



City Council Agenda

December 20, 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 December 9, 2021: \$285,913.54
 - 2. Payroll of December 9, 2021: \$181,598.23
 - B. City Council Minutes of December 6, 2021
 - C. 2022 Committee Meeting Dates
- VI. Communications/Petitions**
 - A. Toys for Tots Appreciation Letter
 - B. Airport Infrastructure Grant
 - C. State Disaster Assistance Award Letter
- VII. Introduction and Adoption of Ordinances/Public Hearing**
 - A.
- VIII. Old Business**
 - A.
- IX. New Business**
 - A. 2022 MDOT Performance Resolution
 - B. BPU Water Truck Bid Award
 - C. POAM Union Contract
 - D. Vested Risk Strategies Insurance Services Agreement
 - E. Vested Risk Strategies: Trident Property and Casualty Insurance
 - F. 2022 Council Goals- Mayor Stockford
- X. Miscellaneous Reports**
 - A. Proclamations- None
 - B. Appointment- None
 - C. Other- Pending Lawsuits – Councilman Stuchell
- XI. General Public Comment**
- XII. City Manager’s Report**
- XIII. Council Comment**

XIV. Adjournment

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 172.000 CITY MANAGER					
101-172.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		95.91	127
101-172.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	495.61	129
Total For Dept 172.000 CITY MANAGER				591.52	
Dept 173.000 HUMAN RESOURCES					
101-173.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		95.91	127
101-173.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	1,486.83	129
101-173.000-862.000	HOTEL FOR MERS CONFERENCE	CARD SERVICES CENTER	L. SERGENT CREDIT CARD CHARGES	743.90	
Total For Dept 173.000 HUMAN RESOURCES				2,326.64	
Dept 175.000 ADMINISTRATIVE SERVICES					
101-175.000-801.000	DOMAIN RENEWAL	CARD SERVICES CENTER	S. KEISER CREDIT CARD CHARGES	14.17	
101-175.000-801.000	CONTRACTUAL SERVICES	SONIT SYSTEMS, LLC	11-30-2021 NET ADMIN	703.50	102852
101-175.000-806.000	LEGAL SERVICES	MIKA MEYERS BECKETT & JONES	LEGAL SERVICES	1,794.00	102836
101-175.000-955.106	MISC. - NEW YEAR'S EVE EVENT	ARROW SWIFT PRINTING	COPIES OF NYE FLYER/POSTERS	87.00	102781
Total For Dept 175.000 ADMINISTRATIVE SERVICES				2,598.67	
Dept 191.000 ELECTIONS					
101-191.000-726.000	ELECTION INSPECTORS CARDS	CARD SERVICES CENTER	K. PRICE CREDIT CARD CHARGES	62.87	
101-191.000-726.000	ELECTION SUPPLIES	CARD SERVICES CENTER	ELECTION SUPPLIES	204.34	
Total For Dept 191.000 ELECTIONS				267.21	
Dept 209.000 ASSESSING DEPARTMENT					
101-209.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		27.65	127
101-209.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	495.61	129
101-209.000-861.000	TRAINING & SEMINARS	LITCHFIELD TIFA	BASIC EXCEL TRAINING - OLIVIA JONES	89.00	102828
Total For Dept 209.000 ASSESSING DEPARTMENT				612.26	
Dept 215.000 CITY CLERK DEPARTMENT					
101-215.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		95.91	127
101-215.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	1,486.83	129
101-215.000-726.000	JACKET W/ CITY LOGO CLERK	URBAN GRAFFITI	CLERK, PLANNING, RECREATION DEPT. JACKET	74.00	102864
101-215.000-734.000	POSTAGE	CARD SERVICES CENTER	K. PRICE CREDIT CARD CHARGES	6.80	
101-215.000-734.000	POSTAGE	CARD SERVICES CENTER	POSTAGE STAMPS	23.20	
Total For Dept 215.000 CITY CLERK DEPARTMENT				1,686.74	
Dept 219.000 FINANCE DEPARTMENT					
101-219.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		95.91	127
101-219.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	1,486.83	129
101-219.000-801.000	ACCOUNTING SERVICES	THE WOODHILL GROUP	ACCOUNT SERVICES FOR NOVEMBER 2021	4,615.63	102858
Total For Dept 219.000 FINANCE DEPARTMENT				6,198.37	
Dept 253.000 CITY TREASURER					
101-253.000-734.000	POSTAGE	CARD SERVICES CENTER	K. PRICE CREDIT CARD CHARGES	8.76	
Total For Dept 253.000 CITY TREASURER				8.76	
Dept 265.000 BUILDING AND GROUNDS					
101-265.000-726.000	COVID TEST KITS	CARD SERVICES CENTER	K. KEASAL CREDIT CARD CHARGES	50.86	
101-265.000-801.790	CONTRACTUAL SRV-MITCHELL BLDG	AMERICAN COPPER AND BRASS,	VACUUM BREAKER - LIBRARY / MER V4 - MRC	15.16	102780
101-265.000-925.000	TELEPHONE	BSB COMMUNICATIONS INC	12-1-2021 ETHERFAX MONTHLY BILL	56.00	102788
101-265.000-930.000	REPAIRS & MAINTENANCE	HOME DEPOT	GAS TALL HOT WATER HEATER	539.00	102816
Total For Dept 265.000 BUILDING AND GROUNDS				661.02	
Dept 276.000 CEMETERIES					

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 276.000 CEMETERIES					
101-276.000-801.000	TREE & STUMP REMOVALS	JOHNNY'S TREE SERVICE	TREE & STUMP REMOVAL	2,550.00	102821
101-276.000-801.000	PORTABLE RESTROOM RENTAL - OAK G	THOMAS ALLEN MCNAIR	PORTA JOHN RENTAL & DAMAGED UNIT REIMBU	115.00	102827
Total For Dept 276.000 CEMETERIES				2,665.00	
Dept 295.000 AIRPORT					
101-295.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034	55.29	127
101-295.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	1,189.47	129
101-295.000-801.000	POS PAYMENT PROCESS EQUIP RENTAL	AVFUEL CORP	POS PAYMENT PROCESS EQUIP RENTAL	20.00	126
101-295.000-801.000	JET-A REFUELING TRUCK RENTAL	AVFUEL CORP	REFUELER RENTAL	950.00	126
Total For Dept 295.000 AIRPORT				2,214.76	
Dept 301.000 POLICE DEPARTMENT					
101-301.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034	700.73	127
101-301.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034	206.49	127
101-301.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	16,355.16	129
101-301.000-726.000	EVIDENCE MAILED	CARD SERVICES CENTER	S. HEPHNER CREDIT CARD CHARGES	15.30	
101-301.000-726.000	POSTAGE REIMBURSEMENT/EVIDENCE M	MARTIN BRAD	POSTAGE REIMBURSEMENT EVIDENCE MAILED 1	5.10	102829
101-301.000-801.000	OIL CHANGE/UNIT 2-3 (20 EXPLORER	PARNEY'S CAR CARE	OIL CHANGE - UNIT 2-3 (20 EXPLORER)	37.00	102844
101-301.000-801.000	OIL CHANGE/BULB - UNIT 2-6 (10 I	PARNEY'S CAR CARE	OIL CHANGE/REPLACED SMALL BULB - UNIT 2	37.49	102844
101-301.000-801.000	OIL CHANGE/AIR FILTER - UNIT 2-1	PARNEY'S CAR CARE	OIL CHANGE/AIR FILTER - UNIT 2-1 (19 EX	55.99	102844
101-301.000-801.000	ONLINE INVESTIGATION	TRANSUNION RISK AND ALTERM	ONLINE INVESTIGATIVE SYSTEM BILLING 11/	75.00	102860
Total For Dept 301.000 POLICE DEPARTMENT				17,488.26	
Dept 336.000 FIRE DEPARTMENT					
101-336.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034	247.12	127
101-336.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	3,964.88	129
101-336.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - BPU - NOV 2021	495.61	129
101-336.000-726.000	4 500ML BOTTLES STERILE WATER	EMERGENCY MEDICAL PRODUCTS	STERILE WATER	31.50	102805
101-336.000-726.000	SHIPPING & HANDLING	GALL'S, INC	HI-VISIBILITY RESPONDER PARKA - D. POOI	4.99	102809
101-336.000-740.000	FUEL AND LUBRICANTS-FIRE	WATKINS OIL COMPANY	NOVEMBER 2021 FLEET FUELING	628.42	102870
101-336.000-742.000	RESPONDER PARKA/D. POOLE	GALL'S, INC	HI-VISIBILITY RESPONDER PARKA - D. POOI	266.05	102809
101-336.000-742.000	NAME BARS, BADGES, COLLAR BRASS/	NYE UNIFORM COMPANY	NAME BARS, BADGES, COLLAR BRASS - D. PC	247.28	102842
101-336.000-742.000	T-SHIRTS FULL TIME FF'S	URBAN GRAFFITI	T-SHIRTS/FULL-TIME FF'S	164.00	102864
101-336.000-801.000	ANNUAL INSPECTION/PREVENTATIVE M	RILEY'S APPARTATUS SERVICE	PREVENTATIVE MAINTENANCE OIL CHANGE, LU	964.07	102850
101-336.000-801.000	ANNUAL INSPECTION/PRVENTATIVE MA	RILEY'S APPARTATUS SERVICE	PREVENTATIVE MAINTENANCE LUBE & INSPECT	1,011.72	102850
101-336.000-801.000	ANNUAL INSPECTION/PREVENTATIVE M	RILEY'S APPARTATUS SERVICE	PREVENTATIVE MAINTENANCE OIL CHANGE, LU	902.81	102850
101-336.000-930.000	LBR R&R STERRING CYLINDER/ENG 33	REARICK'S TRUCK & TRAILER	R&R HYDRAULIC STEERING ASSIST CYLINDER/	967.00	102849
101-336.000-930.000	TIRE REPAIR/ENGINE 332	REARICK'S TRUCK & TRAILER	REMOVE TIRE, RESEAT TIRE ON BEAD, CK FC	77.00	102849
Total For Dept 336.000 FIRE DEPARTMENT				9,972.45	
Dept 400.000 PLANNING DEPARTMENT					
101-400.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034	95.91	127
101-400.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	1,486.83	129
101-400.000-726.000	JACKET W/CITY LOGO PLANNING	URBAN GRAFFITI	CLERK, PLANNING, RECREATION DEPT. JACKET	143.50	102864
Total For Dept 400.000 PLANNING DEPARTMENT				1,726.24	
Dept 441.000 PUBLIC SERVICES DEPARTMENT					
101-441.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034	151.20	127
101-441.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	1,189.47	129
101-441.000-726.000	SAFETY VISOR, HARD HATS	CARD SERVICES CENTER	J. HAMMEL CREDIT CARD CHARGES	107.70	
101-441.000-742.000	RUGS & UNIFORMS -DPS	UNIFIRST CORP	RUGS & UNIFORMS -DPS	33.23	102862
101-441.000-742.000	RUGS & UNIFORMS -DPS	UNIFIRST CORP	RUGS & UNIFORMS -DPS	32.55	102862
101-441.000-801.000	CONTRACTUAL SERVICES	BSB COMMUNICATIONS INC	12-1-2021 ETHERFAX MONTHLY BILL	56.00	102788

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Fund 101 GENERAL FUND					
Dept 441.000 PUBLIC SERVICES DEPARTMENT					
101-441.000-801.000	CLEANER & DISP	CINTAS CORPORATION	CLEANER & DISPEN - DPS	40.76	102793
101-441.000-801.000	RUGS & UNIFORMS -DPS	UNIFIRST CORP	RUGS & UNIFORMS -DPS	28.34	102862
101-441.000-801.000	RUGS & UNIFORMS -DPS	UNIFIRST CORP	RUGS & UNIFORMS -DPS	28.34	102862
101-441.000-801.000	GRINDING OF BRUSH & REMOVAL OF M	VAN BRUNT TRANSPORT, INC	GRINDING OF BRUSH & REMOVAL OF MATERIAL	13,500.00	102868
101-441.000-810.000	PESTICIDE CERTIFICATION RENEWAL	STATE OF MICHIGAN	PESTICIDE CERTIFICATION RENEWAL - G. SI	75.00	102856
101-441.000-955.441	MISCELLANEOUS - SHOE ALLOWANC	FRANK ENGLE	REIMBURSEMENT - SAFETY BOOTS	95.39	102806
101-441.000-955.588	MISC. - CDL LICENSING/TESTING	JASON BLAKE	DOT PHYS REIMBURSEMENT	75.00	102785
101-441.000-955.588	MISC. - CDL LICENSING/TESTING	JONESVILLE HEALTH CARE	PLIDOT PHYS - A. WESSEL	100.00	102823
Total For Dept 441.000 PUBLIC SERVICES DEPARTMENT				15,512.98	
Dept 447.000 ENGINEERING SERVICES					
101-447.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		95.91	127
101-447.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	495.61	129
Total For Dept 447.000 ENGINEERING SERVICES				591.52	
Dept 756.000 PARKS					
101-756.000-801.000	PARKS MOWING - OCTOBER 2021	BILL'S LAWN CARE, LLC	PARKS MOWING (MISSED ON ORIGINAL INVOIC	400.00	102784
101-756.000-801.000	PORTABLE RESTROOM - DAMAGED UNIT	THOMAS ALLEN MCNAIR	PORTA JOHN RENTAL & DAMAGED UNIT REIMBU	1,015.00	102827
Total For Dept 756.000 PARKS				1,415.00	
Total For Fund 101 GENERAL FUND				66,537.40	
Fund 202 MAJOR ST./TRUNKLINE FUND					
Dept 450.000 STREET SURFACE					
202-450.000-726.000	COMMERCIAL TOP - HOT MIX	GERKEN MATERIAL, INC	COMMERCIAL TOP - HOT MIX	68.00	102811
Total For Dept 450.000 STREET SURFACE				68.00	
Dept 460.000 R.O.W MAINTENANCE					
202-460.000-726.000	PED DETOUR SIGNS WITH LEGS	SPARTAN BARRICADING & TRAPPED DETOUR SIGNS WITH LEGS		330.00	102853
202-460.000-801.000	TRUCKING - LEAF COLLECTION	DRY MAR TRUCKING & DIRTWOFTRUCKING - LEAF COLLECTION 11/16-19/202		2,237.50	102799
202-460.000-801.000	TRUCKING - LEAF COLLECTION	DRY MAR TRUCKING & DIRTWOFTRUCKING - LEAF COLLECTION 11/22-24/202		2,510.42	102799
202-460.000-801.000	TRUCKING - LEAF COLLECTION	DRY MAR TRUCKING & DIRTWOFTRUCKING - LEAF COLLECTION 11/23-12/3/2		1,795.00	102799
Total For Dept 460.000 R.O.W MAINTENANCE				6,872.92	
Dept 460.500 TRUNKLINE R.O.W. MAINTENANCE					
202-460.500-801.000	TRUCKING - LEAF COLLECTION	DRY MAR TRUCKING & DIRTWOFTRUCKING - LEAF COLLECTION 11/22-24/202		647.50	102799
Total For Dept 460.500 TRUNKLINE R.O.W. MAINTENANCE				647.50	
Dept 470.000 TREES					
202-470.000-801.000	TREE & STUMP REMOVAL	JOHNNY'S TREE SERVICE	TREE & STUMP REMOVAL	3,350.00	102821
202-470.000-801.000	TREE & STUMP REMOVALS	JOHNNY'S TREE SERVICE	TREE & STUMP REMOVAL	4,025.00	102821
Total For Dept 470.000 TREES				7,375.00	
Dept 470.500 TRUNKLINE TREES					
202-470.500-801.000	TREE & STUMP REMOVALS	JOHNNY'S TREE SERVICE	TREE & STUMP REMOVAL	275.00	102821
Total For Dept 470.500 TRUNKLINE TREES				275.00	
Total For Fund 202 MAJOR ST./TRUNKLINE FUND				15,238.42	
Fund 203 LOCAL ST. FUND					
Dept 450.000 STREET SURFACE					
203-450.000-726.000	COMMERCIAL TOP - HOT MIX	GERKEN MATERIAL, INC	COMMERCIAL TOP - HOT MIX	204.68	102811
Total For Dept 450.000 STREET SURFACE				204.68	

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Fund 203 LOCAL ST. FUND					
Dept 460.000 R.O.W MAINTENANCE					
203-460.000-726.000	PED DETOUR SIGNS WITH LEGS	SPARTAN BARRICADING & TRAPPED DETOUR SIGNS WITH LEGS		330.00	102853
203-460.000-801.000	TRUCKING - LEAF COLLECTION	DRY MAR TRUCKING & DIRTWOF TRUCKING - LEAF COLLECTION 11/16-19/202		2,017.50	102799
203-460.000-801.000	TRUCKING - LEAF COLLECTION	DRY MAR TRUCKING & DIRTWOF TRUCKING - LEAF COLLECTION 11/22-24/202		1,253.33	102799
203-460.000-801.000	TRUCKING - LEAF COLLECTION	DRY MAR TRUCKING & DIRTWOF TRUCKING - LEAF COLLECTION 11/23-12/3/2		3,590.00	102799
Total For Dept 460.000 R.O.W MAINTENANCE				7,190.83	
Dept 470.000 TREES					
203-470.000-801.000	TREE & STUMP REMOVALS	JOHNNY'S TREE SERVICE	TREE & STUMP REMOVAL	4,985.00	102821
Total For Dept 470.000 TREES				4,985.00	
Total For Fund 203 LOCAL ST. FUND				12,380.51	
Fund 208 RECREATION FUND					
Dept 751.000 RECREATION DEPARTMENT					
208-751.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		55.29	127
208-751.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	1,189.47	129
208-751.000-726.000	SUPPLIES	URBAN GRAFFITI	2021 3-6 GRADE BASKETBALL UNIFORMS - 16	4,720.00	102864
208-751.000-726.000	JACKET W/CITY LOGO RECREATION	URBAN GRAFFITI	CLERK, PLANNING, RECREATION DEPT. JACKET	46.50	102864
Total For Dept 751.000 RECREATION DEPARTMENT				6,011.26	
Total For Fund 208 RECREATION FUND				6,011.26	
Fund 244 ECONOMIC DEVELOPMENT CORP FUND					
Dept 174.000 ECONOMIC DEVELOPMENT					
244-174.000-801.000	CONTRACTUAL SERVICES	CAVONI'S	PAYMENT FOR GC PROGRAM	350.00	102789
244-174.000-801.000	CONTRACTUAL SERVICES	EL CERRITO	PAYMENT FOR EDC GIFT CARD PROGRAM	350.00	102802
244-174.000-801.000	CONTRACTUAL SERVICES	JILLY BEANS - HILLSDALE	PAYMENT FOR EDC GIFT CARD PROGRAM	350.00	102820
Total For Dept 174.000 ECONOMIC DEVELOPMENT				1,050.00	
Total For Fund 244 ECONOMIC DEVELOPMENT CORP FUND				1,050.00	
Fund 247 TAX INCREMENT FINANCE ATH.					
Dept 900.000 CAPITAL OUTLAY					
247-900.000-801.005	CONTRACTUAL SERVICES - DAWN THEA WATTERS' COLORS		DAWN THEATER REHABILITATION	18,040.00	102871
247-900.000-920.000	507035798 - 110 N BROAD - DAWN	MICH GAS UTILITIES	NATURAL GAS UTILITY	232.18	128
Total For Dept 900.000 CAPITAL OUTLAY				18,272.18	
Total For Fund 247 TAX INCREMENT FINANCE ATH.				18,272.18	
Fund 271 LIBRARY FUND					
Dept 790.000 LIBRARY					
271-790.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		(82.03)	127
271-790.000-726.000	CLEANING SUPPLIES FOR LIBRARY	CARD SERVICES CENTER	L. SERGENT CREDIT CARD CHARGES	140.91	
271-790.000-726.000	COPY PAPER	CURRENT OFFICE SOLUTIONS	COPY PAPER	79.98	102795
271-790.000-726.000	SUPPLIES - LIBRARY	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	12.00	102813
271-790.000-726.000	SUPPLIES	DAVID KOHLI-ROBERTS	REIMBURSE FOR SUPPLIES	13.67	102825
271-790.000-925.000	TELEPHONE	BSB COMMUNICATIONS INC	12-1-2021 ETHERFAX MONTHLY BILL	56.00	102788
271-790.000-930.000	VACUUM BREAKER KIT	AMERICAN COPPER AND BRASS,	VACUUM BREAKER - LIBRARY / MER V4 - MRC	8.70	102780
Total For Dept 790.000 LIBRARY				229.23	
Dept 792.000 LIBRARY - CHILDREN'S AREA					
271-792.000-982.000	BOOKS	BAKER & TAYLOR COMPANY	BOOKS	15.11	102782
271-792.000-982.000	BOOKS	BAKER & TAYLOR COMPANY	BOOKS	92.85	102782

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Fund 271 LIBRARY FUND					
Dept 792.000 LIBRARY - CHILDREN'S AREA					
		Total For Dept 792.000 LIBRARY - CHILDREN'S AREA		107.96	
		Total For Fund 271 LIBRARY FUND		337.19	
Fund 287 ARPA GRANT FUND					
Dept 900.000 CAPITAL OUTLAY					
287-900.000-970.000	7' MONITOR W/ NO AUDIO CAMERA	CARD SERVICES CENTER	J. HAMMEL CREDIT CARD CHARGES	299.00	
		Total For Dept 900.000 CAPITAL OUTLAY		299.00	
		Total For Fund 287 ARPA GRANT FUND		299.00	
Fund 401 CAPITAL IMPROVEMENT FUND					
Dept 443.000 SIDEWALKS					
401-443.000-801.000	R/R SIDEWALK @ 86 READING AVE	BASTIEN, KYLE	R/R SIDEWALK @ 86 READING AVE	500.00	102847
		Total For Dept 443.000 SIDEWALKS		500.00	
		Total For Fund 401 CAPITAL IMPROVEMENT FUND		500.00	
Fund 409 STOCK'S PARK					
Dept 756.000 PARKS					
409-756.000-726.000	SUPPLIES	CARD SERVICES CENTER	POSTAGE - MRS. STOCK'S PARK	58.00	
		Total For Dept 756.000 PARKS		58.00	
		Total For Fund 409 STOCK'S PARK		58.00	
Fund 481 AIRPORT IMPROVEMENT FUND					
Dept 000.000					
481-000.000-265.000	ACCRUED SALES TAX	STATE OF MICHIGAN	SALES TAX	164.26	585
		Total For Dept 000.000		164.26	
		Total For Fund 481 AIRPORT IMPROVEMENT FUND		164.26	
Fund 582 ELECTRIC FUND					
Dept 000.000					
582-000.000-110.000	ELBOW - 2" PVC SCHEDULE 40	POWERLINE SUPPLY	INVENTORY	1,509.00	102846
582-000.000-110.000	BULB - 116 WATT/130 VOLT TR	POWERLINE SUPPLY	INVENTORY	16.73	102846
582-000.000-110.000	CONDUIT - 4" CONTINUOUS SCH	POWERLINE SUPPLY	INVENTORY	6,675.00	102846
582-000.000-123.000	PREPAID EXPENSES	SONIT SYSTEMS, LLC	11-30-2021 NET ADMIN	527.63	102852
582-000.000-158.000-191006	CONSTRUCTION WORK IN PROGRESS	SSEO	SERVICES FROM OCT 17, 2021 TO NOV 13, 2	2,697.00	102855
582-000.000-158.000-191006	CONSTRUCTION WORK IN PROGRESS	SSEO	SERVICES RENDERED FROM JULY 25 - AUGUST	7,559.00	102855
582-000.000-158.000-201001	CONSTRUCTION WORK IN PROGRESS	AMERICAN COPPER AND BRASS,	250MCM-2/0AWG ALUM/COPP	136.03	102780
582-000.000-158.000-201001	CONSTRUCTION WORK IN PROGRESS	BECKER & SCRIVENS	CONCRETE W/LIMESTONE	261.50	102783
582-000.000-158.000-201001	CONSTRUCTION WORK IN PROGRESS	BECKER & SCRIVENS	2NS SAND	22.44	102783
582-000.000-202.100	4CCH	BRYAN, SHELLY M	UB refund for account: 025785	77.19	102787
582-000.000-202.100	4CCH	CENTRAL MICHIGAN MANAGEMEN	UB refund for account: 011008	82.50	102791
582-000.000-202.100	4CCH	CHAMBERLAIN-CUFF, JEDEDIAH	UB refund for account: 018518	125.00	102792
582-000.000-202.100	4CCH	COMMONWEALTH DEVELOPMENT	UB refund for account: 305582	90.75	102794
582-000.000-202.100	4CCH	DRAB TO FAB	UB refund for account: 026307	122.50	102796
582-000.000-202.100	4CCH	DRAB TO FAB	UB refund for account: 026307	108.74	102797
582-000.000-202.100	4CCH	DRAB TO FAB	UB refund for account: 012127	122.50	102798
582-000.000-202.100	4CCH	ELLISON, GENE	UB refund for account: 010213	56.30	102804
582-000.000-202.100	4CCH	HOLLIS, LEVI M	UB refund for account: 026802	40.00	102815
582-000.000-202.100	4CCH	HUMPHRIES, RHONDA L	UB refund for account: 015680	45.42	102817
582-000.000-202.100	4ENBK1	IRWIN, SCOTT R	UB refund for account: 022516	79.14	102819

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 582 ELECTRIC FUND					
Dept 000.000					
582-000.000-202.100	4CCH	JOHNSON, JEAN L	UB refund for account: 013333	134.12	102822
582-000.000-202.100	4CCH	MIDTGARD, HUNTER M	UB refund for account: 020741	226.41	102834
582-000.000-202.100	4ENBK1	MIELKE, KAREN M	UB refund for account: 026503	18.76	102835
582-000.000-202.100	4CCH	NEUKOM, HELEN M	UB refund for account: 030306	43.42	102839
582-000.000-202.100	ROUND	STRONG, TAMMY M	UB refund for account: 030360	20.00	102857
582-000.000-202.100	4ENBK1	TIMBERMAN, SHANE A	UB refund for account: 018485	174.00	102859
582-000.000-265.000	ACCRUED SALES TAX	STATE OF MICHIGAN	SALES TAX	29,457.47	585
582-000.000-693.000	MISC NON-OPERATING INCOME	STATE OF MICHIGAN	SALES TAX	(405.50)	585
Total For Dept 000.000				50,023.05	
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		438.93	127
582-175.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		534.85	127
582-175.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		27.65	127
582-175.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - BPU - NOV 2021	14,571.04	129
582-175.000-726.000	SUPPLIES	AMAZON CAPITAL SERVICES, I	LOCKOUT TAGOUT STATION	94.50	102779
582-175.000-726.000	SUPPLIES	ARROW SWIFT PRINTING	# 10 WINDOW WHITE ENVELOPES	129.08	102781
582-175.000-726.000	SUPPLIES	KSS ENTERPRISES	HAND SOAP/PAPER TOWEL/TOILET PAPER SUPE	320.88	102826
582-175.000-726.000	WATER - OFFICE	RUPERT'S CULLIGAN	BOTTLED WATER	10.00	102851
582-175.000-726.007-CVD-19	COVID TEST KITS	CARD SERVICES CENTER	K. KEASAL CREDIT CARD CHARGES	50.86	
582-175.000-801.000	CONTRACTUAL SERVICES	EAST 2 WEST ENTERPRISES, I	CLEANING FOR NOV 2021	130.00	102800
582-175.000-801.000	2021 EDP SPONSORSHIP	ECONOMIC DVLPMNT PARTNERSHJ	2022 EDP SPONSORSHIP	7,500.00	102801
582-175.000-801.000	CONTRACTUAL SERVICES	JONESVILLE HEALTH CARE PLID.	WHEELER	100.00	102823
582-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	ONLINE UTILITY EXCHANGE	60.90	102843
582-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	COLLECTIONS TRANSACTIONS RECEIVED	62.36	102843
582-175.000-801.000	CONTRACTUAL SERVICES	THE WOODHILL GROUP	ACCOUNT SERVICES FOR NOVEMBER 2021	2,307.81	102858
582-175.000-801.000	CONTRACTUAL SERVICES	UTILITY FINANCIAL SOLUTION	2021 COS FP RATE STUDY COMPS PCA & CAS	2,608.75	102866
582-175.000-861.000	2022 LEGISLATIVE RALLY	CARD SERVICES CENTER	C. MCARTHUR CREDIT CARD CHARGES	440.00	
582-175.000-861.000	TRAINING & SEMINARS	ALL ABOARD TRAVEL	CHRIS M - WASHINGTON DC FLIGHT	246.79	102777
582-175.000-925.000	TELEPHONE	BSB COMMUNICATIONS INC	12-1-2021 ETHERFAX MONTHLY BILL	28.00	102788
Total For Dept 175.000 ADMINISTRATIVE SERVICES				29,662.40	
Dept 543.000 PRODUCTION					
582-543.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIVE	SULFUR DIOXIDE, CYLINDER 150 LB	11.29	102845
582-543.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIVE	12V 850 CCA	183.99	102845
582-543.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIVE	CORE RETURN	(18.00)	102845
582-543.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIVE	3/8X16 PLUG TAP	5.89	102845
582-543.000-740.300	504504154 - 201 WATERWORKS - PP	MICH GAS UTILITIES	NATURAL GAS UTILITY	1,190.87	128
582-543.000-801.000	CONTRACTUAL SERVICES	MICH DEPT OF ENVIRONMENTAI	NPDES ANNUAL PERMIT FEE	150.00	102831
582-543.000-920.400	504504154 - 201 WATERWORKS - PP	MICH GAS UTILITIES	NATURAL GAS UTILITY	906.40	128
582-543.000-920.400	504504154 - 201 WATERWORKS - PP	MICH GAS UTILITIES	NATURAL GAS UTILITY	1,713.68	128
582-543.000-930.060	REPAIRS & MAINT. - ENGINE #6	AMERICAN COPPER AND BRASS,	25A 120V CONTACTOR	195.00	102780
Total For Dept 543.000 PRODUCTION				4,339.12	
Dept 544.000 DISTRIBUTION					
582-544.000-726.800	SAFETY GLASSES	CARD SERVICES CENTER	K. KEASAL CREDIT CARD CHARGES	47.19	
582-544.000-726.800	SUPPLIES - OPERATIONS	AMERICAN COPPER AND BRASS,	70W METAL HALIDE MEDIUM	62.91	102780
582-544.000-726.800	SUPPLIES - OPERATIONS	AMERICAN COPPER AND BRASS,	PREM SYNTH WIRE PULLING	125.66	102780
582-544.000-726.800	SUPPLIES - OPERATIONS	AMERICAN COPPER AND BRASS,	50W MED BASE CLEAR HPS	26.64	102780
582-544.000-726.800	SUPPLIES - OPERATIONS	AMERICAN COPPER AND BRASS,	4 PVC 36" R ELBOW	75.80	102780
582-544.000-726.800	SUPPLIES - OPERATIONS	AMERICAN COPPER AND BRASS,	2 PVC 90D ELBOW/250 MCM - 2/0 AWG ALUM/	149.49	102780
582-544.000-726.800	SUPPLIES - OPERATIONS	AMERICAN COPPER AND BRASS,	4 PVC TERM, ADAPTER/4 STEEL LOCKNUT/4 F	11.68	102780
582-544.000-726.800	SUPPLIES - OPERATIONS	AMERICAN COPPER AND BRASS,	2 PVC 90D ELBOW/2 PVC COUPLING	50.72	102780

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Fund 582 ELECTRIC FUND					
Dept 544.000 DISTRIBUTION					
582-544.000-726.800	SUPPLIES - OPERATIONS	AMERICAN COPPER AND BRASS,2	PVC 90D ELBOW	6.73	102780
582-544.000-726.800	SUPPLIES - OPERATIONS	AMERICAN COPPER AND BRASS,1	QT PVC CEMENT/BLACK TAPE	49.53	102780
582-544.000-726.800	SUPPLIES - OPERATIONS	FAMILY FARM & HOME	TOMCAT RODENT/INSECT TRAP	11.97	102808
582-544.000-726.800	SUPPLIES - OPERATIONS	FAMILY FARM & HOME	NUTS/BOLTS/WASHERS	5.21	102808
582-544.000-726.800	SUPPLIES - OPERATIONS	FAMILY FARM & HOME	NUTS/BOLTS/LOCK WASH/CAP SCREW	47.44	102808
582-544.000-726.800	SUPPLIES - OPERATIONS	FAMILY FARM & HOME	RETURN	(5.45)	102808
582-544.000-726.800	SUPPLIES - OPERATIONS	GELZER & SON INC	FAST ACTING FUSE	4.79	102810
582-544.000-726.800	SUPPLIES - OPERATIONS	GELZER & SON INC	CLAMPS	19.82	102810
582-544.000-726.800	SUPPLIES - OPERATIONS	GELZER & SON INC	4 AMP FUSE	2.59	102810
582-544.000-726.800	SUPPLIES - OPERATIONS	GELZER & SON INC	DYNAFLEX 230 SEALANT	8.91	102810
582-544.000-726.800	SUPPLIES - OPERATIONS	GELZER & SON INC	LARGE WING CONNECTOR	3.38	102810
582-544.000-726.800	SUPPLIES - OPERATIONS	GELZER & SON INC	4 CLAMPS	11.16	102810
582-544.000-726.800	SUPPLIES - OPERATIONS	JONESVILLE LUMBER	PLYWOOD/SOLVENT FREE ADHESIVE/WINDOW FC	39.14	102824
582-544.000-726.800	SUPPLIES - OPERATIONS	JONESVILLE LUMBER	CREDIT RETURN/#2 CONST SPF	9.00	102824
582-544.000-726.800	SUPPLIES - OPERATIONS	POWERLINE SUPPLY	CREDIT	(800.86)	102846
582-544.000-726.800	SUPPLIES - OPERATIONS	POWERLINE SUPPLY	CREDIT MEMO	(111.98)	102846
582-544.000-730.000	SEARCH LIGHT	CARD SERVICES CENTER	K. KEASAL CREDIT CARD CHARGES	344.14	
582-544.000-730.000	VEH./EQUIP. MAINT. SUPPLIES	PERFORMANCE AUTOMOTIVE	WASHER NOZZLE	13.19	102845
582-544.000-730.000	ROBO REEL TRIPLEX REEL FOR 39-02	POWERLINE SUPPLY	WIRE HOLDER	830.29	102846
582-544.000-740.000	FUEL AND LUBRICANTS	WATKINS OIL COMPANY	FUEL & LUBRICANTS	1,911.19	102870
582-544.000-801.000	CONTRACTUAL SERVICES	MILSOFT	12-1-2021 MILSOFT IVR	259.52	102867
582-544.000-801.000	CONTRACTUAL SERVICES	MILSOFT	12-1-2021 DISPATCH MILSOFT	666.67	102867
582-544.000-801.300	TREE TRIMMING	WRIGHT TREE SERVICE	TREE TRIMMING	3,139.50	102873
582-544.000-930.000	OUTAGE MEALS	CARD SERVICES CENTER	C. MCARTHUR CREDIT CARD CHARGES	110.79	
582-544.000-930.000	REPAIRS & MAINTENANCE	HILLSDALE TOWNSHIP FIRE DE	PROVIDE MANPOWER FOR DOWNED POWER LINE	150.00	102814
Total For Dept 544.000 DISTRIBUTION				7,276.76	
Total For Fund 582 ELECTRIC FUND				91,301.33	
Fund 588 DIAL A RIDE					
Dept 588.000 DIAL-A-RIDE					
588-588.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		110.58	127
588-588.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		55.29	127
588-588.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	3,568.41	129
588-588.000-730.000	VEH./EQUIP. MAINT. SUPPLIES	NORM'S TIRE & SERVICE	TIRES - STOCK DART	502.32	102840
588-588.000-730.000	12 V BATTERIES	PERFORMANCE AUTOMOTIVE	12 V BATTERIES - DART #60	324.98	102845
588-588.000-740.000	FUEL AND LUBRICANTS	BRINER OIL CO, INC	5W20 OIL - DART	65.00	102786
588-588.000-740.000	FUEL AND LUBRICANTS-DART	WATKINS OIL COMPANY	NOVEMBER 2021 FLEET FUELING	2,001.50	102870
588-588.000-920.000	507035798 - 981 DEVELOPMENT DR -	MICH GAS UTILITIES	NATURAL GAS UTILITY - 981 DEVELOPMENT	114.08	128
Total For Dept 588.000 DIAL-A-RIDE				6,742.16	
Total For Fund 588 DIAL A RIDE				6,742.16	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-123.000	PREPAID EXPENSES	SONIT SYSTEMS, LLC	11-30-2021 NET ADMIN	264.00	102852
590-000.000-202.100	SCCH	IRWIN, SCOTT R	UB refund for account: 022516	43.22	102819
590-000.000-202.100	SCCH	MIELKE, KAREN M	UB refund for account: 026503	19.18	102835
Total For Dept 000.000				326.40	
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		315.40	127
590-175.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034		137.41	127

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP 0070034	13.82	127
590-175.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - BPU - NOV 2021	7,136.76	129
590-175.000-726.000	SUPPLIES	AMAZON CAPITAL SERVICES,	LOCKOUT TAGOUT STATION	47.25	102779
590-175.000-726.000	SUPPLIES	ARROW SWIFT PRINTING	# 10 WINDOW WHITE ENVELOPES	64.54	102781
590-175.000-726.000	SUPPLIES	KSS ENTERPRISES	HAND SOAP/PAPER TOWEL/TOILET PAPER SUPE	160.44	102826
590-175.000-726.000	WATER - OFFICE	RUPERT'S CULLIGAN	BOTTLED WATER	5.00	102851
590-175.000-801.000	CONTRACTUAL SERVICES	EAST 2 WEST ENTERPRISES,	CLEANING FOR NOV 2021	65.00	102800
590-175.000-801.000	2021 EDP SPONSORSHIP	ECONOMIC DVLPMT PARTNERSHI	2022 EDP SPONSORSHIP	3,750.00	102801
590-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	ONLINE UTILITY EXCHANGE	30.45	102843
590-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	COLLECTIONS TRANSACTIONS RECEIVED	31.18	102843
590-175.000-801.000	CONTRACTUAL SERVICES	THE WOODHILL GROUP	ACCOUNT SERVICES FOR NOVEMBER 2021	1,153.91	102858
590-175.000-801.000	CONTRACTUAL SERVICES	UTILITY FINANCIAL SOLUTION	WASTEWATER 2021 COS FP RATE STUDY & COM	2,036.25	102866
590-175.000-925.000	TELEPHONE	BSB COMMUNICATIONS INC	12-1-2021 ETHERFAX MONTHLY BILL	14.00	102788
Total For Dept 175.000 ADMINISTRATIVE SERVICES				14,961.41	
Dept 546.000 OPERATIONS					
590-546.000-726.800	SAFETY GLASSES	CARD SERVICES CENTER	K. KEASAL CREDIT CARD CHARGES	23.59	
590-546.000-730.039	BPU VEHICLE MAINT/SUPPLIES	PERFORMANCE AUTOMOTIVE	MINI BULB CARDED AND OVAL RED LAMP	13.36	102845
590-546.000-801.000	CONTRACTUAL SERVICES	MILSOFT	12-1-2021 MILSOFT IVR	129.76	102867
590-546.000-930.000	REPAIRS & MAINTENANCE	FAMILY FARM & HOME	GRADE 2 NUTS/BOLTS/WASHERS	1.94	102808
590-546.000-930.950	REPAIRS & MAINT. - LIFT STATIONS	GRAINGER INDUSTRIAL SUPPLY	O-RING X 2	14.88	102812
Total For Dept 546.000 OPERATIONS				183.53	
Dept 547.000 TREATMENT					
590-547.000-726.900	SUPPLIES - LABORATORY	AMAZON CAPITAL SERVICES,	DRUM UNIT REPLACEMENT	72.97	102779
590-547.000-726.900	SUPPLIES - LABORATORY	NORTH CENTRAL LABORATORIE	STAR111 PH METER/ORION GEL-FILLED TRIC	1,100.02	102841
590-547.000-726.900	SUPPLIES - LABORATORY	RUPERT'S CULLIGAN	DISTILLED WATER	20.00	102851
590-547.000-727.700	SUPPLIES - DIOXIDE	WATER SOLUTIONS UNLIMITED,	SULFUR DIOXIDE, CYLINDER 150 LB	444.09	102869
590-547.000-740.000	FUEL AND LUBRICANTS	WATKINS OIL COMPANY	FUEL & LUBRICANTS	365.35	102870
590-547.000-801.000	CONTRACTUAL SERVICES	CEM SUPPLY, INC	INSPECTION FEE	160.00	102790
590-547.000-801.000	CONTRACTUAL SERVICES	MERIT LABORATORIES	BEF COMPLIANCE	1,600.75	102830
590-547.000-801.000	CONTRACTUAL SERVICES	MICH DEPT OF ENVIRONMENTAI	NPDES ANNUAL PERMIT FEE 2022 WWTP	5,500.00	102831
590-547.000-930.000	WATER SOFTNER SEAL KIT & VALVE B	CARD SERVICES CENTER	C. MCARTHUR CREDIT CARD CHARGES	84.17	
Total For Dept 547.000 TREATMENT				9,347.35	
Total For Fund 590 SEWER FUND				24,818.69	
Fund 591 WATER FUND					
Dept 000.000					
591-000.000-123.000	PREPAID EXPENSES	SONIT SYSTEMS, LLC	11-30-2021 NET ADMIN	263.62	102852
591-000.000-202.100	WCCH	BRYAN, SHELLY M	UB refund for account: 025785	24.73	102787
591-000.000-202.100	WCCH	IRWIN, SCOTT R	UB refund for account: 022516	37.05	102819
591-000.000-202.100	WCCH	MIELKE, KAREN M	UB refund for account: 026503	14.06	102835
Total For Dept 000.000				339.46	
Dept 175.000 ADMINISTRATIVE SERVICES					
591-175.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP 0070034	315.36	127
591-175.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP 0070034	137.36	127
591-175.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD	DENTAL & VISION INSURANCE GROUP 0070034	13.82	127
591-175.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - BPU - NOV 2021	7,632.33	129
591-175.000-726.000	SUPPLIES	AMAZON CAPITAL SERVICES,	LOCKOUT TAGOUT STATION	47.24	102779
591-175.000-726.000	SUPPLIES	ARROW SWIFT PRINTING	# 10 WINDOW WHITE ENVELOPES	64.53	102781
591-175.000-726.000	SUPPLIES	KSS ENTERPRISES	HAND SOAP/PAPER TOWEL/TOILET PAPER SUPE	160.44	102826

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Fund 591 WATER FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
591-175.000-726.000	WATER - OFFICE	RUPERT'S CULLIGAN	BOTTLED WATER	5.00	102851
591-175.000-801.000	CONTRACTUAL SERVICES	EAST 2 WEST ENTERPRISES, I	CLEANING FOR NOV 2021	65.00	102800
591-175.000-801.000	2021 EDP SPONSORSHIP	ECONOMIC DVLPMT PARTNERSH	2022 EDP SPONSORSHIP	3,750.00	102801
591-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	ONLINE UTILITY EXCHANGE	30.45	102843
591-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	COLLECTIONS TRANSACTIONS RECEIVED	31.19	102843
591-175.000-801.000	CONTRACTUAL SERVICES	THE WOODHILL GROUP	ACCOUNT SERVICES FOR NOVEMBER 2021	1,153.90	102858
591-175.000-801.000	CONTRACTUAL SERVICES	UTILITY FINANCIAL SOLUTION	WATER 2021 COS RATE STUDY & COMPARISONS	1,308.75	102866
591-175.000-801.000	CONTRACTUAL SERVICES	MILSOFT	12-1-2021 MILSOFT IVR	129.75	102867
591-175.000-925.000	TELEPHONE	BSB COMMUNICATIONS INC	12-1-2021 ETHERFAX MONTHLY BILL	14.00	102788
Total For Dept 175.000 ADMINISTRATIVE SERVICES				14,859.12	
Dept 543.000 PRODUCTION					
591-543.000-930.000	REPAIRS & MAINTENANCE	JONESVILLE LUMBER	FORMULAR STYROFOAM/OSB BOARD/CONST. SP	627.24	102824
Total For Dept 543.000 PRODUCTION				627.24	
Dept 544.000 DISTRIBUTION					
591-544.000-726.800	SAFETY GLASSES	CARD SERVICES CENTER	K. KEASAL CREDIT CARD CHARGES	23.59	
591-544.000-726.800	SUPPLIES - OPERATIONS	ETNA	B44-777M-NL 2 CURB W/MINN. PATTERN VALV	598.00	102807
591-544.000-726.800	SUPPLIES - OPERATIONS	FAMILY FARM & HOME	GRADE 8 NUTS/BOLTS/WASHERS	129.19	102808
591-544.000-726.800	SUPPLIES - OPERATIONS	MICHIGAN PIPE & VALVE	REPAIR CLAMP X 3	463.86	102832
591-544.000-726.800	SUPPLIES - OPERATIONS	MICHIGAN PIPE & VALVE	REPAIR CLAMP	456.95	102832
591-544.000-726.800	SUPPLIES - OPERATIONS	MICHIGAN PIPE & VALVE	REPAIR CLAMP/2 CURB STOP/SADDLE BRZ DBI	527.52	102832
591-544.000-726.800	SUPPLIES - OPERATIONS	MICHIGAN PIPE & VALVE	BOLT GASKET - 4 LUG GLD OS FORD - VALVE	815.46	102832
591-544.000-740.000	FUEL AND LUBRICANTS	SPRATT'S	#20 CYL	15.00	102854
591-544.000-740.000	FUEL AND LUBRICANTS	WATKINS OIL COMPANY	FUEL & LUBRICANTS	365.38	102870
591-544.000-801.000	CONTRACTUAL SERVICES	HYDROCORP	MCC 2 YRS 07/21 - 06/23	1,400.00	102818
591-544.000-801.000	CONTRACTUAL SERVICES	MERIT LABORATORIES	TOTAL TRIHALOMETHANES & HALOACETIC ACII	564.00	102830
591-544.000-861.000	TRAINING & SEMINARS	MICHIGAN WATER ENVIRONMEN	MEMBERSHIP DUES FOR SHAWN MULLALY - 10/	77.00	102833
591-544.000-930.000	REPAIRS & MAINTENANCE	FAMILY FARM & HOME	VINYL RING	8.97	102808
Total For Dept 544.000 DISTRIBUTION				5,444.92	
Dept 545.000 PURIFICATION					
591-545.000-727.200	SUPPLIES - SODIUM HYPOCHLORITE	UNIVAR SOLUTIONS USA INC	SOD HYPO LIQUICHLOR	1,568.83	102863
591-545.000-930.000	REPAIRS & MAINTENANCE	FAMILY FARM & HOME	MM 1-1/2" JUMBO WRENCH	14.99	102808
591-545.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	HARDWARE	4.32	102810
591-545.000-930.000	REPAIRS & MAINTENANCE	GELZER & SON INC	COMBINATION WRENCH	28.49	102810
591-545.000-930.000	REPAIRS & MAINTENANCE	PERFORMANCE AUTOMOTIVE	FLUID FILM	9.99	102845
591-545.000-930.000	REPAIRS & MAINTENANCE	USABLUEBOOK	HEAD ASSEMBLY	453.31	102865
591-545.000-930.000	REPAIRS & MAINTENANCE	USABLUEBOOK	MALE CONNECTOR X 10	145.09	102865
Total For Dept 545.000 PURIFICATION				2,225.02	
Total For Fund 591 WATER FUND				23,495.76	
Fund 633 PUBLIC SERVICES INV. FUND					
Dept 000.000					
633-000.000-111.000	GRAVEL - 22A	DRY MAR TRUCKING & DIRTWO	FPROCESS 22A GRAVEL	341.00	102799
Total For Dept 000.000				341.00	
Total For Fund 633 PUBLIC SERVICES INV. FUND				341.00	
Fund 640 REVOLVING MOBILE EQUIP. FUND					
Dept 444.000 MOBILE EQUIPMENT MAINTENANCE					
640-444.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD	C DENTAL & VISION INSURANCE GROUP 0070034	95.91	127

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 640 REVOLVING MOBILE EQUIP. FUND					
Dept 444.000 MOBILE EQUIPMENT MAINTENANCE					
640-444.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034	27.65	127
640-444.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	495.61	129
640-444.000-726.000	THREADLOCKER	PERFORMANCE AUTOMOTIVE	THREADLOCKER	24.99	102845
640-444.000-730.000	PARTS FOR TRUCK #15	CARD SERVICES CENTER	J. HAMMEL CREDIT CARD CHARGES	241.67	
640-444.000-730.000	PLOW BOLTS - DCA10080	ELECTRICAL TERMINAL INC.	PLOW BOLTS - DCA 10080	428.47	102803
640-444.000-730.000	KEY	GELZER & SON INC	KEY	2.29	102810
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPLIES	GELZER & SON INC	BOLTS & NUTS	6.51	102810
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPLIES	NEAL'S TRUCK PARTS INC.	CYLINDER REBUILD - STOCK	489.00	102837
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPLIES	NEFCO	STEEL	105.43	102838
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPLIES	NORM'S TIRE & SERVICE	TIRES	804.51	102840
640-444.000-730.000	VEH./EQUIP. MAINT. SUPPLIES - C	NORM'S TIRE & SERVICE	CREDIT TIRES CHARGED TAX	(804.51)	102840
640-444.000-730.000	TIRES	NORM'S TIRE & SERVICE	TIRES	715.00	102840
640-444.000-730.000	TIRES	NORM'S TIRE & SERVICE	TIRES - #52	91.00	102840
640-444.000-730.000	TIRES - STOCK	NORM'S TIRE & SERVICE	TIRES - #52 STOCK	52.00	102840
640-444.000-730.000	OIL FILTER	PERFORMANCE AUTOMOTIVE	OIL FILTER - BPU #39-15	5.69	102845
640-444.000-730.000	BRAKE FLUID & OIL FILTER	PERFORMANCE AUTOMOTIVE	BRAKE FLUID & OIL FILTER	14.89	102845
640-444.000-730.000	12 V BATTERIES	PERFORMANCE AUTOMOTIVE	12V BATTERIES - #29	303.98	102845
640-444.000-730.000	OIL, FUEL & AIR FILTERS	PERFORMANCE AUTOMOTIVE	OIL, FUEL, & AIR FILTERS	84.79	102845
640-444.000-730.000	HYD MOTOR	TRUCK & TRAILER SPECIALTIF	HYD MOTOR	358.40	102861
640-444.000-730.000	ACTUATING CYLINDER & SOCKET CAP	TRUCK & TRAILER SPECIALTIF	ACTUATING CYLINDER SOCKET CAP	471.29	102861
640-444.000-730.000	FLAT HD SOCKET	TRUCK & TRAILER SPECIALTIF	FLAT HD SOCKET	20.54	102861
640-444.000-730.000	FLAT STEEL	WHITE'S WELDING SERVICE	FLAT STEEL - TRACTOR #52.2	38.00	102872
640-444.000-730.000	FLAT STEEL	WHITE'S WELDING SERVICE	FLAT STEEL - TRACTOR #52.2	79.00	102872
640-444.000-740.000	FUEL AND LUBRICANTS-DPS	WATKINS OIL COMPANY	NOVEMBER 2021 FLEET FUELING	2,675.56	102870
640-444.000-740.301	FUEL AND LUBRICANTS-POLICE	WATKINS OIL COMPANY	NOVEMBER 2021 FLEET FUELING	2,280.66	102870
640-444.000-742.000	RUGS & UNIFORMS -DPS	UNIFIRST CORP	RUGS & UNIFORMS -DPS	6.52	102862
640-444.000-742.000	RUGS & UNIFORMS -DPS	UNIFIRST CORP	RUGS & UNIFORMS -DPS	6.52	102862
640-444.000-801.000	STARTER REBUILD FOR ROLLER	CARD SERVICES CENTER	J. HAMMEL CREDIT CARD CHARGES	98.33	
640-444.000-801.000	ANNUAL PM INSPECTION & DIELECTRI	ALTEC NUECO	ANNUAL PM INSPECTION & DIELECTRIC TEST	955.05	102778
640-444.000-801.000	CYLINDER RENTAL	PURITY CYLINDER GASES, INC	CYLINDER RENTAL	59.60	102848
640-444.000-801.000	RUGS & UNIFORMS -DPS	UNIFIRST CORP	RUGS & UNIFORMS -DPS	19.82	102862
640-444.000-801.000	RUGS & UNIFORMS -DPS	UNIFIRST CORP	RUGS & UNIFORMS -DPS	19.82	102862
640-444.000-920.000	505153845 - 149 WATERWORKS - RME	MICH GAS UTILITIES	NATURAL GAS UTILITY	151.68	128
Total For Dept 444.000 MOBILE EQUIPMENT MAINTENANCE				10,425.67	
Total For Fund 640 REVOLVING MOBILE EQUIP. FUND				10,425.67	
Fund 663 FIRE VEHICLE & EQUIPMENT FUND					
Dept 336.000 FIRE DEPARTMENT					
663-336.000-970.000	JR. FIREFIGHTER HATS, STICKERS,	CARD SERVICES CENTER	S. HEPHNER CREDIT CARD CHARGES	473.86	
Total For Dept 336.000 FIRE DEPARTMENT				473.86	
Total For Fund 663 FIRE VEHICLE & EQUIPMENT FUND				473.86	
Fund 699 DPS LEAVE AND BENEFITS FUND					
Dept 441.000 PUBLIC SERVICES DEPARTMENT					
699-441.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034	302.41	127
699-441.000-715.000	BLUE CROSS - DENTAL & VISION	BLUE CROSS & BLUE SHIELD (DENTAL & VISION INSURANCE GROUP 0070034	27.65	127
699-441.000-715.000	HEALTH AND LIFE INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE- CITY - NOV 2021	7,136.79	129
Total For Dept 441.000 PUBLIC SERVICES DEPARTMENT				7,466.85	
Total For Fund 699 DPS LEAVE AND BENEFITS FUND				7,466.85	

12/09/2021 04:08 PM

User: aclark

DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
EXP CHECK RUN DATES 12/09/2021 - 12/09/2021

Page: 11/12

JOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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JOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101	GENERAL FUND	66,537.40
Fund 202	MAJOR ST./TRUNK	15,238.42
Fund 203	LOCAL ST. FUND	12,380.51
Fund 208	RECREATION FUNI	6,011.26
Fund 244	ECONOMIC DEVELC	1,050.00
Fund 247	TAX INCREMENT I	18,272.18
Fund 271	LIBRARY FUND	337.19
Fund 287	ARPA GRANT FUNI	299.00
Fund 401	CAPITAL IMPROVI	500.00
Fund 409	STOCK'S PARK	58.00
Fund 481	AIRPORT IMPROVI	164.26
Fund 582	ELECTRIC FUND	91,301.33
Fund 588	DIAL A RIDE	6,742.16
Fund 590	SEWER FUND	24,818.69
Fund 591	WATER FUND	23,495.76
Fund 633	PUBLIC SERVICEC	341.00
Fund 640	REVOLVING MOBII	10,425.67
Fund 663	FIRE VEHICLE &	473.86
Fund 699	DPS LEAVE AND I	7,466.85

Total For All Funds:	285,913.54
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CITY COUNCIL MINUTES

City of Hillsdale
December 6, 2021
7:00 P.M.

Regular Meeting

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 Bruce Sharp, Ward 3 Bill Zeiser, Ward 3 Robert Socha, Ward 4
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Council Members absent:	Cynthia Pratt Raymond Briner
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Also Present: David Mackie (City Manager), Attorney Tom Thompson, Katy Price (City Clerk), Scott Hephner (HCPD/HCFD), Jake Hammel (DPS Director), Alan Beeker (Planning/Zoning), Kristin Bauer (Engineer), Bryonna Barton (Library Director), Penny Swan, Lance Lashaway, Doug Ingles, Sheri Ingles, Dennis Wainscott, Stephanie Myers, Ron Sweinhagen, and Corey Murray (HDN).

Approval of Agenda

City Manager Mackie requested that Old Business Item A. Pace Special Assessment Agreement- Keefer House Hotel Waiver be added to the agenda.

Motion by Council Member Morrissey, seconded by Council Member Stuchell to add Old Business Item A. Pace Special Assessment Agreement- Keefer House Hotel Waiver to the agenda as requested.

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

Motion passed 7-0

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

Roll call:

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

Motion passed 7-0

Public Comment

Penny Swan, commented on the City Facebook page and the shared health department press release posts made from the staff. Swan stated she doesn't want to see the City pushing or sharing the health department propaganda.

Lance Lashaway, commented on City's Facebook page and doesn't think the City should be posting the health department propaganda.

Consent Agenda

- A. Approval of Bills
 - 1. City and BPU Claims of October 28, 2021: \$ 1,644,644.34
 November 11, 2021: \$ 377,772.36
 November 24, 2021: \$ 948,451.40
 - 2. Payroll of October 28, 2021: \$ 177,254.67
 November 11, 2021: \$ 178,207.63
 November 24, 2021: \$ 188,515.49
- B. City Council Minutes of November 15, 2021
- C. Planning Commission Minutes of October 20, 2021
- D. Housing Commission Minutes of September 15, 2021
- E. TIFA Minutes of September 21, 2021
- F. TIFA Program Review Committee Minutes of November 2, 2021
- G. TIFA Targeted Development Committee Minutes of November 9, 2021
- H. Hillsdale College Union Street Block Party Use of Street Agreement

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 Stuchell	Aye
Council Member Morrissey	Aye
Mayor Stockford	Aye
Council Member Socha	Aye
Council Member Zeiser	Aye
Council Member Sharp	Aye

Motion passed 7-0

Communications/Petitions

- A. EDC Gift Card Program
- B. 2021 NYE Event
- C. Hillsdale Community Library Open House Event
- D. Comcast Programming Advisory Email

E. Comcast Price Changes Letter

Bryonna Barton, new Library Director reviewed her background in library science.

All items presented for the purpose of information only.

Introduction and Adoption of Ordinances/Public Hearings

A. B-2 Downtown Zoning Ordinance Adoption

Alan Beeker, Planning/Zoning administrator reviewed the ordinance amendments with council. In 2017, the City rewrote the B-2 Zoning Ordinance to change from a Land Use ordinance to a Form Based ordinance. In the course of the past four years, the need for minor corrections were noted. The Planning Commission has worked through the proposed amendment and held the public hearing at their regular meeting on November 17, 2021. The Planning Commission voted to recommend adoption of the amended B-2 Zoning ordinance.

Council discussion ensued on item Sec. 36-274: Lot and Building Placement. Specifically on overhead doors.

Motion by Council Member Morrissey, seconded by Council Member Socha to approve the B-2 Downtown Zoning Ordinance as presented. **Ordinance 2021-03.**

Roll call:

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

Motion passed 6-1

Old Business

A. PACE Special Assessment Agreement

City Manager Mackie reviewed the agreement and amendment waiver. Keefer House Hotel LLC is wanting to close all their financing this week.

Council discussion ensued.

Motion by Council Member Vear, seconded by Council Member Socha to approve the Keefer House Hotel waiver request.

Roll call:

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

Motion passed 7-0

New Business

A. 2021 Audit Presentation

Gabridge Co. representative Joe Verlin reviewed the City’s audit. He presented a clean audit and stated the city overall had a very good year, it is actually remarkable and a lot of effort went into making sure financial conditions were preserved during an uncertain time.

Council Member Vear thanked Mr. Verlin for doing a nice informative presentation of walking council through the audit.

Mayor Stockford thanked Mr. Verlin as well.

Manager Mackie stated that the audit was in process after a transition of two finance directors and also worked with current finance firm WoodHill Group.

Council Member Stuchell congratulated Manager Mackie and department heads for a good audit.

No action taken.

B. 2022 Council Meeting Dates

- January 18
- February 7 & 21
- March 7 & 21
- April 4 & 18
- May 2 & 16
- June 6 & 20
- July 5 & 18
- August 1 & 15
- September 6 & 19
- October 3 & 17
- November 7 & 21
- December 5 & 19

The January 18, 2022, July 5, 2022 and September 6, 2022 council meetings would be held on Tuesday following the Martin Luther King, Independence and Labor Day holidays.

Motion by Council Member Sharp, seconded by Council Member Socha to approve the 2022 Council meeting dates.

By a voice vote, the motion passed unanimously.

C. Lennox Distilling LLC Micro Brewer

Carlin Edwards Brown PLLC on behalf of Lennox Distilling LLC is requesting approval from the City of Hillsdale to operate a new Micro Brewer, Small Wine Maker and Small Distillery with On-Premises Tasting Room Permit to be located and operated at 181 Uran Street Hillsdale, Michigan. The Michigan Liquor Control Commission requires local governing body approval for these types of licenses.

Motion by Council Member Sharp, seconded by Council Member Vear to approve the request for operating a new Micro Brewer, Small Wine Maker and Small Distillery with On-Premises Tasting Room Permit. **Resolution #3483.**

Roll call:

Council Member Vear	Aye
Council Member Stuchell	Aye
Council Member Morrissey	Aye
Mayor Stockford	Aye

Council Member Socha	Aye
Council Member Zeiser	Aye
Council Member Sharp	Aye

Motion passed 7-0

D. ARP Finds and City Requirements - Discussion

Council Member Socha requested the item be discussed. Socha read through information online that stated that 45 communities in the state refused the funds. In discussion reading the article he saw there were a lot of strings attached. He also saw that if the City refused the funds it would go to someone else.

Manager Mackie stated that governmental funds require a certain amount of items you would have to comply with.

City Attorney Thompson mentioned that the requirements are typically items municipalities already have in place.

Mackie reviewed the City is slated to receive \$837,000.00 of ARP funds. The City received around \$415,000.00 this calendar year. The purchase of a trackless machine in the amount of \$198,000.00 was made and there are two water related projects slated for the ARP funds moving forward.

No action taken.

E. 2021-22 Utility Pot Holing – Water Service Investigations

The City Engineer developed a Request for Proposal (RFP) for the investigation and evaluation of storm water drainage on S. Manning Street, south of Bacon Street. Pricing related to this RFP was sought from five (5) Engineering Consultants with proposals returned from two (2) of these Consultants on November 10, 2021. Tetra Tech, Inc. \$14,500.00 and Fleis & Vandenbrink \$20,800.00. This investigation is intended to evaluate the immediate area of the drainage on S. Manning St. and the Consultant will conduct a capacity analysis of the storm sewer system along Bacon Street to its outlet. Once data has been gathered and evaluated the Consultant will develop two alternatives that may potentially help drainage in this area. Future implementation of any proposed alternatives will be dependent on available funding.

Following receipt of these proposals City Staff identified two other areas with long standing drainage and/or other issues related to storm water conveyance. As such pricing was requested from the low bidder, Tetra Tech, for additional evaluation work related to these areas. The first area is near the intersection of Morry and S. Howell Street where no storm sewer system exists currently. The second area is near the intersection of Oak & Willow Streets where an existing storm system is possibly failing and creating an issue on a piece of private property. Pricing for this work was received from Tetra Tech on November 29, 2021 for an additional amount of \$21,900 total for evaluation at both additional areas.

Motion by Council Member Sharp, seconded by Council Member Morrissey to award the Storm water Investigation and bid to Tetra Tech, Inc. of Ann Arbor, MI in the base amount of \$14,500 for the work on Manning Street and also award the additional requested work for Howell Street and Oak Street for the additional amount of \$21,900 for a total of contract of \$36,400.

Roll call:

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

Council Member Zeiser Aye
 Council Member Sharp Aye

Motion passed 7-0

F. Westwood Drive Area Engineering Services

The City Engineer developed a Request for Proposal (RFP) for Engineering Services associated with a potential future project in the Westwood Area. This RFP requested the Consultant provide all services necessary to develop the construction drawings and specifications related to a utility and road construction project associated with the following streets within the City; Westwood Drive, Picardy Place, Azalea Court, Corona Court, Scenic Drive, Sumac Drive, Cold Springs Circle, and Westwood Street (from Cold Springs to Lewis). We also requested design work for Highland and Glendale Avenues as additional potential design work in this RFP. Pricing requested was in a “not to exceed” framework, meaning the Consultant will bill the city only for services provided within the scope of work provided in the RFP documents. Should the scope of work change occur during design some additional costs may be incurred, which will be negotiated with the Consultant based on their published hourly rates.

Pricing related to this RFP was sought from five (5) Engineering Consultants. The “not to exceed” pricing was received from three (3) of these Consultants on November 10, 2021.

<i>Engineering Consultant</i>	<i>Westwood</i>	<i>Highland</i>	<i>Glendale</i>	<i>Grand Total</i>
Mannik & Smith Group	\$109,041.00	\$16,152.40	\$16,152.40	\$141,345.80
Fleis & Vandenbrink	\$151,900.00	\$23,900.00	\$23,900.00	\$199,700.00
Rowe Professional Svcs	\$156,900.00	\$21,080.00	\$21,800.00	\$199,780.00

It is intended this design work will be completed in the 2022 calendar year. The preliminary construction estimate for this project is \$4.5 Million, in 2021 dollars. Assuming all needed funding can be secured during 2022 this construction project would be completed during the 2023 calendar year. Funding will be sought through multiple avenues for this project including, but not limited to, bonding, the street millage and Act 51 funds, the water and sanitary sewer enterprise funds and a Special Assessment District.

Motion by Council Member Sharp, seconded by Council Member Morrissey to award the Westwood Drive Area Engineering Services to Mannik & Smith Group of Adrian, MI in the base “not to exceed” amount of \$109,041.00 for the design work in the Westwood Area. Staff also recommend City Council award the additional requested design work for Highland and Glendale Avenue in the amounts of \$16,152.40 and \$16,152.40, respectfully for a total design cost of \$141,345.80.

G. Proposed 2022 Special Assessment Districts for Street Projects

City Council has noted that one of their primary goals is to address the declining quality of the city’s street system. To that end city staff, in 2021, utilized the Special Assessment process as delineated in the City of Hillsdale’s Code of Ordinances, Article V.-Finances, Division 3.-Special Assessments and any other applicable sections of the City Charter and/or Code of Ordinances to facilitate rehabilitation projects on several city streets.

The Department of Public Services (DPS) Director, City Engineer and City Manager recommend the following streets for inclusion in proposed Special Assessment Districts (SAD) for street rehabilitation projects and associated utility work during the 2022 calendar year.

SAD 22-5 – Uran Street - 0.353 mile (8 Prop. in SAD): Industrial Drive to Arch Avenue, may include ditch line work for storm water movement.

SAD 22-6 – S. Howell Area, including the following streets and limits – 0.825 mile (58 Prop. in SAD): S. Howell Street (0.256 mile): E. Hallett Street to Southern City Limits, may include storm water and road base work.
 Lynwood Avenue (0.508 mile): Reading Avenue to S. Howell Street, may include storm water work.

Morry Street (0.061 mile): Walnut Street to S. Howell Street, may include storm water, curb, water main, and road base work.

Motion by Council Member Sharp, seconded by Council Member Morrissey to direct City Engineer Bauer to develop plans, specifications and cost estimates to submit to council for consideration of establishing the Special Assessment Districts listed above.

Roll call:

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

Motion passed 7-0

H. City Facebook Information – Discussion

Council Member Socha led discussion on CDC and health department information. He stated he is frustrated that the City published the health department’s public press releases requesting people to get vaccines and mask advisories on the City’s Facebook page. He gave some history on vaccines. Socha encouraged Council to consider what is appropriate and not appropriate to publish on the City’s social media.

Council Member Sharp stated that he trusts the science on the vaccines and believes releases should be shared.

Manager Mackie mentioned to be clear social media posts where authorized by him. The City is being transparent and sharing the public health and safety information. There is no City position given on either for or against the vaccines and/or mandates. These items are shared for public information only and to be transparent.

Mayor Stockford stated that it is a controversial issues and asked that prudence be given when deciding what to post on social media.

Further Council discussion ensued.

No action taken.

Miscellaneous Reports

A. Proclamation – None

B. Appointments—Lance Fansler – IPMC Board
Reappointments- Amber Yoder, Cathy Kelemen, Jacob Parker – Election Commission

Motion by Council Member Sharp, seconded by Council Member Socha to approve all appointments and reappointments as presented.

By a voice vote, the motion passed unanimously.

C. Other – None

General Public Comment

Jack McLain, commented on the Westwood Drive and stated it is at least 70 years old needs work. He had a questions on the B-2 Ordinance specifically about the overhead door item and asked if a

variance would be required from the ZBA to put in a new door. McLain also commented on the audit for TIFA and EDC.

Dennis Wainscott, commented about the vaccine and health department mask advisories.

Penny Swan, commented that she doesn't care who wants or don't want to take the Covid-19 vaccine. She stated she doesn't think it is appropriate to post the health departments advisories on the City's Facebook page as it is a controversial issue.

City Manager's Report

DPS director Hammel reviewed the leaf collection. He stated there was some issues with cars being parked in street, weather and a day of equipment fail. Planning on finish the collection in four to five days.

Mackie mentioned the Airport Taxiway is almost completed waiting on lights. Airport fuel sales have increased. Sales from 2020- \$124,000.00 currently 2021 sales are \$193,000.00. Library Open House is Thursday, December 9, 2021 at 4:00 p.m.

Mayor's Reception for all board members that serve the City is Monday, December 20, 2021 at 5:30 p.m.

The EDC Gift Card program is going well. There are a lot of businesses currently sold out.

Council Comments

Council Member Stuchell stated that new business Birdie and Howell opened up this week. Lot of good work and good investment. Owner is interested in serving on the TIFA board.

Council Member Sharp encouraged Council to see the vacant lot at 65 and 69 Westwood St.

Adjournment

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

By a voice vote, the motion passed unanimously.

The meeting adjourned at 9:10 p.m.

Adam L. Stockford, Mayor

Katy Price, City Clerk

City of Hillsdale 2022 Meeting Dates

	January	February	March	April	May	June	July	August	September	October	November	December
City Council	18	7,21	7,21	4,18	2,16	6,20	5,18	1,15	6,19	3,17	7,21	5,19
Finance Comm.	10,24	14,28	14,28	11,25	9,23	6,20	5,18	1,15,29	12,26	10,24	7,21	5,19
BPU	11	8	8	12	10	14	12	9	13	11	8	13
Planning Comm.	19	16	16	20	18	15	20	17	21	19	16	21
Housing Comm.	19		16		18		20		21		16	
Library	13	10	10	14	12	9	14	14	8	13	10	8
TIFA	18		15		17		19		20		15	
TIFA Targeted Dev.	11	8	8	12	10	14	12	9	13	11	8	13
EDC		15		19		21		16		18		20
Shade Tree		2			4			3		5		
Cemetery		2			4			3		5		

Finance Committee

1/10/2022	5:15 p.m	7/18/2022	6:30 p.m
1/24/2022	5:15 p.m	8/1/2022	6:30 p.m
2/14/2022	5:15 p.m	8/15/2022	6:30 p.m
2/28/2022	5:15 p.m	8/29/2022	5:15 p.m
3/14/2022	5:15 p.m	9/12/2022	5:15 p.m
3/28/2022	5:15 p.m	9/26/2022	5:15 p.m
4/11/2022	5:15 p.m	10/10/2022	5:15 p.m
4/25/2022	5:15 p.m	10/24/2022	5:15 p.m
5/9/2022	5:15 p.m	11/7/2022	6:30 p.m
5/23/2022	5:15 p.m	11/21/2022	6:30 p.m
6/6/2022	6:30 p.m	12/5/2022	6:30 p.m
6/20/2022	6:30 p.m	12/19/2022	6:30 p.m
7/5/2022	6:30 p.m (Tuesday)	1/3/2023	6:30 p.m (Tuesday)

Meeting Locations & Times

City Council	Council Chamber, City Hall	7:00 p.m.
BPU	45 Monroe Street	7:00 p.m.
Planning Commission	Conference Room, City Hall	5:30 p.m.
Housing Commission	Hilltop Community Room	8:30 a.m.
Library	11 E. Bacon	7:00 p.m.
TIFA	Conference Room, City Hall	7:30 a.m.
EDC	Conference Room, City Hall	7:30 a.m.
Shade Tree	Conference Room, City Hall	3:00 p.m.
Cemetery Board	Conference Room, City Hall	4:15 p.m.
TIFA Targeted Dev.	Conference Room, City Hall	5:30 p.m.

BOLD: Investment Report Included

RED: not a Monday meeting

City Hall
97 N. Broad Street
Hillsdale, MI 49242
(517) 437-6440



MARINE CORPS RESERVE



December 1, 2021

Hillsdale City Hall
Attn: Ms. Katy Price
97 North Broad Street
Hillsdale, Michigan 49242

Dear Katy,

I would like to take this opportunity to thank you for your support of the 2021 Hillsdale County Toys for Tots campaign. Your continued support of this campaign, and willingness to partner with us once again, is greatly appreciated and allows us to ensure that every child in our community has a gift to open on Christmas morning. For updates, photos, and the results of the 2021 campaign please like and follow us on Facebook at *Toys for Tots Hillsdale County, Michigan*.

Thanks again and I look forward to the opportunity to work together on the 2022 campaign. I hope you have a Merry Christmas and a happy, healthy, and blessed New Year!

With sincere appreciation,

Pamela E. Bognar
Marine Corps Toys for Tots Coordinator
Hillsdale County
7231 S. Tripp Road
Osseo, MI 49266
(517) 398-3851
toysfortots.hillsdale@gmail.com
Facebook: *Toys for Tots Hillsdale County, Michigan*



Certificate of Appreciation

Presented in gratitude to

Hillsdale City Hall

For Outstanding Support of the

United States Marine Corps Reserve

Toys for Tots Program



December 1, 2021

Date

Pamela E. Bogman

Coordinator – US Marine Corps Reserve Toys for Tots Program

From: [David Mackie](#)
To: [Katy Price](#)
Subject: FW: Airport Infrastructure Grant Allocations Announcement
Date: Thursday, December 16, 2021 2:12:24 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

David E. Mackie
City Manager
97 N. Broad St.
Hillsdale, MI 49242
Phone: (517)437-6444
dmackie@cityofhillsdale.org



From: Hillsdale Municipal Airport
Sent: Thursday, December 16, 2021 8:13 AM
To: David Mackie <dmackie@cityofhillsdale.org>
Subject: Fw: Airport Infrastructure Grant Allocations Announcement

Hi Dave:

I received this email today.

Ginger

Ginger R. Moore
Airport Manager
Hillsdale Municipal Airport
1727 Airport Rd.
Hillsdale, MI 49242
517-797-4833 OFFICE
517-416-0938 CELL

From: Knott, Carlee (Peters) <Carlee_Knott@peters.senate.gov>
Sent: Wednesday, December 15, 2021 5:35 PM
To: Hillsdale Municipal Airport
Subject: Airport Infrastructure Grant Allocations Announcement

Hello Ginger,

Happy holidays!

As the Mid-Michigan Regional Coordinator for U.S. Senator Gary Peters, I wanted to let you know that AIP grants are being announced on Thursday and JYM will be awarded \$110,000. These dollars were appropriated through the Bipartisan Infrastructure Package – something that Senator Peters fought to include to help improve airports here in Michigan.

Please let me know if there is anything our office can do to assist you.

Best regards,

Carlee

Carlee Knott, MPP
Mid-Michigan Regional Coordinator
Office of U.S. Senator Gary C. Peters
124 W. Allegan St., Suite 1400 | Lansing, MI 48933
O (517) 377-1508 | C (517) 483-3654
Pronouns: *she, her, hers*



Follow @SenGaryPeters:   

GET UPDATES  

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please destroy all copies of this communication and any attachments and notify the sender immediately via phone, fax, or electronic mail. Thank you.

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STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JOSEPH M. GASPER
DIRECTOR

December 15, 2021

Mr. David Mackie, City Manager
City of Hillsdale
97 North Broad Street
Hillsdale, Michigan 49242

Dear Mr. Mackie:

The Emergency Management and Homeland Security Division (EMHSD) has reviewed your application for state disaster assistance, which was requested based on damages sustained from the severe storms and high winds that occurred August 11, 2021, in Branch, Hillsdale, and St. Joseph counties. On behalf of Gov. Gretchen Whitmer, I am pleased to inform you that financial assistance from the State Disaster Contingency fund has been conditionally approved for your jurisdiction in the amount of \$111,263.67 pursuant to Section 19 of Public Act 390 of 1976, as amended.

The funding is being made available to the city of Hillsdale to assist with expenses incurred in responding to the disaster. The decision to grant this assistance was based on the information provided in your application. The EMHSD Grants and Financial Management Section has reviewed the documentation submitted and verified cost eligibility. The award is conditional due to projects included in the application for assistance that still need to be completed, payments made to the appropriate vendors, and substantiating documentation provided to the Grants and Financial Management Section at EMHSD before any reimbursements can be processed. If you have any further questions regarding your application and/or payment, please contact Ms. Penny Burger of the Grants and Financial Management Section at 517-898-0551.

The EMHSD is available to provide further advice and guidance about preparing your community for any future emergency or disaster events. If you have any questions or would like additional information, please contact the EMHSD District Coordinator for your area, Lt. Jeffrey Yonker at 517-719-9767.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Sweeney', with a long horizontal flourish extending to the right.

Capt. Kevin Sweeney,
Commander, Emergency Management
and Homeland Security Division

City of Hillsdale

Agenda Item Summary

Meeting Date: **December 20, 2021**

Agenda Item: **New Business**

SUBJECT: **Application for Annual ROW Permit from MDOT (Resolution)**

BACKGROUND PROVIDED BY STAFF

Each year it is necessary for the City to adopt a resolution which is required by the Michigan Department of Transportation for purposes of issuing individual permits to use its M-99 right-of-way within the City boundaries. Use of the right-of-way is required from time to time by the Department of Public Services, the Board of Public Utilities, the Police Department and the Fire Department. I have enclosed a proposed Resolution proposed for submission to MDOT. As you can see from the resolution, it authorizes the Directors of the DPS and BPU, and Scott Hephner to apply for permits for various uses throughout the year.

RECOMMENDATION:

Staff recommends that Council adopt the attached Resolution to approve an application for Annual ROW Permit from MDOT.

**PERFORMANCE RESOLUTION FOR
MUNICIPALITIES**

Resolution # _____

This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

RESOLVED WHEREAS, the _____ CITY OF HILLSDALE
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

JACOB HAMMEL, DIRECTOR OF PUBLIC SERVICES

DAVID MACKIE, DIRECTOR OF BOARD OF PUBLIC UTILITIES

SCOTT HEPHNER, CHIEF OF POLICE & FIRE

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the CITY COUNCIL
(Name of Board, etc.)

of the CITY OF HILLSDALE of HILLSDALE
(Name of MUNICIPALITY) (County)

at a REGULAR meeting held on the 20TH day

of DECEMBER A.D. 2021.

Signed

MAYOR

Title

ADAM STOCKFORD

Print Signed Name

Signed

City Clerk

Title

Katy Price

Printed Signed Name

City of Hillsdale

Agenda Item Summary

MEETING DATE: December 20, 2021

AGENDA ITEM #: New Business

SUBJECT: Water/Sewer Superintendent Pickup Truck

BACKGROUND PROVIDED BY STAFF: Jeff Gier, Superintendent of Water and Sewer

Project Background:

Water and sewer is in need of a new pickup. The newest truck in this department is a 2015 F150 with about 70,000 miles on it. This new truck will be primarily driven by the superintendent but will be made available to water and sewer employees for purpose of out of town training, testing, and any longer trips.

This is the second round of bidding due to unclear description in the first request.

One-half of this purchase to be paid from the capital budget for sewer and the other half from capital budget for water.

Company	Total
Stillwell Ford	\$34,770.80
Jack Demmer Ford	\$34,306.80
Tiles in Styles	\$71,786.00
Varsity Ford	\$36,336.80
Amaru Ford	\$43,768.64
Amaru Ford	\$45,192.40
Frank Beck	\$45,100.00
Feldman Ford	\$36,909.00
Cronin	\$46,264.00

RECOMMENDATION:

The BPU Board supports award by City Council of this contract to the bidder, Stillwell Ford, Hillsdale, MI for 2022 Ford F150 in the amount of \$34,770.80.

PRICING:

All bids will be paid as a cash lump sum in accordance with the submitted proposal. All submitted total costs below shall be an "out the door" price.

TRUCK DESCRIPTION W/ VEHICLE YEAR	DELIVERY DATE	COLOR	MILEAGE	TOTAL COST
NEW 22 F150 S/K 4x4	90-120 DAYS	SELECTABLE	Ø	34770.80

The undersigned, having familiarized (himself/herself) with the Request for Proposal, the bidder shall examine the details of this purchase and shall furnish all necessary materials to complete the purchase 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 Number</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

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

1. 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,

Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification and (d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

- II. Where the prospective primary participant is unable to certify to any the statements in this certification, such prospective participant shall attach an explanation to this proposal.

SIGNATURE OF PROPOSER  ROGER KAUL

TITLE COMMERCIAL SALES

NAME OF COMPANY STILLWELL FORD LINCOLN

ADDRESS 3780 W CARLETON RD

CITY HILLSDALE STATE MI ZIP CODE 49242

TELEPHONE 517-849-2121 FAX 517-849-9198

EMAIL ROGERK@STILLWELLFORD.COM DATE 12-6-21



Everything we do is driven by you

M-99 Highway • P.O. Box 288
Hillsdale, Michigan 49242
Telephone (517) 849-2121
Fax No. (517) 849-9198
E-Mail: stillwell@dmc.net

**BPU WATER DEPARTMENT
HILLSDALE MI 49242**

QUOTE IS FOR ONE NEW 2022 FORD F-150

**SUPERCAB 4X4 8 FOOT BOX
5.0L V-8 10 SPEED AUTOMATIC
POWER WINDOWS POWER LOCKS
AUTOLAMP WITH AUTO HIGH BEAMS
REAR VIEW CAMERA WITH DYNAMIC HITCH ASSIST
TIRE PRESSURE MONITORING
SPARE TIRE AND WHEEL
MAX TRAILER TOW PACKAGE INCL CLASS IV HITCH 13000# CAPACITY (2021 SPECS)
MAX PAYLOAD PACKAGE
3.73 E-LOCKING AXLE
ELECTRONIC SHIFT ON THE FLY WITH AUTO HUBS
SELECTABLE DRIVE MODES
CRUISE CONTROL
REVERSE SENSING
AIR CONDITIONING
3 SETS OF KEYS
110V POWER OUTLET
ROOF MOUNTED LED BEACON
SKID PLATES
LINE-X SPRAY LINER
INTEGRATED TRAILER BRAKE CONTROLLER
TRANS COOLER
FRONT AND REAR BUMPERS
LUG WRENCH AND JACK
UPFITTER SWITCHES NOT INCLUDED**

**YOUR STILLWELL FORD GOVERNMENTAL PRICE INCLUDING TITLE
\$34770.80**

**APPROX DELIVERY TIME 90-120 DAYS
THANK YOU FOR THE OPPORTUNITY PLEASE DIRECT ANY QUESTIONS TO ROGER KARR OR
JEFF HESS AT STILLWELL FORD
517-849-2121**

City of Hillsdale

Agenda Item Summary

MEETING DATE: December 20, 2021

AGENDA ITEM #: New Business

SUBJECT: Police Officers Association of Michigan

BACKGROUND PROVIDED BY: David Mackie, City Manager

Attached is the newly negotiated contract between the City of Hillsdale and the Police Officers Association of Michigan for City Council approval. The contract is for three-years. Items to note in the highlighted contract include:

- Annual raises for the three year contract beginning July 1, 2021 are 3%, 4% and 4%
- One-time \$750 payment for COVID premium pay
- PTO (Paid Time Off) time for new hires versus separate vacation, sick and personal time of current employees
- Defined contribution retirement plan for employees hired on or after July 1, 2023 with a 10% employer contribution and mandatory 5% employee match
- Addition of Martin Luther King Day off as a holiday
- Optional hiring bonus for new employees with three (3) year commitment contract

RECOMMENDATION:

City Council review and approve the Police Officer Association of Michigan union contract for the period of July 1, 2021 to June 30, 2024.

An Agreement Between The
Police Officers Association of Michigan
and
The City of Hillsdale

For the Period
July 1, ~~2018~~2021 to June 30, ~~2021~~2024

THIS AGREEMENT, made and entered into as of the 1st day of July, ~~2018~~2021, by and between the **CITY OF HILLSDALE, MICHIGAN**, located at 97 N. Broad Street, Hillsdale, Michigan 49242, party of the first part, and hereinafter termed the Employer or City, and **POLICE OFFICERS ASSOCIATION OF MICHIGAN**, 27056 Joy Road, Redford, Michigan 48239, hereinafter called Union.

WHEREAS: Both parties are desirous of preventing strikes and lockouts, and other cessations of work and employment; and of maintaining a uniform wage scale, working conditions and hours of employees of the Employer; and facilitating peaceful adjustment of all grievances which may arise from time to time between the Employer and its employees; and of promoting and improving peaceful industrial and economic relations between the parties.

Article 1 EXTRA CONTRACT AGREEMENTS

1.1 The Employer agrees not to enter into any agreement with another labor organization during the life of this Agreement with respect to the employees covered by this Agreement; or any agreement or contract with the said employees, individually or collectively, which in any way conflicts with the terms or provisions of this Agreement, or which in any way affects wages, hours or working conditions of said employees, or any individual employee, or which in any way may be considered a proper subject for collective bargaining. Any such agreement shall be null and void.

Article 2 RECOGNITION, AGENCY SHOP AND DUES

2.1 Collective Bargaining Unit. The City hereby recognizes the Union as the exclusive representative for collective bargaining purposes for all employees in the following collective bargaining unit in accordance with the laws of the State of Michigan:

All full time employees of the City of Hillsdale Public Safety Department in the classifications of Sergeant, Detective and Patrolman, but excluding the Director of Public Safety, Deputy Fire Chief, Firefighters, part time employees and all other employees.

The City agrees not to promote or foster any other labor organization during the term of this Agreement.

(a) Definitions. For purposes of the recognition granted the Union and for purposes of this Agreement, the following definitions shall be applicable:

(1) Full-Time Employee: A full-time employee is an individual who is employed in a regularly established position covered by this Agreement which is normally scheduled to work at least eighty (80) hours each two week pay period during the entire year.

(2) Part-time Employee: A part time employee is an employee who has no established hours of work but is assigned to work at times considered necessary for the City to satisfy its minimum staffing priorities or to substitute for full time employees who are unable to work their normal scheduled hours. A part-time employee's status does not change to full time without the prior approval of the City.

(b) Part-Time Employees. The City reserves the right to hire and utilize part-time police officers from time to time. Part-time police officers are not within the recognition granted the Union and are not covered by the terms of this Agreement. The Union recognizes that the performance of bargaining unit work by part time police officers shall be permitted and shall not constitute a violation of this Agreement even if it could remove potential work or overtime opportunities, as long as it does not violate another section of this Agreement or cause a full time employee to be laid off.

2.2 Membership in the Union.

(a) Membership in the Union is not compulsory. Regular employees have the right to join, not join, maintain, or drop their membership in the Union, as they see fit. Neither party shall exert any pressure on or discriminate against an employee as regards such matters.

(b) The Union is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard to whether or not an employee is a member of the Union. The terms of this Agreement have been made for all employees in the bargaining unit and not only for members of the Union, and this Agreement has been executed by the Employer after it has satisfied itself that the Union is the choice of a majority of the employees in the bargaining unit.

(c) If any provision of this Article is invalid under Federal Law or the laws of the State of Michigan, such provision shall be modified to comply with the requirements of Federal or State law or shall be renegotiated for the purpose of adequate replacement.

(d) The Union agrees that in the event of litigation against the City of Hillsdale, its agents or employees, arising out of this provision, the Union will co-defend and indemnify and hold harmless the City, its agents or employees for any monetary award arising out of such litigation.

(e) It shall be the sole responsibility of the employee to see that the regular and usual initiation fees assessed by the Union are paid or that the arrangements for such payment are made with the Local Union.

Article 3 DEDUCTION OF DUES

3.1 During the period of time covered by this Agreement, the Employer agrees to deduct from the pay of any employee; all dues of Police Officers Association of Michigan,

provided, however, that the Union presents to the Employer authorizations, signed by such employees; allowing such deductions and payment to the Union. This may be done through the Steward of the Union.

(a) Amount of initiation fee and dues will be certified to the Employer by the Secretary/Treasurer of the Union.

(b) Monthly union dues will be deducted by the Employer and transmitted to the Union as prescribed above for the deduction and transmission of Union dues.

Article 4 JURISDICTIONAL RULES

4.1 The Employer agrees to respect the jurisdictional rules of the Union and shall not direct or require their employees other than the employees in the bargaining unit here involved, to perform work which is recognized as the work of the employees in said unit, subject to Section 2.1(b).

Article 5 SUBCONTRACTING

5.1 For the purpose of preserving work and job opportunities for the employees covered by this Agreement, the Employer agrees that no work or services presently performed or hereafter assigned to any classification or division of the bargaining unit will be subcontracted, transferred, leased, assigned or conveyed in whole or in part to any other plant, vendor, person or non-unit employees except when the contracting of such work or service will result in better services than provided by City bargaining unit employees or when such contracting will reduce the cost of such service for the general benefit of the constituents of the City; provided, however, notwithstanding anything in this Article to the contrary, no subcontracting will be done if it would cause a layoff of any of the employees in the divisions affected who were in the bargaining unit on the date this Agreement became effective unless such subcontracting will substantially reduce the cost of the service subcontracted thereby generally benefiting the constituents of the City.

Article 6 STEWARDS

6.1 The Employer recognizes the right of the Local Union membership to elect one job steward and one alternate from the Employer's seniority list. The authority of the job steward and alternate so elected by the Local Union shall be limited to the following duties and activities.

(a) The investigation and presentation of grievances with his/her Employer or the designated company representative in accordance with the provisions of the collective bargaining agreement;

(b) The collection of dues when authorized by appropriate local union action;

(c) The transmission of such messages and information, which shall originate with, and are authorized by the local union or its officers, provided such messages and information:

- (1) have been reduced to writing, or
- (2) if not reduced to writing, are of a routine nature and do not involve work stoppage, slow-downs, refusal to handle goods, or any other interference with the Employer's business.

6.2 The job steward and alternate have no authority to take strike action, or any other action interrupting the Employer's business. The Employer recognizes these limitations upon the authority of job steward or their alternate, and shall not hold the Union liable for any unauthorized acts. The Employer in so recognizing such limitations, shall have the authority to impose proper discipline, including discharge, in the event the steward has taken unauthorized strike action, slow-down or work stoppage in violation of this Agreement.

6.3 The steward shall be permitted time to investigate, present and process grievances on the Employer's property without the loss of time or pay during his/her regular working hours, provided this does not disrupt normal work and time is cleared with the Department Head. In each and every instance where such time is required, the length of time and the time period within the working hours shall be agreed upon previously by the steward and the Department Head. Permission shall be granted within a twenty-four (24) hour period if an emergency does not exist at that time.

Article 7 UNION ACTIVITIES

7.1 Authorized representatives of the Union shall be permitted to visit the operation of the Employer during working hours to talk with stewards of the local Union and/or representatives of the Employer concerning matters covered by this Agreement, without interfering with the progress of the work force. The Union will arrange with the Employer for time and place.

7.2 The Union shall have the right to examine time sheets and other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the employee whose pay is in dispute or any other records of the employee pertaining to a specific grievance, at reasonable times at the discretion of the Employer, with employee consent.

7.3 The Employer shall provide a bulletin board in the facility where employees hereunder are employed for the posting of seniority and vacation lists and for use of the Union and Employer. Only official notices are to be posted and must have the signature of the Union business representative or the shop steward for the Union, and the City Manager or his/her representative for the City.

7.4 The Employer agrees to grant time off not to exceed three (3) days in any one calendar year without discrimination or loss of seniority rights and without pay to any employee

designated by the Union to attend a labor convention, or serve in any capacity on other official union business provided forty-eight (48) hours written notice is given to the Employer by the Union, specifying length of time off for Union activities. Due consideration shall be given to the number of men/women affected in order that there shall be no disruption of the employer's operations due to lack of available employees or the creation of a condition which would necessitate overtime pay for an employee filling the position created by such time off.

Article 8 MANAGEMENT

8.1 The Employer shall remain vested with all management functions, including, but not limited to, the direction of the staff, the full and exclusive right to hire, promote, demote, discharge, discipline employees, to promulgate rules and regulations governing the conduct of employees and to require their observance; to make temporary job assignments necessary to insure the efficient performance of work; to control the use of vacations so as not to jeopardize the functions of the Employer; to establish and direct the location and methods of work, job assignments and work schedules; to maintain order and efficiency of operations; to determine the hours of work including starting and quitting time, length of work week; and to accomplish the reduction of the work force for financial purposes; to control, direct and supervise all equipment, subject to the terms of this Agreement.

Article 9 LIMITATION OF AUTHORITY AND LIABILITY

9.1 No employee or other agent of the Union shall be empowered to call any strike, work stoppage or cessation of employment prohibited under Act 379, P.A. 1965.

9.2 Any individual employee or group of employees who willfully violate or disregard the grievance procedure set forth in Article 12 of this Agreement may be summarily discharged by the Employer without liability on the part of the Employer or the Union.

Article 10 RULES AND REGULATIONS

10.1 The Employer shall have the right to promulgate reasonable rules and regulations. When new rules or regulations are issued or a present rule or regulation is changed, a copy of the new or changed rule or regulation will be forwarded to the Chief Steward ten (10) days prior to its implementation.

Article 11 DISCIPLINE

11.1 The intent and purpose of this article is to provide for progressive disciplinary action. All disciplinary action shall be for just cause.

11.2 In any case where disciplinary action is taken by the Employer, the following procedure shall be followed:

- (a) Oral Counseling
- (b) Written Counseling Memorandum
- (c) Written Reprimand
- (d) Suspension
- (e) Discharge

11.3 Nothing in the aforementioned procedure shall prevent the Employer from taking immediate and appropriate disciplinary action, with proper notice to the union, should it be required by the circumstances.

11.4 The Employer may modify a disciplinary action except that the severity of the action shall not be increased but may be lessened.

11.5 No disciplinary action shall be considered in subsequent disciplinary actions if, in the twenty-four month period following the date of the discipline the employee is not subject to any further disciplinary action involving the same or a similar offense.

11.6 In cases of disciplinary action which results in a written reprimand, suspension or discharge, notification to the Union of such disciplinary action shall be provided by delivering to the union steward copies of the memoranda or correspondence which are provided to the employee.

11.7 The employee shall have the right to have the union steward present during discussions with his or her supervisor relative to disciplinary actions.

Article 12 GRIEVANCE PROCEDURES

12.1 It is mutually agreed that all grievances, disputes or complaints arising under and during the terms of this Agreement shall be settled in accordance with the procedure herein provided. Every effort shall be made to adjust controversies and disagreements in an amicable manner between the Employer and the Union.

12.2 Should any grievance, dispute or complaint arise over the interpretation or application of the contents of this Agreement there shall be an earnest effort on the part of the parties to settle such grievance dispute promptly through the following steps:

- (a) Step 1. It shall be the responsibility of the aggrieved employee to reduce any grievance to writing on the regular grievance form provided by the local Union. Such

grievance shall be presented to the employee's department head promptly but in no case later than ten (10) working days of knowledge of the occurrence giving rise to the grievance. Within five (5) working days after receiving the written grievance, the department head shall meet with the employee, the steward, or both for the purpose of discussing and attempting to resolve the grievance. Within five (5) working days after the aforementioned meeting, the department head shall deliver a written response to the grievance to the employee and the steward.

(b) Step 2. If the grievance is not resolved in Step 1, the aggrieved employee, the steward, or both, may present the written grievance, along with the department head's written response, to the City Manager, and shall notify the City Manager of their desire to proceed with the grievance. Such notification shall take place within five (5) working days following the receipt of the department head's written response in Step 1. Within five (5) working days after receiving such notification, the City Manager shall arrange to meet with the Union's representatives. Such meeting shall be held within fifteen (15) working days. Within five (5) working days following the aforementioned meeting, the City Manager shall deliver to the Union representative a written response to the grievance.

(c) Step 3. If the grievance is not resolved in Step 2, it shall be referred to arbitration upon the request of either Union or the Employer. The president and/or Executive Board of the local Union shall have the right to determine whether or not the grievance is qualified to be submitted for arbitration by the Union. Either party may demand arbitration by the Federal Mediation and Conciliation Service. The party first demanding arbitration shall give notice in writing to the other party of its desire to arbitration within ten (10) days of the Step 2 decision. There shall be no strikes, lockout, cessations of employment or change in employment status during the progress of arbitration. Failure to submit to arbitration upon request made as provided in this Article shall result in forfeiture and abandonment of said grievance. The arbitrator shall have no power to add to, subtract from, or modify this Agreement, or to declare any provisions of this Agreement illegal.

12.3 The time limits established in the grievance procedure shall be followed by the parties hereto. If the time procedure is not followed by the Union or the employees represented by the Union, the grievance shall be considered settled on the basis of the City's last disposition. If the time procedure is not followed by the City, the grievance shall automatically advance to the next step within the Grievance Procedure excluding Step 3 arbitration. The time limits established in the grievance procedure may be extended by the mutual agreement of the parties provided the extension is reduced to writing and the period of extension is specified.

Article 13 SPECIAL CONFERENCE

13.1 Either party may request a special conference between the parties. The party requesting such conference will prepare an agenda and submit it to the other party five (5) days before said conference. Only those items on the agenda will be discussed.

**Article 14
PUBLIC SAFETY**

14.1 It is specifically agreed and understood that in the event a Public Safety Department is created and implemented during the term of this contract, that there shall be a re-opener with respect to persons assigned to Public Safety Officer classifications for the purpose of negotiating their shift hours, wages and retirement benefits. All other provisions of this contract shall apply to such classification without further negotiation and shall not be subject to said re-opener.

**Article 15
SAFETY COMMITTEE**

15.1 A Safety Committee shall be composed of Union and Employer representatives who will meet on request of either party for the purpose of discussing safety and promulgating regulations with the understanding that the Employer has the ultimate responsibility and shall make the final determination on all matters of safety and safety rules. In the course of making such determination, any and all Federal and State laws that are applicable to Employer and employee covered by this Agreement shall be considered.

**Article 16
EQUIPMENT, ACCIDENTS AND REPORTS**

16.1 The Employer shall first consider the personal safety of the employees in establishing operational procedures.

16.2 When an employee is required by a supervisor to work under a condition which the employee regards as a violation of a safety rule, the employee shall have the right to protest and if ordered by the supervisor to perform the work involved, the employee shall have the right to perform the work under protest and shall refer the matter to the Safety Committee for consideration and recommendation. However, no employee shall be required to work on any equipment or job that has already been written up as unsafe before it is checked and released by the garage or City Safety Director or his/her designee.

16.3 An employee, who is injured while on the job and is required to leave the job because of such injury and is required to remain off the job by medical authority, will be paid for the whole day upon which such injury occurs.

16.4 The Employer shall not require employees to take out on the streets or highways, any vehicle that is not in safe operating condition or equipped with the safety appliances prescribed by law. It shall not be a violation of this Agreement where employees refused to operate such equipment unless such equipment has been determined to be in safe operating condition. The determination of "safe operating condition" shall be made by the garage foreman who shall advise the Department Director in writing as to his findings.

16.5 Any employee involved in any accident shall immediately report said accident and any physical injury sustained. An employee shall make out an accident report in writing on forms furnished by the Employer and shall turn in all available names and addresses of witnesses to any accidents. The report shall be submitted to the Chief of Police or designated representative. Failure to comply with this provision shall subject such employee to disciplinary action by the Employer.

16.6 It is the duty of the employee and he/she shall immediately, or at the end of his/her shift, report all defects of equipment. Such reports shall be made on a suitable form furnished by the Employer and shall be made in multiple copies, one copy to be retained by the Employer. The Employer shall not ask or require any employee to take out equipment that has been reported by any other employee as being in an unsafe operating condition until same has been approved by the garage foreman who shall advise the Chief of Police as to his findings in writing.

16.7 Employees shall not be charged for loss or damage of the Employer's property, tools, equipment, mobile or otherwise, or articles rented or leased by the Employer unless such loss or damage results from the gross negligence or reckless use of or by an employee or employees.

Article 17 REPORTS

17.1 Reports of all officers shall be complete and specific in matters related to their performance of duty and shall be provided in as timely fashion as the supervisor or police administration reasonably requires. An officer shall have the right to consult with his/her steward if he/she has reason to believe that criminal or disciplinary charges may be preferred against him/her as a consequence of the information given. However, the process of consulting his/her steward shall not delay the provision of said report.

17.2 Any officer ordered to give a subsequent statement or report by his/her supervisor except for clarification of a previous report which might result in criminal charges and/or disciplinary action against the officer, shall be advised of the nature of the alleged charge or inquiry involved. Departmental rules and regulations which relate to criminal charges will be treated as above.

Article 18 WASH ROOMS AND LOCKERS

18.1 The Employer will provide wash rooms and lockers for the changing and storing of clothing. Lockers of individual officers shall remain locked and will not be opened for inspection unless found to be unlocked or in cases of emergency. "Emergency" shall be defined as a situation that warrants immediate attention and the assigned officer or union representative is unavailable to be present when the locker is opened.

Article 19
BOND

19.1 Should the Employer require any employee to give bond, cash bond shall not be compulsory and any premium involved shall be paid by the Employer.

Article 20
LEGAL ASSISTANCE

20.1 Management shall provide each employee with legal counsel for acts in the course of his/her employment which give rise to a cause of action under any civil or criminal action. The foregoing shall not apply to any cause of action arising out of (1) *ultra vires* (unauthorized) acts, (2) gross negligence or willful misconduct, (3) actions taken by the employee while under the influence of intoxicating liquor or controlled substances, or (4) worker's compensation claims, grievances or other claims made against the City of Hillsdale by the employee.

Article 21
COURT APPEARANCE

21.1 Any employee who is subpoenaed as a result of an accident which occurs while he/she is on duty with this department who must attend court shall suffer no loss of pay but will be paid the difference between witness fees and his/her regular pay.

Article 22
WORKER'S COMPENSATION

22.1 The Employer shall provide Worker's Compensation protection for all employees.

Article 23
TRANSPORTATION ALLOWANCE

23.1 When an employee is required by the Employer to provide his/her own transportation to and from a job location or other related duties, he/she shall receive an allowance at whatever rate, per mile is paid by the City to its supervisory personnel, or will be provided with transportation by the City, excluding to and from his/her normal place to report for his/her regular work shifts.

Article 24
TRAINING

24.1 The Employer agrees to provide an in-service training program with training sessions at least six (6) times per year. A training officer will be designated by the City and will set up the content and scheduling of programs. Firearms, defensive tactics, and first aid training sessions shall be included among the six (6) training sessions. ~~Employees shall receive no compensation while attending such training sessions and attendance~~Attendance and participation

in such programs shall be ~~on a voluntary basis, provided, however, that firearms qualification will be conducted on a mandatory basis~~mandatory.

24.2 The Employer shall make diligent effort to establish and provide a gun range and shooting qualification program.

Article 25 PAY PERIODS

25.1 The Employer shall provide for bi-weekly pay periods. Each employee shall be provided with an itemized statement of his/her earnings and of all deductions made for any purpose. Payday will be every other Thursday after 12:00 noon.

Article 26 LEAVE OF ABSENCE

26.1 Family and Medical Leave. Employer provides family and medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability or to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. Serious health condition or disability means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth and related medical conditions.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who suffered a serious injury or illness in the line of duty on active duty in the Armed Forces shall be entitled to a total of 26 workweeks of leave during a 12 month period to care for that servicemember. This servicemember family leave shall only be available during a single 12 month period, and during that 12 month period the eligible employee shall only be entitled to a total of 26 weeks of combined regular FMLA leave and Servicemember Family Leave

All regular full-time employees are eligible to request family and medical leave as described in this section. Employees shall make requests for family and medical leave to their supervisors at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events. All employees who are absent for three (3) or more days with a serious illness or injury will be automatically be placed on FMLA leave and will be required to utilize all available paid time off while in FMLA leave in the following order: (1) Paid Sick Leave; (2) compensatory time; (3) personal leave; (4) vacation.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information shall be promptly reported to the City. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Employees requesting family leave related to the serious health condition of a child, spouse or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Any combination of family leave and medical leave may not exceed a maximum of twelve (12) work weeks within any twelve (12) month period. Employees shall first use any accrued paid leave time before taking unpaid family or medical leave. Married employee couples may be restricted to a combined total of twelve (12) weeks leave within any (twelve) 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the Employer will continue to provide health insurance benefits on the same terms of employee contribution as required of active employees for the full period of the approved family and medical leave.

Benefit accruals such as vacation, sick leave or holiday benefits shall be suspended during the leave and will resume upon return to active employment.

An employee on family or medical leave is required to provide the City with at least two (2) weeks advance notice of the date the employee intends to return to work so that employee's return can be properly scheduled. When a family or medical leave ends, Employee will be reinstated to the same position, if it is available, or to an equivalent position for which the Employee is qualified.

If an Employee fails to return to work on the agreed upon return date, Employer will assume that employee has resigned. In the event of conflict between the language contained in this section and applicable law, the language of the law shall control.

26.2 Military Leave. A military leave of absence will be granted to Employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, Employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the Employee is otherwise eligible.

Sick leave, personal leave and holiday benefits will be suspended during the leave and will resume upon the Employee's return to active employment. Employees who have been on military leave of absence shall be given seniority credit for vacation purposes for the full calendar year in which they return to active employment.

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

In the event of conflict between the language contained in this section and applicable law, the language of the law shall control.

Article 27 **SENIORITY**

27.1 Seniority shall prevail in the layoff and rehiring of employees. In reducing the work force because of lack of work or other legitimate cause, the last employee hired shall be the first employee laid off and the last employee laid off shall be the first employee rehired. In the laying off and rehiring of laid off personnel, the particular work performed by said employee shall be considered as an important factor. The Union and the Employer jointly shall decide the extent to which "work performed" shall hold weight in determining the layoff and rehire of personnel.

27.2 The Employer shall post a list of the employees arranged in order of their seniority. This list shall be posted in a conspicuous position at the place of employment.

27.3 Seniority shall be broken only by discharge for just cause (if not overturned) or for layoff or disabling work-related injury for a period of more than two (2) years. Seniority shall be broken immediately by voluntary quit.

27.4 In the event of a layoff, an employee so laid off shall be given two (2) weeks' notice of recall to work, mailed to his/her last known address by registered mail. In the event the employee fails to make himself/herself available for work at the end of said two (2) weeks, he/she shall lose all seniority right under this Agreement and shall be subject to immediate discharge.

27.5 The Steward shall be granted super-seniority for purposes of layoff and rehire, providing he/she has the ability and qualifications.

27.6 An employee in a classification subject to the jurisdiction of the Union, who has been in the past or will be in the future promoted to outside the bargaining unit and is thereafter

transferred or demoted to a classification subject to the jurisdiction of the Union, shall not accumulate seniority while working in a supervisory position beyond twelve (12) months from date of promotion. The employee who is so transferred or demoted shall commence work in a job generally similar to the one he held at the time of his/her promotion and he/she shall maintain the seniority rank he/she had at the time of his/her promotion. It is further understood that no temporary demotions in supervisory positions will be made during the temporary layoffs.

27.7 A new employee shall work under the provisions of this Agreement but shall be employed only on a one (1) year trial basis, during which period he/she may be discharged without further recourse, provided, however, that the Employer may not discharge or discipline for the purpose of evading this Agreement or discrimination against union members. After one (1) year, the employee shall be placed on the regular seniority list. In case of discipline within the one (1) year period, the Employer shall notify the local union in writing.

Article 28 JOB CLASSIFICATIONS

28.1 If the Employer opens additional classifications of employment within the department or closes or combines existing divisions of the department, the employee's work assignment, seniority and classification are subject to negotiation with the Union.

28.2 Changes in qualifications for job assignments and classifications are subject to review by the Union.

28.3. Detective. The position of Detective is an assignment rather than a separate classification. Employees assigned to be a Detective will normally be in that assignment for a period of up to 3 years, but he may be reassigned for an additional period of time or reassigned back to a patrol position at the discretion of the Chief.

Article 29 VACANCIES

29.1 City will fill all permanent classification vacancies, as soon as possible, when need for such action is necessary, as determined and or established by the Employer.

29.2 Vacancies in the department shall be offered first to the senior employee in the higher classification in the department where the vacancy occurs provided the employee is qualified to perform the services where such vacancy occurs.

29.3 The Employer reserves the right to hire from outside the bargaining unit, provided, that no employee within the bargaining unit qualified to fill the job vacancy submits a bid therefore.

Article 30
TEMPORARY ASSIGNMENT

30.1 In the event there is a temporary job opening due to illness, emergency, leave, vacations, temporary work increases, weather, etc., the City will fill such jobs by offering to the most senior employee within the classification or division of the bargaining unit, if qualified, when need for such action is determined by the Employer to be necessary. All such assignments will be paid at the present rate called for in that classification.

30.2 The Employer shall offer assignment by seniority within the classification of a division of the bargaining unit contingent upon the employee holding such seniority is qualified. If such assignments are not filled by seniority, the Employer shall fill such jobs at its own discretion.

30.3 The senior qualified employee when assigned to work in a higher classification, shall receive the higher rate of pay for those hours so worked in the higher pay classification. When an employee is assigned work in a lower classification during the work day, he/she shall not suffer a reduction in pay.

Article 31
WORK SCHEDULE

31.1 Work Period. The work period for Detectives, Sergeants and Police Officers shall be a period of twenty-eight (28) consecutive days.

31.2 Law Enforcement Employees Work Hours. The work schedule for Sergeants and Police Officers repeats every fourteen (14) days, and has the employee working two (2) days on, two (2) days off, three (3) days on, two (2) days off, two (2) days on followed by three (3) days off; provided that once every six (6) weeks employees will be provided with an additional day off work. These duty days will be twelve (12) hours in length. Full-time Detectives will be scheduled to work five (5) eight (8) hour days and to be off two (2) days, but their work schedule can include work on weekends.

31.3 Normal Work Shifts. The normal work shifts shall be as follows:

Day Shift	7:00 a.m. – 7:00 p.m.
Night Shift	7:00 p.m. – 7:00 a.m.

At the option of the City, it may elect to stagger the work shifts to have some employees work shifts of 6:30 a.m. to 6:30 p.m. and 6:30 p.m. to 6:30 a.m. in order to provide an overlap period. The City reserves the right to change the starting times of the shifts by providing notice to the Union prior to the issuance of the official work schedule for the next six week period.

GENERAL LIABILITY

Occurrence Form

Standard Coverage

	<u>Limit</u>
Bodily Injury/Property Damage	1,000,000
Personal Injury/Advertising Injury	1,000,000
Damages to premises rented to you	100,000
Employee Benefits (\$1,000 deductible applies)	1,000,000
General Aggregate	3,000,000
Products/Completed Operations Aggregate	3,000,000
Deductible Per Occurrence (Expenses included within retention)	None

Miscellaneous

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Unmanned Aircraft Under 25 Pounds	25,000	None
Exclusion - Injury To Volunteer Firefighters	Included	None
Emergency Medical Technicians, Paramedics, Ambulance Attendants, Ambulance Drivers and Firefighters	Included	None
Firefighters Elective Surgery Coverage Amendment	25,000/50,000	None
Sublimit - Failure to Supply	1,000,000	None
Sexual Abuse or Molestation Liability Sublimit	500,000/500,000	None
Cemetery Professional Liability Endorsement	Included	None
Limited Pollution Liability Coverage (Chemical Spraying, Water Utility, and Sewer Utility)	Included	None

General Liability P.E. 2

	<u>Limit</u>	<u>Deductible</u>
Emergency Medical Service	Included	None
Fire District or Department	Included	None
Public Electric Utility	Included	None
Public Water Utility	Included	None
Sewer System	Included	None

PUBLIC OFFICIALS' LIABILITY

Claims Made Form

Standard Coverage

	<u>Limit</u>
Per Wrongful Act	1,000,000
Annual Aggregate	3,000,000
Employment Related Wrongful Acts	Excluded
Deductible Each Wrongful Act (Expenses included within retention)	5,000
Prior Acts/Retroactive Date	01/01/2000

Additional Coverages

Non-Monetary Defense Per Wrongful Act	10,000
Non-Monetary Defense Annual Aggregate	50,000

Miscellaneous

Description

	<u>Limit</u>	<u>Deductible</u>
Inverse Condemnation	100,000/300,000	5,000

Public Officials P.E. 2

	<u>Limit</u>	<u>Deductible</u>
Emergency Medical Service	Included	5,000
Fire District or Department	Included	5,000
Public Electric Utility	Included	5,000
Public Water Utility	Included	5,000
Sewer System	Included	5,000

EMPLOYMENT PRACTICES LIABILITY

Claims Made Form

Standard Coverage

	<u>Limit</u>
Per Wrongful Employment Act	1,000,000
Annual Aggregate	3,000,000
Deductible Each Wrongful Act (Expenses included within retention)	10,000
Prior Acts/Retroactive Date	01/01/2000

Additional Coverages

Non-Monetary Defense Per Wrongful Act	50,000
Non-Monetary Defense Annual Aggregate	50,000
EEOC* Per Wrongful Act	10,000
EEOC* Annual Aggregate	50,000

*EEOC - Equal Employment Opportunity Commission (EEOC) Hearing Expense Limit

Miscellaneous

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Back Wages	50,000	10,000

LAW ENFORCEMENT LIABILITY

Occurrence Form

Standard Coverage

Per Wrongful Act

Limit

1,000,000

Annual Aggregate

3,000,000

Deductible Each Wrongful Act (Expenses included within retention)

25,000

AUTO LIABILITY

Standard Coverage

	<u>Limit</u>	<u>Units</u>	<u>Symbol</u>
Liability Limit	1,000,000	85	1
Deductible	None		
Personal Injury Protection	Unlimited		5
Uninsured Motorist	100,000		2
Underinsured Motorist	100,000		2

Miscellaneous

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Fire Districts Or Departments Freezing Coverage	Included	None
Additional Value For Recertification Endorsement	Included	None
Michigan Broadened Collision Coverage	Included	None
Michigan Property Damage Liability Coverage Buyback	Included	None

AUTO PHYSICAL DAMAGE

<u>Standard Coverage</u>	<u>OCN</u>	<u>Deductible</u>	<u>Units</u>	<u>Valuation</u>	<u>Symbol</u>
Comprehensive	1,892,114	500	69	ACV	10
Comprehensive	4,003,402	500	16	Replacement Cost	10
Total Comprehensive	5,895,516		85		
Collision	1,695,483	500	68	ACV	10
Collision	4,003,402	500	16	Replacement Cost	10
Collision	196,631	1,000	1	ACV	10
Total Collision	5,895,516		85		

AUTO COVERAGE CONDITIONS

1 - Commercial Automobile Liability (Symbol 1)

Coverage is automatically provided for Any Auto.

2 - Commercial Automobile Physical Damage (Symbol 10)

Coverage is automatically provided for Owned Autos that meet the following requirements:

1. Autos shown in the Declarations as having physical damage coverage, as of the effective date shown in the Declarations; or
2.
 - a. "Auto" you newly acquire after the effective date and report to us prior to the expiration date, shown in the Declarations; and
 - b. "Auto" is of similar make, model and departmental usage as any "auto" that is currently covered under this policy for Physical Damage coverage; and
 - c. Vehicle value is less than \$250,000; and
 - d. Vehicles covered at Actual Cash Value.

IMPORTANT NOTE: For those auto(s) that do not meet the conditions outlined in 2a thru 2d above, there is no automatic coverage. A request for coverage must be submitted within 5 business days of the change. Auto Physical Damage coverage will then be added, by endorsement, for the appropriate premium charge. For auto(s) that meet these conditions, please continue to send change requests as soon as you are able, but no later than the expiration date of the policy (refer to 2a above) for accurate record-keeping and claims verification purposes, however an endorsement will not be issued.

PROPERTY

Standard Coverage

	<u>Limit</u>
Building	56,007,870
Business Personal Property	26,675,491
TOTAL INSURED VALUES	82,683,361
Blanket Limit Applies	Yes
Cause of Loss Form	Special
Co-insurance	Agreed Amount
Deductible	5,000
Valuation	Replacement Cost

Miscellaneous

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
ACV VALUATION: Loc#43-1, Dawn Theater, 110 N. Broad St.	Included	5,000

Equipment Breakdown

<u>Description</u>	<u>Limit</u>
Limit	82,683,361
Business Income and Extra Expense	500,000
<i>BI/EE coverage is excluded at Power Generation and Substation/Transformer locations</i>	
Pollutant Clean Up and Removal	250,000
Refrigerant Contamination	250,000
Spoilage	250,000
Deductible - Direct Damage	5,000
<i>Except \$250,000 PD deductible applicable to Generators</i>	
<i>Except \$200,000 PD deductible applicable to Transformers</i>	
Deductible - Indirect Damage	72 hour

Property Features and Benefits

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Business Income Coverages		
Business Income and Extra Expense	500,000	72 hour
Dependent Property	100,000	72 hour
Interruption Of Computer Operations	10,000	72 hour
Lease Cancellation Moving Expenses	5,000	None
Newly Acquired or Constructed Property - Business Income	500,000	72 hour
Off Premises Utility Failure-Business Income	50,000	24 hour
Ingress or Egress	25,000	72 hour
Pollutant Clean Up And Removal	25,000	72 hour
Coverage Modifications		
Ordinance and Law		
Coverage A	Included	Included
Coverage B	1,000,000	Included
Coverage C	1,000,000	Included
Accidental Classroom Chemical Spills	50,000	5,000
Accounts Receivable Records	100,000	5,000
Accumulation of Surface Water	25,000	5,000
Animals		
Occurrence Limit	10,000	5,000
Aggregate Limit	50,000	5,000
Appurtenant Structures	100,000	5,000
Audio Visual and Communication Equipment	100,000	250
Changes in Temperature Or Humidity	50,000	5,000
Commandeered Property	250,000	250
Computer Equipment	250,000	5,000
Portable Computer Equipment		
Per Item Limit	1,500	5,000
Per Policy Limit	15,000	
Course of Construction		
Per Building	25,000	5,000
Per Policy Year	100,000	
Debris Removal - Your Premises	250,000	5,000
Debris Removal - Wind Blown Debris	10,000	5,000
Electrical Damage	50,000	5,000
Electronic Data	100,000	5,000
Fine Arts	100,000	5,000
Fire Department Service Charge	25,000	None
Fungus, Wet Rot, Dry Rot And Bacteria (limited coverage)	15,000	5,000
Glass Display Or Trophy Cases	5,000	500
Inventory And Appraisal	20,000	5,000
Key Card Coverage	25,000	5,000
Lock Replacement	10,000	None
Money And Securities		
On Your Premises	20,000	5,000
Away From Your Premises	10,000	5,000
Newly Acquired Or Constructed Property		
Buildings	1,000,000	5,000
Your Business Personal Property	1,000,000	5,000
Non-owned Detached Trailers	20,000	5,000
Off Premises Utility Failure - Damage to Covered Property	100,000	5,000
Outdoor Property	100,000	5,000
Outdoor Signs	5,000	5,000
Personal Effects And Property Of Others	50,000	5,000
Any one Employee or Volunteer	1,500	

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Pollutant Clean Up And Removal	500,000	5,000
Property In Transit	50,000	5,000
Property Off-premises	50,000	5,000
Recharge Of Fire Protection Equipment	10,000	None
Retaining Walls	5,000	5,000
Reward Payments	15,000	None
Salesperson's Samples	10,000	5,000
SCADA Upgrade	100,000	5,000
Penstock	100,000	5,000
Sod, Trees, Shrubs and Plants		
Any One Tree, Shrub or Plant	1,000	
Occurrence Limit	10,000	5,000
Spoilage	25,000	5,000
Theft of Jewelry, Furs, Stamps And Other Specified Items		
Per Item	2,500	5,000
Max Occurrence Limit	10,000	5,000
Undamaged Leasehold Improvements	50,000	5,000
Underground Fiber Optic Cable		
Any One Occurrence	10,000	5,000
Each 12 month Period	50,000	
Underground Property, Paved Surfaces or Athletic Fields	250,000	5,000
Valuable Papers And Records (Other Than Electronic Data)	100,000	5,000
Virus, Harmful Code or Similar Instruction	25,000	5,000

CRIME

Standard Coverage

	<u>Limit</u>	<u>Deductible</u>
Employee Theft - Per Loss	500,000	1,000
Faithful Performance of Duty (Included in Employee Theft Limit)		
Forgery or Alteration	500,000	1,000
Inside the Premises - Theft of Money & Securities	500,000	1,000
Inside the Premises - Robbery or Safe Burglary of Other Property	500,000	1,000
Outside the Premises	500,000	1,000
Computer and Funds Transfer Fraud	500,000	1,000
Money Orders and Counterfeit Money	500,000	1,000

EXCESS LIABILITY

Standard Coverage

	<u>Limit</u>
Each Occurrence, Offense, Accident, or Wrongful Act	4,000,000
Annual Aggregate	4,000,000

Underlying Insurance

General Liability	1,000,000
Public Officials' Liability	1,000,000
Employment Practices Liability	1,000,000
Law Enforcement Liability	1,000,000
Auto Liability	1,000,000

CYBER LIABILITY

Named Insured: City of Hillsdale &/or Board of Public Utilities
Policy Term: 1/18/2022 to 1/18/2023

INSURER: CFC Underwriting Ltd (Underwriters at Lloyd's)

Limits of Liability

Coverage Description

Cyber Incident

\$2,000,000	Cyber Incident Response
\$2,000,000	Legal and Regulatory Costs
\$2,000,000	Security and Forensic Costs
\$2,000,000	Crisis Communication Costs
\$2,000,000	Privacy Breach Management Costs
\$2,000,000	Third Party Privacy Breach Management Costs

Cyber Crime

\$250,000	Funds Transfer Fraud
\$250,000	Theft of Funds Held in Escrow
\$250,000	Theft of Personal Funds
\$2,000,000	Extortion
\$250,000	Corporate Identity Theft
\$250,000	Telephone Hacking
\$50,000	Push Payment Fraud
\$250,000	Unauthorized Use of Computer Resources
\$2,000,000	System Damage and Business Interruption
\$2,000,000	Network Security & Privacy Liability
\$2,000,000	Media Liability
\$100,000	Court Attendance Costs

Retention:

Each Claim	\$15,000
Incident Response Costs	\$0

Higher Limits Available on Request