Total For Check 100686	532.50
Check 100687							
591-544.000-930.000	02/04/21	HYPER-LITE	POSI IN LINE CONNECTORS	98471	02/04/21	600.00	100687
						Total For Check 100687	600.00
Check 100688							
101-295.000-726.000	02/04/21	MARKET HOUSE	CUPS, POP & KLEENEX	120396	02/04/21	113.93	100688
591-544.000-930.000	02/04/21	MARKET HOUSE	VEGATABLE OIL	120802	02/04/21	6.49	100688
						Total For Check 100688	120.42
Check 100689							
590-547.000-801.000	02/04/21	MERIT LABORATORIES	BEF COMPLIANCE TESTING, ACT QUARTER	Multiple	02/04/21	2,258.00	100689
						Total For Check 100689	2,258.00
Check 100690							
101-295.000-801.000	02/04/21	MICH DEPT OF TRANSPORTATION	AIRPORT WEATHER OBS DATA SYSTEM	591-10602918	02/04/21	678.97	100690
						Total For Check 100690	678.97
Check 100691							
101-174.000-801.000	02/04/21	MICH ECONOMIC DEVELOPERS ASSOC	WEBINAR - SELECTION BEST PRACTICES	1234	02/04/21	20.00	100691
						Total For Check 100691	20.00
Check 100692							
590-000.000-693.000	02/04/21	MIKE SIMONS	REIMBURSEMENT AFLAC	01.02.2021	02/04/21	20.28	100692
						Total For Check 100692	20.28
Check 100693							
588-588.000-730.000	02/04/21	NORM'S TIRE & SERVICE	TIRES	5518	02/04/21	957.64	100693
						Total For Check 100693	957.64
Check 100694							
582-175.000-801.000	02/04/21	ONLINE INFORMATION SERVICES	MONTHLY PROCESSING	1041622	02/04/21	55.50	100694
590-175.000-801.000	02/04/21	ONLINE INFORMATION SERVICES	MONTHLY PROCESSING	1041622	02/04/21	27.75	100694
591-175.000-801.000	02/04/21	ONLINE INFORMATION SERVICES	MONTHLY PROCESSING	1041622	02/04/21	27.75	100694
						Total For Check 100694	111.00
Check 100695							
640-444.000-801.301	02/04/21	PARNEY'S CAR CARE	OIL CHANGE/TIRE ROTATION - UNIE 2-3	66587	02/04/21	52.00	100695
						Total For Check 100695	52.00
Check 100696							
582-000.000-202.100	02/03/21	PAYNE, BRENDA L	UB refund for account: 026608	02/03/2021	02/04/21	172.00	100696
						Total For Check 100696	172.00
Check 100697							
101-336.000-726.000	02/04/21	PERFORMANCE AUTOMOTIVE	HEADLIGHT BULB, WASHER SOLVENT, 500'	10284-1351133	02/04/21	3.99	100697

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 100697							
101-336.000-730.000	02/04/21	PERFORMANCE AUTOMOTIVE	HEADLIGHT BULB, WASHER SOLVENT, 500	Multiple	02/04/21	10.78	100697
582-543.000-726.000	02/04/21	PERFORMANCE AUTOMOTIVE	OIL DRY	10284-1351368	02/04/21	27.87	100697
582-544.000-726.800	02/04/21	PERFORMANCE AUTOMOTIVE	WIPER BLADES 39-03	10284-1349762	02/04/21	7.60	100697
582-544.000-730.000	02/04/21	PERFORMANCE AUTOMOTIVE	ROCKER SWITCHES	10284-1351123	02/04/21	28.77	100697
591-544.000-730.039	02/04/21	PERFORMANCE AUTOMOTIVE	OIL DRY, POWER STEERING FLUID	10284-1350929	02/04/21	15.18	100697
591-544.000-930.000	02/04/21	PERFORMANCE AUTOMOTIVE	OIL DRY, POWER STEERING FLUID	10284-15766	02/04/21	18.58	100697
640-444.000-726.000	02/04/21	PERFORMANCE AUTOMOTIVE	BLOWER,MINI BULBS, PIGTAIL, RESTER,	10284-1349744	02/04/21	9.27	100697
640-444.000-730.000	02/04/21	PERFORMANCE AUTOMOTIVE	BLOWER,MINI BULBS, PIGTAIL, RESTER,	Multiple	02/04/21	213.19	100697
Total For Check 100697						335.23	
Check 100698							
582-000.000-110.000	02/04/21	POWERLINE SUPPLY	INVENTORY	Multiple	02/04/21	916.90	100698
Total For Check 100698						916.90	
Check 100699							
582-544.000-726.800	02/04/21	PRIME FLEET SERVICES, LLC	ANNUAL TRUCK TESTING	11103	02/04/21	210.00	100699
582-544.000-730.000	02/04/21	PRIME FLEET SERVICES, LLC	ANNUAL TRUCK TESTING	Multiple	02/04/21	1,575.00	100699
Total For Check 100699						1,785.00	
Check 100700							
101-172.000-726.000	02/04/21	PRINTER SOURCE PLUS	TONER	175169	02/04/21	149.99	100700
Total For Check 100700						149.99	
Check 100701							
640-444.000-801.000	02/04/21	PURITY CYLINDER GASES, INC.	GAS CYLINDER RENTAL	01132089	02/04/21	55.40	100701
Total For Check 100701						55.40	
Check 100702							
101-336.000-726.000	02/04/21	ROE-COMM., INC.	PORTABLE RADIO BATTERIES	353878	02/04/21	253.00	100702
Total For Check 100702						253.00	
Check 100703							
582-175.000-726.000	02/04/21	RUPERT'S CULLIGAN	WATER - IOFFICE	223836	02/04/21	4.00	100703
590-175.000-726.000	02/04/21	RUPERT'S CULLIGAN	WATER - IOFFICE	223836	02/04/21	2.00	100703
591-175.000-726.000	02/04/21	RUPERT'S CULLIGAN	WATER - IOFFICE	223836	02/04/21	2.00	100703
Total For Check 100703						8.00	
Check 100704							
101-265.000-801.000	02/04/21	SCHINDLER ELEVATOR CORPORATION	QUARTERLY ELEVATOR MAINTENANCE	8105548932	02/04/21	642.45	100704
Total For Check 100704						642.45	
Check 100705							
101-175.000-801.000	02/04/21	SONIT SYSTEMS, LLC	NETADMIN - JANUARY 2021	62879-CITY	02/04/21	840.00	100705
271-790.000-801.000	02/04/21	SONIT SYSTEMS, LLC	FUSE MAIL	62718	02/04/21	140.40	100705
582-175.000-801.200	02/04/21	SONIT SYSTEMS, LLC	NETADMIN JANUARY 2021	62879-BPU	02/04/21	420.00	100705
590-175.000-801.200	02/04/21	SONIT SYSTEMS, LLC	NETADMIN JANUARY 2021	62879-BPU	02/04/21	210.00	100705
591-175.000-801.200	02/04/21	SONIT SYSTEMS, LLC	NETADMIN JANUARY 2021	62879-BPU	02/04/21	210.00	100705
Total For Check 100705						1,820.40	
Check 100706							
271-790.000-982.000	02/04/21	SOUTHFIELD PUBLIC LIBRARY	BOOK REPLACEMENT	SPL274	02/04/21	23.00	100706
Total For Check 100706						23.00	
Check 100707							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 100707							
101-295.000-930.000	02/04/21	SPRATT'S	LP GAS DELIVERY	49328	02/04/21	649.22	100707
582-544.000-726.800	02/04/21	SPRATT'S	CHAINSAW CHAIN	164964	02/04/21	37.22	100707
Total For Check 100707						686.44	
Check 100708							
582-000.000-158.000-20	02/04/21	THOMPSON CONSTRUCTION CO., LLC	BPU OFFICE PARKINGLOT AND SIDEWALK	2019-00279	02/04/21	2,186.25	100708
590-000.000-158.000-20	02/04/21	THOMPSON CONSTRUCTION CO., LLC	BPU OFFICE PARKINGLOT AND SIDEWALK	2019-00279	02/04/21	1,093.12	100708
591-000.000-158.000-20	02/04/21	THOMPSON CONSTRUCTION CO., LLC	BPU OFFICE PARKINGLOT AND SIDEWALK	2019-00279	02/04/21	1,093.13	100708
Total For Check 100708						4,372.50	
Check 100709							
101-301.000-801.000	02/04/21	TRANSUNION RISK AND ALTERNATIVE	ONLINE INVESTIGATIVE SYSTEM BILLING	01.31.2021	02/04/21	75.00	100709
Total For Check 100709						75.00	
Check 100710							
677-175.000-964.000	02/04/21	UNEMPLOYMENT INSURANCE AGENCY	QUARTER/PERIOD ENDING: 2019	L0087716844	02/04/21	196.12	100710
Total For Check 100710						196.12	
Check 100711							
101-265.000-801.000	02/04/21	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0111854	02/04/21	15.51	100711
Total For Check 100711						15.51	
Check 100712							
101-265.000-801.000	02/04/21	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	Multiple	02/04/21	52.89	100712
101-441.000-742.000	02/04/21	UNIFIRST CORP	RUGS/UNIFORMS - DPS	Multiple	02/04/21	131.72	100712
101-441.000-801.000	02/04/21	UNIFIRST CORP	RUGS/UNIFORMS - DPS	Multiple	02/04/21	113.36	100712
588-588.000-801.000	02/04/21	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0112427	02/04/21	35.75	100712
640-444.000-742.000	02/04/21	UNIFIRST CORP	RUGS/UNIFORMS - DPS	Multiple	02/04/21	52.56	100712
640-444.000-801.000	02/04/21	UNIFIRST CORP	RUGS/UNIFORMS - DPS	Multiple	02/04/21	79.28	100712
Total For Check 100712						465.56	
Check 100713							
591-545.000-930.000	02/04/21	UNITED STATES PLASTIC CORPORATION	LLDPE TUBING WTP	6323630	02/04/21	247.06	100713
Total For Check 100713						247.06	
Check 100714							
591-545.000-727.200	02/04/21	UNIVAR SOLUTIONS USA INC	SODIUM HYPOCHLORITE WTP	Multiple	02/04/21	2,976.00	100714
Total For Check 100714						2,976.00	
Check 100715							
591-545.000-930.000	02/04/21	USABLUEBOOK	CHEMICAL PUMPS WTP	467186	02/04/21	2,688.91	100715
Total For Check 100715						2,688.91	
Check 100716							
582-544.000-801.000	02/04/21	MILSOFT	2-1-2021 MILSOFT OMS DISPATCH SUPPO	Multiple	02/04/21	926.53	100716
590-546.000-801.000	02/04/21	MILSOFT	2-1-2021 MILSOFT IVR SUPPORT	20210863	02/04/21	129.93	100716
591-175.000-801.000	02/04/21	MILSOFT	2-1-2021 MILSOFT IVR SUPPORT	20210863	02/04/21	129.94	100716
Total For Check 100716						1,186.40	
Check 100717							
640-444.000-730.000	02/04/21	VERMEER OF MICHIGAN, INC	FUEL PUMP & SHIPPING	P87394	02/04/21	250.85	100717
Total For Check 100717						250.85	
Check 100718							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 100718							
582-000.000-202.100	01/28/21	WAGNER, NOLA J	UB refund for account: 026080	01/28/2021	02/04/21	20.48	100718
590-000.000-202.100	01/28/21	WAGNER, NOLA J	UB refund for account: 026080	01/28/2021	02/04/21	7.64	100718
591-000.000-202.100	01/28/21	WAGNER, NOLA J	UB refund for account: 026080	01/28/2021	02/04/21	6.54	100718
						34.66	
Total For Check 100718							
Check 100719							
101-336.000-740.000	02/04/21	WATKINS OIL COMPANY	JANUARY 2021 FLEET FUELING	01-000150	02/04/21	352.19	100719
582-544.000-740.000	02/04/21	WATKINS OIL COMPANY	FUEL PURCHASES	000090-2103101	02/04/21	1,388.62	100719
588-588.000-740.000	02/04/21	WATKINS OIL COMPANY	JANUARY 2021 FLEET FUELING	01-000140	02/04/21	1,340.14	100719
590-547.000-740.000	02/04/21	WATKINS OIL COMPANY	FUEL PURCHASES	000090-2103101	02/04/21	65.97	100719
591-544.000-740.000	02/04/21	WATKINS OIL COMPANY	FUEL PURCHASES	000090-2103101	02/04/21	386.85	100719
640-444.000-740.000	02/04/21	WATKINS OIL COMPANY	JANUARY 2021 FLEET FUELING	01-000120	02/04/21	1,614.77	100719
640-444.000-740.301	02/04/21	WATKINS OIL COMPANY	JANUARY 2021 FLEET FUELING	01-000110	02/04/21	1,396.37	100719
						6,544.91	
Total For Check 100719							
Check 100720							
582-000.000-202.100	01/28/21	WHITNEY ESTATES	UB refund for account: 026711	01/28/2021	02/04/21	28.00	100720
						28.00	
Total For Check 100720							
Check 100721							
101-301.000-955.221	02/04/21	WORKHEALTH-QUINCY, PLLC	PRE-EMPLOYMENT PHYSICAL/DRUG SCREEN	7869	02/04/21	159.97	100721
101-336.000-955.221	02/04/21	WORKHEALTH-QUINCY, PLLC	PRE-EMPLOYMENT PHYSICAL/DRUG SCREEN	Multiple	02/04/21	191.00	100721
582-175.000-801.000	02/04/21	WORKHEALTH-QUINCY, PLLC	PRE PX ( SCHILLING, JACOB) & 10PNL	Multiple	02/04/21	243.00	100721
588-588.000-955.588	02/04/21	WORKHEALTH-QUINCY, PLLC	PRE EMPLOYMENT - DART - MARVICISIN	7893	02/04/21	103.00	100721
						696.97	
Total For Check 100721							
Check 100722							
582-000.000-202.100	01/28/21	YOUNG, HAROLD M	UB refund for account: 026010	01/28/2021	02/04/21	1.84	100722
						1.84	
Total For Check 100722							
Check 34							
101-295.000-801.000	01/25/21	AVFUEL CORP	REFUELER RENTAL MONTHLY BILLING	Multiple	01/25/21	970.00	34
						970.00	
Total For Check 34							
Check 35							
101-000.000-228.003	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	9,061.98	35
101-172.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	1,884.21	35
101-173.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	354.81	35
101-209.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	566.16	35
101-215.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	367.45	35
101-219.000-718.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	782.27	35
101-253.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	77.00	35
101-301.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	22,839.18	35
101-336.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	4,452.67	35
101-400.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	392.36	35
101-441.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	1,137.18	35
208-751.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	551.15	35
582-000.000-228.100	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01-22-2020	01/25/21	8,451.44	35
582-175.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01-22-2020	01/25/21	11,828.76	35
588-588.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	284.71	35
590-175.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01-22-2020	01/25/21	5,225.41	35
591-175.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01-22-2020	01/25/21	3,066.53	35
640-444.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	345.44	35

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 01/22/2021 - 02/04/2021  
 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 35							
699-441.000-716.000	01/25/21	MERS	RETIREMENT CONTRIBUTIONS - 300101	01.22.2022	01/25/21	367.76	35
Total For Check 35						72,036.47	
Check 37							
582-175.000-726.000	02/04/21	EASYPERMIT POSTAGE	POSTAGE	SN-0908549	02/04/21	1,341.00	37
590-175.000-726.000	02/04/21	EASYPERMIT POSTAGE	POSTAGE	SN-0908549	02/04/21	670.50	37
591-175.000-726.000	02/04/21	EASYPERMIT POSTAGE	POSTAGE	SN-0908549	02/04/21	670.50	37
Total For Check 37						2,682.00	
Check 38							
101-441.000-801.000	02/04/21	SPOK, INC	PAGER RENTAL - DPS	E7385433M	02/04/21	19.33	38
Total For Check 38						19.33	
Total For Age Less Than 30 Days						530,918.10	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL FUND			159,094.87	
			Fund 202 MAJOR ST./TRUNKLINE FUND			14,620.98	
			Fund 208 RECREATION FUND			1,568.74	
			Fund 244 ECONOMIC DEVELOPMENT CORP FU			120.00	
			Fund 247 TAX INCREMENT FINANCE ATH.			110,939.40	
			Fund 271 LIBRARY FUND			1,475.28	
			Fund 481 AIRPORT IMPROVEMENT FUND			4,789.47	
			Fund 582 ELECTRIC FUND			119,635.26	
			Fund 588 DIAL-A-RIDE FUND			5,973.67	
			Fund 590 SEWER FUND			48,482.55	
			Fund 591 WATER FUND			46,994.76	
			Fund 633 PUBLIC SERVICES INV. FUND			10,313.78	
			Fund 640 REVOLVING MOBILE EQUIP. FUND			6,345.46	
			Fund 677 UNEMPLOYMENT INSURANCE FUND			196.12	
			Fund 699 DPS LEAVE AND BENEFITS FUND			367.76	
Total For All Funds:						530,918.10	
--- TOTALS BY GL DISTRIBUTION ---							
		101-000.000-123.000	PREPAID EXPENSES			37,580.00	
		101-000.000-228.003	DUE TO MMERS-RETIREMENT CONT.			9,061.98	
		101-172.000-715.000	HEALTH AND LIFE INSURANCE			420.13	
		101-172.000-716.000	RETIREMENT			1,884.21	
		101-172.000-726.000	SUPPLIES			149.99	
		101-173.000-715.000	HEALTH AND LIFE INSURANCE			1,260.39	
		101-173.000-716.000	RETIREMENT			354.81	
		101-173.000-726.000	SUPPLIES			32.20	
		101-174.000-801.000	CONTRACTUAL SERVICES			20.00	
		101-175.000-801.000	CONTRACTUAL SERVICES			840.00	
		101-175.000-806.000	LEGAL SERVICES			532.50	
		101-175.000-850.000	INSURANCE			30,378.00	
		101-209.000-715.000	HEALTH AND LIFE INSURANCE			420.13	
		101-209.000-716.000	RETIREMENT			566.16	
		101-209.000-801.000	CONTRACTUAL SERVICES			1,312.29	
		101-215.000-715.000	HEALTH AND LIFE INSURANCE			1,260.39	
		101-215.000-716.000	RETIREMENT			367.45	
		101-215.000-801.000	CONTRACTUAL SERVICES			208.78	
		101-219.000-715.000	HEALTH AND LIFE INSURANCE			3,529.09	
		101-219.000-718.000	UNEMPLOYMENT INSURANCE			782.27	
		101-219.000-810.000	DUES AND SUBSCRIPTIONS			120.00	
		101-253.000-716.000	RETIREMENT			77.00	
		101-253.000-801.000	CONTRACTUAL SERVICES			858.00	
		101-265.000-726.000	SUPPLIES			52.25	
		101-265.000-801.000	CONTRACTUAL SERVICES			1,360.85	
		101-265.000-925.000	TELEPHONE			56.00	
		101-265.000-930.000	REPAIRS & MAINTENANCE			3.98	
		101-276.000-801.000	CONTRACTUAL SERVICES			115.00	
		101-295.000-715.000	HEALTH AND LIFE INSURANCE			1,008.31	
		101-295.000-726.000	SUPPLIES			128.40	
		101-295.000-801.000	CONTRACTUAL SERVICES			1,648.97	
		101-295.000-810.000	DUES AND SUBSCRIPTIONS			57.00	
		101-295.000-925.000	TELEPHONE			139.96	
		101-295.000-930.000	REPAIRS & MAINTENANCE			1,083.58	
		101-301.000-715.000	HEALTH AND LIFE INSURANCE			13,022.39	
		101-301.000-716.000	RETIREMENT			22,839.18	
		101-301.000-726.000	SUPPLIES			103.02	
		101-301.000-742.000	CLOTHING / UNIFORMS			600.64	
		101-301.000-801.000	CONTRACTUAL SERVICES			75.00	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		101-301.000-810.000	DUES AND SUBSCRIPTIONS			190.00	
		101-301.000-850.301	INSURANCE - POLICE			7,202.00	
		101-301.000-955.221	MISC - PHYSICAL EXAMINATIONS			159.97	
		101-336.000-715.000	HEALTH AND LIFE INSURANCE			3,361.03	
		101-336.000-716.000	RETIREMENT			4,452.67	
		101-336.000-726.000	SUPPLIES			386.98	
		101-336.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			10.78	
		101-336.000-740.000	FUEL AND LUBRICANTS			352.19	
		101-336.000-801.000	CONTRACTUAL SERVICES			2,239.34	
		101-336.000-955.221	MISC - PHYSICAL EXAMINATIONS			191.00	
		101-400.000-715.000	HEALTH AND LIFE INSURANCE			1,260.39	
		101-400.000-716.000	RETIREMENT			392.36	
		101-400.000-801.000	CONTRACTUAL SERVICES			71.28	
		101-441.000-715.000	HEALTH AND LIFE INSURANCE			1,008.31	
		101-441.000-716.000	RETIREMENT			1,137.18	
		101-441.000-726.000	SUPPLIES			201.60	
		101-441.000-742.000	CLOTHING / UNIFORMS			131.72	
		101-441.000-801.000	CONTRACTUAL SERVICES			1,059.36	
		101-441.000-955.441	MISCELLANEOUS - SHOE ALLOWANC			250.00	
		101-447.000-715.000	HEALTH AND LIFE INSURANCE			420.13	
		101-447.000-801.000	CONTRACTUAL SERVICES			71.28	
		101-756.000-801.000	CONTRACTUAL SERVICES			235.00	
		202-450.000-726.000	SUPPLIES			40.00	
		202-480.000-726.000	SUPPLIES			51.82	
		202-480.500-801.000	CONTRACTUAL SERVICES			14,373.60	
		202-490.000-726.000	SUPPLIES			155.56	
		208-751.000-715.000	HEALTH AND LIFE INSURANCE			1,008.31	
		208-751.000-716.000	RETIREMENT			551.15	
		208-751.000-726.000	SUPPLIES			9.28	
		244-174.000-801.000	CONTRACTUAL SERVICES			120.00	
		247-900.000-801.006	CONTRACTUAL SERVICES - MEDC GRANT			110,939.40	
		271-790.000-726.000	SUPPLIES			406.25	
		271-790.000-801.000	CONTRACTUAL SERVICES			140.40	
		271-790.000-925.000	TELEPHONE			56.00	
		271-790.000-930.000	REPAIRS & MAINTENANCE			507.47	
		271-790.000-982.000	BOOKS			350.58	
		271-792.000-982.000	BOOKS			14.58	
		481-000.000-001.000	CHECKING ACCOUNT - COMMON			4,789.47	
		582-000.000-110.000	INVENTORY			916.90	
		582-000.000-123.000	PREPAID EXPENSES			72,145.50	
		582-000.000-158.000-20	CONSTRUCTION WORK IN PROGRESS			2,186.25	
		582-000.000-202.100	ACCOUNTS PAYABLE-UB REFUNDS			1,781.99	
		582-000.000-228.100	DUE TO MMERS - RETIREMENT CONT. BPU			8,451.44	
		582-000.000-693.000	MISC NON-OPERATING INCOME			14.28	
		582-175.000-715.000	HEALTH AND LIFE INSURANCE			13,193.00	
		582-175.000-716.000	RETIREMENT			11,828.76	
		582-175.000-726.000	SUPPLIES			1,526.94	
		582-175.000-801.000	CONTRACTUAL SERVICES			716.46	
		582-175.000-801.200	COMPUTER			467.50	
		582-175.000-880.000	COMMUNITY PROMOTION			25.00	
		582-175.000-925.000	TELEPHONE			28.00	
		582-543.000-726.000	SUPPLIES			61.82	
		582-543.000-742.000	CLOTHING / UNIFORMS			300.00	
		582-543.000-930.000	REPAIRS & MAINTENANCE			118.42	
		582-544.000-720.000-20	EMPLOYER'S FICA			1,360.81	
		582-544.000-726.800	SUPPLIES - OPERATIONS			458.67	
		582-544.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			1,603.77	
		582-544.000-740.000	FUEL AND LUBRICANTS			1,388.62	
		582-544.000-801.000	CONTRACTUAL SERVICES			926.53	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		582-544.000-930.000	REPAIRS & MAINTENANCE			134.60	
		588-588.000-715.000	HEALTH AND LIFE INSURANCE			3,024.94	
		588-588.000-716.000	RETIREMENT			284.71	
		588-588.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			957.64	
		588-588.000-740.000	FUEL AND LUBRICANTS			1,340.14	
		588-588.000-801.000	CONTRACTUAL SERVICES			35.75	
		588-588.000-930.000	REPAIRS & MAINTENANCE			127.49	
		588-588.000-955.588	MISC. - CDL LICENSING/TESTING			203.00	
		590-000.000-123.000	PREPAID EXPENSES			27,493.92	
		590-000.000-158.000-20	CONSTRUCTION WORK IN PROGRESS			1,093.12	
		590-000.000-202.100	ACCOUNTS PAYABLE-UB REFUNDS			7.64	
		590-000.000-693.000	MISC NON-OPERATING INCOME			20.28	
		590-175.000-715.000	HEALTH AND LIFE INSURANCE			5,169.42	
		590-175.000-716.000	RETIREMENT			5,225.41	
		590-175.000-726.000	SUPPLIES			763.47	
		590-175.000-801.000	CONTRACTUAL SERVICES			236.73	
		590-175.000-801.200	COMPUTER			233.75	
		590-175.000-880.000	COMMUNITY PROMOTION			12.50	
		590-175.000-925.000	TELEPHONE			14.00	
		590-546.000-730.039	BPU VEHICLE MAINT/SUPPLIES			126.92	
		590-546.000-801.000	CONTRACTUAL SERVICES			129.93	
		590-546.000-930.000	REPAIRS & MAINTENANCE			65.95	
		590-547.000-727.600	SUPPLIES - FERROUS CHLORIDE			4,600.30	
		590-547.000-740.000	FUEL AND LUBRICANTS			65.97	
		590-547.000-742.000	CLOTHING / UNIFORMS			143.10	
		590-547.000-801.000	CONTRACTUAL SERVICES			2,916.02	
		590-547.000-930.000	REPAIRS & MAINTENANCE			164.12	
		591-000.000-123.000	PREPAID EXPENSES			27,553.58	
		591-000.000-158.000-20	CONSTRUCTION WORK IN PROGRESS			1,093.13	
		591-000.000-202.100	ACCOUNTS PAYABLE-UB REFUNDS			6.54	
		591-175.000-715.000	HEALTH AND LIFE INSURANCE			4,328.87	
		591-175.000-716.000	RETIREMENT			3,066.53	
		591-175.000-726.000	SUPPLIES			763.46	
		591-175.000-801.000	CONTRACTUAL SERVICES			366.67	
		591-175.000-801.200	COMPUTER			233.75	
		591-175.000-880.000	COMMUNITY PROMOTION			12.50	
		591-175.000-925.000	TELEPHONE			14.00	
		591-544.000-730.039	BPU VEHICLE MAINT/SUPPLIES			48.21	
		591-544.000-740.000	FUEL AND LUBRICANTS			386.85	
		591-544.000-801.000	CONTRACTUAL SERVICES			1,691.00	
		591-544.000-930.000	REPAIRS & MAINTENANCE			625.07	
		591-545.000-727.200	SUPPLIES - SODIUM HYPOCHLORITE			2,976.00	
		591-545.000-801.000	CONTRACTUAL SERVICES			892.63	
		591-545.000-930.000	REPAIRS & MAINTENANCE			2,935.97	
		633-000.000-111.000	INVENTORY - MAT. AND SUPPLIES			9,634.78	
		633-233.000-801.000	CONTRACTUAL SERVICES			679.00	
		640-444.000-715.000	HEALTH AND LIFE INSURANCE			1,680.51	
		640-444.000-716.000	RETIREMENT			345.44	
		640-444.000-726.000	SUPPLIES			278.42	
		640-444.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			790.71	
		640-444.000-740.000	FUEL AND LUBRICANTS			1,614.77	
		640-444.000-740.301	FUEL AND LUBRICANTS-POLICE			1,396.37	
		640-444.000-742.000	CLOTHING / UNIFORMS			52.56	
		640-444.000-801.000	CONTRACTUAL SERVICES			134.68	
		640-444.000-801.301	POLICE VEHICLE REPAIR			52.00	
		677-175.000-964.000	REFUNDS AND REBATES			196.12	
		699-441.000-716.000	RETIREMENT			367.76	



**CITY COUNCIL MINUTES**

City of Hillsdale  
February 15, 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 William Zeiser, Ward 3 (Electronically) Robert Socha, Ward 4 Raymond Briner, Ward 4 (Electronically)
--------------------------	---

Council Members absent:	Cynthia Pratt, Ward 2 Bruce Sharp, Ward 3
-------------------------	--

Also Present: David Mackie (City Manager), Attorney Tom Thompson, Katy Price (City Clerk), Jake Hammel (DPS Director), Chris McArthur (BPU Director) and Penny Swan.

Present electronically: Kristin Bauer (City Engineer), Scott Hephner (HCPD/HCFD), Kim Thomas (City Assessor), Jason Blake (DPS Foreman), Joseph Mangan (Finance), Ruth Brown, Jack McLain, and Dennis Wainscott.

**Approval of Agenda**

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

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

Motion passed 7-0.

**Public Comment**

None

**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

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

Roll call:

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

Motion passed 7-0.

**Communications/Petitions**

- A. Comcast Letter
- B. Doug Ingles, Hillsdale County Commissioner- Verbal Update

Doug Ingles shared information on Covid 19 positivity rate in the County, Farmer’s Market, Historic Courthouse update, installation of traffic light at Bankers Road and M-49, Lewis Park rental reservations, the SNAP program as well as County Road Commission.

Covid 19 rate as of February 10, 2021 is 8%, the Farmers Market will be open May through October from 6:00 a.m. to 2:00 p.m., Probate court office remodel should be completed in the next few weeks, and a new traffic light will be installed at the intersection of Bankers Road and M-49. Lewis Park rental information is available on the Hillsdale County website. The SNAP program has now been extended for February 2021 contact Michigan Department of Health and Human Services for more information. When there is 2” or more of snow the County Road Commission has 24 trucks servicing over 1200 miles of council roads in an 8 hour shift.

All items presented for the purpose of information only.

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

None

**Old Business**

- A. Q & A Street Improvement Millage Ballot Language

City Manager Mackie presented the question and answer report that was brought to council on the street improvement and leaf collection millage.

Mayor Stockford asked that the report be advertised online, newspaper and through other avenues to get it out to the public to view.

Further council discussion ensued.

No action taken.

**New Business**

A. Commercial Rehabilitation Exemption Transfer Certificate Number 2019-029.

Commercial Rehabilitation Exemption Transfer Certificate Number 2019-029 (3883 W Carleton Rd) from Olmstead LLC to Olmstead Property, LLC. Ownership has not changed, the business created a new LLC for ownership of the property and a resolution is required to approve the change to update the certificate with the new owner name.

Motion by Council Member Socha, seconded by Council Member Vear to approve the transfer of Commercial Rehabilitation Exemption Certificate Number 2019-029 from Olmstead LLC to Olmstead Property LLC. **Resolution 3440.**

By a voice vote, the motion passed unanimously.

B. Special Assessment District Policy

City Manager Mackie presented and discussed the Special Assessment District Policy.

Further Council discussion ensued on the policy.

No action taken.

**Miscellaneous Reports**

A. Proclamation – None

B. Appointments—Cemetery Board – John Barrett (Reappointment)  
Local Advisory Committee – Kara Lorenz-Goings, Shirley Lopez and Barbara Hamdan

Motion by Council Member Morrissey, Seconded by Council Member Socha to approve the appointments and reappointments as presented.

By a voice vote, the motion passed unanimously.

C. Other – None

**General Public Comment**

Jack McLain, Hillsdale Township, stated it is a great year for an ice rink for the kids, would like to see an ice rink available for the community.

**City Manager’s Report**

City Manager Mackie asked residents to please remove your vehicles from the streets so the Public Services department can plow the streets with the inclement weather.

Prayers and thoughts go out the Bianchi family on the passing of former CEO of Hillsdale Hospital Charles “Chuck” Bianchi.

Annual Budget Preparation is in effect. Department meetings with council will be set up in the near future.

**Council Comments**

City Manager Mackie addressed Mr. McLain’s comment on the ice rink, there is one in place that the

Hillsdale College GOAL program has done located across from 42 Union Street.

**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 7:42 p.m.

---

Adam L. Stockford, Mayor

---

Katy Price, City Clerk

**Planning Commission Meeting Minutes**  
**Hillsdale City Hall**  
**Council Chambers**  
**(In person and electronic)**  
**January 19, 2021**  
**5:30 pm**

**Call to Order**

Meeting was opened at 5:30pm with the Pledge of Allegiance by Chairman Eric Moore.

**Members Present**

Roll Call by Secretary Penny Swan.

Members Present in person, Commissioner William Morrisey, Commissioner Kerry Laycock, Commissioner Jacob Parker, Secretary Penny Swan.

Members Present via GoToMeeting, Chairman Eric Moore, Vice-Chairman Ron Scholl

**Members Absent**

Commissioner Elias McConnell.

**Public Present**

Public Present in person: Alan Beeker, Zoning Administrator, Jack McClain,

Public present via GoToMeeting: Kelly Lopresto, Dean Affholter.

**Public Comment**

Jack McClain had a question about the City Charter section 5.1 as far as some specifics about the Hillsdale City Boards, Jack McClain's other question was about a house at 153 N Howell and its height and safety requirements.

**Consent Agenda and Minutes**

Commissioner Will Morrisey amended the agenda to include election of officers, seconded by Commissioner Swan. Motion approved unanimously.

Chairman Eric Moore amended the agenda to include discussion on changing times of future meetings, seconded by Commissioner Swan. Motion approved unanimously.

Motion by Commissioner Swan to approve the minutes from the meeting of 11-17-2020 as written, seconded by Commissioner Will Morrisey. Motion approved.

**Old Business**

None

### **New Business**

Election of officers.

Commissioner Kerry Laycock nominated the board carry over the current officers,

Commissioner Will Morrisey seconded the motion.

Current officers agreed to another year. Motion approved unanimously.

Motion to move the planning commission meetings to the third Wednesday of every month to start in April made by Commissioner Will Morrisey, seconded by Commissioner Kerry Laycock, motion approved unanimously.

Discussion on rezoning 450 Hidden Meadows Dr. from B-1, commercial to R-1, residential.

Motion to hold the public hearing on rezoning of 450 Hidden Meadow Dr. made by Commissioner Will Morrisey, seconded by Commissioner Kerry Laycock. Motion approved unanimously. The public hearing will be held on February 16, 2021 at 5:30 pm.

### **Master Plan Review**

Further discussion on the goals and objectives of the master plan.

### **Zoning Administrator Report**

Discussion on the Keefer House.

### **Adjournment**

Motion to adjourn at 7:04pm by Commissioner Jacob Parker, seconded by Commissioner Will Morrisey, motion approved unanimously.

Minutes submitted by Secretary Penny Swan.

**Next meeting: February 16, 2021 at 5:30 pm.**

**Minutes**  
**Hillsdale Community Library**  
**Board of Trustees Feb 11, 2021**  
**7:00pm**

I. CALL TO ORDER

- a. President Bowen called the meeting to order at 7:01 PM

II. ROLL CALL

- a. Jim Bowen, Karen Hill, Darryl Hart, Rickie Freeman, George Allen

III. VISITORS COMMENTS

- a. Joe Mangan, City Finance Director, no comments

IV. APPROVAL OF AGENDA

- a. Hill moved, Allen seconded

V. APPROVAL OF MINUTES OF January 21

- a. Freeman moved, Hill seconded

VI. REPORTS

a. Financials

- i. Library Director invited comment from new City Finance Director
- ii. Finance Director reviewed fund balance summary, showing a beginning fund balance of 109,211.70, a net revenue of 71,584.55, and an ending fund balance of 180,796.25.
- iii. Finance Director cautioned that, while the HCL is in an overall solid financial position, the final revenues of the year will not match current figures.
- iv. Library Director pointed out that penal fines have not yet been accounted for, and current figures are only projections.
- v. Small increase in property taxes expected for next year.
- vi. Other revenue items discussed.
- vii. "Penny Fund" account to be closed and money moved to the City pooled cash fund – money came from donations and Amazon sales.

b. Statistics

- i. Patron check outs and items checked out highest for past 6 months
- ii. Web consultant helped add Tutor.com database, will be on website shortly
- iii. Tumblebooks also popular, advertising appears to drive numbers up

- c. Programs
  - i. Vita tax preparers making use of meeting rooms.
  - ii. IT has been working on catalog, Verso (ILS) update issues, new computer purchases in July should resolve.
  - iii. \$800 from Hillsdale Community Foundation
  - iv. Director will be applying for State of Michigan grant for young adult books in conjunction with summer reading program.
  - v. New carpeting for meeting room purchase expected.
  - vi. Mentioned in an article with the Hillsdale Collegian.
  - vii. Purchased additional books for Black History Month
  - viii. Statistics from Winter Reading Program presented
- d. Communications
  - i. None at this time.

#### VII. NEW BUSINESS

- a. Joe Mangan, new Finance Director for the City, introduced.

#### VIII. OLD BUSINESS

- a. 2021 Library Director Goals, moved to approve by Hill, seconded by Hart, unanimously approved
- b. Review of Board Bylaws. May possibly be modified pending discussion at the annual meeting in April. Bylaws, Article 3, Section 1, may need to be updated to reflect the fact that the Board is no longer meeting every month, but rather every other month.

#### IX. BOARD COMMENT

- a. Allen asked about items on April agenda.
  - i. Director will have budget prepared to vote on.
  - ii. New officers will need to be elected.
- b. Board discussed safety and security issues around library, including lighting, security cameras, and activity of library staff.
- c. Discussed incident of damage to library restroom. Damage has been repaired, and responsible person has been banned from the library.
- d. Hill asked about interview with children's librarian candidate. Candidate was offered the position and declined.

#### X. ADJOURNMENT at 7:49 pm

Next meeting: 08 April 2021



# CITY OF HILLSDALE



Economic Development Corporation

97 North Broad Street  
Hillsdale, Michigan 49242-1695  
(517) 437-6426

## Economic Development Corporation (EDC) MINUTES

### REGULAR MEETING

Meeting called to order at 7:31 a.m.

CITY HALL, 97 N. BROAD ST., 3<sup>rd</sup> FLOOR

December 1, 2020 at 7:30 am

**Members Present:** Matt Granata, Dean Affholter, David Loader, Rich Moeggenberg, Amanda Janes, John Condon

**Members Absent:** Ed Sumnar, Andrew Gelzer, Rachel Lott

**Others Present:** Kelly LoPresto, Economic Development Coordinator

**Guest:** Greg Bailey

**A. PUBLIC COMMENT ON AGENDA ITEMS** – No public comment.

### **B. CONSENT AGENDA**

1. Approval of Minutes: Regular EDC Meeting October 15, 2020
2. Approval of Minutes: Business Review Committee Meeting – November 9, 2020
3. Approval of Minutes: Business Review Committee Meeting – November 20, 2020
4. Approval of Minutes: Business Review Committee Meeting – November 25, 2020
5. Financial Statements as of November 30, 2020

Mr. Moeggenberg made a motion to approve the consent agenda. Mr. Condon seconded. Motion passed.

### **C. COMMUNICATION**

None

### **D. OLD BUSINESS**

1. Gift Card Program Update – going well. The deadline is December 16<sup>th</sup> but may extend.
2. Board Member replacement – Ms. Karena Mills from County National Bank has filled out a bio form that will go to council for final approval. Mr. Condon made a motion to approve and recommend to council. Ms. Lott seconded. Motion passed.
3. Fiber – A few members of the Fiber Committee along with City staff had meetings with a company that provides Wifi (SkyWeb) and ACD and discussed options. Further discussions with ACD will take place on how to encourage residents to go on-line and fill out a form if interested in service in their area. The board asked Ms. LoPresto to look into rural broadband grants.
4. Three Meadows –
  - a. Lot 2 – Hillsdale ISD is still interested in purchasing the lot.
  - b. Property Disposition and Tax Implications- the State Treasurer is requesting a copy of a development agreement. City staff and the attorney

have drafted a development agreement to take to council and then send onto the State Treasurer.

- c. Phase I & Commercial Lot – The board will continue discussions on what to do with the rest of Phase I. The realtor is asking if EDC would be interested in re-zoning the commercial lot to residential.

#### **EDC Goals for 2020/2021**

- d. Conduct a minimum of six retention / good will visits with a resident of the Manufacturing and Technology Park by 12/31/20. **Will make contact via phone with businesses.**
- e. Chair one Joint meeting between EDC, ISD, Hillsdale Community Schools and Jackson College for purpose of creating at least one new avenue for retaining talent locally by 10/30/20. **Mr. Affholter will work with Ms. Janes on writing a letter on behalf of EDC regarding internship/job shadowing opportunities of students that are in the Early Middle College program. Hillsdale ISD hired a Career Coach to assist with this process.**
- f. Share EDC Goals and subsequent bi-monthly updates with Council, TIFA, Planning Commission starting April 30, 2020. **April and June minutes shared ... will continue throughout year**
- g. Fiber – develop two initiatives to promote the Fiber project by August 1, 2020. **Mr. Affholter, Mr. Mackie and City staff will meet with ACD and with a company that offers Fixed Wireless**
- h. Provide Financial Support to at least three Trade and /or Technical Training programs for purpose of skill and labor retention of area, by 12/31/2020. **Mr. Moeggenberg and Mr. Condon will contact Mr. Vondra/Mr. Tucker to see if there is any need to support talent/programs.**
- i. Install at least two Phase I signs in support of the City wide Wayfinding Sign Project by 12/31/20. **Mr. Affholter, Ms. LoPresto and Mr. Beeker met with DPS staff to install two signs before the end of 2020.**
- j. Develop a go-forward plan for the Phases II and III for Three Meadows by 12/31/2020. **...On-going discussions. The board discussed the option of listing the remaining vacant land at Three Meadows and decided to table it for now.**

#### **E. NEW BUSINESS**

Development Agreement – a motion was made by Mr. Granata to approve and recommend the development agreement to Council, have Mr. Affholter sign and then send to the State Treasurer. Seconded by Mr. Condon. Motion passed.

#### **F. COMMITTEE REPORTS**

- 1. Three Meadows/ Architectural Control Committee – nothing at this time.
- 2. Manufacturing & Technology Park – nothing at this time.

3. Business Review Committee/Other Projects -450 Hidden Meadows Drive. There is an offer for 450 Hidden Meadows Drive. There was discussion to have an appraisal done on the parcel.

A motion was made to not accept the offer at this time. Motion passed.

Ayes: Mr. Loader, Mr. Affholter, Mr. Condon, Mr. Granata

Nays: Ms. Janes, Mr. Moeggenberg, Ms. Lott

Mr. Condon made a motion to have a professional appraisal done on 450 Hidden Meadows Drive as a commercial and as a residential lot. Mr. Loader seconded. Motion passed.

**G. BOARD ROUND-TABLE/ECONOMIC DEVELOPMENT STERRING COMMITTEE UPDATE**

**H. PUBLIC COMMENT** – No public comment.

**I. Adjournment:** Mr. Condon made a motion to adjourn at 9:06 a.m. Mr. Loader seconded. Motion passed.

**Next Meeting: December 17, 2020**

City of Hillsdale  
Local Advisory Council for Dial-A-Ride  
Minutes

Council Chambers  
City Hall

February 23, 2021

Call to Order

The meeting was called to order by Bonnie Tew at 1:17 p.m.

Board members present:	Edward Swanson Dorcas Steglmann Shirley Lopez Kara Lorenz-Goings Barabara Hamdan
------------------------	--

Also present were Jake Hammel, Bonnie Tew, Joe Mangan.

- A. **Acceptance of resignations:** Kim Grays resignation was accepted by the board.
- B. **Approval of Minutes:** A spelling correction was made to the minutes by Ed and then minutes were accepted.
- C. **Review Accessibility Plan:** Vehicles have lifts. The new bus will be here in late June. Our fare structure and hours of operation haven't changed. LAC meets annually. Jake Hammel mentioned that we only operated 3 buses but we do have 1 backup. Shirley Lopez inquired into have a special run for groceries, once a week. Jake Hammel said he would inquire into it. Bonnie motioned to approve the accessibility plan. The motioned passed.
- D. **Operating Budget:**

Joe Mangan reviewed the operating budget. There was a brief discussion about general fund transfers and ridership fees. The budget was then approved.

City of Hillsdale  
Local Advisory Council for Dial-A-Ride  
Minutes

3. Edward Swanson inquired into the compensation of the drivers. Jake our drivers receive benefits but don't make as much as public school drivers.
4. There was some discussion about ridership decline and service area.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Edward Swanson", written over a horizontal line.

Edward Swanson

LA Committee Chairperson

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** March 1, 2021  
**Agenda Item:** Consent Agenda  
**Subject:** Noise Variance Request

**Background:**

Hillsdale College is requesting a noise variance for their “Mock Rock” event to be held on the football field at 201 Oak Street on Saturday March 6, 2021 from 7:00 p.m. till 11:00 p.m.

**Recommendation:**

Staff recommends approval of this request.

A handwritten signature in black ink, appearing to be the initials 'EA' or similar, written in a cursive style.

February 12, 2021

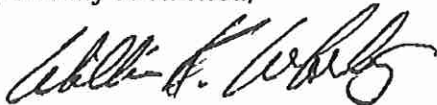
Scott A. Hephner  
Chief of Police  
97 Broad Street  
Hillsdale, MI 49242

Dear Chief Hephner:

Hillsdale College would like to request a noise variance for Saturday, March 6, 2021 starting at 7:00 p.m. and ending at 11:00 p.m. for Mock Rock. This event will be located on the football field at 201 Oak Street to provide social distancing.

If you have any questions, please call me at 517-607-2454, or Zane Mabry at 607-2714. Thank you for your assistance.

Respectfully submitted,



William K. Whorley  
Director of Security and Emergency Management

WKW/lmm

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** March 1, 2021  
**Agenda Item:** Consent Agenda  
**Subject:** Noise Variance Request

**Background:**

Hillsdale College requests a noise variance for the Taste of Manning event on Saturday March 27, 2021. This request is from 11:00 a.m. until 2:00 p.m. on N. Manning Street between Fayette Street and River Street.

**Recommendation:**

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

A handwritten signature in black ink, appearing to be the initials 'AJ' followed by a long horizontal stroke.





February 12, 2021

Scott A. Hephner  
Chief of Police  
97 Broad Street  
Hillsdale, MI 49242

Dear Chief Hephner:

Hillsdale College would like to request a noise variance for Saturday, March 27, 2021 starting at 11:00 a.m. and ending at 2:00 p.m. for Taste of Manning. This event will be located on Manning Street between Fayette Street and River Street for a door to door food experience and to promote social distancing.

If you have any questions, please call me at 517-607-2454, or Zane Mabry at 607-2714. Thank you for your assistance.

Respectfully submitted,

William K. Whorley  
Director of Security and Emergency Management

WKW/lmm

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** March 1, 2021  
**Agenda Item:** Consent Agenda  
**Subject:** Right of Way Use Request

**Background:**

Hillsdale College requests to close the right of way, both the street and sidewalks on N. Manning Street between Fayette Street and River Street for the annual (socially distanced) Taste of Manning. This request is from 9:30 a.m. until 2:00 p.m. on Saturday March 27, 2021. A detour route has been planned and College Security will place, remove, and attend all necessary traffic control.

**Recommendation:**

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

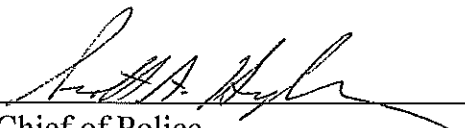
A handwritten signature in black ink, appearing to be the initials 'GA' followed by a long horizontal stroke.

**TRAFFIC CONTROL ORDER  
2021-01**

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

**N. Manning St. and the adjacent sidewalks between E. Fayette and River St. will be closed to all traffic from 9:30 am to 2:00 pm on Saturday, March 27, 2021 for the annual (socially distanced) "Taste of Manning" (neighborhood block party).**

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

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

02/17/21  
\_\_\_\_\_  
Date

Received for filing in the office of the City Clerk at 8:00 a.m. on the 17 day of February, 2021.

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

02/17/21  
\_\_\_\_\_  
Date

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

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

Passed in open Council this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

Attest:

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

Received by Scott Aepner  
 Date February 16, 2021  
 Amount Rec' \_\_\_\_\_  
 Check # \_\_\_\_\_



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

**CITY OF HILLSDALE**

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

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

**TYPE:**

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

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

Hillsdale College					
Applicant's Name		Date	Contractor's Name		Date
33 E College Street					
Mailing Address			Mailing Address		
Hillsdale MI		49242			
City	State	Zip Code	City	State	Zip Code
517-607-2714	(Zane Mabry - Contact)				
Telephone Number			Telephone Number		

**DESCRIPTION OF WORK OR USE:**  
 Close Manning Street and adjacent sidewalks from Fayette Street to River Street using Type III Stadium Barricades and Pedestrian Barricades with traffic signs, to include the entire right of way. Clearly marked detour routes for both pedestrians and vehicles will be routed Manning Street to River Street, River to Hillsdale Street, Hillsdale Street to Fayette Street.

**LOCATION:** (Drawing to be provided)  
 See attached form

**FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:**  
 Type III Stadium Barricades, Pedestrian Barricades, Detour Signage

**TIME PERIOD:**  
 COMMENCING DATE: March 27, 2021      TIME: 9:30 am      ENDING DATE: March 27, 2021      TIME: 2:00 pm

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

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

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

**Staff Use Only**

---

---

Recommendation for Issuance

Approved  Denied

Director Comments:

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

---

---

---

---

---

---

Recommendation for Issuance

Approved  Denied

Chief of Police Comments:

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

---

---

---

---

---

---

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

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

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

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

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

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

Or email to: [jhammel@cityofhillsdale.org](mailto:jhammel@cityofhillsdale.org)

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

February 12, 2021

Scott A. Hephner  
Chief of Police  
97 Broad Street  
Hillsdale, MI 49242

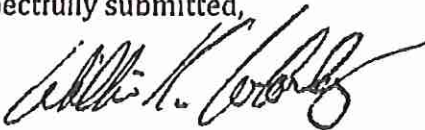
Dear Chief Hephner:

In accordance with our past policies and procedures, Hillsdale College is requesting to close the right of way, including both the street and sidewalk, along Manning Street between Fayette Street and River Street from 9:30 am until 2:00 pm for a socially distant Taste of Manning on Saturday, March 27, 2021. Closing Manning Street will serve to protect the public by providing a detour away from Taste of Manning activities and to protect the students, during the closure, from wandering into a busy street and possibly being injured.

We would reroute foot and vehicular traffic from Manning Street onto Fayette Street, then north/south on Hillsdale Street, and then back along River Street. Hillsdale College Security personnel will place, remove, and attend to all necessary barricades and traffic control signs.

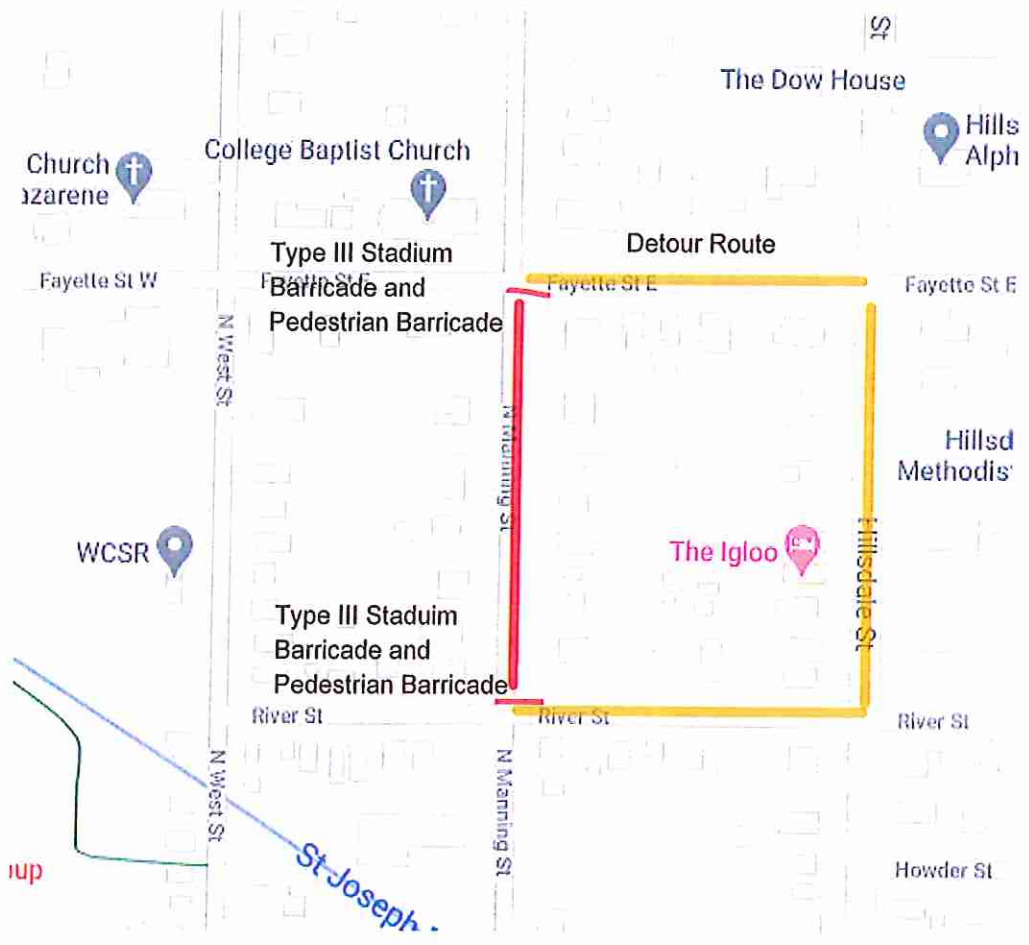
If you have any questions, please call me at 517-607-2454, or Zane Mabry at 607-2714. Thank you for your assistance.

Respectfully submitted,



William K. Whorley  
Director of Security and Emergency Management

WKW/lmm



Church Nazarene

College Baptist Church

The Dow House

Hills Alph

Type III Stadium  
Barricade and  
Pedestrian Barricade

Detour Route

Fayette St W

Fayette St E

Fayette St E

N West St

N Manning St

Hillsdale St

Hillsd Methodis

WCSR

The Igloo

Type III Stadium  
Barricade and  
Pedestrian Barricade

River St

River St

River St

map

St Joseph

Howder St

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		06/30/2020	2020-21	01/31/2021	01/31/2020	MONTH 01/31/21	BALANCE	
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
Fund 101 - GENERAL FUND								
Revenues								
101-000.000-402.000	CURRENT TAXES	1,599,976.02	1,624,000.00	1,534,607.89	1,506,527.27	18,687.35	89,392.11	94.50
101-000.000-402.050	CURRENT TAXES - STREET MAINT.	300,634.14	325,000.00	306,919.82	281,944.88	3,737.49	18,080.18	94.44
101-000.000-412.000	DELINQUENT TAXES	2,567.08	2,000.00	1,354.40	1,880.82	352.37	645.60	67.72
101-000.000-437.000	SPECIAL ACTS	20,368.72	34,000.00	37,541.95	19,345.46	0.00	(3,541.95)	110.42
101-000.000-445.000	DEL. TAXES-PENALTIES AND INT.	27,923.79	20,000.00	19,318.46	15,477.29	3,501.07	681.54	96.59
101-000.000-447.000	PROPERTY TAX ADMIN. FEE	66,624.99	68,000.00	57,619.41	55,730.42	4,744.64	10,380.59	84.73
101-000.000-448.000	TRAILER FEES	2,496.00	2,480.00	1,293.00	1,239.00	219.00	1,187.00	52.14
101-000.000-460.000	LICENSE FEES	6,437.75	6,700.00	6,708.90	6,437.75	0.00	(8.90)	100.13
101-000.000-461.000	C.A.T.V. FRANCHISE FEES	78,272.56	80,000.00	19,609.09	19,741.75	0.00	60,390.91	24.51
101-000.000-477.000	PERMITS	18,726.00	18,000.00	9,185.00	12,606.00	975.00	8,815.00	51.03
101-000.000-480.000	DOG LICENSES	12.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000.000-505.000	FEDERAL GRANT - PUBLIC SAFETY	0.00	2,860.88	2,860.88	0.00	0.00	0.00	100.00
101-000.000-528.000	FEDERAL GRANT - CARES ACT	0.00	178,665.00	178,665.00	0.00	0.00	0.00	100.00
101-000.000-569.000	STATE GRANT	4,427.16	0.00	0.00	0.00	0.00	0.00	0.00
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION	166,963.80	82,000.00	96,190.35	82,827.55	0.00	(14,190.35)	117.31
101-000.000-574.000	STATE REVENUE SHARING	941,982.00	775,000.00	461,386.00	495,220.00	0.00	313,614.00	59.53
101-000.000-576.000	ACT 302 POLICE TRAINING FUNDS	2,024.81	3,000.00	671.64	1,162.85	0.00	2,328.36	22.39
101-000.000-627.000	INTERMENT FEES	13,577.20	15,500.00	12,783.14	8,380.00	1,333.00	2,716.86	82.47
101-000.000-627.001	INTERMENT FEES- ST ANTHONYS	1,400.00	2,100.00	1,850.00	450.00	500.00	250.00	88.10
101-000.000-628.000	ABATEMENT FEES	600.00	600.00	0.00	600.00	0.00	600.00	0.00
101-000.000-629.000	COPIES / DUPLICATING	150.00	300.00	166.30	150.00	0.00	133.70	55.43
101-000.000-658.000	ORDINANCE FINES	825.92	1,500.00	333.15	669.54	0.00	1,166.85	22.21
101-000.000-658.001	PARKING FINES	240.00	500.00	320.00	130.00	0.00	180.00	64.00
101-000.000-665.000	INTEREST	27,920.69	30,000.00	7,847.81	16,205.75	818.25	22,152.19	26.16
101-000.000-665.100	CHANGE IN INVESTMENTS	2,980.83	1,000.00	(183.30)	1,460.38	(54.72)	1,183.30	(18.33)
101-000.000-667.000	RENTS	15,632.00	15,630.00	22,632.00	15,632.00	21,332.00	(7,002.00)	144.80
101-000.000-667.200	LEASE AGREEMENT - AT&T	15,600.00	15,600.00	7,800.00	9,100.00	1,300.00	7,800.00	50.00
101-000.000-667.517	RENTS - TRANSFER FACILITY	48,000.00	48,000.00	28,000.00	32,000.00	4,000.00	20,000.00	58.33
101-000.000-668.517	ROYALTIES-TRANSFER FACILITY	16,833.39	19,000.00	10,685.52	8,798.39	1,302.25	8,314.48	56.24
101-000.000-672.000	SPECIAL ASSESSMENTS	20,742.75	6,360.00	3,291.88	7,288.74	1,760.98	3,068.12	51.76
101-000.000-673.000	SALE OF CITY PROPERTY	32.30	20,000.00	1,536.00	0.00	0.00	18,464.00	7.68
101-000.000-674.000	CONTRIBUTIONS IN LIEU OF TAX	1,078,648.61	1,000,000.00	597,280.98	518,573.72	82,476.89	402,719.02	59.73
101-000.000-675.247	CONTRIBUTION & DONATION - TIFA	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
101-000.000-690.000	OTHER REFUNDS	168,093.63	174,000.00	122,864.73	96,937.18	12,561.80	51,135.27	70.61
101-000.000-692.000	OTHER REVENUE	10,659.40	7,500.00	4,764.84	4,807.68	86.20	2,735.16	63.53
101-000.000-692.106	OTHER REVENUE - NEW YEAR'S EVE	18,977.40	18,000.00	1,500.00	18,477.40	0.00	16,500.00	8.33
101-000.000-692.301	OTHER REVENUES - POLICE DEPT	1,529.00	1,000.00	350.00	1,454.00	200.00	650.00	35.00
101-000.000-692.336	OTHER REVENUES-LOC FIRE GRANT	3,412.00	0.00	2,000.00	3,412.00	2,000.00	(2,000.00)	100.00
101-000.000-692.470	OTHER REVENUE - TREES	100.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000.000-699.174	TRANSFER IN - BPU	123,309.23	209,035.00	61,826.60	75,114.04	0.00	147,208.40	29.58
101-000.000-699.202	TRANSFERS IN - MAJOR STREETS	79,080.92	69,000.00	37,508.89	35,327.65	7,973.60	31,491.11	54.36
101-000.000-699.203	TRANSFERS IN - LOCAL STREETS	24,192.06	21,000.00	10,859.35	10,333.96	1,836.26	10,140.65	51.71
101-000.000-699.271	TRANSFER IN - LIBRARY	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
101-000.000-699.588	TRANSFER IN - DIAL-A-RIDE	59,572.64	65,000.00	0.00	0.00	0.00	65,000.00	0.00
101-000.000-699.711	TRANSFERS IN - CEMETERY CARE	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00
TOTAL REVENUES		4,983,546.79	4,994,330.88	3,669,949.68	3,365,443.47	171,643.43	1,324,381.20	73.48

Expenditures								
101.000	CITY COUNCIL	24,598.88	26,790.00	11,662.15	15,938.08	1,423.86	15,127.85	43.53
172.000	CITY MANAGER	155,878.38	189,875.00	102,257.95	93,017.80	18,706.30	87,617.05	53.86
173.000	HUMAN RESOURCES	128,288.93	96,185.00	54,369.62	88,824.98	8,088.00	41,815.38	56.53
174.000	ECONOMIC DEVELOPMENT	59,093.49	63,850.00	32,428.71	33,534.67	4,872.45	31,421.29	50.79



REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE BALANCE		% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	01/31/2020 NORM (ABNORM)		NORM (ABNORM)	NORM (ABNORM)	
Fund 101 - GENERAL FUND									
Expenditures									
175.000	ADMINISTRATIVE SERVICES	224,257.16	195,050.00	149,757.27	99,190.83	51,978.73	45,292.73	76.78	
191.000	ELECTIONS	7,936.30	15,400.00	15,019.34	3,067.93	(494.44)	380.66	97.53	
209.000	ASSESSING DEPARTMENT	141,378.11	190,725.00	88,263.50	82,857.76	13,377.39	102,461.50	46.28	
215.000	CITY CLERK DEPARTMENT	91,670.96	99,165.00	54,367.64	55,110.06	7,436.53	44,797.36	54.83	
219.000	FINANCE DEPARTMENT	196,440.07	227,075.00	135,223.22	117,182.25	27,479.85	91,851.78	59.55	
253.000	CITY TREASURER	152,947.74	152,695.00	56,399.36	54,222.31	2,997.88	96,295.64	36.94	
265.000	BUILDING AND GROUNDS	134,516.33	136,605.00	76,521.00	82,131.72	11,830.67	60,084.00	56.02	
266.000	PARKING LOTS	21,014.26	32,825.00	6,138.16	11,144.19	1,804.11	26,686.84	18.70	
276.000	CEMETERIES	94,188.41	110,465.00	51,575.92	49,427.68	1,860.22	58,889.08	46.69	
295.000	AIRPORT	138,250.75	148,300.00	77,117.39	82,226.14	11,646.53	71,182.61	52.00	
301.000	POLICE DEPARTMENT	1,415,783.57	1,639,005.00	892,816.29	850,076.80	172,798.48	746,188.71	54.47	
336.000	FIRE DEPARTMENT	419,041.12	489,020.00	298,599.94	249,522.86	48,184.51	190,420.06	61.06	
372.000	CODE ENFORCEMENT	18,879.25	30,000.00	1,440.00	17,355.25	0.00	28,560.00	4.80	
400.000	PLANNING DEPARTMENT	81,293.88	95,055.00	50,483.69	51,403.56	9,408.09	44,571.31	53.11	
441.000	PUBLIC SERVICES DEPARTMENT	259,477.62	311,740.00	188,530.63	161,040.57	36,951.28	123,209.37	60.48	
447.000	ENGINEERING SERVICES	3,634.83	125,775.00	22,291.89	0.00	3,253.75	103,483.11	17.72	
448.000	STREET LIGHTING	56,353.19	63,750.00	32,949.84	33,066.31	10,215.47	30,800.16	51.69	
756.000	PARKS	172,107.19	184,760.00	83,360.18	104,774.42	2,737.23	101,399.82	45.12	
965.000	TRANSFERS TO OTHER FUNDS	852,405.00	222,695.00	40,000.00	455,000.00	20,000.00	182,695.00	17.96	
TOTAL EXPENDITURES		4,849,435.42	4,846,805.00	2,521,573.69	2,790,116.17	466,556.89	2,325,231.31	52.03	
TOTAL REVENUES		4,983,546.79	4,994,330.88	3,669,949.68	3,365,443.47	171,643.43	1,324,381.20	73.48	
TOTAL EXPENDITURES		4,849,435.42	4,846,805.00	2,521,573.69	2,790,116.17	466,556.89	2,325,231.31	52.03	
NET OF REVENUES & EXPENDITURES		134,111.37	147,525.88	1,148,375.99	575,327.30	(294,913.46)	(1,000,850.11)	778.42	

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	01/31/2020 NORM (ABNORM)		BALANCE NORM (ABNORM)		
Fund 202 - MAJOR ST./TRUNKLINE FUND									
Revenues									
202-000.000-546.000	STATE GRANT - GAS & WEIGHT TA	735,585.95	660,000.00	347,876.66	314,954.50	58,588.38	312,123.34	52.71	
202-000.000-546.048	STATE GRANT-METRO ROW ACT	17,260.73	15,000.00	0.00	0.00	0.00	15,000.00	0.00	
202-000.000-547.000	STATE GRANT - TRUNKLINE MAINT	55,223.04	30,000.00	29,328.96	38,321.92	21,147.56	671.04	97.76	
202-000.000-665.000	INTEREST	5,683.42	2,500.00	1,962.87	3,749.42	231.11	537.13	78.51	
202-000.000-665.100	CHANGE IN INVESTMENTS	961.51	250.00	(59.19)	471.06	(17.66)	309.19	(23.68)	
202-000.000-692.000	OTHER REVENUE	5,941.96	5,000.00	0.00	1,789.59	0.00	5,000.00	0.00	
202-000.000-692.039	OTHER REVENUE - BPU	4,878.02	5,000.00	815.47	3,773.07	0.00	4,184.53	16.31	
202-000.000-692.470	OTHER REVENUE - TREES	836.00	1,500.00	0.00	836.00	0.00	1,500.00	0.00	
TOTAL REVENUES		826,370.63	719,250.00	379,924.77	363,895.56	79,949.39	339,325.23	52.82	
Expenditures									
175.000	ADMINISTRATIVE SERVICES	223,558.62	244,000.00	162,508.89	185,327.65	132,973.60	81,491.11	66.60	
175.500	ADMIN. SERVICES - TRUNKLINE	5,522.30	3,000.00	0.00	0.00	0.00	3,000.00	0.00	
450.000	STREET SURFACE	149,869.15	99,220.00	50,766.85	109,697.46	(49,996.77)	48,453.15	51.17	
450.500	TRUNKLINE SURFACE	25,276.24	19,320.00	175.87	18,927.08	(1.99)	19,144.13	0.91	
460.000	R.O.W MAINTENANCE	60,151.71	97,540.00	32,056.81	33,226.27	1,755.08	65,483.19	32.87	
460.500	TRUNKLINE R.O.W. MAINTENANCE	4,360.66	7,465.00	4,966.89	1,270.02	105.00	2,498.11	66.54	
470.000	TREES	37,790.75	43,300.00	14,074.45	17,837.13	1,243.05	29,225.55	32.50	
470.500	TRUNKLINE TREES	2,123.43	2,110.00	451.89	945.68	217.67	1,658.11	21.42	
480.000	DRAINAGE	64,010.91	60,965.00	9,339.43	30,813.39	1,132.54	51,625.57	15.32	
480.500	TRUNKLINE R.O.W. DRAINAGE	6,333.09	12,735.00	3,967.48	4,653.35	(27.80)	8,767.52	31.15	
490.000	TRAFFIC	64,616.81	102,805.00	52,634.25	49,654.61	1,170.70	50,170.75	51.20	
490.500	TRUNKLINE TRAFFIC	5,388.95	19,565.00	3,634.38	3,049.86	892.23	15,930.62	18.58	
500.000	WINTER MAINTENANCE	56,725.31	75,910.00	16,058.95	19,602.02	9,654.15	59,851.05	21.16	
500.500	TRUNKLINE WINTER MAINTENANCE	14,823.39	16,925.00	2,210.57	4,848.26	1,990.35	14,714.43	13.06	
TOTAL EXPENDITURES		720,551.32	804,860.00	352,846.71	479,852.78	101,107.81	452,013.29	43.84	
TOTAL REVENUES		826,370.63	719,250.00	379,924.77	363,895.56	79,949.39	339,325.23	52.82	
TOTAL EXPENDITURES		720,551.32	804,860.00	352,846.71	479,852.78	101,107.81	452,013.29	43.84	
NET OF REVENUES & EXPENDITURES		105,819.31	(85,610.00)	27,078.06	(115,957.22)	(21,158.42)	(112,688.06)	31.63	

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21	AVAILABLE BALANCE	% BDGT USED
		06/30/2020	2020-21	01/31/2021	01/31/2020			
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
Fund 203 - LOCAL ST. FUND								
Revenues								
203-000.000-546.000	STATE GRANT - GAS & WEIGHT TA	241,920.72	210,000.00	108,593.49	103,339.59	18,362.60	101,406.51	51.71
203-000.000-546.048	STATE GRANT-METRO ROW ACT	17,260.73	15,000.00	0.00	0.00	0.00	15,000.00	0.00
203-000.000-665.000	INTEREST	944.22	500.00	544.17	673.77	138.31	(44.17)	108.83
203-000.000-665.100	CHANGE IN INVESTMENTS	320.51	50.00	(19.75)	157.03	(5.90)	69.75	(39.50)
203-000.000-692.000	OTHER REVENUE	1,803.13	2,500.00	0.00	1,803.13	0.00	2,500.00	0.00
203-000.000-692.039	OTHER REVENUE - BPU	12,191.14	2,000.00	2,106.12	11,596.37	0.00	(106.12)	105.31
203-000.000-692.470	OTHER REVENUE - TREES	13,826.21	2,000.00	371.95	0.00	0.00	1,628.05	18.60
203-000.000-699.101	TRANSFERS IN - GENERAL FUND	125,000.00	62,265.00	0.00	0.00	0.00	62,265.00	0.00
203-000.000-699.202	TRANSFERS IN - MAJOR STREETS	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00
TOTAL REVENUES		413,266.66	344,315.00	111,595.98	117,569.89	18,495.01	232,719.02	32.41
Expenditures								
175.000	ADMINISTRATIVE SERVICES	24,192.06	21,000.00	10,859.35	10,333.96	1,836.26	10,140.65	51.71
450.000	STREET SURFACE	150,306.62	98,095.00	53,035.96	104,518.65	(3,274.23)	45,059.04	54.07
460.000	R.O.W MAINTENANCE	52,656.22	70,915.00	17,878.16	32,765.01	1,958.11	53,036.84	25.21
470.000	TREES	53,778.16	64,240.00	19,001.13	26,274.69	2,188.45	45,238.87	29.58
480.000	DRAINAGE	38,049.13	45,460.00	17,237.10	19,265.73	241.87	28,222.90	37.92
490.000	TRAFFIC	19,389.88	31,325.00	24,186.29	17,783.02	(18.43)	7,138.71	77.21
500.000	WINTER MAINTENANCE	33,954.24	49,845.00	8,402.57	12,510.01	6,412.37	41,442.43	16.86
TOTAL EXPENDITURES		372,326.31	380,880.00	150,600.56	223,451.07	9,344.40	230,279.44	39.54
TOTAL REVENUES		413,266.66	344,315.00	111,595.98	117,569.89	18,495.01	232,719.02	32.41
TOTAL EXPENDITURES		372,326.31	380,880.00	150,600.56	223,451.07	9,344.40	230,279.44	39.54
NET OF REVENUES & EXPENDITURES		40,940.35	(36,565.00)	(39,004.58)	(105,881.18)	9,150.61	2,439.58	106.67

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21	AVAILABLE BALANCE		% BDGT USED
		06/30/2020	2020-21	01/31/2021	01/31/2020		NORM (ABNORM)	NORM (ABNORM)	
Fund 208 - RECREATION FUND									
Revenues									
208-000.000-644.000	CONCESSION SALES	4,590.53	8,500.00	0.00	4,590.53	0.00	8,500.00	0.00	
208-000.000-651.000	USE AND ADMISSION FEES	9,269.25	18,000.00	0.00	9,269.25	0.00	18,000.00	0.00	
208-000.000-653.000	TEAM AND EVENT FEES	3,615.00	6,000.00	90.00	3,345.00	0.00	5,910.00	1.50	
208-000.000-653.001	YOUTH PROGRAM FEES	13,452.50	24,000.00	0.00	13,197.50	0.00	24,000.00	0.00	
208-000.000-665.000	INTEREST	0.00	0.00	0.48	0.00	0.48	(0.48)	100.00	
208-000.000-667.000	RENTS	19,083.50	17,500.00	2,175.00	2,550.00	200.00	15,325.00	12.43	
208-000.000-675.000	CONTRIBUTIONS AND DONATIONS	200.00	0.00	0.00	405.50	0.00	0.00	0.00	
208-000.000-692.000	OTHER REVENUE	3,530.95	5,000.00	2,740.00	2,030.95	100.00	2,260.00	54.80	
208-000.000-699.101	TRANSFERS IN - GENERAL FUND	77,405.00	65,815.00	40,000.00	55,000.00	20,000.00	25,815.00	60.78	
TOTAL REVENUES		131,146.73	144,815.00	45,005.48	90,388.73	20,300.48	99,809.52	31.08	
Expenditures									
751.000	RECREATION DEPARTMENT	126,468.17	144,815.00	35,193.18	92,606.26	6,623.33	109,621.82	24.30	
TOTAL EXPENDITURES		126,468.17	144,815.00	35,193.18	92,606.26	6,623.33	109,621.82	24.30	
TOTAL REVENUES		131,146.73	144,815.00	45,005.48	90,388.73	20,300.48	99,809.52	31.08	
TOTAL EXPENDITURES		126,468.17	144,815.00	35,193.18	92,606.26	6,623.33	109,621.82	24.30	
NET OF REVENUES & EXPENDITURES		4,678.56	0.00	9,812.30	(2,217.53)	13,677.15	(9,812.30)	100.00	

## REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	YTD BALANCE 01/31/2020 NORM (ABNORM)		BALANCE		
Fund 244 - ECONOMIC DEVELOPMENT CORP FUND									
Revenues									
244-000.000-665.000	INTEREST	2,258.44	1,500.00	178.15	1,637.25	4.22	1,321.85	11.88	
244-000.000-665.100	CHANGE IN INVESTMENTS	384.62	300.00	(23.69)	188.43	(7.07)	323.69	(7.90)	
244-000.000-673.000	SALE OF CITY PROPERTY	1.00	20,000.00	0.00	1.00	0.00	20,000.00	0.00	
TOTAL REVENUES		2,644.06	21,800.00	154.46	1,826.68	(2.85)	21,645.54	0.71	
Expenditures									
174.000	ECONOMIC DEVELOPMENT	16,362.49	32,500.00	19,844.27	15,737.49	5,540.00	12,655.73	61.06	
TOTAL EXPENDITURES		16,362.49	32,500.00	19,844.27	15,737.49	5,540.00	12,655.73	61.06	
TOTAL REVENUES		2,644.06	21,800.00	154.46	1,826.68	(2.85)	21,645.54	0.71	
TOTAL EXPENDITURES		16,362.49	32,500.00	19,844.27	15,737.49	5,540.00	12,655.73	61.06	
NET OF REVENUES & EXPENDITURES		(13,718.43)	(10,700.00)	(19,689.81)	(13,910.81)	(5,542.85)	8,989.81	184.02	

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21	AVAILABLE BALANCE		% BDGT USED
		06/30/2020	2020-21	01/31/2021	01/31/2020		NORM (ABNORM)	NORM (ABNORM)	
Fund 247 - TAX INCREMENT FINANCE ATH.									
Revenues									
247-000.000-402.000	CURRENT TAXES	85,427.13	92,000.00	69,059.13	0.00	0.00	22,940.87	75.06	
247-000.000-406.000	TAXES - PA 86 SEC. 17 PPT REPI	26,740.54	36,000.00	0.00	26,740.54	0.00	36,000.00	0.00	
247-000.000-529.000	FEDERAL GRANT - CDBG	109,175.00	1,000,000.00	542,522.50	53,900.00	302,629.00	457,477.50	54.25	
247-000.000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	31,208.01	0.00	0.00	(31,208.01)	100.00	
247-000.000-665.000	INTEREST	2,019.54	0.00	265.92	1,340.84	150.27	(265.92)	100.00	
247-000.000-690.247	OTHER REFUNDS - TIFA GRANTS	400.00	0.00	0.00	400.00	0.00	0.00	0.00	
247-000.000-692.005	OTHER REVENUES - DAWN THEATER	0.00	0.00	0.00	(1,350.00)	0.00	0.00	0.00	
TOTAL REVENUES		223,762.21	1,128,000.00	643,055.56	81,031.38	302,779.27	484,944.44	57.01	
Expenditures									
900.000	CAPITAL OUTLAY	73,674.85	1,307,500.00	692,014.83	110,352.15	114,113.85	615,485.17	52.93	
TOTAL EXPENDITURES		73,674.85	1,307,500.00	692,014.83	110,352.15	114,113.85	615,485.17	52.93	
TOTAL REVENUES		223,762.21	1,128,000.00	643,055.56	81,031.38	302,779.27	484,944.44	57.01	
TOTAL EXPENDITURES		73,674.85	1,307,500.00	692,014.83	110,352.15	114,113.85	615,485.17	52.93	
NET OF REVENUES & EXPENDITURES		150,087.36	(179,500.00)	(48,959.27)	(29,320.77)	188,665.42	(130,540.73)	27.28	

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	YTD BALANCE 01/31/2020 NORM (ABNORM)		BALANCE		
Fund 265 - DRUG FORFEITURE/GRANT FUND									
Revenues									
265-000.000-659.000	DRUG FORFEITURES	1,151.00	2,500.00	2,594.86	1,151.00	0.00	(94.86)	103.79	
265-000.000-665.000	INTEREST	0.00	0.00	18.26	0.00	5.45	(18.26)	100.00	
TOTAL REVENUES		<u>1,151.00</u>	<u>2,500.00</u>	<u>2,613.12</u>	<u>1,151.00</u>	<u>5.45</u>	<u>(113.12)</u>	<u>104.52</u>	
Expenditures									
301.000	POLICE DEPARTMENT	215.10	2,500.00	259.49	215.10	0.00	2,240.51	10.38	
TOTAL EXPENDITURES		<u>215.10</u>	<u>2,500.00</u>	<u>259.49</u>	<u>215.10</u>	<u>0.00</u>	<u>2,240.51</u>	<u>10.38</u>	
TOTAL REVENUES		1,151.00	2,500.00	2,613.12	1,151.00	5.45	(113.12)	104.52	
TOTAL EXPENDITURES		<u>215.10</u>	<u>2,500.00</u>	<u>259.49</u>	<u>215.10</u>	<u>0.00</u>	<u>2,240.51</u>	<u>10.38</u>	
NET OF REVENUES & EXPENDITURES		935.90	0.00	2,353.63	935.90	5.45	(2,353.63)	100.00	

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21	AVAILABLE BALANCE		% BDGT USED
		06/30/2020	2020-21	01/31/2021	01/31/2020		NORM (ABNORM)	NORM (ABNORM)	
Fund 271 - LIBRARY FUND									
Revenues									
271-000.000-402.000	CURRENT TAXES	129,806.56	133,000.00	125,941.54	122,270.15	1,519.61	7,058.46	94.69	
271-000.000-412.000	DELINQUENT TAXES	169.06	105.00	88.97	125.36	22.16	16.03	84.73	
271-000.000-437.000	SPECIAL ACTS	1,357.72	2,000.00	1,472.52	1,289.51	0.00	527.48	73.63	
271-000.000-528.000	FEDERAL GRANT - CARES ACT	0.00	0.00	3,369.71	0.00	0.00	(3,369.71)	100.00	
271-000.000-569.000	STATE GRANT	15,906.00	9,095.00	0.00	4,803.02	0.00	9,095.00	0.00	
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION	16,270.99	6,400.00	7,390.05	6,441.12	0.00	(990.05)	115.47	
271-000.000-574.000	STATE REVENUE SHARING	8,105.00	8,105.00	0.00	0.00	0.00	8,105.00	0.00	
271-000.000-587.000	CONT./LOCAL UNITS-CULTURE/REC	13,800.00	13,800.00	8,800.00	27,600.00	0.00	5,000.00	63.77	
271-000.000-588.000	SUBSCRIPTION CARD SALES	2,115.20	2,710.00	1,087.00	1,917.90	123.50	1,623.00	40.11	
271-000.000-629.000	COPIES / DUPLICATING	3,534.05	4,900.00	1,080.50	2,792.40	151.10	3,819.50	22.05	
271-000.000-656.000	PENAL FINES	29,237.00	28,000.00	0.00	0.00	0.00	28,000.00	0.00	
271-000.000-657.000	BOOK FINES	1,840.33	2,805.00	274.85	1,528.03	17.60	2,530.15	9.80	
271-000.000-658.000	ORDINANCE FINES	825.92	1,480.00	333.14	669.54	0.00	1,146.86	22.51	
271-000.000-665.000	INTEREST	2,095.59	4,815.00	210.41	1,586.82	49.79	4,604.59	4.37	
271-000.000-667.000	RENTS	301.00	205.00	110.45	182.00	36.00	94.55	53.88	
271-000.000-667.271	RENTS - MEETING ROOMS	4,826.00	6,450.00	100.10	3,201.00	0.00	6,349.90	1.55	
271-000.000-674.000	CONTRIBUTIONS IN LIEU OF TAX	0.00	1,760.00	0.00	0.00	0.00	1,760.00	0.00	
271-000.000-675.000	CONTRIBUTIONS AND DONATIONS	358.55	890.00	0.00	323.30	23,810.00	890.00	0.00	
271-000.000-675.002	CONTR. & DONAT. - TECHNOLOGY	400.00	400.00	0.00	400.00	0.00	400.00	0.00	
271-000.000-675.790	CONTR. & DONT. - BOOKS	326.02	565.00	338.05	45.15	23.25	226.95	59.83	
271-000.000-675.792	CONTR. & DONT.- CHILD. LIBRAR	68.90	6,505.00	307.85	46.00	0.00	6,197.15	4.73	
271-000.000-692.000	OTHER REVENUE	5,185.05	3,550.00	2,376.51	165.05	0.00	1,173.49	66.94	
271-000.000-692.003	OTHER REVENUE - E-RATE	6,403.89	140.00	0.00	6,403.89	0.00	140.00	0.00	
271-000.000-692.006	OTHER REVENUE - COFFEE	410.50	400.00	12.00	333.00	0.00	388.00	3.00	
271-000.000-692.007	OTHER REVENUE - TRUSTS	22,407.70	25,080.00	25,082.70	22,407.70	1,272.70	(2.70)	100.01	
271-000.000-692.008	OTHER REVENUES - WOODLAND	0.00	3,400.00	0.00	0.00	0.00	3,400.00	0.00	
TOTAL REVENUES		265,751.03	266,560.00	178,376.35	204,530.94	27,025.71	88,183.65	66.92	
Expenditures									
790.000	LIBRARY	328,929.72	247,910.00	100,305.70	244,545.82	14,679.48	147,604.30	40.46	
792.000	LIBRARY - CHILDREN'S AREA	4,186.81	8,500.00	6,486.10	4,283.75	0.00	2,013.90	76.31	
TOTAL EXPENDITURES		333,116.53	256,410.00	106,791.80	248,829.57	14,679.48	149,618.20	41.65	
TOTAL REVENUES		265,751.03	266,560.00	178,376.35	204,530.94	27,025.71	88,183.65	66.92	
TOTAL EXPENDITURES		333,116.53	256,410.00	106,791.80	248,829.57	14,679.48	149,618.20	41.65	
NET OF REVENUES & EXPENDITURES		(67,365.50)	10,150.00	71,584.55	(44,298.63)	12,346.23	(61,434.55)	705.27	



## REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		06/30/2020	2020-21	01/31/2021	01/31/2020			MONTH 01/31/21	BALANCE
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)	USED
Fund 274 - POLICE - OWI ENFORCEMENT									
Revenues									
274-000.000-665.000	INTEREST	0.00	0.00	7.78	0.00		2.32	(7.78)	100.00
274-000.000-692.301	OTHER REVENUES - POLICE DEPT	1,624.95	3,600.00	672.81	968.25		0.00	2,927.19	18.69
TOTAL REVENUES		1,624.95	3,600.00	680.59	968.25		2.32	2,919.41	18.91
Expenditures									
301.000	POLICE DEPARTMENT	0.00	3,600.00	7,593.74	0.00		0.00	(3,993.74)	210.94
TOTAL EXPENDITURES		0.00	3,600.00	7,593.74	0.00		0.00	(3,993.74)	210.94
TOTAL REVENUES		1,624.95	3,600.00	680.59	968.25		2.32	2,919.41	18.91
TOTAL EXPENDITURES		0.00	3,600.00	7,593.74	0.00		0.00	(3,993.74)	210.94
NET OF REVENUES & EXPENDITURES		1,624.95	0.00	(6,913.15)	968.25		2.32	6,913.15	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		06/30/2020	2020-21	01/31/2021	01/31/2020				
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)	
Fund 362 - BOND AND INTEREST REDEM. FUND									
Revenues									
362-000.000-402.100	SINKING FUND	379,719.34	389,000.00	367,915.94	357,315.73		4,480.27	21,084.06	94.58
362-000.000-412.000	DELINQUENT TAXES	485.04	0.00	58.72	353.99		58.72	(58.72)	100.00
362-000.000-437.000	SPECIAL ACTS	4,094.77	6,000.00	4,508.74	3,890.32		0.00	1,491.26	75.15
362-000.000-573.000	LOCAL COMMUNITY STABILIZATION	41,205.88	16,000.00	18,837.39	16,311.98		0.00	(2,837.39)	117.73
362-000.000-665.000	INTEREST	13,218.90	15,400.00	1,922.28	9,432.65		262.99	13,477.72	12.48
362-000.000-665.100	CHANGE IN INVESTMENTS	4,487.14	2,500.00	(199.49)	2,198.36		(59.51)	2,699.49	(7.98)
TOTAL REVENUES		443,211.07	428,900.00	393,043.58	389,503.03		4,742.47	35,856.42	91.64
Expenditures									
905.000	DEBT SERVICE	12,500.00	512,500.00	0.00	0.00		0.00	512,500.00	0.00
965.000	TRANSFERS TO OTHER FUNDS	500,000.00	0.00	0.00	0.00		0.00	0.00	0.00
TOTAL EXPENDITURES		512,500.00	512,500.00	0.00	0.00		0.00	512,500.00	0.00
TOTAL REVENUES		443,211.07	428,900.00	393,043.58	389,503.03		4,742.47	35,856.42	91.64
TOTAL EXPENDITURES		512,500.00	512,500.00	0.00	0.00		0.00	512,500.00	0.00
NET OF REVENUES & EXPENDITURES		(69,288.93)	(83,600.00)	393,043.58	389,503.03		4,742.47	(476,643.58)	470.15

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21	AVAILABLE BALANCE		% BDGT USED
		06/30/2020	2020-21	01/31/2021	01/31/2020		NORM (ABNORM)	NORM (ABNORM)	
Fund 401 - CAPITAL IMPROVEMENT FUND									
Revenues									
401-000.000-529.000	FEDERAL GRANT	479,990.77	0.00	0.00	686,374.00	0.00	0.00	0.00	
401-000.000-569.000	STATE GRANT	350,000.00	375,000.00	0.00	250,000.00	0.00	375,000.00	0.00	
401-000.000-665.000	INTEREST	0.00	0.00	454.73	0.00	0.00	(454.73)	100.00	
401-000.000-692.000	OTHER REVENUE	32.00	0.00	0.00	0.00	0.00	0.00	0.00	
401-000.000-698.000	PROCEEDS-SALE OF BONDS/NOTES	0.00	750,000.00	0.00	0.00	0.00	750,000.00	0.00	
401-000.000-699.101	TRANSFERS IN - GENERAL FUND	600,000.00	0.00	0.00	400,000.00	0.00	0.00	0.00	
401-000.000-699.202	TRANSFERS IN - MAJOR STREETS	150,000.00	125,000.00	125,000.00	150,000.00	125,000.00	0.00	100.00	
401-000.000-699.362	TRANSFER IN - DEBT SERVCIE	500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
401-000.000-699.590	TRANSFER IN - SEWER	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00	
401-000.000-699.591	TRANSFER IN- WATER FUND	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00	
TOTAL REVENUES		2,080,022.77	1,350,000.00	125,454.73	1,486,374.00	125,000.00	1,224,545.27	9.29	
Expenditures									
443.000	SIDEWALKS	0.00	51,625.00	0.00	0.00	0.00	51,625.00	0.00	
452.000	MAJOR STREET RECONSTRUCTION	60,999.90	1,100,880.00	529,492.06	43,888.02	358,478.67	571,387.94	48.10	
453.000	LOCAL STREET RECONSTRUCTION	1,102,666.29	118,380.00	38,161.27	1,183,107.44	0.00	80,218.73	32.24	
454.000	STREET SEALING-CURRENT YEAR	491,986.38	170,000.00	157,220.96	491,735.01	0.00	12,779.04	92.48	
900.000	CAPITAL OUTLAY	38,153.56	425,000.00	45,733.28	18,089.75	2,436.80	379,266.72	10.76	
TOTAL EXPENDITURES		1,693,806.13	1,865,885.00	770,607.57	1,736,820.22	360,915.47	1,095,277.43	41.30	
TOTAL REVENUES		2,080,022.77	1,350,000.00	125,454.73	1,486,374.00	125,000.00	1,224,545.27	9.29	
TOTAL EXPENDITURES		1,693,806.13	1,865,885.00	770,607.57	1,736,820.22	360,915.47	1,095,277.43	41.30	
NET OF REVENUES & EXPENDITURES		386,216.64	(515,885.00)	(645,152.84)	(250,446.22)	(235,915.47)	129,267.84	125.06	

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	YTD BALANCE 01/31/2020 NORM (ABNORM)		BALANCE		
Fund 408 - FIELDS OF DREAMS									
Revenues									
408-000.000-665.000	INTEREST	0.00	0.00	3.97	0.00	1.20	(3.97)	100.00	
408-000.000-692.408	OTHER REVENUES - TOURNAMENTS	1,030.60	4,500.00	0.00	1,030.60	0.00	4,500.00	0.00	
TOTAL REVENUES		1,030.60	4,500.00	3.97	1,030.60	1.20	4,496.03	0.09	
TOTAL REVENUES		1,030.60	4,500.00	3.97	1,030.60	1.20	4,496.03	0.09	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		1,030.60	4,500.00	3.97	1,030.60	1.20	4,496.03	0.09	

## REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD
		06/30/2020	2020-21	01/31/2021	01/31/2020				
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)	
Fund 409 - STOCK'S PARK									
Revenues									
409-000.000-665.000	INTEREST	871.66	1,000.00	87.16	612.13		1.15	912.84	8.72
409-000.000-665.100	CHANGE IN INVESTMENTS	224.35	100.00	(13.82)	109.91		(4.12)	113.82	(13.82)
409-000.000-675.000	CONTRIBUTIONS AND DONATIONS	9,907.69	10,000.00	5,747.96	8,677.19		759.00	4,252.04	57.48
409-000.000-675.003	CONTR. & DONT. - SALLY FALLON	250.00	0.00	13,290.00	0.00		0.00	(13,290.00)	100.00
TOTAL REVENUES		11,253.70	11,100.00	19,111.30	9,399.23		756.03	(8,011.30)	172.17
Expenditures									
756.000	PARKS	4,400.15	7,500.00	23,365.31	3,910.15		0.00	(15,865.31)	311.54
TOTAL EXPENDITURES		4,400.15	7,500.00	23,365.31	3,910.15		0.00	(15,865.31)	311.54
TOTAL REVENUES		11,253.70	11,100.00	19,111.30	9,399.23		756.03	(8,011.30)	172.17
TOTAL EXPENDITURES		4,400.15	7,500.00	23,365.31	3,910.15		0.00	(15,865.31)	311.54
NET OF REVENUES & EXPENDITURES		6,853.55	3,600.00	(4,254.01)	5,489.08		756.03	7,854.01	118.17

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	01/31/2020 NORM (ABNORM)			
Fund 481 - AIRPORT IMPROVEMENT FUND								
Revenues								
481-000.000-665.000	INTEREST	1,416.32	1,500.00	660.86	1,010.65	98.45	839.14	44.06
481-000.000-665.100	CHANGE IN INVESTMENTS	480.74	250.00	(67.94)	235.53	(20.27)	317.94	(27.18)
481-000.000-667.000	RENTS	21,332.00	0.00	15,632.00	21,332.00	15,632.00	(15,632.00)	100.00
481-000.000-667.481	RENTS - AIRPORT HANGARS	22,675.00	13,500.00	13,240.00	13,615.00	3,175.00	260.00	98.07
481-000.000-690.481	OTHER REFUNDS-LANDING FEES	1,785.00	2,000.00	850.00	1,685.00	0.00	1,150.00	42.50
481-000.000-692.000	OTHER REVENUE	578.62	0.00	57.24	550.00	0.00	(57.24)	100.00
481-000.000-692.295	OTHER REVENUES - FUEL SALES	60,789.07	115,000.00	28,163.32	40,663.10	169.03	86,836.68	24.49
481-000.000-692.296	OTHER REVENUE-TAX EXEMPT SALES	71,462.37	50,000.00	26,513.59	47,414.18	2,347.17	23,486.41	53.03
TOTAL REVENUES		180,519.12	182,250.00	85,049.07	126,505.46	21,401.38	97,200.93	46.67
Expenditures								
900.000	CAPITAL OUTLAY	1,913.77	165,000.00	52,848.51	(16,442.11)	8,146.63	112,151.49	32.03
TOTAL EXPENDITURES		1,913.77	165,000.00	52,848.51	(16,442.11)	8,146.63	112,151.49	32.03
TOTAL REVENUES		180,519.12	182,250.00	85,049.07	126,505.46	21,401.38	97,200.93	46.67
TOTAL EXPENDITURES		1,913.77	165,000.00	52,848.51	(16,442.11)	8,146.63	112,151.49	32.03
NET OF REVENUES & EXPENDITURES		178,605.35	17,250.00	32,200.56	142,947.57	13,254.75	(14,950.56)	186.67

## REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	01/31/2020 NORM (ABNORM)		BALANCE NORM (ABNORM)		
Fund 496 - THREE MEADOWS DEVELOPMENT									
Revenues									
496-000.000-692.000	OTHER REVENUE	2,699.00	0.00	(8,080.00)	200.00	(250.00)	8,080.00	100.00	
TOTAL REVENUES		2,699.00	0.00	(8,080.00)	200.00	(250.00)	8,080.00	100.00	
TOTAL REVENUES		2,699.00	0.00	(8,080.00)	200.00	(250.00)	8,080.00	100.00	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		2,699.00	0.00	(8,080.00)	200.00	(250.00)	8,080.00	100.00	

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE BALANCE		% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	01/31/2020 NORM (ABNORM)		NORM (ABNORM)	NORM (ABNORM)	
Fund 588 - DIAL-A-RIDE FUND									
Revenues									
588-000.000-528.000	FEDERAL GRANT - CARES ACT	0.00	0.00	30,600.00	0.00	0.00	(30,600.00)	100.00	
588-000.000-529.000	FEDERAL GRANT	59,532.30	97,125.00	7,000.00	70,274.00	0.00	90,125.00	7.21	
588-000.000-529.100	FEDERAL GRANT - MOBILITY MANAG	28,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
588-000.000-529.200	FEDERAL GRANT - CAPITAL	76,824.00	0.00	0.00	0.00	0.00	0.00	0.00	
588-000.000-569.000	STATE GRANT	121,363.16	148,290.00	72,504.00	57,235.00	11,683.00	75,786.00	48.89	
588-000.000-569.018	FEDERAL GRANT - MOBILITY MANAG	(10,246.16)	0.00	0.00	0.00	0.00	0.00	0.00	
588-000.000-569.019	STATE GRANT - 2019 SETTLEMENT	1,771.95	0.00	0.00	0.00	0.00	0.00	0.00	
588-000.000-569.100	STATE GRANT - MOBILITY MANAGEM	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
588-000.000-569.588	STATE GRANT - CAPITAL	19,206.00	0.00	0.00	0.00	0.00	0.00	0.00	
588-000.000-651.000	USE AND ADMISSION FEES	38,139.50	47,000.00	18,063.00	25,936.00	2,766.25	28,937.00	38.43	
588-000.000-665.000	CHECKING ACCOUNT - COMMON	0.00	0.00	131.11	0.00	35.83	(131.11)	100.00	
588-000.000-673.000	SALE OF CITY PROPERTY	0.00	0.00	5,700.00	0.00	0.00	(5,700.00)	100.00	
588-000.000-699.101	TRANSFERS IN - GENERAL FUND	50,000.00	94,615.00	0.00	0.00	0.00	94,615.00	0.00	
TOTAL REVENUES		391,590.75	387,030.00	133,998.11	153,445.00	14,485.08	253,031.89	34.62	
Expenditures									
175.000	ADMINISTRATIVE SERVICES	59,572.64	65,000.00	0.00	0.00	0.00	65,000.00	0.00	
588.000	DIAL-A-RIDE	354,432.20	322,030.00	168,338.22	190,916.45	21,332.13	153,691.78	52.27	
TOTAL EXPENDITURES		414,004.84	387,030.00	168,338.22	190,916.45	21,332.13	218,691.78	43.49	
TOTAL REVENUES		391,590.75	387,030.00	133,998.11	153,445.00	14,485.08	253,031.89	34.62	
TOTAL EXPENDITURES		414,004.84	387,030.00	168,338.22	190,916.45	21,332.13	218,691.78	43.49	
NET OF REVENUES & EXPENDITURES		(22,414.09)	0.00	(34,340.11)	(37,471.45)	(6,847.05)	34,340.11	100.00	



REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	YTD BALANCE 01/31/2020 NORM (ABNORM)		BALANCE NORM (ABNORM)		
Fund 633 - PUBLIC SERVICES INV. FUND									
Revenues									
633-000.000-650.000	SALE OF MATERIALS	5,694.21	18,500.00	850.30	2,619.94	0.00	17,649.70	4.60	
633-000.000-665.000	INTEREST	0.00	0.00	46.73	0.00	5.67	(46.73)	100.00	
633-000.000-691.000	INVENTORY ADJUSTMENT	(744.35)	0.00	207.01	(1,674.32)	0.00	(207.01)	100.00	
TOTAL REVENUES		4,949.86	18,500.00	1,104.04	945.62	5.67	17,395.96	5.97	
Expenditures									
233.000	PUBLIC SERVICES INVENTORY	11,074.67	18,500.00	1,113.04	86,652.30	0.83	17,386.96	6.02	
TOTAL EXPENDITURES		11,074.67	18,500.00	1,113.04	86,652.30	0.83	17,386.96	6.02	
TOTAL REVENUES		4,949.86	18,500.00	1,104.04	945.62	5.67	17,395.96	5.97	
TOTAL EXPENDITURES		11,074.67	18,500.00	1,113.04	86,652.30	0.83	17,386.96	6.02	
NET OF REVENUES & EXPENDITURES		(6,124.81)	0.00	(9.00)	(85,706.68)	4.84	9.00	100.00	

## REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	01/31/2020 NORM (ABNORM)	MONTH 01/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 640 - REVOLVING MOBILE EQUIP. FUND								
Revenues								
640-000.000-665.000	INTEREST	7,083.02	4,000.00	1,804.77	4,710.64	7.62	2,195.23	45.12
640-000.000-667.000	RENTS	177,830.02	242,830.00	100,489.24	73,955.39	10,397.17	142,340.76	41.38
640-000.000-667.301	RENTS - POLICE VEHICLES	62,187.75	60,000.00	36,924.75	37,568.25	4,299.75	23,075.25	61.54
640-000.000-673.000	SALE OF CITY PROPERTY	0.00	6,000.00	5,710.00	0.00	0.00	290.00	95.17
640-000.000-692.000	OTHER REVENUE	12,018.09	10,000.00	27,993.27	4,796.37	379.35	(17,993.27)	279.93
640-000.000-692.039	OTHER REVENUE - BPU	7,742.40	7,500.00	5,132.46	4,251.22	0.00	2,367.54	68.43
TOTAL REVENUES		266,861.28	330,330.00	178,054.49	125,281.87	15,083.89	152,275.51	53.90
Expenditures								
444.000	MOBILE EQUIPMENT MAINTENANCE	392,753.74	285,330.00	195,740.77	213,335.48	41,920.02	89,589.23	68.60
TOTAL EXPENDITURES		392,753.74	285,330.00	195,740.77	213,335.48	41,920.02	89,589.23	68.60
TOTAL REVENUES		266,861.28	330,330.00	178,054.49	125,281.87	15,083.89	152,275.51	53.90
TOTAL EXPENDITURES		392,753.74	285,330.00	195,740.77	213,335.48	41,920.02	89,589.23	68.60
NET OF REVENUES & EXPENDITURES		(125,892.46)	45,000.00	(17,686.28)	(88,053.61)	(26,836.13)	62,686.28	39.30

## REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT
		06/30/2020	2020-21	01/31/2021	01/31/2020			MONTH 01/31/21	BALANCE	
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)		
Fund 663 - FIRE VEHICLE & EQUIPMENT FUND										
Revenues										
663-000.000-402.150	CURRENT TAXES - FIRE CAPITAL	127,375.36	130,000.00	123,415.43	119,860.31		1,502.92	6,584.57		94.93
663-000.000-437.000	SPECIAL ACTS	1,365.09	2,000.00	1,480.03	1,296.52		0.00	519.97		74.00
663-000.000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	6,712.07	0.00		0.00	(6,712.07)		100.00
663-000.000-665.000	INTEREST	0.00	0.00	399.47	0.00		64.86	(399.47)		100.00
663-000.000-665.100	CHANGE IN INVESTMENTS	0.00	0.00	(35.27)	0.00		(10.52)	35.27		100.00
663-000.000-690.000	OTHER REFUNDS	1,800.00	0.00	576.00	800.00		0.00	(576.00)		100.00
TOTAL REVENUES		130,540.45	132,000.00	132,547.73	121,956.83		1,557.26	(547.73)		100.41
Expenditures										
336.000	FIRE DEPARTMENT	45,362.35	0.00	0.00	22,034.45		0.00	0.00		0.00
TOTAL EXPENDITURES		45,362.35	0.00	0.00	22,034.45		0.00	0.00		0.00
TOTAL REVENUES		130,540.45	132,000.00	132,547.73	121,956.83		1,557.26	(547.73)		100.41
TOTAL EXPENDITURES		45,362.35	0.00	0.00	22,034.45		0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		85,178.10	132,000.00	132,547.73	99,922.38		1,557.26	(547.73)		100.41

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	YTD BALANCE 01/31/2020 NORM (ABNORM)		BALANCE NORM (ABNORM)		
Fund 677 - UNEMPLOYMENT INSURANCE FUND									
Revenues									
677-000.000-665.000	INTEREST	1,354.80	1,600.00	170.33	958.02	2.07	1,429.67	10.65	
677-000.000-665.100	CHANGE IN INVESTMENTS	320.51	200.00	(27.37)	157.03	(8.17)	227.37	(13.69)	
677-000.000-692.000	OTHER REVENUE	8,600.00	0.00	0.00	8,600.00	0.00	0.00	0.00	
TOTAL REVENUES		10,275.31	1,800.00	142.96	9,715.05	(6.10)	1,657.04	7.94	
Expenditures									
175.000	ADMINISTRATIVE SERVICES	1,568.00	10,000.00	8,808.00	1,448.00	0.00	1,192.00	88.08	
TOTAL EXPENDITURES		1,568.00	10,000.00	8,808.00	1,448.00	0.00	1,192.00	88.08	
TOTAL REVENUES		10,275.31	1,800.00	142.96	9,715.05	(6.10)	1,657.04	7.94	
TOTAL EXPENDITURES		1,568.00	10,000.00	8,808.00	1,448.00	0.00	1,192.00	88.08	
NET OF REVENUES & EXPENDITURES		8,707.31	(8,200.00)	(8,665.04)	8,267.05	(6.10)	465.04	105.67	

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	YTD BALANCE 01/31/2020 NORM (ABNORM)		BALANCE NORM (ABNORM)		
Fund 699 - DPS LEAVE AND BENEFITS FUND									
Revenues									
699-000.000-665.000	INTEREST	0.00	0.00	23.43	0.00	23.43	(23.43)	100.00	
699-000.000-690.000	OTHER REFUNDS	174,823.39	187,560.00	94,615.60	124,865.46	10,266.61	92,944.40	50.45	
TOTAL REVENUES		174,823.39	187,560.00	94,639.03	124,865.46	10,290.04	92,920.97	50.46	
Expenditures									
441.000	PUBLIC SERVICES DEPARTMENT	174,823.39	187,560.00	94,615.63	125,410.65	10,266.66	92,944.37	50.45	
TOTAL EXPENDITURES		174,823.39	187,560.00	94,615.63	125,410.65	10,266.66	92,944.37	50.45	
TOTAL REVENUES		174,823.39	187,560.00	94,639.03	124,865.46	10,290.04	92,920.97	50.46	
TOTAL EXPENDITURES		174,823.39	187,560.00	94,615.63	125,410.65	10,266.66	92,944.37	50.45	
NET OF REVENUES & EXPENDITURES		0.00	0.00	23.40	(545.19)	23.38	(23.40)	100.00	

## REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD
		06/30/2020	2020-21	01/31/2021	01/31/2020				
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)	
Fund 711 - CEMETERY PERPETUAL CARE FUND									
Revenues									
711-000.000-642.100	SALE OF CEMETERY LOTS-LAKEVIE	7,225.00	4,000.00	4,000.00	3,900.00		0.00	0.00	100.00
711-000.000-642.200	SALE OF CEMETERY LOTS-OAKGROV	13,113.04	7,000.00	3,512.70	6,875.00		37.54	3,487.30	50.18
711-000.000-665.000	INTEREST	16,222.37	20,000.00	5,505.88	9,497.12		47.87	14,494.12	27.53
711-000.000-665.100	CHANGE IN INVESTMENTS	1,987.16	0.00	(129.93)	973.56		(38.77)	129.93	100.00
TOTAL REVENUES		38,547.57	31,000.00	12,888.65	21,245.68		46.64	18,111.35	41.58
Expenditures									
965.000	TRANSFERS TO OTHER FUNDS	0.00	20,000.00	0.00	0.00		0.00	20,000.00	0.00
TOTAL EXPENDITURES		0.00	20,000.00	0.00	0.00		0.00	20,000.00	0.00
TOTAL REVENUES		38,547.57	31,000.00	12,888.65	21,245.68		46.64	18,111.35	41.58
TOTAL EXPENDITURES		0.00	20,000.00	0.00	0.00		0.00	20,000.00	0.00
NET OF REVENUES & EXPENDITURES		38,547.57	11,000.00	12,888.65	21,245.68		46.64	(1,888.65)	117.17

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	01/31/2020 NORM (ABNORM)		BALANCE		
Fund 712 - STOCK'S PARK PERPETUAL MAINT.									
Revenues									
712-000.000-665.000	INTEREST	1,227.99	1,000.00	151.23	872.00	6.78	848.77	15.12	
712-000.000-665.100	CHANGE IN INVESTMENTS	384.62	200.00	(23.69)	188.43	(7.07)	223.69	(11.85)	
712-000.000-675.000	CONTRIBUTIONS AND DONATIONS	2,727.00	6,000.00	13,540.00	2,707.00	506.00	(7,540.00)	225.67	
TOTAL REVENUES		4,339.61	7,200.00	13,667.54	3,767.43	505.71	(6,467.54)	189.83	
TOTAL REVENUES		4,339.61	7,200.00	13,667.54	3,767.43	505.71	(6,467.54)	189.83	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		4,339.61	7,200.00	13,667.54	3,767.43	505.71	(6,467.54)	189.83	

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		06/30/2020 NORM (ABNORM)	2020-21 AMENDED BUDGET	01/31/2021 NORM (ABNORM)	YTD BALANCE 01/31/2020 NORM (ABNORM)		BALANCE		
Fund 715 - R. L. OWEN MEMORIAL FUND									
Revenues									
715-000.000-665.000	INTEREST	4,229.79	3,500.00	4,952.37	3,986.38	4,849.26	(1,452.37)	141.50	
715-000.000-665.100	CHANGE IN INVESTMENTS	288.45	200.00	(19.52)	141.32	(5.82)	219.52	(9.76)	
TOTAL REVENUES		<u>4,518.24</u>	<u>3,700.00</u>	<u>4,932.85</u>	<u>4,127.70</u>	<u>4,843.44</u>	<u>(1,232.85)</u>	<u>133.32</u>	
TOTAL REVENUES		4,518.24	3,700.00	4,932.85	4,127.70	4,843.44	(1,232.85)	133.32	
TOTAL EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>4,518.24</u>	<u>3,700.00</u>	<u>4,932.85</u>	<u>4,127.70</u>	<u>4,843.44</u>	<u>(1,232.85)</u>	<u>133.32</u>	
TOTAL REVENUES - ALL FUNDS		10,594,446.78	10,701,040.88	6,217,914.04	6,805,168.86	818,660.92	4,483,126.84	58.11	
TOTAL EXPENDITURES - ALL FUNDS		<u>9,744,357.23</u>	<u>11,239,175.00</u>	<u>5,202,155.32</u>	<u>6,325,246.18</u>	<u>1,160,547.50</u>	<u>6,037,019.68</u>	<u>46.29</u>	
NET OF REVENUES & EXPENDITURES		<u>850,089.55</u>	<u>(538,134.12)</u>	<u>1,015,758.72</u>	<u>479,922.68</u>	<u>(341,886.58)</u>	<u>(1,553,892.84)</u>	<u>188.76</u>	



# CITY OF HILLSDALE FINANCE COMMITTEE

PLACE: CITY HALL CONFERENCE ROOM

DATE: JANUARY 25, 2021

TIME: 5:15 PM

## PRESENT

COUNCIL: Bruce Sharp, Ray Briner and Tony Vear

STAFF: David Mackie City Manager, Joseph Mangan, Scott Hepner Police and Fire Chief and Chris McArthur.

PUBLIC: None

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

Check 208 Was for T-Shirts for Cardio Drumming thru the Recreation Department.

Check 100543 For 12 3Phase Meters and 200 Waternodes.

Check 100545 Attorney fees for the College contesting property taxes assessed on Mauck School that was purchased by Hillsdale College.

Check 100551 Safety checks to make sure that the piping is sound and safe.

Check 100562 For Police Officers Qualification Training at Gun Range.

Check 100563 Tax Millage Refund from Tax Board of Revue.

Check 100570 Normal wear and tear and tire for Vector Truck.

Check 100572 Alarm system at the Power Plant.

Check 100575 Hillsdale Tax Tribunal Attorney Fees.

Check 100579 Normal and Latest for safety.

Check 100585 \$10,000 standard fee and \$871 per ton.

Check 100598 Work done on a 2001 DPS Vehicle.

Check 100600 Electric wire to the house.

Check 100607 Annual testing.

Check 100608 Check engine light repairs for 3 police units.

Check 100619 Annual Insurance Premiums. \$67,434.06 was for the Power Plant.

Check 100622 Older invoice for work already done.

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

PUBLIC COMMENT: None

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

ADJOURNMENT: 5:41PM

Next Meeting

February 8, 2021

5:15PM

City Hall Conference Room

Minutes prepared by Tony Vear acting secretary.

# CITY OF HILLSDALE FINANCE COMMITTEE

PLACE: CITY HALL CONFERENCE ROOM

DATE: FEBRUARY 8, 2021

TIME: 5:15 PM

## PRESENT

COUNCIL: Bruce Sharp, Ray Briner and Tony Vear

STAFF: David Mackie City Manager, Joseph Mangan incoming Finance Director, Scott Hepner Police and Fire Chief, Jake Hammel Public Service Director and Kimberly Thomas City Assessor.

PUBLIC: None

Kimberly Thomas gave us a verbal update on a tax case before the Tax Tribunal involving Hillsdale College. One of the properties involved is the old Mauck School. At present no verdict has been reached.

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

Check 100625 Yearly insurance liability coverage for the City and the BPU.

Check 100641 Annual Software Premium for support.

Check 100647 Underground meter to pole. Done for safety reasons.

Check 100650 Void left under road by Little Caesars that needed to be repaired. The State will reimburse the City because it is a state route (M99).

Check 100660 Certification for January testing of wells.

Check 100665 Fixing controls of doors maintaining their ADA compliance.

Check 100674 For Library and DPS hand tools.

Check 100680 MGFOA stands for Michigan Government Financing Officers Association.

Check 100684 At the Boat Launch for 2 Port-A-Pots.

Check 100705 Server IT Support with an upgrade.

Check 100708 Costs were split between BPU Departments.

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

PUBLIC COMMENT: None

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

ADJOURNMENT: 5:47PM

Next Meeting

February 22, 2021

5:15PM

City Hall Conference Room

Minutes prepared by Tony Vear acting secretary.

# CITY OF HILLSDALE FINANCE COMMITTEE

PLACE: CITY HALL CONFERENCE ROOM

DATE: FEBRUARY 22, 2021

TIME: 5:15 PM

PRESENT

COUNCIL: Ray Briner and Tony Vear

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

PUBLIC: None

BOARD OF PUBLIC UTILITIES AND THE CITY OF HILLSDALE ACCOUNTS PAYABLES

Check 100740 Miscellaneous communications was for Live Streaming Council Meetings.

Check 100744 2 months collected by the BPU to help those less fortunate.

Check 100753 City retains 90% with restrictions on how those monies may be spent from drug forfeitures.

Check 100761 Monthly legal fees for work done on the City's behalf.

Check 100761 MMEA stands for Michigan Municipal Electric Association. The group was formed to promote its members' interests.

Check 100773 Service repair was on the City's side thus the refund.

Check 100783 Airport maintenance.

Check 100786 Trees removed on Hallett, Budlong and Norwood.

Motion by Vear and seconded by Briner. Passed 2-0

PUBLIC COMMENT: None

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

ADJOURNMENT: 5:30PM

Next Meeting

March 8, 2021

5:15PM

City Hall Conference Room

Minutes prepared by Tony Vear acting secretary.



**CITY OF HILLSDALE**  
DEPARTMENT OF PUBLIC SERVICES  
149 WATERWORKS AVENUE  
HILLSDALE, MI 49242

(517) 437-6490 – Fax (517) 437-6496

## **Announcement**

### **Spring 2021 Cemetery Clean-up Oak Grove & Lakeview Cemeteries**

The annual spring cleanup of Lakeview and Oak Grove Cemeteries within the City of Hillsdale is scheduled to begin on Monday, March 15, 2021.

Seasonal and/or temporary decorations, grave blankets, loose items or any item determined by the City to be in poor condition will be discarded.

As a precaution, please remove items for safekeeping on or before Sunday, March 14, 2021.

New or returning items can be placed in either Lakeview or Oak Grove cemetery on Friday, March 26, 2021

For more information, please contact the Department of Public Services @ 517-437-6490

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:**           **March 1, 2021**

**Agenda Item:**           **Ordinance Adoption**

**SUBJECT:**               **Amendment to Sec. 36-143, Rezoning of 450 Hidden Meadows Drive**

**BACKGROUND PROVIDED BY STAFF (Alan Beeker, Zoning Administrator):**

The property located at 450 Hidden Meadows Drive is a vacant property currently owned by the City of Hillsdale Economic Development Corporation (EDC). It is bordered on two sides by public streets to the south and east. The west side of the parcel is the City limit and is bordered by agricultural property. The north side is adjacent to the Three Meadows sub-division which is zoned R-1, Single-Family. The EDC applied for the rezoning of the property from B-1, Local Business District to R-1, Single-Family Residential District.

The Planning Commission held a public hearing at the February 16 meeting. The Commission moved to recommend the rezoning of the property as requested by EDC.

**RECOMMENDATION:**

It is the recommendation of the City Planning Commission by unanimous vote that City Council adopt the resolution to amend the Zoning Ordinance, Section 36-143, Division 1, Article 3.

ORDINANCE #2021-\_\_\_\_\_

AN ORDINANCE TO AMEND SECTION 36-143 OF DIVISION 1, OF ARTICLE III OF CHAPTER 36 OF THE CODE OF THE CITY OF HILLSDALE.

THE CITY OF HILLSDALE ORDAINS that the zoning classification of the following described property should be and is hereby changed from B-1, Local Business District to R-1 Single Family Residential District:

A parcel of land being a part of the southwest of Section 27, Town 6 South, Range 3 West, City of Hillsdale, Hillsdale County, Michigan. Said parcel being bounded and described as follows:

Beginning at the southwest corner of Section 27, Town 6 South, Range 3 West; thence North 89°53'24" East, along the South Range 3 West; thence North 89°53'24" East, along the south line of the southwest of said Section 27, 369.68 feet; thence North 00°07'22" West, along the westerly line of Hidden Meadows Drive, according to the recorded plat of Three Meadows No. 1, as recorded in Liber 11 of Plats, pages 5 and 6, Hillsdale County Records, 454.23 feet; thence northeasterly along said westerly line of Hidden Meadows Drive, along an arc of curve to the right an arc distance of 183.95 feet (said curve having a radius of 383.00 feet, a central angle of 27°31'08", a chord bearing and distance of North 13°38'11" East 182.19 feet) to the southeast corner of Lot 1 of said plat of Three Meadows No. 1; thence North 62°36'16" West, along the south line of Lot 1 and Lot 2 of said plat of Three Meadows No. 1, 205.93 feet; thence South 89°53'24" West, parallel with the south line of the southwest of said Section 27, 230.23 feet to the intersection of the west line of the southwest of said Section 27; thence South 00°06'38" East, along said west line, 726.31 feet to the point of beginning.

THE CITY OF HILLSDALE FURTHER ORDAINS that Section 36-143 of Division 1 of Article III of Chapter 36 of the Code of the City of Hillsdale and the zoning boundaries of R-1 Single Family Residential District and B-1 Local Business District referenced herein should be and are hereby amended so as to comport with and reflect the changes in the zoning classification above provided.

Except as hereinbefore specifically amended, Chapter 36 of the Code of the City of Hillsdale and all articles, divisions, and sections contained therein are hereby ratified and affirmed.

This ordinance and/or a summary of its regulatory effect and its effective date shall be published within fifteen (15) days from the date of its passage as required by law.

Subject to said publication having occurred as above provided, this ordinance shall become effective fifteen (15) days from the date of its passage.

Passed at a regular meeting of the Council of the City of Hillsdale held on the first day of March 2021.

CITY OF HILLSDALE

By \_\_\_\_\_  
Adam Stockford – Mayor

By: \_\_\_\_\_  
Katy Price – Clerk

Date Proposed: 1/16/2021  
Date Published as Proposed: 2/16/2021  
Date Passed: \_\_\_\_\_  
Date Published as Passed: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:**           **March 1, 2021**

**Agenda Item:**           **Old Business**

**SUBJECT:**               **Airport Engineering Services Amendment**

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

At the February 1, 2021 City Council meeting Mead Bros. Excavating was awarded the bid to construct the Airport's new Taxiway C Extension and Connector. The project received 100% funding through the FAA and CARES Act in the spring of 2020. The City's engineer RS&H estimated the project at \$1,243,697.50. Mead Bros. Excavating's awarded price came in at \$1,151,916.63.

The next step in the construction process is amending RS&H's contract to provide for construction management services. Attached is Amendment No. 1 to the Agreement for Professional Engineering Services in the amount of \$155,713.00. The amount of RS&H's construction services has been reviewed by City Engineer Bauer and been found acceptable for the scope of work. These services will be paid for as part of the 100% federal funding.

### **RECOMMENDATION:**

City Council approve Amendment No. 1 to the Agreement for Professional Engineering Services with RS&H in the amount of \$155,713.00 and authorize the Mayor to execute said document.



**AMENDMENT NO. 1 TO THE  
AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES**

This Amendment made this \_\_\_\_ day of \_\_\_\_\_, in the year of 2021, to the Agreement made on the 20<sup>th</sup> day of April, in the year of 2020.

BETWEEN THE Owner (hereinafter referred to as Sponsor),

City of Hillsdale  
97 Broad Street  
Hillsdale, Michigan 49242

and the Engineer (hereinafter referred to as the Consultant),

RS&H Michigan, Inc.  
436 S Main Street  
Plymouth, Michigan 48170

for the following project:

Location: Hillsdale Municipal Airport  
Hillsdale, Michigan

Description: Parallel Taxiway Extension and Taxiway Connector (Phase 2)

Change: Article 3 - Payment, Element 3.1 – Fee to read as follows:

Phase (2) Construction

*Elements 1.20, 1.21, 1.22, 1.24, 1.25, 1.26, 1.27, 1.28, 1.29, 1.30 and 1.31, a firm fixed fee not to exceed One Hundred Fifty-Five Thousand, Seven Hundred Thirteen Dollars (\$155,713.00) for Phase (2) Construction. A breakdown of the additional costs for this amendment are included as Attachment C.*

*The fee described above shall be considered payment in full by the Sponsor to the Consultant for all services rendered except as hereinafter provided under Article 4 - Element 4.3 - Changes in Work and Element 4.4 - Delays and Extensions, for Phase (2) Construction.*

IN WITNESS WHEREOF the parties hereto have fixed their hand this date first written above.

**ACCEPTED BY THE SPONSOR**

SIGNED IN THE PRESENCE OF

CITY OF HILLSDALE

\_\_\_\_\_

By:

\_\_\_\_\_

**ACCEPTED BY THE CONSULTANT**

SIGNED IN THE PRESENCE OF:

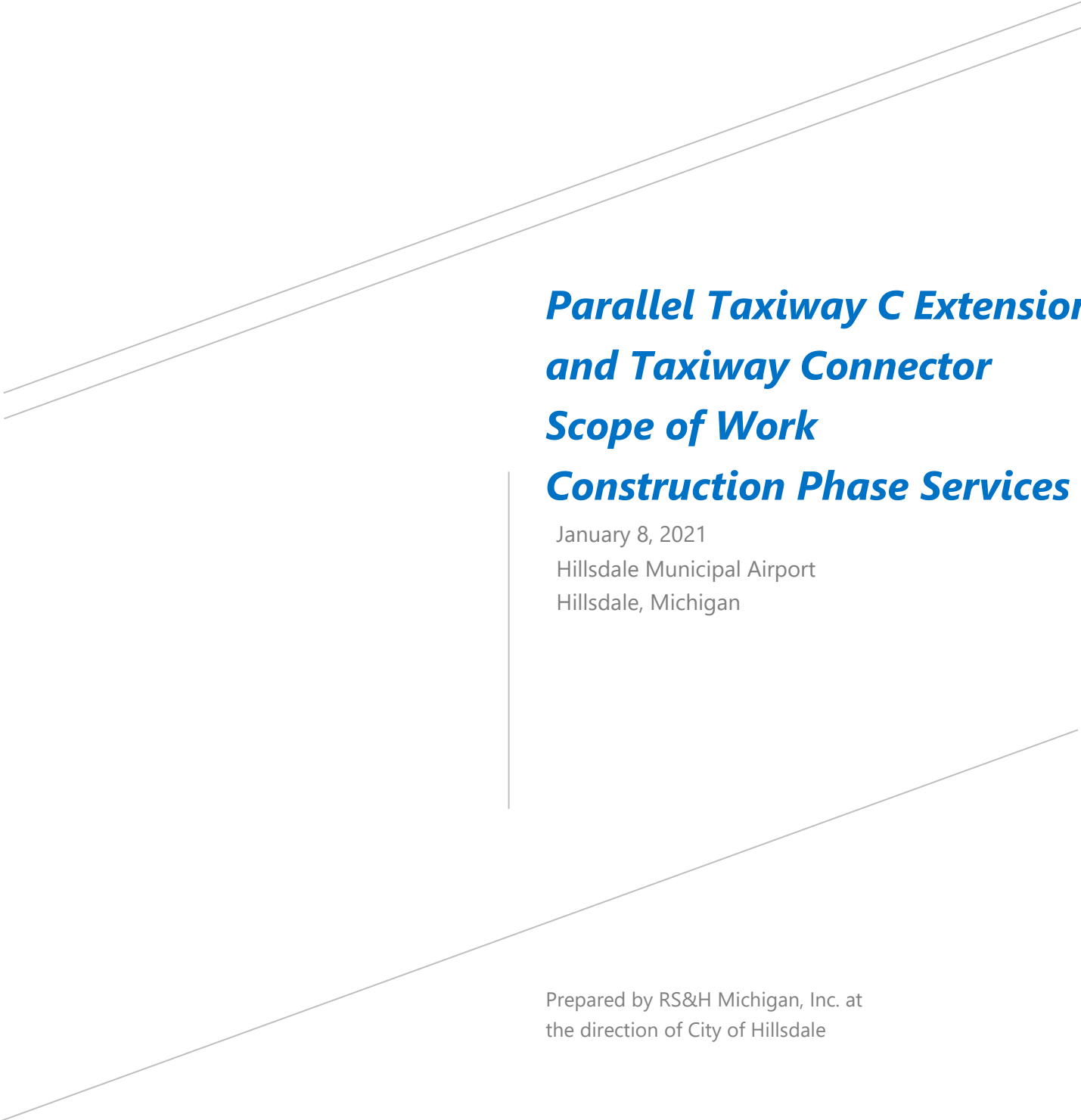
RS&H MICHIGAN, INC.

\_\_\_\_\_

By:

\_\_\_\_\_

Patrick T. Frame  
President



***Parallel Taxiway C Extension  
and Taxiway Connector  
Scope of Work***

***Construction Phase Services***

January 8, 2021

Hillsdale Municipal Airport

Hillsdale, Michigan

Prepared by RS&H Michigan, Inc. at  
the direction of City of Hillsdale

## I PROJECT DESCRIPTION

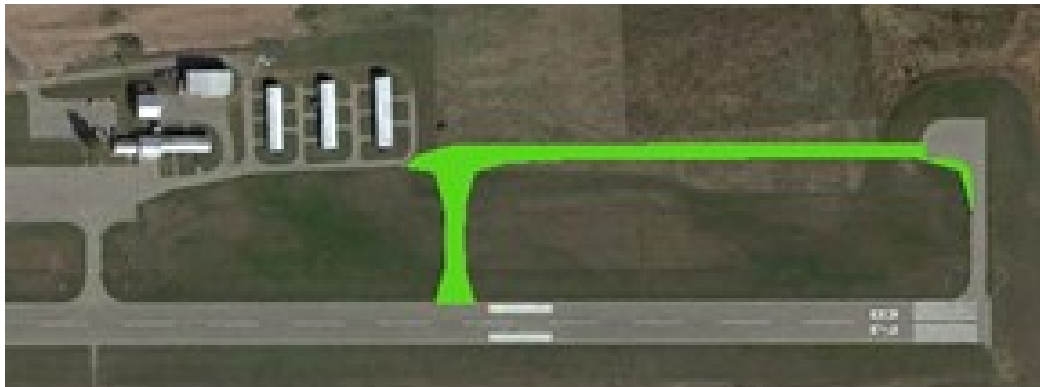
This Scope of Services shall be in accordance with all the requirements of the Professional Services Agreement, dated April 20, 2020 and all subsequent amendments.

The City of Hillsdale owns and operates Hillsdale Municipal Airport. The City has selected RS&H, Inc. to provide construction phase services for the Parallel Taxiway C Extension and Taxiway Connector project. The parallel taxiway extension limits are from the existing hold pad near the Runway 28 end to the existing T-hangar taxilanes. The length of parallel taxiway extension is approximately 1,200-feet. The taxiway connector is proposed at the western limits of this project, near the existing T-hangar taxilanes. The overall project limits are shown in Figure 1 below.

Specific work elements include the following:

- » Site Preparation and grading;
- » Asphalt pavement parallel taxiway extension and taxiway connector;
- » Drainage improvements;
- » Proposed taxiway lighting and signage;
- » Proposed vault modifications;
- » Site Restoration

**FIGURE 1:**  
**OVERALL PROJECT LIMITS**



## II PROJECT TASKS

### TASK 1 CONSTRUCTION ADMINISTRATION SERVICES

During this phase the consultant shall provide services to support construction that shall include, but not be limited to:

**Task 1.1 Pre-Construction Conference**

RS&H will attend and facilitate a pre-construction conference at the Airport. RS&H will prepare and distribute an agenda and meeting minutes of the preconstruction conference.

**Task 1.2 Contractor Submittal Review**

RS&H will review contractors' submittals required by the construction documents, including, but not limited to: shop drawings, test data, samples, materials, equipment, etc. and approve, reject, or otherwise advise on the conformance of such submittals to the requirements of the construction documents. RS&H will maintain a log of all contractor submittals which will include the submittal date, the action taken, and the date returned.

**Task 1.3 Technical Plan Interpretations**

RS&H will provide the sponsor and the contractor with technical interpretations of the construction documents or any other Requests for Information (RFI) submitted by the contractors.

**Task 1.4 Change Orders**

RS&H will review and concur with change order scope, costs, and any modifications to the construction schedule. All actions will be coordinated and collaborated with the Airport prior to contractor notification. RS&H will execute and coordinate all contract change orders through the Airport and MDOT AERO for final approval.

**Task 1.5 Substitution Review**

RS&H will review and recommend for sponsor acceptance or rejection any changes, modifications or substitutions proposed by the contractor. Written justification must accompany any recommendation or rejection.

**Task 1.6 Contractor Pay Requests**

RS&H will review contractor applications for payment and supporting data, review the amount owed to the contractor and recommend/approve in writing all payments to contractor in accordance with the contract documents.

**Task 1.7 Site Inspections**

RS&H will provide periodic on-site review/monitoring of construction materials, finishes and workmanship in conformance with the standards established in the construction documents. RS&H will notify the sponsor immediately, verbally and in writing, of any and all observed deviations and/or defects in material, finishes, equipment, systems or workmanship.

**Task 1.8 Weekly Progress Meetings**

RS&H will prepare for and attend weekly construction progress meetings.

**Task 1.9 Review Materials Acceptance Test Results**

RS&H will compare test results against the specification requirements and notify the sponsor of any concerns. RS&H will provide recommendations as needed to address concerns.

**Task 1.10 Substantial Completion Site Visit and Punchlists**

RS&H will participate in a substantial completion site visit and prepare a punch list. RS&H will compile a list of deficient items and advise the Airport and contractor of those items and advise of which items must be corrected in order for the Airport to take beneficial occupancy of the project area.

**Task 1.11 Prepare Record Drawings and Final Contract Report**

RS&H will prepare Record Drawings. These documents will include all field changes recorded and incorporated during the project. An updated ALP will be submitted to the Owner and MDOT AERO to reflect the post-construction conditions.

RS&H will prepare and submit the Final Contract Report, per FAA and MDOT AERO requirements.

**Task 1.12 Warranty Inspections**

Prior to the expiration of construction or equipment warranties or guarantees, RS&H will coordinate a site walk with the contractor and the sponsor providing an inspection of the facility and provide a report of all observed defects in material, equipment and/or workmanship that are covered under the projects' warranties or guarantees.

**Task 1.13 Coordination with Sponsor**

RS&H will coordinate with the Sponsor and MDOT AERO all contact or direction given to the Contractor by the Engineer.

**Task 1.14 Progress Meeting Minutes**

RS&H will prepare meeting minutes for all meetings conducted during this phase and provide a copy of all meeting minutes to the Owner.

**Task 1.15 Project Management**

RS&H will make monthly progress reports to the Airport during the entire duration of the project and coordinate with MDOT AERO as needed. RS&H will manage the project in a professional manner and will assign qualified individuals or subconsultants to the project. The monthly progress reports will include a written description of each task identified within the contracted scope of services as of the date of the progress report. The progress reports will also include a monthly invoice for professional services.

## TASK 2 RESIDENT PROJECT REPRESENTATIVE

### Task 2.1 Pre-Construction Services

RS&H will complete services in preparation for the actual commencement of construction. This includes preparation of the Construction Management Plan (CMP) in accordance with FAA requirements and submit for approval and review of early submittals prior to actual on-site construction observation.

### Task 2.2 Resident Project Representative Services

RS&H will provide resident project representative services for the project. Specific items will include:

- A. Project Startup: Resident Project Representative (RPR) will prepare the project for construction startup. The RPR will coordinate with the contractor before and after the preconstruction conference to provide access for the contractor to enter the site to perform surveying, mobilization and other project elements in preparation of construction beginning. The RPR will develop necessary paperwork, forms, reports, etc. in preparation of construction startup. The RPR will coordinate with the Airport manager to ensure all issues are addressed and properly communicated with the contractor, tenants, FAA, etc. prior to construction startup. The RPR will coordinate with the Airport concerning all Airport and FAA facilities, NAVAIDS, runway and taxiway lighting circuits and communications cables issues to ensure all electrical related issues are covered and procedures in place to prevent circuits being cut, damaged or otherwise affected prior to construction startup. Coordinate repair of facilities as damage occurs.
- B. Schedules: Review the baseline and all subsequent progress schedules, schedule of Shop Drawing submittals and schedule of values prepared by the Contractor and consult with the Engineer concerning acceptability.
- C. Conferences and Meetings: Attend meetings with the Contractor, Owner and Engineer such as the preconstruction conference, weekly progress meetings, job conferences and other project related meetings, and prepare and circulate copies of minutes thereof.
- D. Liaison: Serve as the Engineer's liaison with the Contractor, working principally through the Contractor's superintendent and/or project manager and assist in understanding the intent of the Contract Documents. Assist the Engineer in serving as the Owner's liaison with the Contractor when the Contractor's operations affect the Owner's on-site operations.

- E. Review of Work, Inspections and Tests: Perform the following:
- a. Conduct on-site observations of the Work in progress to assist the Engineer in determining if the Work is, in general, proceeding in accordance with the Contract Documents.
  - b. Report to the Engineer whenever the RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required. Advise the Engineer of Work that the RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval. Coordinate materials acceptance testing failed results and coordinate retesting.
  - c. Verify that tests, equipment and systems startups and operating and maintenance training are conducted in the presence of appropriate personnel, and that the Contractor maintains adequate records thereof; and observe, record and report to the Engineer appropriate details relative to the test procedures and startups.
  - d. Monitor the contractor's activities as they relate to the Construction Safety Phasing Plan (CSPP) and the Safety Plan Compliance Document (SPCD). Immediately inform the contractor, engineer, and owner when the contractor is in non-compliance with the standards and procedures contained in these documents, so that appropriate actions can be taken.
  - e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of those inspections and provide written reports of said visits to the Engineer.
  - f. Field inspect Change Order work to verify completion in accordance with contract documents.
- F. Interpretation of Contract Documents: Report to the Engineer when clarifications and interpretations of the Contract Documents are needed and transmit to the Contractor clarifications and interpretations as issued by the Engineer.
- G. Contract Modifications: Consider and evaluate the Contractor's suggestions for modifications in Drawings or Specifications and submit a report with the RPR's recommendations to the Engineer. Transmit to the Contractor decisions as approved by the sponsor.
- H. Project Records: Perform the following:
- a. Maintain, at the job site, orderly files for correspondence, reports of job conferences, Shop Drawings and samples, reproductions of original Contract Documents incorporating Addenda, Change Orders, additional Drawings issued subsequent to the execution of the Contract, the Engineer's clarifications and interpretations of the Contract Documents, progress reports, test reports, and other Project related documents.
  - b. Keep a log book, recording the Contractor hours on the job site, weather conditions, data relative to questions, Change Orders, or changed conditions, list



of job site visitors, equipment on the site, daily activities, decisions, observations in general, any accident incidents, and specific observations in more detail as in the case of observing test procedures and send copies to the Engineer.

- c. Record names, addresses and telephone numbers of all the contractors, subcontractors and major suppliers of materials and equipment.
  - d. Record and monitor installed work for compiling and submitting monthly estimates for progress payments to contractors.
  - e. Develop and maintain a materials test record book.
- I. Project Reports: Perform the following:
- a. Furnish the Owner and Engineer FAA weekly construction progress reports as required of progress of the Work.
  - b. Consult with the Owner and Engineer in advance of scheduled major tests, inspections or start of important phases of the Work.
  - c. Draft proposed Change Orders, obtaining backup material from the Contractor, and recommend to the Owner Change Orders.
  - d. Report immediately to the Owner and Engineer upon the occurrence of any accident.
- J. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by the Contractor are applicable to the items actually installed and in accordance with the Contract Documents and have this material delivered to the Engineer for review and forwarding to the Owner prior to final payment for the Work.
- K. Project Closeout: Perform the following:
- a. Before the Owner issues a Certificate of Substantial Completion, conduct a pre-final inspection and submit to the Contractor and Owner a punch list of observed items requiring completion or correction.
  - b. Conduct a final inspection in the company of the Engineer, the Owner and the Contractor and prepare a final punch list of items to be completed or corrected.
  - c. Observe that all items on the final punch list have been completed or corrected and make recommendations to the Engineer concerning acceptance.

### TASK 3 MATERIALS ACCEPTANCE TESTING

RS&H will provide materials acceptance testing for the project. Specific items will include:

- » P-152 Subgrade soil compaction testing, including proof roll inspections
- » P-209 Aggregate base compaction testing and gradation analysis
- » P-401 Bituminous base and surface testing including air void analysis and extractions
- » P-610 Structural Portland cement concrete testing

#### TASK 4 QUALITY ASSURANCE SURVEY

RS&H will provide as-needed survey verification services during construction.

### III MEETINGS AND PRESENTATIONS

RS&H will prepare for and attend the following meetings:

- » Pre-Construction Meeting
- » Construction Progress Meetings (9)
- » Substantial Completion Site Visit

### IV SCHEDULE

Construction duration is 66 calendar days. Anticipated contractor notice-to-proceed is scheduled for July 2021.

### V DELIVERABLES

RS&H will provide the following deliverables:

- » Record Drawings
- » Final Contract Report
- » ALP Update to reflect post-construction conditions

### VI PROFESSIONAL SERVICES FEE AND FEE TYPE

See Attachment C for the fixed lump sum fee and breakdown of costs.



HILLSDALE MUNICIPAL AIRPORT

Attachment C - Project Costs

PARALLEL TAXIWAY EXTENSION AND  
TAXIWAY CONNECTOR - PHASE 2 (CONSTRUCTION PHASE SERVICES)

**Amendment 1**

SCOPE / TASK TITLE	PROJ OFCR/ DIRECTORS	PROJ MGR/ A/E	STAFF A/E	A/E	SENIOR TECHN	TECHN	ADMIN ASSIST	TOTAL
<b>Task 1: Construction Phase Services</b>								
Task 1.1 Pre-Construction Conference		8		8				16
Task 1.2 Construction Submittal Review		4		20				24
Task 1.3 Technical Plan Interpretations		4		8				12
Task 1.4 Change Orders		2		8				10
Task 1.5 Substitution Review		2		8				10
Task 1.6 Contractor Pay Requests		2		8				10
Task 1.7 Material Acceptance Verification		2		8				10
Task 1.8 Weekly Progress Meetings		36		16				52
Task 1.9 Review Materials Acceptance Test Results		4		8				12
Task 1.10 Substantial Completion Inspections and Punchlists		4		8				12
Task 1.11 Prepare Record Drawings and Final Contract Report		4		40				44
Task 1.12 Warranty Inspections		4		6				10
Task 1.13 Coordination with MDOT		4						4
Task 1.14 Progress Meeting Minutes		8		4				12
Task 1.15 Project Management	4	10						
TOTAL HOURS	4	98	0	150	0	0	0	238
RATE	\$95.00	\$71.00	\$42.00	\$36.00	\$37.00	\$30.00	\$28.00	\$53.52
TOTAL DIRECT LABOR \$	\$380	\$6,958	\$0	\$5,400	\$0	\$0	\$0	\$12,738
OVERHEAD @	167.89%							\$21,386
PROFIT @	11%							\$3,754
TOTAL BURDENED LABOR @	2.97							\$37,877
<b>Task 2: Resident Project Representation (RPR)</b>								
Task 2.1 Pre-Construction Services				8				8
Task 2.2 Resident Project Representative (1 Person, 11 weeks @ 55 hours/week)				605				0
TOTAL HOURS	0	0	0	613	0	0	0	8
RATE	\$95.00	\$71.00	\$42.00	\$36.00	\$37.00	\$30.00	\$28.00	\$2,758.50
TOTAL DIRECT LABOR \$	\$0	\$0	\$0	\$22,068	\$0	\$0	\$0	\$22,068
OVERHEAD @	167.89%							\$37,050
PROFIT @	11%							\$6,503
TOTAL BURDENED LABOR @	2.97							\$65,621
<b>OTHER DIRECT NON-SALARY COSTS</b>								
REPRODUCTION	# DWGS	# PAGES						
	@	@						
	\$0.50	\$0.10	#SETS					
Drawings	35		6					\$105
Reports/Specifications		495	6					\$297
TOTAL REPRODUCTION								\$402
POSTAGE/DELIVERY	# PCKGS	# PCKGS						
	@	@						
	\$5.00	\$20.00						
Drawings and Specifications		6						\$120
TOTAL POSTAGE/DELIVERY								\$120
<b>SPECIALTY SUBCONSULTANTS</b>								
Task 3 - Materials Acceptance Testing	CTI & Associates							\$33,027
Task 4 - Survey Verification	Alpine							\$3,000
TOTAL SPECIALTY SUBCONSULTANTS								\$36,027
<b>TRAVEL</b>								
	# People	# Days	Airfare @	Car @	Car @	Lodging @	Per Diem @	
			\$400	\$100	\$1,500	\$96	\$55	
PreConstruction Meeting	2	1	\$0	\$100	\$0	\$0	\$0	\$100
Site Visit Inspection/Weekly Progress Meeting	1	9	\$0	\$900	\$0	\$0	\$0	\$900
RPR Vehicle (Per Month)	1	3	\$0	\$0	\$4,500	\$0	\$0	\$4,500
RPR Lodging and Per Diem	1	66	\$0	\$0	\$0	\$6,336	\$3,630	\$9,966
Punchlist Inspection	2	1	\$0	\$100	\$0	\$0	\$0	\$100
Final Acceptance Inspection	2	1	\$0	\$100	\$0	\$0	\$0	\$100
TOTAL TRAVEL								\$15,666
<b>MILEAGE</b>								
	0	Miles @	\$0.50					\$0
TOTAL ODC's								\$52,215
<b>Total Proposed Fee for:</b>	<b>Construction Phase Services</b>							<b>\$155,713</b>



Protecting, Enhancing, and Restoring Our Environment

January 11, 2021

Nicholas Patterson, PE, LEED AP  
RS&H  
436 S. Main St.  
Plymouth, MI 48170

Office: (734) 456-7062  
Mobile: (734) 572-6009  
Email: [nicholas.patterson@rsandh.com](mailto:nicholas.patterson@rsandh.com)

**RE: Proposal for Construction Quality Assurance Testing Services  
Hillsdale Municipal Airport - Parallel Taxiway C Extension and Connector  
Hillsdale, Hillsdale County, Michigan  
CTI Proposal No.: 121PRO2040-001**

Mr. Patterson:

As requested, CTI and Associates, Inc. (CTI) is pleased to submit the attached proposal for providing Construction Quality Assurance (CQA) Services, along with related laboratory services for the above referenced project including FAA Specification P-152, P-209, P-401 and P-610 materials. Presented in the proposal is the Scope of Services to be conducted by CTI and a detailed Cost Estimate for each discipline. **CTI is a Certified Minority Business Enterprise (MBE) and is certified nationally by the National Minority Supplier Development Council (NMSDC).**

CTI is accredited by the American Association of State Highway Transportation Officials (AASHTO) in various ASTM test methods pertaining to concrete, soils, aggregate and asphalt, including but not limited to **ASTM E329 Standard Specification for Agencies Engaged in the Testing and/or Inspection of Materials Used in Construction**. CTI is also a validated laboratory with the US Army Corps of Engineers (USACE) for concrete, soils, aggregate and asphalt.

CTI's cost estimate for construction testing services for the above referenced project is provided in the attached pages. In the event the scope of services should change due to unforeseen circumstances, additional services will be provided in accordance with the rates and unit prices included herein.

#### **PROJECT DESCRIPTION**

It is understood that the project includes construction of an extension to the existing Taxiway C and installation of a new connector to Runway 10-28 at Hillsdale Region International Airport in Hillsdale, Michigan.



### **SCOPE OF SERVICES**

CTI proposes to provide experienced field personnel to perform the necessary QA testing, inspection and laboratory services in accordance with the RFP. These services are to include, but are not limited to the following:

1. Provide a Qualified Soils Technician to perform QA in-place density testing on P-152 Subgrade and P-209 Aggregate Base materials using a nuclear density gauge. CTI will also obtain samples of soil and aggregate materials for applicable laboratory analysis.
2. Provide a Qualified Concrete Technician to perform QA concrete testing on P-610 Structural Concrete, including slump, air content, temperature, and casting compressive strength cylinders in accordance with project specifications and ASTM standards.
3. Provide a Qualified Asphalt Technician to perform QA testing of P-401 Hot Mix Asphalt (HMA) Surface/Base Course at the HMA Supplier's batch plant during the Contractor's production.
4. Provide a Project Manager/Engineer for review of technical reports generated by CTI, management of technicians, and attending pre-construction meeting and consultation, if necessary.
5. Provide Laboratory Testing of materials used during construction, including modified proctor and concrete cylinder compressive strength testing at our Laboratory, located in Farmington Hills, MI.

The follow Cost Estimate was based on review of the Project Plans and Specifications and the "Estimated Acceptance Testing Requirements" document provided by RS&H, and an estimate of Contractor schedule and material installation rates.



<b>COST ESTIMATE</b>					
	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNITS</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
<b>ADM.</b>	Project Manager and applicable Field/Lab Staff attending pre-construction meeting, pre-installation meetings for P-152, P-209, P-401, and P-610, as required.				
	Meetings (Onsite or Virtual)	10	Hours @	\$ 105.00	\$ 1,050.00
<b>P-152</b>	Excavation, Subgrade and Embankment - In-place density testing and moisture content shall be determined in accordance with ASTM D6938 using a nuclear density gauge. The gauge shall be field calibrated in accordance with Paragraph 4 of ASTM D6938. Four Density tests will be performed per lot of material. P-152 scope is estimated to include 15 lots. CTI anticipates a minimum of 1 lot of P-152 being prepared for acceptance testing per day.				
	Full Day (8 hours on-site)	14	Days	\$ 780.00	\$ 10,920.00
	Half Day (4 hours on-site)		Days	\$ 560.00	\$ -
	Sample Pick-Up	1	Days	\$ 290.00	\$ 290.00
	Full Weekend Day (8 hours on-site)	1	Days	\$ 1,080.00	\$ 1,080.00
	Half Weekend Day (4 hours on-site)		Days	\$ 750.00	\$ -
	Nuclear Density Gauge	15	Days	\$ 25.00	\$ 375.00
<b>P-209</b>	Crushed Aggregate Base Course - In-place density testing and moisture content shall be determined in accordance with ASTM D6938 using a nuclear density gauge. The gauge shall be field calibrated in accordance with Paragraph 4 of ASTM D6938. Two Density tests will be performed per lot of material. P-209 scope is estimated to include 10 lots. CTI anticipates a minimum of 1 lot of P-209 being prepared for acceptance testing per day.				
	Full Day (8 hours on-site)	9	Days	\$ 780.00	\$ 7,020.00
	Half Day (4 hours on-site)		Days	\$ 560.00	\$ -
	Sample Pick-Up	1	Days	\$ 290.00	\$ 290.00
	Full Weekend Day (8 hours on-site)	1	Days	\$ 1,080.00	\$ 1,080.00
	Half Weekend Day (4 hours on-site)		Days	\$ 750.00	\$ -
	Nuclear Density Gauge	10	Days	\$ 25.00	\$ 250.00



<b>P-401</b>	HMA Surface/Base Course - Acceptance Sampling and Testing shall be performed in accordance with specification P-401 at the Producer's Batch Plant. Testing will include Mat/Joint Density in accordance with ASTM D 2726/6752, Air Voids in accordance with ASTM D 3203, Bulk Specific Gravity of laboratory prepared specimens and cored samples in accordance with ASTM D 2726, Maximum Theoretical Specific Gravity in accordance with ASTM D 2041, and Core Thickness. Cores will be cut by the Contractor. P-401 scope is estimated to include 5 lots. CTI assumes a minimum of 1 lot will be completed each day.				
	Full Day HMA (8 hours on-site)	5	Days	\$ 900.00	\$ 4,500.00
	Half Day HMA (4 hours on-site)	1	Days	\$ 620.00	\$ 620.00
	Full Weekend Day HMA (8 hrs on-site)		Days	\$ 1,290.00	\$ -
	Half Weekend Day HMA (4 hrs on-site)		Days	\$ 870.00	\$ -
<b>P-610</b>	Structural Portland Cement Concrete - Acceptance Sampling and Testing of plain and/or reinforced structural PCC. Testing will include slump, air content, temperature, and casting compressive strength specimens, in accordance with P-610. Four compressive strength cylinders will be cast per pour. P-610 scope is estimated to include 4 pours. CTI estimates 4 visits will be required to collect concrete cylinders.				
	Full Day (8 hours on-site)	4	Days	\$ 780.00	\$ 3,120.00
	Half Day (4 hours on-site)		Days	\$ 560.00	\$ -
	Cylinder Pick-Up	4	Days	\$ 290.00	\$ 1,160.00
	Full Weekend Day (8 hours on-site)		Days	\$ 1,080.00	\$ -
	Half Weekend Day (4 hours on-site)		Days	\$ 750.00	\$ -
<b>Laboratory</b>					
	Modified Proctor (P-152, P-209)	6	Test	\$ 180.00	\$ 1,080.00
	Concrete Cylinders (P-610)	16	Each	\$ 12.00	\$ 192.00
<b>Estimated Lump Sum Cost</b>					<b>\$ 33,027.00</b>
<b>Notes:</b>					
<p>(1) Half Day and Full Day rates include all vehicle costs, equipment costs, project management, and office support, including engineering review and secretarial services. On site hours in excess of 4 (four) hours will be charged at the Full Day rate. On site cancellations will be charged a minimum Half Day.</p> <p>(2) Overtime rates shall be applied to hours worked beyond 8 (eight) hours on-site (Monday through Friday) or to any hours worked on Weekends or Holidays.</p>					



The cost estimate provided here in is based on our unit rates and the estimated number of trips required for this project. The billings on the project will be based on actual time worked. All on-site monitoring and testing will be performed by qualified and certified technical staff

This agreement is subject to the attached CTI General Terms and Conditions. Please indicate your acceptance of the proposal by signing and returning the acceptance copy to our office. We appreciate the opportunity to submit this proposal for your consideration. If you have any questions regarding this proposal, please do not hesitate to contact our office at (248) 486-5100.

Respectfully Submitted,

**APPROVED AND ACCEPTED**

**CTI and ASSOCIATES, INC.**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Timothy A. Moore, Jr., P.E.  
CMT Department Manager

**INVOICE ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments:  
General Terms and Conditions





46892 West Road, Suite 109  
Novi, Michigan 48377  
Phone: (248) 926-3701  
Fax: (248) 926-3765  
Web: [www.alpine-inc.net](http://www.alpine-inc.net)

January 6, 2021

Nicholas Patterson, PE, LEED AP  
Senior Aviation Engineer  
436 S. Main St.  
Plymouth, MI 48170  
[Nicholas.Patterson@rsandh.com](mailto:Nicholas.Patterson@rsandh.com)

**Alpine Engineering, Inc. Proposal No. 20-133.1**

For: Parallel Taxiway C Extension & Taxiway Connector Project  
Hillsdale, Hillsdale County, Michigan

Dear Nick:

We are pleased to provide this proposal for Professional Land Surveying Services for the above referenced site. Per the information provided by you, we offer the following scope of services.

**Scope of Services**

Alpine will provide as-needed construction survey verification per the provided plans dated December 15, 2020. The project limits are approximately 16 acres. We assume 2 trips to the site.

**Cost of Services**

Alpine Engineering, Inc. will perform the services described above in accordance with the attached Terms and Conditions and according to the following schedule.

As-Needed Construction Survey Verification     \$3,000 Time & Materials

Nick, we appreciate the opportunity to provide you with this proposal. If you have any questions, please do not hesitate to contact me.

Sincerely,  
Alpine Engineering, Inc.

Ginger Michalski-Wallace, PS



46892 West Road, Suite 109  
Novi, Michigan 48377  
Phone: (248) 926-3701  
Fax: (248) 926-3765  
Web: www.alpine-inc.net

## FEE SCHEDULE

Effective January 1, 2020

### Professional Services

Firm Principal . . . . .	\$150.00 / hour
Project Manager . . . . .	\$130.00 / hour
Senior Design Engineer . . . . .	\$120.00 / hour
Design Engineer . . . . .	\$100.00 / hour
Senior Project Surveyor. . . . .	\$120.00 / hour
Project Surveyor . . . . .	\$100.00 / hour
Survey Crew . . . . .	\$145.00 / hour
CADD Technician.....	\$ 75.00 / hour
Administrative Assistant . . . . .	\$ 45.00 / hour

### Additional Internal Fees

Engineering Copies (24" x 36") . . . . .	\$ 2.00 per sheet
Engineering Mylar (24" x 36") . . . . .	\$ 13.00 per sheet
Photocopies . . . . .	\$ 0.10 per sheet
Mileage . . . . .	\$ 0.575 per mile

### Additional External Fees

Outside printing/ shipping fees . . . . .	Cost + 15%
Professional sub-consultants . . . . .	Cost + 15%

Any time over 8 hours per day is at 1.5 times the hourly rate listed above.

Saturdays, Sundays and Holidays are 1.5 times the hourly rate listed above.

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** March 1, 2021

**Agenda Item:** New Business

**SUBJECT:** 2021 Special Assessment District (SAD# 21-01)

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

According to City Charter, once the City Council instructs the City Engineer to prepare plans, specifications and cost estimates for a proposed special assessment district and the plans are completed a public hearing must be set to hear support or objections for said project. Attached are the City Engineer's plans, specifications and cost estimates for the Hillcrest Area Special Assessment District (SAD# 21-01).

The total estimated cost of the project is \$700,000 with \$380,000 being paid by the City and \$320,000 being assessed to property owners. The project cost split is in accordance with the City's Policy on Special Assessment Districts for Street Projects presented to the City Council at their February 1, 2021 meeting. It is important to note that the total combined cost to the affected property owners will not go above \$320,000, which is limited to a maximum of \$5,000 per lot, but may go down if the total project cost comes in lower than the total estimated cost of \$700,000.

Upon City Council setting the public hearing date, the City Clerk must publish notice of the meeting once each week for two successive weeks in the local newspaper. Additionally, the City Assessor must notify affected property owners in writing of the proposed district, estimated costs and repayment terms of said district.

According to the City Charter, Sec. 2-335 Hearing procedure, "If more than 50% of the number of owners of privately owned real property to be assessed for such improvement shall object **in writing** to the proposed improvement, the improvement shall not be made without the affirmative vote of seven of the members of the council."

### **RECOMMENDATION:**

City Council should set March 15<sup>th</sup>, 2021 as the public hearing date for consideration to establish Special Assessment District (SAD# 21-01).

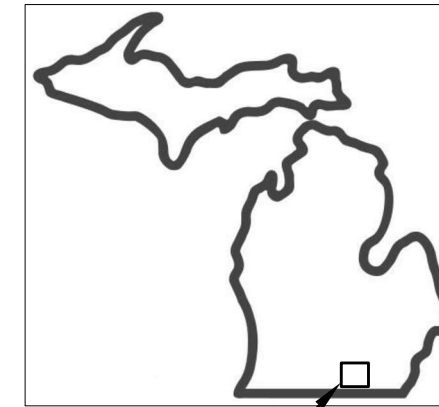
**HILLCREST AREA - SPECIAL ASSESSMENT DISTRICT (21-01)**

<b>PARCEL NO.</b>	<b>PROPERTY ADD</b>	<b>OWNER</b>	<b>ESTIMATED SAD AMOUNT</b>
006-123-451-01	430 N WOLCOTT ST	JAGGER, HAZEL L ESTATE	\$5,000
006-123-453-02	141 HILLCREST DR	DONIHUE, THOMAS M & TERESA M	\$5,000
006-123-453-04	139 HILLCREST DR	HADLOCK, BRANDON C & CHRISTINE B	\$5,000
006-123-453-05	143 HILLCREST DR	BROWN, D KEITH & REBECCA A	\$5,000
006-123-453-06	145 HILLCREST DR	LOCKWOOD, KATHLEEN A	\$5,000
006-123-453-07	135 HILLCREST DR	LEUTHEUSER, ELEANOR F TRUST	\$5,000
006-123-453-09	137 HILLCREST DR	DOW, RACHAEL ANN	\$5,000
006-123-455-02	126 HILLCREST DR	SCHRAY, SUSAN R	\$5,000
006-123-455-03	128 ARBOR CT	ANDALORO, LORI LYNN	\$5,000
006-123-455-04	130 ARBOR CT	SLOVACEK, ANDREW R	\$5,000
006-123-455-05	132 ARBOR CT	WALES, JORDAN J & KATHRYN E	\$5,000
006-123-455-06	134 HILLCREST DR	HILGENDORF, ARTHUR J & GEORGEANN F	\$5,000
006-123-455-07	136 HILLCREST DR	SMITH, STEPHEN W & LAURA J	\$5,000
006-123-455-08	138 HILLCREST DR	MOORE FAMILY REV TRUST	\$5,000
006-123-455-09	140 HILLCREST DR	VEAR, CHARLES T & GLORIA H	\$5,000
006-123-455-10	142 HILLCREST DR	POTOK, KENNETH J & DIANE M	\$5,000
006-123-455-11	144 HILLCREST DR	WILLIAMS, LULA M LIVING TRUST	\$5,000
006-123-455-14	305 RIVER ST	SNYDER, LEE & JEAN	\$5,000
006-123-455-15	307 RIVER ST	JACOBS, FRANCES L & SAWYER, FRED G	\$5,000
006-123-455-16	146 HILLCREST DR	MURNEN, KYLE J & COURTNEY E	\$5,000
006-123-455-17	120 HILLCREST DR	LINEBRINK, KAY & JACALYN	\$5,000
006-123-455-18	303 RIVER ST	SCHAUB, DALE W & SUSAN H	\$5,000
006-123-457-04	311 RIVER ST	BENZING, JOYCE L	\$5,000
006-123-457-06	401 N WOLCOTT ST	BABB-SELLEPACK, CAROL A	\$5,000
006-123-457-07	313 RIVER ST	CONKLIN, MELISSA K	\$5,000
006-123-457-10	405 N WOLCOTT ST	TAMBLYN, GEORGE W & TERESEA	\$5,000
006-123-457-11	2 CRESCENT CT	GABERDIEL, DEANNA	\$5,000
006-123-457-12	4 CRESCENT CT	TAYLOR, JOHN W	\$5,000
006-123-476-04	402 N WOLCOTT ST	WILLOUGHBY, CHRISTIAN	\$5,000
006-123-476-05	400 N WOLCOTT ST	DYE, DAVID & TERESA	\$5,000
006-123-476-06	404 N WOLCOTT ST	CURTIS, RICHARD R & ROBIN KNOX	\$5,000
006-123-476-10	420 N WOLCOTT ST	SAWYER, THEODORE	\$5,000
006-126-204-03	294 RIVER ST	BEIER, BENJAMIN V & EMILY M	\$5,000
006-126-204-04	296 RIVER ST	STEPHENSON FAMILY REV LVG TRUST	\$5,000
006-126-204-05	114 ORCHARD RIDGE PKWY	BRUNS, JACOB A & CHRISTINA L	\$5,000
006-126-204-06	116 ORCHARD RIDGE PKWY	CUMMINGS, SHIRLEY	\$5,000
006-126-204-07	118 ORCHARD RIDGE PKWY	KEIBER, ERIC	\$5,000
006-126-204-09	120 ORCHARD RIDGE PKWY	FLYNN, MICHAEL P & DENISE C	\$5,000
006-126-204-10	122 ORCHARD RIDGE PKWY	BENNETT, BRIAN	\$5,000
006-126-204-11	104 LUMBARD ST	HEARD, MARY ANN	\$5,000
006-126-204-12	102 LUMBARD ST	GRIPMAN, GLORIA	\$5,000
006-126-204-16	100 LUMBARD ST	HILLABRAND, CARROLL A & ROSEMARY	\$5,000
006-126-205-01	302 RIVER ST	MACY, ERIC & JONNA	\$5,000
006-126-205-02	304 RIVER ST	SCHOENBERGER, ALISON MAE	\$5,000
006-126-205-03	308 RIVER ST	STEVENS, HEATHER	\$5,000
006-126-205-04	117 ORCHARD RIDGE PKWY	PHILLIPS, MICHAEL F & JACQUELINE J	\$5,000
006-126-205-05	119 ORCHARD RIDGE PKWY	MILLER, WARREN & DAWN	\$5,000
006-126-205-06	108 LUMBARD ST	WIEGAND, ANDREW & CAITLIN D	\$5,000
006-126-205-07	106 LUMBARD ST	KINGSLEY, BRADLEY G	\$5,000
006-126-206-01	312 RIVER ST	PORTER, KEITH W & JEAN A TRUST	\$5,000
006-126-206-02	316 RIVER ST	MORRISON, MATTHEW	\$5,000
006-126-206-03	320 RIVER ST	PAWLOSKI, DEREKSON	\$5,000
006-126-206-04	109 LUMBARD ST	SLONE, CHARLES L JR	\$5,000
006-126-206-05	107 LUMBARD ST	MARTIN, DAVID	\$5,000
006-126-206-06	105 LUMBARD ST	DRAPER, MARK E & JILL A	\$5,000
006-126-206-07	103 LUMBARD ST	JONES, CAROLEEN A	\$5,000
006-126-206-08	101 LUMBARD ST	ANDERSON, FRANCES M	\$5,000
006-126-206-09	171 STATE ST	PARKER, MARK D & MIRANDA M	\$5,000
006-126-206-11	311 N WOLCOTT ST	VAN DYKE, LINSEY MARIE ETAL	\$5,000
006-126-206-12	309 N WOLCOTT ST	BARNETT, TERRY L & ANNETTE M	\$5,000
006-126-226-01	396 N WOLCOTT ST	MORRIS, DAVID & ERICA JOINT TRUST	\$5,000
006-126-226-02	392 N WOLCOTT ST	PAWLOSKI, TAYLOR	\$5,000
006-126-226-03	310 N WOLCOTT ST	SCOTT, EDWIN & MARGARET	\$5,000
006-126-226-16	394 N WOLCOTT ST	RYAN, TODD H	\$5,000
			<b>\$320,000.00</b>



# CITY OF HILLSDALE

## HILLCREST, RIVERDALE & ELM COURT STREET IMPROVEMENTS

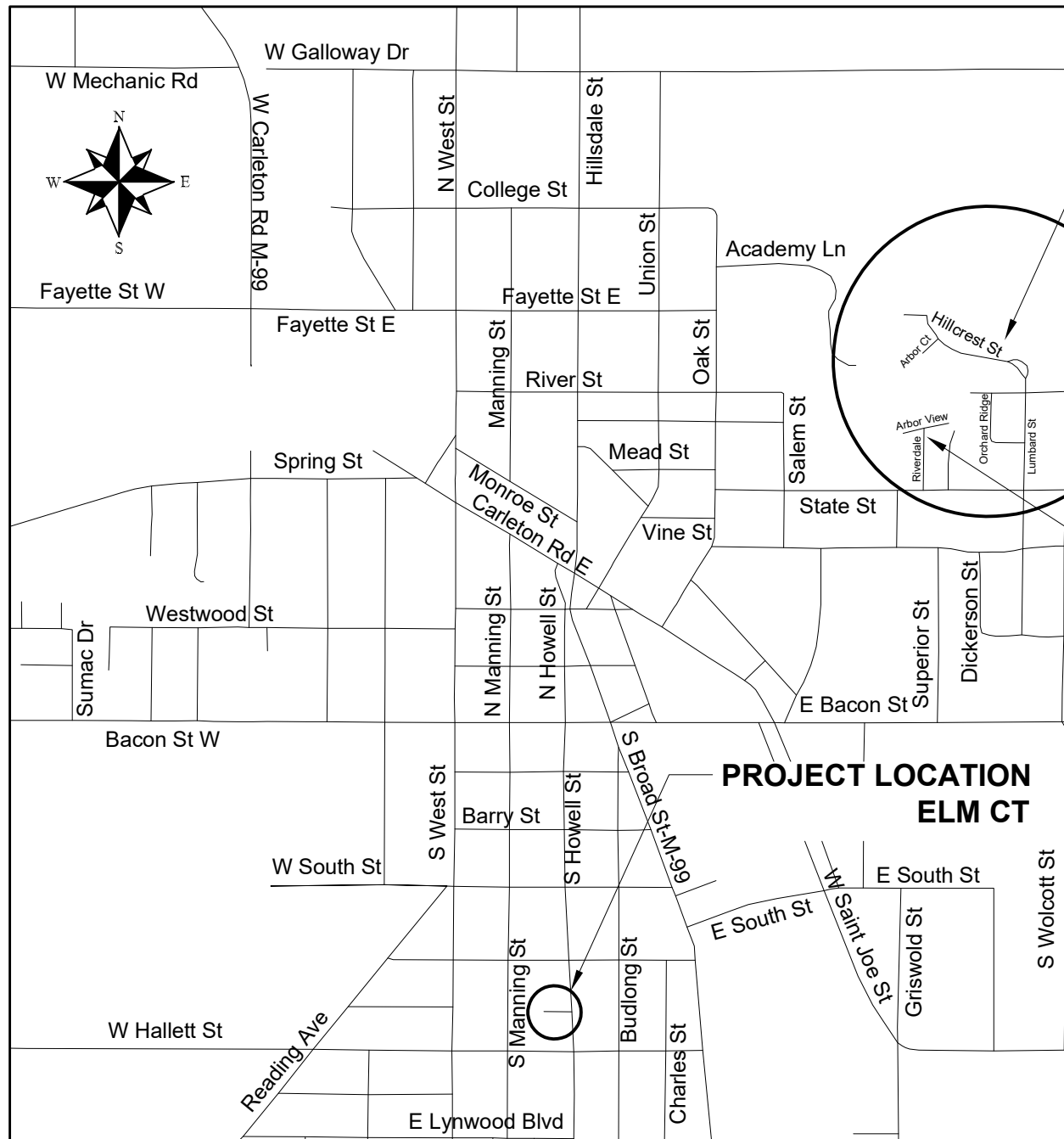


SITE LOCATION

PROJECT LOCATION  
HILLCREST AREA

PROJECT LOCATION  
RIVERDALE AREA

PROJECT LOCATION  
ELM CT



**AREA MAP**  
NOT TO SCALE

FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, THE CONTRACTOR SHALL DIAL 1-800-482-7171 OR 811 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO THE BEGINNING OF EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED.

Progress Print  
NOT  
FOR  
CONSTRUCTION

**REFERENCES TO SPECIFICATIONS:**

THE IMPROVEMENTS COVERED BY THESE PLANS SHALL BE DONE IN ACCORDANCE WITH THE PROJECT DRAWINGS, NOTES, AND THE APPLICABLE SECTIONS OF THE 2012 MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION.

ALL TRAFFIC CONTROL DEVICES SHALL BE IN ACCORDANCE WITH THE MOST CURRENT VERSION OF THE MICHIGAN MANUAL OF TRAFFIC CONTROL DEVICES (MMUTCD)



97 NORTH BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE

CITY OF HILLSDALE  
HILLSDALE, MI  
STREET IMPROVEMENTS

2021

SCALE NTS

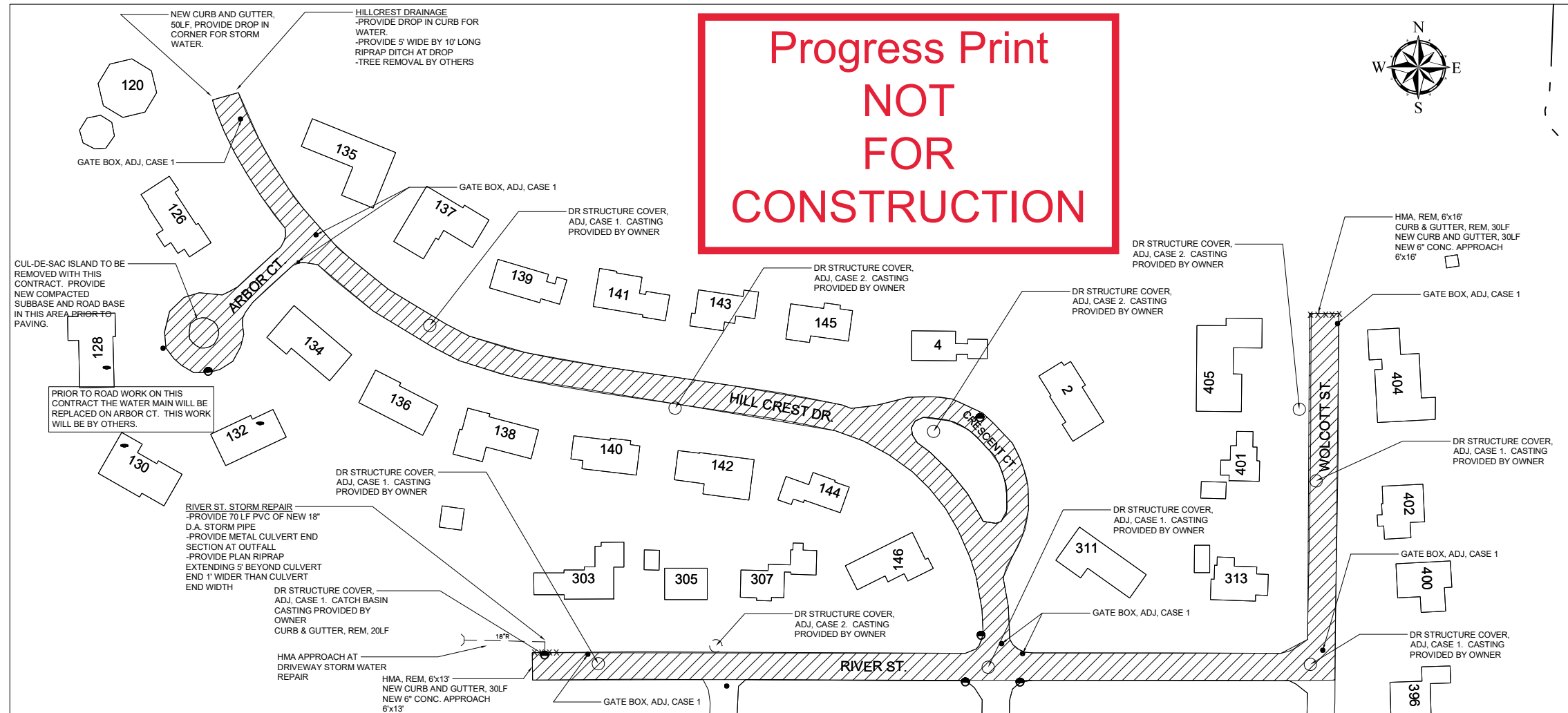
	NAME	DATE
DESIGNED	KLB	2/24/21
DRAWN	KLB	2/24/21
CHECKED		

DRAWING NO.

**TS**

SHEET NO.	DESCRIPTION
TS	TITLE SHEET
C1	HILLCREST DR., ARBOR CT., CRESCENT CT., RIVER ST., N. WOLCOTT ST. (NORTH OF RIVER ST.)
C2	LUMBARD ST., ORCHARD RIDGE PKWY, N. WOLCOTT (SOUTH OF RIVER ST.), ARBOR VIEW CT., RIVERDALE
C3	ELM COURT
C4	ELM COURT - TRAFFIC CONTROL PLAN

# HILLCREST AREA - NORTH



97 NORTH BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE

CITY OF HILLSDALE  
 HILLSDALE, MI  
**HILLCREST AREA  
 STREET IMPROVEMENTS**  
 HILLCREST DR, RIVER ST, N WOLCOTT ST  
 ARBOR CT AND CRESCENT CT

### CONSTRUCTION NOTES (APPLICABLE TO ALL SHEETS, AS NEEDED):

**EXISTING WATER MAINS AND SEWERS:** THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO PROPERLY IDENTIFIED EXISTING WATER MAINS AND/OR SEWER DURING THE CONSTRUCTION OF THIS PROJECT.

**CONCRETE CURB & GUTTER:** NEW CURB & GUTTER SHALL BE F-4 TYPE CONSTRUCTED IN ACCORDANCE WITH MDOT STANDARD PLAN R-30-G. SECTIONS LONGER THAN 10'-0" WILL REQUIRE 2-#4 EPOXY COATED REINFORCING BARS.

**ADJUSTMENT OF DRAINAGE STRUCTURES:** IT IS THE CONTRACTOR'S RESPONSIBILITY TO PLACE THE LOCATION AND ELEVATION OF ALL CASTINGS PROPERLY ALIGNED WITH THE PROPOSED CURB OR WITHIN THE STREET. ADJUSTMENT OF CASTINGS ON EXISTING STRUCTURES WILL BE PAID AS DR STRUCTURE COVER, ADJ, CASE 1 OR 2. THESE ITEMS INCLUDE ALL BLOCK OR ADJUSTING RINGS AS NECESSARY FOR PROPER ADJUSTMENT.

**SALVAGE:** THE CITY RESERVES THE RIGHT TO SALVAGE ALL EXISTING MATERIALS (CASTINGS, HYDRANTS, ETC). MATERIALS DESIRED TO BE SALVAGED SHALL BE STOCKPILED WITHIN THE PROJECT LIMITS FOR THE CITY TO PICK UP. ITEMS THE CITY DOES NOT WANT WILL BE BECOME PROPERTY OF THE CONTRACTOR.

**LAWN SPRINKLERS:** OWNERS OF EXISTING LAWN SPRINKLER SYSTEMS AND/OR LANDSCAPING SHALL BE NOTIFIED, IN WRITING WITH A COPY SENT TO THE CITY ENGINEER, BY THE CONTRACTOR TWO WEEKS IN ADVANCE OF ANY WORK THAT WILL EFFECT THOSE SYSTEMS/LANDSCAPING. IF THE OWNER FAILS TO RELOCATE THE ITEMS PRIOR TO THE BEGINNING OF WORK AND THE SYSTEM IS CUT THE CONTRACTOR SHALL CAP THE SYSTEM PIPE AND WITNESS THE LOCATION WITH A STAKE. SALVAGED SPRINKLER HEADS SHALL BE PLACE ON THE OWNERS PROPERTY. ANY LANDSCAPING ITEMS NOT MOVED SHALL BE CAREFULLY SALVAGED AND PLACED ON THE OWNERS PROPERTY.

**NOTICE TO RESIDENTS:** THE CONTRACTOR SHALL NOTIFY RESIDENTS 24 HOURS IN ADVANCE OF DISTRUPTION TO SERVICE SUCH AS DRIVEWAYS CLOSING.

**LANDSCAPE RETORATION:** AREAS DISTURBED BY CONSTRUCTION SHALL BE GRADED SMOOTH AND RESTORED WITH 4" OF NEW TOPSOIL, SEEDED AND MULCHED PER THE SPECIFICATION REQUIREMENTS FOR TURF ESTABLISHMENT.

**MAINTAINING TRAFFIC:** CONTRACTOR SHALL MAINTAIN ACCESS TO LOCAL RESIDENTS AND EMERGENCY VEHICLES DURING CONSTRUCTION. IT IS UNDERSTOOD THAT THERE MAY BE TIMES WITH SEVERLY LIMITED ACCESS. THE CONTRACTOR SHALL LEAVE THE SITE AT THE END OF THE WORK DAY SUCH THAT RESIDENTS CAN ACCESS THEIR DRIVEWAYS.

### REMOVAL LEGEND

- HMA, REM
- CURB & GUTTER, REM

### PROJECT QUANTITIES - HILLCREST NORTH

QUANTITY	UNIT	DESCRIPTION
100	LF	CURB & GUTTER, REM
9000	SY	HMA SURFACE, REM
1	LS	ARBOR COURT ISLAND, REM
1	LS	HILLCREST DR. DRAINAGE
1	LS	RIVER ST. STORM WATER REPAIR
70	LF	SEWER PIPE SDR35 PVC, 18 INCH, TR DET B
6	EA	DR STRUCTURE COVER, ADJ, CASE 1
4	EA	DR STRUCTURE COVER, ADJ, CASE 2
8	EA	GATE VALVE, ADJ, CASE 1
100	LF	CURB & GUTTER, CONC, DET F4
175	SF	SIDEWALK/ DRIVEWAY, CONC, 6 INCH
1100	TON	HMA, 13A (220LBS/SY)
1100	TON	HMA, 36A (220LBS/SY)
5	TON	HMA APPROACH 36A (220LBS/SY), @ RIVER ST STORM REPAIR
150	CY	SAND SUBBASE, CIP
600	SY	AGGREGATE BASE (22A), 8 INCH
150	CY	SUBGRADE UNDERCUTTING, TYPE II
50	SY	TURF ESTABLISHMENT

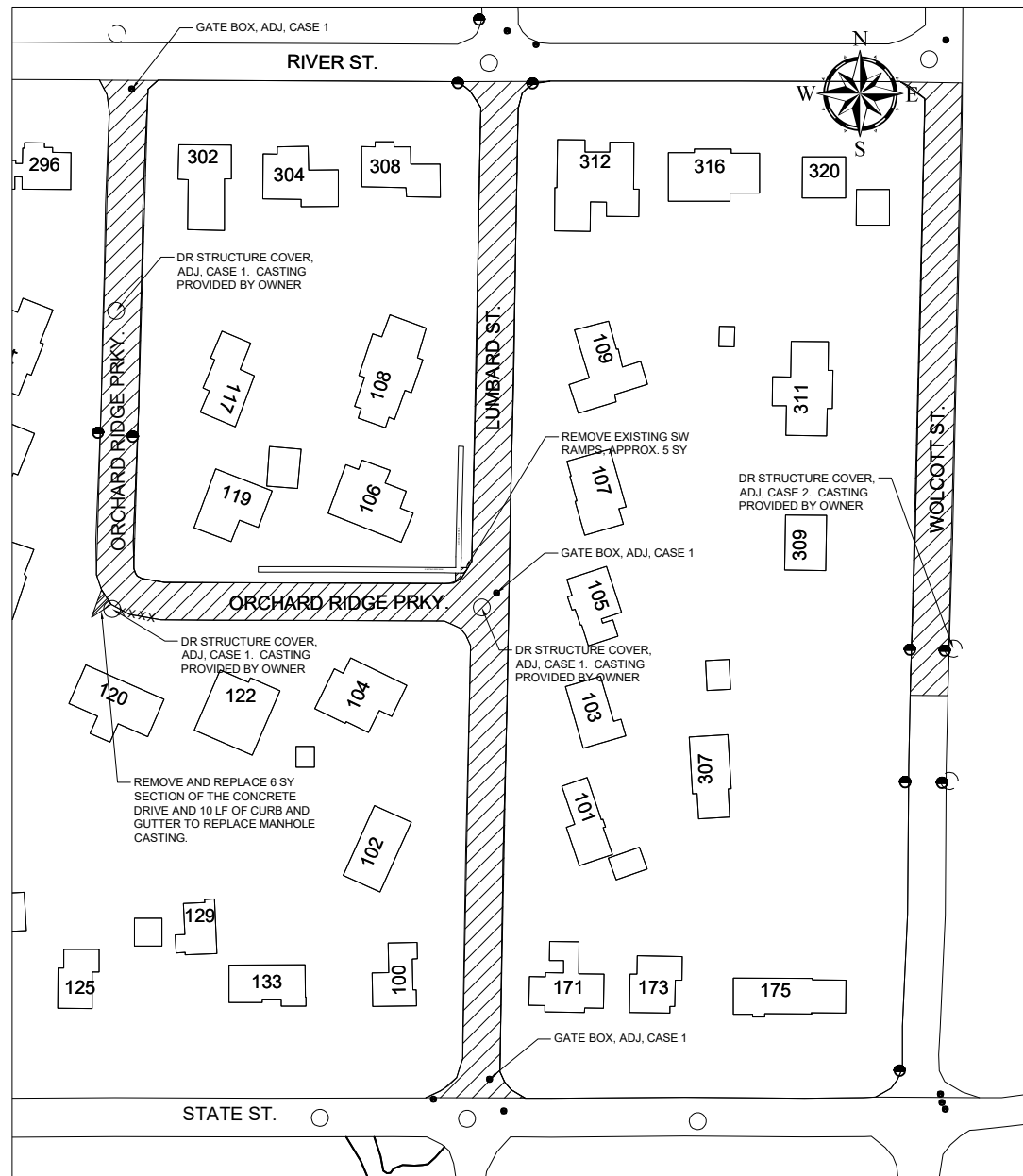
SCALE:  
NTS

	NAME	DATE
DESIGNED	KLB	2/25/21
DRAWN	KLB	2/25/21
CHECKED		

DRAWING NO.

**C1**

# HILLCREST AREA - SOUTH



**REMOVAL LEGEND**

- HMA, REM
- CURB & GUTTER, REM
- SIDEWALK, REM

PROJECT QUANTITIES - HILLCREST SOUTH		
QUANTITY	UNIT	DESCRIPTION
50	LF	CURB & GUTTER, REM
11	SY	SIDEWALK, REM
6000	SY	HMA SURFACE, REM
3	EA	DR STRUCTURE COVER, ADJ, CASE 1
1	EA	DR STRUCTURE COVER, ADJ, CASE 2
3	EA	GATE VALVE, ADJ, CASE 1
50	LF	CURB & GUTTER, CONC, DET F4
55	SF	SIDEWALK/ DRIVEWAY, CONC, 6 INCH
725	TON	HMA, 13A (220LBS/SY)
725	TON	HMA, 36A (220LBS/SY)
150	CY	SAND SUBBASE, CIP
600	SY	AGGREGATE BASE (22A), 8 INCH
150	CY	SUBGRADE UNDERCUTTING, TYPE II
50	SY	TURF ESTABLISHMENT
1	LS	TRAFFIC CONTROL

Progress Print  
NOT  
FOR  
CONSTRUCTION



97 NORTH BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE

CITY OF HILLSDALE  
HILLSDALE, MI  
HILLCREST AREA  
STREET IMPROVEMENTS

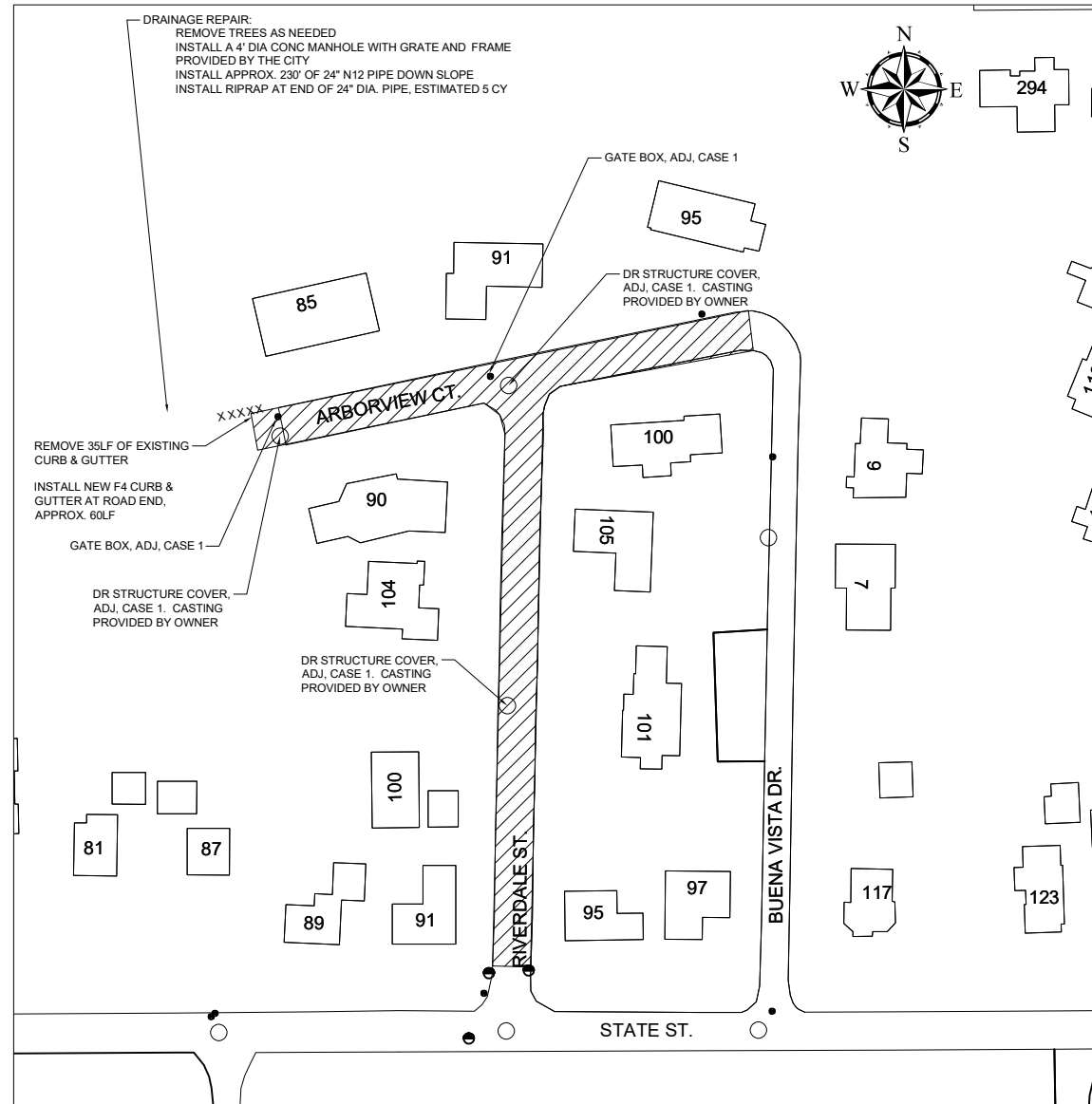
LUMBAR ST, ORCHARD RIDGE PKWY,  
AND N WOLCOTT ST

SCALE:  
1" = 30'

	NAME	DATE
DESIGNED	KLB	2/25/21
DRAWN	KLB	2/25/21
CHECKED		

DRAWING NO.  
**C2**

# RIVERDALE AREA



**REMOVAL LEGEND**

- HMA, REM
- CURB & GUTTER, REM

PROJECT QUANTITIES - RIVERDALE		
QUANTITY	UNIT	DESCRIPTION
50	LF	CURB & GUTTER, REM
2600	SY	HMA SURFACE, REM
1	LS	ARBOR VIEW CT. DRAINAGE
230	LF	SEWER N12 PIPE, 24" DIA., TRENCH DET B
3	EA	DR STRUCTURE COVER, ADJ, CASE 1
2	EA	GATE VALVE, ADJ, CASE 1
75	LF	CURB & GUTTER, CONC, F4
315	TON	HMA, 13A (220LBS/SY)
315	TON	HMA, 36A (220LBS/SY)
50	CY	SAND SUBBASE, CIP
200	SY	AGGREGATE BASE (22A), 8 INCH
50	CY	SUBGRADE UNDERCUTTING, TYPE II
250	SY	TURF ESTABLISHMENT
1	LS	TRAFFIC CONTROL

Progress Print  
 NOT  
 FOR  
 CONSTRUCTION



97 NORTH BROAD ST.  
 HILLSDALE, MI 49242

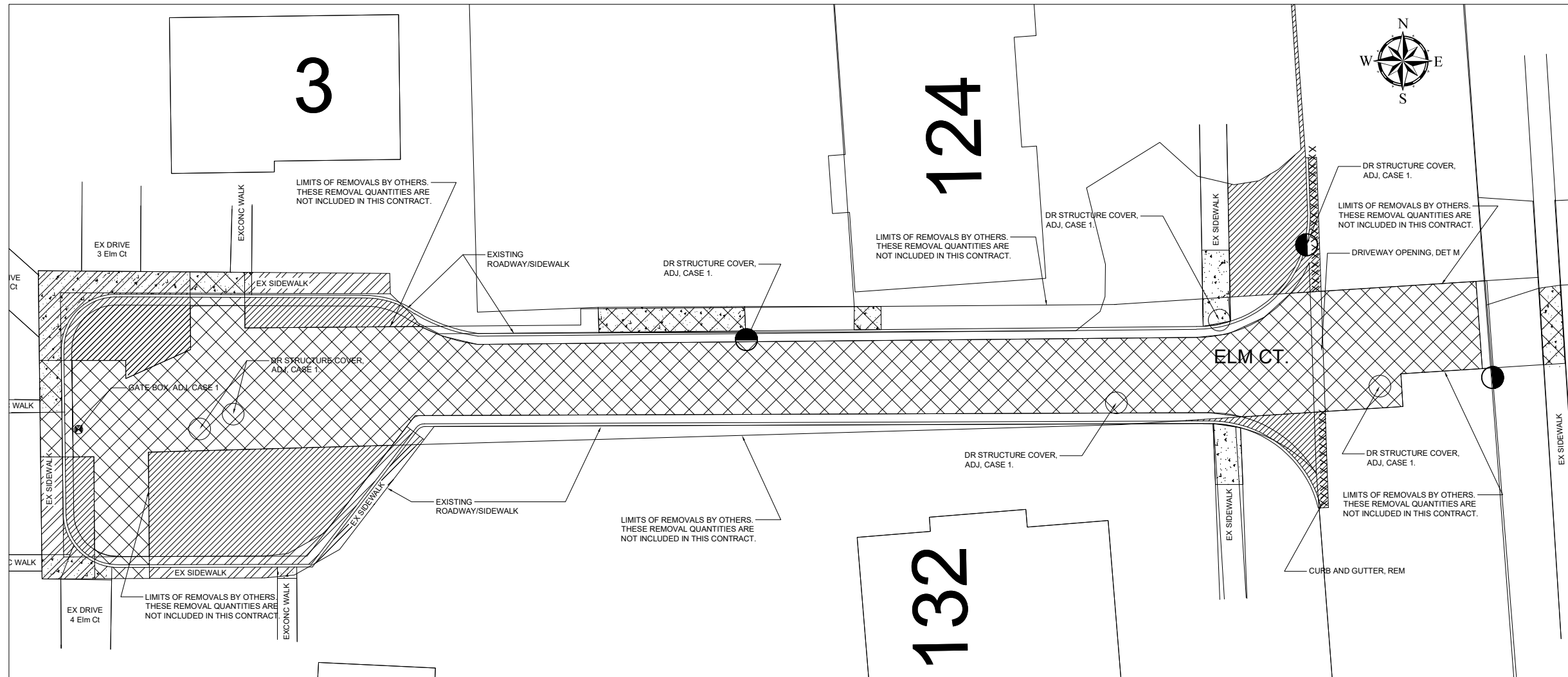
REVISIONS	DATE

CITY OF HILLSDALE  
 HILLSDALE, MI  
 HILLCREST AREA  
 STREET IMPROVEMENTS  
 RIVERDALE AND ARBOR VIEW

SCALE: NTS		
	NAME	DATE
DESIGNED	KLB	2/25/21
DRAWN	KLB	2/25/21
CHECKED		
DRAWING NO. <b>C3</b>		



# ELM COURT AREA



97 NORTH BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE

CITY OF HILLSDALE  
 HILLSDALE, MI  
 ELM COURT AREA  
 STREET IMPROVEMENTS

ELM COURT

Progress Print  
 NOT  
 FOR  
 CONSTRUCTION

### PROJECT LEGEND

- REMOVALS BY OTHERS
- WORK ON THIS CONTRACT**
- HMA, REM
- CURB & GUTTER, REM
- SIDEWALK, REM
- NEW SIDEWALK/DRIVE

### PROJECT QUANTITIES - THIS SHEET

QUANTITY	UNIT	DESCRIPTION
45	LF	CURB & GUTTER, REM
80	SY	SIDEWALK, REM
200	SY	HMA SURFACE, REM
7	EA	DR STRUCTURE COVER, ADJ. CASE 1
1	EA	GATE VALVE, ADJ. CASE 1
545	LF	CURB & GUTTER, CONC, D2
225	SF	SIDEWALK, CONC, 4 INCH
375	SF	SIDEWALK/DRIVEWAY, CONC, 6 INCH
50	SF	SIDEWALK RAMP, CONC, 6 INCH
10	LF	DETECTABLE WARNING
95	TON	HMA, 13A (220LBS/SY)
95	TON	HMA, 36A (220LBS/SY)
10	CY	SAND SUBBASE, CIP
50	SY	AGGREGATE BASE (22A), 8 INCH
10	CY	SUBGRADE UNDERCUTTING, TYPE II
110	SY	TURF ESTABLISHMENT
1	LS	TRAFFIC CONTROL

SCALE:  
NTS

	NAME	DATE
DESIGNED	KLB	2/25/21
DRAWN	KLB	2/25/21
CHECKED		

DRAWING NO.

C4

**CITY OF HILLSDALE, MICHIGAN  
ADVERTISEMENT FOR BIDS**

**2021 Street Projects**

The City of Hillsdale is requesting proposals for the following street project(s):

Part 1: Hillcrest Area street milling and resurfacing including miscellaneous subgrade, storm water and concrete work.

Part 2: Riverdale Area street milling and resurfacing including miscellaneous subgrade, storm water and concrete work.

Part 3: Elm Ct street reconstruction including new curb and gutter, sidewalk and paving.

All work shall be in accordance with the project drawings and the applicable sections of the 2012 MDOT Standard Specifications for Construction.

This bid request consists of multiple parts only for internal budgeting reasons the city will award all parts of this contract as one project to one successful bidder.

**RFP due date/ Public Opening:**

Sealed proposals are due by 1:00 pm (local time) on April 7, 2021 at the following location:

Hillsdale City Hall  
Office of the City Clerk  
97 N. Broad Street  
Hillsdale, MI 49242

**Project Locations:**

**PART 1 - HILLCREST AREA:**

Located in the NE quadrant of the city, north of State Street, and will include the following streets in the project:

- Hillcrest Drive – River to dead-end
- Arbor Court – Full Extent
- Crescent Court – Full Extent
- River Street – Wolcott to Dead-end
- Lombard Street – River to State
- Orchard Ridge Parkway – River to Lombard
- Wolcott Street – 300' North of State Street to dead-end

**PART 2 – RIVERDALE AREA:**

Located in the NE quadrant of the city, north of State Street, west of the Hillcrest Area and will include the following streets in the project.

- Riverdale – from State Street to Arbor View Court

- Arbor View – from Buena Vista to dead-end

**PART 3 – ELM COURT AREA:**

Located in the south section of the city off of South Howell Street and will include the full extent of the project.

**Project Scopes of Work:**

**PART 1 - HILLCREST AREA:**

Work consists of milling and resurfacing all roads listed above within the Hillcrest Area, the attached drawings show the specific project limits for the streets.

Concrete work on the project will consist of miscellaneous removal and replacement of concrete curb and gutter and construction of some 6" driveway flatwork sections.

Many manholes within the area will require new castings which will be provided by the city. Locations are noted on the attached drawings.

Hillcrest Drive Drainage work, located at the dead-end of Hillcrest Dr., will be bid as a lump sum item, unless noted otherwise, including the following work:

- Installation of a 2' deep drainage ditch lined with plain riprap, to accommodate surface storm water runoff.
- Runoff area shall be 5' wide x 10' long beyond the new curb and gutter drop section.
- Tree removals as needed.

River Street Storm Water work, located at the dead-end of River St., will be bid as a lump sum, unless noted otherwise, item including the following work:

- Remove the existing section of failed 18" CMP.
- Install a new approximate 70' section of 18" dia. PVC, SDR 35, storm pipe. This will extend from the existing catch basin to the outfall area. Work will extend from the existing catch basin inlet to the existing outfall. NOTE: Pipe will be paid as a per foot line item outside this lump sum item.
- Provide and install metal culvert end section at the pipe outfall surrounded by plain riprap extending a distance of 5' beyond the culvert end and a minimum of 1' wider than the culvert end.
- Pave the existing driveway area removed to complete this work with 2" of HMA (36A), 220lbs/SY. NOTE: HMA Approach material will be paid as a per Ton line item outside this lump sum item.
- Tree removals as needed.

Arbor Court Island Removal, located within Arbor Court, will be bid as a lump sum item, unless noted otherwise, including the following work:

- Remove all curb and gutter and planting materials around and within the island.

- Excavate the island area to accommodate installation of new base and subbase materials.
- Backfill the island area with 12" of compacted class II sand followed by 8" of compacted 22A aggregate base prior to paving. NOTE: Sand Subbase and Aggregate will be paid as Subbase, CIP and 8" Aggregate (22A) per the associated Unit Price bid item.
- The existing street light will be removed by the city prior to this project.

Prior to this project a new water main will be reconstructed within Arbor Court by others. That contract will require the contractor to restore their trench utilizing a compacted Class II sand backfill over the main and overlaid by 8" of compacted 22A aggregate base. Any necessary curb and gutter replacements, paving work and turf restorations required as a result of their work will be completed with this contract.

Traffic control for this portion of the project shall include advance warning signs on State St. of the work in the area and one (1) Type III barricade with "local traffic only" signage at Lombard and State St. and one (1) Type III barricade with "local traffic only" signage at State St. and N. Wolcott St.

#### PART 2 - RIVERDALE AREA:

Work consists of milling and resurfacing all roads listed above within the Riverdale Area, the attached drawings show the specific project limits for the streets.

Concrete work on the project will consist of miscellaneous removal and replacement of concrete curb and gutter.

Many manholes within the area will require new castings which will be provided by the city. Locations are noted on the attached drawings.

Arbor View Court Drainage work, located at the dead-end of Arbor View Court, will be bid as a lump sum item, unless noted otherwise, including the following work:

- Remove trees as needed to complete the required work.
- Fill in the existing washout area with clay and re-shape.
- Install a 4' concrete manholes with a casting provide by the city.
- Install approximately 230' of 24" dia. N12 pipe. NOTE: Pipe will be paid as a per foot line item outside this lump sum item.
- Provide and install rip rap the end of the 24" pipe, approximate 5 CY of material.

Traffic control for this portion of the project shall include advance warning signs on State St. of the work in the area and one (1) Type III barricade with "local traffic only" signage at Buena Vista & Arbor View Ct. and one (1) Type III barricade with "local traffic only" signage at State St. and Riverdale.

**PART 2 – ELM COURT:**

Work consists of some limited HMA pavement, curb and gutter, and sidewalk removals. Reconstruction will include construction MDOT “D2” mountable curb and gutter, sidewalk/drive approaches, HMA paving and turf establishment on Elm Court including some work on S. Howell Street at Elm Court.

Prior to this project a new water and sanitary sewer main will have been reconstructed within Elm Court extending into S. Howell St.. That contract will require the contractor to restore their trenches utilizing a compacted Class II sand backfill over the main and overlaid by 8” of compacted 22A aggregate base.

All necessary curb and gutter replacements, paving work and turf restorations required as a result of removals associated with the water main/sewer project work will be completed under this contract. The attached project drawings show the limits of the removal work completed under the other contract, as well as additional removals required on this project.

Concrete work on this part of the project will consist of miscellaneous removal and replacement of concrete curb and gutter, sidewalk and construction of some 6” driveway flatwork sections.

Traffic control for this part of the project shall include a posted detour per the Traffic Control Plan included in the construction drawings.

**Proposed Project Schedule:**

- City Council Anticipated Award of Contract: April 20, 2021
- Anticipated Construction Start Date: On or around July 2, 2021, see additional information below.
- Construction Completion Date: 4 weeks after sites become available but no later than September 3, 2021.

The water main and sanitary sewer projects on Arbor and Elm Courts are anticipated to be awarded at the April 20, 2021 City Council meeting. With a planned construction start date around May 17, 2021. The construction completion date on that project is July 2, 2021.

It is the city’s desire to minimize disruptions in these residential areas as such it is our expectation to coordinate the timing of these projects as closely as we are able. To this end the city will consider alternate work schedules that may overlap the water main/sewer work in areas not impacted by that work.

**Instructions to proposers:**

- Proposals must be typewritten or clearly printed in ink and signed by a duly authorized representative of the firm submitting the proposal.
- Proposals must be submitted in sealed envelopes, clearly marked on the outside, "2021 Street Projects – City of Hillsdale"
- Proposals will be received by the City Clerk, City Hall, 97 N. Broad Street, Hillsdale, Michigan 49242, at the above required time. All proposals will be date stamped and time marked upon receipt. Proposals may not be faxed or e-mailed.
- No proposal will be accepted after the time designated for the receipt of proposals set forth above. Each bidder shall and will be fully and solely responsible for delivery of the proposal prior to the appointed date and hour designated for the receipt of all proposals, and shall assume the risk of late delivery or non-delivery regardless of the manner the bidder employs for the proposal's delivery or the reason for such late delivery or non-delivery.
- The City of Hillsdale reserves the right to reject any and all proposals and to waive any defects or informalities in proposals, to accept the bid that it determines to be the lowest competitive bid from a competent bidder meeting specifications and to negotiate with the bidder or bidders who, in the judgment of the Hillsdale City Manager, are deemed the most advantageous for the public and the City.
- The City of Hillsdale reserves the right to take other action before a contract is signed or a purchase order is approved; even after City Council accepts or approves the proposal.
- Proposals submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record and available for review.
- Communications regarding this proposal may be directed to:  
Kristin Bauer  
City Engineer  
City of Hillsdale  
Hillsdale, MI 49242  
517-437-6479  
[kbauer@cityofhillsdale.org](mailto:kbauer@cityofhillsdale.org)

**Conditions applicable to proposal:**

- **Applicable Laws:** The Ordinances and Charter of the City of Hillsdale and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- The City of Hillsdale hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids to this invitation and will not be discriminated against on grounds of sex, race, color, age, weight, height, marital status, religion or national origin in the consideration for an award.

- This request for proposal does not commit the City of Hillsdale to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- The City is exempt from the payment of any federal excise or any Michigan sales tax (State of Michigan Sales Tax Exemption number: 38-6004621). The price must be net, exclusive of taxes.

**Indemnification:**

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

**Insurance:**

The Contractor shall, at its own expense, provide for the payment of Worker's Compensation benefits to its employees employed on or in connection with the work covered by this RFP, in accordance with applicable laws and statutorily required.

- The Contractor shall, at its own expense, carry and maintain Comprehensive General Public Liability Insurance with minimum limits of Bodily Injury of \$500,000 per person, \$1,000,000 per accident, \$250,000 per occurrence of property damage and \$2,000,000 Excess Liability. Blanket contractor and completed operations coverage shall be included with the same minimums.
- The Contractor shall, at its own expense, carry and maintain Comprehensive Auto Liability with the same limits as for General Public Liability. Liability coverage shall name City of Hillsdale as an additional insured.
- The Contractor shall likewise require its subcontractors, if any, to provide for such benefits and carry and maintain such insurance at no expense to the City.
- Before commencement on the project contemplated herein, and at any time thereafter upon written request by the City, the Contractor shall furnish the City with a copy of certificates of insurance as evidence that policies providing the required coverage's and limits of insurance are in full force and effect.
- All insurance coverage furnished under this Contract, with the exception of Worker's Compensation and Employer's Liability, shall include the City, and employees as

additional insured with respect to the activities of the Contractor and its subcontractors. Any certificate or certificates presented as evidence of insurance shall specify the date when such benefits and insurance expire. The Contractor agrees that said benefits and insurance shall be provided and maintained until after the entire work under the Contract has been performed and accepted. The Contractor shall provide the City at least thirty (30) days advance written notice prior to cancellation, termination, or material alteration of said policies of insurance.

**Changes and addenda to proposal documents:**

Information of change or addendum issued in relation to this document will be on file and available in the Office of the City Clerk, as well as published on MITN. In addition, to the extent possible, copies will be emailed to each vendor registered as having received a set of documents. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such addenda.

**Proposal results:**

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

**Anti-Collusion:**

Any evidence of agreement or collusion among bidders and/or prospective bidders acting to illegally restrain freedom of competition by agreement to bid fixed prices, or otherwise, will render their offers void.

**Bid Bond/ Performance Bond:**

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



**PROPOSAL:**

All bids will be paid utilizing Unit Prices in accordance with the submitted proposal for each part of the bid.

This bid request consists of multiple parts only for internal budgeting reasons the city will award all parts of this contract as one project to one successful bidder.

**PART 1 - HILLCREST AREA:**

<b>ITEM DESCRIPTION</b>	<b>QUANT.</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
Mobilization (Max. 5% of Bid Amount)	1	LS		
Curb & Gutter, Rem	150	LF		
Sidewalk, Rem	11	SY		
HMA Surface, Rem	15000	SY		
Arbor Court Island, Rem	1	LS		
Hillcrest Dr. Drainage	1	LS		
River St. Storm Water Repair	1	LS		
Sewer Pipe SDR 35 PVC, 18 Inch, Tr Det B	70	LF		
Dr Structure Cover, Adj, Case 1	9	EA		
Dr Structure Cover, Adj, Case 2	5	EA		
Gate Valve, Adj, Case 1	11	EA		
Curb & Gutter, Conc, F4	150	LF		
Sidewalk/Driveway, Conc, 6 Inch	230	SF		
HMA, 13A (220 LB/SY)	1,825	Ton		
HMA, 36A (220 LB/SY)	1,825	Ton		
HMA Approach 36A (220 LB/SY), @ River St Storm Repair	5	Ton		
Sand Subbase, CIP	300	CY		

Aggregate Base (22A), 8 Inch	1,200	SY		
Subgrade Undercutting, Type II	300	CY		
Turf Establishment	100	SY		
Traffic Control	1	LS		
<b>GRAND TOTAL:</b>				

**PART 2- RIVERDALE AREA:**

ITEM DESCRIPTION	QUANT.	UNIT	UNIT COST	TOTAL COST
Mobilization (Max. 5% of Bid Amount)	1	LS		
Curb & Gutter, Rem	50	LF		
HMA Surface, Rem	2,600	SY		
Arbor View Ct. Drainage	1	LS		
Sewer N12 Pipe, 24" Dia., Tr. Det B	230	LF		
Dr Structure Cover, Adj, Case 1	3	EA		
Gate Valve, Adj, Case 1	2	EA		
Curb & Gutter, Conc, F4	75	LF		
HMA, 13A (220 LB/SY)	315	Ton		
HMA, 36A (220 LB/SY)	315	Ton		
Sand Subbase, CIP	50	CY		
Aggregate Base (22A), 8 Inch	200	SY		
Subgrade Undercutting, Type II	50	CY		
Turf Establishment	250	SY		
Traffic Control	1	LS		
<b>GRAND TOTAL:</b>				

**PART 3 – ELM COURT:**

<b>ITEM DESCRIPTION</b>	<b>QUANT.</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
Mobilization (Max. 5% of Part 3)	1	LS		
Curb & Gutter, Rem	45	LF		
Sidewalk, Rem	80	SY		
HMA Surface, Rem	200	SY		
Dr Structure Cover, Adj, Case 1	7	EA		
Gate Valve, Adj, Case 1	1	EA		
Curb & Gutter, Conc, D2	545	LF		
Sidewalk, Conc, 4 Inch	225	SF		
Sidewalk/Driveway, Conc, 6 Inch	375	SF		
Sidewalk Ramp, Conc, 6 Inch	50	SF		
Detectable Warning	10	LF		
HMA, 13A (220 LB/SY)	95	Ton		
HMA, 36A (220 LB/SY)	95	Ton		
Sand Subbase, CIP	10	CY		
Aggregate Base (22A), 8 Inch	50	SY		
Subgrade Undercutting, Type II	10	CY		
Turf Establishment	110	SY		
Traffic Control	1	LS		
<b>GRAND TOTAL:</b>				

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:

<u>Addendum No.</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____

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 NAME OF PROPOSER \_\_\_\_\_

PRINTED NAME OF PROPOSER \_\_\_\_\_

TITLE \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

DRAFT

# TECHNICAL SPECIFICATIONS

DRAFT

## CITY OF HILLSDALE

Unless noted otherwise all work on this project shall be performed promptly and professionally in conjunction with the project documents, the 2012 MDOT Standard Specifications for Construction and City of Hillsdale Codes and Ordinances, as applicable.

### SITE ACCESS/HOURS OF WORK

- By City of Hillsdale Ordinance Section 14-63, work shall be restricted to the following hours, except as work may relate to the safety and/or protection of persons, the work or the property at the site:
  - Monday through Saturday (except legal Holidays): 7:00am to 6:00pm
  - Work requests outside these time limits require written permission of the City Manager.
- Contractor shall limit construction access to the site from public roadways and use of the private premises to allow for private resident access. All access to the site shall be coordinated with the resident for access.
- A minimum of 48 hours prior to beginning work the contractor shall provide written notices to the property owners about the pending work to be performed should the work directly impact access to homes beyond the normal work times.
- The contractor shall make every effort to maintain responsible access to properties in the work zone. At the end of each work day access to properties shall be re-established.

### PERMITS

Contractor shall obtain with all required permits. The contractor shall ensure that all permits to be issued have been obtained prior to beginning of any work.

This section includes provisions for specific permits but may not include all required permits.

- Work performed within the limits of the public ROW will require a permit from the City of Hillsdale Public Services Department. Costs will be waived for this permit, however the Contractor shall comply with all other requirements of the permit. For information on this permit contact the Department of Public Services located at 149 Water Works Ave., Hillsdale, MI 49242, Phone: 517-437-6490.

### SITE PRODUCT STORAGE & CLEANING

- Products for the contractors use may be stored within the public ROW and shall be properly secured and barricaded. Any areas damaged by the material storage shall be restored at completion of the project to the satisfaction of the Department of Public Services and this contract.
- No loose material i.e.; soil materials, stone, etc. shall be stored within the roadway. Loose materials stored off the roadway shall be surrounded by properly installed

silt fence or similar measures to ensure material will not wash into the roadway and/or storm sewer systems.

- Contractor shall ensure the work area is maintained free of debris and waste materials are removed daily.
- Contractor shall maintain and ensure all paved surfaces are kept clean.
- Should dust or other site issues become an issue the contractor shall correct any unsatisfactory conditions within 24 hours of notice of the issue. Should the contractor not mitigate the issues in a timely manner the city may arrange for corrective measures and charge the contractor for the work.

DRAFT



**CITY OF HILLSDALE  
SPECIAL PROVISION  
FOR  
MOBILIZATION  
Page 1 of 1**

DESCRIPTION

This work shall be done in accordance with Section 150 of the MDOT 2012 Standard Specifications for Construction and as specified herein.

CONSTRUCTION

Work shall include the preparatory work and operations including, but not limited to, the following:

- Preparatory work and expenses incurred prior to beginning work onsite.
- Transport materials, personnel, and equipment to the job site.
- Establishment of temporary onsite construction facilities, if required.
- Provided insurance, bonds, and other costs associated with the project in general and not included in other pay items.
- Coordination with property owners.
- All required submittals.

MEASUREMENT AND PAYMENT

This pay item as listed for Mobilization (Max. 5% of Bid Amount) will be paid for at the contract Lump Sum (LS) amount as follows:

PAY ITEM

Mobilization (Max. 5% of Bid Amount)

PAY UNIT

Lump Sum (LS)

- 50% of the Mobilization payment will be made after 5% of the original contract amount is earned and billed.
- Final 50% payment will be made after 25% of the contract amount is earned and billed.

**CITY OF HILLSDALE**  
**SPECIAL PROVISION**  
**FOR**  
**SIDEWALK, CONC, 4 or 6 INCH**  
Page 1 of 1

DESCRIPTION

This work shall consist of replacing removed concrete sidewalk/driveway or as directed by the Engineer and shall be in accordance with Section 803 of the MDOT 2012 Standard Specifications for Construction and as specified herein.

CONSTRUCTION METHODS

Work shall include furnishing, placement and compaction of the sand base to a minimum depth of 4 inches compacted prior to concrete placement. Work includes all excavation, compaction, sawing if required, proper placement of sidewalk/driveway material and expansion material as required.

The material to be used for Sidewalk shall be:

Concrete – Uniform, Grade P1, 3500 PSI, Air Entrained.

Sand base shall meet requirements of Granular Material Class II, Section 902 of the MDOT 2012 Standard Specifications for Construction.

Sidewalk sections shall be a minimum of 4" thick concrete and ADA compliant.

Driveways, drive approaches or any sidewalks at drives shall be a minimum of 6" thick and ADA compliant

Sidewalk/driveway sections that need are removed and to be replaced shall be maintained with Maintenance Gravel until final hard surface restorations are completed. ADA compliant pedestrian barricades shall remain in place until a hard surface is restored.

MEASUREMENT AND PAYMENT

The completed work under this special provision, including Maintenance Gravel, will be considered as incidental to the water service replacement and will not be paid for separately.

**SIDEWALK, CONC, 4 or 6 INCH** shall include all material, labor, and equipment needed to accomplish the concrete replacement including furnishing, placing, compacting the sand base and any Maintenance Gravel.

**CITY OF HILLSDALE  
SPECIAL PROVISION  
FOR  
TRAFFIC CONTROL  
Page 1 of 2**

**DESCRIPTION**

Traffic shall be maintained by the Contractor throughout the project in accordance with Section 104.07, 104.11, 812 and 922 of the MDOT 2012 Standard Specifications and in accordance with any Supplemental Specifications and any requirements of the City of Hillsdale Right-Of-Way (ROW) Permit, as issued. All traffic control devices shall conform to the most current version of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).

The Contractor shall coordinate operations with other Contractors or Utility owners performing work on other projects within adjoining areas to avoid conflicts in maintenance of traffic, construction signing and to provide for the orderly progress of work.

The Contractor shall provide access at all times, within reason, during construction for school buses, garbage trucks, and any other service vehicles required to traverse and service residences within the construction area.

The City of Hillsdale maintenance crews and/or other Contractors may perform work within or adjacent to the project areas. No additional payment will be made to the Contractor for the joint use of traffic control items or coordination efforts.

**CONSTRUCTION INFLUENCE AREA (CIA)**

The CIA shall include the right of ways of the listed project areas within the City of Hillsdale including all intersecting access as far as the advanced signing required to accommodate all traffic control devices.

The Contractor shall maintain pedestrian access throughout the entire project at all times during construction. Areas of sidewalk that are to be removed and replaced shall be maintained with Maintenance Gravel until final hard restoration. Pedestrian access to all residences, churches, and businesses shall be allowed at all times. Contractor shall provide sidewalk barricading until surface restorations are complete or installation of temporary maintenance gravel is installed.

The Contractor shall maintain access to all adjacent property locations at all times and any associated costs shall be included in the Traffic Control Payment item.

- Barricades used to control traffic at night shall be lighted.
- Drums used shall be plastic drums or channelizing devices, grabber cones are an acceptable alternate to drums.
- ADA Compliant Pedestrian panels shall be used at any sidewalk removals and shall not be removed until a temporary or permanent hard surface is restored.

**CITY OF HILLSDALE  
SPECIAL PROVISION  
FOR  
TRAFFIC CONTROL  
Page 2 of 2**

Maintaining Traffic includes all additional work and materials necessary for traffic maintenance, utility maintenance and coordination, and maintenance during construction for all items of work.

**TRAFFIC RESTRICTIONS**

The Contractor shall provide advance warning signs of their work area and shall maintain two-way traffic on all roadways.

Should longer term restrictions be required the Contractor shall provide a detour or road closure plan to the Engineer that adheres to the most current version of the Michigan Manual of Traffic Control Devices (MMUTCD).

**MEASUREMENT AND PAYMENT**

This pay item as listed for Traffic Control will be paid for at the contract Lump Sum (LS) amount as follows:

**PAY ITEM**

Traffic Control

**PAY UNIT**

Lump Sum (LS)

- 50% of the Traffic Control payment will be made after 5% of the original contract amount is earned and billed.
- Final 50% payment will be made after 25% of the contract amount is earned and billed.

**TRAFFIC CONTROL** shall include all material, labor, and equipment needed to accomplish the traffic control as specified and per the contractors approved plan including furnishing, placement, operation and maintenance of all traffic control devices required for completion of the required work.

**CITY OF HILLSDALE**  
**SPECIAL PROVISION**  
**FOR**  
**TURF ESTABLISHMENT**  
Page 1 of 4

DESCRIPTION

This work shall consist of the establishment of a durable, permanent, weed free, mature, perennial turf including, but not limited to, fine grading, top soiling, seeding, fertilizer nutrient, mulching, mulch anchoring, watering, weed control, maintenance and repair of turf during the life of the contract.

MATERIALS

Selection of materials unless otherwise noted shall be the responsibility of the Contractor with the following minimum conditions;

- **Topsoil:** Shall be furnished or salvaged supporting vigorous growth. Topsoil shall be humus bearing and free from all foreign material, vegetation clumps and stones greater than 1/2" diameter. Topsoil shall be placed at a depth of 4 inches.
- **Seed:** Mixture shall be MDOT TDS per Table 917-1 of the 2012 MDOT Standard Specification and provided by an MDOT approved certified vendor. Furnish seed in durable bags, each marked by the supplier of the blended mix with a tag giving name, lot number, and net weight of contents, purity and germination.
- **Mulch:** Mulch seeded areas with the appropriate materials for site conditions to promote germination and growth of seed and to mitigate soil erosion and sedimentation.
- **Herbicides:** Comply with all federal, state and local laws. Herbicides shall be furnished and applied as required to control weed growth. The Contractor shall select the herbicide and rate of application in accordance with the manufacturer's recommendations. The Contractor shall comply with all federal, state and local laws as noted in Section 107 of the Standard Specifications for Construction. Notify the Engineer at least 48 hours prior to any applications being made. Furnish and apply herbicide(s) as needed. Obtain the Engineer's approval of work methods and herbicide(s) selected prior to the application of the herbicide(s). Complete a spray log and submit to the Engineer each day an application is made.
- **Fertilizers:** Furnish and apply fertilizer(s) as needed. It is the Contractor's responsibility to select the fertilizer(s) and the rate at which it is used. Phosphorus is allowed for use only at the time of planting and when required by soil conditions. Obtain the Engineer's approval of work methods and fertilizer(s) prior to the application of the fertilizer(s).
- **Water:** Furnish and apply water from an approved source at a rate to promote healthy growth.

**CITY OF HILLSDALE**  
**SPECIAL PROVISION**  
**FOR**  
**TURF ESTABLISHMENT**  
Page 2 of 4

CONSTRUCTION METHOD

The Contractor is responsible for all work and construction methods used in completing the work. Standard seeding or Hydroseeding are both acceptable methods for restoration per the below methods.

Standard Seeding:

- After the areas to be seeded have been brought to the required grade and properly trimmed, bring soil to a friable condition by disking, harrowing, or otherwise loosening and mixing to a depth of 3 inches to 4 inches. Thoroughly break all lumps and clods.
- If the prepared seedbed is not fertilized, satisfactorily seeded, and mulched before the friable condition is lost through compaction or crusting, repeat the seedbed preparation prior to seeding or reseeded.
- Rake prepared seedbed before seeding.
- Broadcast fertilizer on the surface as the first step of the seeding process. Work fertilizer into the soil to a depth of 1 to 2 inches. Apply uniformly at a rate equivalent to 240 pounds per 1,000 square feet of 16-32-4.
- Sow seeds following or in conjunction with the fertilizer and while the beds are in friable condition, do not sow seeds through mulch.
- Apply seeds at a minimum rate of 5 pounds per 1,000 square feet. Do not seed when wind velocity exceeds 5 miles per hour.
- Float and lightly compact areas to incorporate the seed into the uppermost ½ inch of the soil.
- Visually inspect the seeded areas for uniformity of application; areas in which visual inspection fails to reveal an average of 2 seeds per square inch shall be reseeded at no additional cost to the owner.
- Apply mulch immediately after seeding, provide uniform distribution and allow sunlight to penetrate mulch.
- Small grain mulch shall be applied at a rate of 2.5 bales per 1000 square feet. Mulch shall be anchored.
- Hydro mulch must be applied at a rate of 2,000 pounds per acre. Do not apply if rain is anticipated within 24 hours. Reapplication is required after rain damage at the contractor's expense.
- Mulch blankets can be utilized in accordance with the Manufacturer's guidelines.

Hydroseeding:

- After the areas to be seeded have been brought to the required grade and properly trimmed, bring soil to a friable condition by disking, harrowing, or otherwise loosening and mixing to a depth of 3 inches to 4 inches. Thoroughly break all lumps and clods.

**CITY OF HILLSDALE  
SPECIAL PROVISION  
FOR  
TURF ESTABLISHMENT  
Page 3 of 4**

- If the prepared seedbed is not fertilized, satisfactorily seeded, and mulched before the friable condition is lost through compaction or crusting, repeat the seedbed preparation prior to seeding or reseeding.
- Rake prepared seedbed before seeding.
- Apply fertilizer with seed at a rate equivalent to 6.25 pounds per 1,000 square feet of 16-32-4.
- Use equipment only specifically designed for hydraulic seeding application.
- Mix seed, fertilizer and pulverized mulch in water until uniformly blended into homogeneous slurry. Continue mixing during application.
- Float and lightly compact areas to incorporate the seed into the uppermost ½ inch of the soil.
- Visually inspect the seeded areas for uniformity of application; areas in which visual inspection fails to reveal an average of 2 seeds per square inch shall be reseeded at no additional cost to the owner.
- Apply mulch immediately after seeding, provide uniform distribution and allow sunlight to penetrate mulch.
- Small grain mulch shall be applied at a rate of 2.5 bales per 1000 square feet. Mulch shall be anchored.
- Hydro mulch must be applied at a rate of 2,000 pounds per acre. Do not apply if rain is anticipated within 24 hours. Reapplication is required after rain damage at the contractor's expense.
- Mulch blankets can be utilized in accordance with the Manufacturer's guidelines.

Maintenance:

The Contractor is responsible for follow-up maintenance per the following requirements:

- Inspect materials planted in the spring during the summer or early fall, and take corrective action during the fall planting season.
- Inspect materials planted in the fall during the spring and take corrective action during this spring planting season.
- Reseed, plant, fertilize, mulch, topsoil, grade and roll as necessary to achieve a uniform lawn [stand of grass] free from eroded or bare areas.
- Water seeded areas as required to maintain the viability of the Product.

**CITY OF HILLSDALE**  
**SPECIAL PROVISION**  
**FOR**  
**TURF ESTABLISHMENT**  
Page 4 of 4

MEASUREMENT AND PAYMENT

The completed work under this **Turf Establishment** special provision will be considered incidental to the water service replacement and will not be paid for separately.

**Turf Establishment** shall include all materials, labor and equipment required or selected by the Contractor to install, maintain, inspect, repair, and meet the acceptance parameters for turf establishment will not be paid for separately.

Repairs made to damaged turf establishment areas as a result of a documented storm by a local meteorological data resulting in rainfall amounts of more than 3 inches in a 24 hr. period will be paid for as an increase to the original quantities as described in subsection 109.07 of the Standard Specifications for Construction.

A 2% retainage of the HMA, 36A Pay Item will be held until turf has been satisfactorily established.



# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** March 1, 2021

**Agenda Item:** New Business

**SUBJECT:** 2021 Special Assessment District (SAD# 21-02)

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

According to City Charter, once the City Council instructs the City Engineer to prepare plans, specifications and cost estimates for a proposed special assessment district and the plans are completed a public hearing must be set to hear support or objections for said project. Attached are the City Engineer's plans, specifications and cost estimates for the Riverdale Area Special Assessment District (SAD# 21-02).

The total estimated cost of the project is \$200,000 with \$150,000 being paid by the City and \$50,000 being assessed to property owners. The project cost split is in accordance with the City's Policy on Special Assessment Districts for Street Projects presented to the City Council at their February 1, 2021 meeting. It is important to note that the total combined cost to the affected property owners will not go above \$50,000, which is limited to a maximum of \$5,000 per lot, but may go down if the total project cost comes in lower than the total estimated cost of \$200,000.

Upon City Council setting the public hearing date, the City Clerk must publish notice of the meeting once each week for two successive weeks in the local newspaper. Additionally, the City Assessor must notify affected property owners in writing of the proposed district, estimated costs and repayment terms of said district.

According to the City Charter, Sec. 2-335 Hearing procedure, "If more than 50% of the number of owners of privately owned real property to be assessed for such improvement shall object **in writing** to the proposed improvement, the improvement shall not be made without the affirmative vote of seven of the members of the council."

### **RECOMMENDATION:**

City Council should set March 15<sup>th</sup>, 2021 as the public hearing date for consideration to establish Special Assessment District (SAD# 21-02).

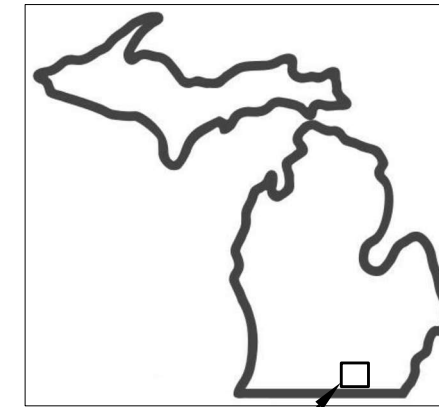
**RIVERDALE AREA - SPECIAL ASSESSMENT DISTRICT (21-02)**

<b>PARCEL NO.</b>	<b>PROPERTY ADD</b>	<b>OWNER</b>	<b>ESTIMATED SAD AMOUNT</b>
006-126-129-28	85 Arbor View Ct	POSTLE, SUSAN	\$5,000
006-126-201-02	91 Arbor View Ct	SOMERVILLE, JOHN & KAREN	\$5,000
006-126-201-04	95 Arbor View Ct	LAYCOCK, DOUGLAS & BARBARA BUSHEY	\$5,000
006-126-202-04	100 Riverdale St	RORICK, NICHOLAS & ELIZABETH	\$5,000
006-126-202-06	91 State St	GREINER, RANDALL	\$5,000
006-126-202-07	104 Riverdale St	DUNLOP REVOCABLE TRUST	\$5,000
006-126-202-08	90 Arbor View Ct	SALVATION ARMY	\$5,000
006-126-203-01	100 Arbor View Ct	YOST, CHARLES	\$5,000
006-126-203-02	105 Riverdale St	SERVOLD, RYAN & MARIA	\$5,000
006-126-203-03	101 Riverdale St	JC HILLSDALE PROPERTY LLC	\$5,000



# CITY OF HILLSDALE

## HILLCREST, RIVERDALE & ELM COURT STREET IMPROVEMENTS

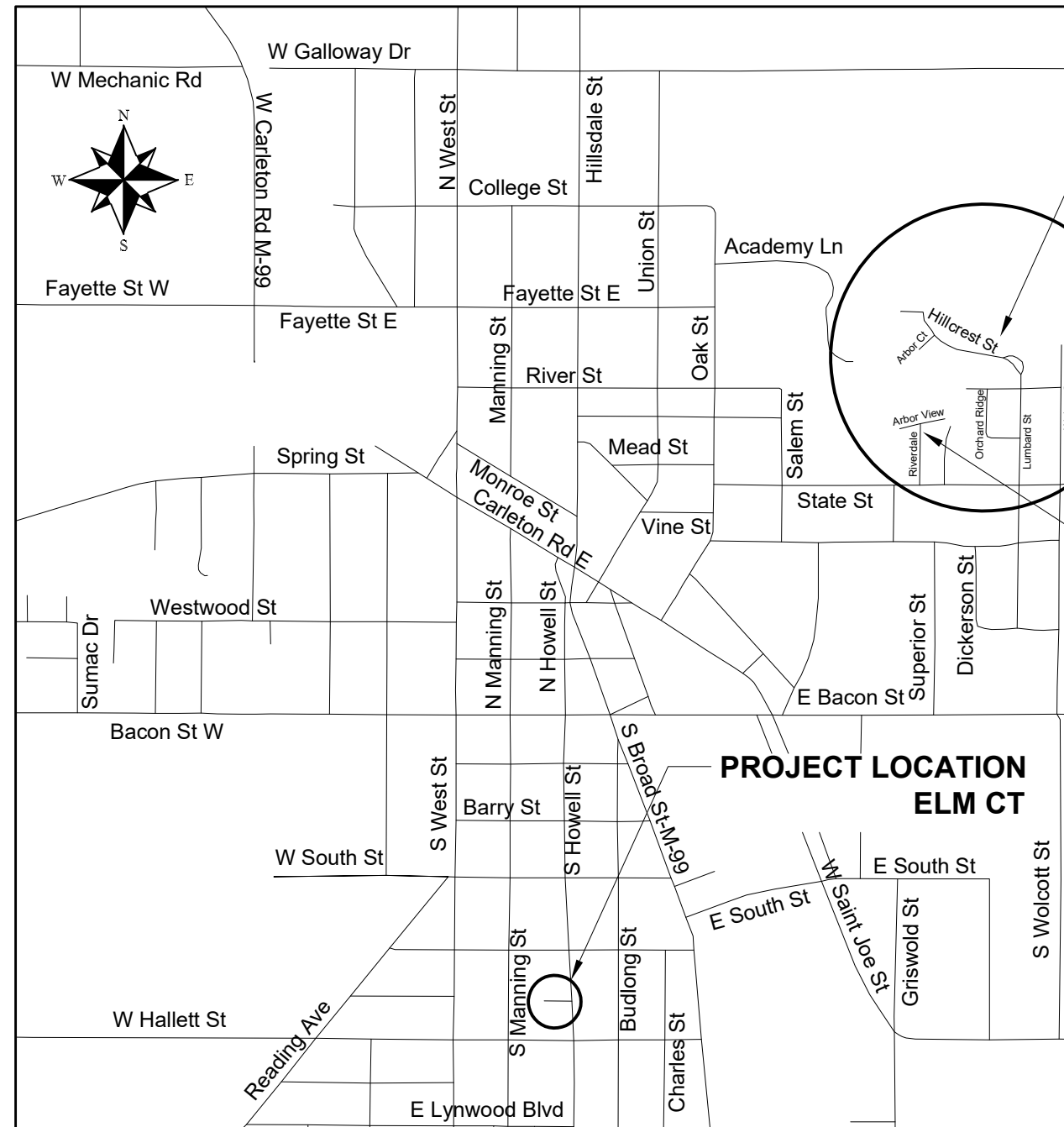


SITE LOCATION

PROJECT LOCATION  
HILLCREST AREA

PROJECT LOCATION  
RIVERDALE AREA

PROJECT LOCATION  
ELM CT



**AREA MAP**  
NOT TO SCALE

FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, THE CONTRACTOR SHALL DIAL 1-800-482-7171 OR 811 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO THE BEGINNING OF EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED.

Progress Print  
NOT  
FOR  
CONSTRUCTION

**REFERENCES TO SPECIFICATIONS:**

THE IMPROVEMENTS COVERED BY THESE PLANS SHALL BE DONE IN ACCORDANCE WITH THE PROJECT DRAWINGS, NOTES, AND THE APPLICABLE SECTIONS OF THE 2012 MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION.

ALL TRAFFIC CONTROL DEVICES SHALL BE IN ACCORDANCE WITH THE MOST CURRENT VERSION OF THE MICHIGAN MANUAL OF TRAFFIC CONTROL DEVICES (MMUTCD)



97 NORTH BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE

CITY OF HILLSDALE  
HILLSDALE, MI  
STREET IMPROVEMENTS

2021

SCALE  
NTS

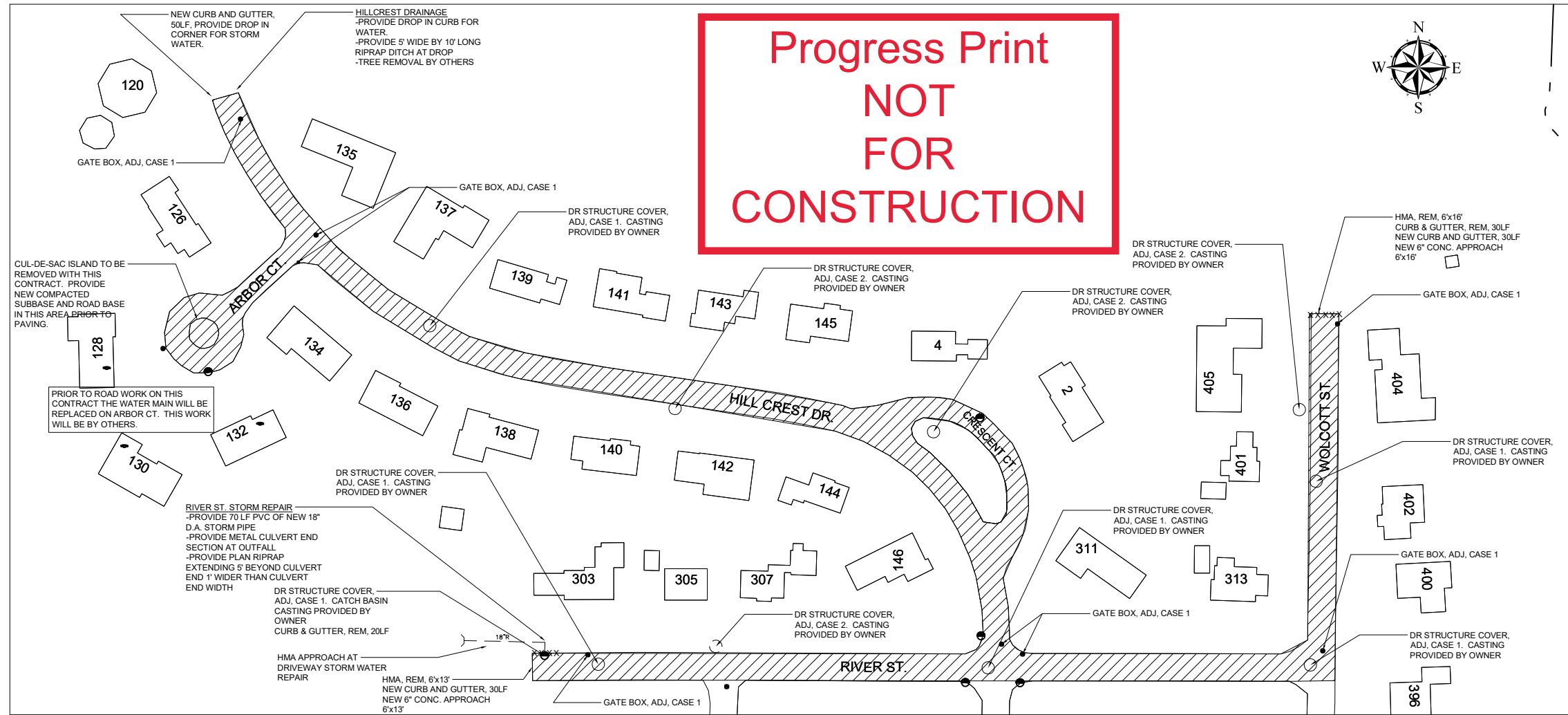
	NAME	DATE
DESIGNED	KLB	2/24/21
DRAWN	KLB	2/24/21
CHECKED		

DRAWING NO.

**TS**

SHEET NO.	DESCRIPTION
TS	TITLE SHEET
C1	HILLCREST DR., ARBOR CT., CRESCENT CT., RIVER ST., N. WOLCOTT ST. (NORTH OF RIVER ST.)
C2	LUMBARD ST., ORCHARD RIDGE PKWY, N. WOLCOTT (SOUTH OF RIVER ST.), ARBOR VIEW CT., RIVERDALE
C3	ELM COURT
C4	ELM COURT - TRAFFIC CONTROL PLAN

# HILLCREST AREA - NORTH



97 NORTH BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE

CITY OF HILLSDALE  
 HILLSDALE, MI  
**HILLCREST AREA**  
**STREET IMPROVEMENTS**  
 HILLCREST DR, RIVER ST, N WOLCOTT ST  
 ARBOR CT AND CRESCENT CT

### CONSTRUCTION NOTES (APPLICABLE TO ALL SHEETS, AS NEEDED):

**EXISTING WATER MAINS AND SEWERS:** THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO PROPERLY IDENTIFIED EXISTING WATER MAINS AND/OR SEWER DURING THE CONSTRUCTION OF THIS PROJECT.

**CONCRETE CURB & GUTTER:** NEW CURB & GUTTER SHALL BE F-4 TYPE CONSTRUCTED IN ACCORDANCE WITH MDOT STANDARD PLAN R-30-G. SECTIONS LONGER THAN 10'-0" WILL REQUIRE 2-#4 EPOXY COATED REINFORCING BARS.

**ADJUSTMENT OF DRAINAGE STRUCTURES:** IT IS THE CONTRACTOR'S RESPONSIBILITY TO PLACE THE LOCATION AND ELEVATION OF ALL CASTINGS PROPERLY ALIGNED WITH THE PROPOSED CURB OR WITHIN THE STREET. ADJUSTMENT OF CASTINGS ON EXISTING STRUCTURES WILL BE PAID AS DR STRUCTURE COVER, ADJ, CASE 1 OR 2. THESE ITEMS INCLUDE ALL BLOCK OR ADJUSTING RINGS AS NECESSARY FOR PROPER ADJUSTMENT.

**SALVAGE:** THE CITY RESERVES THE RIGHT TO SALVAGE ALL EXISTING MATERIALS (CASTINGS, HYDRANTS, ETC). MATERIALS DESIRED TO BE SALVAGED SHALL BE STOCKPILED WITHIN THE PROJECT LIMITS FOR THE CITY TO PICK UP. ITEMS THE CITY DOES NOT WANT WILL BE BECOME PROPERTY OF THE CONTRACTOR.

**LAWN SPRINKLERS:** OWNERS OF EXISTING LAWN SPRINKLER SYSTEMS AND/OR LANDSCAPING SHALL BE NOTIFIED, IN WRITING WITH A COPY SENT TO THE CITY ENGINEER, BY THE CONTRACTOR TWO WEEKS IN ADVANCE OF ANY WORK THAT WILL EFFECT THOSE SYSTEMS/LANDSCAPING. IF THE OWNER FAILS TO RELOCATE THE ITEMS PRIOR TO THE BEGINNING OF WORK AND THE SYSTEM IS CUT THE CONTRACTOR SHALL CAP THE SYSTEM PIPE AND WITNESS THE LOCATION WITH A STAKE. SALVAGED SPRINKLER HEADS SHALL BE PLACE ON THE OWNERS PROPERTY. ANY LANDSCAPING ITEMS NOT MOVED SHALL BE CAREFULLY SALVAGED AND PLACED ON THE OWNERS PROPERTY.

**NOTICE TO RESIDENTS:** THE CONTRACTOR SHALL NOTIFY RESIDENTS 24 HOURS IN ADVANCE OF DISTRUPTION TO SERVICE SUCH AS DRIVEWAYS CLOSING.

**LANDSCAPE RETORATION:** AREAS DISTURBED BY CONSTRUCTION SHALL BE GRADED SMOOTH AND RESTORED WITH 4" OF NEW TOPSOIL, SEEDED AND MULCHED PER THE SPECIFICATION REQUIREMENTS FOR TURF ESTABLISHMENT.

**MAINTAINING TRAFFIC:** CONTRACTOR SHALL MAINTAIN ACCESS TO LOCAL RESIDENTS AND EMERGENCY VEHICLES DURING CONSTRUCTION. IT IS UNDERSTOOD THAT THERE MAY BE TIMES WITH SEVERLY LIMITED ACCESS. THE CONTRACTOR SHALL LEAVE THE SITE AT THE END OF THE WORK DAY SUCH THAT RESIDENTS CAN ACCESS THEIR DRIVEWAYS.

### REMOVAL LEGEND

- HMA, REM
- CURB & GUTTER, REM

### PROJECT QUANTITIES - HILLCREST NORTH

QUANTITY	UNIT	DESCRIPTION
100	LF	CURB & GUTTER, REM
9000	SY	HMA SURFACE, REM
1	LS	ARBOR COURT ISLAND, REM
1	LS	HILLCREST DR. DRAINAGE
1	LS	RIVER ST. STORM WATER REPAIR
70	LF	SEWER PIPE SDR35 PVC, 18 INCH, TR DET B
6	EA	DR STRUCTURE COVER, ADJ, CASE 1
4	EA	DR STRUCTURE COVER, ADJ, CASE 2
8	EA	GATE VALVE, ADJ, CASE 1
100	LF	CURB & GUTTER, CONC, DET F4
175	SF	SIDEWALK/ DRIVEWAY, CONC, 6 INCH
1100	TON	HMA, 13A (220LBS/SY)
1100	TON	HMA, 36A (220LBS/SY)
5	TON	HMA APPROACH 36A (220LBS/SY), @ RIVER ST STORM REPAIR
150	CY	SAND SUBBASE, CIP
600	SY	AGGREGATE BASE (22A), 8 INCH
150	CY	SUBGRADE UNDERCUTTING, TYPE II
50	SY	TURF ESTABLISHMENT

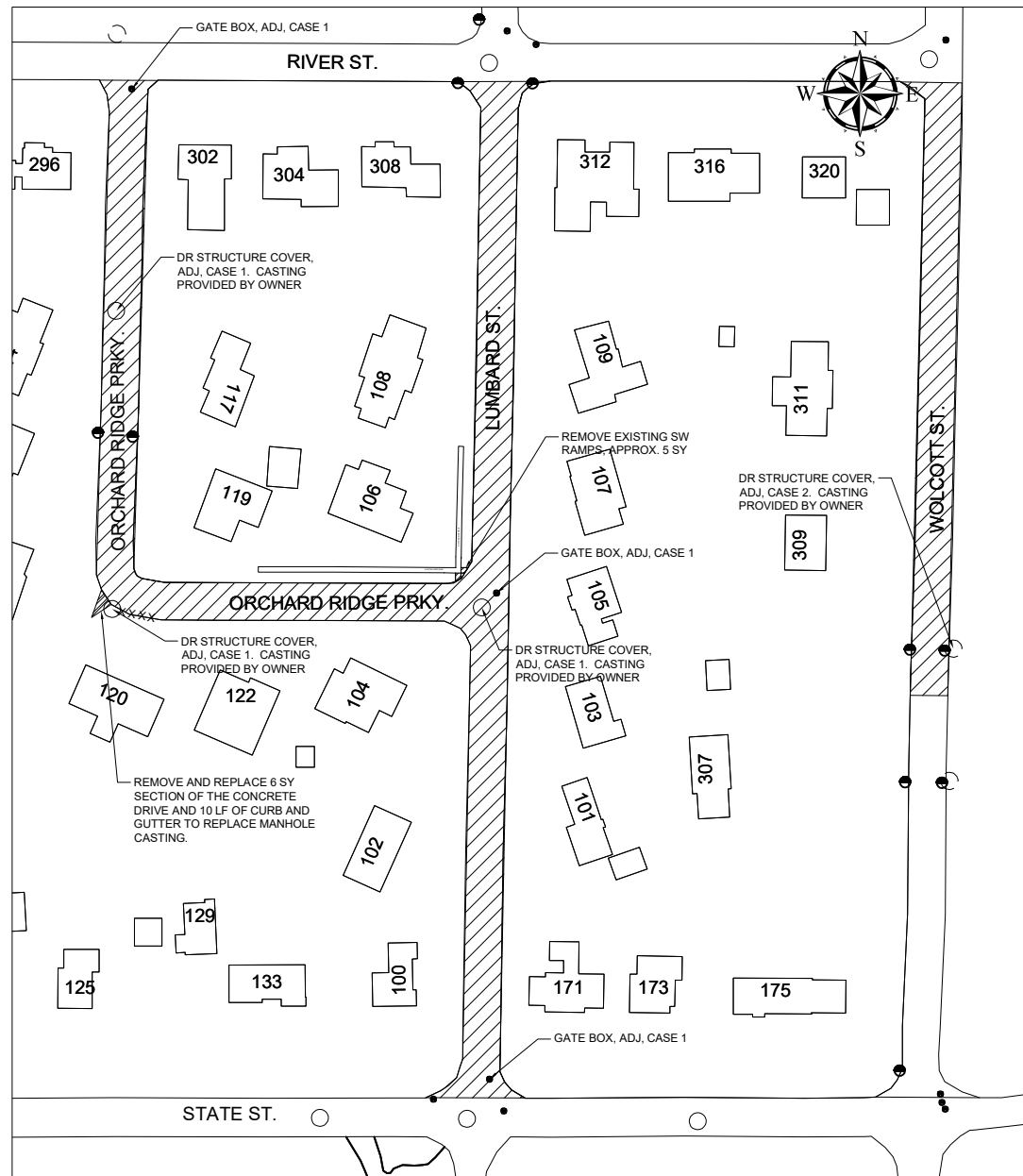
SCALE:  
NTS

	NAME	DATE
DESIGNED	KLB	2/25/21
DRAWN	KLB	2/25/21
CHECKED		

DRAWING NO.

**C1**

# HILLCREST AREA - SOUTH



**REMOVAL LEGEND**

- HMA, REM
- CURB & GUTTER, REM
- SIDEWALK, REM

PROJECT QUANTITIES - HILLCREST SOUTH		
QUANTITY	UNIT	DESCRIPTION
50	LF	CURB & GUTTER, REM
11	SY	SIDEWALK, REM
6000	SY	HMA SURFACE, REM
3	EA	DR STRUCTURE COVER, ADJ, CASE 1
1	EA	DR STRUCTURE COVER, ADJ, CASE 2
3	EA	GATE VALVE, ADJ, CASE 1
50	LF	CURB & GUTTER, CONC, DET F4
55	SF	SIDEWALK/ DRIVEWAY, CONC, 6 INCH
725	TON	HMA, 13A (220LBS/SY)
725	TON	HMA, 36A (220LBS/SY)
150	CY	SAND SUBBASE, CIP
600	SY	AGGREGATE BASE (22A), 8 INCH
150	CY	SUBGRADE UNDERCUTTING, TYPE II
50	SY	TURF ESTABLISHMENT
1	LS	TRAFFIC CONTROL

Progress Print  
NOT  
FOR  
CONSTRUCTION



97 NORTH BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE

CITY OF HILLSDALE  
HILLSDALE, MI  
HILLCREST AREA  
STREET IMPROVEMENTS

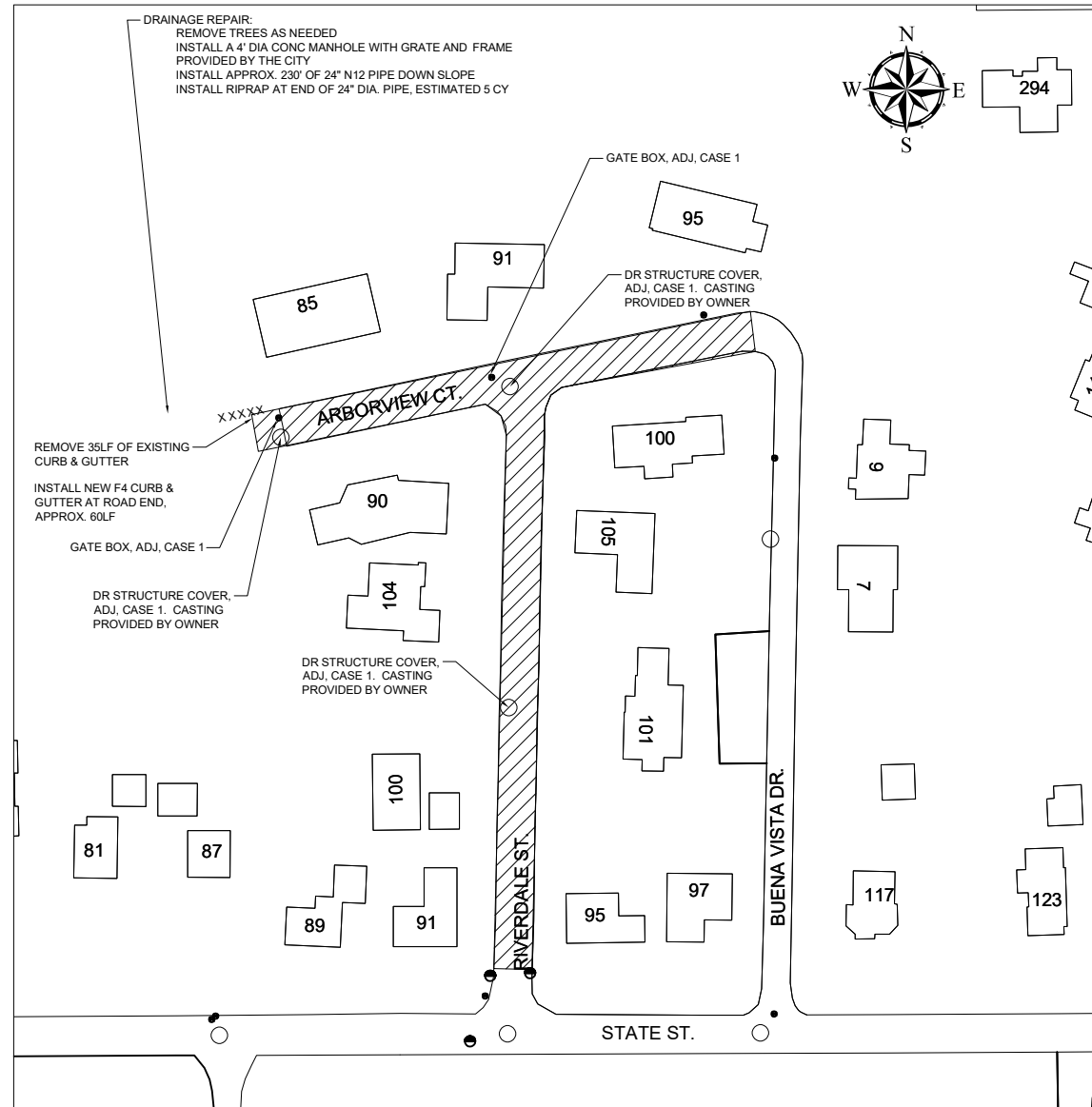
LUMBAR ST, ORCHARD RIDGE PKWY,  
AND N WOLCOTT ST

SCALE:  
1" = 30'

	NAME	DATE
DESIGNED	KLB	2/25/21
DRAWN	KLB	2/25/21
CHECKED		

DRAWING NO.  
**C2**

# RIVERDALE AREA



**REMOVAL LEGEND**

	HMA, REM
	CURB & GUTTER, REM

PROJECT QUANTITIES - RIVERDALE		
QUANTITY	UNIT	DESCRIPTION
50	LF	CURB & GUTTER, REM
2600	SY	HMA SURFACE, REM
1	LS	ARBOR VIEW CT. DRAINAGE
230	LF	SEWER N12 PIPE, 24" DIA., TRENCH DET B
3	EA	DR STRUCTURE COVER, ADJ, CASE 1
2	EA	GATE VALVE, ADJ, CASE 1
75	LF	CURB & GUTTER, CONC, F4
315	TON	HMA, 13A (220LBS/SY)
315	TON	HMA, 36A (220LBS/SY)
50	CY	SAND SUBBASE, CIP
200	SY	AGGREGATE BASE (22A), 8 INCH
50	CY	SUBGRADE UNDERCUTTING, TYPE II
250	SY	TURF ESTABLISHMENT
1	LS	TRAFFIC CONTROL

Progress Print  
 NOT  
 FOR  
 CONSTRUCTION



97 NORTH BROAD ST.  
 HILLSDALE, MI 49242

REVISIONS	DATE

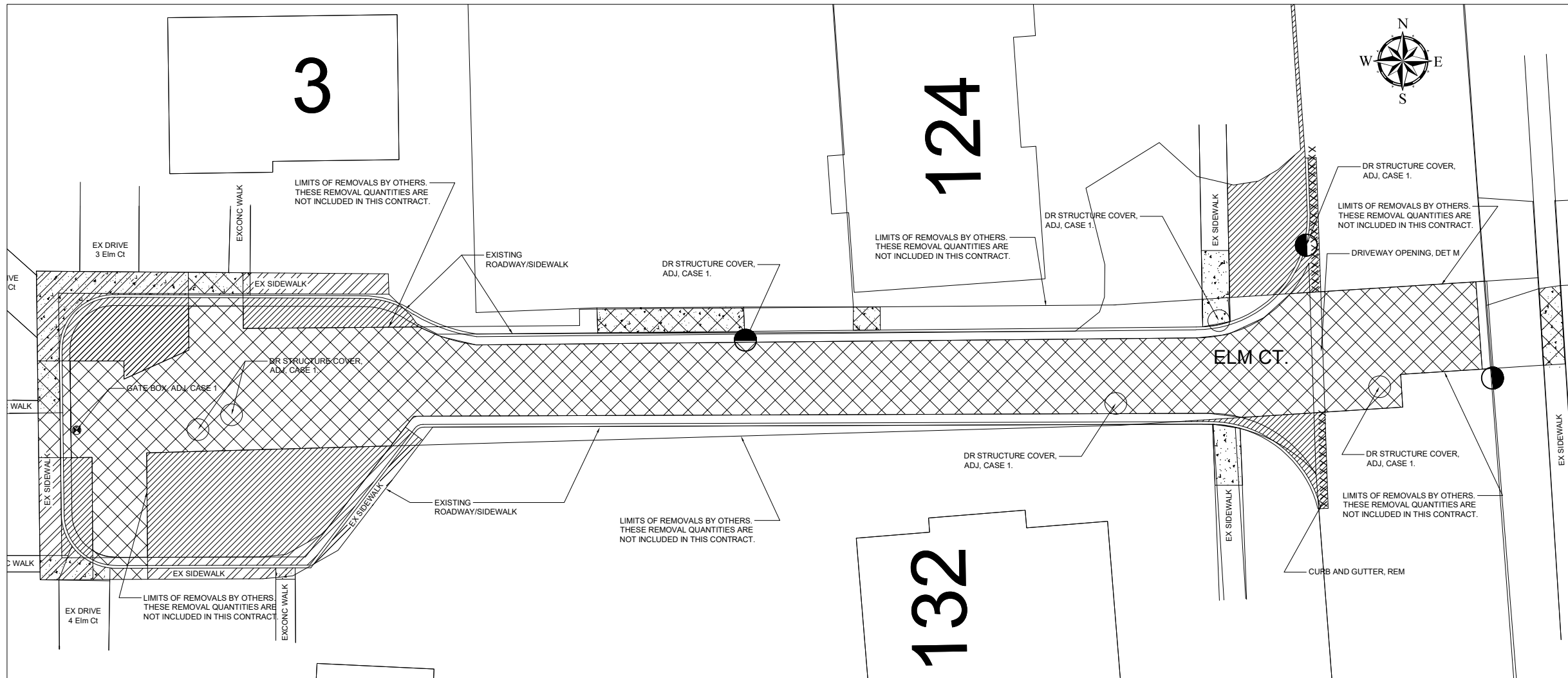
CITY OF HILLSDALE  
 HILLSDALE, MI  
 HILLCREST AREA  
 STREET IMPROVEMENTS  
 RIVERDALE AND ARBOR VIEW

SCALE:  
 NTS

	NAME	DATE
DESIGNED	KLB	2/25/21
DRAWN	KLB	2/25/21
CHECKED		

DRAWING NO.  
C3

# ELM COURT AREA



97 NORTH BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE

CITY OF HILLSDALE  
HILLSDALE, MI  
ELM COURT AREA  
STREET IMPROVEMENTS

ELM COURT

Progress Print  
NOT  
FOR  
CONSTRUCTION

### PROJECT LEGEND

- REMOVALS BY OTHERS
- WORK ON THIS CONTRACT**
- HMA, REM
- CURB & GUTTER, REM
- SIDEWALK, REM
- NEW SIDEWALK/DRIVE

### PROJECT QUANTITIES - THIS SHEET

QUANTITY	UNIT	DESCRIPTION
45	LF	CURB & GUTTER, REM
80	SY	SIDEWALK, REM
200	SY	HMA SURFACE, REM
7	EA	DR STRUCTURE COVER, ADJ. CASE 1
1	EA	GATE VALVE, ADJ. CASE 1
545	LF	CURB & GUTTER, CONC, D2
225	SF	SIDEWALK, CONC, 4 INCH
375	SF	SIDEWALK/DRIVEWAY, CONC, 6 INCH
50	SF	SIDEWALK RAMP, CONC, 6 INCH
10	LF	DETECTABLE WARNING
95	TON	HMA, 13A (220LBS/SY)
95	TON	HMA, 36A (220LBS/SY)
10	CY	SAND SUBBASE, CIP
50	SY	AGGREGATE BASE (22A), 8 INCH
10	CY	SUBGRADE UNDERCUTTING, TYPE II
110	SY	TURF ESTABLISHMENT
1	LS	TRAFFIC CONTROL

SCALE:  
NTS

	NAME	DATE
DESIGNED	KLB	2/25/21
DRAWN	KLB	2/25/21
CHECKED		

DRAWING NO.

**C4**

**CITY OF HILLSDALE, MICHIGAN  
ADVERTISEMENT FOR BIDS**

**2021 Street Projects**

The City of Hillsdale is requesting proposals for the following street project(s):

Part 1: Hillcrest Area street milling and resurfacing including miscellaneous subgrade, storm water and concrete work.

Part 2: Riverdale Area street milling and resurfacing including miscellaneous subgrade, storm water and concrete work.

Part 3: Elm Ct street reconstruction including new curb and gutter, sidewalk and paving.

All work shall be in accordance with the project drawings and the applicable sections of the 2012 MDOT Standard Specifications for Construction.

This bid request consists of multiple parts only for internal budgeting reasons the city will award all parts of this contract as one project to one successful bidder.

**RFP due date/ Public Opening:**

Sealed proposals are due by 1:00 pm (local time) on April 7, 2021 at the following location:

Hillsdale City Hall  
Office of the City Clerk  
97 N. Broad Street  
Hillsdale, MI 49242

**Project Locations:**

**PART 1 - HILLCREST AREA:**

Located in the NE quadrant of the city, north of State Street, and will include the following streets in the project:

- Hillcrest Drive – River to dead-end
- Arbor Court – Full Extent
- Crescent Court – Full Extent
- River Street – Wolcott to Dead-end
- Lombard Street – River to State
- Orchard Ridge Parkway – River to Lombard
- Wolcott Street – 300' North of State Street to dead-end

**PART 2 – RIVERDALE AREA:**

Located in the NE quadrant of the city, north of State Street, west of the Hillcrest Area and will include the following streets in the project.

- Riverdale – from State Street to Arbor View Court



- Arbor View – from Buena Vista to dead-end

**PART 3 – ELM COURT AREA:**

Located in the south section of the city off of South Howell Street and will include the full extent of the project.

**Project Scopes of Work:**

**PART 1 - HILLCREST AREA:**

Work consists of milling and resurfacing all roads listed above within the Hillcrest Area, the attached drawings show the specific project limits for the streets.

Concrete work on the project will consist of miscellaneous removal and replacement of concrete curb and gutter and construction of some 6" driveway flatwork sections.

Many manholes within the area will require new castings which will be provided by the city. Locations are noted on the attached drawings.

Hillcrest Drive Drainage work, located at the dead-end of Hillcrest Dr., will be bid as a lump sum item, unless noted otherwise, including the following work:

- Installation of a 2' deep drainage ditch lined with plain riprap, to accommodate surface storm water runoff.
- Runoff area shall be 5' wide x 10' long beyond the new curb and gutter drop section.
- Tree removals as needed.

River Street Storm Water work, located at the dead-end of River St., will be bid as a lump sum, unless noted otherwise, item including the following work:

- Remove the existing section of failed 18" CMP.
- Install a new approximate 70' section of 18" dia. PVC, SDR 35, storm pipe. This will extend from the existing catch basin to the outfall area. Work will extend from the existing catch basin inlet to the existing outfall. NOTE: Pipe will be paid as a per foot line item outside this lump sum item.
- Provide and install metal culvert end section at the pipe outfall surrounded by plain riprap extending a distance of 5' beyond the culvert end and a minimum of 1' wider than the culvert end.
- Pave the existing driveway area removed to complete this work with 2" of HMA (36A), 220lbs/SY. NOTE: HMA Approach material will be paid as a per Ton line item outside this lump sum item.
- Tree removals as needed.

Arbor Court Island Removal, located within Arbor Court, will be bid as a lump sum item, unless noted otherwise, including the following work:

- Remove all curb and gutter and planting materials around and within the island.

- Excavate the island area to accommodate installation of new base and subbase materials.
- Backfill the island area with 12" of compacted class II sand followed by 8" of compacted 22A aggregate base prior to paving. NOTE: Sand Subbase and Aggregate will be paid as Subbase, CIP and 8" Aggregate (22A) per the associated Unit Price bid item.
- The existing street light will be removed by the city prior to this project.

Prior to this project a new water main will be reconstructed within Arbor Court by others. That contract will require the contractor to restore their trench utilizing a compacted Class II sand backfill over the main and overlaid by 8" of compacted 22A aggregate base. Any necessary curb and gutter replacements, paving work and turf restorations required as a result of their work will be completed with this contract.

Traffic control for this portion of the project shall include advance warning signs on State St. of the work in the area and one (1) Type III barricade with "local traffic only" signage at Lombard and State St. and one (1) Type III barricade with "local traffic only" signage at State St. and N. Wolcott St.

#### PART 2 - RIVERDALE AREA:

Work consists of milling and resurfacing all roads listed above within the Riverdale Area, the attached drawings show the specific project limits for the streets.

Concrete work on the project will consist of miscellaneous removal and replacement of concrete curb and gutter.

Many manholes within the area will require new castings which will be provided by the city. Locations are noted on the attached drawings.

Arbor View Court Drainage work, located at the dead-end of Arbor View Court, will be bid as a lump sum item, unless noted otherwise, including the following work:

- Remove trees as needed to complete the required work.
- Fill in the existing washout area with clay and re-shape.
- Install a 4' concrete manholes with a casting provide by the city.
- Install approximately 230' of 24" dia. N12 pipe. NOTE: Pipe will be paid as a per foot line item outside this lump sum item.
- Provide and install rip rap the end of the 24" pipe, approximate 5 CY of material.

Traffic control for this portion of the project shall include advance warning signs on State St. of the work in the area and one (1) Type III barricade with "local traffic only" signage at Buena Vista & Arbor View Ct. and one (1) Type III barricade with "local traffic only" signage at State St. and Riverdale.

**PART 2 – ELM COURT:**

Work consists of some limited HMA pavement, curb and gutter, and sidewalk removals. Reconstruction will include construction MDOT “D2” mountable curb and gutter, sidewalk/drive approaches, HMA paving and turf establishment on Elm Court including some work on S. Howell Street at Elm Court.

Prior to this project a new water and sanitary sewer main will have been reconstructed within Elm Court extending into S. Howell St.. That contract will require the contractor to restore their trenches utilizing a compacted Class II sand backfill over the main and overlaid by 8” of compacted 22A aggregate base.

All necessary curb and gutter replacements, paving work and turf restorations required as a result of removals associated with the water main/sewer project work will be completed under this contract. The attached project drawings show the limits of the removal work completed under the other contract, as well as additional removals required on this project.

Concrete work on this part of the project will consist of miscellaneous removal and replacement of concrete curb and gutter, sidewalk and construction of some 6” driveway flatwork sections.

Traffic control for this part of the project shall include a posted detour per the Traffic Control Plan included in the construction drawings.

**Proposed Project Schedule:**

- City Council Anticipated Award of Contract: April 20, 2021
- Anticipated Construction Start Date: On or around July 2, 2021, see additional information below.
- Construction Completion Date: 4 weeks after sites become available but no later than September 3, 2021.

The water main and sanitary sewer projects on Arbor and Elm Courts are anticipated to be awarded at the April 20, 2021 City Council meeting. With a planned construction start date around May 17, 2021. The construction completion date on that project is July 2, 2021.

It is the city’s desire to minimize disruptions in these residential areas as such it is our expectation to coordinate the timing of these projects as closely as we are able. To this end the city will consider alternate work schedules that may overlap the water main/sewer work in areas not impacted by that work.

**Instructions to proposers:**

- Proposals must be typewritten or clearly printed in ink and signed by a duly authorized representative of the firm submitting the proposal.
- Proposals must be submitted in sealed envelopes, clearly marked on the outside, "2021 Street Projects – City of Hillsdale"
- Proposals will be received by the City Clerk, City Hall, 97 N. Broad Street, Hillsdale, Michigan 49242, at the above required time. All proposals will be date stamped and time marked upon receipt. Proposals may not be faxed or e-mailed.
- No proposal will be accepted after the time designated for the receipt of proposals set forth above. Each bidder shall and will be fully and solely responsible for delivery of the proposal prior to the appointed date and hour designated for the receipt of all proposals, and shall assume the risk of late delivery or non-delivery regardless of the manner the bidder employs for the proposal's delivery or the reason for such late delivery or non-delivery.
- The City of Hillsdale reserves the right to reject any and all proposals and to waive any defects or informalities in proposals, to accept the bid that it determines to be the lowest competitive bid from a competent bidder meeting specifications and to negotiate with the bidder or bidders who, in the judgment of the Hillsdale City Manager, are deemed the most advantageous for the public and the City.
- The City of Hillsdale reserves the right to take other action before a contract is signed or a purchase order is approved; even after City Council accepts or approves the proposal.
- Proposals submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record and available for review.
- Communications regarding this proposal may be directed to:  
Kristin Bauer  
City Engineer  
City of Hillsdale  
Hillsdale, MI 49242  
517-437-6479  
[kbauer@cityofhillsdale.org](mailto:kbauer@cityofhillsdale.org)

**Conditions applicable to proposal:**

- **Applicable Laws:** The Ordinances and Charter of the City of Hillsdale and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- The City of Hillsdale hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids to this invitation and will not be discriminated against on grounds of sex, race, color, age, weight, height, marital status, religion or national origin in the consideration for an award.

- This request for proposal does not commit the City of Hillsdale to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- The City is exempt from the payment of any federal excise or any Michigan sales tax (State of Michigan Sales Tax Exemption number: 38-6004621). The price must be net, exclusive of taxes.

**Indemnification:**

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

**Insurance:**

The Contractor shall, at its own expense, provide for the payment of Worker's Compensation benefits to its employees employed on or in connection with the work covered by this RFP, in accordance with applicable laws and statutorily required.

- The Contractor shall, at its own expense, carry and maintain Comprehensive General Public Liability Insurance with minimum limits of Bodily Injury of \$500,000 per person, \$1,000,000 per accident, \$250,000 per occurrence of property damage and \$2,000,000 Excess Liability. Blanket contractor and completed operations coverage shall be included with the same minimums.
- The Contractor shall, at its own expense, carry and maintain Comprehensive Auto Liability with the same limits as for General Public Liability. Liability coverage shall name City of Hillsdale as an additional insured.
- The Contractor shall likewise require its subcontractors, if any, to provide for such benefits and carry and maintain such insurance at no expense to the City.
- Before commencement on the project contemplated herein, and at any time thereafter upon written request by the City, the Contractor shall furnish the City with a copy of certificates of insurance as evidence that policies providing the required coverage's and limits of insurance are in full force and effect.
- All insurance coverage furnished under this Contract, with the exception of Worker's Compensation and Employer's Liability, shall include the City, and employees as

additional insured with respect to the activities of the Contractor and its subcontractors. Any certificate or certificates presented as evidence of insurance shall specify the date when such benefits and insurance expire. The Contractor agrees that said benefits and insurance shall be provided and maintained until after the entire work under the Contract has been performed and accepted. The Contractor shall provide the City at least thirty (30) days advance written notice prior to cancellation, termination, or material alteration of said policies of insurance.

**Changes and addenda to proposal documents:**

Information of change or addendum issued in relation to this document will be on file and available in the Office of the City Clerk, as well as published on MITN. In addition, to the extent possible, copies will be emailed to each vendor registered as having received a set of documents. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such addenda.

**Proposal results:**

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

**Anti-Collusion:**

Any evidence of agreement or collusion among bidders and/or prospective bidders acting to illegally restrain freedom of competition by agreement to bid fixed prices, or otherwise, will render their offers void.

**Bid Bond/ Performance Bond:**

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

**PROPOSAL:**

All bids will be paid utilizing Unit Prices in accordance with the submitted proposal for each part of the bid.

This bid request consists of multiple parts only for internal budgeting reasons the city will award all parts of this contract as one project to one successful bidder.

**PART 1 - HILLCREST AREA:**

<b>ITEM DESCRIPTION</b>	<b>QUANT.</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
Mobilization (Max. 5% of Bid Amount)	1	LS		
Curb & Gutter, Rem	150	LF		
Sidewalk, Rem	11	SY		
HMA Surface, Rem	15000	SY		
Arbor Court Island, Rem	1	LS		
Hillcrest Dr. Drainage	1	LS		
River St. Storm Water Repair	1	LS		
Sewer Pipe SDR 35 PVC, 18 Inch, Tr Det B	70	LF		
Dr Structure Cover, Adj, Case 1	9	EA		
Dr Structure Cover, Adj, Case 2	5	EA		
Gate Valve, Adj, Case 1	11	EA		
Curb & Gutter, Conc, F4	150	LF		
Sidewalk/Driveway, Conc, 6 Inch	230	SF		
HMA, 13A (220 LB/SY)	1,825	Ton		
HMA, 36A (220 LB/SY)	1,825	Ton		
HMA Approach 36A (220 LB/SY), @ River St Storm Repair	5	Ton		
Sand Subbase, CIP	300	CY		

Aggregate Base (22A), 8 Inch	1,200	SY		
Subgrade Undercutting, Type II	300	CY		
Turf Establishment	100	SY		
Traffic Control	1	LS		
<b>GRAND TOTAL:</b>				

**PART 2- RIVERDALE AREA:**

ITEM DESCRIPTION	QUANT.	UNIT	UNIT COST	TOTAL COST
Mobilization (Max. 5% of Bid Amount)	1	LS		
Curb & Gutter, Rem	50	LF		
HMA Surface, Rem	2,600	SY		
Arbor View Ct. Drainage	1	LS		
Sewer N12 Pipe, 24" Dia., Tr. Det B	230	LF		
Dr Structure Cover, Adj, Case 1	3	EA		
Gate Valve, Adj, Case 1	2	EA		
Curb & Gutter, Conc, F4	75	LF		
HMA, 13A (220 LB/SY)	315	Ton		
HMA, 36A (220 LB/SY)	315	Ton		
Sand Subbase, CIP	50	CY		
Aggregate Base (22A), 8 Inch	200	SY		
Subgrade Undercutting, Type II	50	CY		
Turf Establishment	250	SY		
Traffic Control	1	LS		
<b>GRAND TOTAL:</b>				



**PART 3 – ELM COURT:**

<b>ITEM DESCRIPTION</b>	<b>QUANT.</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
Mobilization (Max. 5% of Part 3)	1	LS		
Curb & Gutter, Rem	45	LF		
Sidewalk, Rem	80	SY		
HMA Surface, Rem	200	SY		
Dr Structure Cover, Adj, Case 1	7	EA		
Gate Valve, Adj, Case 1	1	EA		
Curb & Gutter, Conc, D2	545	LF		
Sidewalk, Conc, 4 Inch	225	SF		
Sidewalk/Driveway, Conc, 6 Inch	375	SF		
Sidewalk Ramp, Conc, 6 Inch	50	SF		
Detectable Warning	10	LF		
HMA, 13A (220 LB/SY)	95	Ton		
HMA, 36A (220 LB/SY)	95	Ton		
Sand Subbase, CIP	10	CY		
Aggregate Base (22A), 8 Inch	50	SY		
Subgrade Undercutting, Type II	10	CY		
Turf Establishment	110	SY		
Traffic Control	1	LS		
<b>GRAND TOTAL:</b>				

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:

<u>Addendum No.</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____

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 NAME OF PROPOSER \_\_\_\_\_

PRINTED NAME OF PROPOSER \_\_\_\_\_

TITLE \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

DRAFT

# TECHNICAL SPECIFICATIONS

DRAFT

## CITY OF HILLSDALE

Unless noted otherwise all work on this project shall be performed promptly and professionally in conjunction with the project documents, the 2012 MDOT Standard Specifications for Construction and City of Hillsdale Codes and Ordinances, as applicable.

### SITE ACCESS/HOURS OF WORK

- By City of Hillsdale Ordinance Section 14-63, work shall be restricted to the following hours, except as work may relate to the safety and/or protection of persons, the work or the property at the site:
  - Monday through Saturday (except legal Holidays): 7:00am to 6:00pm
  - Work requests outside these time limits require written permission of the City Manager.
- Contractor shall limit construction access to the site from public roadways and use of the private premises to allow for private resident access. All access to the site shall be coordinated with the resident for access.
- A minimum of 48 hours prior to beginning work the contractor shall provide written notices to the property owners about the pending work to be performed should the work directly impact access to homes beyond the normal work times.
- The contractor shall make every effort to maintain responsible access to properties in the work zone. At the end of each work day access to properties shall be re-established.

### PERMITS

Contractor shall obtain with all required permits. The contractor shall ensure that all permits to be issued have been obtained prior to beginning of any work.

This section includes provisions for specific permits but may not include all required permits.

- Work performed within the limits of the public ROW will require a permit from the City of Hillsdale Public Services Department. Costs will be waived for this permit, however the Contractor shall comply with all other requirements of the permit. For information on this permit contact the Department of Public Services located at 149 Water Works Ave., Hillsdale, MI 49242, Phone: 517-437-6490.

### SITE PRODUCT STORAGE & CLEANING

- Products for the contractors use may be stored within the public ROW and shall be properly secured and barricaded. Any areas damaged by the material storage shall be restored at completion of the project to the satisfaction of the Department of Public Services and this contract.
- No loose material i.e.; soil materials, stone, etc. shall be stored within the roadway. Loose materials stored off the roadway shall be surrounded by properly installed

silt fence or similar measures to ensure material will not wash into the roadway and/or storm sewer systems.

- Contractor shall ensure the work area is maintained free of debris and waste materials are remove daily.
- Contractor shall maintain and ensure all paved surfaces are kept clean.
- Should dust or other site issues become an issue the contractor shall correct any unsatisfactory conditions within 24 hours of notice of the issue. Should the contractor not mitigate the issues in a timely manner the city may arrange for corrective measures and charge the contractor for the work.

DRAFT

**CITY OF HILLSDALE  
SPECIAL PROVISION  
FOR  
MOBILIZATION  
Page 1 of 1**

DESCRIPTION

This work shall be done in accordance with Section 150 of the MDOT 2012 Standard Specifications for Construction and as specified herein.

CONSTRUCTION

Work shall include the preparatory work and operations including, but not limited to, the following:

- Preparatory work and expenses incurred prior to beginning work onsite.
- Transport materials, personnel, and equipment to the job site.
- Establishment of temporary onsite construction facilities, if required.
- Provided insurance, bonds, and other costs associated with the project in general and not included in other pay items.
- Coordination with property owners.
- All required submittals.

MEASUREMENT AND PAYMENT

This pay item as listed for Mobilization (Max. 5% of Bid Amount) will be paid for at the contract Lump Sum (LS) amount as follows:

PAY ITEM

Mobilization (Max. 5% of Bid Amount)

PAY UNIT

Lump Sum (LS)

- 50% of the Mobilization payment will be made after 5% of the original contract amount is earned and billed.
- Final 50% payment will be made after 25% of the contract amount is earned and billed.

**CITY OF HILLSDALE**  
**SPECIAL PROVISION**  
**FOR**  
**SIDEWALK, CONC, 4 or 6 INCH**  
Page 1 of 1

DESCRIPTION

This work shall consist of replacing removed concrete sidewalk/driveway or as directed by the Engineer and shall be in accordance with Section 803 of the MDOT 2012 Standard Specifications for Construction and as specified herein.

CONSTRUCTION METHODS

Work shall include furnishing, placement and compaction of the sand base to a minimum depth of 4 inches compacted prior to concrete placement. Work includes all excavation, compaction, sawing if required, proper placement of sidewalk/driveway material and expansion material as required.

The material to be used for Sidewalk shall be:

Concrete – Uniform, Grade P1, 3500 PSI, Air Entrained.

Sand base shall meet requirements of Granular Material Class II, Section 902 of the MDOT 2012 Standard Specifications for Construction.

Sidewalk sections shall be a minimum of 4” thick concrete and ADA compliant.

Driveways, drive approaches or any sidewalks at drives shall be a minimum of 6” thick and ADA compliant

Sidewalk/driveway sections that need are removed and to be replaced shall be maintained with Maintenance Gravel until final hard surface restorations are completed. ADA compliant pedestrian barricades shall remain in place until a hard surface is restored.

MEASUREMENT AND PAYMENT

The completed work under this special provision, including Maintenance Gravel, will be considered as incidental to the water service replacement and will not be paid for separately.

**SIDEWALK, CONC, 4 or 6 INCH** shall include all material, labor, and equipment needed to accomplish the concrete replacement including furnishing, placing, compacting the sand base and any Maintenance Gravel.



**CITY OF HILLSDALE  
SPECIAL PROVISION  
FOR  
TRAFFIC CONTROL  
Page 1 of 2**

**DESCRIPTION**

Traffic shall be maintained by the Contractor throughout the project in accordance with Section 104.07, 104.11, 812 and 922 of the MDOT 2012 Standard Specifications and in accordance with any Supplemental Specifications and any requirements of the City of Hillsdale Right-Of-Way (ROW) Permit, as issued. All traffic control devices shall conform to the most current version of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).

The Contractor shall coordinate operations with other Contractors or Utility owners performing work on other projects within adjoining areas to avoid conflicts in maintenance of traffic, construction signing and to provide for the orderly progress of work.

The Contractor shall provide access at all times, within reason, during construction for school buses, garbage trucks, and any other service vehicles required to traverse and service residences within the construction area.

The City of Hillsdale maintenance crews and/or other Contractors may perform work within or adjacent to the project areas. No additional payment will be made to the Contractor for the joint use of traffic control items or coordination efforts.

**CONSTRUCTION INFLUENCE AREA (CIA)**

The CIA shall include the right of ways of the listed project areas within the City of Hillsdale including all intersecting access as far as the advanced signing required to accommodate all traffic control devices.

The Contractor shall maintain pedestrian access throughout the entire project at all times during construction. Areas of sidewalk that are to be removed and replaced shall be maintained with Maintenance Gravel until final hard restoration. Pedestrian access to all residences, churches, and businesses shall be allowed at all times. Contractor shall provide sidewalk barricading until surface restorations are complete or installation of temporary maintenance gravel is installed.

The Contractor shall maintain access to all adjacent property locations at all times and any associated costs shall be included in the Traffic Control Payment item.

- Barricades used to control traffic at night shall be lighted.
- Drums used shall be plastic drums or channelizing devices, grabber cones are an acceptable alternate to drums.
- ADA Compliant Pedestrian panels shall be used at any sidewalk removals and shall not be removed until a temporary or permanent hard surface is restored.

**CITY OF HILLSDALE  
SPECIAL PROVISION  
FOR  
TRAFFIC CONTROL  
Page 2 of 2**

Maintaining Traffic includes all additional work and materials necessary for traffic maintenance, utility maintenance and coordination, and maintenance during construction for all items of work.

**TRAFFIC RESTRICTIONS**

The Contractor shall provide advance warning signs of their work area and shall maintain two-way traffic on all roadways.

Should longer term restrictions be required the Contractor shall provide a detour or road closure plan to the Engineer that adheres to the most current version of the Michigan Manual of Traffic Control Devices (MMUTCD).

**MEASUREMENT AND PAYMENT**

This pay item as listed for Traffic Control will be paid for at the contract Lump Sum (LS) amount as follows:

**PAY ITEM**

Traffic Control

**PAY UNIT**

Lump Sum (LS)

- 50% of the Traffic Control payment will be made after 5% of the original contract amount is earned and billed.
- Final 50% payment will be made after 25% of the contract amount is earned and billed.

**TRAFFIC CONTROL** shall include all material, labor, and equipment needed to accomplish the traffic control as specified and per the contractors approved plan including furnishing, placement, operation and maintenance of all traffic control devices required for completion of the required work.

**CITY OF HILLSDALE**  
**SPECIAL PROVISION**  
**FOR**  
**TURF ESTABLISHMENT**  
Page 1 of 4

DESCRIPTION

This work shall consist of the establishment of a durable, permanent, weed free, mature, perennial turf including, but not limited to, fine grading, top soiling, seeding, fertilizer nutrient, mulching, mulch anchoring, watering, weed control, maintenance and repair of turf during the life of the contract.

MATERIALS

Selection of materials unless otherwise noted shall be the responsibility of the Contractor with the following minimum conditions;

- **Topsoil:** Shall be furnished or salvaged supporting vigorous growth. Topsoil shall be humus bearing and free from all foreign material, vegetation clumps and stones greater than 1/2" diameter. Topsoil shall be placed at a depth of 4 inches.
- **Seed:** Mixture shall be MDOT TDS per Table 917-1 of the 2012 MDOT Standard Specification and provided by an MDOT approved certified vendor. Furnish seed in durable bags, each marked by the supplier of the blended mix with a tag giving name, lot number, and net weight of contents, purity and germination.
- **Mulch:** Mulch seeded areas with the appropriate materials for site conditions to promote germination and growth of seed and to mitigate soil erosion and sedimentation.
- **Herbicides:** Comply with all federal, state and local laws. Herbicides shall be furnished and applied as required to control weed growth. The Contractor shall select the herbicide and rate of application in accordance with the manufacturer's recommendations. The Contractor shall comply with all federal, state and local laws as noted in Section 107 of the Standard Specifications for Construction. Notify the Engineer at least 48 hours prior to any applications being made. Furnish and apply herbicide(s) as needed. Obtain the Engineer's approval of work methods and herbicide(s) selected prior to the application of the herbicide(s). Complete a spray log and submit to the Engineer each day an application is made.
- **Fertilizers:** Furnish and apply fertilizer(s) as needed. It is the Contractor's responsibility to select the fertilizer(s) and the rate at which it is used. Phosphorus is allowed for use only at the time of planting and when required by soil conditions. Obtain the Engineer's approval of work methods and fertilizer(s) prior to the application of the fertilizer(s).
- **Water:** Furnish and apply water from an approved source at a rate to promote healthy growth.

**CITY OF HILLSDALE**  
**SPECIAL PROVISION**  
**FOR**  
**TURF ESTABLISHMENT**  
Page 2 of 4

CONSTRUCTION METHOD

The Contractor is responsible for all work and construction methods used in completing the work. Standard seeding or Hydroseeding are both acceptable methods for restoration per the below methods.

Standard Seeding:

- After the areas to be seeded have been brought to the required grade and properly trimmed, bring soil to a friable condition by disking, harrowing, or otherwise loosening and mixing to a depth of 3 inches to 4 inches. Thoroughly break all lumps and clods.
- If the prepared seedbed is not fertilized, satisfactorily seeded, and mulched before the friable condition is lost through compaction or crusting, repeat the seedbed preparation prior to seeding or reseeded.
- Rake prepared seedbed before seeding.
- Broadcast fertilizer on the surface as the first step of the seeding process. Work fertilizer into the soil to a depth of 1 to 2 inches. Apply uniformly at a rate equivalent to 240 pounds per 1,000 square feet of 16-32-4.
- Sow seeds following or in conjunction with the fertilizer and while the beds are in friable condition, do not sow seeds through mulch.
- Apply seeds at a minimum rate of 5 pounds per 1,000 square feet. Do not seed when wind velocity exceeds 5 miles per hour.
- Float and lightly compact areas to incorporate the seed into the uppermost ½ inch of the soil.
- Visually inspect the seeded areas for uniformity of application; areas in which visual inspection fails to reveal an average of 2 seeds per square inch shall be reseeded at no additional cost to the owner.
- Apply mulch immediately after seeding, provide uniform distribution and allow sunlight to penetrate mulch.
- Small grain mulch shall be applied at a rate of 2.5 bales per 1000 square feet. Mulch shall be anchored.
- Hydro mulch must be applied at a rate of 2,000 pounds per acre. Do not apply if rain is anticipated within 24 hours. Reapplication is required after rain damage at the contractor's expense.
- Mulch blankets can be utilized in accordance with the Manufacturer's guidelines.

Hydroseeding:

- After the areas to be seeded have been brought to the required grade and properly trimmed, bring soil to a friable condition by disking, harrowing, or otherwise loosening and mixing to a depth of 3 inches to 4 inches. Thoroughly break all lumps and clods.

**CITY OF HILLSDALE  
SPECIAL PROVISION  
FOR  
TURF ESTABLISHMENT  
Page 3 of 4**

- If the prepared seedbed is not fertilized, satisfactorily seeded, and mulched before the friable condition is lost through compaction or crusting, repeat the seedbed preparation prior to seeding or reseeding.
- Rake prepared seedbed before seeding.
- Apply fertilizer with seed at a rate equivalent to 6.25 pounds per 1,000 square feet of 16-32-4.
- Use equipment only specifically designed for hydraulic seeding application.
- Mix seed, fertilizer and pulverized mulch in water until uniformly blended into homogeneous slurry. Continue mixing during application.
- Float and lightly compact areas to incorporate the seed into the uppermost ½ inch of the soil.
- Visually inspect the seeded areas for uniformity of application; areas in which visual inspection fails to reveal an average of 2 seeds per square inch shall be reseeded at no additional cost to the owner.
- Apply mulch immediately after seeding, provide uniform distribution and allow sunlight to penetrate mulch.
- Small grain mulch shall be applied at a rate of 2.5 bales per 1000 square feet. Mulch shall be anchored.
- Hydro mulch must be applied at a rate of 2,000 pounds per acre. Do not apply if rain is anticipated within 24 hours. Reapplication is required after rain damage at the contractor's expense.
- Mulch blankets can be utilized in accordance with the Manufacturer's guidelines.

Maintenance:

The Contractor is responsible for follow-up maintenance per the following requirements:

- Inspect materials planted in the spring during the summer or early fall, and take corrective action during the fall planting season.
- Inspect materials planted in the fall during the spring and take corrective action during this spring planting season.
- Reseed, plant, fertilize, mulch, topsoil, grade and roll as necessary to achieve a uniform lawn [stand of grass] free from eroded or bare areas.
- Water seeded areas as required to maintain the viability of the Product.

**CITY OF HILLSDALE**  
**SPECIAL PROVISION**  
**FOR**  
**TURF ESTABLISHMENT**  
Page 4 of 4

MEASUREMENT AND PAYMENT

The completed work under this **Turf Establishment** special provision will be considered incidental to the water service replacement and will not be paid for separately.

**Turf Establishment** shall include all materials, labor and equipment required or selected by the Contractor to install, maintain, inspect, repair, and meet the acceptance parameters for turf establishment will not be paid for separately.

Repairs made to damaged turf establishment areas as a result of a documented storm by a local meteorological data resulting in rainfall amounts of more than 3 inches in a 24 hr. period will be paid for as an increase to the original quantities as described in subsection 109.07 of the Standard Specifications for Construction.

A 2% retainage of the HMA, 36A Pay Item will be held until turf has been satisfactorily established.

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** March 1, 2021

**Agenda Item:** New Business

**SUBJECT:** 2021 Special Assessment District (SAD# 21-03)

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

According to City Charter, once the City Council instructs the City Engineer to prepare plans, specifications and cost estimates for a proposed special assessment district and the plans are completed a public hearing must be set to hear support or objections for said project. Attached are the City Engineer's plans, specifications and cost estimates for the Riverdale Area Special Assessment District (SAD# 21-03).

The total estimated cost of the project is \$75,000 with \$50,000 being paid by the City and \$25,000 being assessed to property owners. The project cost split is in accordance with the City's Policy on Special Assessment Districts for Street Projects presented to the City Council at their February 1, 2021 meeting. It is important to note that the total combined cost to the affected property owners will not go above \$25,000, which is limited to a maximum of \$5,000 per lot, but may go down if the total project cost comes in lower than the total estimated cost of \$75,000.

Upon City Council setting the public hearing date, the City Clerk must publish notice of the meeting once each week for two successive weeks in the local newspaper. Additionally, the City Assessor must notify affected property owners in writing of the proposed district, estimated costs and repayment terms of said district.

According to the City Charter, Sec. 2-335 Hearing procedure, "If more than 50% of the number of owners of privately owned real property to be assessed for such improvement shall object **in writing** to the proposed improvement, the improvement shall not be made without the affirmative vote of seven of the members of the council."

### **RECOMMENDATION:**

City Council should set March 15<sup>th</sup>, 2021 as the public hearing date for consideration to establish Special Assessment District (SAD# 21-03).

**ELM COURT - SPECIAL ASSESSMENT DISTRICT (21-03)**

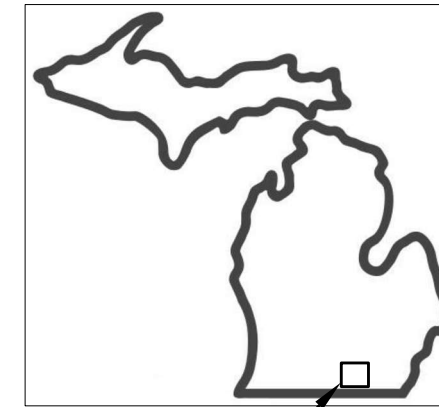
<b>PARCEL NO.</b>	<b>PROPERTY ADD</b>	<b>OWNER</b>	<b>ESTIMATED SAD AMOUNT</b>
006-327-480-24	124 S HOWELL ST	HOSPICE OF HILLSDALE COUNTY	\$5,000
006-327-480-25	3 ELM CT	KINNEY, TIMOTHY	\$5,000
006-327-480-26	6 ELM CT	HARRIS, BRANDY	\$5,000
006-327-480-27	4 ELM CT	BETHEL, DAVID E	\$5,000
006-327-480-28	2 ELM CT	HOWLAND, BRIAN	\$5,000





# CITY OF HILLSDALE

## HILLCREST, RIVERDALE & ELM COURT STREET IMPROVEMENTS

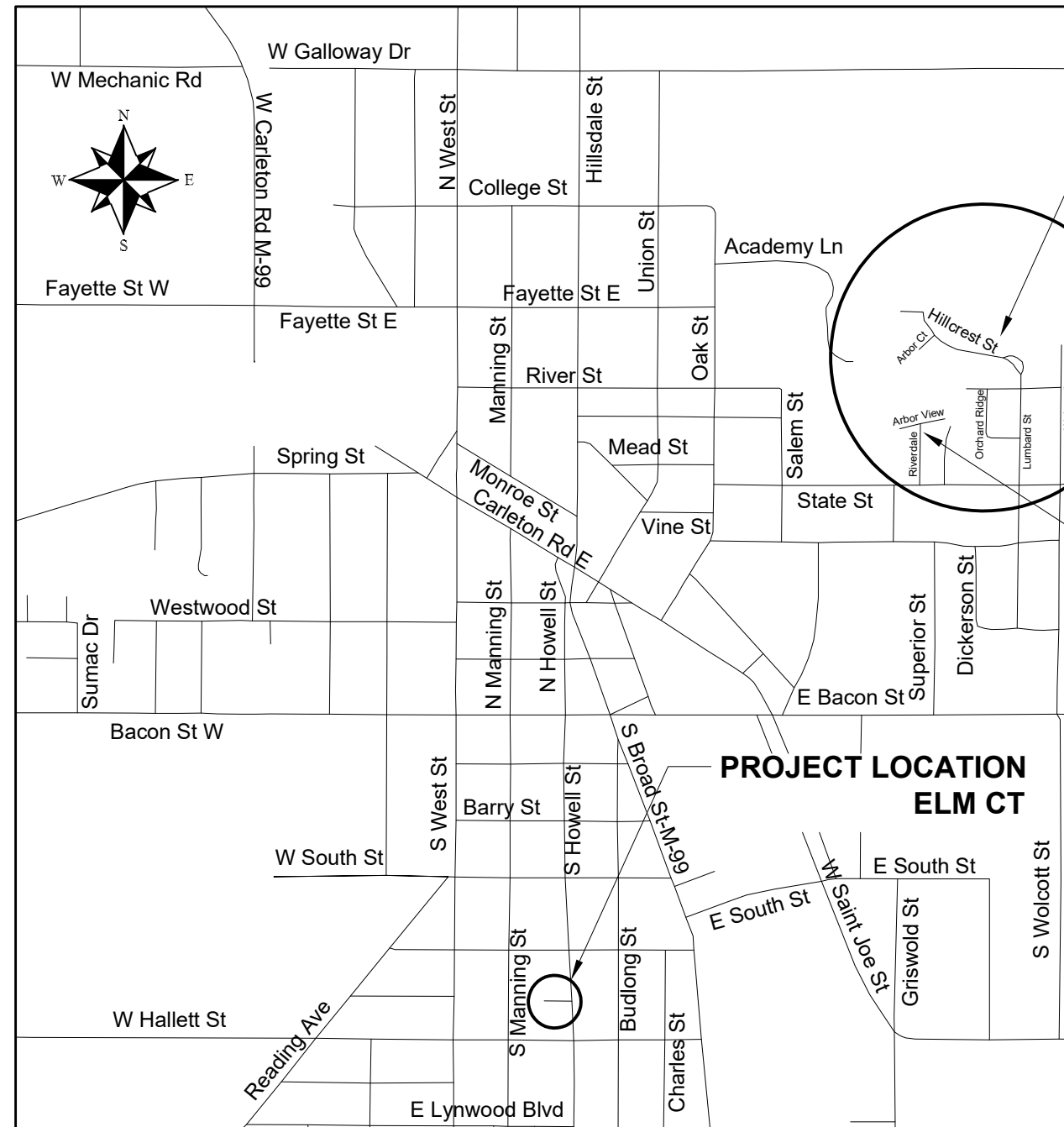


SITE LOCATION

PROJECT LOCATION  
HILLCREST AREA

PROJECT LOCATION  
RIVERDALE AREA

PROJECT LOCATION  
ELM CT



**AREA MAP**  
NOT TO SCALE

FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, THE CONTRACTOR SHALL DIAL 1-800-482-7171 OR 811 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO THE BEGINNING OF EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED.

Progress Print  
NOT  
FOR  
CONSTRUCTION

**REFERENCES TO SPECIFICATIONS:**

THE IMPROVEMENTS COVERED BY THESE PLANS SHALL BE DONE IN ACCORDANCE WITH THE PROJECT DRAWINGS, NOTES, AND THE APPLICABLE SECTIONS OF THE 2012 MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION.

ALL TRAFFIC CONTROL DEVICES SHALL BE IN ACCORDANCE WITH THE MOST CURRENT VERSION OF THE MICHIGAN MANUAL OF TRAFFIC CONTROL DEVICES (MMUTCD)

SHEET NO.	DESCRIPTION
TS	TITLE SHEET
C1	HILLCREST DR., ARBOR CT., CRESCENT CT., RIVER ST., N. WOLCOTT ST. (NORTH OF RIVER ST.)
C2	LUMBARD ST., ORCHARD RIDGE PKWY, N. WOLCOTT (SOUTH OF RIVER ST.), ARBOR VIEW CT., RIVERDALE
C3	ELM COURT
C4	ELM COURT - TRAFFIC CONTROL PLAN



97 NORTH BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE

CITY OF HILLSDALE  
HILLSDALE, MI  
STREET IMPROVEMENTS

2021

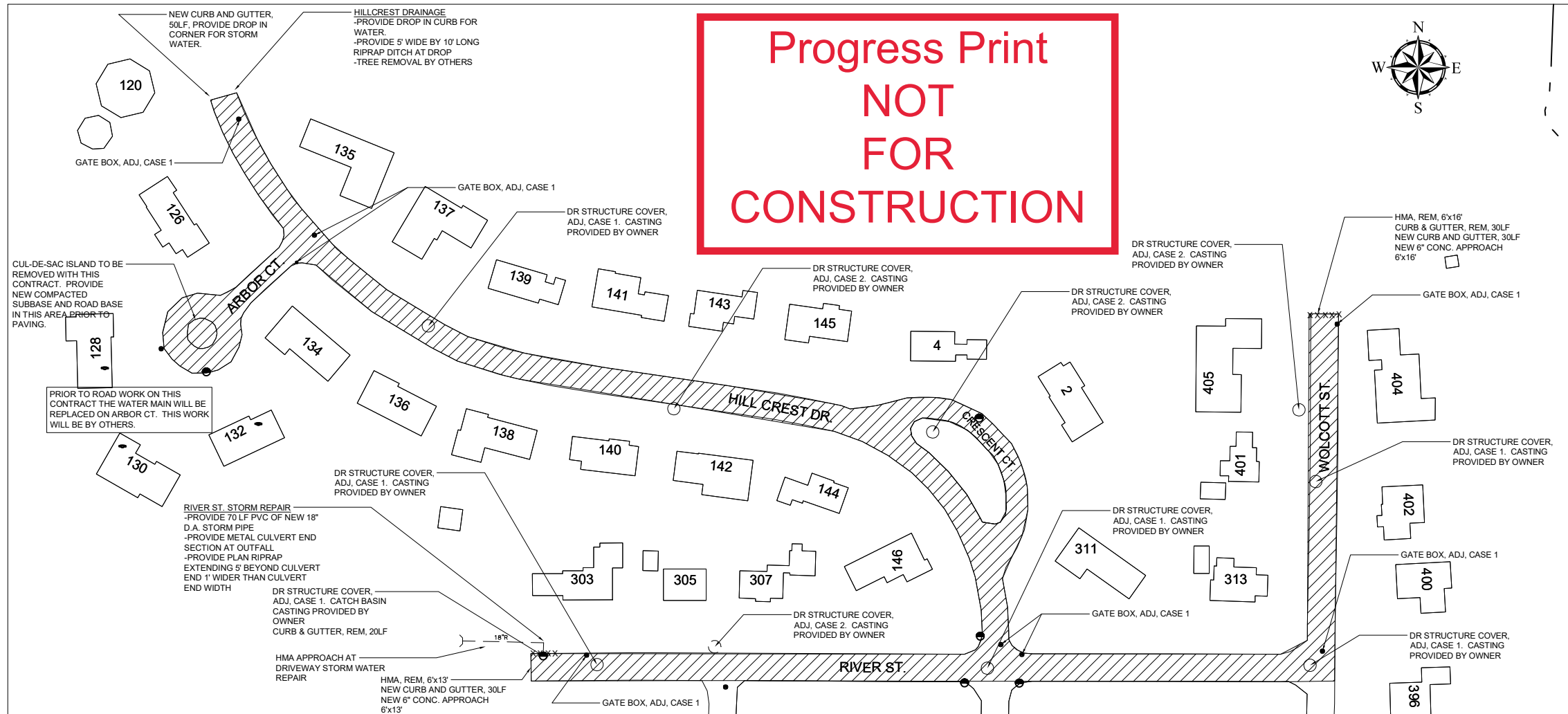
SCALE NTS

	NAME	DATE
DESIGNED	KLB	2/24/21
DRAWN	KLB	2/24/21
CHECKED		

DRAWING NO.

**TS**

# HILLCREST AREA - NORTH



**CONSTRUCTION NOTES (APPLICABLE TO ALL SHEETS, AS NEEDED):**

**EXISTING WATER MAINS AND SEWERS:** THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO PROPERLY IDENTIFIED EXISTING WATER MAINS AND/OR SEWER DURING THE CONSTRUCTION OF THIS PROJECT.

**CONCRETE CURB & GUTTER:** NEW CURB & GUTTER SHALL BE F-4 TYPE CONSTRUCTED IN ACCORDANCE WITH MDOT STANDARD PLAN R-30-G. SECTIONS LONGER THAN 10'-0" WILL REQUIRE 2-#4 EPOXY COATED REINFORCING BARS.

**ADJUSTMENT OF DRAINAGE STRUCTURES:** IT IS THE CONTRACTOR'S RESPONSIBILITY TO PLACE THE LOCATION AND ELEVATION OF ALL CASTINGS PROPERLY ALIGNED WITH THE PROPOSED CURB OR WITHIN THE STREET. ADJUSTMENT OF CASTINGS ON EXISTING STRUCTURES WILL BE PAID AS DR STRUCTURE COVER, ADJ, CASE 1 OR 2. THESE ITEMS INCLUDE ALL BLOCK OR ADJUSTING RINGS AS NECESSARY FOR PROPER ADJUSTMENT.

**SALVAGE:** THE CITY RESERVES THE RIGHT TO SALVAGE ALL EXISTING MATERIALS (CASTINGS, HYDRANTS, ETC). MATERIALS DESIRED TO BE SALVAGED SHALL BE STOCKPILED WITHIN THE PROJECT LIMITS FOR THE CITY TO PICK UP. ITEMS THE CITY DOES NOT WANT WILL BE BECOME PROPERTY OF THE CONTRACTOR.

**LAWN SPRINKLERS:** OWNERS OF EXISTING LAWN SPRINKLER SYSTEMS AND/OR LANDSCAPING SHALL BE NOTIFIED, IN WRITING WITH A COPY SENT TO THE CITY ENGINEER, BY THE CONTRACTOR TWO WEEKS IN ADVANCE OF ANY WORK THAT WILL EFFECT THOSE SYSTEMS/LANDSCAPING. IF THE OWNER FAILS TO RELOCATE THE ITEMS PRIOR TO THE BEGINNING OF WORK AND THE SYSTEM IS CUT THE CONTRACTOR SHALL CAP THE SYSTEM PIPE AND WITNESS THE LOCATION WITH A STAKE. SALVAGED SPRINKLER HEADS SHALL BE PLACE ON THE OWNERS PROPERTY. ANY LANDSCAPING ITEMS NOT MOVED SHALL BE CAREFULLY SALVAGED AND PLACED ON THE OWNERS PROPERTY.

**NOTICE TO RESIDENTS:** THE CONTRACTOR SHALL NOTIFY RESIDENTS 24 HOURS IN ADVANCE OF DISTRUPTION TO SERVICE SUCH AS DRIVEWAYS CLOSING.

**LANDSCAPE RETORATION:** AREAS DISTURBED BY CONSTRUCTION SHALL BE GRADED SMOOTH AND RESTORED WITH 4" OF NEW TOPSOIL, SEEDED AND MULCHED PER THE SPECIFICATION REQUIREMENTS FOR TURF ESTABLISHMENT.

**MAINTAINING TRAFFIC:** CONTRACTOR SHALL MAINTAIN ACCESS TO LOCAL RESIDENTS AND EMERGENCY VEHICLES DURING CONSTRUCTION. IT IS UNDERSTOOD THAT THERE MAY BE TIMES WITH SEVERLY LIMITED ACCESS. THE CONTRACTOR SHALL LEAVE THE SITE AT THE END OF THE WORK DAY SUCH THAT RESIDENTS CAN ACCESS THEIR DRIVEWAYS.

**REMOVAL LEGEND**

- HMA, REM
- CURB & GUTTER, REM

PROJECT QUANTITIES - HILLCREST NORTH		
QUANTITY	UNIT	DESCRIPTION
100	LF	CURB & GUTTER, REM
9000	SY	HMA SURFACE, REM
1	LS	ARBOR COURT ISLAND, REM
1	LS	HILLCREST DR. DRAINAGE
1	LS	RIVER ST. STORM WATER REPAIR
70	LF	SEWER PIPE SDR35 PVC, 18 INCH, TR DET B
6	EA	DR STRUCTURE COVER, ADJ, CASE 1
4	EA	DR STRUCTURE COVER, ADJ, CASE 2
8	EA	GATE VALVE, ADJ, CASE 1
100	LF	CURB & GUTTER, CONC, DET F4
175	SF	SIDEWALK/ DRIVEWAY, CONC, 6 INCH
1100	TON	HMA, 13A (220LBS/SY)
1100	TON	HMA, 36A (220LBS/SY)
5	TON	HMA APPROACH 36A (220LBS/SY), @ RIVER ST STORM REPAIR
150	CY	SAND SUBBASE, CIP
600	SY	AGGREGATE BASE (22A), 8 INCH
150	CY	SUBGRADE UNDERCUTTING, TYPE II
50	SY	TURF ESTABLISHMENT



97 NORTH BROAD ST.  
HILLSDALE, MI 49242

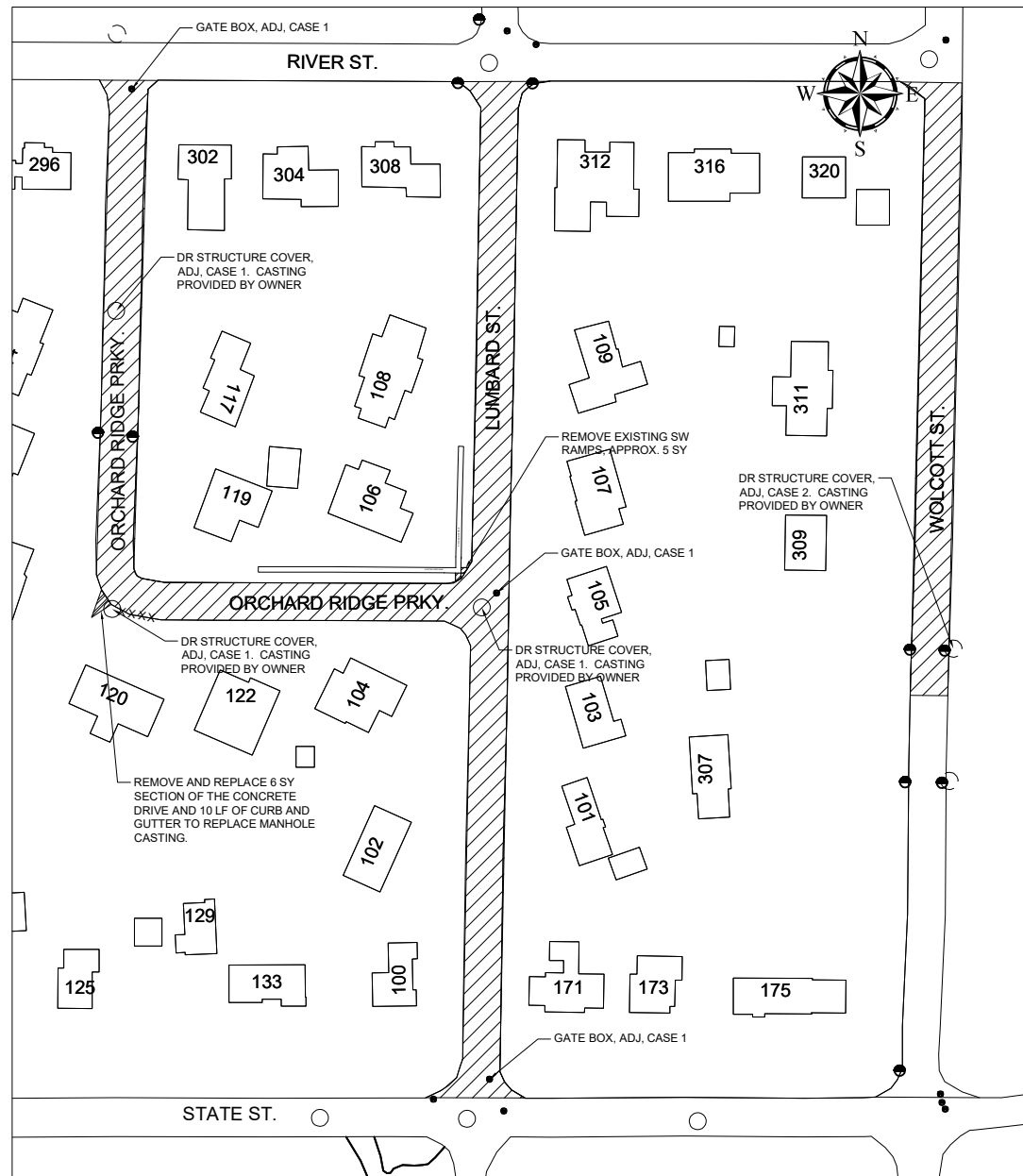
REVISIONS	DATE

**CITY OF HILLSDALE  
HILLSDALE, MI  
HILLCREST AREA  
STREET IMPROVEMENTS**  
  
 HILLCREST DR, RIVER ST, N WOLCOTT ST  
ARBOR CT AND CRESCENT CT

SCALE: NTS		
	NAME	DATE
DESIGNED	KLB	2/25/21
DRAWN	KLB	2/25/21
CHECKED		

DRAWING NO.  
**C1**

# HILLCREST AREA - SOUTH



**REMOVAL LEGEND**

- HMA, REM
- CURB & GUTTER, REM
- SIDEWALK, REM

PROJECT QUANTITIES - HILLCREST SOUTH		
QUANTITY	UNIT	DESCRIPTION
50	LF	CURB & GUTTER, REM
11	SY	SIDEWALK, REM
6000	SY	HMA SURFACE, REM
3	EA	DR STRUCTURE COVER, ADJ, CASE 1
1	EA	DR STRUCTURE COVER, ADJ, CASE 2
3	EA	GATE VALVE, ADJ, CASE 1
50	LF	CURB & GUTTER, CONC, DET F4
55	SF	SIDEWALK/ DRIVEWAY, CONC, 6 INCH
725	TON	HMA, 13A (220LBS/SY)
725	TON	HMA, 36A (220LBS/SY)
150	CY	SAND SUBBASE, CIP
600	SY	AGGREGATE BASE (22A), 8 INCH
150	CY	SUBGRADE UNDERCUTTING, TYPE II
50	SY	TURF ESTABLISHMENT
1	LS	TRAFFIC CONTROL

Progress Print  
 NOT  
 FOR  
 CONSTRUCTION



97 NORTH BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE

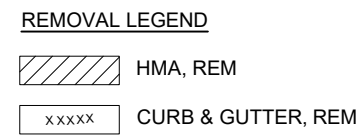
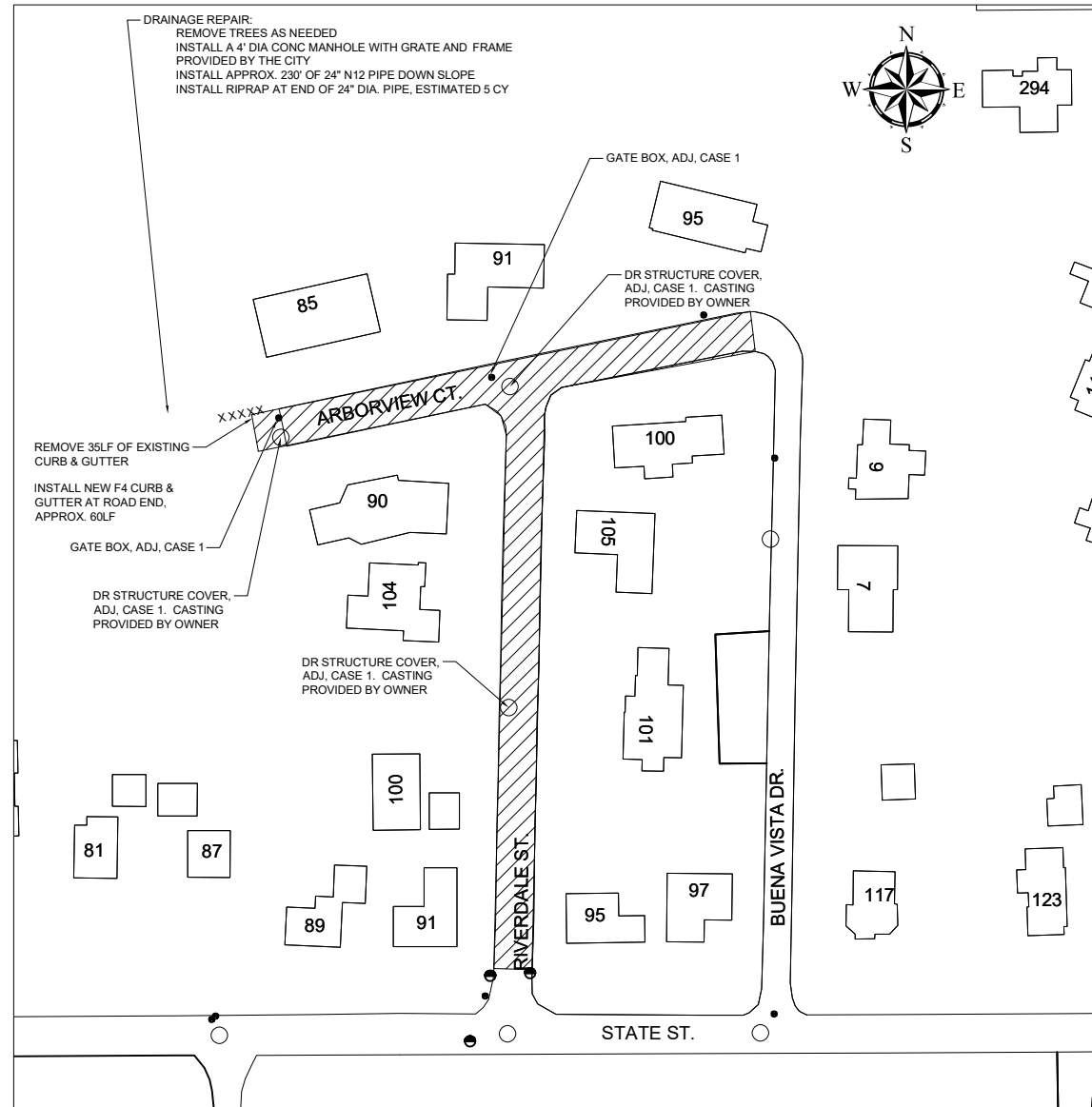
CITY OF HILLSDALE  
 HILLSDALE, MI  
 HILLCREST AREA  
 STREET IMPROVEMENTS  
 LUMBAR ST, ORCHARD RIDGE PKWY,  
 AND N WOLCOTT ST

SCALE:  
1" = 30'

	NAME	DATE
DESIGNED	KLB	2/25/21
DRAWN	KLB	2/25/21
CHECKED		

DRAWING NO.  
**C2**

# RIVERDALE AREA



PROJECT QUANTITIES - RIVERDALE		
QUANTITY	UNIT	DESCRIPTION
50	LF	CURB & GUTTER, REM
2600	SY	HMA SURFACE, REM
1	LS	ARBOR VIEW CT. DRAINAGE
230	LF	SEWER N12 PIPE, 24" DIA., TRENCH DET B
3	EA	DR STRUCTURE COVER, ADJ, CASE 1
2	EA	GATE VALVE, ADJ, CASE 1
75	LF	CURB & GUTTER, CONC, F4
315	TON	HMA, 13A (220LBS/SY)
315	TON	HMA, 36A (220LBS/SY)
50	CY	SAND SUBBASE, CIP
200	SY	AGGREGATE BASE (22A), 8 INCH
50	CY	SUBGRADE UNDERCUTTING, TYPE II
250	SY	TURF ESTABLISHMENT
1	LS	TRAFFIC CONTROL

Progress Print  
 NOT  
 FOR  
 CONSTRUCTION



97 NORTH BROAD ST.  
 HILLSDALE, MI 49242

REVISIONS	DATE

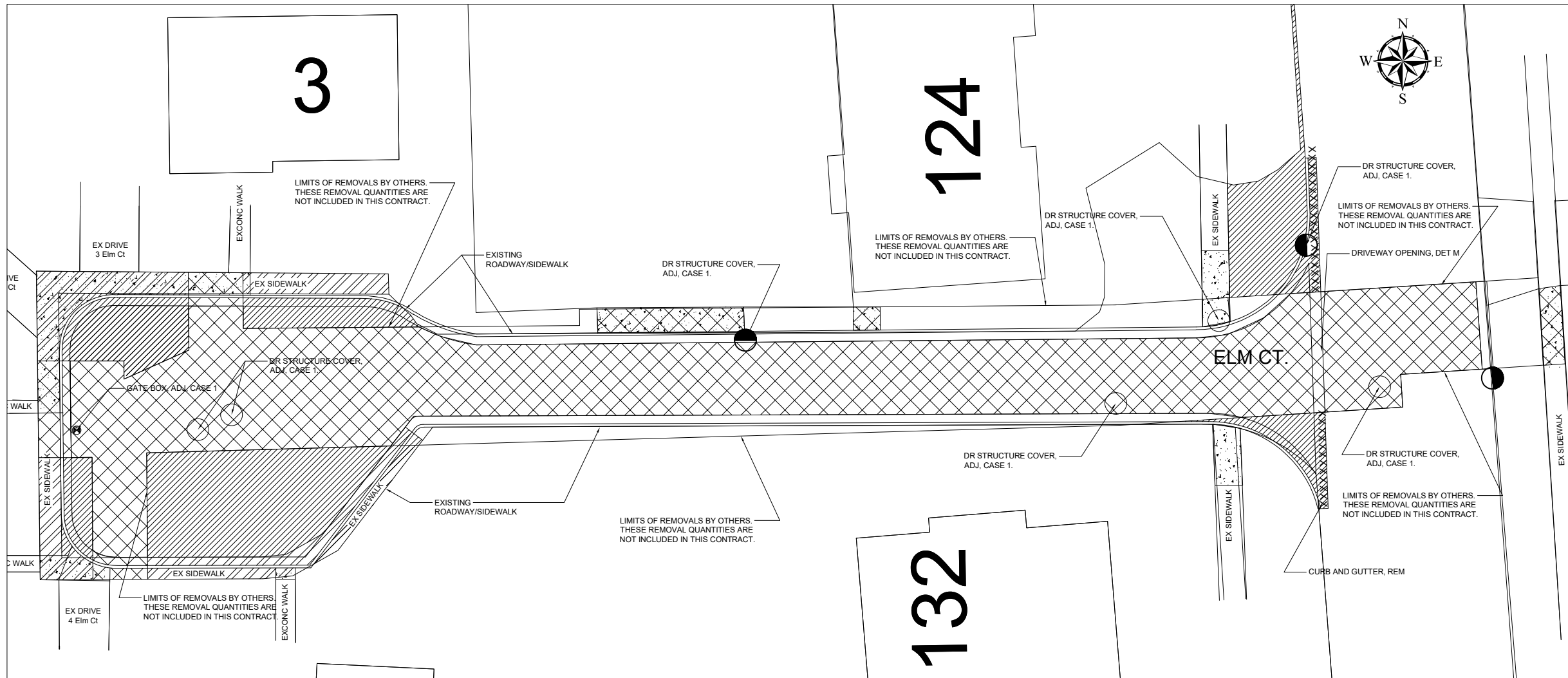
CITY OF HILLSDALE  
 HILLSDALE, MI  
 HILLCREST AREA  
 STREET IMPROVEMENTS  
 RIVERDALE AND ARBOR VIEW

SCALE:  
 NTS

	NAME	DATE
DESIGNED	KLB	2/25/21
DRAWN	KLB	2/25/21
CHECKED		

DRAWING NO.  
C3

# ELM COURT AREA



97 NORTH BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE

CITY OF HILLSDALE  
 HILLSDALE, MI  
 ELM COURT AREA  
 STREET IMPROVEMENTS

ELM COURT

Progress Print  
 NOT  
 FOR  
 CONSTRUCTION

### PROJECT LEGEND

- REMOVALS BY OTHERS
- WORK ON THIS CONTRACT
- HMA, REM
- CURB & GUTTER, REM
- SIDEWALK, REM
- NEW SIDEWALK/DRIVE

### PROJECT QUANTITIES - THIS SHEET

QUANTITY	UNIT	DESCRIPTION
45	LF	CURB & GUTTER, REM
80	SY	SIDEWALK, REM
200	SY	HMA SURFACE, REM
7	EA	DR STRUCTURE COVER, ADJ, CASE 1
1	EA	GATE VALVE, ADJ, CASE 1
545	LF	CURB & GUTTER, CONC, D2
225	SF	SIDEWALK, CONC, 4 INCH
375	SF	SIDEWALK/DRIVEWAY, CONC, 6 INCH
50	SF	SIDEWALK RAMP, CONC, 6 INCH
10	LF	DETECTABLE WARNING
95	TON	HMA, 13A (220LBS/SY)
95	TON	HMA, 36A (220LBS/SY)
10	CY	SAND SUBBASE, CIP
50	SY	AGGREGATE BASE (22A), 8 INCH
10	CY	SUBGRADE UNDERCUTTING, TYPE II
110	SY	TURF ESTABLISHMENT
1	LS	TRAFFIC CONTROL

SCALE:  
NTS

	NAME	DATE
DESIGNED	KLB	2/25/21
DRAWN	KLB	2/25/21
CHECKED		

DRAWING NO.

C4

**CITY OF HILLSDALE, MICHIGAN  
ADVERTISEMENT FOR BIDS**

**2021 Street Projects**

The City of Hillsdale is requesting proposals for the following street project(s):

Part 1: Hillcrest Area street milling and resurfacing including miscellaneous subgrade, storm water and concrete work.

Part 2: Riverdale Area street milling and resurfacing including miscellaneous subgrade, storm water and concrete work.

Part 3: Elm Ct street reconstruction including new curb and gutter, sidewalk and paving.

All work shall be in accordance with the project drawings and the applicable sections of the 2012 MDOT Standard Specifications for Construction.

This bid request consists of multiple parts only for internal budgeting reasons the city will award all parts of this contract as one project to one successful bidder.

**RFP due date/ Public Opening:**

Sealed proposals are due by 1:00 pm (local time) on April 7, 2021 at the following location:

Hillsdale City Hall  
Office of the City Clerk  
97 N. Broad Street  
Hillsdale, MI 49242

**Project Locations:**

**PART 1 - HILLCREST AREA:**

Located in the NE quadrant of the city, north of State Street, and will include the following streets in the project:

- Hillcrest Drive – River to dead-end
- Arbor Court – Full Extent
- Crescent Court – Full Extent
- River Street – Wolcott to Dead-end
- Lombard Street – River to State
- Orchard Ridge Parkway – River to Lombard
- Wolcott Street – 300' North of State Street to dead-end

**PART 2 – RIVERDALE AREA:**

Located in the NE quadrant of the city, north of State Street, west of the Hillcrest Area and will include the following streets in the project.

- Riverdale – from State Street to Arbor View Court

- Arbor View – from Buena Vista to dead-end

**PART 3 – ELM COURT AREA:**

Located in the south section of the city off of South Howell Street and will include the full extent of the project.

**Project Scopes of Work:**

**PART 1 - HILLCREST AREA:**

Work consists of milling and resurfacing all roads listed above within the Hillcrest Area, the attached drawings show the specific project limits for the streets.

Concrete work on the project will consist of miscellaneous removal and replacement of concrete curb and gutter and construction of some 6" driveway flatwork sections.

Many manholes within the area will require new castings which will be provided by the city. Locations are noted on the attached drawings.

Hillcrest Drive Drainage work, located at the dead-end of Hillcrest Dr., will be bid as a lump sum item, unless noted otherwise, including the following work:

- Installation of a 2' deep drainage ditch lined with plain riprap, to accommodate surface storm water runoff.
- Runoff area shall be 5' wide x 10' long beyond the new curb and gutter drop section.
- Tree removals as needed.

River Street Storm Water work, located at the dead-end of River St., will be bid as a lump sum, unless noted otherwise, item including the following work:

- Remove the existing section of failed 18" CMP.
- Install a new approximate 70' section of 18" dia. PVC, SDR 35, storm pipe. This will extend from the existing catch basin to the outfall area. Work will extend from the existing catch basin inlet to the existing outfall. NOTE: Pipe will be paid as a per foot line item outside this lump sum item.
- Provide and install metal culvert end section at the pipe outfall surrounded by plain riprap extending a distance of 5' beyond the culvert end and a minimum of 1' wider than the culvert end.
- Pave the existing driveway area removed to complete this work with 2" of HMA (36A), 220lbs/SY. NOTE: HMA Approach material will be paid as a per Ton line item outside this lump sum item.
- Tree removals as needed.

Arbor Court Island Removal, located within Arbor Court, will be bid as a lump sum item, unless noted otherwise, including the following work:

- Remove all curb and gutter and planting materials around and within the island.

- Excavate the island area to accommodate installation of new base and subbase materials.
- Backfill the island area with 12" of compacted class II sand followed by 8" of compacted 22A aggregate base prior to paving. NOTE: Sand Subbase and Aggregate will be paid as Subbase, CIP and 8" Aggregate (22A) per the associated Unit Price bid item.
- The existing street light will be removed by the city prior to this project.

Prior to this project a new water main will be reconstructed within Arbor Court by others. That contract will require the contractor to restore their trench utilizing a compacted Class II sand backfill over the main and overlaid by 8" of compacted 22A aggregate base. Any necessary curb and gutter replacements, paving work and turf restorations required as a result of their work will be completed with this contract.

Traffic control for this portion of the project shall include advance warning signs on State St. of the work in the area and one (1) Type III barricade with "local traffic only" signage at Lombard and State St. and one (1) Type III barricade with "local traffic only" signage at State St. and N. Wolcott St.

#### PART 2 - RIVERDALE AREA:

Work consists of milling and resurfacing all roads listed above within the Riverdale Area, the attached drawings show the specific project limits for the streets.

Concrete work on the project will consist of miscellaneous removal and replacement of concrete curb and gutter.

Many manholes within the area will require new castings which will be provided by the city. Locations are noted on the attached drawings.

Arbor View Court Drainage work, located at the dead-end of Arbor View Court, will be bid as a lump sum item, unless noted otherwise, including the following work:

- Remove trees as needed to complete the required work.
- Fill in the existing washout area with clay and re-shape.
- Install a 4' concrete manholes with a casting provide by the city.
- Install approximately 230' of 24" dia. N12 pipe. NOTE: Pipe will be paid as a per foot line item outside this lump sum item.
- Provide and install rip rap the end of the 24" pipe, approximate 5 CY of material.

Traffic control for this portion of the project shall include advance warning signs on State St. of the work in the area and one (1) Type III barricade with "local traffic only" signage at Buena Vista & Arbor View Ct. and one (1) Type III barricade with "local traffic only" signage at State St. and Riverdale.



**PART 2 – ELM COURT:**

Work consists of some limited HMA pavement, curb and gutter, and sidewalk removals. Reconstruction will include construction MDOT “D2” mountable curb and gutter, sidewalk/drive approaches, HMA paving and turf establishment on Elm Court including some work on S. Howell Street at Elm Court.

Prior to this project a new water and sanitary sewer main will have been reconstructed within Elm Court extending into S. Howell St.. That contract will require the contractor to restore their trenches utilizing a compacted Class II sand backfill over the main and overlaid by 8” of compacted 22A aggregate base.

All necessary curb and gutter replacements, paving work and turf restorations required as a result of removals associated with the water main/sewer project work will be completed under this contract. The attached project drawings show the limits of the removal work completed under the other contract, as well as additional removals required on this project.

Concrete work on this part of the project will consist of miscellaneous removal and replacement of concrete curb and gutter, sidewalk and construction of some 6” driveway flatwork sections.

Traffic control for this part of the project shall include a posted detour per the Traffic Control Plan included in the construction drawings.

**Proposed Project Schedule:**

- City Council Anticipated Award of Contract: April 20, 2021
- Anticipated Construction Start Date: On or around July 2, 2021, see additional information below.
- Construction Completion Date: 4 weeks after sites become available but no later than September 3, 2021.

The water main and sanitary sewer projects on Arbor and Elm Courts are anticipated to be awarded at the April 20, 2021 City Council meeting. With a planned construction start date around May 17, 2021. The construction completion date on that project is July 2, 2021.

It is the city’s desire to minimize disruptions in these residential areas as such it is our expectation to coordinate the timing of these projects as closely as we are able. To this end the city will consider alternate work schedules that may overlap the water main/sewer work in areas not impacted by that work.

**Instructions to proposers:**

- Proposals must be typewritten or clearly printed in ink and signed by a duly authorized representative of the firm submitting the proposal.
- Proposals must be submitted in sealed envelopes, clearly marked on the outside, "2021 Street Projects – City of Hillsdale"
- Proposals will be received by the City Clerk, City Hall, 97 N. Broad Street, Hillsdale, Michigan 49242, at the above required time. All proposals will be date stamped and time marked upon receipt. Proposals may not be faxed or e-mailed.
- No proposal will be accepted after the time designated for the receipt of proposals set forth above. Each bidder shall and will be fully and solely responsible for delivery of the proposal prior to the appointed date and hour designated for the receipt of all proposals, and shall assume the risk of late delivery or non-delivery regardless of the manner the bidder employs for the proposal's delivery or the reason for such late delivery or non-delivery.
- The City of Hillsdale reserves the right to reject any and all proposals and to waive any defects or informalities in proposals, to accept the bid that it determines to be the lowest competitive bid from a competent bidder meeting specifications and to negotiate with the bidder or bidders who, in the judgment of the Hillsdale City Manager, are deemed the most advantageous for the public and the City.
- The City of Hillsdale reserves the right to take other action before a contract is signed or a purchase order is approved; even after City Council accepts or approves the proposal.
- Proposals submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record and available for review.
- Communications regarding this proposal may be directed to:  
Kristin Bauer  
City Engineer  
City of Hillsdale  
Hillsdale, MI 49242  
517-437-6479  
[kbauer@cityofhillsdale.org](mailto:kbauer@cityofhillsdale.org)

**Conditions applicable to proposal:**

- **Applicable Laws:** The Ordinances and Charter of the City of Hillsdale and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- The City of Hillsdale hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids to this invitation and will not be discriminated against on grounds of sex, race, color, age, weight, height, marital status, religion or national origin in the consideration for an award.

- This request for proposal does not commit the City of Hillsdale to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- The City is exempt from the payment of any federal excise or any Michigan sales tax (State of Michigan Sales Tax Exemption number: 38-6004621). The price must be net, exclusive of taxes.

**Indemnification:**

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

**Insurance:**

The Contractor shall, at its own expense, provide for the payment of Worker's Compensation benefits to its employees employed on or in connection with the work covered by this RFP, in accordance with applicable laws and statutorily required.

- The Contractor shall, at its own expense, carry and maintain Comprehensive General Public Liability Insurance with minimum limits of Bodily Injury of \$500,000 per person, \$1,000,000 per accident, \$250,000 per occurrence of property damage and \$2,000,000 Excess Liability. Blanket contractor and completed operations coverage shall be included with the same minimums.
- The Contractor shall, at its own expense, carry and maintain Comprehensive Auto Liability with the same limits as for General Public Liability. Liability coverage shall name City of Hillsdale as an additional insured.
- The Contractor shall likewise require its subcontractors, if any, to provide for such benefits and carry and maintain such insurance at no expense to the City.
- Before commencement on the project contemplated herein, and at any time thereafter upon written request by the City, the Contractor shall furnish the City with a copy of certificates of insurance as evidence that policies providing the required coverage's and limits of insurance are in full force and effect.
- All insurance coverage furnished under this Contract, with the exception of Worker's Compensation and Employer's Liability, shall include the City, and employees as

additional insured with respect to the activities of the Contractor and its subcontractors. Any certificate or certificates presented as evidence of insurance shall specify the date when such benefits and insurance expire. The Contractor agrees that said benefits and insurance shall be provided and maintained until after the entire work under the Contract has been performed and accepted. The Contractor shall provide the City at least thirty (30) days advance written notice prior to cancellation, termination, or material alteration of said policies of insurance.

**Changes and addenda to proposal documents:**

Information of change or addendum issued in relation to this document will be on file and available in the Office of the City Clerk, as well as published on MITN. In addition, to the extent possible, copies will be emailed to each vendor registered as having received a set of documents. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such addenda.

**Proposal results:**

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

**Anti-Collusion:**

Any evidence of agreement or collusion among bidders and/or prospective bidders acting to illegally restrain freedom of competition by agreement to bid fixed prices, or otherwise, will render their offers void.

**Bid Bond/ Performance Bond:**

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

**PROPOSAL:**

All bids will be paid utilizing Unit Prices in accordance with the submitted proposal for each part of the bid.

This bid request consists of multiple parts only for internal budgeting reasons the city will award all parts of this contract as one project to one successful bidder.

**PART 1 - HILLCREST AREA:**

<b>ITEM DESCRIPTION</b>	<b>QUANT.</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
Mobilization (Max. 5% of Bid Amount)	1	LS		
Curb & Gutter, Rem	150	LF		
Sidewalk, Rem	11	SY		
HMA Surface, Rem	15000	SY		
Arbor Court Island, Rem	1	LS		
Hillcrest Dr. Drainage	1	LS		
River St. Storm Water Repair	1	LS		
Sewer Pipe SDR 35 PVC, 18 Inch, Tr Det B	70	LF		
Dr Structure Cover, Adj, Case 1	9	EA		
Dr Structure Cover, Adj, Case 2	5	EA		
Gate Valve, Adj, Case 1	11	EA		
Curb & Gutter, Conc, F4	150	LF		
Sidewalk/Driveway, Conc, 6 Inch	230	SF		
HMA, 13A (220 LB/SY)	1,825	Ton		
HMA, 36A (220 LB/SY)	1,825	Ton		
HMA Approach 36A (220 LB/SY), @ River St Storm Repair	5	Ton		
Sand Subbase, CIP	300	CY		

Aggregate Base (22A), 8 Inch	1,200	SY		
Subgrade Undercutting, Type II	300	CY		
Turf Establishment	100	SY		
Traffic Control	1	LS		
<b>GRAND TOTAL:</b>				

**PART 2- RIVERDALE AREA:**

ITEM DESCRIPTION	QUANT.	UNIT	UNIT COST	TOTAL COST
Mobilization (Max. 5% of Bid Amount)	1	LS		
Curb & Gutter, Rem	50	LF		
HMA Surface, Rem	2,600	SY		
Arbor View Ct. Drainage	1	LS		
Sewer N12 Pipe, 24" Dia., Tr. Det B	230	LF		
Dr Structure Cover, Adj, Case 1	3	EA		
Gate Valve, Adj, Case 1	2	EA		
Curb & Gutter, Conc, F4	75	LF		
HMA, 13A (220 LB/SY)	315	Ton		
HMA, 36A (220 LB/SY)	315	Ton		
Sand Subbase, CIP	50	CY		
Aggregate Base (22A), 8 Inch	200	SY		
Subgrade Undercutting, Type II	50	CY		
Turf Establishment	250	SY		
Traffic Control	1	LS		
<b>GRAND TOTAL:</b>				

**PART 3 – ELM COURT:**

<b>ITEM DESCRIPTION</b>	<b>QUANT.</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
Mobilization (Max. 5% of Part 3)	1	LS		
Curb & Gutter, Rem	45	LF		
Sidewalk, Rem	80	SY		
HMA Surface, Rem	200	SY		
Dr Structure Cover, Adj, Case 1	7	EA		
Gate Valve, Adj, Case 1	1	EA		
Curb & Gutter, Conc, D2	545	LF		
Sidewalk, Conc, 4 Inch	225	SF		
Sidewalk/Driveway, Conc, 6 Inch	375	SF		
Sidewalk Ramp, Conc, 6 Inch	50	SF		
Detectable Warning	10	LF		
HMA, 13A (220 LB/SY)	95	Ton		
HMA, 36A (220 LB/SY)	95	Ton		
Sand Subbase, CIP	10	CY		
Aggregate Base (22A), 8 Inch	50	SY		
Subgrade Undercutting, Type II	10	CY		
Turf Establishment	110	SY		
Traffic Control	1	LS		
<b>GRAND TOTAL:</b>				

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:

<u>Addendum No.</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____

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 NAME OF PROPOSER \_\_\_\_\_

PRINTED NAME OF PROPOSER \_\_\_\_\_

TITLE \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

DRAFT

# TECHNICAL SPECIFICATIONS

DRAFT

## CITY OF HILLSDALE

Unless noted otherwise all work on this project shall be performed promptly and professionally in conjunction with the project documents, the 2012 MDOT Standard Specifications for Construction and City of Hillsdale Codes and Ordinances, as applicable.

### SITE ACCESS/HOURS OF WORK

- By City of Hillsdale Ordinance Section 14-63, work shall be restricted to the following hours, except as work may relate to the safety and/or protection of persons, the work or the property at the site:
  - Monday through Saturday (except legal Holidays): 7:00am to 6:00pm
  - Work requests outside these time limits require written permission of the City Manager.
- Contractor shall limit construction access to the site from public roadways and use of the private premises to allow for private resident access. All access to the site shall be coordinated with the resident for access.
- A minimum of 48 hours prior to beginning work the contractor shall provide written notices to the property owners about the pending work to be performed should the work directly impact access to homes beyond the normal work times.
- The contractor shall make every effort to maintain responsible access to properties in the work zone. At the end of each work day access to properties shall be re-established.

### PERMITS

Contractor shall obtain with all required permits. The contractor shall ensure that all permits to be issued have been obtained prior to beginning of any work.

This section includes provisions for specific permits but may not include all required permits.

- Work performed within the limits of the public ROW will require a permit from the City of Hillsdale Public Services Department. Costs will be waived for this permit, however the Contractor shall comply with all other requirements of the permit. For information on this permit contact the Department of Public Services located at 149 Water Works Ave., Hillsdale, MI 49242, Phone: 517-437-6490.

### SITE PRODUCT STORAGE & CLEANING

- Products for the contractors use may be stored within the public ROW and shall be properly secured and barricaded. Any areas damaged by the material storage shall be restored at completion of the project to the satisfaction of the Department of Public Services and this contract.
- No loose material i.e.; soil materials, stone, etc. shall be stored within the roadway. Loose materials stored off the roadway shall be surrounded by properly installed

silt fence or similar measures to ensure material will not wash into the roadway and/or storm sewer systems.

- Contractor shall ensure the work area is maintained free of debris and waste materials are removed daily.
- Contractor shall maintain and ensure all paved surfaces are kept clean.
- Should dust or other site issues become an issue the contractor shall correct any unsatisfactory conditions within 24 hours of notice of the issue. Should the contractor not mitigate the issues in a timely manner the city may arrange for corrective measures and charge the contractor for the work.

DRAFT

**CITY OF HILLSDALE  
SPECIAL PROVISION  
FOR  
MOBILIZATION  
Page 1 of 1**

DESCRIPTION

This work shall be done in accordance with Section 150 of the MDOT 2012 Standard Specifications for Construction and as specified herein.

CONSTRUCTION

Work shall include the preparatory work and operations including, but not limited to, the following:

- Preparatory work and expenses incurred prior to beginning work onsite.
- Transport materials, personnel, and equipment to the job site.
- Establishment of temporary onsite construction facilities, if required.
- Provided insurance, bonds, and other costs associated with the project in general and not included in other pay items.
- Coordination with property owners.
- All required submittals.

MEASUREMENT AND PAYMENT

This pay item as listed for Mobilization (Max. 5% of Bid Amount) will be paid for at the contract Lump Sum (LS) amount as follows:

PAY ITEM

Mobilization (Max. 5% of Bid Amount)

PAY UNIT

Lump Sum (LS)

- 50% of the Mobilization payment will be made after 5% of the original contract amount is earned and billed.
- Final 50% payment will be made after 25% of the contract amount is earned and billed.

**CITY OF HILLSDALE**  
**SPECIAL PROVISION**  
**FOR**  
**SIDEWALK, CONC, 4 or 6 INCH**  
Page 1 of 1

DESCRIPTION

This work shall consist of replacing removed concrete sidewalk/driveway or as directed by the Engineer and shall be in accordance with Section 803 of the MDOT 2012 Standard Specifications for Construction and as specified herein.

CONSTRUCTION METHODS

Work shall include furnishing, placement and compaction of the sand base to a minimum depth of 4 inches compacted prior to concrete placement. Work includes all excavation, compaction, sawing if required, proper placement of sidewalk/driveway material and expansion material as required.

The material to be used for Sidewalk shall be:

Concrete – Uniform, Grade P1, 3500 PSI, Air Entrained.

Sand base shall meet requirements of Granular Material Class II, Section 902 of the MDOT 2012 Standard Specifications for Construction.

Sidewalk sections shall be a minimum of 4" thick concrete and ADA compliant.

Driveways, drive approaches or any sidewalks at drives shall be a minimum of 6" thick and ADA compliant

Sidewalk/driveway sections that need are removed and to be replaced shall be maintained with Maintenance Gravel until final hard surface restorations are completed. ADA compliant pedestrian barricades shall remain in place until a hard surface is restored.

MEASUREMENT AND PAYMENT

The completed work under this special provision, including Maintenance Gravel, will be considered as incidental to the water service replacement and will not be paid for separately.

**SIDEWALK, CONC, 4 or 6 INCH** shall include all material, labor, and equipment needed to accomplish the concrete replacement including furnishing, placing, compacting the sand base and any Maintenance Gravel.

**CITY OF HILLSDALE  
SPECIAL PROVISION  
FOR  
TRAFFIC CONTROL  
Page 1 of 2**

**DESCRIPTION**

Traffic shall be maintained by the Contractor throughout the project in accordance with Section 104.07, 104.11, 812 and 922 of the MDOT 2012 Standard Specifications and in accordance with any Supplemental Specifications and any requirements of the City of Hillsdale Right-Of-Way (ROW) Permit, as issued. All traffic control devices shall conform to the most current version of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).

The Contractor shall coordinate operations with other Contractors or Utility owners performing work on other projects within adjoining areas to avoid conflicts in maintenance of traffic, construction signing and to provide for the orderly progress of work.

The Contractor shall provide access at all times, within reason, during construction for school buses, garbage trucks, and any other service vehicles required to traverse and service residences within the construction area.

The City of Hillsdale maintenance crews and/or other Contractors may perform work within or adjacent to the project areas. No additional payment will be made to the Contractor for the joint use of traffic control items or coordination efforts.

**CONSTRUCTION INFLUENCE AREA (CIA)**

The CIA shall include the right of ways of the listed project areas within the City of Hillsdale including all intersecting access as far as the advanced signing required to accommodate all traffic control devices.

The Contractor shall maintain pedestrian access throughout the entire project at all times during construction. Areas of sidewalk that are to be removed and replaced shall be maintained with Maintenance Gravel until final hard restoration. Pedestrian access to all residences, churches, and businesses shall be allowed at all times. Contractor shall provide sidewalk barricading until surface restorations are complete or installation of temporary maintenance gravel is installed.

The Contractor shall maintain access to all adjacent property locations at all times and any associated costs shall be included in the Traffic Control Payment item.

- Barricades used to control traffic at night shall be lighted.
- Drums used shall be plastic drums or channelizing devices, grabber cones are an acceptable alternate to drums.
- ADA Compliant Pedestrian panels shall be used at any sidewalk removals and shall not be removed until a temporary or permanent hard surface is restored.

**CITY OF HILLSDALE  
SPECIAL PROVISION  
FOR  
TRAFFIC CONTROL  
Page 2 of 2**

Maintaining Traffic includes all additional work and materials necessary for traffic maintenance, utility maintenance and coordination, and maintenance during construction for all items of work.

**TRAFFIC RESTRICTIONS**

The Contractor shall provide advance warning signs of their work area and shall maintain two-way traffic on all roadways.

Should longer term restrictions be required the Contractor shall provide a detour or road closure plan to the Engineer that adheres to the most current version of the Michigan Manual of Traffic Control Devices (MMUTCD).

**MEASUREMENT AND PAYMENT**

This pay item as listed for Traffic Control will be paid for at the contract Lump Sum (LS) amount as follows:

**PAY ITEM**

Traffic Control

**PAY UNIT**

Lump Sum (LS)

- 50% of the Traffic Control payment will be made after 5% of the original contract amount is earned and billed.
- Final 50% payment will be made after 25% of the contract amount is earned and billed.

**TRAFFIC CONTROL** shall include all material, labor, and equipment needed to accomplish the traffic control as specified and per the contractors approved plan including furnishing, placement, operation and maintenance of all traffic control devices required for completion of the required work.



**CITY OF HILLSDALE**  
**SPECIAL PROVISION**  
**FOR**  
**TURF ESTABLISHMENT**  
Page 1 of 4

DESCRIPTION

This work shall consist of the establishment of a durable, permanent, weed free, mature, perennial turf including, but not limited to, fine grading, top soiling, seeding, fertilizer nutrient, mulching, mulch anchoring, watering, weed control, maintenance and repair of turf during the life of the contract.

MATERIALS

Selection of materials unless otherwise noted shall be the responsibility of the Contractor with the following minimum conditions;

- **Topsoil:** Shall be furnished or salvaged supporting vigorous growth. Topsoil shall be humus bearing and free from all foreign material, vegetation clumps and stones greater than 1/2" diameter. Topsoil shall be placed at a depth of 4 inches.
- **Seed:** Mixture shall be MDOT TDS per Table 917-1 of the 2012 MDOT Standard Specification and provided by an MDOT approved certified vendor. Furnish seed in durable bags, each marked by the supplier of the blended mix with a tag giving name, lot number, and net weight of contents, purity and germination.
- **Mulch:** Mulch seeded areas with the appropriate materials for site conditions to promote germination and growth of seed and to mitigate soil erosion and sedimentation.
- **Herbicides:** Comply with all federal, state and local laws. Herbicides shall be furnished and applied as required to control weed growth. The Contractor shall select the herbicide and rate of application in accordance with the manufacturer's recommendations. The Contractor shall comply with all federal, state and local laws as noted in Section 107 of the Standard Specifications for Construction. Notify the Engineer at least 48 hours prior to any applications being made. Furnish and apply herbicide(s) as needed. Obtain the Engineer's approval of work methods and herbicide(s) selected prior to the application of the herbicide(s). Complete a spray log and submit to the Engineer each day an application is made.
- **Fertilizers:** Furnish and apply fertilizer(s) as needed. It is the Contractor's responsibility to select the fertilizer(s) and the rate at which it is used. Phosphorus is allowed for use only at the time of planting and when required by soil conditions. Obtain the Engineer's approval of work methods and fertilizer(s) prior to the application of the fertilizer(s).
- **Water:** Furnish and apply water from an approved source at a rate to promote healthy growth.

**CITY OF HILLSDALE**  
**SPECIAL PROVISION**  
**FOR**  
**TURF ESTABLISHMENT**  
Page 2 of 4

CONSTRUCTION METHOD

The Contractor is responsible for all work and construction methods used in completing the work. Standard seeding or Hydroseeding are both acceptable methods for restoration per the below methods.

Standard Seeding:

- After the areas to be seeded have been brought to the required grade and properly trimmed, bring soil to a friable condition by disking, harrowing, or otherwise loosening and mixing to a depth of 3 inches to 4 inches. Thoroughly break all lumps and clods.
- If the prepared seedbed is not fertilized, satisfactorily seeded, and mulched before the friable condition is lost through compaction or crusting, repeat the seedbed preparation prior to seeding or reseeding.
- Rake prepared seedbed before seeding.
- Broadcast fertilizer on the surface as the first step of the seeding process. Work fertilizer into the soil to a depth of 1 to 2 inches. Apply uniformly at a rate equivalent to 240 pounds per 1,000 square feet of 16-32-4.
- Sow seeds following or in conjunction with the fertilizer and while the beds are in friable condition, do not sow seeds through mulch.
- Apply seeds at a minimum rate of 5 pounds per 1,000 square feet. Do not seed when wind velocity exceeds 5 miles per hour.
- Float and lightly compact areas to incorporate the seed into the uppermost ½ inch of the soil.
- Visually inspect the seeded areas for uniformity of application; areas in which visual inspection fails to reveal an average of 2 seeds per square inch shall be reseeded at no additional cost to the owner.
- Apply mulch immediately after seeding, provide uniform distribution and allow sunlight to penetrate mulch.
- Small grain mulch shall be applied at a rate of 2.5 bales per 1000 square feet. Mulch shall be anchored.
- Hydro mulch must be applied at a rate of 2,000 pounds per acre. Do not apply if rain is anticipated within 24 hours. Reapplication is required after rain damage at the contractor's expense.
- Mulch blankets can be utilized in accordance with the Manufacturer's guidelines.

Hydroseeding:

- After the areas to be seeded have been brought to the required grade and properly trimmed, bring soil to a friable condition by disking, harrowing, or otherwise loosening and mixing to a depth of 3 inches to 4 inches. Thoroughly break all lumps and clods.

**CITY OF HILLSDALE  
SPECIAL PROVISION  
FOR  
TURF ESTABLISHMENT  
Page 3 of 4**

- If the prepared seedbed is not fertilized, satisfactorily seeded, and mulched before the friable condition is lost through compaction or crusting, repeat the seedbed preparation prior to seeding or reseeding.
- Rake prepared seedbed before seeding.
- Apply fertilizer with seed at a rate equivalent to 6.25 pounds per 1,000 square feet of 16-32-4.
- Use equipment only specifically designed for hydraulic seeding application.
- Mix seed, fertilizer and pulverized mulch in water until uniformly blended into homogeneous slurry. Continue mixing during application.
- Float and lightly compact areas to incorporate the seed into the uppermost ½ inch of the soil.
- Visually inspect the seeded areas for uniformity of application; areas in which visual inspection fails to reveal an average of 2 seeds per square inch shall be reseeded at no additional cost to the owner.
- Apply mulch immediately after seeding, provide uniform distribution and allow sunlight to penetrate mulch.
- Small grain mulch shall be applied at a rate of 2.5 bales per 1000 square feet. Mulch shall be anchored.
- Hydro mulch must be applied at a rate of 2,000 pounds per acre. Do not apply if rain is anticipated within 24 hours. Reapplication is required after rain damage at the contractor's expense.
- Mulch blankets can be utilized in accordance with the Manufacturer's guidelines.

Maintenance:

The Contractor is responsible for follow-up maintenance per the following requirements:

- Inspect materials planted in the spring during the summer or early fall, and take corrective action during the fall planting season.
- Inspect materials planted in the fall during the spring and take corrective action during this spring planting season.
- Reseed, plant, fertilize, mulch, topsoil, grade and roll as necessary to achieve a uniform lawn [stand of grass] free from eroded or bare areas.
- Water seeded areas as required to maintain the viability of the Product.

**CITY OF HILLSDALE**  
**SPECIAL PROVISION**  
**FOR**  
**TURF ESTABLISHMENT**  
Page 4 of 4

MEASUREMENT AND PAYMENT

The completed work under this **Turf Establishment** special provision will be considered incidental to the water service replacement and will not be paid for separately.

**Turf Establishment** shall include all materials, labor and equipment required or selected by the Contractor to install, maintain, inspect, repair, and meet the acceptance parameters for turf establishment will not be paid for separately.

Repairs made to damaged turf establishment areas as a result of a documented storm by a local meteorological data resulting in rainfall amounts of more than 3 inches in a 24 hr. period will be paid for as an increase to the original quantities as described in subsection 109.07 of the Standard Specifications for Construction.

A 2% retainage of the HMA, 36A Pay Item will be held until turf has been satisfactorily established.

# **City of Hillsdale Agenda Item Summary**

**Meeting Date:** March 1, 2021

**Agenda Item #10:** New Business

**SUBJECT:** Dial-A-Ride Funding

**BACKGROUND PROVIDED BY STAFF:**

Each February the City of Hillsdale submits an application to the State of Michigan Department of Transportation (MDOT) to apply for financial assistance under Act 51 for public transportation known as Dial-A-Ride Transit (DART). Attached is the resolution of intent required by MDOT as part of the application process. The resolution outlines the anticipated balanced budget for the 2021-22 fiscal year of \$370,849 and projected funding sources. This budget is similar but not necessarily identical to the budget Council will approve in June as it covers a different fiscal year (October 1, 2021 – September 30, 2022). It is anticipated that we will receive 18.0% of operational costs from federal sources and 37.5350% from the state. The remaining 44.46450% will come from local sources (ticket sales and General Fund). This resolution also appoints Joseph Mangan, Finance Director as the Transportation Coordinator.

**STAFF RECOMMENDATION:**

Staff recommends that Council approve this resolution as presented.

CITY OF HILLSDALE, MICHIGAN

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF INTENT TO APPLY FOR STATE FORMULA OPERATING  
ASSISTANCE FOR FISCAL YEAR 2020-2021 UNDER  
ACT NO. 51 OF THE PUBLIC ACTS OF 1951,  
AS AMENDED

WHEREAS, pursuant to Act No. 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the City of Hillsdale, to provide a local transportation program for the state fiscal year of 2021-2022 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the City of Hillsdale, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the 10e (18) accessibility plan amendment and performance indicators for this agency have been reviewed and approved by the Local Advisory Council; and

WHEREAS, the Local Advisory Council, has reviewed and approved the proposed balanced budget, and funding sources of estimated federal funds of \$66,753, estimated state funds of \$139,198, estimated farebox funds of \$45,000, estimated local funds of \$119,898, with total estimated expenses of \$370,849 for 2021-2022.

NOW THEREFORE, be it resolved that the City Council does hereby make its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Joseph Mangan, Finance Director, as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the Commission or department for its administration of Act 51 for fiscal year 2021-22.

PASSED IN OPEN COUNCIL MEETING THIS 1th DAY OF MARCH 2021.

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

ATTEST: \_\_\_\_\_  
Katy Price, City Clerk

# **City of Hillsdale Agenda Item Summary**

**Meeting Date:**       **March 1, 2021**

**Agenda Item #:**       **New Business**

**SUBJECT:**           **Banking Resolution**

## **BACKGROUND PROVIDED BY STAFF**

Joseph Mangan and Bonnie Tew are transitioning the duties and authorizations of the position of Director of Finance. As part of this, Joseph Mangan, will be added as ‘signer only’ to the City of Hillsdale’s bank accounts for County National Bank. Bonnie Tew will be removed from the City of Hillsdale’s bank accounts at County National Bank as ‘signer only’.

## **RECOMMENDATION:**

City staff recommends City Council pass the attached resolution.

# Resolution of Lodge, Association or Other Similar Organization

COUNTY NATIONAL BANK

By: CITY OF HILLSDALE PORT# 600121  
BOARD OF PUBLIC UTILITIES

ONE SOUTH HOWELL STREET  
HILLSDALE MI 49242

45 MONROE ST  
HILLSDALE MI 49242

*Referred to in this document as "Financial Institution"*

*Referred to in this document as "Association"*

I, ~~KELLY LOPRESTO~~ Katie Price, certify that I am Secretary (clerk) of the above named association organized under the laws of MICHIGAN, Federal Employer I.D. Number ~~XXXXXXXXXX~~, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on 01/27/2021 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

Name and Title or Position	Signature	Facsimile Signature (if used)
PETER MERRITT/TREASURER/SIGNER ONLY		
A. _____	X _____	X _____
TINA R BUMPUS/ASST FINANCE DIRECTOR/SIGNER ONLY		
B. _____	X _____	X _____
JOSEPH MANGAN/FINANCE DIRECTOR/SIGNER ONLY		
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____



**Powers Granted.** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
_____	(1) Exercise all of the powers listed in this resolution.	_____
C _____	(2) Open any deposit or share account(s) in the name of the Association.	1 _____
ABC _____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	1 _____
_____	(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
C _____	(7) Other: Enter into a written contract authorizing use of Electronic Banking Services as outlined in the Electronic Banking Service Agreement.	1 _____

**Limitations on Powers.** The following are the Association's express limitations on the powers granted under this resolution.

**Resolutions**

The Association named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

**Effect on Previous Resolutions.** This resolution supersedes resolution dated 11/19/2018 . If not completed, all resolutions remain in effect.

**Certification of Authority**

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Association is a non-profit lodge, association or similar organization.

(Secretary)

~~KELLY LOPRESTO~~

*Kate Price*  
*Katy*

(Attest by Other Officer)

JOSEPH MANGAN-FINANCE DIRECTOR

(Attest by Other Officer)

PETER MERRITT-TREASURER

**For Financial Institution Use Only**

Acknowledged and received on \_\_\_\_\_

(date) by \_\_\_\_\_ (initials)

This resolution is superseded by resolution dated \_\_\_\_\_

**Comments:**

# **City of Hillsdale Agenda Item Summary**

**Meeting Date:**       **March 1, 2021**

**Agenda Item #:**       **New Business**

**SUBJECT:**           **Resolution for Discussion – Councilman Socha**

## **BACKGROUND PROVIDED BY STAFF**

Resolution presented by Councilman Socha for council discussion opposing the passage and enforcement of any trailer bill, or any bill, or any executive order, or any departmental order, or any other order, mandate, or law which infringes on the general Rights of Life, Liberty, and Property, ordained by God and enumerated in the United States Constitution and the Constitution of the State of Michigan.

## **RECOMMENDATION:**

Council discuss the resolution.

RESOLUTION \_\_\_\_\_

RESOLUTION of the CITY COUNCIL OF THE CITY OF HILLSDALE, MICHIGAN.

RESOLUTION opposing the passage and enforcement of any trailer bill, or any bill, or any executive order, or any departmental order, or any other order, mandate, or law which infringes on the general Rights of Life, Liberty, and Property, ordained by God and enumerated in the United States Constitution and the Constitution of the State of Michigan;

WHEREAS, the Bill of Rights and 14th Amendment to the United States Constitution and Article 1 of the Constitution of the State of Michigan declare the Right of the people to peacefully Worship, assemble, speak and write freely, so long as they do not infringe on the Life, Liberty, or Property of another, declare the Right of the people to keep and bear arms, declare the Right of the people to be secure in their person and effects, physical and electronic, declare that Rights not specifically enumerated "shall not be construed to deny or disparage others retained by the people," declare that the People retain the power not delegated by the same, declare equal protection of the laws, and;

WHEREAS, the Governor of the State of Michigan (Governor) and the Michigan Department of Health and Human Services (MDHHS) have manipulated the law to impose draconian lockdowns and tyrannical mandates shutting businesses, restricting indoor gatherings and religious services, restricting travel, and requiring masks, without the consent of the Legislature of the State of Michigan (Legislature), without the consent of the governed, since the first restrictions imposed by Governor on March 13, 2020, with multiple iterations and extensions to the present day, the President of the United States (President) issued executive orders on January 20-21, 2021, mandating masks in all Federal buildings and Transportation Centers and modes of travel, and;

WHEREAS, the United States National Institute of Allergy and Infectious Diseases Director, Dr. Anthony Fauci, an unelected official, making policy and increasing his rhetoric on mandating possibly into 2022, not only the wearing of one mask, but maybe two, instead of suggesting the public wear one as they determine is necessary for personal health, the efficacy of masks being disputed within the scientific community, his contradictory orders and findings, himself not submitting to them, and;

WHEREAS, the rhetoric concerning the necessity of a multi-dose Covid-19 vaccination without having been vetted as new drugs traditionally administered, suggests a coming requirement for the same, with the declaration of the need for more research, without the understanding and promotion of possible side effects, without documented evidence of the vaccine's long-term effectiveness, without a declaration of secondary effects, without publically documented contraindications, and with notable severe reactions, including but not limited to premature death, after the inoculation, and;

WHEREAS, the Congress of the United States (Congress), looking to pass H.R. 5, known as the "Equality Act," which, in the name of "Equality," appears to grant special rights and immunities to people of the "Lesbian, gay, bisexual, transgender, and queer (referred to as "LGBTQ")" community while prohibiting the free exercise of Religion, and;

WHEREAS, proposed legislation and executive orders, any bills, orders or mandates similar to, or under consideration by the Legislature or Congress, or the Governor, or the President, or any department therein, that would infringe the People's Right to Keep and Bear Arms and would ban or restrict the possession and use of firearms, magazines, body armor now employed by individual citizens of Hillsdale, Michigan, for the defense of Life, Liberty, and Property;

NOW, THEREFORE, IT IS HEREBY RESOLVED, the People of Hillsdale, Michigan, do oppose the enactment of, and demand actions cease about any legislation, executive order, mandate, or declaration that would infringe upon the Right of the People to be safe and secure in their persons and effects, to Life, Liberty and Property, to Peaceably Assemble, to exercise Religion according to conscience, to conduct business, to travel freely, to self-determination, to personal health decisions, to Keep and Bear Arms, in solidarity with the County of Hillsdale, Michigan's passing of a resolution on February 25, 2020, "reaffirming their oath of office, the Second Amendment and Article 1 Section 6 of the Michigan Constitution, and;

BE IT FURTHER RESOLVED, that if the Legislature, Governor, Congress, or President, or any office or department or appointee therein, shall infringe upon the inalienable Rights granted by, but not limited to, the 27 Amendments to the United States Constitution and Article 1 of the Constitution of the State of Michigan, the city of Hillsdale, Michigan, through executive order, mandate or legislation, shall prohibit its employees from funding and enforcing the unconstitutional actions and will encourage general resistance to State and Federal enforcement of the same, and;

BE IT FURTHER RESOLVED, that this resolution is not absolute and allows for Rights not delineated herein to be retained by the People.

---

Adam L. Stockford, Mayor

Attest:

---

Katy Price, City Clerk



CITY OF  
HILLSDALE

97 NORTH BROAD STREET  
HILLSDALE, MICHIGAN 49242-1695  
(517) 437-6441 FAX: (517) 437-6443  
cityofhillsdale.org

What Board/Commission would you like to serve? IPMC Appeals Board

Name: Lance Fander address \_\_\_\_\_

A \_\_\_\_\_ Street North Adams City 49262 Zip

Phone: Home \_\_\_\_\_ Work ~~XXXXXXXXXXXX~~

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

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) Construction

Please check the expertise and skills you can contribute:

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

Brief Educational Background:  
Graduated from North Adams Jerome High School in 1998.  
Attended JCC for several years. A trained builder since in 2018.

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

- Hillsdale County Fair Board - Head of Building + Grounds
- Member of Hillsdale United Brethren Church - Head of Building
- Coach youth baseball + basketball for 8 years

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

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

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

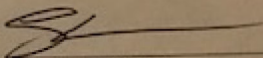
I feel with my knowledge in Construction + the laws that I can add quality insight into an Appeal.

Please explain your understanding of the City of Hillsdale:

I have worked with and around many members of the City Councils it have also dealt with local zoning and Building affairs within the city.

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

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

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

2/11/21  
\_\_\_\_\_  
Date