



Planning Commission
97 North Broad Street
Hillsdale, Michigan 49242-1695
(517) 437-6440 Fax: (517) 437-6450

Planning Commission Agenda
February 18, 2020

- I. Call to Order 5:30**
 - A. Pledge of Allegiance
 - B. Roll Call

- II. Public Comment**
 - Any Commission related item – 3 min. limit

- III. Consent Items/Communications**
 - A. Approval of agenda – **Action**
 - B. Approval of Planning Commission 01-21-2020 minutes – **Action**

- IV. Public Hearing**
 - Capital Improvement Plan – **Action**

- V. Old Business**
 - Zoning Board of Appeals Liaison – **Action**

- VI. New Business**

- VII. Master Plan Review**
 - City Vision Statement – Joint Meeting Minutes
 - Goals and Objective – Master Plan

- VIII. Zoning Ordinance Review**
 - Upcoming Ordinance Reviews - 2020

- IX. Zoning Administrator Report**

- X. Commissioner's Comments**

- XI. Adjournment**

Next meeting March 17, 2020 at 5:30 pm



PLANNING COMMISSION MINUTES

HILLSDALE CITY HALL,

97 N. Broad Street

January 21, 2020 at 5:30 PM

I. Call to Order

- A. Chairman Samuel Nutter called the meeting to order at 5:32 pm
- B. Members present: Mayor Pro-tem William Morrissey, Commissioners Elias McConnell and Jacob Parker
- C. Members absent: Commissioners Ron Scholl, Penny Swan & Eric Moore
- D. Others present: Alan Beeker for the City

II. Public Comment

No public comment

III. Consent Items/Communications

Commissioner Morrissey moved to approve the agenda and minutes as presented. Commissioner Parker seconded. All were in favor.

IV. Member Welcome

The Planning Commission welcomed freshman Commissioner Elias McConnell to the Commission.

V. Site Plan Review

104 N. Howell St. – Keefer Hotel. Gary Anderson Architects, on behalf of the owner, has submitted plans for the renovation of the Keefer Hotel located at 104 N. Howell St. The staff review is included from the meeting held on January 6, 2020. The plans included in the packet are Addendum 1 which includes a larger elevator that addresses the Public Safety concern of access to the upper floors with equipment. After a brief discussion about the project and the impact on the City during construction, Commissioner Morrissey moved to approve the Keefer Hotel project as submitted. Commissioner Parker seconded.

Roll Call Vote:

- Commissioner McConnell yes
- Commissioner Morrissey yes
- Commissioner Parker yes
- Commissioner Nutter yes

Motion passed. 4-0

VI. Old business

Faulk & Foster, on behalf of the owner of the property and the owner of the proposed communications tower, has submitted an application for a land division of the parcel located at 181 Uran St. As you may remember, part of the submitted project that the Planning Commission reviewed included the division of the parcel. At the time, the PC approved pending submittal and approval by Council the plans for a new Communications Tower on that property. The parcel that will be created by this land division and will become the tower site will be listed as 175 Uran St. The Assessing and Planning Offices have reviewed the application and have approved it. The application is now being submitted for PC approval and

recommendation to Council for their final approval. Commissioner Morrisey moved to approve the land division request and recommend it to Council, Commissioner Parker seconded, motion passed unanimously.

VII. New Business

- A. Capital Improvement Plan. The Capital Improvement Plan (CIP) is a State requirement through the Zoning Enabling Act. Like the Master Plan, the City is required to also adopt a CIP. The CIP is the financial tool to help fund the Master Plan in achieving the City's Goals and Objectives. The CIP is a 6 year plan and must be updated annually and adopted by Council and is to be used in the City budgeting process in order to fund large scale projects that are in keeping with the Master Plan. The Planning Commission shall review and set a public hearing prior to recommendation to Council for adoption. After discussion regarding some of the long range project proposals, Commissioner McConnell made a motion to set a public hearing for the review of the CIP at the next regular Commission meeting on February 18, 2020. Commissioner Parker supported the motion, the motion passed unanimously.
- B. Zoning Board of Appeal Liaison. Due to the number of absences from the Commission, Commissioner Parker moved to table the appointment of a new ZBA Liaison to the February regular meeting. Commissioner Morrisey supported, motion passed.

VIII. Master Plan review

No Master Plan Review.

IX. Zoning Ordinance Review

No Ordinance Review.

X. Zoning Administrator's Report

No Zoning Administrator's Report.

XI. Commissioner Comments

No Commissioner Comment.

XII. Adjournment

Commissioner Morrisey motioned to adjourn. Commissioner Parker seconded. All in favor. The meeting adjourned at 6:29 pm.

Next meeting: February 18, 2020 at 5:30 pm.



TO: Planning Commission

FROM: Zoning Administrator

DATE: February 18, 2020

RE: Capital Improvement Plan (CIP)

Background: The Capital Improvement Plan (CIP) is a State requirement through the Zoning Enabling Act. Like the Master Plan, the City is required to also adopt a CIP. The CIP is the financial tool to help fund the Master Plan in achieving the City's Goals and Objectives. The CIP is a 6 year plan and must be updated annually and adopted by Council and is to be used in the City budgeting process in order to fund large scale projects that are in keeping with the Master Plan. The Planning Commission shall review and set a public hearing prior to recommendation to Council for adoption. At the previous City Council meeting, a member of the public commented on an item that was in the TIFA budget erroneously. Upon review, work to be performed on West St. and some of Manning St. are listed in the TIFA CIP budget and those areas are not in the TIFA District. The amount was for \$37,500. The item has been removed from the plan that will be submitted to Council and is in this packet.



THE
CITY *of* HILLSDALE
MICHIGAN

City of Hillsdale
Capital Improvement Plan
FY 2020-2026

RESOLUTION # _____

A RESOLUTION TO AMEND THE CITY OF HILLSDALE CAPITAL IMPROVEMENT PLAN

THE CITY OF HILLSDALE ORDAINS THAT:

WHEREAS, Michigan Public Act 33 of 2008, as amended, provides for a Municipal Planning Commission to prepare and adopt a Capital Improvement Plan for the physical development of the City; and,

WHEREAS, the City of Hillsdale Planning Commission has prepared a physical development plan for the City of Hillsdale in compliance with said P.A. 33 of 2008; including relevant charts, maps, and text; and,

WHEREAS, the City of Hillsdale Planning Commission has provided opportunity for public input into the Capital Improvement Planning Process; and,

WHEREAS, the City of Hillsdale Planning Commission held a Public Hearing on the draft Capital Improvement Plan on _____, in accordance with the notice requirements of said P.A. 33 of 2008 and other applicable State statutes; and,

WHEREAS, at the above referenced public hearing, the citizens of the City of Hillsdale were afforded the opportunity to provide oral and written comments on the draft plan, which comments have been carefully considered by the Planning Commission; and,

WHEREAS, the City of Hillsdale Planning Commission is now satisfied that the Capital Improvement Plan is ready for adoption:

NOW, THEREFORE, BE IT RESOLVED, that the City of Hillsdale Planning Commission does hereby recommend for adoption to the Council of the City of Hillsdale the City of Hillsdale Capital Improvement FY 2020-2026, said plan to be dated as adopted this day of _____; and,

BE IT FURTHER RESOLVED, that the Council of the City of Hillsdale does hereby direct the Mayor and City Clerk to sign this Resolution signifying adoption of the City of Hillsdale Capital Improvement Plan FY 2020-2026, to file attested copies of the Plan with the Hillsdale City Clerk and the Hillsdale County Planning Commission.

Passed at a regular meeting of the Council of the City of Hillsdale held on the 17th day of December.

CITY OF HILLSDALE

By _____
Adam Stockford – Mayor

By: _____
Katy Price – City Clerk

Date Proposed: _____
Date Published as Proposed: _____
Date Passed: _____
Date Published as Passed: _____
Effective Date: _____

Acknowledgements

CITY COUNCIL

Adam Stockford, Mayor
Greg Stuchell
Tony Vear
Will Morrissey, Mayor Pro Tem
Cindy Pratt
Bruce Sharp
Bill Zeiser
Mathew Bell
Ray Briner

PLANNING COMMISSION

Samuel Nutter, Chair
Eric Moore, Vice Chair
Penny Swan, Secretary
William Morrissey, Mayor Pro Tem
Ron Scholl
Elias McConnell
Jacob Parker

DEPARTMENT LEAD

Alan Beeker, Zoning Administrator

DEPARTMENT REPRESENTATIVES

Katy Price, City Clerk
Bonnie Tew, Finance
Kimberly Thomas, City Assessor
Jake Hammel, Public Services
Chief Scott Hephner, Fire Department
Chief Scott Hephner, Police Department
Michelle Loren, Parks & Recreation
Mary Hill, Library
Susan Kehn, Dial-a-Ride
Chris McArthur, Board of Public Utilities
Ginger Moore, Hillsdale Municipal Airport

Table of Contents

INTRODUCTION TO CAPITAL IMPROVEMENT PLANNING	1
Executive Summary	2
Introduction and Purpose	2
Capital Improvement Plan (CIP) Adoption and Annual Update	4
THE CAPITAL IMPROVEMENT PLAN	6
Administration	7
Board of Public Utilities (BPU)	8
Department of Public Services	17
Dial-A-Ride	21
Fire Department	22
Hillsdale Municipal Airport	24
Library	26
Police Department	27
Tax increment Finance Authority (TIFA)	29
Coordination with Other Capital Improvements	31
Hillsdale Hospital	31
Hillsdale College	32
Hillsdale Housing Commission	33
APPENDIX	34
Public Service 6-Year Equipment Replacement Schedule	34
CIP Citywide Summary	37

Introduction to Capital Improvements Planning

Executive Summary

Every municipality has a portfolio of capital assets that it owns, maintains, and employs to help deliver quality services to its residents. These assets include equipment and vehicles, such as fire engines, snow plows, and tools, but also more permanent assets such as roads, bridges, buildings, underground utilities, storm water systems, parklands, parking facilities, and natural areas. With ownership comes an obligation to maintain and continually improve that asset. The process used to determine how to invest City resources to maintain and improve these assets is known as the Capital Improvement Planning.

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and funding sources for public infrastructure improvements. A CIP facilitates coordinated infrastructure improvements; maintains, preserves, and protects the City's existing infrastructure system; and provides for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP plans for large, physical improvements or purchases that are permanent in nature. These include municipal facilities, information technology systems, transportation systems, utilities, and other miscellaneous projects.

The CIP plays an important role by providing the link between planning and budgeting for capital expenditures to ensure that capital improvements are fiscally sound and consistent with City long-range goals and objectives. The CIP process occurs prior to the budget process and should be used to develop the capital portion of the municipal budget. The projects contained in the first year of the CIP will be requested in next year's department requested municipal budget. The Capital Improvement Plan (CIP) outlines a schedule of public service expenditures over the ensuing six year period (FY 2020 – 2026).

Introduction and Purpose

A Capital Improvement Plan is a blueprint for planning a community's capital expenditures. It coordinates planning, financial capacity, and physical development, and will be used as a management tool for the budget and planning processes. Upon adoption by the City Council, the CIP becomes a statement of city policy regarding the timing, location, character, and funding of future capital projects. The CIP represents City Council's best judgment at that time; future needs, financial constraints, and grant opportunities may result in programmatic changes over the six year period.

A CIP offers a number of advantages such as:

- Facilitate coordination between capital needs and operational budgets;
- Support projects with high return on investment;
- Allow for better scheduling of public improvements and coordination of construction; and
- Enhance the community's credit rating, control of its tax rate, and avoid sudden changes in its debt service requirements.

RELATIONSHIP BETWEEN CIP AND MASTER PLAN

The Master Plan, as a whole, serves as a policy manual for the city. In turn, the CIP is used as a framework for the community to implement the Master Plan. According to the Michigan Planning Enabling Act (Public Act 33 of 2008), “to further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise.”

RELATIONSHIP BETWEEN CIP AND BUDGET

The CIP makes capital spending more predictable and transparent. The CIP does not address all of the capital expenditures for the City, but provides for large, physical improvements that are permanent in nature or major equipment purchases that have high cost and a longer useful life. Capital planning identifies purchases of physical assets or construction, major repair, reconstruction, or replacement of capital items, such as buildings, utility systems, roadways, bridges, parks, heavy equipment, motor vehicles, and extensive internal office and technology hardware or systems. The intent is to have the first year of the CIP represent the proposed capital budget for the current fiscal year. The remaining years of the CIP serve as a financial plan for capital investments.

DEFINITION OF CAPITAL

Capital projects and improvements are major non-recurring tangible assets and projects including:

- Replacements and improvements greater than or equal to \$5,000;
- “Program” of projects whose total is greater than or equal to \$5,000; and
- Equipment purchases greater than or equal to \$5,000, with a service life of at least 5 years.

Examples include construction, expansion, or renovation of a public building, water line upgrades and extensions, major equipment, the acquisition of land for public use, or new storm and sanitary sewers. The adoption of a common definition assists in determining what projects are part of the capital improvement program versus those that are part of the general budget.

Only the projects that meet the capital project or improvement definition are included in the capital improvement program. A capital improvement project can include one or more of the following:

- **Building Maintenance:** is the repair, replacement, or upgrades of exterior and interior walls, roofs, furnishings and similar non-mechanical features that extend a building’s life. Examples include new roofs, windows and doors, tuck pointing and masonry repair, interior and exterior painting, carpeting and furniture.
- **Building Equipment:** is the repair or replacement of heating, ventilation, and air conditioning (HVAC) systems.
- **Building Construction:** includes the erecting of new buildings and additions that add usable floor space for staff and patrons.

- **Computer and Specialized Equipment:** includes all equipment critical to the functioning of the city such as computers, telephones, cameras and voting machines.
- **Equipment:** includes heavy apparatus used by the fire department and department of public services. Examples are lifesaving equipment, vehicle hoists, and similar specialized mechanisms that last for several years.
- **Vehicles:** encompass cars, trucks, buses and grounds maintenance equipment. Vehicles are considered part of the motor pool that is maintained by the Department of Public Services. For the purpose of the capital improvements plan, vehicles are attached to their respective departments.
- **Infrastructure:** includes below grade, at grade and above grade (non-building) improvements. Examples include new water and sewer lines, park improvements, storm water, streets and sidewalks, bike lanes, landscape, and fences.

CIP Adoption and Annual Update

The quality of the infrastructure and community facilities in the City directly influences the quality of life that the City can provide. As community infrastructure and facilities age, continual improvements and updates are required to stay current with changing demands and needs. Currently, the City does not have a formalized process for reviewing long-range major improvements and purchases.

The Capital Improvement Plan (CIP) is a six year plan that should be reviewed and updated annually so that it is always looking six years out. The annual CIP update should be headed by an Administrative Committee. A typical committee is made up of the City Manager, Finance Director, City Planner, and representatives from the Planning Commission and City Council. The CIP Coordinating Committee includes the Administrative Committee members as well as the various Department heads.

The Capital Improvement Plan (CIP) will provide a blueprint for planning the City of Hillsdale's capital expenditures. It coordinates planning, financial capacity, and physical development, and will be used as a management tool for the budgeting and planning processes.

ADOPTION PROCESS

- **Identification**
 - CIP Administrative Committee reviews Master Plans and City Council Goals
 - CIP Coordinating Committee holds kickoff meeting
 - Department heads complete CIP project requests
- **Prioritization**
 - CIP Administrative Committee adjusts priority based on funding and coordination
- **Adoption**
 - Planning Commission reviews CIP plan, holds public hearing, makes recommendations, and adopts CIP
 - City Council approves CIP as basis for Capital Budget
 - City Manager establishes target budget

- **Budget Preparation**
 - Department heads prepare proposed capital project budget
 - City Manager and Finance Director review requests and prepare budget document
 - City Council reviews budget, holds public hearing, and adopts budget

CAPITAL INVESTMENT POLICIES

An essential component of the Capital Improvement Program is to establish a policy framework for capital project selection. The policy framework establishes prioritization of projects to most efficiently determine whether or not to allocate *X dollars* to *activity A* as opposed to *activity B*. In order to establish a policy framework to properly evaluate capital project and prioritization a set of long-range investment policies was established. These policies provide the framework for making capital project decisions in order to ensure the City's financial viability, improve and maintain levels of service standards, provide responsive community development, and meet other strategic goals.

The Capital Investment Policy is based on priorities identified in community strategic plans and master planning documents. The capital improvement plan prioritizes projects based on the following investment policy statements. CIP projects should:

1. Maintain or improve standards of service
2. Protect public health, safety, or welfare
3. Result in economic development (capital investment, increased tax base, or increased valuation)
4. Reduce energy consumption and/or improve environmental sustainability
5. Have an identified source of funding
6. Be ready to proceed
7. Be coordinated with other capital improvements

The Capital Improvement Plan

The Capital Improvement Plan provides a six year schedule of improvements for each department followed by a generalized overall city schedule of costs. Each section begins with a description of the department's primary function and location of its facility. A summary of key improvements, major expenditures and funding sources follows. Finally, a detailed schedule of improvements and cost estimates is captured on pages immediately following the written description. For Administration, Streets and Utilities, Parks and Recreation and Department of Public Works, the descriptions are subdivided by department or project type due to multiple functions located within one facility.

Administration



The City Manager, Zoning and Code Enforcement staff, Assessor, Police Department, Recreation Department, Clerk, Treasurer, and Financial Director operate within City Hall. In addition, the building contains the City Council chambers.

City Hall is located at 97 North Broad Street on a triangle parcel formed by E. Carleton, N. Broad, and Hillsdale Streets. The building was constructed in 1911. It is a three story, five-sided, classical revival-style building and it is listed as a contributing structure on the National Register of Historic Places. The building was entirely rehabilitated in 1998. A total of \$1.755 million was expended to update and restore the building. The two adjacent parking areas were constructed in 2006 and in 2007 M-99 was re-routed to the west side of City Hall.

Overall, these administrative departments require internal office equipment to keep up with technology advancement and meet the needs of the community efficiently.

- **Computer Equipment** - The finance department works with other department heads to identify hardware upgrade and purchases. The City plans to update the system of computers in the next 3-6 years.
- **Computer Software** – The finance department works with other department heads to identify software upgrade and purchases. The assessing and zoning department rely on BS&A software for property data management including taxes, permits, and zoning. The City relies on the Hillsdale County Equalization Department and the Board of Public Utilities (BPU) for assistance with mapping.
- **Building (City Hall)** – The Department of Public Services is responsible for maintaining public buildings throughout the city. For the purposes of the CIP, building improvements are described within respective departments. The administrative departments identify the following improvements to the City Hall: roof repairs, masonry tuck-pointing, repairing interior water damage, refinishing walls, and replacing carpet. The projects shall prioritize the building envelope first in order to protect the building interior and any future improvements.

Table 1. Administration Improvements

CIP Item	Budget Year						TOTAL (\$)
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	
Building (City Hall)	45,000	100,000	100,000	100,000	50,000	-	395,000
Total (\$)	45,000	100,000	100,000	100,000	50,000	-	395,000

Board of Public Utilities



Since 1892, the Hillsdale Board of Public Utilities has been the municipally owned and operated provider of electric, water and wastewater services to the City of Hillsdale and the outlying areas. Presently, the Hillsdale BPU serves over 6,300 residents in central Hillsdale County with reliable electric power and nearly 4,000 homes and businesses receive quality water and wastewater services within the city limits. Its offices are located at 45 Monroe Street.

- **Sewer Capital Projects**

- ICE Grant Funds \$100,000
 - These are additional funds required to fully fund the portion BPU is responsible for in the ICE grant funding of repairs to Garden, Mead, Vine and Rippon Streets.
- Engineering of HVAC Replacement Main Building WWTP \$20,000
 - The HVAC unit for the WWTP main building is in need of replacement.
 - The cooling unit is not functional requiring the use of window air units to cool the Laboratory and Office areas.
 - The heat unit was repaired to get through the winter but the complete unit requires replacement.
 - These funds are for the engineering required for replacement of the HVAC system.
- HVAC Unit Replacement Main Building \$225,000
 - The HVAC unit for the WWTP main building is in need of replacement.
 - The cooling unit is not functional requiring the use of window air units to cool the Laboratory and Office areas.
 - The heat unit was repaired to get through the winter but the complete unit requires replacement.
 - These funds are for the replacement of the HVAC system.
- North Clarifier Drive Unit Replacement \$30,000
 - The sweep drive unit for the North Clarifier has been identified by the manufacturer to be beyond repair.
 - These funds would cover the cost of the replacement unit.
- I&I Reduction Manhole Rehabilitation \$50,000
 - These funds would be for reducing the amount of influent that are occurring in the sewer system due to leaking lines and manholes.
- Sludge Thickener Replacement \$30,000
 - The sweep drive unit for the Sludge Thickener has been identified by the manufacturer to be beyond repair.
 - These funds would cover the cost of the replacement unit.

City of Hillsdale Capital Improvement Plan

- Garage Roof Replacement \$15,000
 - These funds would be for replacement of the old garage roof at the WWTP.
 - Before any further structural damage can occur due to current leaks.
- Replace Autoclave \$5,000
 - The autoclave in the WWTP laboratory is aging and has required repair in 2018.
 - The autoclave is integral to preparation for testing required to ensure the permit limits are met.
 - These funds would allow purchase of a new autoclave.
- Tertiary VFD Controls \$25,000
 - Currently the tertiary pumps are run on a float system. This means it is either on or off.
 - At the same time chlorine gas is fed continuously causing peaks and valleys in the disinfection treatment.
 - These controls would allow a more constant flow of water allowing finer adjustments of the chlorine usage.
- Lift Station Rebuild \$25,000 - \$50,000
 - The lift stations are beginning to reach the end of their recommended life.
 - These funds are for refurbishing / replacing a lift station.
- Replace Large Dump Truck \$75,000
 - The current 5yd dump truck is a 2000 model year and well beyond the 10 year rotation for replacement.
 - The bed of the truck is becoming thin and may begin to have holes.
- Sewer Main Replacement \$200,000
 - These funds would be used to fund the replacement of sewer mains as infrastructure improvement needs are identified.

• **Water Capital Projects**

- Refurbish High Service Pump #2 \$13,000
 - This pump was deemed in need of service during the 2016 fall inspections but replaced by work on Well #8 in FYE 2018.
- VFD Motor Controls for High Service Pump #2 \$15,000
 - The VFD for this unit was taken out to replace the VFD for high service pump #1 and requires replacement.
- VFD Motor Controls for High Service Pump \$15,000
 - The VFD controls for the High Service Pumps are obsolete. One has already failed and failure is likely for the remaining units.
 - Replacing a VFD proactively will ensure operation of the water supply system.

City of Hillsdale Capital Improvement Plan

- AMI (Automated Meter Infrastructure) \$30,000 - \$50,000
 - As part of our ongoing automated metering infrastructure we anticipate replacement of both water nodes and water meters.
 - This will give us two way communication and new highly accurate water meters.
 - These costs are in addition to the electric capital projects budget.
- Fire Hydrant Replacement \$10,000
 - These are funds to replace the four oldest hydrants in the system.
 - Some of the fire hydrants were installed in the 1940s and it is time to start upgrading and replacing them.
- Replace Water Treatment Plant Roof \$35,000
 - The roof is beginning to leak and show its age. Roof replacement should be done before further damage to the structure.
- Green Sand Filter Media Replacement \$80,000
 - The media will typically last for 20 years so it is near the end of its life expectancy so should be replaced before it fails.
 - This includes replacement of the media and chemically cleaning any hardness deposits inside all the tanks.
- ICE Grant Funds \$100,000
 - These are additional funds required to fully fund the portion BPU is responsible for in the ICE grant funding of repairs to Garden, Mead, Vine and Rippon Streets.
- Uran Street Water Tower Maintenance \$250,000
 - An inspection was performed in 2013.
 - A recommendation presented to do work on the interior and exterior in one to two years.
 - This would include the proposed addition of a mixing system.
- Well Maintenance \$26,000 - \$28,000
 - Our wells lose capacity over time due to the accumulation of mineral in the well screen and erosion of the pump bowls.
 - This is an annual expense to extend the life of our well infrastructure.
- Rebuild High Service Pump \$15,000 - \$20,000
 - Refurbishing of the High service Pumps is required when the annual inspection of the pumps show a need.
- PLC Replacement at Water Treatment Plant \$60,000
 - The PLC at the WTP is obsolete and should be replaced before it ceases to operate properly.
 - This will allow uninterrupted water service to our customers.

City of Hillsdale Capital Improvement Plan

- Replace Broken Valves \$10,000
 - As part of Asset Management Plan these funds would allow the purchase of replacement valves for valves for valves that have been identified in our Valve Exercise Program.
- Replacement of water main \$200,000
 - These funds would be used to fund the replacement of water main as infrastructure improvement needs are identified.
- **Proposed Administration Projects**
 - Phase Two Network Upgrades \$29,300
 - Project includes a second host server, storage area network, VMware software, and Microsoft Exchange upgrades.
 - Various computer Items \$8,500 - \$18,000
 - Project includes software, computer workstation replacements, monitor replacements.
 - Replacement of mapping and engineering department 11x17 printer.
 - Replacement of mapping and engineering department workstation.
 - Replacement of mapping and engineering department large format plotter.
 - Replacement of mapping and engineering department GPS unit.
 - Upgrade of the mapping and engineering department GPS software.
 - Purchase a second storage area network to be installed at the power plant \$14,600
 - Project includes a second storage area network and labor.
- **Electric Capital Projects**
 - Replace Transclosures with Pad Mount Transformers \$25,000
 - A number of medium to large size three phase power banks were designed and built using pole mount transformers and metal enclosures and many of these pieces of equipment have reached their expected lifespan and are in need of replacement.
 - We propose to replace these over a period of years with pad mount units so this will be an annual item until all units have been replaced.
 - Line Extensions \$15,000
 - This is an annual item for small line extensions completed during the budget period and is treated in aggregate at the end of the fiscal year as a capital expense.
 - As we continually are required to make small capital investments in plant to provide service to new locations that total under \$5,000 we combine these jobs for the year and capitalize them at the end of that budget.
 - Critical Structural Replacement \$123,000
 - Several of the critical structures that support our main feeder system are in need of replacement.
 - These poles and structures are past their life expectancy.

City of Hillsdale Capital Improvement Plan

- Underground Installations \$50,000
 - We have been installing backyard distribution underground for several years and the program has been very successful with our customers and has reduced a significant issue for our tree trimming crews.
 - We are building these lines for 15kV, which will allow for a more efficient conversion to higher voltages in the future.

- Underground Equipment Replacement \$125,000
 - The current trenching equipment was purchased in 1996 and is in need of replacement.

- Replace 65' bucket truck 39-09 \$290,000
 - We have our line trucks on a 10 to 12 year rotation.
 - With four trucks in the fleet we must replace a truck every three years to hopefully avoid the need for two trucks in the same year.
 - The time has come for the replacement of our largest truck.

- Capacitor Bank Upgrades \$25,000
 - Following the recommendations of the 2016 Capacitor Placement Study by Commonwealth we plan to upgrade several capacitor controls.
 - Upgrading these controls will allow the capacitors to be automatically switched on and off as needed.
 - This improves our efficiency and lower our purchased energy costs.
 - Three new capacitor bank locations were also recommended by this study and are planned to be added.

- UPS Battery Replacement \$30,000
 - We have batteries at several locations that serve as backup allowing personnel to operate breakers in a power loss situation.
 - Several of these batteries are quite old and no longer provide power for their intended use.
 - This funding will be used to replace the existing batteries with new batteries.

- 4160 to 13200 Voltage upgrade \$125,000
 - A major effort to improve system efficiency and provide a long term reduction in losses is the distribution system voltage upgrade.
 - This has been an ongoing program and we make further improvements annually.
 - All of our real circuits have been completed and a number of areas inside the city are in the process of changeover.
 - We plan to have engineering completed this year that will layout a roadmap for the work in the remaining areas.
 - We will be requesting funding annually until this work is complete.

City of Hillsdale Capital Improvement Plan

- Pole Condition Survey/Testing \$40,000
 - This project is planned to be a three year process to obtain the condition of our utility poles for the safety of our employees and the public.
 - We will use the results to replace the polls in the worst condition first, improving the efficiency of our maintenance dollars.
- Pole Replacement \$50,000
 - Replacement of old poles found in year one of inspections.
 - We are building these lines for 15kV, which will allow for a more efficient conversion to higher voltages in the future.
- Paint Fuel Storage Tank \$35,000
 - This funding is to repaint the large fuel storage tank at the power plant.
 - Upkeep of this tank is required by the DEQ and they have recommended it be repainted.
 - This is part of our preventative maintenance program.
- Distribution Automation and Monitoring \$50,000
 - These dollars work to improve the distribution systems technical components.
 - The AMI (automated metering infrastructure), OMS (outage management system), fiber loop and SCADA (supervisory control and data acquisition) systems provide a multitude of readings and data points that are used for many daily tasks.
 - The more integration of these systems and shared data between programs, the more efficient and accurate the electrical system can become.
- Sonetics Communications System \$7,000
 - This system provides a much safer solution to job site communications for crews in a high noise environment.
 - The system is self-contained and provides noise cancelling headsets for the crew members on a dedicated wireless channel.
- Power Plant Roof \$50,000
 - The roof of the Power Plant is in need of replacement.
- 177 / 277 Upgrades \$50,000
 - Continue with Transmission line upgrade started in 2017.
- Replacement of ROW Mowing Equipment \$150,000
 - The tractor and mower used to maintain electric Right-of-Ways is 30 years old.
 - We will be replacing this with new equipment that will allow us to maintain these areas much more efficiently.
- Replace Digger Derrick 39-03 \$325,000
 - The digger derrick will need to be replaced.
- Balance of Budgeted Funds \$235,000 - \$270,000

City of Hillsdale Capital Improvement Plan

Table 2. BPU Proposed Administration Projects

	Budget Year				TOTAL (\$)
	2019-20	2020-21	2021-22	2022-23	
Phase Two Network Upgrades	29,300	-	-	-	29,300
Various Computer Items	28,000	8,500	22,500	20,500	79,500
Purchase a Second Storage Area Network to be Installed at the Power Plant	-	14,600	-	-	14,600
Total (\$)	57,300	23,100	22,500	20,500	123,400

Table 3. BPU Proposed Sewer Capital Projects

	Budget Year				TOTAL (\$)
	2019-20	2020-21	2021-22	2022-23	
HVAC Unit Replacement Main Building	225,000	-	-	-	225,000
Sludge Thickener Drive Unit Replacement	30,000	-	-	-	30,000
Garage Roof Replacement	15,000	-	-	-	15,000
Replace Autoclave	5,000	-	-	-	5,000
Tertiary VFD Controls	25,000	-	-	-	25,000
Lift Station Rebuild	25,000	50,000	50,000	50,000	175,000
ICE Grant Funds	100,000	-	-	-	100,000
Engineering of HVAC Replacement Main Building WWTP	20,000	-	-	-	20,000
North Clarifier Drive Unit Replacement	30,000	-	-	-	30,000

City of Hillsdale Capital Improvement Plan

Table 3. BPU Proposed Sewer Capital Projects

I&I Reduction Manhole Rehabilitation	50,000	50,000	50,000	50,000	200,000
Replace Large Dump Truck	-	75,000	-	-	75,000
Sewer Main Replacement	-	200,000	200,000	200,000	600,000
Other	-	-	100,000	100,000	200,000
Total (\$)	525,000	372,000	400,000	400,000	1,700,000

Table 4. BPU Proposed Water Capital Projects

	Budget Year				TOTAL (\$)
	2019-20	2020-21	2021-22	2022-23	
Refurbish High Service Pump #2	13,000	-	-	-	13,000
VFD Motor Controls for High Service Pump #2	15,000	-	-	-	15,000
Automated Meter Infrastructure	30,000	-	-	-	30,000
Fire Hydrant Replacement	10,000	10,000	10,000	10,000	40,000
Replace Water Treatment Plant Roof	35,000	-	-	-	35,000
Green Sand Filter Media Replacement	80,000	-	-	-	80,000
ICE Grant Funds	100,000	-	-	-	100,000
Uran Street Water Tower Maintenance	250,000	-	-	-	250,000
Well Maintenance	28,000	26,000	26,000	26,000	106,000
Rebuild High Service Pumps	15,000	20,000	20,000	20,000	75,000
AMI Water Meter Replacement	30,000	50,000	50,000	50,000	180,000

City of Hillsdale Capital Improvement Plan

Table 4. BPU Proposed Water Capital Projects

PLC Replacement at Water Treatment Plant	-	60,000	-	-	60,000
VFD Motor Controls for High Service Pumps	-	15,000	15,000	-	30,000
Replace Broken Valves	-	10,000	10,000	10,000	30,000
Replacement of Water Main	-	200,000	200,000	200,000	600,000
Other	-	-	69,000	84,000	153,000
Total (\$)	606,000	391,000	400,000	400,000	1,797,000

Table 5. BPU Proposed Electric Capital Projects

	Budget Year				TOTAL (\$)
	2019-20	2020-21	2021-22	2022-23	
Replace Transclosures with Pad Mount Transformers	50,000	25,000	25,000	-	100,000
Line Extensions	30,000	15,000	15,000	-	60,000
Underground Installations	100,000	50,000	50,000	50,000	250,000
4160 to 13200 Voltage Upgrades	325,000	200,000	200,000	200,000	925,000
Pole Condition Survey/Testing	80,000	40,000	-	-	120,000
Pole Replacement	50,000	50,000	50,000	-	150,000
Power Plant Roof	50,000		-	-	50,000
177 / 277 Upgrades	50,000	50,000	-	-	100,000
Distribution Automation and Monitoring	100,000	50,000	50,000	250,000	650,000
Replacement of ROW Mowing Equipment	150,000	-	-	-	150,000
Balance of Budgeted Funds	270,000	345,000	235,000	450,000	1,300,000

City of Hillsdale Capital Improvement Plan

Table 5. BPU Proposed Electric Capital Projects

Critical Structural Replacement	123,000	-	-	-	123,000
Replace 65' bucket Truck 39-09	290,000	-	-	-	290,000
Capacitor Bank Upgrades	25,000	-	-	-	25,000
UPS Battery Replacement	30,000	-	-	-	30,000
Paint Fuel Storage Tank	35,000	-	-	-	35,000
Sonetics Communications System	7,000	-	-	-	7,000
Underground Equipment Replacement	-	125,000	-	-	125,000
Replace Digger Derrick 39-03	-	-	325,000	-	325,000
Total (\$)	1,765,000	950,000	950,000	950,000	4,750,000

Department of Public Services



The Department of Public Services (DPS) is responsible for maintaining streets, city buildings, sidewalks, public rights-of-way, city trees (urban forest), city vehicles, storm water collection, cemeteries, parks and trail connections, and brush and leaf pick-up. The parks and recreation and urban forestry departments are integrated into DPS. The Department is responsible for maintaining public buildings throughout the city. For the purposes of the CIP, building improvements are described within respective departments.

The department office, garage, and yard are located at 149 Waterworks Avenue, northwest of Baw Beese Lake. The Main DPS Building was constructed in 1960, the Garage Building was built in 1945, and the Salt Storage Building was built in 1998.

- **Streets** – The City of Hillsdale has one state trunk line, M-99, which is the primary north-south entrance into Hillsdale. Major streets include Carleton, Bacon, Hillsdale, Mechanic, Howell, State, Spring, Galloway, Wolcott, and Reading. The City also has a system of local streets that follows a general grid pattern. The only grant the City has received in recent years is the Small Urban Grant (major streets) which requires a 20% match. Funding is limited to \$375,000 in federal funding per project. The DPS utilizes the **June 2013 City of Hillsdale Streets and Storm Sewer Capital Improvement Plan** as a guide to street repair.
 - Public Services has planned for annual maintenance of streets including but not limited to crack fill, patching and chip sealing. The per annum expense will be \$250,000. Sidewalks are typically replaced at time of road improvements.
 - Public Services has planned for annual reconstruction of streets. The per annum expense will be \$350,000. Sidewalks are typically replaced at time of road improvements.
- **Sidewalks** - The city has two programs to assist in the replacement of sidewalks: Annual Special Assessment District (ASAD) and the City-Resident Joint Sidewalk Replacement Program (CRJSRP). For the Annual Special Assessment District, the City selects an area or neighborhood to have their sidewalks replaced. Selection is based on several factors such as age of sidewalk, severity, pedestrian traffic volume, etc. The department has budgeted approximately \$50,000 annually for sidewalk replacement for each fiscal year between 2019 and 2025.

With the City-Resident Joint Sidewalk Replacement Program, the homeowner is responsible for labor, material, and equipment to replace the sidewalk. In return, the City will remove and haul away the old sidewalk at no charge to the homeowner and waive right-of-way permit fees. This type of sidewalk replacement is initiated by the property owner.

- **Motor Equipment** – The Public Services 10-Year Equipment Replacement Schedule (Appendix 1) has identified motor equipment for replacement for each fiscal year. The Appendix provides a detailed table of information regarding equipment type and model year of existing equipment to be replaced.

City of Hillsdale Capital Improvement Plan

- **Building (Public Services)** – Public Services has identified the need for a new 2000 s.f. building to house offices and employee break and locker facilities. The existing office building would be converted into a garage and service facility for equipment. The current garage and service building would be demolished.
- **Buildings (Other)** - Public Services is planning continued maintenance for the Mitchell Building. Other building improvements for the Mitchell also include returning the façade to its original historic appearance.
- **Cemeteries** – Hillsdale has two (2) cemeteries: Oak Grove on Montgomery Street and Lake View Cemetery on Barnard Street. Public Services has will continue annual chip-seal roadway improvements for both cemeteries. Public Services will begin expanding Lake View Cemetery in 2019.
- **Parks and Recreation** - Hillsdale has nine (9) city parks. They provide 375.13 acres of recreation and open space. The parks include Wildlife Sanctuary, Cold Springs, Kekoose, Fields of Dreams, Lo Presto Field, Stock’s Park, Waterworks, Owens, and Sandy Beach. Also, there is the Baw Beese Trail, Meyer Parkway, Jim Inman Park, and Slayton Arboretum. There is also a nine-hole disc golf course open for public use at Owens Memorial.
 - HILL-JO TRAIL - The Michigan Department of Transportation (MDOT) maintains the “Hill-Jo” Trail, which connects the Village of Jonesville to the City of Hillsdale along the M-99 corridor, including a roadside park in Jonesville.
 - BAW BEESE TRAIL - The Baw Beese Trail connects Downtown Hillsdale with City parks along Baw Beese Lake. Those trails are part of the greater North County Scenic Trail – a multi-state facility that traverses New York, Pennsylvania, Ohio, Michigan, Wisconsin, Minnesota, and North Dakota. The trails should be better signed and advertised to make it accessible to outsiders. Wayfinding Signs should clearly mark the Trail head and access points along with delineating a clear route to the downtown and other shopping and eating areas in the City. Wayfinding signage design and installation should be included as a future capital project.
 - MRS. STOCKS’S PARK - In 2003, the Hillsdale City Council unanimously approved the formation of a committee to look at restoring Mrs. Stock’s Park. The committee has yielded the following ideas for the restoration project's overall objectives: creating a cultural center for the community; restoring the unique and attractive garden setting; recreating bridges, ponds and other structures.
 - FIELD OF DREAMS - The last of six (6) dugouts were installed in the summer of 2014. Other improvements have included resurfacing of three baseball diamonds, purchase of new bleachers and refurbishment of existing structures, pouring of cement slabs under bleachers and a community paint mural provided for by the Ladies Beautification League and other concession stand improvements. Custom seating fabricated by a local tradesman, cement walkway, two shade trees, lighted flagpole, epoxy coating on the plumbed restroom floors were complete in 2015. Projects were funded by memorials left by two local families, concessions revenues and tournament revenues and a grant from the Hillsdale County Community Foundation. Improvements are always under consideration for the Field of Dreams.

City of Hillsdale Capital Improvement Plan

- NEW PARK FACILITIES – Per Master Plan recommendations, the City should take advantage of its location on the headwaters of the St. Joseph River. As property becomes available, the City should attempt to gain possession to incorporate into its park system and/or encourage private development of river front property into recreational uses such as canoe/kayak liveries or fishing docks.
- ADA-COMPLIANT PLAYGROUND STRUCTURES – Public Services will begin planning that will supply ADA-Compliant playground equipment in all City parks that currently have such structures. Improved Fall Zones around new and existing structures to meet current requirements.
- MILL POND DAM STAGED REMOVAL – Public Services will continue to work closely with MDEQ and MDNR to safely remove the existing mill pond dam and drain the pond in way that will have as little impact on the environment as possible.
- **Urban Forest** - The City of Hillsdale has been a Tree City USA community since 1977. The City maintains nearly 5,000 trees along its streets and within its parks. In 2010, the City of Hillsdale adopted the Public Tree Planting Program that allows interested individuals and/or businesses to purchase trees for the city to be planted in the city right-of-ways or city parks. The City’s Forestry department is committed to planting a minimum of twenty (20) to thirty (30) trees annually, based on available funding. Street trees are funded through the City’s general fund and Act 51 Street Revenue.

Table 6. Public Services Improvements

	Budget Year						TOTAL (\$)
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	
Streets	*600,000	600,000	600,000	*600,000	600,000	600,000	3,600,000
Sidewalks	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Revolving Motor Equipment Fund**	-	-	-	-	-	-	-
Building (Public Services)	-	-	-	360,000	500,000	-	860,000
Building (Mitchell)	60,000	-	150,000	-	-	-	210,000
Building (Transfer Station)	100,000	-	-	-	-	-	100,000
Cemeteries	20,000	-	-	-	-	-	110,000

Table 6. Public Services Improvements

Total (\$)	1,185,000	614,000	722,250	1,406,500	787,000	730,000	5,334,750
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*MDOT Small Urban Program grant will provide up to \$375,000 in funding.

**Appendix 1 – Public Services 6-Year Equipment Replacement Schedule.

Summary of Improvements

- Annual Pavement Improvement and Reconstruction Program (2019-25)
- Revolving motor equipment fund for new and replacement equipment (2019-25)
- Playground Structure improvements (2019-25)
- Annual Sidewalk Replacement (2019-25)
- Building and site improvements for DPS facility (2022-2024)
- Building maintenance/repair for Mitchell Building (2019-22)
- Building - Construction of new transfer station (2019-20)

Dial-a-ride



Hillsdale Area Dial-A-Ride, operated by the City of Hillsdale, is the only public bus service in the City. It has been in operation since 1975. The administrative offices and garage are located at the west end of the Manufacturing and Technology Park at 981 Development Drive.

There are four (4) lift equipped buses. Ridership in the 2014 fiscal year was 31,355, with winter months showing the highest use. School age children make up 45% of the riders; 35% are senior citizens and 20% are residents with disabilities. This service runs within the Hillsdale City limits and is a demand response system with curb to curb service, 7:15 - 4:15 Monday through Friday. Dial-a-Ride provides valuable service for the City of Hillsdale residents.

- **Equipment** – Dial-A-Ride has identified a future need for base unit radio equipment, antenna, and dispatch software. These systems were purchased new in 2012. Estimated replacement cost is \$15,000 and has been scheduled for 2021-22. Funding for radio equipment upgrades may be available through grant programs.
- **Motor Equipment** – Dial-A-Ride maintains three (3) active buses and one back up bus. Buses are funded through State and Federal grants and replaced on a 7-10 year cycle based on request and availability. In 2015, the program received a new bus. This bus will be eligible for replacement in 2023. The other existing buses will be eligible for replacement in 2017, 2018, and 2020 through the grant program. There is no cost to the City for replacement through this program.

Table 7. Dial-a-ride Improvements

	Budget Year						TOTAL (\$)
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	
Equipment	-	-	-	-	-	15,000	15,000
Motor Equipment	-	-	*Eligible	*Eligible	-	*Eligible	-
Total (\$)						15,000	15,000

* Eligibility for bus replacement as grant funding allows.

Summary of Improvements

- Request vehicle replacement for eligible buses (2017-18, 2018-19, and 2020-21)
- Future building maintenance (2019-20)
- Replace equipment (2020-21)

Fire Department



The Hillsdale City Fire Department (HCFD) is located at 77 E. Carleton Road less than one block from City Hall. Built in 1966, the fire station is a one story building with office space, living quarters, kitchen, and a dormitory for fire personnel. In addition, the station has five truck bays, two of which can be accessed from the rear of the facility.

The Fire Department is staffed 24 hours a day, 365 days a year. The HCFD is a combination department consisting of a shared Chief with the Police Department, three (3) full time fire officers that includes a Deputy Fire Chief, a Captain, and an Engineer. The full time staff is complemented by four (4) part time fire officers and thirteen (13) part paid firefighters. The HCFD responds to over a thousand (1,000) calls per year for fire related, rescue, and emergency medical calls for service.

The HCFD maintains four (4) trucks with firefighting capabilities. A 2017 Rosenbauer engine/pumper with a 1,000 gallon water tank and a 1,500 gallon per minute pumping capacity. A 2000 Pierce engine/pumper with a 750 gallon water tank and a 2,000 gallon per minute pumping capacity. A 2003 E-One Aerial with a 100 foot ladder, a 500 gallon water tank and 2,000 gallon per minute pumping capacity. A 2016 Ford 350 pickup with a 250 gallon water tank and a 150 gallon per minute pumping capacity utilized for brush and grass fires.

- **Equipment** - The Fire Department is requesting the replacement of turnout gear as it expires. NFPA 1851 specifies the fire helmets, hoods, boots, coats, pants, and gloves must be retired 10 years after date of manufacture. The HCFD will need to replace four (4) sets in the 2022-23 budget, four (4) sets in 2023-24, and four (sets) in 2024-25. Approximate cost is \$2,565 per set.
- **Motor Equipment** - The 2000 Pierce engine/pumper should be replaced in the 2024-25 budget to avoid catastrophic failure of equipment older than 25 years. The cost will be approximately \$600,000.
- **Building** - Replacement of three (3) steel framed entry doors which have rusted creating holes to the outside. Cost is approximately \$10,000. Requesting replacement in the 2020-21 budget.

Table 8. Fire Department Improvements

	Budget Year						TOTAL (\$)
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	
Equipment	-	-	10,260	10,260	10,260	-	30,780

Table 8. Fire Department Improvements

Motor Equipment	-	-	-	-	600,000	-	600,000
Building	10,000	-	-	-	-	-	10,000
Total (\$)	10,000	-	10,260	10,260	610,260	-	640,780

Summary of Improvements

- Replace steel exterior doors, 2020-21
- Replace turnout gear, 4 sets a year beginning 2022-23
- Replace engine/pumper 2024-25

Hillsdale Municipal Airport



The Hillsdale Municipal Airport is a State of Michigan licensed "Public Use-General Utility Airport". The runway was recently reconstructed and expanded to 5000 feet by 100 feet. The crowned and grooved construction offers superior drainage for excellent braking/steering characteristics and the weight bearing capacity rating has been increased up to the "Gulfstream" category of business aircraft. Future development includes a new terminal building/parking area, hangars, fuel farm and full length taxiway.

- **Airport Capital Projects**

- Construct New Fuel Farm \$16,500
- Construct Taxiway C (Phase 3) - Design (Eastern Portion) \$3,500
- Construct Taxiway C (Phase 3) - Construction (Eastern Portion) \$33,880
- Construct New Terminal Building - Terminal Study \$1,250
- Construct New Terminal Building - Design \$10,000
- Construct New Terminal Building - Construction \$1,155,750
- Construct Hanger and Taxilane \$623,334
- Construct Taxiway C (Phase 2) - Design (Including Building Demo) \$3,750
- Construct Taxiway C (Phase 2) - Construction (Including Building Demo) \$44,220

City of Hillsdale Capital Improvement Plan

Table 9. Airport Improvements

	Budget Year						TOTAL (\$)
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	
Construct New Fuel Farm	16,500	-	-	-	-	-	16,500
Construct Taxiway C (Phase 3) - Design (Eastern Portion)	3,500	-	-	-	-	-	3,500
Construct Taxiway C (Phase 3) - Construction (Eastern Portion)	33,880	-	-	-	-	-	33,880
Construct New Terminal Building - Terminal Study	1,250	-	-	-	-	-	1,250
Construct New Terminal Building - Design	-	10,000					10,000
Construct New Terminal Building - Construction	-	1,155,750		-	-	-	1,155,750
Construct Hangar and Taxilane	-	-	623,334	-	-	-	623,334
Construct Taxiway C (Phase 2) - Design (Incl. Bldg Demo)	-	-	-	-	3,750		3,750

City of Hillsdale Capital Improvement Plan

Table 9. Airport Improvements

Construct Taxiway C (Phase 2) - Construction (Incl. Bldg Demo)						44,220	
Total* (\$)	55,130	1,165,750	623,334	0	3,750	44,220	3,350,500

*Total includes entitlement, state, and local contributions

Library



Library services have been offered for nearly 125 years in the City of Hillsdale. The Mitchell Public Library served Hillsdale for 95 years until the construction of the Hillsdale Community Library in 2003, a two million dollar state-of-the-art library building located at 11 E. Bacon Street. The new library also includes dedicated space for children's programming, a young adults' area and expanded technology. The new facility also includes a spacious community meeting room that not only

provides programming space for the library, but also for local civic and other organizations, to use for presentations and meetings. The library is currently paying on a loan for the construction of the new facility.

- **Replacement of Heat/Air Conditioning units**

Table 10. Library Improvements

	Budget Year						TOTAL (\$)
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	
Heat/Air Units	12,000	12,000	12,000	12,000	12,000	12,000	72,000
Total (\$)	12,000	12,000	12,000	12,000	12,000	12,000	72,000

-

Summary of Improvements

- Exterior building improvements (2019-20)
- Interior building improvements (2019-20)

Police Department



The Police Department is currently housed within City Hall which is located on a triangle parcel formed by E. Carleton, N. Broad, and N. Hillsdale Streets. City Hall is isolated on an “island” surrounded on all sides by converging streets, making parking and accessibility a challenge. Currently this building provides insufficient space for evidence storage (mandated) an isolated interview room, and equipment storage. A new building or renovations to City Hall is required to meet these needs.

The Police Department provides 24 hour service which includes primary road patrol, criminal investigations, civil dispute mediation, crowd control, and event security. Phone calls are answered by the Police Department and Hillsdale County Central Dispatch. Hillsdale County provides an emergency 911 phone system.

The Police Department consists of thirteen (13) full time state certified Police Officers, two (2) part time state certified Police Officers, two (2) full time non certified administrative personnel, eight (8) non certified volunteer Reserve Officers, and two (2) crossing guards. The full time staff consists of a Chief of Police, a Lieutenant, three (3) Sergeants, one (1) Detective, seven (7) Patrol Officers, one (1) Administrative Professional, and one (1) Records Manager.

The Department maintains six (6) vehicles; five (5) are fully marked for use by Patrol, Sergeants, Lieutenant, and the Chief. One (1) is unmarked and is utilized by the Detective.

The Hillsdale County Sheriff’s Department operates the county jail with a capacity of 67 inmates. This is located within the City of Hillsdale. The Hillsdale County Courts are also located within the City of Hillsdale.

- **Equipment** – The Police Department requires Officers to purchase their own firearms for duty which includes a handgun and a patrol rifle. The Department currently owns two (2) handguns and three (3) patrol rifles for Officers to use until they purchase their own or to replace when firearms require repairs and service. The Department plans on purchasing fifteen (15) handguns with night sights for issuance to full time and part time Police Officers. Project is for the 2020-21 budget for \$6,135. The Police Department is required to replace their Conducted Electrical Weapons every five years. In June of 2018 Axon issued a bulletin stating that since their Conducted Electrical Weapons are composed of hundreds of individual electronic components and several printed circuit boards “Axon will not service or repair weapons older than five years and does not provide its product liability insurance certificate to agencies fielding weapons of this age.” This replacement is for the 2024-25 budget at an approximate cost of \$8,000 for six (6) Axon Tasers.
- **Motor Equipment** - Marked Police vehicles are on a four (4) year rotation with unmarked vehicles being replaced at approximately ten (10) years or as needed. The Police Department has planned for the replacement of one (1) marked and one (1) unmarked vehicle in the 2020-21 budget for \$81,000. One (1) vehicle in the 2021-22 budget for \$45,000. One (1) vehicle in the 2022-23 budget for \$45,000. One (1) vehicle in the 2023-24 budget for \$45,000. One (1) vehicle in the 2024-25 budget for \$45,000. One (1) vehicle in the 2025-26 budget for \$45,000.

Table 11. Police Department Improvements

	Budget Year						
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL (\$)
Equipment	6,135	-	-	-	8,000	-	14,135
Police Vehicle	81,000	45,000	45,000	45,000	45,000	45,000	306,000
Building	-	-	-	-	-	-	-
Total (\$)	87,135	45,000	45,000	45,000	53,000	45,000	320,135

Summary of Improvements

- Purchase of fifteen (15) handguns (2020-21)
- Replacement of two (2) vehicles (2020-21)
- Replacement of six (6) Axon Tasers (2024-25)
- Replace one (1) vehicle (2021-22, 2022-23, 2023-24, 2024-25, 2025-26)

Tax Increment Authority (TIFA)

The City of Hillsdale Tax Increment Finance Authority (TIFA) was established in 1986 under the Tax Increment Finance Authority act, Act 450 of 1980, to “prevent urban deterioration and encourage economic development and activity and to encourage neighborhood revitalization and historic preservation.” The purpose of the TIFA is to promote economic development through programs and public improvement projects that create opportunity, provide entrepreneurial support, and preserve property values while maintaining the historic nature of Downtown Hillsdale.

The TIFA derives its funds from a geographically defined district. The assessed value of properties located in the district at the time it was created established the baseline value. Any incremental increase in property taxes above this baseline are captured by TIFA to be reinvested into the district. Incremental taxes captured by TIFA may *only* be spent within that district.

As an organization, TIFA functions as an independent authority under a Board of Directors with its own budget and Rules of Procedure. (Please see attached.) The TIFA Board is made up of a group of local volunteers as defined by the Act. TIFA meets bi-monthly and is subject to the Open Meetings Act so notice of the meetings are posted, minutes are published and there is public attendance and public comment.

The TIFA must periodically amend its Development Plan which dictates the projects and goals that the TIFA wishes to pursue in the coming years. Since the boundaries of the TIFA district coincide almost perfectly with Hillsdale’s National Register of Historic Places commercial district, the preservation of historic buildings is a priority. Over the years, TIFA funds have typically been spent on infrastructure improvements and a successful Façade Grant program which has provided funds to restore and maintain the facades of Hillsdale’s historic commercial buildings. The 2015 TIFA Development Plan set as a priority the redevelopment and reuse of vacant and underutilized downtown buildings. TIFA funds will continue to be invested in the preservation of Hillsdale’s historic buildings and in programs that promote economic activity and increase property values in downtown Hillsdale.

Table 12. TIFA Implementation Strategy

	Budget Year						TOTAL (\$)
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	
TIFA Sidewalk & Street Tree Improvements	-	20,000	20,000	20,000	20,000	20,000	120,000
Civic Plaza	-	-	-	-	625,000	-	625,000
Ferris Street Parking Lot Improvements	-	-	-	300,000	-	-	300,000

City of Hillsdale Capital Improvement Plan

Midtown Alley Improvements (North to Bacon)	-	900,000	-	-	-	-	900,000
Baw Besse Trailhead & Connections	-	-	125,000	-	-	-	125,000
Bacon Streetscape (Broad to Manning)	-	-	1,000,000	-	-	-	1,000,000
Midtown Parking Lot Improvements	-	-	-	625,000	-	-	625,000
McCollum Streetscape (Broad to Manning)	-	-	-	850,000	-	-	850,000
Howell Streetscape (North to Waldron)	-	-	-	-	1,500,000	-	1,500,000
Broad Street Improvements (Carleton to Waldron)	-	-	-	-	-	3,250,000	3,250,000
Total (\$)	0	920,000	1,145,000	1,795,000	2,325,000	3,270,000	9,295,000

Coordination with Other Capital Improvements

The City of Hillsdale is not the sole owner and operator of capital assets and community amenities in the City and surrounding area. Project coordination and cost-sharing with other local entities will help ensure greater efficiency and maintain the level of service within the community. Other local entities include:

- Hillsdale Hospital
- Hillsdale College
- Hillsdale Housing Commission

HILLSDALE HOSPITAL

Hillsdale Hospital continually strives to provide quality services in order to meet the needs of Hillsdale County in a challenging medical era of increased state and federal regulations and high customer expectations. Hillsdale Hospital is a nationally recognized high reliability organization recently awarded four star ratings, an A safety grade by Leapfrog, and sixth consecutive year for best Nursing Home in America by US News & World Report. Through the years, Hillsdale County has grown in population and healthcare has advanced. Hillsdale Hospital has continued to expand their physical plant, services, and expertise to meet the needs of the community. With a philosophy to continually strive for excellence, Hillsdale Hospital has grown into a facility that serves Hillsdale County residents and attracts patients from many surrounding areas.

Hillsdale Hospital manages the health needs of their local community through compassionate and highly skilled care in a clean, safe, and healing environment.

Workforce Development Remains Top Priority:

Under grant funding from Southeast Michigan Works totaling nearly \$300,000, Hillsdale Hospital has been able to train their workforce in advanced healthcare education and life saving technology. The grant awards are part of the state's Skilled Trades Training Fund, which is now in its sixth year. The training plan encompasses hands on and classroom sessions for the Skilled Nursing Facility, General Nursing, Emergency Department, Obstetrics, Patient Accounts, Medical Records, Fiscal Services, Home Care and several patient safety initiatives.

Since 2001, Hillsdale Hospital has awarded academic assistance to over 50 students totaling over three million dollars in tuition assistance for community and staff members. Their commitment to higher education and support of our community through tuition assistance assists us in fulfilling our mission to provide quality, compassionate healthcare throughout the communities we serve.

Expanded Services & Locations:

With the completion of the Litchfield Health Clinic, purchase of the Hillsdale Health & Wellness Clinic and expanded home oxygen services, Hillsdale Hospital continues to lead the county as the largest healthcare provider. An internal major remodeling project is underway at the hospital with a newly expanded Specialty Services Unit, Sleep Lab and Infusion Center kicking off the project. Over the next year, Hillsdale Hospital will renovate the front laboratory, expanding it to meet the demanding needs for lab services.

Nearly tripling its size, the new lab will feature private spacious stations, a new registration area and modernized furnishings. A new gift shop will open up expanding services to patients, families and the community. Other improvements, including investing millions of dollars in new equipment to ensure state-of-the-art medical equipment, are slated to arrive over the next twelve months.

Hillsdale Hospital continues to build strategic partnerships with their communities to ensure that quality, affordable, and compassionate health services are available. Visit their many services at: <http://www.hillsdalehospital.com>

HILLSDALE COLLEGE

Founded in 1844, Hillsdale College is an independent, coeducational, residential, liberal arts college with a student body of about 1,468. The nearly 400-acre Hillsdale campus includes both modern and historic buildings. Facilities include comfortable residence halls, subject-specific computer labs, a state-of-the-art health education and sports complex, Michael Alex Mossey Library with its Leighton-Taylor Wing, a Fine Arts building, the Herbert Henry Dow Science Building, Howard Music Hall, Plaster Auditorium, Christ Chapel, and two classroom buildings—Kendall Hall and Lane Hall. Adjacent to the campus is the model primary and secondary school, Hillsdale Academy. The John A. Halter Shooting Sports Education Center is located six miles from main campus, is open to the public and is the Eastern Regional Training and Competition Center for USA Shooting.

Opportunities for Coordination

- Street light upgrades
- Right-of-way improvements
- College expansion and student housing development
- Alley improvements

Website: <http://www.hillsdale.edu/about/facilities>

Planned Projects

- PHILIPS AUDITORIUM - Renovations of Phillips Auditorium, adjacent to the Searle Center and the Dow Hotel, began in August 2018. Plans include a complete update of the interior space, while also an expansion that will increase the seating capacity from 360 to closer to 700. It will also broaden the space to the west and include an increase in the square footage, allowing the space to host a wider range of events..
- GALLOWAY DORM - Renovations are underway for the Galloway dormitory. All four stories are receiving full updates as well as the addition of air conditioning and select improvements to exterior spaces adjacent to the residence hall.
- CHRIST CHAPEL - Construction of Christ Chapel will continue through 2018 with a current completion date in 2019. The Chapel will allow for a wide variety of events ranging from daily student gatherings to College convocations and concerts.

Website: <http://www.hillsdale.edu/about/facilities>

HILLSDALE HOUSING COMMISSION

The Housing Commission of Hillsdale is available to assist low-income families with safe, decent, and affordable housing opportunities. The Housing Commission is committed to operating in an efficient, ethical, and professional manner. Hillsdale Housing Commission operates 60 affordable units across its public housing portfolio. Hilltop Apartments located at 45 N. West Street.

Opportunities for Coordination

- Sidewalk projects
- Lighting projects

Website: www.hillsdalehousing.org

Appendix

APPENDIX 1 - PUBLIC SERVICE 6-YEAR EQUIPMENT REPLACEMENT SCHEDULE

Equipment Number - Description	Budget Year						TOTALS (\$)
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	
Vehicle 1 - 1997 Pick-up trk [w/lift gate]	22,000	-	-	-	-	-	22,000
Vehicle 3 - 1994 Pick-up try [2015 1 ton 4x4 Dump/Utility box try w/liftgate]	-	-	-	-	25,000	-	25,000
Vehicle 8 - 2002 1 Ton HD Dump [w/frnt plow & sprdr]	75,000	-	-	-	-	-	75,000
Vehicle 14 - 2000 1 Ton HD 4x4 Dump [w/frnt plow & sprdr]	-	-	-	60,000	-	-	60,000
Vehicle 15 - 2008 1 Ton HD 4x4 Dump [w/frnt plow & sprdr]	-	-	-	75,000	-	-	75,000
Vehicle 19 - 1989 Backhoe	-	-	120,000	-	-	-	120,000
Vehicle 20 - 1996 Wheel End Loader	-	-	-	150,000	-	-	150,000
Attach 20.4 - 2001 Claw Bucket	-	-	-	25,000	-	-	25,000

City of Hillsdale Capital Improvement Plan

APPENDIX 1 - PUBLIC SERVICE 6-YEAR EQUIPMENT REPLACEMENT SCHEDULE

Vehicle 22 - 1999 1 T Utility [w/ Aerial Lift]		100,000					
Vehicle 34 - 2004 Sterling Vactor/Sweeper	-	200,000	-	-	-	-	200,000
Vehicle 39 - 2009 6 yd Dump [w/sprdr. & und. plow]	-	-	-	-	160,000	-	160,000
Unit 27 - 1995 Leroi Air Compressor	-	-	-	-	-	20,000	20,000
Unit 30 - 1997 Wacker Compactor	-	-	2,700	-	-	-	2,700
Unit 31 - 2008 Vibrator Plate	-	1,800	-	-	-	-	1,800
Unit 32 - 2006 Vermeer Brush Chipper	-	-	-	-	-	50,000	50,000
Unit 37 - 2004 Line Lazer IV Paint Striper	-	-	-	9,000	-	-	9,000
Unit 46 - 1972 Mower Trailer	-	-	8,000	-	-	-	8,000
Unit 54 - 2001 4x4 Tractor [w/broom]	-	-	30,000	-	-	-	30,000

City of Hillsdale Capital Improvement Plan

APPENDIX 1 - PUBLIC SERVICE 6-YEAR EQUIPMENT REPLACEMENT SCHEDULE

Attach 54.4 - 2008 Broom attachment	8,000	-	-	-	-	-	8,000
Unit 59 Thru 63 - Snow Blower(s)	1,600	-	-	1,600	-	-	3,200
Unit 65 - Concrete Cutting Saw - Walk Behind	-	-	-	-	2,500	-	2,500
Unit 68 - Power Generator	1,325	-	-	1,450	-	1,500	4,275
Unit 82 Thru 91 - Leaf Blowers	-	-	-	1,600	-	1,600	3,200
Unit 92 Thru 102 - String Trimmers	750	-	1,000	-	-	1,000	2,750
Unit 103 Thru 107 - Push Lawn Mowers	-	-	-	500	-	-	500
Unit 109 - 2007 Z-Track Mower	9,000	-	-	-	-	-	9,000
Unit 110 Thru 123 - Chain Saws/ Equip	850	-	500	-	500	-	1,850
Unit - Concrete Cutting Saw - Hand-Held	-	-	-	1,200	-	-	1,200

City of Hillsdale Capital Improvement Plan

APPENDIX 1 - PUBLIC SERVICE 6-YEAR EQUIPMENT REPLACEMENT SCHEDULE

Skid Steer w/Cold Planer	75,000	-	-	-	-	-	75,000
OSHA Compliant Flammable storage Cabinets	2,000	-	-	1,000	-	-	3,000
Total (\$)	193,525	366,800	162,200	325,350	188,000	74,100	1,309,975

APPENDIX 2 - CIP CITYWIDE SUMMARY

Capital Improvement Projects		Budget Year (\$)						
Department	CIP Item	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL (\$)
Administration	Building (City Hall)	45,000	100,000	100,000	100,000	50,000	-	395,000
BPU	Phase Two Network Upgrades	29,300	-	-	-	-	-	29,300
	Various Computer Items	28,000	8,500	22,500	20,500	-	-	79,500
	Purchase a Second Storage Area Network to be Installed at the Power Plant	-	14,600	-	-	-	-	14,600
	HVAC Unit Replacement Main Building	225,000	-	-	-	-	-	225,000
	Sludge Thickener Drive Unit Replacement	30,000	-	-	-	-	-	30,000
	Garage Roof Replacement	15,000	-	-	-	-	-	15,000

City of Hillsdale Capital Improvement Plan

APPENDIX 2 - CIP CITYWIDE SUMMARY

	Replace Autoclave	5,000	-	-	-	-	-	5,000
	Tertiary VFD Controls	25,000	-	-	-	-	-	25,000
	Lift Station Rebuild	25,000	50,000	50,000	50,000	-	-	175,000
	ICE Grant Funds	200,000	-	-	-	-	-	200,000
	Engineering of HVAC Replacement Main Building WWTP	20,000	-	-	-	-	-	20,000
	North Clarifier Drive Unit Replacement	30,000	-	-	-	-	-	30,000
	I&I Reduction Manhole Rehabilitation	50,000	50,000	50,000	50,000	-	-	200,000
BPU	Replace Large Dump Truck	-	75,000	-	-	-	-	75,000
	Sewer Main Replacement	-	200,000	200,000	200,000	-	-	600,000
	Other	-	-	100,000	100,000	-	-	200,000
	Refurbish High Service Pump #2	13,000	-	-	-	-	-	13,000
	VFD Motor Controls for High Service Pump #2	15,000	-	-	-	-	-	15,000
	Automated Meter Infrastructure	30,000	-	-	-	-	-	30,000
	Fire Hydrant Replacement	10,000	10,000	10,000	10,000	-	-	40,000
	Replace Water Treatment Plant Roof	35,000	-	-	-	-	-	35,000
	Green Sand Filter Media Replacement	80,000	-	-	-	-	-	80,000

City of Hillsdale Capital Improvement Plan

APPENDIX 2 - CIP CITYWIDE SUMMARY

	Uran Street Water Tower Maintenance	250,000	-	-	-	-	-	250,000
	Well Maintenance	28,000	26,000	26,000	26,000	-	-	106,000
	Rebuild High Service Pumps	15,000	20,000	20,000	20,000	-	-	75,000
	AMI Water Meter Replacement	30,000	50,000	50,000	50,000	-	-	180,000
	PLC Replacement at Water Treatment Plant	-	60,000	-	-	-	-	60,000
	VFD Motor Controls for High Service Pump	-	15,000	15,000	-	-	-	30,000
	Replace Broken Valves	-	10,000	10,000	10,000	-	-	30,000
	Replacement of Water Main	-	200,000	200,000	200,000	-	-	600,000
	Other	-	-	69,000	84,000	-	-	153,000
BPU	Replace Transclosures	50,000	25,000	25,000	-	-	-	100,000
	Line Extensions	30,000	15,000	15,000	-	-	-	60,000
	Underground Installations	100,000	50,000	50,000	50,000	-	-	250,000
	4160 to 13200 Voltage Upgrades	325,000	200,000	200,000	200,000	-	-	925,000
	Pole Condition Survey/Testing	80,000	40,000	-	-	-	-	120,000
	Pole Replacement	50,000	50,000	50,000	-	-	-	150,000
	Power Plant Roof	50,000	-	-	-	-	-	50,000
	177 / 277 Upgrades	50,000	50,000	-	-	-	-	100,000

City of Hillsdale Capital Improvement Plan

APPENDIX 2 - CIP CITYWIDE SUMMARY

	Distribution Automation and Monitoring	100,000	50,000	50,000	250,000	-	-	650,000
	Replacement of ROW Mowing Equipment	150,000	-	-	-	-	-	150,000
	Balance of Budgeted Funds	270,000	345,000	235,000	450,000	-	-	1,300,000
	Critical Structural Replacement	123,000	-	-	-	-	-	123,000
	Replace 65' bucket Truck 39-09	290,000	-	-	-	-	-	290,000
	Capacitor Bank Upgrades	25,000	-	-	-	-	-	25,000
	UPS Battery Replacement	30,000	-	-	-	-	-	35,000
	Paint Fuel Storage Tank	35,000	-	-	-	-	-	35,000
	Sonetics Communications System	7,000	-	-	-	-	-	7,000
	Underground Equipment Replacement	-	125,000	-	-	-	-	125,000
	Replace Digger Derrick 39-03	-	-	325,000	-	-	-	325,000
Department Total (\$)								8,370,400
DPS	Streets	*600,000	600,000	600,000	*600,000	600,000	600,000	3,600,000
	Sidewalks	50,000	50,000	50,000	50,000	50,000	50,000	300,000
	Revolving Motor Equipment Fund**	-	-	-	-	-	-	-
	Building (Public Services)	-	-	-	360,000	500,000	-	860,000

City of Hillsdale Capital Improvement Plan

APPENDIX 2 - CIP CITYWIDE SUMMARY

	Building (Mitchell)	60,000	-	150,000	-	-	-	210,000
	Building (Transfer Station)	100,000	-	-	-	-	-	100,000
	Cemeteries	20,000	-	-	-	-	-	110,000
Department Total (\$)								5,334,750
Dial-a-Ride	Equipment	-	-	-	-	-	15,000	15,000
	Motor Equipment	-	-	***Eligible	***Eligible	-	***Eligible	-
Department Total (\$)								15,000
Fire	Equipment	12,280	-	-	10,260	10,260	10,260	43,060
	Motor Equipment	-	-	-	-	-	500,000	500,000
	Building	-	-	-	-	-	-	4,100
Department Total (\$)								547,160
Hillsdale Municipal Airport	Const/Imp Fuel Farm (MAP or NP) New Terminal Area	16,500	-	-	-	-	-	16,500
	Construct Taxiway (standards) Parallel C Phase 2 Design	3,000	-	-	-	-	-	3,000
	Construct Terminal Bldg (standards) Terminal Study	1,250	-	-	-	-	-	1,250
Hillsdale Municipal Airport	Construct Taxiway (standards) Parallel C Phase 2 Construction	-	23,925	-	-	-	-	23,925

City of Hillsdale Capital Improvement Plan

APPENDIX 2 - CIP CITYWIDE SUMMARY

	Construct Terminal Bldg (standards) Design	-	10,000	-	-	-	-	10,000
	Construct Terminal Bldg (standards) Construction	-	-	1,155,750	-	-	-	1,155,750
	Construct/Exp/Imp/Rehab Building Hangar & Taxilane	-	-	-	623,334	-	-	623,334
	Construct Taxiway (standards) Parallel C Phase 3 Design	-	-	-	-	-	2,500	2,500
Department Total (\$)								3,350,500
Library	Building	100,000	-	-	-	-	-	100,000
Department Total (\$)								100,000
Police	Equipment	25,000	-	-	-	-	-	25,000
	Police Vehicle	35,000	65,000	35,000	35,000	35,000	35,000	240,000
	Building	-	-	30,000	-	-	-	30,000
Department Total (\$)								295,000
TIFA	TIFA Sidewalk & Street Tree Improvements	-	20,000	20,000	20,000	20,000	20,000	100,000
	Civic Plaza	-	-	-	-	625,000	-	625,000
	Ferris Street Parking Lot Improvements	-	-	-	300,000	-	-	300,000
TIFA	Midtown Alley Improvements (North to Bacon)	-	900,000	-	-	-	-	900,000

City of Hillsdale Capital Improvement Plan

APPENDIX 2 - CIP CITYWIDE SUMMARY

	Baw Beese Trailhead & Connections	-	-	125,000	-	-	-	125,000
	Bacon Streetscape (Broad to Manning)	-	-	1,000,000	-	-	-	1,000,000
	Midtown Parking Lot Improvements	-	-	-	625,000	-	-	625,000
	McCollum Streetscape (Broad to Manning)	-	-	-	850,000	-	-	850,000
	Howell Streetscape (North to Waldron)	-	-	-	-	1,500,000	-	1,500,000
	Broad Street Improvements (Carleton to Waldron)	-	-	-	-	-	3,250,000	3,250,000
Department Total (\$)								9,295,000
Totals (\$)	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	Totals (\$)	
	4,011,330	3,508,025	3,825,750	4,373,594	3,390,260	4,482,760	23,591,719	

*MDOT Small Urban Program grant will provide up to \$375,000 in funding.

**Appendix 1 – Public Services 6-Year Equipment Replacement Schedule.

***Eligibility for bus replacement as grant funding allows.

CITY COUNCIL MINUTES

City of Hillsdale
Council Chambers
January 25, 2020
9:00 A.M.

Joint Planning Work Session (rev)

Call to Order

Mr. Dean Affholter, meeting facilitator called work session to order.

Board Roles

Planning Commission
Economic Development Corporation
Tax Increment Finance Authority
City Council

Many members of the PC, EDC, TIFA and Council boards as well as the public were present and took part in the planning work session for the vision of Hillsdale.

Master Plan Vision Discussion

Mr. Affholter, EDC chairman administered a workshop of having all board members and the public list one city which they were very impressed with as well as naming two reasons why.

Many different cities were named and reasons were put into categories of: aesthetics, business, infrastructure and other.

Goals were named for the future:

1. Vibrant downtown
2. *Increase drivability* and walkability and safety within the city
3. Promote and maintain historic architecture
4. Develop existing water and waterway access

Further discussion ensued on goals, connecting with other boards and execution of goals, and setting time lines to achieve the goals.

Citizen Comments

Mr. Glenn Frobel commented that he thinks the goals are too short that they should be long term. Things could be done with downtown development costing no money, organizing events like the Farmers Market, etc.

Mary Wolfram, TIFA member commented about a HGTV contest of a small town takeover and gave information on how to submit the City of Hillsdale to be considered for the contest.

Rev. Mike Prince, commented about communication and getting the vision out to the public.

Adjournment

The work session adjourned at 10:45 a.m.

Statement on Infrastructure Reconstruction

Will Morrisey

Hillsdale City Council

Ward 2

February 3, 2020

I call Council's attention to Consent Agenda Item G, "Joint Work Session Minutes, January 25, 2020."

Four goals are listed. The second goal is stated as "Increase walk-ability and safety within the city."

This is inaccurate.

At the meeting, many participants cited infrastructure repair and reconstruction as a goal. The facilitator initially summarized these comments with the phrase, "Improve walkability in the downtown."

I intervened to say that we want improved walkability throughout the city, not only in the downtown. Another participant mentioned streets in addition to sidewalks, at which point I recommended the language "drivability and walkability." The facilitator duly wrote this amendment on the board. He also remarked that if street reconstruction and repaving were not listed as a goal, then (and I quote) "Screw the streets."

The residents of Ward 2 didn't send me here to screw the streets. *That* mission had already been accomplished. They sent me here to help get them fixed.

It is worth noticing that repair and reconstruction of trunkline *and* residential streets are an integral part of economic development. Companies are reluctant to move into areas where the infrastructure is in poor condition, as Detroit has demonstrated. Further, economic development requires not only the relocation of businesses to Hillsdale but the relocation of people. If we are to increase the population of middle-class folks in the city—individuals who enhance the tax base and, not incidentally, buy goods and services from local businesses, we will need to offer traversable streets and sidewalks. What is more, real estate transactions are themselves an important part of any local economy. Bad streets and sidewalks degrade property values. Hillsdale property values have been degraded for all too long.

At the meeting the Mayor pointed out that City Council has set public safety, infrastructure repair and reconstruction, along with economic development, as the City's top goals. I believe that every member of this Council, and all Council members who have served with me in the three-and-a-half years I've been on Council, have consistently supported these three goals.

I've stood for election twice. Prior to both elections, I canvassed the residents of Ward 2, collecting signatures for my ballot petition. I asked all those I met to name their top priority for City Council. All but one said "Roads." During the first of those election cycles I was quoted accurately in the *Hillsdale Daily News* as saying that rebuilding our streets and sidewalks will be a generational effort. A generation is twenty years. I stand by that prediction today.

The residents of Ward 2 gave me my marching orders. Since then, as my colleagues here on the Council and the City Hall staff will attest, I have consistently followed through on that mandate.

As a Council, we've supported street and sidewalk reconstruction with several actions.

1. In each of the past three years we have voted for a three-mill increase in property taxes.
2. Council supported the City Manager's contract, negotiated by the Operations and Government Committee, which I chair. That contract includes a bonus stipulation, recommended by Councilman Bell, which rewards the City Manager for completing a mile of curb-to-curb street paving each year. At the January 25 joint meeting, this clause was singled out by one participant in a tone that suggested this was a bad idea. On the contrary, it is one of the best ideas advanced in this city in the past couple of years, and we've seen the excellent result which have followed from it.
3. The Mayor, Council, City Manager, Public Works Director Hammel and his crew, contractor Brian DuBois and his crew, and above all the residents of Garden, Vine, Mead, and Rippon streets persevered through many setbacks suffered during those reconstruction projects.
4. We are continuing this year, with reconstruction of West Fayette Street from the railroad tracks to Hillsdale Street. We will also continue with chip and fog sealing of other roads throughout the City.

5. Just days before the Joint Planning Work Session, Council hired a full-time engineer. We did this, in part, to be able to anticipate future structural issues such as the ones we faced, and eventually solved, on Rippon Avenue. We didn't hire the engineer merely to tend to the sidewalks but to oversee all our much-needed infrastructure projects as we move ahead in our efforts to rebuild our town.

Given these longstanding policies of Council, I move that the minutes of the Joint Planning Work Session be amended to read:

"2. Increase drivability and walkability and safety within the City."

I further request that copies of this memo be sent to the Planning Commission, the EDC, and the TIFA Board, and included in the next Council meeting packet. There should be absolutely no doubt about Council's intentions for the City Master Plan, respecting this important matter.



Goals and Objectives Master Plan

General Community Development Goals

- *Provide for planned, controlled, growth of the City of Hillsdale as a great place to live, work, shop and raise a family.*
- *Leverage the rich commercial, cultural and academic history of the community to drive revitalization.*
- *Support economic development through appropriate land-use policy.*
- *Improve intergovernmental collaboration on issues related to land development to best serve the common interests of the City of Hillsdale and surrounding communities.*

Neighborhoods			
Goals	Objectives	Action Steps	Complementary Actions/ Responsible Agency
<i>Support neighborhood revitalization</i>	<ul style="list-style-type: none"> ■ Encourage home rehabilitation and support efforts to rid the community of blighted properties. ■ Improve the physical condition of the existing housing stock to increase property valuations. ■ Encourage a high percentage of home ownership and owner occupied dwellings. ■ Retain single family dwellings and limit conversion. ■ Preserve the historic character of neighborhoods. 	<ul style="list-style-type: none"> ■ Adoption of form-based code and historic preservation tools. – Q4-2015 ■ Consider zoning changes that better manage multi-family housing and work to preserve single-family housing where appropriate. – Q1-2016 ■ Analyze & Recommend Neighborhoods for future Neighborhood Enterprise Zone (NEZ) – Q2-2016 ■ Zone for appropriate mixed-use in residential neighborhoods that encourages redevelopment, walkability and small business development. – Q3-2016 	<ul style="list-style-type: none"> ■ Creation of Local Historic District ■ Increase Neighborhood involvement through competition ■ Research Adopt-A-Neighborhood and implement with non-profits ■ Seek programs and grants for Blight Removal ■ Create neighborhood pocket parks or gardens on empty lots ■ Neighborhood Enterprise Zones (NEZ)

<p><i>Encourage a variety of new residential development that will assure safe and sanitary housing to meet the needs of existing and future residents</i></p> <p><i>Provide affordable housing for working families and senior residents</i></p>	<ul style="list-style-type: none"> ■ Encourage new residential development to be clustered in subdivisions and neighborhood areas located where appropriate community services and utilities can be feasibly provided. ■ Assure that land use policy reflects changing demographics and associated needs including, senior living, evolving family definitions and single (live alone) residents. 	<ul style="list-style-type: none"> ■ Locate new residential development in areas where potential conflicts with incompatible land uses can be avoided. - Ongoing ■ Amend ordinances that allow for variable density of residential uses to be mixed with commercial uses. - Q4-2016 	<ul style="list-style-type: none"> ■ Market Hillsdale as a great place to live
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Downtown Hillsdale			
Goals	Objectives	Action Steps	Complementary Actions/ Responsible Agency

<p><i>Strengthen the vitality of the downtown district</i></p>	<ul style="list-style-type: none"> ■ Concentrate on redevelopment and restoration of existing commercial areas rather than promoting new commercial development in fringe or strip areas. ■ Preserve the historic character of the downtown business district centered on a historic theme and architectural style most common in the area. ■ Enhance the unique qualities of the downtown business district by creating flexibility in zoning and land use. ■ Encourage the redevelopment and use of second and third floor buildings in the downtown business district to include residential and other uses. ■ Support continued rehabilitation of the Hillsdale County offices and the Post office within the downtown business district. ■ Support the downtown business district property owners with assistance for the review and improvement of the building façades. ■ Encourage alternate forms of transportation 	<ul style="list-style-type: none"> ■ Implement a form-based code overlay for the downtown district. – Q4-2016 ■ Amend Parking Ordinance to allow more on-street overnight parking – Q4-2015 ■ Create bike lanes along major streets. ■ Install bike racks in highly visible areas. 	<ul style="list-style-type: none"> ■ Continue and promote the TIFA façade program and restoration grants ■ Enforce existing code ■ Seek programs and grants for Blight Removal ■ Encourage non-profit involvement especially the arts ■ Obsolete Property Rehabilitation Abatement (OPRA) ■ Rental Rehabilitation Grants ■ Redevelopment Ready Communities Program (RRC) ■ TIFA Business incentive programs ■ Creation of Local Historic District
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City / College Connection			
Goals	Objectives	Action Steps	Complementary Actions/ Responsible Agency
<p><i>Strengthen the physical and community connection between Hillsdale College and the Downtown district while maintaining and restoring the historic character of the connecting corridor.</i></p>	<ul style="list-style-type: none"> ■ Support walkability along the City/College corridor streets. ■ Develop attractive and accessible connections at City/College corridor intersections. ■ Encourage maintenance and restoration of the historic commercial and residential integrity of transitional areas. ■ Encourage conversion and preservation of historic structures in transitional areas to professional office and street-level food, entertainment and other commercial uses. 	<ul style="list-style-type: none"> ■ Establish a bi-annual meeting between the City of Hillsdale Planning Commission and Hillsdale College representatives. – Q2-2015 ■ Zone for appropriate mixed-use in residential neighborhoods that encourages redevelopment, walkability and small business development. – Q3-2015 ■ Adopt form-based code and historic preservation tools. – Q3-2015 ■ Analyze & Recommend Neighborhoods for future Neighborhood Enterprise Zone (NEZ) – Q2-2016 	<ul style="list-style-type: none"> ■ Improve lighting and walkability along the corridor ■ Implement signage and way-finding to direct visitors ■ Eliminate blight from area

<p><i>Encourage redevelopment and conversion of residential structures and vacant property in predetermined areas.</i></p>	<ul style="list-style-type: none"> ■ Encourage physical renovation and rehabilitation of structures that are architecturally compatible with existing neighborhoods. ■ Encourage shared drives and off-street parking areas for office uses and develop Zoning Ordinance language that will provide necessary on-site parking areas or common shared off-street parking lots for staff of those facilities. 	<ul style="list-style-type: none"> ■ Adopt Form Based Zoning Ordinance. – Q3-2015 ■ Analyze & Recommend Neighborhoods for future Neighborhood Enterprise Zone (NEZ) – Q2-2016 ■ Amend Parking Ordinance to allow on-street parking for businesses. – Q4-2015 	<ul style="list-style-type: none"> ■ Promote and market area for future development
<p><i>Develop Hillsdale as an academic excellence center.</i></p>	<ul style="list-style-type: none"> ■ Encourage the expansion of multiple-post secondary educational options that address the needs of a variety of students. ■ Promote the wide range of primary and secondary educational options available in the area. ■ Encourage the development of academic and policy related organizations in the area. i.e. think tanks ■ Leverage rich culture of the community, availability of historic structures and the academic reputation of local institutions to attract related organizations. 	<ul style="list-style-type: none"> ■ Establish annual meeting time between the City of Hillsdale Planning Commission and Jackson College, Hillsdale College, HCISD, Hillsdale Community Schools, Hillsdale Prep., Will Carleton Academy and Hillsdale Academy. – Q3-2016 	<ul style="list-style-type: none"> ■ Market our many education opportunities from pre-School, to public, charter, private, junior college, beauty college, Hillsdale College, Jackson College, etc.

Brownfield / Industrial			
Goals	Objectives	Action Steps	Complementary Actions/ Responsible Agency
<p><i>Encourage commercial/residential, mixed-use redevelopment of abandoned industrial sites outside of industrial parks.</i></p>	<ul style="list-style-type: none"> ■ Redevelop existing abandoned industrial sites. 	<ul style="list-style-type: none"> ■ Support grant requests for Brownfield redevelopment support. - Ongoing 	<ul style="list-style-type: none"> ■ Research and write grants for blight elimination ■ Industrial Facilities Tax Exemption (IFT) ■ Local Development Financing Act (LDFA) ■ Brownfield Authority ■ Leverage high-speed internet infrastructure to attract technology related businesses. (EDC) ■ Support start-up businesses to locate in redeveloped sites. EDC)

Brownfield / Industrial			
Goals	Objectives	Action Steps	Complementary Actions/ Responsible Agency
<i>Support industrial development</i>	<ul style="list-style-type: none"> ■ Allow light industrial uses that provide economic benefit to the community and that do not result in negative consequences to bordering neighborhoods. ■ Provide high-quality business locations with existing essential infrastructure ■ Increase local employment opportunities 	<ul style="list-style-type: none"> ■ Monitor Zoning Ordinances to remain current with Industrial district needs and trends. – Ongoing 	<ul style="list-style-type: none"> ■ Partner with BPU to attract new business ■ Recertify industrial park locations

<p><i>Encourage the development of light, clean industry clustered in industrial parks that will diversify the local economy, provide a stable tax base and will protect the local environment from degradation.</i></p>	<ul style="list-style-type: none"> ■ Assure industrial uses have access to major thoroughfares and do not disrupt secondary and tertiary roadways. ■ Encourage industrial development in areas where soils are suitable and potential for groundwater contamination is minimized. 	<ul style="list-style-type: none"> ■ Encourage industrial development to locate in well planned locations where these uses can be clustered and assure a high degree of compatibility with surrounding land uses. – Ongoing ■ Encourage location of industrial uses where sufficient infrastructure can support these uses. - Ongoing ■ Buffer industrial uses from residential uses. - Ongoing ■ Favor uses that do not pollute the air, soil, water, or are offensive to neighboring land uses because of noise, sight, or odor. - Ongoing ■ Require appropriate landscaping of each new or expanding industrial site. – Q3-2015 	<ul style="list-style-type: none"> ■ Promote and find technology-based companies, especially data storage
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Commercial Development			
Goals	Objectives	Action Steps	Complementary Actions/ Responsible Agency
<p><i>Encourage the development of commercial uses to support the needs of the City of Hillsdale and surrounding area that will provide convenient shopping and related services to area residents and assure compatibility of commercial areas with other areas.</i></p>	<ul style="list-style-type: none"> ■ Encourage clustered commercial development rather than sprawl or strip developments. ■ Locate commercial establishments so that they are accessible to efficient transportation systems. ■ Locate commercial uses so as to avoid incompatible adjacent uses. ■ Promote commercial activities in areas easily accessible to the area's residents. ■ Encourage diversification in the type of commercial and business establishments in order to meet a greater range of citizen needs. ■ Develop commercial business that promote dollars to be spent locally rather than force residents to spend dollars outside the area. ■ Preserve the architectural integrity of older commercial areas when being redeveloped or restored. 	<ul style="list-style-type: none"> ■ Provide zoning requirements for greater green space and landscaping. – Q3-2015 ■ Establish zoning ordinance safeguards to minimize the negative impacts of commercial activities on roads, adjacent land uses and the environment. ■ Evaluate Form Based Zoning ordinances that encourage historic preservation in commercial areas. – Q3-2016 ■ Encourage B-1 zones on major streets in residential areas 	<ul style="list-style-type: none"> ■ Encourage and invite niche entrepreneurs to the area ■ Commercial Rehabilitation Exemption (CRE)

M-99 Gateway			
Goals	Objectives	Action Steps	Complementary Actions/ Responsible Agency
<p><i>Promote the redevelopment of the M-99 commercial corridor to provide necessary commercial services, promote economic development and serve as an attractive gateway to the City.</i></p>	<ul style="list-style-type: none"> ■ Encourage walkability and limit the number of automobile access points in M-99 redevelopment projects. ■ Encourage a uniform streetscape and the development of an attractive gateway to the community. ■ Encourage pedestrian and bike traffic. 	<ul style="list-style-type: none"> ■ Plan for and encourage a uniform streetscape for the M-99 corridor. – Q1-2018 ■ Align land use policy to economic development plans. – Ongoing ■ Incorporate bike lanes along M-99. 	<ul style="list-style-type: none"> ■ New signage ■ Remove blight ■ Support Fairgrounds restoration ■ Create cohesive historic theme from north to south