















Council Chamber
Hillsdale City Hall
97 N. Broad Street
Hillsdale, MI 49242

March 4, 2013
7:00 p.m.
(517)437-6441
www.cityofhillsdale.org

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 February 14, 2013: Claims of \$165,673.16 Payroll of \$89,206.11
Invoice Approval Summary By Fund of 2/14/13 
Invoice Approval Summary by Vendor of 2/14/13 
 - B. Committee Reports (Pending Approval):
 1. Shade Tree Minutes of February 6, 2013
Minutes 2/6/13 
 2. IPMC Minutes of February 12, 2013
Minutes 2/12/13 
 3. Finance Minutes of February 18, 2013
Minutes 2/18/13 
 - C. Council Minutes of February 18, 2013
Minutes of 2/18/13 

6. **Communications/Petitions**
7. **Introduction and Adoption of Ordinance/Public Hearing**
8. **Unfinished Business**
 - A. Local Streets Maintenance
 - B. Code Enforcement
9. **Old Business**
10. **New Business**
 - A. Hillsdale Community Health Center Project Bond Issue (Resolution)
City Manager Memo 
Project Bond Resolution 
 - B. Dial-A-Ride Funding (Resolutions)
City Manager Memo 
DART Funding Resolution 
 - C. MDOT Aeronautics Contract- Acquisition
City Manager Memo 
Contract 
 - D. Cintas Rental Service Agreement
City Manager Memo 
Cintas Agreement 
11. **Miscellaneous**
12. **General Public Comment**
13. **Adjournment**

INVOICE APPROVAL LIST BY FUND
 FEBRUARY 14, 2013

Date: 02/14/2013
 Time: 11:44am
 Page: 1

Hillsdale City Offices

Fund Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept:						
101-000.000-082.000	DUE FROM O	BLUE CROSS & BLUE SHIELD OF MI POLICE HEALTH INS 3/2013	70291	7003454/0000	02/14/2013 3/2013	997.97
101-000.000-082.000	DUE FROM O	BLUE CROSS & BLUE SHIELD OF MI NON-UNION HEALTH INS 3/2013	70291	7003454/0002	02/14/2013	995.55
101-000.000-082.000	DUE FROM O	BLUE CROSS & BLUE SHIELD OF MI TEAMSTERS HEALTH INS 3-2013	70291	7003454/0006	02/14/2013 3/1213	408.36
101-000.000-123.000	PREPAID EX	SUMNAR SCHOLL INSURANCE AGENCY FLEET NSURANCE 2013	70333	11733	02/14/2013	4,633.00
101-000.000-123.000	PREPAID EX	SUMNAR SCHOLL INSURANCE AGENCY PROPERTY/INLAND MARINE/CRIME	70333	11732	02/14/2013	6,633.50
101-000.000-123.000	PREPAID EX	SUMNAR SCHOLL INSURANCE AGENCY GENERAL LIABILITY INS 2013	70333	11728	02/14/2013	12,377.50
101-000.000-123.000	PREPAID EX	SUMNAR SCHOLL INSURANCE AGENCY UNBRELLA LIABILITY 2013	70333	11729	02/14/2013	3,467.50
101-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA 2/14/13	370		02/14/2013	61,697.28
				Total		91,210.66
Dept: CITY MANAGER						
101-172.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON-UNION HEALTH INS 3/2013	70291	7003454/0002	02/14/2013	995.55
101-172.000-801.000	CONTRACTUA	SPRINT CELL PHONE 1/3/13 - 2/2/13	70331	548517219-064	02/13/2013	25.78
				Total CITY MANAGER		1,021.33
Dept: ADMINISTRATIVE SERVICES						
101-175.000-850.000	INSURANCE	SUMNAR SCHOLL INSURANCE AGENCY PROPERTY/INLAND MARINE/CRIME	70333	11732	02/14/2013	6,633.50
101-175.000-850.000	INSURANCE	SUMNAR SCHOLL INSURANCE AGENCY GENERAL LIABILITY INS 2013	70333	11728	02/14/2013	12,377.50
101-175.000-850.000	INSURANCE	SUMNAR SCHOLL INSURANCE AGENCY UNBRELLA LIABILITY 2013	70333	11729	02/14/2013	3,467.50
				Total ADMINISTRATIVE SERVICES		22,478.50
Dept: ASSESSING DEPARTMENT						
101-209.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON-UNION HEALTH INS 3/2013	70291	7003454/0002	02/14/2013	829.62
				Total ASSESSING DEPARTMENT		829.62
Dept: CITY CLERK DEPARTMENT						
101-215.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON-UNION HEALTH INS 3/2013	70291	7003454/0002	02/14/2013	995.55
101-215.000-726.000	SUPPLIES	KSS ENTERPRISES LINER/PAPER TOWELS	70311	813103	02/14/2013	92.16
101-215.000-726.000	SUPPLIES	NONIK TECHNOLOGIES, INC. MOUSE - COUNCIL LAPTOP	70319	5199	02/14/2013	7.00
				Total CITY CLERK DEPARTMENT		1,094.71
Dept: FINANCE DEPARTMENT						
101-219.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON-UNION HEALTH INS 3/2013	70291	7003454/0002	02/14/2013	995.55
				Total FINANCE DEPARTMENT		995.55
Dept: BUILDING AND GROUNDS						
101-265.000-801.000	CONTRACTUA	ANYTIME FIRE PROTECTION SERVICE/INSPECT FIRE EXTINGUSH	70284	613040	02/14/2013	21.25
101-265.000-801.000	CONTRACTUA	ANYTIME FIRE PROTECTION SERVICE/INSPECT FIRE EXTINGUSH	70284	613031	02/14/2013	122.00
101-265.000-801.000	CONTRACTUA	ANYTIME FIRE PROTECTION SERVICE/INSPECT FIRE EXTINGUIS	70284	613014	02/14/2013	33.75
101-265.000-801.000	CONTRACTUA	ANYTIME FIRE PROTECTION SERVICE/INSPECT FIRE EXTINGUIS	70284	613039	02/14/2013	24.50
101-265.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS FOR CITY HALL	70293	351630359	02/14/2013	20.00
101-265.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS FOR CITY HALL	70293	351630996	02/14/2013	20.00
101-265.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS FOR DART	70293	351630980	02/14/2013	55.35
101-265.000-801.000	CONTRACTUA	EAST 2 WEST ENTERPRISES, INC. MOP & BUFF DISPATCH OFFICE J	70298	4656	02/14/2013	80.00

INVOICE APPROVAL LIST BY FUND
 FEBRUARY 14, 2013

Date: 02/14/2013
 Time: 11:44am
 Page: 2

Hillsdale City Offices

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: BUILDING AND GROUNDS						
101-265.000-801.000	CONTRACTUA	CAROL HAWKES	70302		02/14/2013	633.00
		MONTHLY CLEANING		1207		
101-265.000-801.000	CONTRACTUA	SCHINDLER ELEVATOR CORPORATION	70330		02/14/2013	498.15
		ELEVATOR MAINTENANCE		8103399781		
				Total BUILDING AND GROUNDS		1,508.00
Dept: AIRPORT						
101-295.000-801.000	CONTRACTUA	HILLSDALE AERO, INC.	70303		02/14/2013	900.00
		JANUARY MAINTENANCE		900		
101-295.000-801.000	CONTRACTUA	REPUBLIC SERVICES OF KALAMAZOO	70327		02/14/2013	85.44
		REPUBLIC SERVICES		249-003658646		
101-295.000-801.000	CONTRACTUA	JAMES SCHEIBNER	70329		02/14/2013	2,916.67
		MGR CONTRACT FOR FEB 2013				
				Total AIRPORT		3,902.11
Dept: POLICE DEPARTMENT						
101-301.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	70291		02/14/2013	12,973.52
		POLICE HEALTH INS 3/2013		7003454/0000 3/2013		
101-301.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	70291		02/14/2013	1,244.43
		NON-UNION HEALTH INS 3/2013		7003454/0002		
101-301.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	70294		02/14/2013	15.76
		FOLDERS/CORRECTION LIQUID		179815		
101-301.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	70294		02/14/2013	12.99
		STAMP		180765		
101-301.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	70294		02/14/2013	77.18
		FLAG		181191		
101-301.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	70294		02/14/2013	-12.99
		RETURNED STAMP		811067		
101-301.000-726.000	SUPPLIES	MARKET HOUSE	70313		02/14/2013	99.47
		OFFICE SUPPLIES		85786		
101-301.000-726.000	SUPPLIES	MICHIGAN TASER DISTRIBING	70317		02/14/2013	112.35
		TASER BATTERIES		9102		
101-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY	70321		02/14/2013	166.06
		CLOTHING - BRENDEL		401941		
101-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY	70321		02/14/2013	62.50
		CLOTHING-SIMS		406940		
101-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY	70321		02/14/2013	-98.50
		RETURNED PANTS		407560		
101-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY	70321		02/14/2013	72.89
		CLOTHING-HENLEY		408592		
101-301.000-742.000	CLOTHING /	POWERS CLOTHING, INC.	70325		02/14/2013	6.00
		ALTERATIONS		6595		
101-301.000-801.000	CONTRACTUA	HILLSDALE COUNTY SHERIFF'S DEP	70304		02/14/2013	172.45
		NETWORK ACCESS FEE				
101-301.000-810.000	DUES AND S	MICHIGAN FTO	70315		02/14/2013	150.00
		ANNUAL MEMBERSHIP FEE				
101-301.000-900.000	PRINTING	ARROW SWIFT PRINTING	70286		02/14/2013	62.25
		INSPECTION FORMS		126874		
101-301.000-900.000	PRINTING	ARROW SWIFT PRINTING	70286		02/14/2013	210.50
		EVIDENCE TAGS		126947		
101-301.000-925.000	TELEPHONE	SPRINT	70331		02/13/2013	62.98
		CELL PHONE 1/3/13 - 2/2/13		548517219-064		
				Total POLICE DEPARTMENT		15,389.84
Dept: FIRE DEPARTMENT						
101-336.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	70291		02/14/2013	3,665.65
		FIREFIGHTER HEALTH INS 2/14/13		7003454/0001 3/2013		
101-336.000-726.000	SUPPLIES	GELZER & SON INC.	70300		02/14/2013	2.92
		FASTENERS-ANCHORS		C38350		
101-336.000-726.000	SUPPLIES	GELZER & SON INC.	70300		02/14/2013	8.29
		BUZZER		C29016		
101-336.000-740.000	FUEL AND L	WATKINS OIL COMPANY	70339		02/14/2013	373.12
		1/2013 FLEET FUEL				
101-336.000-742.000	CLOTHING /	GALL'S, INC.	70299		02/14/2013	144.99
		DUTY BOOTS		368714		
101-336.000-742.000	CLOTHING /	NYE UNIFORM COMPANY	70321		02/14/2013	85.39
		CLOTHING -PAUKEN		406939		
101-336.000-801.000	CONTRACTUA	BAMA FOUR, LLC\SUD-Z COIN WASH	70289		02/14/2013	13.20
		LINEN SERVICE		15344		
101-336.000-801.000	CONTRACTUA	CINTAS CORPORATION	70293		02/14/2013	5.71
		CONTRACTUAL LINEN SERVICES		351629721		

INVOICE APPROVAL LIST BY FUND
 FEBRUARY 14, 2013

Date: 02/14/2013
 Time: 11:44am
 Page: 3

Hillsdale City Offices

Fund	Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND							
Dept: FIRE DEPARTMENT							
	101-336.000-801.000	CONTRACTUA	CINTAS CORPORATION	70293		02/14/2013	13.40
	101-336.000-850.000	INSURANCE	CONTRACTUAL LINEN SERVICES SUMMAR SCHOLL INSURANCE AGENCY	70333	351630358	02/14/2013	4,633.00
	101-336.000-930.000	REPAIRS &	FLEET NSURANCE 2013 RALPH SOLON RILEY	70328	11733	02/14/2013	1,205.00
	101-336.000-955.222	MISC - SHO	SERVICE REPAIRS ENGINE 333 BRANCH-HILLSDALE-ST. JOSEPH TB SKIN TESTS	70292	3008	02/14/2013	396.00
Total FIRE DEPARTMENT							10,546.67
Dept: CODE ENFORCEMENT							
	101-372.000-801.000	CONTRACTUA	B. S. & A. SOFTWARE	70287		02/14/2013	1,100.00
			System Service Annual Fee		87969		
Total CODE ENFORCEMENT							1,100.00
Dept: PLANNING DEPARTMENT							
	101-400.000-905.000	PUBLISHING	HILLSDALE DAILY NEWS	70305		02/14/2013	78.25
			ZONING REQUEST - 42 UNION ST		79424		
Total PLANNING DEPARTMENT							78.25
Dept: PUBLIC SERVICES DEPARTMENT							
	101-441.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	70291		02/14/2013	2,239.98
	101-441.000-726.000	SUPPLIES	NON-UNION HEALTH INS 3/2013 HOME DEPOT	70308	7003454/0002	02/14/2013	124.64
	101-441.000-742.000	CLOTHING /	MISC HAND TOOLS	70293	2132984	02/14/2013	49.58
	101-441.000-742.000	CLOTHING /	CINTAS CORPORATION	70293	351629728	02/14/2013	49.58
	101-441.000-801.000	CONTRACTUA	CINTAS CORPORATION	70331	351630364	02/13/2013	40.94
	101-441.000-801.000	CONTRACTUA	RUGS/UNIFORMS - DPS SPRINT	70293	548517219-064	02/14/2013	41.37
	101-441.000-801.000	CONTRACTUA	CINTAS CORPORATION	70293	351629728	02/14/2013	35.86
	101-441.000-801.000	CONTRACTUA	RUGS/UNIFORMS - DPS	70327	351630364	02/14/2013	94.46
	101-441.000-801.000	CONTRACTUA	REPUBLIC SERVICES OF KALAMAZOO	70337	0249-003658704	02/14/2013	18.68
	101-441.000-810.000	DUES AND S	4 YARD DUMPSTER RENTAL - DPS USA MOBILITY WIRELESS, INC.	70285	W7385433B	02/14/2013	40.00
	101-441.000-862.000	LODGING AN	DPS PAGER RENTAL	70338		02/14/2013	221.74
	101-441.000-955.517	MISC - SOL	APWA-S.W. MI BRANCH 13 MEMBERSHIP -RICHARD/PAYNE	70307	#### #### #### 3055	02/14/2013	275.00
			HILLSDALE TRANSFER STATION COUPON -TAXES		2527		
Total PUBLIC SERVICES DEPARTMENT							3,231.83
Fund Total							153,387.07
Fund: MAJOR ST./TRUNKLINE FUND							
Dept:							
	202-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT	370		02/14/2013	5,787.65
			PAYROLL/FICA 2/14/13				
Total							5,787.65
Dept: R.O.W. MAINTENANCE							
	202-460.000-801.000	CONTRACTUA	HILLSDALE DAILY NEWS	70305		02/14/2013	77.50
			CHRISTMAS TREE RECYCLING		105300-01 2-2013		
Total R.O.W. MAINTENANCE							77.50
Dept: TRAFFIC							
	202-490.000-726.000	SUPPLIES	JONESVILLE LUMBER	70310		02/14/2013	85.54
			LUMBER, SCREWS, PWR BIT, ADHES		646425		
Total TRAFFIC							85.54
Fund Total							5,950.69
Fund: LOCAL ST. FUND							
Dept:							

INVOICE APPROVAL LIST BY FUND
 FEBRUARY 14, 2013

Date: 02/14/2013
 Time: 11:44am
 Page: 4

Hillsdale City Offices

Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
Fund: LOCAL ST. FUND								
Dept:								
203-000.000-214.750			DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA 2/14/13	370		02/14/2013	4,117.85

Total								4,117.85
Dept: R.O.W. MAINTENANCE								
203-460.000-801.000			CONTRACTUA	HILLSDALE DAILY NEWS CHRISTMAS TREE RECYCLING	70305		02/14/2013	77.50
						105300-01 2-2013		-----
Total R.O.W. MAINTENANCE								77.50
Dept: DRAINAGE								
203-480.000-726.000			SUPPLIES	GELZER & SON INC. CONCRETE MIX, MORTAR MIX	70300	A22518	02/14/2013	25.56
203-480.000-726.000			SUPPLIES	POINT RENTAL & SALES HOSE RENTAL	70324	39917	02/14/2013	198.00
Total DRAINAGE								223.56

Fund Total								4,418.91
Fund: RECREATION FUND								
Dept:								
208-000.000-214.750			DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA 2/14/13	370		02/14/2013	3,427.42

Total								3,427.42
Dept: RECREATION DEPARTMENT								
208-751.000-715.000			HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON-UNION HEALTH INS 3/2013	70291		02/14/2013	995.55
208-751.000-726.000			SUPPLIES	CURRENT OFFICE SOLUTIONS TONER CARTRIDGE	70294	180607	02/14/2013	127.30
208-751.000-810.000			DUES AND S	MI PARKS AND RECREATION ASSOC. MRPA MEMEBERSHIP DUES	70314		02/14/2013	210.00
Total RECREATION DEPARTMENT								1,332.85

Fund Total								4,760.27
Fund: LIBRARY FUND								
Dept:								
271-000.000-214.750			DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA 2/14/13	370		02/14/2013	4,608.03

Total								4,608.03
Dept: LIBRARY								
271-790.000-715.000			HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON-UNION HEALTH INS 3/2013	70291		02/14/2013	995.55
271-790.000-726.000			SUPPLIES	CURRENT OFFICE SOLUTIONS Office Supplies	70294	416342	02/14/2013	212.79
271-790.000-726.003			SUPPLIES -	NONIK TECHNOLOGIES, INC. REPAIR NETWORK CONNECTION	70319	5200	02/14/2013	534.64
271-790.000-726.003			SUPPLIES -	NONIK TECHNOLOGIES, INC. WIRELESS FOR MEETING ROOMS	70319	212.13	02/14/2013	212.13
271-790.000-801.000			CONTRACTUA	ANYTIME FIRE PROTECTION SERVICE/INSPECT FIRE EXTINGUIS	70284	613038	02/14/2013	24.50
271-790.000-801.000			CONTRACTUA	CINTAS CORPORATION Library Floor Mats	70293	351629723	02/14/2013	28.66
271-790.000-801.000			CONTRACTUA	GREAT AMERICAN LEASING CORP. Konica Copier Lease	70301	13259669	02/14/2013	209.26
271-790.000-982.000			BOOKS	BAKER & TAYLOR COMPANY Adult Book Order - Jan	70288	2027841656	02/14/2013	86.22
271-790.000-982.000			BOOKS	RANDOM HOUSE, INC. Fall BOT order	70326	1086206318	02/14/2013	60.00
271-790.000-982.000			BOOKS	RANDOM HOUSE, INC. Fall BOT order	70326	1086269839	02/14/2013	30.00
271-790.000-982.001			BOOKS - FR	DORTHY M BUSCH BRANCE OF Overdue Material - Shane Potte	70297	WDB2013-2	02/14/2013	22.98
Total LIBRARY								2,416.73
Dept: LIBRARY - CHILDREN'S AREA								
271-792.000-726.000			SUPPLIES	VISA CHILDREN'S SUPPLIES/BOOKS	70338		02/14/2013	11.78
						#### #### #### 5167		-----

INVOICE APPROVAL LIST BY FUND
 FEBRUARY 14, 2013

Date: 02/14/2013
 Time: 11:44am
 Page: 5

Hillsdale City Offices

Fund	Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: LIBRARY FUND							
Dept: LIBRARY - CHILDREN'S AREA							
271-792.000-726.010		SUPPLIES-S	VISA CHILDREN'S SUPPLIES/BOOKS	70338	### 5167	02/14/2013	145.95
271-792.000-982.000		BOOKS	VISA CHILDREN'S SUPPLIES/BOOKS	70338	### 5167	02/14/2013	86.36
271-792.000-982.000		BOOKS	BAKER & TAYLOR COMPANY Kids book order - Jan	70288	2027841657	02/14/2013	72.74
Total LIBRARY - CHILDREN'S AREA							316.83
Fund Total							7,341.59
Fund: CAPITAL IMPROVEMENT FUND							
Dept: DRAINAGE							
401-480.000-801.000		CONTRACTUA	MT ENGINEERING, LLC STORM WATER MAPPING UPDATES	70318	1301-1	02/14/2013	230.89
Total DRAINAGE							230.89
Dept: CAPITAL OUTLAY							
401-900.000-975.018		MILLPOND D	STATE OF MICHIGAN** DAM APP REPAIR PERMIT FEE	70332		02/14/2013	200.00
Total CAPITAL OUTLAY							200.00
Fund Total							430.89
Fund: STOCK'S PARK							
Dept: PARKS							
409-756.000-801.000		CONTRACTUA	JAMES LITTLE STOCK'S PARK BRICK ENGRAVING	70312	12245	02/14/2013	21.00
Total PARKS							21.00
Fund Total							21.00
Fund: DIAL-A-RIDE FUND							
Dept:							
588-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA 2/14/13	370		02/14/2013	6,189.31
Total							6,189.31
Dept: DIAL-A-RIDE							
588-588.000-715.000		HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON-UNION HEALTH INS 3/2013	70291	7003454/0002	02/14/2013	995.55
588-588.000-715.000		HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI TEAMSTERS HEALTH INS 3-2013	70291	7003454/0006 3/1213	02/14/2013	2,368.46
588-588.000-730.000		VEH./EQUIP	THE DOOR MAN REPAIR GARAGE DOOR #1	70296		02/14/2013	150.00
588-588.000-730.000		VEH./EQUIP	BECK CHEVROLET DOOR SEAL - DART BUS	70290	127103	02/14/2013	83.63
588-588.000-740.000		FUEL AND L	WATKINS OIL COMPANY 1/2013 FLEET FUEL	70339		02/14/2013	2,541.95
Total DIAL-A-RIDE							6,139.59
Fund Total							12,328.90
Fund: PUBLIC SERVICES INV. FUND							
Dept:							
633-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA 2/14/13	370		02/14/2013	349.84
Total							349.84
Dept: PUBLIC SERVICES INVENTORY							
633-233.000-726.000		SUPPLIES	DETROIT SALT CO. ROAD SALT	70295	30198	02/14/2013	4,917.70
633-233.000-726.000		SUPPLIES	DETROIT SALT CO. ROAD SALT	70295	30349	02/14/2013	4,862.90
Total PUBLIC SERVICES INVENTORY							9,780.60

INVOICE APPROVAL LIST BY FUND
 FEBRUARY 14, 2013

Date: 02/14/2013
 Time: 11:44am
 Page: 6

Hillsdale City Offices

Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
Fund: PUBLIC SERVICES INV. FUND								
								Fund Total
								10,130.44
Fund: REVOLVING MOBILE EQUIP. FUND								
Dept:								
640-000.000-123.000			PREPAID EX	SUMNAR SCHOLL INSURANCE AGENCY	70333		02/14/2013	17,475.00
				FLEET NSURANCE 2013		11733		
640-000.000-214.750			DUE TO IMP	PAYROLL ACCOUNT	370		02/14/2013	2,763.81
				PAYROLL/FICA 2/14/13				
								Total
								20,238.81
Dept: MOBILE EQUIPMENT MAINTENANCE								
640-444.000-715.000			HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	70291		02/14/2013	995.55
				NON-UNION HEALTH INS 3/2013		7003454/0002		
640-444.000-715.000			HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	70291		02/14/2013	1,225.07
				TEAMSTERS HEALTH INS 3-2013		7003454/0006 3/1213		
640-444.000-730.000			VEH./EQUIP	JACKSON TRUCK SERVICE INC.	70309		02/14/2013	18.56
				FILTERS		PC01232840:001		
640-444.000-730.000			VEH./EQUIP	JACKSON TRUCK SERVICE INC.	70309		02/14/2013	70.16
				FILTERS, WIPER BLADES		PC01232751:001		
640-444.000-730.000			VEH./EQUIP	JACKSON TRUCK SERVICE INC.	70309		02/14/2013	126.79
				FILTERS, LIGHTS		PC01232979:001		
640-444.000-730.000			VEH./EQUIP	JACKSON TRUCK SERVICE INC.	70309		02/14/2013	85.50
				FILTERS		PC01232954:001		
640-444.000-730.000			VEH./EQUIP	JACKSON TRUCK SERVICE INC.	70309		02/14/2013	106.24
				CLAMPS/PIPE		PC01233057:001		
640-444.000-730.000			VEH./EQUIP	JACKSON TRUCK SERVICE INC.	70309		02/14/2013	22.86
				FILTERS		PC01233195:001		
640-444.000-730.000			VEH./EQUIP	MICHIGAN CAT	70316		02/14/2013	186.20
				KIT-SEAL-H.C FOR #21		PD2828422		
640-444.000-730.000			VEH./EQUIP	PERFORMANCE AUTOMOTIVE	70323		02/14/2013	16.38
				BULBS		1052249		
640-444.000-730.000			VEH./EQUIP	PERFORMANCE AUTOMOTIVE	70323		02/14/2013	13.63
				FILTERS		1052459		
640-444.000-730.000			VEH./EQUIP	PERFORMANCE AUTOMOTIVE	70323		02/14/2013	16.97
				BATTERY CABLE		1052423		
640-444.000-730.000			VEH./EQUIP	TRI STATE LINE-X & ACCESSORIES	70335		02/14/2013	191.99
				CUTTING EDGE & BOLTS FOR #15		8469		
640-444.000-730.000			VEH./EQUIP	TRUCK & TRAILER SPECIALTIES	70336		02/14/2013	11.00
				CONTROL CABLE		C36003		
640-444.000-730.000			VEH./EQUIP	TRUCK & TRAILER SPECIALTIES	70336		02/14/2013	36.08
				CONTROL CABLE		C36002		
640-444.000-730.000			VEH./EQUIP	WELLS EQUIPMENT SALES, INC.	70340		02/14/2013	81.46
				LIGHT, SPRING, SCREW FOR #40		86687		
640-444.000-730.000			VEH./EQUIP	WELLS EQUIPMENT SALES, INC.	70340		02/14/2013	128.69
				BLOWER MOTOR FOR #17		86815		
640-444.000-730.000			VEH./EQUIP	WINTER EQUIPMENT COMPANY	70341		02/14/2013	90.54
				SPINNER		17126		
640-444.000-730.301			POLICE VEH	NORM'S TIRE SERVICE	70320		02/14/2013	134.88
				TIRE FOR UNIT 2-2		57378		
640-444.000-740.000			FUEL AND L	WATKINS OIL COMPANY	70339		02/14/2013	4,637.46
				1/2013 FLEET FUEL				
640-444.000-740.301			FUEL AND L	WATKINS OIL COMPANY	70339		02/14/2013	3,661.68
				1/2013 FLEET FUEL				
640-444.000-742.000			CLOTHING /	CINTAS CORPORATION	70293		02/14/2013	14.89
				RUGS/UNIFORMS - DPS		351629728		
640-444.000-742.000			CLOTHING /	CINTAS CORPORATION	70293		02/14/2013	14.89
				RUGS/UNIFORMS - DPS		351630364		
640-444.000-801.000			CONTRACTUA	CINTAS CORPORATION	70293		02/14/2013	22.87
				RUGS/UNIFORMS - DPS		351629728		
640-444.000-801.000			CONTRACTUA	CINTAS CORPORATION	70293		02/14/2013	22.87
				RUGS/UNIFORMS - DPS		351630364		
640-444.000-801.000			CONTRACTUA	HILLSDALE TOWING	70306		02/14/2013	50.00
				TOWING OF TRUCK #11		45378		
640-444.000-801.000			CONTRACTUA	SUPERIOR WELDING SUPPLY INC	70334		02/14/2013	33.48
				CYLINDER RENTAL		93633		
640-444.000-801.301			POLICE VEH	PARNEY'S CAR CARE	70322		02/14/2013	352.13
				REPAIRS - 2-9		53471		
640-444.000-801.301			POLICE VEH	PARNEY'S CAR CARE	70322		02/14/2013	576.03
				REPAIRS TO 2-2		53472		
640-444.000-801.301			POLICE VEH	PARNEY'S CAR CARE	70322		02/14/2013	34.20
				OIL CHANGE 2-1		53485		

INVOICE APPROVAL LIST BY FUND
 FEBRUARY 14, 2013

Date: 02/14/2013
 Time: 11:44am
 Page: 7

Hillsdale City Offices

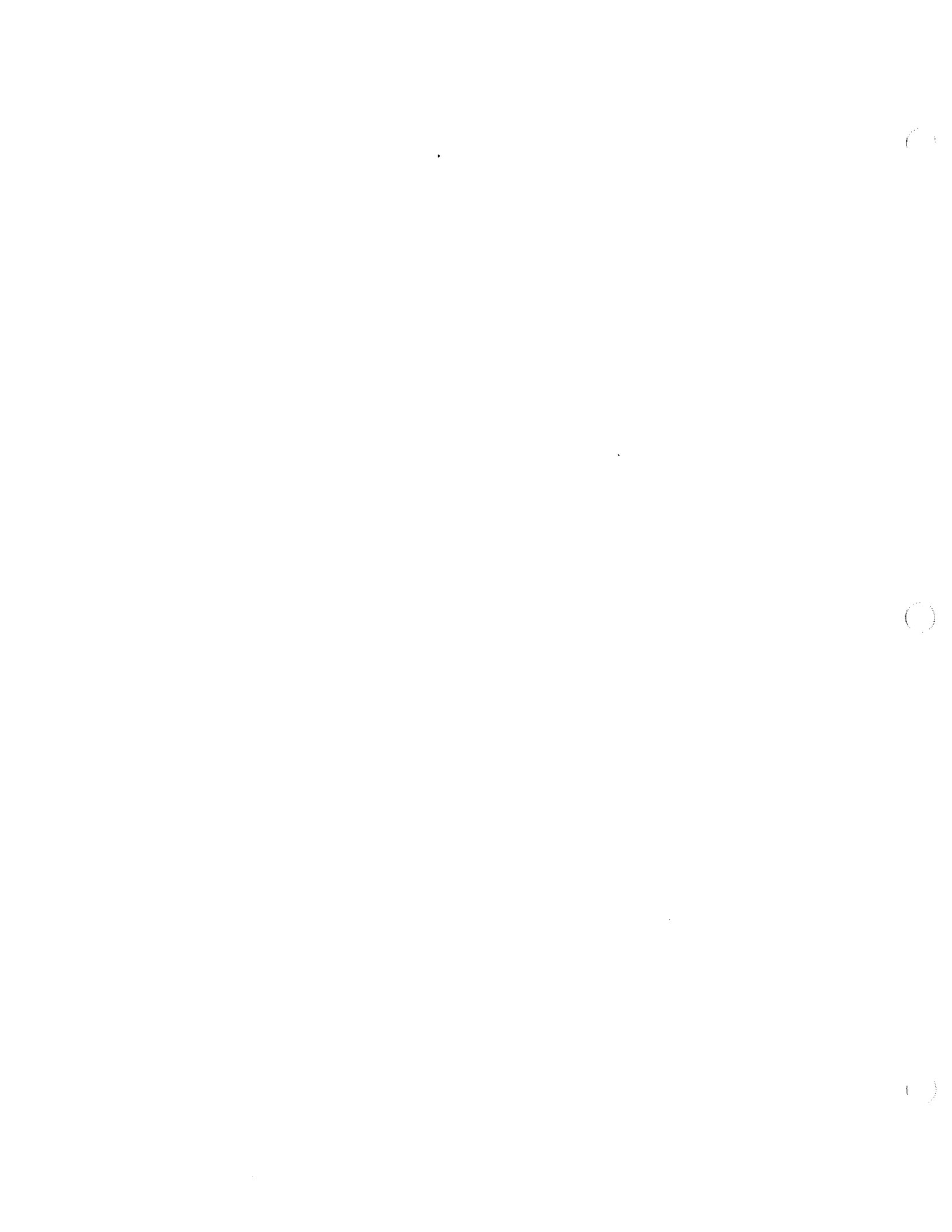
Fund	Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: REVOLVING MOBILE EQUIP. FUND							
Dept: MOBILE EQUIPMENT MAINTENANCE							
640-444.000-850.000		INSURANCE	SUMNAR SCHOLL INSURANCE AGENCY FLEET NSURANCE 2013	70333	11733	02/14/2013	14,232.50
640-444.000-850.301		INSURANCE	SUMNAR SCHOLL INSURANCE AGENCY FLEET NSURANCE 2013	70333	11733	02/14/2013	3,242.50
Total MOBILE EQUIPMENT MAINTENANCE							30,454.05
Fund Total							50,692.86
Fund: DPS LEAVE AND BENEFITS FUND							
Dept:							
699-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA 2/14/13	370		02/14/2013	264.92
Total							264.92
Dept: PUBLIC SERVICES DEPARTMENT							
699-441.000-715.000		HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON-UNION HEALTH INS 3/2013	70291	7003454/0002	02/14/2013	414.81
699-441.000-715.000		HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI TEAMSTERS HEALTH INS 3-2013	70291	7003454/0006 3/1213	02/14/2013	4,736.92
Total PUBLIC SERVICES DEPARTMENT							5,151.73
Fund Total							5,416.65
Grand Total							254,879.27

VENDOR APPROVAL SUMMARY REPORT
 FEBRUARY 14, 2013

Date: 02/14/2013
 Time: 11:36am
 Page: 1

Hillsdale City Offices

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ANYTIME FIRE PROTECTION	0030	SERVICE/INSPECT FIRE EXTINGUIS	226.00	0.00
APWA-S.W. MI BRANCH	3950	13 MEMBERSHIP -RICHARD/PAYNE	40.00	0.00
ARROW SWIFT PRINTING	0008	EVIDENCE TAGS	272.75	0.00
B. S. & A. SOFTWARE	3076	System Service Annual Fee	1,100.00	0.00
BAKER & TAYLOR COMPANY	0011	Adult Book Order - Jan	158.96	0.00
BAMA FOUR, LLC\SUD-Z COIN WASH	1540	LINEN SERVICE	13.20	0.00
BECK CHEVROLET	0012	DOOR SEAL - DART BUS	83.63	0.00
BLUE CROSS & BLUE SHIELD OF MI	2013	TEAMSTERS HEALTH INS 3-2013	39,069.19	0.00
BRANCH-HILLSDALE-ST. JOSEPH	0044	TB SKIN TESTS	396.00	0.00
CINTAS CORPORATION	0020	Library Floor Mats	395.03	0.00
CURRENT OFFICE SOLUTIONS	0035	Office Supplies	433.03	0.00
DETROIT SALT CO.	4088	ROAD SALT	9,780.60	0.00
THE DOOR MAN	1216	REPAIR GARAGE DOOR #1	150.00	0.00
DORTHY M BUSCH BRANCE OF	2080	Overdue Material - Shane Potte	22.98	0.00
EAST 2 WEST ENTERPRISES, INC.	1299	MOP & BUFF DISPATCH OFFICE J	80.00	0.00
GALL'S, INC.	2158	DUTY BOOTS	144.99	0.00
GELZER & SON INC.	0027	BUZZER	36.77	0.00
GREAT AMERICAN LEASING CORP.	1678	Konica Copier Lease	209.26	0.00
CAROL HAWKES	1288	MONTHLY CLEANING	633.00	0.00
HILLSDALE AERO, INC.	0236	JANUARY MAINTENANCE	900.00	0.00
HILLSDALE COUNTY SHERIFF'S DEP	0621	NETWORK ACCESS FEE	172.45	0.00
HILLSDALE DAILY NEWS	0034	CHRISTMAS TREE RECYCLING	233.25	0.00
HILLSDALE TOWING	2441	TOWING OF TRUCK #11	50.00	0.00
HILLSDALE TRANSFER STATION	1768	COUPON -TAXES	275.00	0.00
HOME DEPOT	2786	MISC HAND TOOLS	124.64	0.00
JACKSON TRUCK SERVICE INC.	0086	FILTERS	430.11	0.00
JONESVILLE LUMBER	2326	LUMBER, SCREWS, PWR BIT, ADHES	85.54	0.00
KSS ENTERPRISES	0255	LINER/PAPER TOWELS	92.16	0.00
JAMES LITTLE	1640	STOCK'S PARK BRICK ENGRAVING	21.00	0.00
M...T HOUSE	0164	OFFICE SUPPLIES	99.47	0.00
M...RKS AND RECREATION ASSOC.	0065	MRPA MEMEBERSHIP DUES	210.00	0.00
MICHIGAN FTO	2675	ANNUAL MEMBERSHIP FEE	150.00	0.00
MICHIGAN CAT	0051	KIT-SEAL-H.C FOR #21	186.20	0.00
MICHIGAN TASER DISTRIBING	1421	TASER BATTERIES	112.35	0.00
MT ENGINEERING, LLC	1690	STORM WATER MAPPING UPDATES	230.89	0.00
NONIK TECHNOLOGIES, INC.	1392	WIRELESS FOR MEETING ROOMS	753.77	0.00
NORM'S TIRE SERVICE	0277	TIRE FOR UNIT 2-2	134.88	0.00
NYE UNIFORM COMPANY	0092	CLOTHING-HENLEY	288.34	0.00
PARNEY'S CAR CARE	2412	OIL CHANGE 2-1	962.36	0.00
PAYROLL ACCOUNT	0242	PAYROLL/FICA 2/14/13	0.00	89,206.11
PERFORMANCE AUTOMOTIVE	0961	BATTERY CABLE	46.98	0.00
POINT RENTAL & SALES	0338	HOSE RENTAL	198.00	0.00
POWERS CLOTHING, INC.	2645	ALTERATIONS	6.00	0.00
RANDOM HOUSE, INC.	1388	Fall BOT order	90.00	0.00
REPUBLIC SERVICES OF KALAMAZOO	1428	4 YARD DUMPSTER RENTAL - DPS	179.90	0.00
RALPH SOLON RILEY	1782	SERVICE REPAIRS ENGINE 333	1,205.00	0.00
JAMES SCHEIBNER	3302	MGR CONTRACT FOR FEB 2013	2,916.67	0.00
SCHINDLER ELEVATOR CORPORATION	0061	ELEVATOR MAINTENANCE	498.15	0.00
SPRINT	1137	CELL PHONE 1/3/13 - 2/2/13	129.70	0.00
STATE OF MICHIGAN**	2258	DAM APP REPAIR PERMIT FEE	200.00	0.00
SUMNAR SCHOLL INSURANCE AGENCY	2075	UNBRELLA LIABILITY 2013	89,173.00	0.00
SUPERIOR WELDING SUPPLY INC	1136	CYLINDER RENTAL	33.48	0.00
TRI STATE LINE-X & ACCESSORIES	0613	CUTTING EDGE & BOLTS FOR #15	191.99	0.00
TRUCK & TRAILER SPECIALTIES	0442	CONTROL CABLE	47.08	0.00
USA MOBILITY WIRELESS, INC.	0845	DPS PAGER RENTAL	18.68	0.00
VISA	1154	CHILDREN'S SUPPLIES/BOOKS	465.83	0.00
WATKINS OIL COMPANY	2278	1/2013 FLEET FUEL	11,214.21	0.00
WELLS EQUIPMENT SALES, INC.	2372	BLOWER MOTOR FOR #17	210.15	0.00
WINTER EQUIPMENT COMPANY	0612	SPINNER	90.54	0.00
Grand Total:			165,673.16	89,206.11



SHADE TREE COMMITTEE

Meeting Minutes

February 6th, 2013

Gary Stachowicz, Hillsdale City Forester, called the Shade Tree meeting to order at 3:05 P.M.

Board members present:

Keith Richard, Carl Heinowski, Dr. Maria Bidny and Angie Girdham. B.J. Holton was excused from the meeting.

Approval of minutes:

Keith Richard made a motion to approve the minutes from the November 28th 2012 meeting. Motion seconded by Angie Girdham.

Public comments:

None.

Old business:

- A. **Tree City USA application:** Gary informed the committee that the 2012 Tree City USA application has been approved by the State of Michigan and that it has been sent on to the National Arbor Day Foundation for final approval.
- B. **Tree Evaluation update:** (Hillsdale Community Health Center). Gary announced that on 2/5/2013 the City of Hillsdale received payment from Hillsdale Community Health Center for the sum total of \$3,216.00. Of this \$1,966.00 was for the value of the 33.0 inch sugar maple tree and \$1,250.00 was the removal cost. This money will be used to purchase and plant new trees on major streets in Hillsdale.
- C. **New members:** Keith stated that at the February 4th 2013 City Council meeting, both Carl Heinowski and Dr. Maria Bidny had their terms on the Shade Tree Committee extended. Mr. Heinowski's term has been extended to 2016 and Dr. Bidny's term has been extended until 2017.

Dr. Bidny wanted to raise a question as to how Gary determines tree planting locations and if he mentions to people about the City of Hillsdale's Public Tree Planting Program. Gary said that he looks at previous tree removal sites and determines if there is sufficient room to plant a tree back at that location. If there is room then he asks the residents if they would like to have the City plant a tree back in the terrace. If they do then he schedules a tree planting date. As of now, he is still working off of the 2009 and 2010 tree removal lists.

As for the Public Tree Planting Program, Gary said he would check but he thinks that information relating to it is on the City's Website. If not, he would get that information placed on the website. Dr. Bidny suggested developing a brochure to help promote the program. Keith suggested that another option may be to send brochures in BPU mailings.

New business:

Note; Agenda items (A,B and C) relate to each other and were put on the agenda because at the time that the packets were mailed out to the committee members, Hillsdale Community Health Center had not reimbursed the City for the tree removal cost or the value of the 33.0 inch sugar maple tree that had to be removed next to the Health Centers new drive approach on S. Howell St. Gary wanted to share with the committee members ,the city tree ordinances, the site plan review of the Health Centers expansion project and the Shade Tree minutes and the Tree Valuation proposal from 2007. The agenda items relate to the steps involved for the removal of any city tree or shrub in conjunction with construction projects.

- A. Review of City ordinances relating to trees/shrubs:** As a condition for the removal of any city tree or shrub, permits are required by the contractor before any tree/shrub can be removed or surgically impaired. Sections 14-109, 14-110 and 14-111 address this.
- B. Site plan review from April 25th 2011:** Gary mentioned that on April 25th 2011, he conducted a site plan review for the Hillsdale Community Health Centers expansion project. In his comments he mentioned that any city tree(s) that need removal must have values placed on them. This value along with the tree removal cost must be paid for by the hospital or contractor before the tree(s) can be removed. Gary said that on all site review plans involving city trees, he makes similar comments so businesses/contractors know in advance that there is a cost associated with the removal of city trees.
- C. Shade Tree minutes and Tree valuation proposal from 2007:** The proposal states that any trees authorized for removal as part of a site review plan or construction project must have values placed on them and the valuation paid in full before any tree can be removed. Gary mentioned that since the Shade Tree Committee adopted this practice he has not had any problems from business/contractors paying for the tree values or the removal cost.

Adjournment:

A motion was made by Dr. Bidny to adjourn the meeting at 3:50 P.M. Motion was seconded by Carl Heinowski.

The next meeting is tentatively scheduled for Wednesday May 1st at 3:00 P.M. in the conference room on the second floor of City Hall.

Respectfully submitted,

Gary Stachowicz, City Forester/ Keith Richard, Director of Public Services

International Property Maintenance Code Board of Appeals

IPMC



CITY OF HILLSDALE

MINUTES

February 12, 2013

Meeting called to order by: Steve Stoll 6:00 P.M.

Members Present: Charles Sharp, Steve Stoll, and Al Pitts.

Also present: Linda Brown – City Manager, David Turnbull- City Code Enforcement Administrator, Katy Price – City Admin. Assistant.

Election of Chair: Motioned by Pitts to elect Stoll as Chair, seconded by Sharp, Motion **Passed Unanimously**.

Brown suggests a motion to amend the agenda by adding II 1. Public Comment, V 1. Interpretation of Exemption, V 2. Resignation of Mr. Sharp.

Motion to amend the agenda by Pitts, seconded by Sharp. Motion **Approved Unanimously**.

Public Comment: Opened during Public Hearing and closed, due to no public comment.

Motion to adopt procedures for the Hearing by Pitts, seconded by Sharp, 3 Ayes, 0 Nays. Motion **Approved Unanimously**.

Discussion led by Brown on an appeal filed by Paul and Laura Rahe, owners of personal property located at 90 S. Broad St., Hillsdale, MI 49242 requesting an appeal from the decision of the code official as a result of being cited under IPMC Section 403.2.

Turnbull spoke about the requirements for an openable window in a bathroom where there is no mechanical ventilation system stating that was the reason for the citation.

A discussion then was held regarding the provisions of section 403.1 which contains an exception indicating that where rooms and spaces without openings to the outdoors are ventilated through an adjoining room, the unobstructed opening to the adjoining room must be at least 8 percent of the floor area of the interior room or space, but not less than 2 square feet. The area in question has two unobstructed doorways exceeding the square foot area of 25 feet into an adjoining room.

Motion by Sharp to reverse the decision of code official finding that the present existing conditions of two unobstructed door openings to an adjoining room exceed the requirements of Section 403.2. The reversal was made based upon the two existing openings remaining unobstructed. Seconded by Pitts. Motion **Approved Unanimously**.

Motion by Stoll to interpret the exception to unobstructed door openings, seconded by Pitt. Motion **Approved Unanimously**.

Motion by Sharp, to apply the Board ruling in this case to any future interpretations by Code Inspectors to allow multiple unobstructed door openings to be taken into consideration when determining proper ventilation of otherwise unventilated bathroom openings under IPMC Sec. 403.2, seconded by Pitts. Motion **Passed Unanimously**

Motion by Stoll to accept Charles Sharp's resignation from the IPMC Board. Seconded by Pitts, Motion **Passed Unanimously**.

Motion to adjourn by Al Pitts, Seconded by Sharp, Motion **Passed Unanimously**.
Meeting adjourned at 6:25 P.M.

Submitted by: Katy Price

City of Hillsdale
Finance Committee Meeting Minutes
Monday, February 18, 2013
2nd Floor Conference Room
Hillsdale City Hall
6:30 PM

Call to Order: 6:33 p.m. by Chairperson Scott Sessions

Present:

Finance Committee Councilpersons: Mary Beth Bail, Sally Kinney, Scott Sessions, and Director Bonnie Tew Finance

Absent: City Manager Linda Brown

Public: Councilperson Ruth Brown and Councilperson Brian Watkins

Public discussion: No public discussion.

Invoices and vendor approval for checks printed on February 14, 2013 were reviewed and discussed by the committee. Explanation provided by Director, Bonnie Tew Finance or:

\$233.25 To Hillsdale Daily News (Planning Department, R.O.W. Maintenance). These costs were paid to Hillsdale Daily News for advertizing for Christmas Tree recycling and an ad for a zoning request for 42 Union Street.

\$150.00 To the Door Man (Dial-A-Ride). These costs were paid to the Door Man for repair to garage door # 1.

\$9780.00 To Detroit Salt Co. (Public Service Inventory). These costs were paid to Detroit Salt Co. for the winter salt supply.

Motion made by Councilperson Kinney to recommend approval of bills to Council; 2nd by Councilperson Bail. Ayes:3 Nays: 0

Motion by Councilperson Kinney to adjourn the meeting, 2nd by Councilperson Bail.
Meeting adjourned: 6:38 p.m.

Respectfully submitted by: Chairperson Sessions

Council Chambers
Hillsdale City Hall
97 N. Broad St.
Hillsdale, MI 49242

February 18, 2013
7:00 p.m.
(517)437-6441
www.cityofhillsdale.org

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, Deputy City Clerk Michelle Loren, City Attorney Lew Loren, Matt Durr (Hillsdale Daily News), Russ Martin (WCSR), Bonnie Tew, Rick Rose, Paula Miller (TI Automotive), and Aimee England.

Approval of Agenda

Motion by Councilmember Sullivan, support by Councilmember Sessions, to approve the February 18, 2013 Council Agenda as amended.

All ayes.

Motion carried.

Public Comment

None

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. Approval of Bills from January 31, 2013: Claims of \$81,258.27; Payroll of \$87,067.21
- B. Committee Reports (Pending Approval):
 - 1. Finance Minutes of February 4, 2013
 - 2. BPU Minutes of February 12, 2013
 - 3. TIFA Minutes of January 22, 2013
 - 4. EDC Minutes of December 18, 2012
 - 5. O&G Minutes of February 4, 2013
- C. Council Minutes of February 4, 2013

Motion by Councilperson Sessions, support by Councilmember Watkins, to approve the Consent Agenda. Roll call: Council members Arnold – yes; Bail – yes; Brown – yes; Kinney – yes; Sessions – yes; Sullivan – yes; Watkins – yes; Wolfram – yes; Mayor Moon – yes.

Approved 9-0.

Motion carried.

Communications

None

Introduction and Adoption of Ordinances/Public Hearings

None

Unfinished Business

- A. Local Streets Maintenance. None
- B. Code Enforcement – City Attorney Lew Loren gave a brief update on the status of property located at 12 Waldron St. Councilperson Wolfram asked for clarification on the court process once a property has received a civil citation. Councilperson Watkins inquired about the status of the property at 8 S. Manning. City Manager Brown explained the property is under the jurisdiction of the State Building Code administered by the Hillsdale County Inspection Department.

Old Business

None

New Business

- A. TI Automotive PA 328 – City Manager Linda Brown informed Council the Clerk's office had received an application from TI Automotive requesting a PA 328 Exemption on certain identified personal property to be placed at its 200 Arch Avenue location in the Industrial Park. TI representative Paula Miller spoke to Council regarding the equipment being purchased. Ms. Miller stated that with the increase in production, TI Automotive will be able to retain the current number of employees and hire one additional Quality Technician in the current year with a potential of hiring an additional seven employees in 2014.

Upon approval of the Resolution, the exemption will begin February 18, 2013 and end December 31, 2016.

Motion by Councilperson Watkins, support by Councilperson Kinney, to approve Resolution #3126 granting the exemption and authorize signatures on the PA 328 Agreement by the Mayor and Clerk on behalf of the City. Roll Call: Councilpersons Bail – yes; Brown – yes; Kinney – yes; Sessions – yes; Sullivan – yes; Watkins – yes; Wolfram – yes; Mayor Moon – yes; Councilperson Arnold – no.

Approved 8-1

Motion carried.

- B. BPU Electric Rate Study –

Motion by Councilperson Watkins, support by Councilperson Sullivan, to approve Resolution #3123 Amend BPU Utilities Schedule of Electric Rates. Roll call: Councilpersons Brown – yes; Kinney – yes; Sessions – yes; Sullivan – yes; Watkins – yes; Wolfram – yes; Mayor Moon – yes; Councilpersons Arnold – no; Bail – yes.

Approved 8-1

Motion carried.

Motion by Councilperson Watkins, support by Councilperson Wolfram, to approve Resolution #3124 Amend BPU Power Cost Adjustment. Roll call: Councilperson Kinney – yes; Sessions – yes; Sullivan – yes; Watkins – yes; Wolfram – yes; Mayor Moon – yes; Councilpersons Arnold – no; Bail – yes; Brown – yes.

Approved 8-1

Motion carried.

Motion by Councilperson Sullivan, support by Councilperson Watkins, to approve Resolution #3125, BPU Cash Reserve Policies. Roll call: Councilpersons Sessions – yes; Sullivan – yes; Watkins – yes; Wolfram – yes; Mayor Moon – yes; Councilpersons Arnold – no; Bail – yes; Brown – yes; Kinney – yes.

Approved 8-1

Motion carried.

C. Resolution Establishing Dates for Board of Review –

Motion by Councilperson Arnold, support by Councilperson Bail, to approve Resolution #3127 establishing dates for 2013 Board of Review.

All ayes.

Motion carried.

Miscellaneous

A. Appointments

Zoning Board of Appeals:

John Debacker for a term expiring November, 2015
Aimee England for a term expiring November, 2013
Adam Stockford for a term expiring November, 2013
Laura Smith, Planning Commission Representative to ZBA, term coinciding with Planning Commission term expiring November, 2014

Planning Commission:

Kerry Laycock for a term expiring November, 2013

Shade Tree Commission:

Barb Vallieu for a term expiring November, 2015

Board of Review:

Mation Griffiths for a term expiring February, 2014

Motion by Councilperson Watkins, support by Councilperson Arnold, to approve the recommended O&G appointments to the respective committees.

Proclamations

None

Department Reports

None

Public Comment

None

Council Comment

City Manager Linda Brown had Council take note that flyers for the Region II Planning/Zoning Workshop had been given to them and invited them to attend.

City Manager Brown also invited Council to attend the HCHC open house on March 3rd between 1pm and 3pm for the dedication of the John Jack Mac Ritchie wing.

Adjournment

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

Motion carried.

7:39 p.m.

Douglas G. Moon, Mayor

Michelle Loren, Deputy Clerk

City of Hillsdale Agenda Item Summary

Meeting Date: **March 4, 2013**

Agenda Item #10: **New Business A – Hillsdale Community Health Center
Project Bond Issue (Resolution)**

BACKGROUND:

As you may recall, the hospital issued bonds in 2011 for the purpose of constructing the addition to the north side of the hospital inclusive of a 19-bed skilled nursing unit, a replacement obstetrical unit, a kitchen, laundry and storage space and to renovate the existing obstetrical unit to expand the existing 21-bed skilled nursing unit. Inasmuch as the project is nearly complete, the hospital is now issuing bonds to refund the principal amount of the bonds issued in 2011 as well as expenses related to the bonding process.

On January 18, 2013 the Hospital Finance Authority met and approved a preliminary resolution of intent with respect to the issuance of the bonds. On March 1, 2013 a public hearing will be conducted by the Hospital Finance Authority regarding such action.

I have attached a proposed Resolution Approving Bond Issue for Hillsdale Community Health Center Project which, after the public hearing, is being recommended by the Authority for passage by Council. As you can see from the proposed resolution, the bonds will not be a debt or general obligation of the Authority, the City, the State or any other governmental unit and are not payable from tax refunds or other funds of any of those entities.

RECOMMENDATION:

I recommend Council pass the enclosed resolution.

RESOLUTION # _____

CITY COUNCIL

CITY OF HILLSDALE

STATE OF MICHIGAN

RESOLUTION APPROVING BOND ISSUE
FOR HILLSDALE COMMUNITY HEALTH CENTER PROJECT

A regular meeting of the City Council (the "Council") of the City of Hillsdale, Michigan ("City") was held in the City Hall, 97 North Broad Street, Hillsdale, Michigan, on March 4, 2013, at 7:00 o'clock p.m.

RECITALS

1. On January 18, 2013, the City of Hillsdale Hospital Finance Authority (the "Authority") approved a preliminary resolution of intent with respect to the issuance by the Authority of its hospital revenue refunding bonds (the "2013 Bonds") for the benefit of Hillsdale Community Health Center, a Michigan nonprofit corporation (the "Hospital"), in the maximum aggregate principal amount of \$28,000,000.

2. The Authority intends to provide its assistance to the Hospital pursuant to the Michigan Hospital Finance Authority Act, Act No. 38, Michigan Public Acts of 1969, as amended (the "Act"), for the purposes of improving the availability of hospital facilities to residents of the City and lowering the costs of such improvements and of medical care services generally.

3. The proceeds of the 2013 Bonds will be loaned to the Hospital for the purposes of refunding in full the outstanding principal amount of the Authority's hospital revenue and refunding bonds issued on September 28, 2011 in the original principal amount of \$22,000,000 (the "2011 Bonds"), paying the costs of terminating an interest rate swap agreement relating to the 2011 Bonds, funding a debt service reserve fund for the 2013 Bonds, and paying certain costs of issuance of the 2013 Bonds.

Approximately \$17,625,000 of the proceeds of the 2011 Bonds being refunded were loaned to the Hospital (a) to construct a two-story addition (known as the North Addition) to the Hospital's existing hospital facility to house (i) a new 19-bed skilled nursing unit, (ii) a replacement obstetrical unit, and (iii) a kitchen, laundry, storage space and other support areas, (b) to renovate the existing obstetrical unit to be vacated for the expansion and renovation of an existing 21-bed skilled nursing unit, (c) to acquire and install various fixtures, furnishings and equipment in the foregoing facilities, (d) to fund capitalized interest during the construction period, and (e) to pay certain costs of issuance of the 2011 Bonds. The foregoing improvements, certain of which are in the process of being completed, are located at 168 South Howell Street and 170 South Howell Street; City of Hillsdale, Michigan 49242 (collectively, the "Hospital Site"), and will be owned and operated by the Hospital.

Approximately \$4,375,000 of the proceeds of the 2011 Bonds being refunded were used to refinance in full the aggregate outstanding principal amount, together with accrued interest, of two outstanding loans to the Hospital from the Michigan State Hospital Finance Authority, incurred (a) on November 13, 2003 in the original principal amount of \$5,000,000 to construct an approximately 2,200 square foot addition to the Hospital Emergency Department and an approximately 6,000 square foot addition to the Hospital Surgical Department, to renovate the existing Hospital facility, and to purchase medical equipment, and (b) on September 14, 2006 in the original principal amount of \$2,200,000 to construct and equip an approximately 6,700 square foot addition to the Hospital's existing facility to be used as a psychiatric unit. The foregoing improvements financed by such loans are located on the Hospital Site, and are owned and operated by the Hospital.

4. The 2013 Bonds will be payable solely from loan repayments made to the Authority by the Hospital. The Bonds will not be a debt or general obligation of the Authority, the City, the State of Michigan (the "State") or any other governmental unit, and will not be payable from the tax revenues or other funds of either the Authority, the City, the State or any other governmental unit. The Authority has no taxing power.

5. The Secretary of the Authority has held a public hearing concerning the issuance of the 2013 Bonds to fulfill the public approval requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended, and has submitted to the Council the attached summary of the public hearing.

RESOLUTIONS

The City Council adopts the following resolutions:

1. Pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, the issuance of the 2013 Bonds by the Authority for the purposes described herein is hereby approved. The 2013 Bonds shall be payable solely from loan repayments made to the Authority by the Hospital. The 2013 Bonds shall not be a debt or general obligation of the Authority, the City, the State or any other governmental unit, and will not be payable from the tax revenues or other funds of either the Authority, the City, the State or any other governmental unit.

2. All other resolutions and parts of resolutions, if they conflict with the provisions of this resolution, are hereby rescinded.

YES: _____

NO: _____

ABSTAIN: _____

ABSENT: _____

RESOLUTIONS DECLARED ADOPTED.

Michelle Loren, Deputy City Clerk

STATE OF MICHIGAN)
) SS
COUNTY OF HILLSDALE)

I, Michelle Loren, the duly qualified and acting City Clerk of the City of Hillsdale, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held on March 4, 2013, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976, including in the case of a special or rescheduled regular meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

Dated: March __, 2013

Michelle Loren, Deputy City Clerk

BH011765971.1
IDABVB - 1081960001

SUMMARY OF PUBLIC HEARING

**ON ISSUANCE OF HOSPITAL REVENUE REFUNDING BONDS BY THE
CITY OF HILLSDALE HOSPITAL FINANCE AUTHORITY FOR THE BENEFIT OF
HILLSDALE COMMUNITY HEALTH CENTER**

I, the undersigned Secretary of the City of Hillsdale Hospital Finance Authority (the "Authority"), was designated by the Authority to conduct a public hearing on the issuance of its hospital revenue refunding bonds (the "Bonds") for the benefit of Hillsdale Community Health Center, a Michigan nonprofit corporation (the "Hospital"), pursuant to the requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Hearing"), and do hereby certify that:

1. The attached Notice of Public Hearing (the "Notice") was published in the Hillsdale Daily News, a newspaper of general circulation in the City of Hillsdale, on February 13, 2013.

2. I conducted the Hearing on Friday, March 1, 2013, at 1:00 p.m., in the Board Room, Hillsdale Community Health Center Administration Building (Hospital Annex), 170 South Howell Street, City of Hillsdale, Michigan.

3. The Hearing provided the fullest opportunity for expression of opinion, for argument on the merits, and for introduction of documentary evidence pertinent to the nature and location of the projects described in the Notice and the proposed issuance of the Bonds, and the opportunity to present written comments to the Authority on or before the time and date of the Hearing.

4. The Hearing was attended by the following individuals appearing on behalf of the Hospital: _____

5. No other members of the general public appeared at the Hearing, and no written comments were submitted to the Authority.

6. The City Council of the City of Hillsdale is hereby requested to approve the Authority's issuance of the Bonds, in satisfaction of the public approval requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended.

IN WITNESS WHEREOF, I have hereunto set my hand on March ____, 2013.

James O. Marks, Secretary
City of Hillsdale Hospital Finance Authority

Affidavit of Publication

HCCH

PUBLIC NOTICE

NOTICE OF PUBLIC HEARING
CITY OF HILLSDALE
HOSPITAL FINANCE AUTHORITY
REGARDING THE ISSUANCE OF HOSPITAL REVENUE
REFUNDING BONDS, SERIES 2013
(HILLSDALE COMMUNITY HEALTH CENTER)

NOTICE IS GIVEN that the City of Hillsdale Hospital Finance Authority (the "Authority") will hold a public hearing at 1:00 p.m. on Friday, March 1, 2013, in the Board Room, Hillsdale Community Health Center Administration Building (Hospital Annex), 170 South Howell Street, City of Hillsdale, Michigan 49242, regarding the proposed issuance by the Authority of hospital revenue refunding bonds (the "2013 Bonds") for the benefit of Hillsdale Community Health Center, a Michigan nonprofit corporation (the "Hospital"), in the maximum aggregate principal amount of \$28,000,000. The hearing is open to members of the general public.

The proceeds of the 2013 Bonds will be loaned to the Hospital for the purposes of refunding in full the outstanding principal amount of the Authority's hospital revenue and refunding bonds issued on September 28, 2011 in the original principal amount of \$22,000,000 (the "2011 Bonds"), paying the costs of terminating an interest rate swap agreement relating to the 2011 Bonds, funding a debt service reserve fund for the 2013 Bonds, and paying certain costs of issuance of the 2013 Bonds.

Approximately \$17,625,000 of the proceeds of the 2011 Bonds being refunded were loaned to the Hospital (a) to construct a two-story addition (known as the North Addition) to the Hospital's existing hospital facility to house (i) a new 18-bed skilled nursing unit, (ii) a replacement obstetrical unit, and (iii) a kitchen, laundry, storage space and other support areas, (b) to renovate the existing obstetrical unit to be vacated for the expansion and renovation of an existing 21-bed skilled nursing unit, (c) to acquire and install various fixtures, furnishings and equipment in the foregoing facilities, (d) to fund capitalized interest during the construction period, and (e) to pay certain costs of issuance of the 2011 Bonds. The foregoing improvements, certain of which are in the process of being completed, are located at 168 South Howell Street and 170 South Howell Street, City of Hillsdale, Michigan 49242 (collectively, the "Hospital Site"), and will be owned and operated by the Hospital.

Approximately \$4,375,000 of the proceeds of the 2011 Bonds being refunded were used to refinance in full the aggregate outstanding principal amount, together with accrued interest, of two outstanding loans to the Hospital from the Michigan State Hospital Finance Authority, incurred (a) on November 13, 2009 in the original principal amount of \$5,000,000 to construct an approximately 2,200 square foot addition to the Hospital Emergency Department and an approximately 6,000 square foot addition to the Hospital Surgical Department, to renovate the existing Hospital facility, and to purchase medical equipment, and (b) on September 14, 2008 in the original principal amount of \$2,200,000 to construct and equip an approximately 6,700 square foot addition to the Hospital's existing facility to be used as a psychiatric unit. The foregoing improvements financed by such loans are located on the Hospital Site, and are owned and operated by the Hospital.

The 2013 Bonds shall be limited obligations of the Authority payable only from loan repayments to be made by the Hospital to the Authority. The 2013 Bonds will not constitute an indebtedness of the Authority, the City of Hillsdale, the State of Michigan or any agency or political subdivision thereof within the meaning of any constitutional or statutory provision and will not constitute or give rise to a charge against the general credit of the Authority or the general credit or taxing power of the City of Hillsdale, the State of Michigan or any agency or political subdivision thereof. The Authority has no taxing power.

The public hearing will provide the fullest opportunity for expression of opinion, for argument on the merits, and for introduction of documentary evidence pertinent to the nature and location of the projects described herein and the proposed issuance of the 2013 Bonds. Written comments will be accepted by the Authority, but must be received on or before the time and date of the hearing.

James O. Marks, Secretary
City of Hillsdale
Hospital Finance Authority
(617) 849-8801
marksj1po@yahoo.com
Dated: February 11, 2013

BH011760265.2
IDBVB

STATE OF MICHIGAN)
) SS
COUNTY OF HILLSDALE)

Jenifer Adams, being first duly sworn, says that she is the Classified Account Manager of the Hillsdale Daily News, a newspaper published in the English language for the dissemination of local or transmitted news and intelligence of a general character and legal news, which is a duly qualified newspaper, and that annexed hereto is a copy of a certain order taken from said newspaper, in which the order was published on the following dates, to wit:

February 13, 2013

Jenifer Adams
Jenifer Adams, Classified Account Manager

Subscribed and sworn to before me this 13 day of

February, 2013

Marilynn Baker
Notary Public for Hillsdale County, Michigan

My commission expires 11-9-2017

MARLYNN BAKER
NOTARY PUBLIC - STATE OF MICHIGAN
My Commission Expires 11/9/2017
Acting in the County of Hillsdale

City of Hillsdale

Agenda Item Summary

Meeting Date: March 4, 2013

Agenda Item #10: New Business B – Dial-A-Ride Funding (Resolution)

BACKGROUND: Each year the City of Hillsdale must submit an application to the State of Michigan Department of Transportation (MDOT) to fund our DART operations for the coming year. Attached is a resolution describing the anticipated costs for funding purposes. This is similar but not necessarily identical to the DART budget to be approved by Council during the regular budget process, as it covers a different fiscal year (October 1, 2013 – September 30, 2014).

RECOMMENDATION: I recommend that Council adopt the attached Resolution indicating intent to provide public transportation services and apply for state financial assistance.

FISCAL IMPACT:

This begins the process of providing funding to continue the operation of Dial-A-Ride. As you can see from the Resolution, funds from the federal and state level as well as fares make up the majority of the funding necessary. However, the City contributes a net amount of approximately \$54,000 per year.

CITY OF HILLSDALE, MICHIGAN

RESOLUTION NO. _____

RESOLUTION OF INTENT TO APPLY FOR STATE FORMULA OPERATING
ASSISTANCE FOR FISCAL YEAR 2013-2014 UNDER
ACT NO. 51 OF THE PUBLIC ACTS OF 1951,
AS AMENDED

WHEREAS, pursuant to Act No. 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the City of Hillsdale, to provide a local transportation program for the state fiscal year of 2013-2014 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the City of Hillsdale, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the 10e (18) accessibility plan amendment and performance indicators for this agency have been reviewed and approved by the Local Adversary Council; and

WHEREAS, the Local Advisory Council has reviewed and approved the proposed balanced budget, and funding sources of estimated federal funds of \$53,775, estimated state funds of \$129,360, estimated farebox funds of \$55,000, estimated local funds of \$97,965 with total estimated expenses of \$336,100 for 2013-2014;

NOW THEREFORE, be it resolved that the City Council does hereby make its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY appoints Linda Brown, City Manager, as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the Commission or department for its administration of Act 51 for 2013-14.

PASSED IN OPEN COUNCIL MEETING THIS 4th DAY OF MARCH, 2013.

Douglas G. Moon, Mayor

ATTEST: _____
Michelle Loren, Deputy City Clerk

City of Hillsdale Agenda Item Summary

Meeting Date: **March 4, 2013**

Agenda Item #10: **New Business C – MDOT Aeronautics Contract –
Acquisition**

BACKGROUND: Aeronautics recently forwarded a contract for a portion of the funding for parcel acquisition at the airport. I have attached pertinent portions of the contract. It includes funding for the State's fiscal year 2011-2012. Additional funding is anticipated and will be dealt with in another contract at a later date. This is the next step in completing the project, acquiring the property to the north of the existing property for future placement of the administration building and hangers. In addition, periodically Aeronautics revises the Terms and Conditions which apply when accepting airport improvement grant funding. I requested Aeronautics to explain which sections had been modified so that I could review them to make sure we are in compliance.

The contract and the Terms and Conditions document have been reviewed by the City Attorney and approved as to form.

RECOMMENDATION: I recommend that Council authorize the Mayor and Deputy Clerk's signatures on the contract and the Mayor's signature on the Terms and Conditions. As you can see, local share of this contract is \$12,417 and that amount is included in the current budget's Airport Improvement Fund.

MICHIGAN DEPARTMENT OF TRANSPORTATION
CITY OF HILLSDALE
CONTRACT FOR A FEDERAL/STATE/LOCAL
AIRPORT PROJECT
UNDER THE BLOCK GRANT PROGRAM

This Contract is made and entered into this date of _____ by and between the Michigan Department of Transportation (DEPARTMENT) and City of Hillsdale (SPONSOR) for the purpose of fixing the rights and obligations of the parties in agreeing to the following undertaking at the Hillsdale Municipal Airport, whose associated city is Hillsdale, Michigan, such undertaking (PROJECT) estimated in detail in Exhibit 1, dated January 30, 2013, attached hereto and made a part hereof.

PROJECT DESCRIPTION: LAND ACQUISITION COSTS PARCELS 56,57,58,59 INCLUDING ATTORNEY FEES, APPRAISAL FEES, AND PARCEL COSTS.

RECITALS:

The PROJECT is eligible for federal funding pursuant to the Airport and Airway Improvement Act of 1982, as amended, and/or the Aviation Safety and Noise Abatement Act of 1979; and

The DEPARTMENT has received a block grant from the Federal Aviation Administration (FAA) for airport development projects; and

The DEPARTMENT is responsible for the allocation and management of block grant funds pursuant to the above noted act.

The parties agree that:

1. The term "PROJECT COST," as herein used, is defined in Attachment(s) 2, attached hereto and made a part hereof. The PROJECT COST will also include administrative costs incurred by the DEPARTMENT in connection with the PROJECT. Administrative costs incurred by the SPONSOR are not eligible PROJECT COSTS.

Exhibit 1

Hillsdale Municipal Airport

Hillsdale, Michigan

D-26-0044-2212

FM-30-04-LAND

1/30/2013

	Federal	State	Local	Total
ADMINISTRATION	\$3,000	\$167	\$167	\$3,334
DEPARTMENT - AERO	\$3,000	\$167	\$167	\$3,334
LAND	\$220,500	\$12,250	\$12,250	\$245,000

Land acquisition costs parcels 56, 57, 58, 59 including attorney fees, appraisal fees, and parcel costs.

Parcel Cost (Estimate)	\$198,000	\$11,000	\$11,000	\$220,000
Relocation Assistance (est)	\$0	\$0	\$0	\$0
Closing Cost	\$0	\$0	\$0	\$0
Consultant Costs				
Exhibit A Cost	\$0	\$0	\$0	\$0
Phase 1 ESA Cost	\$0	\$0	\$0	\$0
Consultant Expenses	\$0	\$0	\$0	\$0
Acquisition/Closing Cost	\$0	\$0	\$0	\$0
Appraisal Cost	\$4,500	\$250	\$250	\$5,000
Appraisal Review Cost	\$0	\$0	\$0	\$0
Relocation Cost	\$0	\$0	\$0	\$0
Demolition Cost	\$0	\$0	\$0	\$0
Title Costs	\$0	\$0	\$0	\$0
Exhibit X Cost	\$0	\$0	\$0	\$0
Survey Cost	\$0	\$0	\$0	\$0
Coordination Cost	\$0	\$0	\$0	\$0
Prelim Interview Cost	\$0	\$0	\$0	\$0
Miscellaneous Cost	\$18,000	\$1,000	\$1,000	\$20,000
Attorney fees (for coordination of appraisal and offer)				
Condemnation Attorney/Expert Witness	\$0	\$0	\$0	\$0

DESIGN

CONSTRUCTION

CONTINGENCIES

Funding Contingencies	\$0	\$0	\$0	\$0
TOTAL PROJECT BUDGET	\$223,500	\$12,417	\$12,417	\$248,334

City of Hillsdale

Agenda Item Summary

Meeting Date: March 4, 2013

Agenda Item #10: New Business D – Cintas Rental Service Agreement

BACKGROUND:

The City has for several years been provided with uniforms and floor mats for various departments by Cintas. This year Bonnie Tew solicited a quote from another provider to determine whether or not the rates being charged by Cintas were competitive. She found that the rates are slightly better from Cintas and recommended that the City enter into the enclosed rental service agreement. The agreement had been modified as a result of recommendations from the City Attorney several years ago.

I have attached a copy of the agreement for your reference.

RECOMMENDATION: I recommend that Council authorize the Mayor and Deputy Clerk's signatures on the agreement subject to final review by the City Attorney.



STANDARD RENTAL SERVICE AGREEMENT

70719

Multiple

Location No. CITY OF HILLSDALE Contract No. Customer No. (517) 444 Date 444
Customer 97 N BROAD ST HILLSDALE Phone MI 48242
Address City State Zip

UNIFORM RENTAL PRICING:

Table with columns: Item #, Description, Unit Price. Rows include COVERALL, COMFORT SHIRT, COMFORT PANT.

- This agreement is effective as of the date of execution for a term of 60 months from date of installation.
The additional charges listed below are subject to adjustment by Company effective upon notice to Customer...
Name Emblem \$ 6.95 ea Company Emblem \$ 8.95 ea
Custom Emblem \$ N/A ea Embroidery \$ ea
COD Terms \$ per week charge for prior service (if Amount Due is Carried to Following Week)
Credit Terms - Charge Payments due 10 Days After Month-End 9 0.67
Automatic Lost Replacement Charge: Item SM SHOP TWEED-WHT % of Inventory 10 \$0.58 Ea.
Automatic Lost Replacement Charge: Item % of Inventory \$ Ea.
Minimum Charge \$ 1.00 per delivery.
Make-Up charge \$ per garment.
Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium \$ 1.00 per garment.
Seasonal Sleeve Change \$ per garment.
Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.
Shop towel container \$ 1.00 per week.
Artwork Charge for LogoMat \$ 2.00
Uniform Storage Lockers: \$ 2.00 ea/week, Laundry Lock-up: \$ ea/week Shipping: \$
Service Charge \$ per delivery.
This Service Charge is used to help Company pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, service and delivery of goods and services, in addition to other miscellaneous costs incurred or that may be incurred in the future by Company.
Size Change: Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$ per garment will be assessed for employees size changed within 4 weeks of installation.
Other

FACILITY SERVICES PRODUCTS PRICING:

Table with columns: Bundle#, Item#, Description, Rental Freq., Unit Price, Discount. Rows include 3X10 BLACK MAT, 3X10 BROWN MAT, 3X5 SAFETY MAT, 3X5 GREEN MAT.

- *Indicates bundled items/services
Initial and check box if Unlease. All garments will be cleaned by Customer.
Initial and check box if receiving Linen Service. Company may make periodic physical inventories of items in possession or under control of Customer.
Initial and check box if receiving direct embroidery. If service is discontinued for any employee, or Customer deletes any of the garments with direct embroidery for any reason, or terminates this agreement for any reason or fails to renew this agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values.

351
Cintas Loc. No. Please Sign Name
By Please Print Name
Title Please Print Title
Accepted-GM: E-mail

UNIFORM RENTAL SERVICE AGREEMENT

The customer, its successors and assigns ("Customer") orders from CINTAS CORPORATION or any of its subsidiaries, successors and assigns ("Company") all of the Customer's requirements of garment rental services and other items covered by this agreement during the term of this agreement all in accordance with the pricing, terms and conditions contained herein. Pricing is based on 52 weeks billing per rental item per year.

All garments will be cleaned and maintained by Company. Any garments that require replacement due to normal wear will be replaced by Company at no charge to Customer.

Unless specified otherwise, the garments supplied under this agreement are not flame retardant or acid resistant and contain no special flame retardant or acid resistant features. Flame retardant and acid resistant garments are available from Company upon request. Customer agrees to notify its employees that their garments are not designed for use in areas of flammability risk or where contact with hazardous materials is possible. Customer warrants that none of the employees for whom garments are supplied under this agreement require flame retardant or acid resistant clothing.

Customer agrees to notify Company, in writing, of any hazardous materials that may be picked up by Company in the soiled garments or other textiles served under this agreement.

The weekly rental charge for any individual leaving the employ of Customer can be terminated, but only after all garments issued to that individual, or the value of same, have returned to Company. All garments and other rented items remain the property of Company. If items are lost or damaged by any means Customer will pay the then current replacement values for said items.

This agreement is effective as of the date of execution. The initial term of this agreement shall be as set forth in the attached Agreement and shall automatically renew for the same period of time unless Company is notified, to the contrary, in writing, thirty (30) days in advance of the expiration of the then current term. This agreement may be terminated by either party, without cause and without penalty, costs or damages, whether liquidated or unliquidated, upon thirty (30) days written notice. Termination for cause shall be immediate.

Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved in the normal course of business must be sent by registered mail to Company's General Manager at the following address: 1720 N. Wohlert Street. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may

terminate this agreement without penalty, costs or damages, whether liquidated or unliquidated, provided all rental items are paid for at the then current replacement values or returned to Company in good and usable condition.

Customer shall be responsible for any unpaid charges on Customer's account prior to termination.

Customer certifies that the Company is in no way infringing upon any existing contract between Customer and any other service provider.

Customer and Company further agree that Special Products Rental Service Agreement dated 3-4-2013 and identified as Contract No. 70719 between the City of Hillsdale and Cintas, as well as any and all other contracts previously entered between the parties, are, upon execution of this Agreement, declared to be null and void and of no further force or effect.

