

## **CITY COUNCIL AGENDA**

### CITY OF HILLSDALE REGULAR MEETING

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Public Comments on Agenda Items**
- 5. Consent Agenda**
  - A. Approval of Bills from: 12/22/11 Claims of \$152,236.97 Payroll of \$85,395.71 and from: 1/5/12 Claims of \$92,681.61 Payroll of \$113,016.21
  - B. Committee Reports (Pending Approval):
    1. Finance Committee Minutes of 12/12/11 & 12/29/11
    2. Operations & Governance Minutes of 1/4/12
    3. Planning Commission Minutes of 1/10/12
  - C. Council Minutes of 12/19/11
  - D. Budget Amendments
  - E. Performance Resolution for MDOT (Resolution)
- 6. Communications/Petitions**
  - A. Nola Baker, Librarian – Library Event
- 7. Introduction and Adoption of Ordinance/Public Hearing**
  - A.
- 8. Unfinished Business**
  - A. Local Streets Maintenance
- 9. Old Business**
  - A.
- 10. New Business**
  - A. Industrial Facilities Tax Exemption – T I Automotive – Set Public Hearing
  - B. Communications Policy
- 11. Miscellaneous**
  - A. Proclamations
  - B. Appointments/Reappointments: As Recommended by the O&G Committee  
  
Election Commission: Vera Ladd  
John MacRitchie  
Ed Swanson
  - C. Department/Personnel Reports – Director of Public Safety Chris Gutowski
- 12. General Public Comment**
- 13. Adjournment**

VENDOR APPROVAL SUMMARY REPORT  
 DECEMBER 22, 2011

Date: 12/22/2011  
 Time: 10:55am  
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Hillsdale City Offices

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
AMERICAN COPPER AND BRASS, LLC	2432	SENSOR SWITCH FOR DPS	70.37	0.00
ARROW UNIFORM RENTAL	0002	BUS CARDS FOR WATKINS	33.00	0.00
BAMA FOUR, LLC\SUD-Z COIN WASH	1540	2011 FOOTBALL UNIFORM CLEANING	181.00	0.00
BASIC	1649	HRA ADMIN	49.50	0.00
BEAVER RESEARCH COMPANY	2491	CLEANING SUPPLIES	199.65	0.00
BECK CHEVROLET	0012	RPL TRANSMISSION - TRUCK #8	3,005.67	0.00
BILL'S LAWN CARE, LLC	0387	Ordered Snow Removal	135.00	0.00
BOARD OF PUBLIC UTILITIES	0013	RPR WATER SHUT OFF	3,039.07	0.00
THE BOOK FARM, INC.	1124	BOOKS	269.51	0.00
BRAMAN ROOFING	2472	BITCHELL BLDG-ROOF REPAIRS	46,000.00	0.00
C M P DISTRIBUTOR, INC.	1300	BATTERIES	93.35	0.00
CENTER MASS	1090	MAGAZINE POUCH	46.99	0.00
CINTAS CORPORATION	0020	MATS FOR LIBRARY	309.41	0.00
CURRENT OFFICE SOLUTIONS	0035	Scheduling Calendars	461.03	0.00
D & L EQUIPMENT, INC	0410	SCREENER RENTAL	2,500.00	0.00
DEMCO, INC.	3327	BOOK SUPPLIES	108.27	0.00
DIXIE MEDICAL, INC.	1881	MEDICAL SUPPLIES	500.00	0.00
DUBOIS TRUCKING AND EXCAVATION	2215	GRADING COMPOST AREA	8,750.00	0.00
EAST 2 WEST ENTERPRISES, INC.	1299	MOP/BUFF DISPATCH OFFICE 11/12	40.00	0.00
FASTENAL	0538	RETURNED WHEEL	36.99	0.00
GALL'S, INC.	2158	RAIN JACKET	7.19	0.00
GELZER & SON INC.	0027	SURGE PROTECTOR STRIP	115.35	0.00
GODFREY BROTHERS, INC.	2132	FUEL PUMP - #51	90.55	0.00
GRIFFITHS MECHANICAL	1891	FALL MAINTENANCE CHECK	163.50	0.00
GROTENHUIS	1885	JAN 2012 TEAMSTERS HEALTH INS	33,104.79	0.00
HILLSDALE AERO, INC.	0236	GROUNDS MAINTENANCE	509.18	0.00
HILLSDALE COMMUNITY SCHOOLS	2461	PARTY SUPPLIES/LABOR	200.67	0.00
HILLSDALE DAILY NEWS	0034	AD FOR CLERK'S OFC POSITION	162.31	0.00
HILLSDALE TRANSFER STATION	1768	COUPON SALES-NOV 2011	925.00	0.00
HR DIRECT	0527	ANNUAL ATTENDANCE RECORD	52.97	0.00
JACKSON TRUCK SERVICE INC.	0086	FILTERS, FLOOR DRY	403.31	0.00
JONESVILLE BAKERY	1963	COOKIES FOR HOLIDAY RECEPTION	66.00	0.00
KREIS, ENDERLE HUDGINS &	1077	General Matters	13,335.50	0.00
LEXIS NEXIS	1362	NOVEMBER 2011 CONTRACT FEE	85.00	0.00
LOREN & SHIRK	0043	NOV 2011 LEGAL FEES	4,209.32	0.00
LOWE'S	0323	BLINDS FOR DIRECTORS OFFICE	88.25	0.00
MANPOWER OF LANSING	3088	TEMP EMPLOYEES W/E 12/11/11	1,962.40	0.00
MARKET HOUSE	0164	CLEANING SUPPLIES	39.21	0.00
MI ASSOC OF AIRPORT EXECUTIVES	3129	MEMBERSHIP FOR AIRPORT MGR	70.00	0.00
MI DEPT OF ENVIRONMENT QUALITY	3732	NON-PUBLIC WATER SUPPLY @BEACH	200.98	0.00
MICHIGAN CAT	0051	CYLINDER FOR 20.4	852.79	0.00
MICHIGAN GAS UTILITIES	0081	GAS UTILITY - DPS	3,165.06	0.00
MICHIGAN STATE POLICE!!!	1236	REGISTRATION FEE - S. GIBSON	35.00	0.00
MIKA MEYERS BECKET & JONES PLC	1889	LEGAL SERVICES-POLICE CONTRACT	294.00	0.00
MT ENGINEERING, LLC	1690	STATE ST ENGINEERING	6,700.00	0.00
MUNICIPAL ADVISORY COUNCIL	1859	OVERLAPPING DEBT STATEMENT	100.00	0.00
MURPHY'S CATERING	1647	Holiday Reception 2011	700.00	0.00
NORM'S TIRE SERVICE	0277	TIRES - UNIT 2-2	291.28	0.00
NTZ MICRO FILTRATION, LLC	1738	FILTRATION KIT/FILTER ELEMENTS	331.00	0.00
NYE UNIFORM COMPANY	0092	BLOUSE COAT	233.84	0.00
O'MEARA SUMNAR AGENCY	0495	PROPERTY INS - OWENS PK HOUSE	575.17	0.00
PARNEY'S CAR CARE	2412	OIL CHANGE - UNIT 2-5	29.20	0.00
PAYROLL ACCOUNT	0242	PAYROLL/FICA FOR 12-22-11	0.00	85,395.71
PERFORMANCE AUTOMOTIVE	0961	OIL SEALS FOR LEAF BLOWERS	338.22	0.00
PLAYAWAY	1799	BOOKS ON TAPE	139.98	0.00
RANDOM HOUSE, INC.	1388	BOOKS ON TAPE	33.96	0.00
RITE AID	0184	BLACK SHOE POLISH	15.23	0.00
RYAN & BRADSHAW	0056	MITCHELL BLDG FURNACE	10,000.00	0.00
SAVOY ENERGY, L.P.	1964	DISBURSMENT OF PROCEEDS FROM	0.00	750.00
JAMES SCHEIBNER	3302	JAN 2012 AIRPORT MGR CONTRACT	2,833.33	0.00
DUSTIN SIMS	1893	TRAVEL REIMBURSEMENT	102.85	0.00
SIR JAMES OUTERWARE, INC.	1098	2011 FUTSAL SHIRTS	59.50	0.00
SPRATT'S	0088	GAS CYLINDER - #25	498.56	0.00
SPRINT	1137	CELL PHONE SERVICE	137.71	0.00
STATE OF MICHIGAN>>>	3571	FAYETTE ST - M99 TO BARR FINAL	1,278.31	0.00
SUN LIFE ASSURANCE COMPANY	1239	JAN 2012 LIFE/DISABILITY INS	998.42	0.00

VENDOR APPROVAL SUMMARY REPORT  
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Hillsdale City Offices

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
TOM'S SMALL ENGINE REPAIR	0082	GASKET - #85	6.12	0.00
USA MOBILITY WIRELESS, INC.	0845	DPS PAGER RENTAL	18.67	0.00
W.T. COX SUBSCRIPTIONS	1655	MAGAZINE SUBSCRIPTIONS	69.48	0.00
WHITES WELDING SERVICE	2174	WELD SHEILD ON #16	29.00	0.00
Grand Total:			151,486.97	86,145.71

INVOICE APPROVAL LIST BY FUND  
DECEMBER 22, 2011

Date: 12/22/2011  
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Hillsdale City Offices

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept:							
101-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT		326		12/22/2011	61,347.08
		PAYROLL/FICA FOR 12-22-11					
							-----
					Total		61,347.08
Dept: CITY COUNCIL							
101-101.000-726.000	SUPPLIES	ARROW UNIFORM RENTAL		68370		12/22/2011	33.00
		BUS CARDS FOR WATKINS			122394		
101-101.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS		68383		12/22/2011	24.00
		NAME PLATES - WATKINS/SESSION			136329		
101-101.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS		68383		12/22/2011	12.00
		COUNCIL NAME PLATE			137324		
							-----
					Total CITY COUNCIL		69.00
Dept: CITY MANAGER							
101-172.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY		68433		12/22/2011	13.60
		JAN 2012 LIFE/DISABILITY INS			020894 1/2012		
101-172.000-715.000	HEALTH AND	GROTENHUIS		68394		12/22/2011	888.32
		JAN 2012 NON UNION HELATH INS			007003454-0002		
101-172.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY		68433		12/22/2011	50.05
		JAN 2012 LIFE/DISABILITY INS			020894 1/2012		
101-172.000-801.000	CONTRACTUA	SPRINT		68431		12/22/2011	32.45
		CELL PHONE SERVICE			548517219-050		
							-----
					Total CITY MANAGER		984.42
Dept: ADMINISTRATIVE SERVICES							
101-175.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS		68383		12/22/2011	17.79
		CALENDAR			606227		
101-175.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS		68383		12/22/2011	21.94
		ROLODEX			136237		
101-175.000-801.000	CONTRACTUA	BASIC		68372		12/22/2011	49.50
		HRA ADMIN			206815		
101-175.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC		68375		12/22/2011	135.00
		Ordered Snow Removal			227676		
101-175.000-806.000	LEGAL SERV	LOREN & SHIRK		68404		12/22/2011	4,209.32
		NOV 2011 LEGAL FEES					
101-175.000-806.000	LEGAL SERV	MIKA MEYERS BECKET & JONES PLC		68413		12/22/2011	294.00
		LEGAL SERVICES-POLICE CONTRACT			557996		
101-175.000-806.002	LEGAL -TAX	KREIS, ENDERLE HUDGINS &		68402		12/22/2011	7,825.50
		Alsons Corp MTT Case			201548		
101-175.000-806.002	LEGAL -TAX	KREIS, ENDERLE HUDGINS &		68402		12/22/2011	667.00
		Old West Prop. MTT Case			201550		
101-175.000-806.002	LEGAL -TAX	KREIS, ENDERLE HUDGINS &		68402		12/22/2011	2,204.00
		Spring Meadows Apts MTT Case			2015489		
101-175.000-806.002	LEGAL -TAX	KREIS, ENDERLE HUDGINS &		68402		12/21/2011	2,465.00
		EaglePicher MTT Case			201547		
101-175.000-806.002	LEGAL -TAX	KREIS, ENDERLE HUDGINS &		68402		12/22/2011	174.00
		General Matters			201546		
101-175.000-850.000	INSURANCE	O'MEARA SUMNAR AGENCY		68420		12/22/2011	575.17
		PROPERTY INS - OWENS PK HOUSE					
101-175.000-955.125	MISC-FLOWR	JONESVILLE BAKERY		68401		12/22/2011	66.00
		COOKIES FOR HOLIDAY RECEPTION			8590-17		
							-----
					Total ADMINISTRATIVE SERVICES		18,704.22
Dept: ASSESSING DEPARTMENT							
101-209.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY		68433		12/22/2011	13.60
		JAN 2012 LIFE/DISABILITY INS			020894 1/2012		
101-209.000-715.000	HEALTH AND	GROTENHUIS		68394		12/22/2011	1,258.46
		JAN 2012 NON UNION HELATH INS			007003454-0002		
101-209.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY		68433		12/22/2011	36.99
		JAN 2012 LIFE/DISABILITY INS			020894 1/2012		
101-209.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS		68383		12/22/2011	50.88
		Scheduling Calendars			136254		
							-----
					Total ASSESSING DEPARTMENT		1,359.93
Dept: CITY CLERK DEPARTMENT							
101-215.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS		68383		12/22/2011	28.41
		COPIER LEASE			221260		
101-215.000-726.000	SUPPLIES	GELZER & SON INC.		68391		12/22/2011	15.99
		SURGE PROTECTOR STRIP			326008		
101-215.000-801.000	CONTRACTUA	CURRENT OFFICE SOLUTIONS		68383		12/22/2011	28.41
		TAGS, CASSETTE TAPES			136641		

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Hillsdale City Offices

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: CITY CLERK DEPARTMENT							
101-215.000-801.000		CONTRACTUA	CURRENT OFFICE SOLUTIONS	68383		12/22/2011	137.31
			COPIER LEASE		221260		
101-215.000-905.000		PUBLISHING	HILLSDALE DAILY NEWS	68397		12/22/2011	162.31
			AD FOR CLERK'S OFC POSITION		66506		
							-----
					Total CITY CLERK DEPARTMENT		372.43
Dept: FINANCE DEPARTMENT							
101-219.000-715.000		HEALTH AND	SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	6.80
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
101-219.000-715.000		HEALTH AND	GROTENHUIS	68394		12/22/2011	888.32
			JAN 2012 NON UNION HELATH INS		007003454-0002		
101-219.000-721.000		DISABILITY	SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	20.78
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
101-219.000-726.000		SUPPLIES	CURRENT OFFICE SOLUTIONS	68383		12/22/2011	2.71
			PENCIL/TAC		606943		
101-219.000-801.000		CONTRACTUA	MUNICIPAL ADVISORY COUNCIL	68415		12/22/2011	100.00
			OVERLAPPING DEBT STATEMENT		2011 1115B		
							-----
					Total FINANCE DEPARTMENT		1,018.61
Dept: CITY TREASURER							
101-253.000-715.000		HEALTH AND	SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	6.80
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
101-253.000-721.000		DISABILITY	SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	6.63
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
							-----
					Total CITY TREASURER		13.43
Dept: BUILDING AND GROUNDS							
101-265.000-801.000		CONTRACTUA	CINTAS CORPORATION	68381		12/22/2011	24.25
			RUGS FOR CITY HALL		351590972		
101-265.000-801.000		CONTRACTUA	EAST 2 WEST ENTERPRISES, INC.	68388		12/22/2011	40.00
			MOP/BUFF DISPATCH OFFICE 11/12		4144		
101-265.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	334.51
			TEMP EMPLOYEES W/E 12/04/11		23290995		
101-265.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	33.45
			TEMP EMPLOYEES W/E 12/11/11		23327212		
101-265.000-801.790		CONT SRV	GELZER & SON INC.	68391		12/22/2011	19.90
			BULBS		326278		
101-265.000-801.790		CONT SRV	GELZER & SON INC.	68391		12/22/2011	13.99
			DOOR SWEEP		326232		
101-265.000-801.790		CONT SRV	GELZER & SON INC.	68391		12/22/2011	14.43
			ELEC. OUTLETS		325924		
101-265.000-801.790		CONT SRV	GELZER & SON INC.	68391		12/22/2011	23.88
			GREAT STUFF		326136		
101-265.000-920.000		UTILITIES	BOARD OF PUBLIC UTILITIES	68376		12/22/2011	111.80
			MITCHELL BLDG UTILITIES		002-00011071-02		
101-265.000-920.000		UTILITIES	MICHIGAN GAS UTILITIES	68411		12/22/2011	641.95
			DEC 2011 GAS UTILITY		5176359-7 12/11		
101-265.000-920.000		UTILITIES	MICHIGAN GAS UTILITIES	68411		12/22/2011	708.33
			DEC 2011 GAS UTILITY		4609268-0 12/11		
101-265.000-925.000		TELEPHONE	BOARD OF PUBLIC UTILITIES	68376		12/22/2011	1,278.21
			TELEPHONE SERVICE FOR NOV 2011				
101-265.000-930.000		REPAIRS &	AMERICAN COPPER AND BRASS, LLC	68369		12/22/2011	70.37
			SENSOR SWITCH FOR DPS		1139807		
							-----
					Total BUILDING AND GROUNDS		3,315.07
Dept: PARKING LOTS							
101-266.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	27.88
			TEMP EMPLOYEES W/E 12/11/11		23327212		
							-----
					Total PARKING LOTS		27.88
Dept: CEMETERIES							
101-276.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	5.58
			TEMP EMPLOYEES W/E 12/04/11		23290995		
101-276.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	39.02
			TEMP EMPLOYEES W/E 12/11/11		23327212		
							-----
					Total CEMETERIES		44.60
Dept: AIRPORT							
101-295.000-801.000		CONTRACTUA	HILLSDALE AERO, INC.	68395		12/22/2011	509.18
			GROUND MAINTENANCE		45805		

INVOICE APPROVAL LIST BY FUND  
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Hillsdale City Offices

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: AIRPORT							
101-295.000-801.000		CONTRACTUA	JAMES SCHEIBNER	68427		12/22/2011	2,833.33
			JAN 2012 AIRPORT MGR CONTRACT				
101-295.000-810.000		DUES AND S	MI ASSOC OF AIRPORT EXECUTIVES	68408		12/20/2011	70.00
			MEMBERSHIP FOR AIRPORT MGR		12-151		
101-295.000-920.000		UTILITIES	SPRATT'S	68430		12/22/2011	455.10
			FUEL FOR FURNACE @ AIRPORT		25856		
101-295.000-930.000		REPAIRS &	MI DEPT OF ENVIRONMENT QUALITY	68409		12/22/2011	100.49
			NON-PUBLIC WATER SUPPLY AIRPRT		720321		
							-----
Total AIRPORT							3,968.10
Dept: POLICE DEPARTMENT							
101-301.000-715.000		HEALTH AND	SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	108.80
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
101-301.000-715.000		HEALTH AND	GROTENHUIS	68394		12/22/2011	10,924.31
			JAN 2012 POLICE HEALTH INS		007003454-0000		
101-301.000-715.000		HEALTH AND	GROTENHUIS	68394		12/22/2011	1,998.73
			JAN 2012 NON UNION HELATH INS		007003454-0002		
101-301.000-721.000		DISABILITY	SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	267.89
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
101-301.000-726.000		SUPPLIES	C M P DISTRIBUTOR, INC.	68379		12/22/2011	61.85
			BATTERIES		29926		
101-301.000-726.000		SUPPLIES	CURRENT OFFICE SOLUTIONS	68383		12/22/2011	32.76
			MEMO BOOK/CALENDAR/POSTITS		32.76		
101-301.000-726.000		SUPPLIES	GELZER & SON INC.	68391		12/22/2011	3.38
			KEYS		326198		
101-301.000-726.000		SUPPLIES	GELZER & SON INC.	68391		12/22/2011	3.79
			VELCRO		326349		
101-301.000-726.000		SUPPLIES	MARKET HOUSE	68407		12/22/2011	39.21
			CLEANING SUPPLIES		78294		
101-301.000-726.000		SUPPLIES	RITE AID	68425		12/22/2011	15.23
			BLACK SHOE POLISH		4131		
101-301.000-742.000		CLOTHING /	C M P DISTRIBUTOR, INC.	68379		12/22/2011	31.50
			HOLSTER - GUTOWSKI		29883		
101-301.000-742.000		CLOTHING /	CENTER MASS	68380		12/22/2011	46.99
			MAGAZINE POUCH		21988		
101-301.000-742.000		CLOTHING /	GALL'S, INC.	68390		12/22/2011	7.19
			RAIN JACKET		511832405		
101-301.000-801.000		CONTRACTUA	LEXIS NEXIS	68403		12/22/2011	85.00
			NOVEMER 2011 CONTRACT FEE		1289384-20111130		
101-301.000-860.000		TRANSPORTA	DUSTIN SIMS	68428		12/22/2011	102.85
			TRAVEL REIMBURSEMENT				
101-301.000-861.005		STATE TRAI	MICHIGAN STATE POLICE!!!	68412		12/22/2011	35.00
			REGISTRATION FEE - S. GIBSON		551-364381		
101-301.000-925.000		TELEPHONE	SPRINT	68431		12/22/2011	70.17
			CELL PHONE SERVICE		548517219-050		
							-----
Total POLICE DEPARTMENT							13,834.65
Dept: FIRE DEPARTMENT							
101-336.000-715.000		HEALTH AND	SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	34.00
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
101-336.000-715.000		HEALTH AND	GROTENHUIS	68394		12/22/2011	3,273.71
			JAN 2012 FIREFIGHTER HEALTH IN		007003454-0001		
101-336.000-721.000		DISABILITY	SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	57.20
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
101-336.000-726.000		SUPPLIES	BEAVER RESEARCH COMPANY	68373		12/22/2011	199.65
			CLEANING SUPPLIES		173402		
101-336.000-726.000		SUPPLIES	DIXIE MEDICAL, INC.	68386		12/22/2011	500.00
			MEDICAL SUPPLIES		48685		
101-336.000-726.000		SUPPLIES	PERFORMANCE AUTOMOTIVE	68422		12/22/2011	8.29
			BACK-UP LAMP		1013676		
101-336.000-742.000		CLOTHING /	NYE UNIFORM COMPANY	68419		12/22/2011	233.84
			BLOUSE COAT		353945		
101-336.000-801.000		CONTRACTUA	CINTAS CORPORATION	68381		12/22/2011	5.71
			CONTRACTUAL LINEN SERVICE		351590306		
101-336.000-801.000		CONTRACTUA	CINTAS CORPORATION	68381		12/22/2011	13.17
			CONTRACTUAL LINEN SERVICE		351590968		
101-336.000-801.000		CONTRACTUA	CINTAS CORPORATION	68381		12/22/2011	26.00
			MATS FOR LIBRARY		351590308		
101-336.000-801.000		CONTRACTUA	BAMA FOUR, LLC\SUD-Z COIN WASH	68371		12/22/2011	181.00
			2011 FOOTBALL UNIFORM CLEANING		14115		

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Fund: GENERAL FUND							
Dept: FIRE DEPARTMENT							
101-336.000-920.000		UTILITIES	MICHIGAN GAS UTILITIES GAS UTILITIES	68411		12/11/2011	283.51
					4609908-1	12/11	
					Total FIRE DEPARTMENT		4,816.08
Dept: PUBLIC SERVICES DEPARTMENT							
101-441.000-715.000		HEALTH AND	SUN LIFE ASSURANCE COMPANY JAN 2012 LIFE/DISABILITY INS	68433		12/22/2011	13.60
					020894	1/2012	
101-441.000-715.000		HEALTH AND	GROTENHUIS JAN 2012 NON UNION HELATH INS	68394		12/22/2011	1,998.73
					007003454-0002		
101-441.000-721.000		DISABILITY	SUN LIFE ASSURANCE COMPANY JAN 2012 LIFE/DISABILITY INS	68433		12/22/2011	34.74
					020894	1/2012	
101-441.000-726.000		SUPPLIES	HR DIRECT ANNUAL ATTENDANCE RECORD	68399		12/22/2011	52.97
					0164759		
101-441.000-726.000		SUPPLIES	LOWE'S BLINDS FOR DIRECTORS OFFICE	68405		12/22/2011	88.25
101-441.000-742.000		CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	68381		12/22/2011	45.97
					351590310		
101-441.000-742.000		CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	68381		12/22/2011	45.97
					351590974		
101-441.000-801.000		CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	68381		12/22/2011	39.00
					351590310		
101-441.000-801.000		CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	68381		12/22/2011	38.94
					351590974		
101-441.000-801.000		CONTRACTUA	D & L EQUIPMENT, INC SCREENER RENTAL	68384		12/22/2011	2,500.00
					224		
101-441.000-801.000		CONTRACTUA	DUBOIS TRUCKING AND EXCAVATION GRADING COMPOST AREA	68387		12/22/2011	8,750.00
					5550		
101-441.000-801.000		CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 12/11/11	68406		12/22/2011	66.90
					23327212		
101-441.000-801.000		CONTRACTUA	SPRINT CELL PHONE SERVICE	68431		12/22/2011	35.09
					548517219-050		
101-441.000-801.000		CONTRACTUA	USA MOBILITY WIRELESS, INC. DPS PAGER RENTAL	68435		12/22/2011	18.67
					U7385433L		
101-441.000-920.000		UTILITIES	MICHIGAN GAS UTILITIES GAS UTILITY - DPS	68411		12/22/2011	1,187.28
					4614348-3	12/11	
101-441.000-955.517		MISC - SOL	HILLSDALE TRANSFER STATION COUPON SALES-NOV 2011	68398		12/22/2011	925.00
					1820		
					Total PUBLIC SERVICES DEPARTMENT		15,841.11
Dept: PARKS							
101-756.000-801.000		CONTRACTUA	BOARD OF PUBLIC UTILITIES STREET LT MAINT	68376		12/21/2011	41.82
					10273		
101-756.000-801.000		CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 12/04/11	68406		12/22/2011	78.05
					23290995		
101-756.000-801.000		CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 12/11/11	68406		12/22/2011	117.08
					23327212		
					Total PARKS		236.95
Fund Total							125,953.56
Fund: MAJOR ST./TRUNKLINE FUND							
Dept:							
202-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 12-22-11	326		12/22/2011	3,222.34
					Total		3,222.34
Dept: R.O.W. MAINTENANCE							
202-460.000-801.000		CONTRACTUA	BOARD OF PUBLIC UTILITIES STREET LT MAINT	68376		12/21/2011	454.16
					10273		
202-460.000-801.000		CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 12/04/11	68406		12/22/2011	234.15
					23290995		
					Total R.O.W. MAINTENANCE		688.31
Dept: TRUNKLINE R.O.W. MAINTENANCE							
202-460.500-801.000		CONTRACTUA	BOARD OF PUBLIC UTILITIES STREET LT MAINT	68376		12/21/2011	247.05
					10273		
					Total TRUNKLINE R.O.W. MAINTENANCE		247.05
Dept: TREES							

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Fund: MAJOR ST./TRUNKLINE FUND							
Dept: TREES							
202-470.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	78.05
			TEMP EMPLOYEES W/E 12/04/11		23290995		
202-470.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	44.60
			TEMP EMPLOYEES W/E 12/11/11		23327212		
					Total TREES		122.65
Dept: DRAINAGE							
202-480.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	66.90
			TEMP EMPLOYEES W/E 12/04/11		23290995		
					Total DRAINAGE		66.90
Dept: WINTER MAINTENANCE							
202-500.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	295.48
			TEMP EMPLOYEES W/E 12/04/11		23290995		
202-500.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	83.62
			TEMP EMPLOYEES W/E 12/11/11		23327212		
					Total WINTER MAINTENANCE		379.10
					Fund Total		4,726.35
Fund: LOCAL ST. FUND							
Dept:							
203-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT	326		12/22/2011	3,083.38
			PAYROLL/FICA FOR 12-22-11				
					Total		3,083.38
Dept: STREET SURFACE							
203-450.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	100.35
			TEMP EMPLOYEES W/E 12/04/11		23290995		
					Total STREET SURFACE		100.35
Dept: R.O.W. MAINTENANCE							
203-460.000-801.000		CONTRACTUA	BOARD OF PUBLIC UTILITIES	68376		12/22/2011	426.27
			RPR WATER SHUT OFF		10262		
203-460.000-801.000		CONTRACTUA	BOARD OF PUBLIC UTILITIES	68376		12/21/2011	189.61
			STREET LT MAINT		10273		
203-460.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	183.97
			TEMP EMPLOYEES W/E 12/04/11		23290995		
					Total R.O.W. MAINTENANCE		799.85
Dept: TREES							
203-470.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	33.45
			TEMP EMPLOYEES W/E 12/04/11		23290995		
203-470.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	33.45
			TEMP EMPLOYEES W/E 12/11/11		23327212		
					Total TREES		66.90
Dept: DRAINAGE							
203-480.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	22.30
			TEMP EMPLOYEES W/E 12/04/11		23290995		
					Total DRAINAGE		22.30
Dept: WINTER MAINTENANCE							
203-500.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68406		12/22/2011	83.61
			TEMP EMPLOYEES W/E 12/04/11		23290995		
					Total WINTER MAINTENANCE		83.61
					Fund Total		4,156.39
Fund: RECREATION FUND							
Dept:							
208-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT	326		12/22/2011	2,333.27
			PAYROLL/FICA FOR 12-22-11				
					Total		2,333.27
Dept: RECREATION DEPARTMENT							
208-751.000-715.000	HEALTH AND		SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	6.80
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		

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Fund: RECREATION FUND							
Dept: RECREATION DEPARTMENT							
208-751.000-715.000	HEALTH AND		GROTENHUIS	68394		12/22/2011	888.32
			JAN 2012 NON UNION HELATH INS		007003454-0002		
208-751.000-721.000	DISABILITY		SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	8.82
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
208-751.000-726.000	SUPPLIES		CURRENT OFFICE SOLUTIONS	68383		12/22/2011	2.82
			PENCIL/TAC		606943		
208-751.000-726.000	SUPPLIES		SIR JAMES OUTERWARE, INC.	68429		12/22/2011	59.50
			2011 FUTSAL SHIRTS		12626		
208-751.000-801.000	CONTRACTUA		MI DEPT OF ENVIRONMENT QUALITY	68409		12/22/2011	100.49
			NON-PUBLIC WATER SUPPLY @BEACH		720311		
208-751.000-925.000	TELEPHONE		BOARD OF PUBLIC UTILITIES	68376		12/22/2011	39.33
			TELEPHONE SERVICE FOR NOV 2011				
Total RECREATION DEPARTMENT							1,106.08
Fund Total							3,439.35
Fund: LIBRARY FUND							
Dept:							
271-000.000-214.750	DUE TO IMP		PAYROLL ACCOUNT	326		12/22/2011	4,835.28
			PAYROLL/FICA FOR 12-22-11				
Total							4,835.28
Dept: LIBRARY							
271-790.000-715.000	HEALTH AND		SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	13.60
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
271-790.000-715.000	HEALTH AND		GROTENHUIS	68394		12/22/2011	1,776.64
			JAN 2012 NON UNION HELATH INS		007003454-0002		
271-790.000-721.000	DISABILITY		SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	25.64
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
271-790.000-726.000	SUPPLIES		CURRENT OFFICE SOLUTIONS	68383		12/22/2011	49.38
			KLEENEX		409871		
271-790.000-726.000	SUPPLIES		CURRENT OFFICE SOLUTIONS	68383		12/22/2011	27.99
			PAPER TOWELS		409940		
271-790.000-726.000	SUPPLIES		CURRENT OFFICE SOLUTIONS	68383		12/22/2011	20.44
			RUBBER BANDS		409963		
271-790.000-726.000	SUPPLIES		DEMCO, INC.	68385		12/22/2011	108.27
			BOOK SUPPLIES		4442313		
271-790.000-750.000	PERIODICAL		W.T. COX SUBSCRIPTIONS	68436		12/22/2011	69.48
			MAGAZINE SUBSCRIPTIONS		2922665		
271-790.000-920.000	UTILITIES		MICHIGAN GAS UTILITIES	68411		12/21/2011	343.99
			DEC 2011 GAS UTILITY		4614927-4 12/11		
271-790.000-925.000	TELEPHONE		BOARD OF PUBLIC UTILITIES	68376		12/22/2011	250.82
			TELEPHONE SERVICE FOR NOV 2011				
271-790.000-982.000	BOOKS		PLAYAWAY	68423		12/22/2011	139.98
			BOOKS ON TAPE		62855		
271-790.000-982.000	BOOKS		RANDOM HOUSE, INC.	68424		12/22/2011	33.96
			BOOKS ON TAPE		1082845592		
Total LIBRARY							2,860.19
Dept: LIBRARY - CHILDREN'S AREA							
271-792.000-982.000	BOOKS		THE BOOK FARM, INC.	68377		12/22/2011	213.58
			BOOKS		25607		
271-792.000-982.000	BOOKS		THE BOOK FARM, INC.	68377		12/22/2011	22.95
			BOOKS		25800		
271-792.000-982.000	BOOKS		THE BOOK FARM, INC.	68377		12/22/2011	32.98
			BOOKS		25608		
Total LIBRARY - CHILDREN'S AREA							269.51
Fund Total							7,964.98
Fund: POLICE PUBLIC RELATIONS FUND							
Dept: POLICE DEPARTMENT							
274-301.000-726.000	SUPPLIES		HILLSDALE COMMUNITY SCHOOLS	68396		12/22/2011	200.67
			PARTY SUPPLIES/LABOR		100311		
Total POLICE DEPARTMENT							200.67
Fund Total							200.67

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Fund: CAPITAL IMPROVEMENT FUND							
Dept: MAJOR STREET RECONSTRUCTION							
401-452.000-801.000		CONTRACTUA	STATE OF MICHIGAN>>>	68432		12/22/2011	1,278.31
			FAYETTE ST - M99 TO BARR FINAL		340276		
401-452.000-801.000		CONTRACTUA	MT ENGINEERING, LLC	68414		12/22/2011	6,700.00
			STATE ST ENGINEERING		01015-4		
					Total MAJOR STREET RECONSTRUCTION		7,978.31
Dept: CAPITAL OUTLAY							
401-900.000-975.014		MITCHELL B	BRAMAN ROOFING	68378		12/22/2011	46,000.00
			BITCHELL BLDG-ROOF REPAIRS		32821		
401-900.000-975.014		MITCHELL B	RYAN & BRADSHAW	68426		12/22/2011	10,000.00
			MITCHELL BLDG FURNACE		42647		
					Total CAPITAL OUTLAY		56,000.00
					Fund Total		63,978.31
Fund: STOCK'S PARK							
Dept: PARKS							
409-756.000-801.000		CONTRACTUA	MURFY'S CATERING	68416		12/22/2011	700.00
			Holiday Reception 2011				
					Total PARKS		700.00
					Fund Total		700.00
Fund: AIRPORT IMPROVEMENT FUND							
Dept: CAPITAL OUTLAY							
481-900.000-975.481		AIRPORT RU	SAVOY ENERGY, L.P.	68368		12/22/2011	750.00
			DISBURSIMENT OF PROCEEDS FROM				
					Total CAPITAL OUTLAY		750.00
					Fund Total		750.00
Fund: DIAL-A-RIDE FUND							
Dept:							
588-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT	326		12/22/2011	5,918.57
			PAYROLL/FICA FOR 12-22-11				
					Total		5,918.57
Dept: DIAL-A-RIDE							
588-588.000-715.000		HEALTH AND	SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	24.82
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
588-588.000-715.000		HEALTH AND	GROTENHUIS	68394		12/22/2011	888.32
			JAN 2012 NON UNION HELATH INS		007003454-0002		
588-588.000-715.000		HEALTH AND	GROTENHUIS	68394		12/22/2011	2,107.06
			JAN 2012 TEAMSTERS HEALTH INS		007003454-0006		
588-588.000-721.000		DISABILITY	SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	44.71
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
588-588.000-726.000		SUPPLIES	CURRENT OFFICE SOLUTIONS	68383		12/22/2011	4.19
			SALES BOOK		136435		
588-588.000-801.000		CONTRACTUA	GRIFFITHS MECHANICAL	68393		12/22/2011	163.50
			FALL MAINTENANCE CHECK		35698		
					Total DIAL-A-RIDE		3,232.60
					Fund Total		9,151.17
Fund: REVOLVING MOBILE EQUIP. FUND							
Dept:							
640-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT	326		12/22/2011	3,010.04
			PAYROLL/FICA FOR 12-22-11				
					Total		3,010.04
Dept: MOBILE EQUIPMENT MAINTENANCE							
640-444.000-715.000		HEALTH AND	SUN LIFE ASSURANCE COMPANY	68433		12/22/2011	13.60
			JAN 2012 LIFE/DISABILITY INS		020894 1/2012		
640-444.000-715.000		HEALTH AND	GROTENHUIS	68394		12/22/2011	888.32
			JAN 2012 NON UNION HELATH INS		007003454-0002		
640-444.000-715.000		HEALTH AND	GROTENHUIS	68394		12/22/2011	1,089.85
			JAN 2012 TEAMSTERS HEALTH INS		007003454-0006		

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Fund: REVOLVING MOBILE EQUIP. FUND							
Dept: MOBILE EQUIPMENT MAINTENANCE							
640-444.000-721.000		DISABILITY	SUN LIFE ASSURANCE COMPANY JAN 2012 LIFE/DISABILITY INS	68433	020894 1/2012	12/22/2011	26.30
640-444.000-726.000		SUPPLIES	FASTENAL CUT OFF WHEEL	68389	MIJON36250	12/22/2011	30.30
640-444.000-726.000		SUPPLIES	FASTENAL BRUSHES	68389	MIJON36247	12/22/2011	35.16
640-444.000-726.000		SUPPLIES	FASTENAL BOLTS/WASHERS	68389	MIJON36289	12/22/2011	22.98
640-444.000-726.000		SUPPLIES	FASTENAL RETURNED WHEEL	68389	MIJON35826-	12/22/2011	-51.45
640-444.000-726.000		SUPPLIES	JACKSON TRUCK SERVICE INC. FILTERS, FLOOR DRY	68400	PC01214744:001	12/22/2011	41.76
640-444.000-726.000		SUPPLIES	SPRATT'S FILES	68430	146489	12/22/2011	17.99
640-444.000-730.000		VEH./EQUIP	GELZER & SON INC. STEEL STOCK	68391	75666	12/20/2011	19.99
640-444.000-730.000		VEH./EQUIP	GODFREY BROTHERS, INC. ADAPTER - #54	68392	S40633	12/22/2011	19.84
640-444.000-730.000		VEH./EQUIP	GODFREY BROTHERS, INC. FUEL PUMP - #51	68392	S40620	12/22/2011	70.71
640-444.000-730.000		VEH./EQUIP	JACKSON TRUCK SERVICE INC. FILTERS, BEACKON BASE	68400	PC01215080:001	12/22/2011	138.78
640-444.000-730.000		VEH./EQUIP	JACKSON TRUCK SERVICE INC. FILTERS	68400	PC01215106:001	12/22/2011	45.46
640-444.000-730.000		VEH./EQUIP	JACKSON TRUCK SERVICE INC. FLASH TUBE	68400	PC01215104:001	12/22/2011	55.52
640-444.000-730.000		VEH./EQUIP	JACKSON TRUCK SERVICE INC. FILTERS, FLOOR DRY	68400	PC01214744:001	12/22/2011	121.79
640-444.000-730.000		VEH./EQUIP	MICHIGAN CAT CYLINDER FOR 20.4	68410	PD151725443	12/22/2011	852.79
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE MARKERS FOR PLOWS	68422	1013056	12/22/2011	26.98
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE FUEL PUMP FOR #19	68422	1013320	12/22/2011	61.81
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE SPRK PLUGS/ROTOR WIRES/CAP #2	68422	1013167	12/22/2011	83.27
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE BATTERY FOR #21	68422	1013598	12/22/2011	125.79
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE CORE RETURN	68422	1013599	12/22/2011	-14.00
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE PAINT/PRIMER FOR TRUCKS	68422	1013689	12/22/2011	14.18
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE OIL SEALS FOR LEAF BLOWERS	68422	1013826	12/22/2011	31.90
640-444.000-730.000		VEH./EQUIP	SPRATT'S GAS CYLINDER - #25	68430	146486	12/22/2011	25.47
640-444.000-730.000		VEH./EQUIP	TOM'S SMALL ENGINE REPAIR GASKET - #85	68434	18151	12/22/2011	6.12
640-444.000-730.000		VEH./EQUIP	WHITES WELDING SERVICE TUBE STEEL, FOR #41	68437	78307	12/22/2011	3.00
640-444.000-742.000		CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	68381	351590310	12/22/2011	16.50
640-444.000-742.000		CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	68381	351590974	12/22/2011	16.50
640-444.000-801.000		CONTRACTUA	BECK CHEVROLET RPL TRANSMISSION - TRUCK #8	68374	96600	12/22/2011	3,005.67
640-444.000-801.000		CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	68381	351590310	12/22/2011	18.70
640-444.000-801.000		CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	68381	351590974	12/22/2011	18.70
640-444.000-801.000		CONTRACTUA	WHITES WELDING SERVICE WELD SHEILD ON #16	68437	78318	12/22/2011	26.00
640-444.000-801.301		POLICE VEH	NORM'S TIRE SERVICE TIRES - UNIT 2-2	68417	46786	12/22/2011	291.28
640-444.000-801.301		POLICE VEH	NTZ MICRO FILTRATION, LLC FILTRATION KIT/FILTER ELEMENTS	68418	11236	12/22/2011	331.00
640-444.000-801.301		POLICE VEH	PARNEY'S CAR CARE OIL CHANGE - UNIT 2-5	68421	51382	12/22/2011	29.20
Total MOBILE EQUIPMENT MAINTENANCE							7,557.76

INVOICE APPROVAL LIST BY FUND  
 DECEMBER 22, 2011

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Hillsdale City Offices

Fund	Department	Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount	
Fund: REVOLVING MOBILE EQUIP. FUND									
								Fund Total	10,567.80
Fund: DPS LEAVE AND BENEFITS FUND									
Dept:									
699-000.000-214.750			DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 12-22-11	326		12/22/2011	1,645.75	
								Total	1,645.75
Dept: PUBLIC SERVICES DEPARTMENT									
699-441.000-715.000	HEALTH AND		SUN LIFE ASSURANCE COMPANY	JAN 2012 LIFE/DISABILITY INS	68433	020894 1/2012	12/22/2011	54.40	
699-441.000-715.000	HEALTH AND		GROTENHUIS	JAN 2012 NON UNION HELATH INS	68394	007003454-0002	12/22/2011	370.14	
699-441.000-715.000	HEALTH AND		GROTENHUIS	JAN 2012 TEAMSTERS HEALTH INS	68394	007003454-0006	12/22/2011	3,865.56	
699-441.000-721.000	DISABILITY		SUN LIFE ASSURANCE COMPANY	JAN 2012 LIFE/DISABILITY INS	68433	020894 1/2012	12/22/2011	108.25	
								Total PUBLIC SERVICES DEPARTMENT	4,398.35
								Fund Total	6,044.10
								Grand Total	237,632.68

VENDOR APPROVAL SUMMARY REPORT  
 JANUARY 5, 2012

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Hillsdale City Offices

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ANYTIME FIRE PROTECTION	0030	SERV & INSP OF FIRE EXTINGUISH	293.89	0.00
ARCHBOLD EQUIPMENT CO	0587	BUSHINGS FOR #140	16.42	0.00
AT & T MOBILITY	1965	NETWORK ACCESS FEE	12.32	0.00
AT&T	0048	TELEPHONE SERVICE 1/2012	506.67	0.00
BAKER & TAYLOR COMPANY	0011	FICTION & NON-FICTION BOOKS	834.15	0.00
BAMA FOUR, LLC\SUD-Z COIN WASH	1540	HFD/LINEN SERVICE	12.00	0.00
BECK CHEVROLET	0012	STEERING ROD - DART #65	161.54	0.00
BILL'S LAWN CARE, LLC	0387	ORDERED SNOW REMOVAL	280.00	0.00
BLAST OFF BOUNCE ZONE, LLC	1921	CHILDREN LIBRARY EVENT	62.50	0.00
BOARD OF PUBLIC UTILITIES	0013	UTILITY SERVICE FOR DEC 2011	11,151.00	0.00
BRAMAN ROOFING	2472	REMOVAL OF CHIMNEY	550.00	0.00
CDW-G COMPUTER CENTERS	2817	TONER CART.	510.01	0.00
CENTENNIAL WIRELESS	3194	NETWORK ACCESS FEE	72.42	0.00
CINTAS CORPORATION	0020	RUGS/UNIFORMS -DPS	334.90	0.00
CITY OF HILLSDALE	0015	PETTY CASH	561.54	0.00
CURRENT OFFICE SOLUTIONS	0035	TAPE FOR PACKING MEL ITEMS	86.70	0.00
DEMCO, INC.	3327	BOOK SUPPLIES	107.77	0.00
COREY DOW	1966	2011 EQUIPMENT ALLOWANCE	50.00	0.00
ELECTRICAL TERMINAL INC.	3097	TERMINALS	178.80	0.00
GELZER & SON INC.	0027	KEY	39.93	0.00
HEFFERNAN SOFT WATER SERVICE	3248	WATER	71.25	0.00
HILLSDALE POLICY GROUP, LTD.	1968	ECONOMIC DEVELOPMENT CONTRACT	3,988.50	0.00
JACKSON TRUCK SERVICE INC.	0086	LIGHTS	186.59	0.00
KSS ENTERPRISES	0255	PPR TWLS/T-PAPER/LINERS	148.29	0.00
M.E.R.S.	2359	CONTRIBUTIONS FOR DEC 2011	0.00	18,509.42
MANPOWER OF LANSING	3088	TEMP EMPLOYEE W/E 12/18/11	822.80	0.00
MARKET HOUSE	0164	SUPPLIES	34.53	0.00
MI ECONOMIC DEVELOPMENT CORP.	0173	CDBG GRANT REIMBURSEMENT	0.00	28,000.00
MICHIGAN GAS UTILITIES	0081	GAS UTILITY FOR DEC 2011	91.76	0.00
MICHIGAN STATE UNIVERSITY -	1967	3 COMPUTERS- MATCHING GRANT	750.00	0.00
MMTA	2018	ANNUAL MEMBERSHIP - TEW	100.00	0.00
NONIK TECHNOLOGIES, INC.	1392	MONTHLY COMPUTER FEE	1,640.00	0.00
NYE UNIFORM COMPANY	0092	CLOTHING-D ZIMMERMAN	510.45	0.00
PAPER DIRECT	3471	CERTIFICATE JACKETS	102.98	0.00
PARNEY'S CAR CARE	2412	SERVICE REPAIRS UNIT 2-4	560.93	0.00
PAYROLL ACCOUNT	0242	PAYROLL/FICA FOR 1/5/12	0.00	113,016.21
PERFORMANCE AUTOMOTIVE	0961	EXTENSION CORD	440.99	0.00
PLAYAWAY	1799	BOOKS ON TAPE	163.98	0.00
HILLSDALE POSTMASTER	0055	POSTAGE	264.00	0.00
RAY PRINTING & MAINLING CO.	1960	POSTAGE- PROPERTY STATEMENTS	169.40	264.00
RECREATION CREATIONS, LLC	3705	ALUMINUM DOME CAP	90.00	0.00
REGION 2 PLANNING COMMISSIO	0195	ANNUAL DUES	2,242.35	0.00
REPUBLIC SERVICES OF KALAMAZOO	1428	DUMPSTER @ AIRPORT	159.90	0.00
RYAN & BRADSHAW	0056	INSTALL FURNACE VENT PIPE	689.00	0.00
SCHOLL AGENCY	0496	POLICE PROFESSIONAL LIABILITY	13,005.18	0.00
SPRATT'S	0088	AIR FILTER #126	33.00	0.00
SUD-Z CLEANERS	1067	HPD DRY CLEANING	112.67	0.00
TEAM HILLSDALE CHRYSLER	0162	OIL CHANGE UNIT 2-2 (CHARGER)	14.22	0.00
TOM'S SMALL ENGINE REPAIR	0082	GASKET	30.60	0.00
DAVE TURNBULL	1949	MILEAGE 12/16 - 12/31/11	38.30	0.00
UNIQUE PAVING MATERIALS	0318	UPM # 2 HOT MIX	2,819.03	0.00
VERMEER OF MICHIGAN, INC	2715	SHARPEN BLADES	32.00	0.00
VISA	1154	4 WHEEL CART-DART ARRA	301.93	0.00
WIN PUBLISHING	1415	SPONSORSHIP - ADVERTISEMENT	100.00	0.00
WOODLANDS LIBRARY COOPERATI	0064	1ST QTR 2012 OV-DRV SUB	371.00	0.00
		Grand Total:	45,908.19	159,789.63

INVOICE APPROVAL LIST BY FUND  
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Hillsdale City Offices

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept:							
101-000.000-123.000		PREPAID EX	SCHOLL AGENCY	68483		01/05/2012	6,502.59
			POLICE PROFESSIONAL LIABILITY				
101-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT	328		01/05/2012	88,981.52
			PAYROLL/FICA FOR 1/5/12				
101-000.000-228.003		DUE TO MME	M.E.R.S.	327		01/05/2012	10,909.66
			CONTRIBUTIONS FOR DEC 2011				
							-----
Total							106,393.77
Dept: CITY MANAGER							
101-172.000-716.000		RETIREMENT	M.E.R.S.	327		01/05/2012	177.07
			CONTRIBUTIONS FOR DEC 2011				
101-172.000-860.000		TRANSPORTA	CITY OF HILLSDALE	68456		01/05/2012	28.86
			PETTY CASH				
							-----
Total CITY MANAGER							205.93
Dept: ECONOMIC DEVELOPMENT							
101-174.000-801.000		CONTRACTUA	HILLSDALE POLICY GROUP, LTD.	68463		01/05/2012	3,988.50
			ECONOMIC DEVELOPMENT CONTRACT				
							-----
Total ECONOMIC DEVELOPMENT							3,988.50
Dept: ADMINISTRATIVE SERVICES							
101-175.000-801.000		CONTRACTUA	NONIK TECHNOLOGIES, INC.	68471		01/05/2012	1,540.00
			TECHNOLOGY SUPPORT		1768		
101-175.000-801.000		CONTRACTUA	BILL'S LAWN CARE, LLC	68449		01/05/2012	280.00
			ORDERED SNOW REMOVAL		227677		
101-175.000-850.000		INSURANCE	SCHOLL AGENCY	68483		01/05/2012	6,502.59
			POLICE PROFESSIONAL LIABILITY				
							-----
Total ADMINISTRATIVE SERVICES							8,322.59
Dept: ASSESSING DEPARTMENT							
101-209.000-716.000		RETIREMENT	M.E.R.S.	327		01/05/2012	289.18
			CONTRIBUTIONS FOR DEC 2011				
101-209.000-734.000		POSTAGE	RAY PRINTING & MAINLING CO.	68478		01/05/2012	169.40
			PROPERTY STATEMENT MAILLING		111708		
101-209.000-734.000		POSTAGE	RAY PRINTING & MAINLING CO.	68438		01/05/2012	264.00
			POSTAGE- PROPERTY STATEMENTS				
101-209.000-860.000		TRANSPORTA	CITY OF HILLSDALE	68456		01/05/2012	83.25
			PETTY CASH				
							-----
Total ASSESSING DEPARTMENT							805.83
Dept: CITY CLERK DEPARTMENT							
101-215.000-734.000		POSTAGE	CITY OF HILLSDALE	68456		01/05/2012	11.42
			PETTY CASH				
101-215.000-734.000		POSTAGE	HILLSDALE POSTMASTER	68477		01/05/2012	264.00
			POSTAGE				
							-----
Total CITY CLERK DEPARTMENT							275.42
Dept: FINANCE DEPARTMENT							
101-219.000-716.000		RETIREMENT	M.E.R.S.	327		01/05/2012	177.07
			CONTRIBUTIONS FOR DEC 2011				
101-219.000-810.000		DUES AND S	MMTA	68470		01/05/2012	50.00
			ANNUAL MEMBERSHIP - TEW				
							-----
Total FINANCE DEPARTMENT							227.07
Dept: CITY TREASURER							
101-253.000-716.000		RETIREMENT	M.E.R.S.	327		01/05/2012	90.90
			CONTRIBUTIONS FOR DEC 2011				
101-253.000-810.000		DUES AND S	MMTA	68470		01/05/2012	50.00
			ANNUAL MEMBERSHIP - ARNOLD				
							-----
Total CITY TREASURER							140.90
Dept: BUILDING AND GROUNDS							
101-265.000-726.000		SUPPLIES	CITY OF HILLSDALE	68456		01/05/2012	27.45
			PETTY CASH				
101-265.000-726.000		SUPPLIES	HEFFERNAN SOFT WATER SERVICE	68462		01/05/2012	9.50
			WATER		42677		
101-265.000-726.000		SUPPLIES	HEFFERNAN SOFT WATER SERVICE	68462		01/05/2012	9.50
			WATER		42861		
101-265.000-726.000		SUPPLIES	KSS ENTERPRISES	68465		01/05/2012	148.29
			PPR TWLS/T-PAPER/LINERS		768372		

INVOICE APPROVAL LIST BY FUND  
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Hillsdale City Offices

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: BUILDING AND GROUNDS							
101-265.000-726.000		SUPPLIES	VISA	68491		01/05/2012	25.21
			STORAGE MATERIALS-CONF ROOM		XXXXXXXXXXXX1018		
101-265.000-726.000		SUPPLIES	VISA	68491		01/05/2012	205.54
			4 WHEEL CART-DART ARRA		XXXXXXXXXXXX2651		
101-265.000-801.000		CONTRACTUA	CINTAS CORPORATION	68455		01/05/2012	24.25
			RUGS FOR CITY HALL		351591648		
101-265.000-801.000		CONTRACTUA	CINTAS CORPORATION	68455		01/05/2012	24.25
			RUGS FOR CITY HALL		351592306		
101-265.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	16.73
			TEMP EMPLOYEE W/E 12/25/11		23385386		
101-265.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	83.64
			TEMP EMPLOYEE W/E 12/18/11		23359513		
101-265.000-920.000		UTILITIES	BOARD OF PUBLIC UTILITIES	68451		01/05/2012	1,035.52
			UTILITY SERVICE FOR DEC 2011				
101-265.000-925.000		TELEPHONE	AT&T	68443		01/05/2012	235.76
			TELEPHONE SERVICE 1/2012		517437098312 1/2012		
			Total BUILDING AND GROUNDS				1,845.64
Dept: PARKING LOTS							
101-266.000-920.000		UTILITIES	BOARD OF PUBLIC UTILITIES	68451		01/05/2012	264.99
			UTILITY SERVICE FOR DEC 2011				
			Total PARKING LOTS				264.99
Dept: CEMETERIES							
101-276.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	55.75
			TEMP EMPLOYEE W/E 12/25/11		23385386		
101-276.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	39.02
			TEMP EMPLOYEE W/E 12/18/11		23359513		
101-276.000-920.000		UTILITIES	BOARD OF PUBLIC UTILITIES	68451		01/05/2012	25.54
			UTILITY SERVICE FOR DEC 2011				
			Total CEMETERIES				120.31
Dept: AIRPORT							
101-295.000-726.000		SUPPLIES	HEFFERNAN SOFT WATER SERVICE	68462		01/05/2012	4.75
			WATER		42677		
101-295.000-801.000		CONTRACTUA	REPUBLIC SERVICES OF KALAMAZOO	68481		01/05/2012	75.44
			DUMPSTER @ AIRPORT		75742		
101-295.000-920.000		UTILITIES	BOARD OF PUBLIC UTILITIES	68451		01/05/2012	709.16
			UTILITY SERVICE FOR DEC 2011				
101-295.000-925.000		TELEPHONE	AT&T	68443		01/05/2012	48.47
			TELEPHONE SERVICE 1/2012		517439429112 1-2012		
101-295.000-925.000		TELEPHONE	AT&T	68443		01/05/2012	143.07
			TELEPHONE SERVICE 1/2012		517437098312 1/2012		
			Total AIRPORT				980.89
Dept: POLICE DEPARTMENT							
101-301.000-716.000		RETIREMENT	M.E.R.S.	327		01/05/2012	4,249.70
			CONTRIBUTIONS FOR DEC 2011				
101-301.000-726.000		SUPPLIES	CITY OF HILLSDALE	68456		01/05/2012	14.68
			PETTY CASH				
101-301.000-726.000		SUPPLIES	PAPER DIRECT	68473		01/05/2012	102.98
			CERTIFICATE JACKETS		3503913600011		
101-301.000-742.000		CLOTHING /	CITY OF HILLSDALE	68456		01/05/2012	250.00
			PETTY CASH				
101-301.000-742.000		CLOTHING /	COREY DOW	68459		01/05/2012	50.00
			2011 EQUIPMENT ALLOWANCE				
101-301.000-742.000		CLOTHING /	NYE UNIFORM COMPANY	68472		01/05/2012	209.97
			CLOTHING-J DECK		356767		
101-301.000-742.000		CLOTHING /	NYE UNIFORM COMPANY	68472		01/05/2012	208.94
			CLOTHING-D ZIMMERMAN		357064		
101-301.000-742.000		CLOTHING /	SUD-Z CLEANERS	68485		01/05/2012	112.67
			HPD DRY CLEANING		SU1747 12/11		
101-301.000-801.000		CONTRACTUA	CENTENNIAL WIRELESS	68454		01/05/2012	72.42
			NETWORK ACCESS FEE		41029888-004 1/2012		
101-301.000-801.000		CONTRACTUA	AT & T MOBILITY	68442		01/05/2012	12.32
			NETWORK ACCESS FEE		287243202540X12252011		
			Total POLICE DEPARTMENT				5,283.68
Dept: FIRE DEPARTMENT							
101-336.000-716.000		RETIREMENT	M.E.R.S.	327		01/05/2012	888.69
			CONTRIBUTIONS FOR DEC 2011				

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Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: FIRE DEPARTMENT							
101-336.000-726.000		SUPPLIES	MARKET HOUSE	68467		01/05/2012	34.53
			SUPPLIES		78380		
101-336.000-726.000		SUPPLIES	PERFORMANCE AUTOMOTIVE	68475		01/05/2012	41.35
			EXTENSION CORD		1015086		
101-336.000-742.000		CLOTHING /	NYE UNIFORM COMPANY	68472		01/05/2012	91.54
			CLOTHING - S MCDOWELL		355776		
101-336.000-801.000		CONTRACTUA	CINTAS CORPORATION	68455		01/05/2012	5.71
			CONTRACTUAL LINEN SERVICES		351591647		
101-336.000-801.000		CONTRACTUA	CINTAS CORPORATION	68455		01/05/2012	13.17
			CONTRACTUAL LINEN SERVICES		351592305		
101-336.000-801.000		CONTRACTUA	CINTAS CORPORATION	68455		01/05/2012	27.30
			MATS		351591649		
101-336.000-801.000		CONTRACTUA	BAMA FOUR, LLC\SUD-Z COIN WASH	68447		01/05/2012	12.00
			HFD/LINEN SERVICE		14253		
101-336.000-920.000		UTILITIES	BOARD OF PUBLIC UTILITIES	68451		01/05/2012	512.05
			UTILITY SERVICE FOR DEC 2011				
101-336.000-930.000		REPAIRS &	BRAMAN ROOFING	68452		01/05/2012	550.00
			REMOVAL OF CHIMNEY		32850		
101-336.000-930.000		REPAIRS &	RYAN & BRADSHAW	68482		01/05/2012	689.00
			INSTALL FURNACE VENT PIPE		42701		
							-----
							Total FIRE DEPARTMENT
							2,865.34
Dept: CODE ENFORCEMENT							
101-372.000-860.000		TRANSPORTA	CITY OF HILLSDALE	68456		01/05/2012	48.29
			PETTY CASH				
101-372.000-860.000		TRANSPORTA	DAVE TURNBULL	68488		01/05/2012	38.30
			MILEAGE 12/16 - 12/31/11				
							-----
							Total CODE ENFORCEMENT
							86.59
Dept: PLANNING DEPARTMENT							
101-400.000-810.000		DUES AND S	REGION 2 PLANNING COMMISSIO	68480		01/05/2012	2,242.35
			ANNUAL DUES				
							-----
							Total PLANNING DEPARTMENT
							2,242.35
Dept: PUBLIC SERVICES DEPARTMENT							
101-441.000-716.000		RETIREMENT	M.E.R.S.	327		01/05/2012	277.41
			CONTRIBUTIONS FOR DEC 2011				
101-441.000-726.000		SUPPLIES	CITY OF HILLSDALE	68456		01/05/2012	36.34
			PETTY CASH				
101-441.000-726.000		SUPPLIES	CDW-G COMPUTER CENTERS	68453		01/05/2012	510.01
			TONER CART.		C740977		
101-441.000-726.000		SUPPLIES	CURRENT OFFICE SOLUTIONS	68457		01/05/2012	16.80
			LEGAL PAPER, FILE FOLDERS		606348		
101-441.000-726.000		SUPPLIES	HEFFERNAN SOFT WATER SERVICE	68462		01/05/2012	19.00
			WATER		42677		
101-441.000-726.000		SUPPLIES	HEFFERNAN SOFT WATER SERVICE	68462		01/05/2012	14.25
			WATER		42861		
101-441.000-726.000		SUPPLIES	VISA	68491		01/05/2012	71.18
			2012 PLANNER REFILL		XXXXXXXXXXXX3055		
101-441.000-742.000		CLOTHING /	CINTAS CORPORATION	68455		01/05/2012	45.97
			RUGS/UNIFORMS -DPS		351591655		
101-441.000-742.000		CLOTHING /	CINTAS CORPORATION	68455		01/05/2012	45.97
			RUGS/UNIFORMS -DPS		351592311		
101-441.000-801.000		CONTRACTUA	CINTAS CORPORATION	68455		01/05/2012	38.94
			RUGS/UNIFORMS -DPS		351591655		
101-441.000-801.000		CONTRACTUA	CINTAS CORPORATION	68455		01/05/2012	38.94
			RUGS/UNIFORMS -DPS		351592311		
101-441.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	105.93
			TEMP EMPLOYEE W/E 12/25/11		23385386		
101-441.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	61.33
			TEMP EMPLOYEE W/E 12/18/11		23359513		
101-441.000-801.000		CONTRACTUA	REPUBLIC SERVICES OF KALAMAZOO	68481		01/05/2012	84.46
			4 YARD DUMPSTER - DPS		0249-003192209		
101-441.000-920.000		UTILITIES	BOARD OF PUBLIC UTILITIES	68451		01/05/2012	395.04
			UTILITY SERVICE FOR DEC 2011				
101-441.000-955.588		MISC-CDL	CITY OF HILLSDALE	68456		01/05/2012	58.84
			PETTY CASH				
							-----
							Total PUBLIC SERVICES DEPARTMENT
							1,820.41
Dept: STREET LIGHTING							

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Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: STREET LIGHTING							
101-448.000-920.202		UTILITIES	BOARD OF PUBLIC UTILITIES	68451		01/05/2012	5,259.75
			UTILITY SERVICE FOR DEC 2011				
101-448.000-920.203		UTILITIES	BOARD OF PUBLIC UTILITIES	68451		01/05/2012	211.73
			UTILITY SERVICE FOR DEC 2011				
							-----
Total STREET LIGHTING							5,471.48
Dept: PARKS							
101-756.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	11.15
			TEMP EMPLOYEE W/E 12/25/11		23385386		
101-756.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	72.47
			TEMP EMPLOYEE W/E 12/18/11		23359513		
101-756.000-920.000		UTILITIES	BOARD OF PUBLIC UTILITIES	68451		01/05/2012	270.87
			UTILITY SERVICE FOR DEC 2011				
							-----
Total PARKS							354.49
							-----
Fund Total							141,696.18
Fund: MAJOR ST./TRUNKLINE FUND							
Dept:							
202-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT	328		01/05/2012	3,240.96
			PAYROLL/FICA FOR 1/5/12				
							-----
Total							3,240.96
Dept: R.O.W. MAINTENANCE							
202-460.000-726.000		SUPPLIES	RECREATION CREATIONS, LLC	68479		01/05/2012	90.00
			ALUMINUM DOME CAP		225643		
202-460.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	27.88
			TEMP EMPLOYEE W/E 12/25/11		23385386		
202-460.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	53.45
			TEMP EMPLOYEE W/E 12/18/11		23359513		
							-----
Total R.O.W. MAINTENANCE							171.33
Dept: TREES							
202-470.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	27.87
			TEMP EMPLOYEE W/E 12/25/11		23385386		
							-----
Total TREES							27.87
Dept: DRAINAGE							
202-480.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	156.09
			TEMP EMPLOYEE W/E 12/18/11		23359513		
							-----
Total DRAINAGE							156.09
Dept: TRAFFIC							
202-490.000-920.000		UTILITIES	BOARD OF PUBLIC UTILITIES	68451		01/05/2012	348.41
			UTILITY SERVICE FOR DEC 2011				
							-----
Total TRAFFIC							348.41
Dept: TRUNKLINE TRAFFIC							
202-490.500-920.000		UTILITIES	BOARD OF PUBLIC UTILITIES	68451		01/05/2012	414.97
			UTILITY SERVICE FOR DEC 2011				
							-----
Total TRUNKLINE TRAFFIC							414.97
							-----
Fund Total							4,359.63
Fund: LOCAL ST. FUND							
Dept:							
203-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT	328		01/05/2012	1,862.65
			PAYROLL/FICA FOR 1/5/12				
							-----
Total							1,862.65
Dept: STREET SURFACE							
203-450.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	78.04
			TEMP EMPLOYEE W/E 12/25/11		23385386		
							-----
Total STREET SURFACE							78.04
Dept: DRAINAGE							
203-480.000-801.000		CONTRACTUA	MANPOWER OF LANSING	68466		01/05/2012	33.45
			TEMP EMPLOYEE W/E 12/25/11		23385386		

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Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: LOCAL ST. FUND							
Dept: DRAINAGE							
						Total DRAINAGE	33.45
						Fund Total	1,974.14
Fund: RECREATION FUND							
Dept:							
208-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT		328		01/05/2012	2,143.80
		PAYROLL/FICA FOR 1/5/12					
						Total	2,143.80
Dept: RECREATION DEPARTMENT							
208-751.000-716.000	RETIREMENT	M.E.R.S.		327		01/05/2012	329.93
		CONTRIBUTIONS FOR DEC 2011					
						Total RECREATION DEPARTMENT	329.93
						Fund Total	2,473.73
Fund: LIBRARY FUND							
Dept:							
271-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT		328		01/05/2012	3,960.69
		PAYROLL/FICA FOR 1/5/12					
						Total	3,960.69
Dept: LIBRARY							
271-790.000-716.000	RETIREMENT	M.E.R.S.		327		01/05/2012	126.45
		CONTRIBUTIONS FOR DEC 2011					
271-790.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS		68457		01/05/2012	69.90
		TAPE FOR PACKING MEL ITEMS			410028		
271-790.000-726.000	SUPPLIES	DEMCO, INC.		68458		01/05/2012	107.77
		BOOK SUPPLIES			4450646		
271-790.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE		68462		01/05/2012	9.50
		WATER			42861		
271-790.000-726.000	SUPPLIES	MICHIGAN STATE UNIVERSITY -		68469		01/05/2012	750.00
		3 COMPUTERS- MATCHING GRANT			2011-122		
271-790.000-734.000	POSTAGE	CITY OF HILLSDALE		68456		01/05/2012	2.41
		PETTY CASH					
271-790.000-801.000	CONTRACTUA	NONIK TECHNOLOGIES, INC.		68471		01/05/2012	100.00
		MONTHLY COMPUTER FEE			1761		
271-790.000-801.000	CONTRACTUA	WOODLANDS LIBRARY COOPERATI		68493		01/05/2012	122.50
		DEEP FREEZE LICENSE RENEWAL			5113		
271-790.000-801.000	CONTRACTUA	WOODLANDS LIBRARY COOPERATI		68493		01/05/2012	248.50
		1ST QTR 2012 OV-DRV SUB			5079		
271-790.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES		68451		01/05/2012	966.05
		UTILITY SERVICE FOR DEC 2011					
271-790.000-982.000	BOOKS	PLAYAWAY		68476		01/05/2012	163.98
		BOOKS ON TAPE			63465		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY		68446		01/05/2012	39.90
		BOOKS			2025990760		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY		68446		01/05/2012	90.72
		BOOKS			21025990761		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY		68446		01/05/2012	10.02
		BOOKS			2026020995		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY		68446		01/05/2012	16.35
		FICTION & NON-FICTION BOOKS			202651874		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY		68446		01/05/2012	7.60
		Children's Books			2026433428		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY		68446		01/05/2012	39.14
		Children's Books			2026385442		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY		68446		01/05/2012	16.14
		Children's Books			2026311973		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY		68446		01/05/2012	12.71
		Children's Books			2026286558		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY		68446		01/05/2012	34.98
		Children's Books			2026138675		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY		68446		01/05/2012	12.90
		BOOKS			2026020996		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY		68446		01/05/2012	11.99
		BOOKS			2026020997		

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Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: LIBRARY FUND							
Dept: LIBRARY							
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	14.17
			BOOKS		2026073605		
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	15.99
			BOOKS		2026020998		
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	17.99
			BOOKS		2026060296		
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	22.00
			BOOKS		2026253001		
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	14.99
			BOOKS		2026311974		
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	12.90
			BOOKS		2026286559		
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	30.58
			BOOKS		2026138676		
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	66.84
			BOOKS		2026385444		
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	38.81
			BOOKS		2026469491		
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	25.80
			BOOKS		2026481219		
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	41.87
			BOOKS		2026138678		
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	44.05
			BOOKS		2026138677		
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	97.02
			FICTION & NON-FICTION BOOKS		2026481218		
					Total LIBRARY		3,402.52
Dept: LIBRARY - CHILDREN'S AREA							
271-792.000-726.792		SUPPLIES-S	BLAST OFF BOUNCE ZONE, LLC	68450		01/05/2012	62.50
			CHILDREN LIBRARY EVENT		421		
271-792.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	66.96
			Children's Books		2026349218		
271-792.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	68446		01/05/2012	31.73
			Children's Books		2026385443		
					Total LIBRARY - CHILDREN'S AREA		161.19
					Fund Total		7,524.40
Fund: POLICE PUBLIC RELATIONS FUND							
Dept: POLICE DEPARTMENT							
274-301.000-726.000		SUPPLIES	WIN PUBLISHING	68492		01/05/2012	100.00
			SPONSORSHIP - ADVERTISEMENT		3042		
					Total POLICE DEPARTMENT		100.00
					Fund Total		100.00
Fund: BOND AND INTEREST REDEM. FUND							
Dept: DEBT SERVICE-INDUSTRIAL PARK #							
362-910.000-801.000		CONTRACTUA	MI ECONOMIC DEVELOPMENT CORP.	68439		01/05/2012	28,000.00
			CDBG GRANT REIMBURSEMENT				
					Total DEBT SERVICE-INDUSTRIAL PARK #		28,000.00
					Fund Total		28,000.00
Fund: DIAL-A-RIDE FUND							
Dept:							
588-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT	328		01/05/2012	5,250.93
			PAYROLL/FICA FOR 1/5/12				
					Total		5,250.93
Dept: DIAL-A-RIDE							
588-588.000-716.000		RETIREMENT	M.E.R.S.	327		01/05/2012	41.63
			CONTRIBUTIONS FOR DEC 2011				
588-588.000-726.000		SUPPLIES	HEFFERNAN SOFT WATER SERVICE	68462		01/05/2012	4.75
			WATER		42866		
588-588.000-730.000		VEH./EQUIP	BECK CHEVROLET	68448		01/05/2012	161.54
			STEERING ROD - DART #65		124240		

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Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: DIAL-A-RIDE FUND							
Dept: DIAL-A-RIDE							
588-588.000-730.000	VEH./EQUIP		PERFORMANCE AUTOMOTIVE	68475		01/05/2012	4.69
			MUFFLER CLAMP FOR #64		1015701		
588-588.000-920.000	UTILITIES		BOARD OF PUBLIC UTILITIES	68451		01/05/2012	366.81
			UTILITY SERVICE FOR DEC 2011				
588-588.000-925.000	TELEPHONE		MICHIGAN GAS UTILITIES	68468		01/05/2012	91.76
			GAS UTILITY FOR DEC 2011		4611064-9 1/12		
588-588.000-925.000	TELEPHONE		AT&T	68443		01/05/2012	79.37
			TELEPHONE SERVICE 1/2012		517437338512 1/2012		
			Total DIAL-A-RIDE				750.55
			Fund Total				6,001.48
Fund: PUBLIC SERVICES INV. FUND							
Dept:							
633-000.000-214.750	DUE TO IMP		PAYROLL ACCOUNT	328		01/05/2012	290.75
			PAYROLL/FICA FOR 1/5/12				
			Total				290.75
Dept: PUBLIC SERVICES INVENTORY							
633-233.000-726.000	SUPPLIES		UNIQUE PAVING MATERIALS	68489		01/05/2012	2,819.03
			UPM # 2 HOT MIX		217855		
			Total PUBLIC SERVICES INVENTORY				2,819.03
			Fund Total				3,109.78
Fund: REVOLVING MOBILE EQUIP. FUND							
Dept:							
640-000.000-214.750	DUE TO IMP		PAYROLL ACCOUNT	328		01/05/2012	2,950.01
			PAYROLL/FICA FOR 1/5/12				
			Total				2,950.01
Dept: MOBILE EQUIPMENT MAINTENANCE							
640-444.000-716.000	RETIREMENT		M.E.R.S.	327		01/05/2012	383.54
			CONTRIBUTIONS FOR DEC 2011				
640-444.000-726.000	SUPPLIES		PERFORMANCE AUTOMOTIVE	68475		01/05/2012	130.18
			PAIN		1015113		
640-444.000-726.000	SUPPLIES		PERFORMANCE AUTOMOTIVE	68475		01/05/2012	218.56
			PAIN/HARADNER/THINNER		1014639		
640-444.000-730.000	VEH./EQUIP		ARCHBOLD EQUIPMENT CO	68441		01/05/2012	16.42
			BUSHINGS FOR #140		IA15822		
640-444.000-730.000	VEH./EQUIP		ELECTRICAL TERMINAL INC.	68460		01/05/2012	178.80
			TERMINALS		0119480		
640-444.000-730.000	VEH./EQUIP		GELZER & SON INC.	68461		01/05/2012	35.94
			BOLTS, LOCK NUTS - #42		326439		
640-444.000-730.000	VEH./EQUIP		JACKSON TRUCK SERVICE INC.	68464		01/05/2012	105.71
			FILTERS		PC01215187:001		
640-444.000-730.000	VEH./EQUIP		JACKSON TRUCK SERVICE INC.	68464		01/05/2012	64.44
			FILTERS		PC01215396:001		
640-444.000-730.000	VEH./EQUIP		JACKSON TRUCK SERVICE INC.	68464		01/05/2012	16.44
			LIGHTS		PC01215520:001		
640-444.000-730.000	VEH./EQUIP		PERFORMANCE AUTOMOTIVE	68475		01/05/2012	10.41
			ANTENNA		1014409		
640-444.000-730.000	VEH./EQUIP		PERFORMANCE AUTOMOTIVE	68475		01/05/2012	20.72
			SPARK PLUGS		1014524		
640-444.000-730.000	VEH./EQUIP		PERFORMANCE AUTOMOTIVE	68475		01/05/2012	6.29
			BELT FOR #75		1014537		
640-444.000-730.000	VEH./EQUIP		PERFORMANCE AUTOMOTIVE	68475		01/05/2012	8.79
			BLOCK SEALERS FOR #17		1014675		
640-444.000-730.000	VEH./EQUIP		SPRATT'S	68484		01/05/2012	33.00
			AIR FILTER #126		146496		
640-444.000-730.000	VEH./EQUIP		TOM'S SMALL ENGINE REPAIR	68487		01/05/2012	30.60
			GASKET		18227		
640-444.000-730.301	POLICE VEH		GELZER & SON INC.	68461		01/05/2012	3.99
			KEY		326689		
640-444.000-742.000	CLOTHING /		CINTAS CORPORATION	68455		01/05/2012	16.50
			RUGS/UNIFORMS -DPS		351591655		
640-444.000-742.000	CLOTHING /		CINTAS CORPORATION	68455		01/05/2012	16.50
			RUGS/UNIFORMS -DPS		351592311		

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	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: REVOLVING MOBILE EQUIP. FUND							
Dept: MOBILE EQUIPMENT MAINTENANCE							
	640-444.000-801.000	CONTRACTUA	ANYTIME FIRE PROTECTION SERV & INSP OF FIRE EXTINGUISH	68440	612470	01/05/2012	293.89
	640-444.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS -DPS	68455	351591655	01/05/2012	18.70
	640-444.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS -DPS	68455	351592311	01/05/2012	18.70
	640-444.000-801.000	CONTRACTUA	VERMEER OF MICHIGAN, INC SHARPEN BLADES	68490	P19431	01/05/2012	32.00
	640-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE SERVICE REPAIRS UNIT 2-4	68474	51456	01/05/2012	358.98
	640-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE SERVICE REPAIRS UNIT 2-4	68474	51465	01/05/2012	201.95
	640-444.000-801.301	POLICE VEH	TEAM HILLSDALE CHRYSLER OIL CHANGE UNIT 2-2 (CHARGER)	68486	75755	01/05/2012	14.22
	640-444.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITY SERVICE FOR DEC 2011	68451		01/05/2012	370.11
						Total MOBILE EQUIPMENT MAINTENANCE	2,605.38
						Fund Total	5,555.39
Fund: DPS LEAVE AND BENEFITS FUND							
Dept:							
	699-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 1/5/12	328		01/05/2012	4,334.90
						Total	4,334.90
Dept: PUBLIC SERVICES DEPARTMENT							
	699-441.000-716.000	RETIREMENT	M.E.R.S. CONTRIBUTIONS FOR DEC 2011	327		01/05/2012	568.19
						Total PUBLIC SERVICES DEPARTMENT	568.19
						Fund Total	4,903.09
						Grand Total	205,697.82

Finance Committee Meeting  
Monday, December 12, 2011  
5:15 p.m.  
2<sup>nd</sup> Floor Conference Room

Called meeting to order @ 5:21 p.m. by Chairperson Kinney

Those present: City Manager, Linda Brown, Finance Director, Bonnie Tew, Councilperson Wolfram and Councilperson Kinney

Invoices & vendor approval for checks printed on December 8, 2011 were reviewed & discussed by the committee. Motion made by Councilperson Wolfram to recommend approval of the bills to Council, 2<sup>nd</sup> by Councilperson Kinney Ayes-2, Nays-0

Finance Director Bonnie Tew will update the Finance Committee meeting dates for 2012 & email them to the Committee Members for any adjustments.

Motion made by Councilperson Wolfram to adjourn the meeting, 2<sup>nd</sup> by Councilperson Kinney.

Meeting adjourned at 5:47 p.m.

Respectfully submitted by: Councilperson Sally Kinney

Finance Committee Meeting  
Thursday, December 29, 2011  
11:00 a.m.  
2<sup>nd</sup> Floor Conference Room

Called meeting to order @ 11:10 a.m. by Chairperson Kinney

Those present: City Manager, Linda Brown, Councilperson Wolfram and Councilperson Kinney

Invoices & vendor approval for checks printed on December 22, 2011 were reviewed & discussed by the committee. Motion made by Councilperson Wolfram to recommend approval of the bills to Council, 2<sup>nd</sup> by Councilperson Kinney Ayes-2, Nays-0

Motion made by Councilperson Wolfram to adjourn the meeting, 2<sup>nd</sup> by Councilperson Kinney.

Meeting adjourned at 11:35 a.m.

Respectfully submitted by: Councilperson Sally Kinney

Minutes of Operation & Governance Committee  
January 4, 2012

The O & G (Operations and Governance) Committee met at 6:00pm on Wednesday January 4, 2012 in the 2nd Floor Conference Room, City Hall.

Present: Mayor Doug Moon, City Manager Linda Brown, and Council persons Ruth Brown, Brian Watkins and Mary Wolfram

Mary moved Ruth as chair of O & G. Brian seconded. Motion passed.

Mary moved Brian as vice-chair of O & G. Ruth seconded. Motion passed.

Mary led discussion regarding the Open Meetings Act. Mayor Moon reminded the committee that they could not deliberate towards a decision outside an open meeting.

Mayor Moon distributed a worksheet and asked for committee input into the Council committee assignments that he appoints.

Brian moved the following Council Committee assignments be recommended for Council approval. Mary seconded. Motion passed.

Public Services: Casey Sullivan, Mary Beth Bail, and Brian Watkins  
Community Development: Willie Arnold, Mary Wolfram, and Casey Sullivan  
Finance: Sally Kinney, Scott Sessions, and Mary Wolfram  
O & G: Brian Watkins, Mary Wolfram, and Ruth Brown  
Public Safety: Willie Arnold, Brian Watkins, and Sally Kinney  
TIFA: Open  
ZBA: Ruth Brown  
Planning Commission: Open

Mayor Moon asked for re-appointment of Laura Smith to the Planning Commission. Mary moved for recommendation to Council for re-appointment of Laura Smith to the Planning Commission. Brian seconded. Motion passed.

Mayor Moon asked to appoint Jim Pruitt to the Planning Commission. Mary moved for recommendation to Council for appointment of Jim Pruitt to the Planning Commission. Brian seconded. Mary and Brian voted yes. Ruth voted no. Motion passed.

Both Planning Commission appointments are subject to review of and compliance with the recently passed ordinance regarding the establishment of the Planning Commission under new legislation and by by-laws thereof if they have been adopted.

Mayor Moon asked to re-appoint John MacRitchie, Ed Swanson, and Vera Ladd to the Election Commission. Brian moved for recommendation to Council for re-appointment of John

MacRitchie, Ed Swanson, and Vera Ladd to the Election Commission. Mary seconded. Motion passed.

Mary, Brian, and Ruth agreed that the regular O & G meetings be scheduled for the 2nd Monday of every month at 6:00 p.m.

Brian distributed copies of a sample ad for the paper looking for Planning Commission members as well as an application for appointment to the Planning Commission. Mary suggested to Mayor Moon that he look at a policy for all city Council elections and that an ad similar to the one Brian had for the Planning Commission be designed for all city Council elections.

The next O & G meeting is planned for Monday, February 13 at 6:00 p.m. in the 2nd Floor Conference Room, City Hall.

There was no public comment.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Ruth Brown, Chair, O & G

**City of Hillsdale Planning Commission**  
**City Hall**  
97 N Broad St.  
Hillsdale, MI 49242

Special Meeting  
January 10, 2012  
5:30 p.m.

Present: Dave Williams, Kevin Hicks, Linda Brown, & Amber Yoder

Absent: Doug Moon

Others present: Debra Sikorski, Assessor & Laura Smith

Vice- Chair Williams called the meeting to order at 5:45 p.m.

There were no public comments.

Two items were added to the new business section of the agenda: review of the joint Recreation Plan, and the 2012 Calendar of meetings. Motion was made by Hicks and supported by Yoder to approve the agenda as amended. Motion passed unanimously.

A motion was made by Yoder and supported by Hicks to approve the minutes of November, 2011. Motion passed unanimously

New business- item #1. The Commission discussed officer positions and future membership. Sikorski updated them on recent nominations of the Operation & Governance Committee to the Commission, and noted nominations would be open until Jan. 16<sup>th</sup>, 2012. The Commission decided no action would be taken on placement/nomination of officers until a full membership is appointed.

Members of the Commission discussed current and proposed goals for 2012-2013 and agreed to hold a goal session at the regularly scheduled meeting in February meeting. Some of the items discussed were; stormwater regulation, continuation of current goals and, updating the Master Plan.

Sikorski related the Master Plan in place was initially adopted in 2002, reviewed and re-approved in 2007 and, was due for review during 2012. The planning process should be an open and involved participatory procedure with the public. Sikorski conveyed different options for the evaluation, and suggested the Commission begin in March, 2012.

Williams introduced the Hillsdale Joint Recreation Plan, and asked for comments. Sikorski explained some of the history and notified the members of a projected public hearing date on February 20, 2012 at 6:00 p.m. at the Hillsdale Township Hall.

Several typographical type errors were noted, and the Commission questioned the use of older census data within the plan. Sikorski said the project had taken approximately 18 months thus far, and more recent information had not been available when drafted. She was not sure if the newer data could be inserted in a timely manner.

A motion was made by Yoder and supported by Hicks to release the document for a public review and comment period from January 16, 2012 through February 16, 2012, subject to correction of the errors, and possible inclusion of updated census data, if it does not delay the process. Motion approved unanimously.

An annual meeting schedule was presented (below). The Commission amended the December date to December 18, 2012 at 5:30 p.m. by consensus. A motion was made by Hicks and supported by Yoder to approve the calendar as amended. Motion passed unanimously.

Brown left at 6:55 p.m. The Commission no longer had a quorum.

Vice-Chair Williams adjourned the meeting at 6:56 p.m.

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David Williams, Vice-Chairman

**City of Hillsdale – Planning Commission  
Scheduled Meetings – 2012**

January 24, 2012	February 28, 2012
March 27, 2012	April 24, 2012
May 22, 2012	June 26, 2012
July 24, 2012	August 28, 2012
September 25, 2012	October 23, 2012
November 27, 2012	December 18, 2012*

\*The fourth Tuesday falls on Dec. 25<sup>th</sup>

## CITY COUNCIL MINUTES

City of Hillsdale  
Regular Meeting

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

Mayor Douglas G. Moon opened the meeting with the pledge of allegiance.

### **Roll Call**

Mayor Douglas G. Moon called the meeting to order with the following Council members present: Council members Casey Sullivan and Brian Watkins representing Ward One; Councilmembers Ruth Brown and Sally Kinney representing Ward Two; Council members Scott Sessions and Mary Wolfram representing Ward 3 and Councilmembers Mary Beth Bail and William Arnold representing Ward 4.

Also present were: City Manager Linda Brown, Interim Deputy City Clerk Michelle Loren, City Attorney Lewis Loren, Keith Richard, Holly Roney, Stephanie Moon, Richard Wunsch, Eric Macy, Dave Williams, and Russ Martin.

### **Approval of Agenda**

Motion by Councilmember Watkins, support by Councilmember Sessions, to approve the December 19, 2011 Council Agenda.

All ayes.

Motion carried.

### **Public Comment**

Richard Wunsch, Volume One Books, addressed Council regarding his note to Council, under Communication/Petitions. Mr. Wunsch stated that his initial correspondence with Council at the previous meeting was not necessarily for Council to take action, but to get the attention of council members. Mr. Wunsch felt that through councilmember's affiliations with community organizations, they might help get word out that there is an immediate need for warming shelters within Hillsdale. Mr. Wunsch also wanted to clarify the difference between the need for warming shelters versus housing. Mr. Wunsch stated he felt the immediate urgency was for warming shelters as we come into the winter months whereas housing for the homeless is a much bigger, long term issue.

Thomas Beard, a homeless teen, shared his circumstances with Council and concurred with Mr. Wunsch on his thoughts on homelessness.

Windy Tavern, 415 W. Fayette, stated she works very closely with the homeless through a local nonprofit organization and stressed to Council that more needs to be done locally to help those in need.

### **Consent Agenda**

The items listed in the Consent Agenda are considered to be routine by the City Council and the City Manager and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Councilmember. In this event, the item will be removed from the Consent Agenda and Council action will be taken separately on said item.

- A. Claims of \$102,298.26 and Payroll of \$97,552.79 from the check run of 12/8/11
- B. Committee Reports (Pending Approval)
  1. BPU Board Minutes of 12/13/11
  2. Shade Tree Commission Minutes of 11/30/11
  3. Cemetery Board Minutes of 11/30/11

4. TIFA Minutes of 10/13/11
5. TIFA-Façade Grant Review Committee Minutes of 10/7/11 & 12/6/11
- C. Council Minutes of 11/14/11 (amended), 11/28/11 & 12/5/11
- D. 2012 Finance Committee Meeting Dates

Motion by Councilperson Sullivan, support by Councilperson Kinney, to approve the Consent Agenda as presented. Roll call: Council members Arnold-yes; Bail-yes; Brown-yes; Kinney-yes; Session-yes; Sullivan-yes; Watkins-yes; Wolfram-yes; Mayor Moon-yes.

Approved 9-0.

### **Communications**

- A. Note from Richard Wunsch. Councilperson Brown inquired if Mr. Wunsch had contacted the Hospital or Ministerial Association since the last meeting in regard to the possibility of receiving involvement in providing warming shelters within the City. Mr. Wunsch stated he had contacted the HCHC, and was turned away due to liability and supervisory issues. Mr. Wunsch stated he had not contacted the Ministerial Association. He did state as he had during public comment that his plea to Council was to spread the word. An open discussion between Mr. Wunsch and Council followed with different suggestions made by council members. Mr. Wunsch did add that he is willing to be very involved himself if someone were to open their facility to such a service.

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

None

### **Unfinished Business**

- A. Local Streets Maintenance

### **Old Business**

None

### **New Business**

- A. Swearing in of mayor Pro Tem. At the December 5, 2011 meeting, Council member Brian Watkins was elected Mayor Pro Tem. Interim Deputy Clerk Loren swore in Councilperson Brian Watkins as Mayor Pro Tem.
- B. January 3<sup>rd</sup> Regular Meeting. City Manager Linda Brown pointed out that Council had met the last six out of seven Mondays due to regular, special, and work session meetings. Manager Brown also noted that with the holidays nearing, items for Council to attend to have trimmed down. Manager Brown recommended the January 3, 2012 Regular Meeting be cancelled and that Council reconvene at the next regular meeting of January 16, 2012.

Councilmember Brown noted that the cancellation does not indicate no work is being done.

Motion by Councilperson Watkins, support by Councilperson Sullivan, to cancel the January 3, 2012 meeting and reconvene on January 16, 2012.

All ayes.

Motion carried.

### **Proclamations**

None

### **Appointments**

Mayor Moon recommended the appointment of Council members Brown, Watkins, and Wolframs to the Operation and Governance Committee.

Motion by Council member Kinney, support by Councilperson Sullivan, to appoint Councilpersons Brow, Watkins, and Wolfram to the Operations and Governance Committee.

All ayes.

Motion carried.

**Public Comment**

None

**Adjournment**

Motion by Councilmember Kinney, seconded by Councilmember Arnold, to adjourn.

Motion carried.

7:25 p.m.

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Douglas G. Moon, Mayor

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Michelle Loren, Interim Deputy Clerk

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** January 16, 2012

**Agenda Item #5:** Consent Agenda

### **D. Budget Amendments**

Bonnie Tew, Finance Director, has prepared and I have attached two (2) budget amendments for your consideration. These amendments are necessary to place the recently received funds as a result of the Masco settlement in the appropriate funds to facilitate the payoff of monies owed as a result of the assistance provided to Masco (Alsons) location to the Industrial Park.

### **E. Performance Resolution for MDOT (Resolution)**

Each year this resolution is required by the Michigan Department of Transportation establishing the requirements for the City in requesting permits from MDOT to use its rights-of-way within the City.

# Memo

**To:** Linda Brown, City Manager  
**From:** Bonnie Tew, Finance Director  
**Date:** January 16, 2012  
**Subject:** Budget Amendments

Attached please find proposed budget amendments to the 2011-12 fiscal year budget. These amendments are needful for two reasons: 1.) because of the settlement you so eloquently were able to negotiate with Masco Corporation, and 2.) a grant you obtained from TIFA for furnace and roof repairs at the Mitchell building. The Masco settlement came about to resolve numerous issues surrounding the closure of their manufacturing plant. As there is a direct correlation between this company and the loan the city has through Michigan Economic Development Corporation (MEDC) these funds should be used to pay off that debt (\$150,000). The remaining amount, as we discussed, would be used for future capital improvement projects. Both of these scenarios require moving money between funds not anticipated during the regular budget process. Secondly, the TIFA board approved up to \$100,000 to repair the roof and the furnace at the Mitchell building. This also was done after the budget was approved. I therefore recommend that these amendments be placed on the consent agenda for council approval at their next meeting, Monday, January 16, 2012.

Thank you.

**Budget Amendments  
January 16, 2012**

Account		Old Amount	+ / -	New Amount
<b>General Fund (101)</b>				
Revenues:				
	Other Refunds 101-000.000-690.000 Masco Settlement	\$55,000	\$300,000	\$355,000
Expenditures:				
	<i>Transfers to Other Funds</i> Transfer - Bond & Interest Redemption Fund 101-965.000-999.362 Payoff of remaining balance of MEDC loan	\$78,000	\$150,000	\$228,000
	Transfer - Capital Improvement Fund 101-965.000-999.401 Future capital improvement projects	\$127,800	\$150,000	\$177,800
<b>Source of Funds: Masco Settlement</b>				
<b>Tax Increment Financing Authority (247)</b>				
Expenditures:				
	Transfers Transfer - Capital Improvement Fund 247-900.000-999.401 Mitchell building improvements	\$0	\$100,000	\$100,000
<b>Source of Funds: Fund Balance</b>				
<b>Bond &amp; Interest Redemption Fund (362)</b>				
Revenues:				
	Transfer in - General Fund 362-000.000-699.101	\$78,000	\$150,000	\$228,000
Expenditures:				
	Debt Service - Industrial Park MEDC Principal 362-910.000-991.000 Payoff of remaining balance of MEDC loan	\$78,000	\$150,000	\$228,000
<b>Source of Funds: Masco Settlement</b>				
<b>Capital Improvement Fund (401)</b>				
Revenues:				
	Transfer In - General Fund 401-000.000-699.101 Future capital improvement projects	\$127,800	\$150,000	\$177,800
	Transfer In - TIFA Fund 401-000.000-699.247 Mitchell building improvements	\$0	\$100,000	\$100,000
Expenditures:				
	Mitchell Building Improvements 401-900.000-975.014 Mitchell building improvements	\$0	\$100,000	\$100,000
<b>Source of Funds: TIFA &amp; General Fund</b>				

## PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

*This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way," or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way."*

RESOLVED WHEREAS, the City of Hillsdale  
(city, village, township, etc.)

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

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

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

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

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

Name	and/or	Title
Keith Richard, Director of Public Services		
Rick Rose, Director of Board of Public Services		
Christopher Gutowski, Director of Public Safety		

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

the City Council  
(Name of Board, etc)

of the City of Hillsdale of Hillsdale  
(Name of GOVERNMENTAL AGENCY) (County)

at a regular meeting held on the January 16th day of  
 2012 A.D.

Signed \_\_\_\_\_ Title Mayor

Print Name Doug Moon

Signed \_\_\_\_\_ Title Interim Deputy City Clerk

Print Name Michelle Loren



**“LOVE YOUR LIBRARY”  
SILENT AUCTION  
SATURDAY FEBRUARY 11TH  
5-8 P.M.  
HILLSDALE COMMUNITY  
LIBRARY  
11 E. BACON STREET  
HILLSDALE, MICHIGAN  
\$5.00 PER PERSON**

**BID ON ITEMS DONATED BY  
LOCAL BUSINESSES.  
ALL PROCEEDS FROM THIS  
EVENT WILL BE USED FOR  
SHELVING FOR THE PULVER  
COLLECTION.**



# **City of Hillsdale Agenda Item Summary**

**Meeting Date: January 16, 2012**

**Agenda Item #10: New Business A – TI Automotive Industrial Facilities  
Tax Exemption (Set Public Hearing)**

On December 15, 2011 an Application for an Industrial Facilities Tax Exemption Certificate was received in the Clerk's Office from TI Automotive. The request has been forwarded to the Economic Development Corporation for review and recommendation.

The next step is to conduct a public hearing to give opportunity for comment regarding the granting of the exemption.

**RECOMMENDATION:**

I recommend that Council set a public hearing on this matter for its February 6, 2012 meeting.



**TO:** Honorable Mayor & Council persons  
**FROM:** Debra Sikorski, City Assessor  
**DATE:** January 16, 2012  
**RE:** Industrial Facilities Exemption T I Automotive

**Background:** Application for consideration of an Industrial Facilities Exemption Certificate(s) was received by the City Clerk's Office as of December 15, 2011 from T I Automotive.

Overall investment is estimated in the amount of \$120,165 true cash value. The request is for an exemption(s) from ad valorem taxation on improvements to the real estate and machinery/equipment pursuant to Public Act 198.

T I Automotive currently has no (0) abatement(s) on the real estate or machinery & equipment. The ad valorem taxation for this location is \$1,122,550 (TV) on the 2011 assessment roll.

This project will allow the industry to be competitive in this location and therefore create approximately 28 position(s) within our jurisdiction over the next 2 years.

**Recommendation:** To receive the application and allow for review by the Economic Development Corporation, abatement review committee. A public hearing should be set for February 6, 2012 to hear any and all concerns, after which the Council may choose to approve the application. Local governmental approval is then subject to State approval.

**Fiscal Impact:** To be provided after internal review.

Debra C. Sikorski,  
City Assessor

# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Michelle Loren Deputy</i>	Date received by Local Unit <i>12/15/11</i>
STC Use Only	
Application Number	Date Received by STC

## APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <b>TI Automotive</b>		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <b>3498</b>	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <b>200 Arch Avenue Hillsdale, MI 49242</b>		1d. City/Township/Village (indicate which) <b>City of Hillsdale</b>	1e. County <b>Hillsdale</b>
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))		3a. School District where facility is located <b>Hillsdale</b>	3b. School Code <b>30000</b>
		4. Amount of years requested for exemption (1-12 Years) <b>12 Years</b>	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Parking lot has been repaved and interior flooring has been redone. Investment in Equipment and refurbishing has been done in order to fulfill a Chrysler contract.

6a. Cost of land and building improvements (excluding cost of land) ..... * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ <b>\$120,165.00</b>
6b. Cost of machinery, equipment, furniture and fixtures ..... * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ <b>\$84,088.00</b>
6c. Total Project Costs ..... * Round Costs to Nearest Dollar	▶ <b>\$204,253.00</b>
	Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	<u>Begin Date (M/D/Y)</u>	<u>End Date (M/D/Y)</u>	
Real Property Improvements	▶ <u>6/30/11</u>	▶ <u>12/31/11</u>	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements	▶ <u>6/30/11</u>	▶ <u>12/31/11</u>	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption.     Yes     No

9. No. of existing jobs at this facility that will be retained as a result of this project.      10. No. of new jobs at this facility expected to create within 2 years of completion.  
**28**

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) ..... \_\_\_\_\_

b. TV of Personal Property (excluding inventory) ..... \_\_\_\_\_

c. Total TV ..... \_\_\_\_\_

12a. Check the type of District the facility is located in:  
 Industrial Development District       Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit)  
**1/13/75**

12c. Is this application for a speculative building (Sec. 3(8))?  
 Yes     No

**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name <b>Susan M. Smith</b>	13b. Telephone Number <b>(517) 439-3928</b>	13c. Fax Number <b>(517) 437-3735</b>	13d. E-mail Address <b>ssmith@hillsdaleedp.org</b>
14a. Name of Contact Person <b>Paula Miller</b>	14b. Telephone Number <b>(517) 439-3353</b>	14c. Fax Number <b>(517) 439-4141</b>	14d. E-mail Address <b>pmiller@us.tiauto.com</b>
▶ 15a. Name of Company Officer (No Authorized Agents) <b>Paula Miller</b>			
15b. Signature of Company Officer (No Authorized Agents) <i>Paula Miller</i>		15c. Fax Number <b>(517) 439-4141</b>	15d. Date <b>12-7-11</b>
▶ 15e. Mailing Address (Street, City, State, ZIP Code) <b>200 Arch Avenue Hillsdale, MI 49242</b>		15f. Telephone Number <b>(517) 439-3353</b>	15g. E-mail Address <b>pmiller@us.tiauto.com</b>

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**State Tax Commission  
Michigan Department of Treasury  
P.O. Box 30471  
Lansing, MI 48909-7971**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

TI Automotive

Investment list June 30, 2011i through December 31, 2011

Real Property investments:	<u>Cost</u>	<u>Install Date</u>
Parking lot regrind and resurface	\$102,094	July, 2011
Facility floors repair and epoxy	<u>\$18,071</u>	July, 2011
Subtotal	\$120,165	

Equipment: All listed below were transferred from out TI Reynosa Mexico Plant.

Four Presses:

1 double end press, 2 single end presses & 1 hand press

Seven CNC Benders

Three Media Bead Blast Machines

Four Automatic Power Benders \$84,088

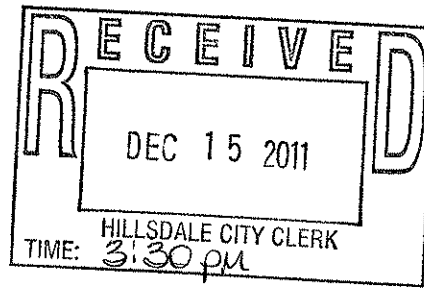
Three Clip assembly carts

All this equipment is used to support a 55% increase in business for TI Hillsdale. All of our new business is for Chrysler Jeep and Ram Trucks. We already have won the replacement business for the Ram Truck.

Total Investment \$204,253



**TI Automotive**



Dub

200 Arch Ave.  
Hillsdale, MI 49242  
517-439-1577

Tlautomotive.com

December 13, 2011

City of Hillsdale,

TI Automotive Hillsdale Plant has increased our business 55% since July 2011 to now. This business was moved from a TI Plant in Reynosa, Mexico. That plant was closed and we were able to get enough parts to almost fill up about 15,000 square feet of empty floor space in our plant. I have currently about 4000 sq. feet of open floor space and I am currently in the process of looking for work to fill this floor space.

This means that we were able to retain the 23 employees we had and to hire 29 new employees. These were all local people we hired. I am very happy to be helping our local economy with these jobs. TI Hillsdale has always been a very successful plant from a quality perspective and the retained employees provided the kind of work ethic that we are looking for as a company.

TI Automotive invested \$102,119 in capital improvements to our building and property this year. I am also getting ready to do another \$25,000 improvements to the inside walls and floors in January 2012. The equipment came to us from our Mexico Plant and the value of this was \$102,133. We have spent many labor hours cleaning, painting and making improvements to this equipment with our employees.

Some of the benefits that we provide to our employees are: Health insurance (including vision and dental), 401k match, recognition awards and tuition reimbursement.

Thank you very much for your support as we continue to grow in Hillsdale County. Please do not hesitate to call me directly if you have any questions.

Sincerely,

Paula Miller

Plant Manager

TI Automotive, Hillsdale Plant

Office Phone: 517-439-3353

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:**           **January 16, 2012**

**Agenda Item #10:**   **New Business B – Communications Policy**

With the increased availability and use of social media such as facebook, twitter, etc. it has been suggested that the City needs to address the use of all electronic communications by policy. I have included a copy of the Electronic Communication portion of the City of Hillsdale Employee Handbook. However, this policy seems to be lacking in several areas.

The above-referenced policy also includes only employees and does not address the use of equipment, whether owned by the City or otherwise, by elected and appointed officials. That use, of course, is even more important when considered in the context of a municipality which is required by various laws to treat information processing differently than a private entity. Many of the new forums allow for a dialogue sometimes without even having knowledge of who that dialogue is with.

If Council decides to establish a committee to determine whether or not a policy is necessary, and if so, make recommendations regarding its content, I am hopeful that it will make independent decisions regarding the types of media available and how much time will be required to invest in such participation. That being said, I am more concerned that the policy clearly identify the requirements for retention of such information and the proper use of disclaimers to protect the city from potential claims as a result of information and/or opinion provided.

### **RECOMMENDATION:**

I recommend Council form a committee to review all aspects of communication regarding the City. In the event a committee is formed, it would seem prudent to include at a minimum someone in the category of employee, elected official and the City Attorney's office to insure legal compliance in such a controversial area.

# *City of Hillsdale*

City of Hillsdale Employee Handbook

## **516 Electronic Communication**

Effective Date: January 1, 2006

Revision Date: February 4, 2008

Use of City's provided computers or internet services to access, download or send messages or factual material that is not related to City business is prohibited, except as otherwise specifically provided herein. "City business" as used herein shall include all activities as are required as part of an employee's job-related duties as well as the furnishing of strictly factual information in response to a direct and specific request from another governmental agency, another entity or a member of the general public.

Employees are also prohibited from using computers or other electronic equipment other than the ones that the City provides to access and use the City's internet services for any purpose whatsoever. This prohibition includes, by way of example and not limitation, all computers and electronic equipment owned or provided by any person or entity other than the City.

Computers, computer files, telephones, voicemail systems, the E-mail system and software furnished to employees are the property of City. The E-mail, Internet, voice mail systems and the computers and software are to be used primarily for City related purposes. City treats all messages sent, received or stored in the E-mail, Internet, and voice mail systems as shared, non-confidential messages. Users must apply the same standards and care to their electronic communications as with other forms of communication (written or oral). Inappropriate use can have serious consequences both for the City of Hillsdale and the employee.

The City has the capability to, expressly reserve the rights to and from time to time, access, review, copy and delete any information sent, received or stored in E-mail, Internet, or voice mail systems. City may disclose such information to any party (inside or outside of City), as it deems appropriate. The use of password does not give rise to any employee expectation of privacy and is consent by the employee of City's right to monitor all use, as permitted by applicable law, with or without additional notice to employees or further employee consent to such action by City. However, employees should protect their password so that others do not abuse it and their workstation. The right to monitor in this policy is limited to the City Manager or other personnel as designated by the City Manager.

Employees should not use a password, access file, or retrieve any stored communication without authorization.

Employees may make occasional incidental use of the E-mail, Internet, or voice mail systems for personal use (less than 5%). The abuse of this policy may subject the employee to discipline up to and including termination of employment. It must be understood that any personal information will be treated no differently from other information, which will be accessed, monitored, utilized and disclosed by City. Accordingly, users cannot use E-mail; Internet or voice mail systems to send, receive or store any information that they wish to keep private. Users should treat the E-mail, Internet or voice mail systems as a shared file system with the expectation that information sent, received or stored in the system will be available for review by

# *City of Hillsdale*

## City of Hillsdale Employee Handbook

City.

Employees furnished with computers, computer files, telephones, a voicemail system, E-mail and software for use in connection with their employment duties with the City may use this equipment for occasional personal use; provided that:

- A. Such personal use shall not exceed 5% of their scheduled workday or otherwise interfere with the prompt and efficient discharge of employment duties;
- B. Such personal use shall not harass, insult or intimidate any City official, employee or member of the public;
- C. Such personal use shall not reference or include opinions, perspectives, views, comments or representations regarding City policies; City positions on past, pending or future public issues; City employee working conditions; the relationships between or the performance of City officials and/or City employees; or other City matters unless authorized in advance in writing by the City Manager or his designee;
- D. Such personal use shall not involve any unlawful activity, enterprise or scheme, the transmission of defamatory, obscene, offensive, threatening or harassing messages or material;
- E. Such personal use shall not disclose any personal information regarding any City official, employee or member of the public without the prior written authorization of the City Manager or his designee; and
- F. Such personal use shall not violate any other City policies.

City purchases and licenses the use of various computer software for City purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, City does not have the rights to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple computers. Employees may only use software on local area networks or on multiple computers according to the software license agreement. City prohibits the illegal duplication or downloading of software and its related documentation. Use of the E-mail system or the Internet to copy and/or transmit any documents, software or other information protected by the copyright laws is prohibited. The installation or use of computer games or any other unauthorized software is a violation of City's policies and will not be permitted. Any questions regarding the use of the system or software should be addressed to the City Manager.

The City's rules for document retention apply to electronic communications. Electronic material/communications can be required as evidence in legal proceedings.

E-mail or the Internet may not be used to solicit others for commercial ventures, religious or political causes, and any sort of gambling, outside organization or other non-city matters.

Employees must know and recognize that the use of deletion keystrokes does not necessarily mean that the document has been eliminated from the computer system.

Unidentified E-mail messages or messages from an unknown source shall not be opened and shall be deleted without being opened.

# *City of Hillsdale*

## City of Hillsdale Employee Handbook

No employee shall access the computer or computer work area of another employee without authorization.

Violations of this policy, or the failure to report any violations of this policy, can lead to disciplinary action up to and including discharge.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Using the Internet for political causes or activities, gambling, or advertisements not related to business purposes or activities.
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous E-mail messages
- Engaging in any other illegal activities



December 20, 2011

Linda Brown, Manager  
City of Hillsdale  
97 North Broad Street  
Hillsdale, MI 49242

Dear Ms. Brown:

On or shortly after January 26, 2012, we will take the final step in our digital network enhancement by converting **all Basic service channels** – including Public, Government and Educational Access (“PEG”) channels - in your community. Following this enhancement Comcast Customers will receive even more channels; crisp digital picture and sound on every TV and all of your channels in a high quality digital format.

In order to bring customers these new features, all Comcast video services will be transmitted exclusively in digital format on or after January 26, 2012. **This means that customers will need to have a digital set-top box or digital adapter from Comcast, or a third party device with a CableCARD™ for each television on which they wish to continue receiving Comcast video services.**<sup>6</sup>

In order to make this enhancement as seamless as possible for our customers, Comcast will provide customers digital equipment in accordance with their service tier.

Comcast customers may call us toll-free at 1-877-634-4434 or go on-line at [www.comcast.com/digitalnow](http://www.comcast.com/digitalnow), to determine the best solution for their home. Enclosed please find copies of the notices we are providing to our customers. These notices provide further detailed information.

As always, if you have any questions or concerns regarding this program, or any other matter, please feel free to contact me at 734-254-1888.

Sincerely,

Frederick G. Eaton  
Government Affairs Manager  
Comcast, Heartland Region  
41112 Concept Drive  
Plymouth, MI 48170

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<sup>6</sup> Customers with QAM Tuner televisions will continue to be able to receive only Basic channels without a digital device. In order to see any channels other than Basic, QAM tuner TVs will also need a digital device. The Basic channel line-up varies by area but in general includes local broadcast TV stations plus local Public, Government and Educational Access (“PEG”) channels.

# IMPORTANT ACTION REQUIRED:

After January 26, 2012, digital equipment may be required on all of your TVs to receive Basic channels 2-7, 10-11, 13, 19-20, 95 & 98.

# xfinity

HIL 30A-B1

## January 26, 2012 Update on Network Upgrade for:

John Q. Sample  
123 Any Street  
Apt. 1-A  
Anytown, US 12345-6789

Unique Digital ID #: [XXXX-XXXX-XXXX-XXXX]  
Account #: [XXXXXXXXXXXXXX]  
Home Phone #: [XXX-XXX-XXXX]

**FIND THE LATEST NETWORK  
UPGRADE NEWS AT  
[comcast.com/digitalnow](http://comcast.com/digitalnow)**

Our network upgrade to an all-digital platform will soon be complete, providing you with channels broadcasted exclusively in digital format — so you can enjoy your favorite programs in crisp digital picture and sound.

After January 26, 2012, equipment may be required to receive ALL channels including Basic channels 2-7, 10-11, 13, 19-20, 95 & 98. You'll need to make sure you have the right digital equipment on all of your TVs at:

[Service Address information]

## Follow these simple steps:

### 1 Check your TVs for digital equipment

DIGITAL SET-TOP BOX



DIGITAL ADAPTER



*Actual equipment may vary.*

To continue receiving all of your current channels, you should check each TV in your home to see if it's connected to a digital set-top box, digital adapter or CableCARD™ device (like a TiVo). If it is, that TV **does not** need any additional equipment.

**If all of your TVs are connected to a digital set-top box, digital adapter or CableCARD device, there's nothing you need to do!**

If you still need digital devices, go to steps 2 and 3.

### 2 Order equipment at [comcast.com/digitalnow](http://comcast.com/digitalnow)

- Have your Unique ID or account # handy (at the top of this letter).
- Receive a total of up to three digital adapters per account at no additional monthly service charge. Any digital adapter(s) currently in the home are included in this total.
- There's no charge for shipping this order, and it's easy to install. Professional installation is available at an additional charge.
- Additional adapters are \$.50 each per month.
- You can also order your equipment by calling 1-877-634-4434.

### 3 Activate your equipment

It's easy — visit [comcast.com/digitalnow](http://comcast.com/digitalnow); you'll find helpful tips, FAQs and step-by-step self-installation videos.

### The digital adapter provides:

- All your current channels in crisp digital picture and sound
- Access to more channels like WKAR Create, WKAR World and WSYM MeTV

**WITH XFINITY, YOU'LL  
HAVE ACCESS TO:**

- Faster Internet
- Triple the HD channels
- TV on your computer
- Get access to over 60,000 On Demand TV shows and movies, on your TV and online at [xfinityTV.com](http://xfinityTV.com)

Order by January 19, 2012 and enjoy amazing entertainment with XFINITY®.

XFINITY service not available in all areas. Limited to residential customers receiving Basic service. Digital set-top box and remote required to receive On Demand and HD services. Access to HD channels requires an HD set-top box at an additional cost. QAM tuner TVs will continue to receive Basic channels 2-7, 10-11, 13, 19-20, 95 & 98 without a digital device. Pricing subject to change. Applicable equipment, installation, taxes and franchise fees extra. Call for details. Comcast © 2011. All rights reserved.

**Comcast**

**Continue to enjoy these Basic Service channels after  
January 26, 2012 on ALL TVs connected to a digital device:**

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2 WKAR (PBS)	11 WTOL (CBS)	100 TV Guide Network <sup>1</sup>	297 WLNS (TCN) <sup>1</sup>
3 WLAJ (ABC)	13 WTVG (ABC)	104 C-SPAN2 <sup>1</sup>	298 WLAJ-DT (CW) <sup>1</sup>
4 QVC	19 Public Access/MGTV	287 WKAR Create <sup>1</sup>	391 Inspiration <sup>1</sup>
5 WKBD-DT (CW)	20 The Weather Channel	288 WKAR World <sup>1</sup>	401-446 Digital Music Choice <sup>1</sup>
6 WLNS (CBS)	90 Leased Access <sup>1</sup>	293 WILX Weather <sup>1</sup>	900 Comcast Television <sup>1</sup>
7 WSYM MeTV (FOX)	95 WGN America	294 ION TV <sup>1</sup>	
10 WILX (NBC)	98 C-SPAN	296 WSYM MeTV <sup>1</sup>	

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**Click: [comcast.com/digitalnow](http://comcast.com/digitalnow)**

**Call: 1-877-634-4434**

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**Positive People Partners & Center Of Unconditional Love**  
**www.unconditionallovelive.com - 419-533-4191 - bobmoy@wcnet.org**  
**4203 County Rd. U4 - Liberty Center, Ohio 43532**

**“Be Healthy - Be Wellthy - Be Wise” Health Care Plan**

The following pro-active, preventive strategies for healthy, happy, stress-free living will strengthen the immune system, balance the emotions, balance the mental-emotional-physical-spiritual energies within the body, help prevent sickness, illness, and disease, reduce and eliminate negative stress, and create an awareness and understanding of the power of love, the joy of forgiveness, and the peace of a humble heart within the individual who decides to follow the suggestions outlined in the plan.

\*\*\*\*\*

Declare the day a joy-filled, happy day when you wake up.

Speak the truth with love. Ask good questions. Listen with understanding and not just for agreement. Think in silence. Do not interrupt.

Do not give permission for fear, anger, sadness, or hurt to take away your joy. This is a happy day. Have joy and be glad in it.

When you feel uncomfortable, believe it may be a sign that there is something wrong and there is conflict. Resolve the situation first by saying “Thank You” and then trying to see what lessons you can learn from the experience.

Restore and rebuild relationships by asking what you can do to make the relationship better.

Ask for forgiveness and forgive others. Say these wellness words: Please forgive them. Help me to forgive them. Please forgive me. Help me to forgive myself. Please remove my bitterness. Please restore my joy.

Know that distress is caused by having to be right, by finding fault, by trying to control things we cannot control, and by being selfish.

Stop bad habits and break addictions and distress by saying the following: I want to stop. I can't stop. Take away my desire. Be kind.

Use your seven super powers. You have the power to control your attitude, honesty, communications, love, encouragement, forgiveness, and being humble and admitting your shortcomings.

Say these 21 wonderful wellness words as often as possible: I'm wrong. I'm sorry. Forgive me. Thank you. You're welcome. Please. What is your opinion? I love you. Yes dear. We is the best word of all. We were made to love one another, forgive one another, and to be humble and admit our shortcomings. @Copyrighted Positive People Partners Oct. 29, 2011



**Hillsdale County**  
**community foundation**

**For good. For ever.**

December 6, 2011

Mr. David Williams  
Headwaters Recreational Authority  
97 N. Broad St.  
Hillsdale, MI 49242

Dear Mr. Williams,

The HCCF Grant Committee has met and made recommendations to the Board of Trustees to determine the distribution of the Hillsdale County Community Foundation Endowment Fund. We are pleased to announce your grant request has been approved in the amount of \$3,584.00 as a '1 for 1' matching/challenge grant. HCCF will provide total matching funding up to \$3,584.00. The grant will be paid out when we receive verification that your organization has raised matching additional funds. Please note, the time frame to complete your fundraising and activities is one year from the date of this letter. This money is designated to fund the costs associated with the creation of a Master Trails Plan, brochures, web design and logo design, as outlined in your submitted grant application.

Enclosed, you will find a Grant Agreement explaining the terms of your grant and your responsibilities as a grant recipient. Please return the completed Grant Agreement to our office so we can make arrangements for distribution. Should you have any questions regarding the requirements, please feel free to give me a call at 517.439.5101.

The Foundation is always excited to support worthwhile community projects such as yours. Best wishes to you in your endeavors.

Kind Regards,

*Susan*

Susan Stout  
Program Officer

Grant Number 20120008

Enclosures