



# City Council Agenda

September 18, 2023  
7:00 p.m.

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

---

- I. Call to Order and Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Public Comments on Agenda Items**
- V. Consent Agenda**
  - A. Approval of Bills
    - 1. City and BPU Claims of August 31, 2023: \$308,847.58
    - 2. Payroll of August 31, 2023: \$184,070.72
  - B. City Council Minutes of September 5, 2023
  - C. Finance Minutes of September 5, 2023
  - D. Public Services Committee Minutes of September 11, 2023
  - E. Hillsdale College Noise Variance Request Drive-In Movie
  - F. American Legion Fall Freedom Run 5k
  - G. Street Closure- Scarecrow Fest
  - H. Right of Way Use- Shawn's 5K Walk/Run for Cancer Event
  - I. Hillsdale County Fair Parade Use Agreement
- VI. Communications/Petitions**
  - A. Comcast Letter
  - B. Assessment Roll PA 660 Audit Results
  - C. Village of Clinton Letter
  - D. Street Light Letter from James Edward & Kristine Thomas
- VII. Introduction and Adoption of Ordinances/Public Hearing**
  - A. Set Public Hearing Prohibiting Pets from Entering City Cemeteries
- VIII. Old Business**
  - A. Assessing/Code Enforcement Vehicle
  - B. Progress Report – 61 S. Howell St.
- IX. New Business**
  - A. Accelerated Forfeiture Abandon Property (Resolution)
  - B. Joint Early Voting Site Agreement
  - C. Dial-A-Ride Title VI Program Revisions
  - D. Parking Lot Preservation Bid Award
  - E. City Hall ADA Automated Door Opener Bid Award
  - F. Food Truck Discussion

**X. Miscellaneous Reports**

- A. Proclamation- None
- B. Appointments – None
- C. Other- None

**XI. General Public Comment**

**XII. City Manager's Report**

**XIII. Council Comment**

**XIV. Adjournment**

08/31/2023 09:59 AM

User: RCLARK

DB: Hillsdale

## INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE

EXP CHECK RUN DATES 08/31/2023 - 08/31/2023

BOTH JOURNALIZED AND UNJOURNALIZED

PAID

Page: 1/11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-231.105	DUE TO MMERS-RETIREMENT CONT.	MERS	RETIREMENT CONTRIBUTIONS - 300101	12,450.96	645
Total For Dept 000.000				12,450.96	
Dept 172.000 CITY MANAGER					
101-172.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	921.80	645
101-172.000-956.000	HOTEL - MML CONFERENCE	CARD SERVICES CENTER	D. MACKIE CREDIT CARD	673.32	644
101-172.000-956.200	MEAL - MML CONFERENCE	CARD SERVICES CENTER	D. MACKIE CREDIT CARD	28.56	644
Total For Dept 172.000 CITY MANAGER				1,623.68	
Dept 175.000 ADMINISTRATIVE SERVICES					
101-175.000-802.000	PUBWORKS ASM ANNUAL	GWOKS	PUBWORKS ASM ANNUAL	2,240.50	106949
101-175.000-956.000	AIRLINE TICKET	CARD SERVICES CENTER	D. MACKIE CREDIT CARD	30.53	644
Total For Dept 175.000 ADMINISTRATIVE SERVICES				2,271.03	
Dept 191.000 FINANCE DEPARTMENT					
101-191.000-801.000	ACCOUNTING SERVICES - JULY 2023	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - JULY 2023	3,322.61	107000
Total For Dept 191.000 FINANCE DEPARTMENT				3,322.61	
Dept 215.000 CITY CLERK DEPARTMENT					
101-215.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	1,183.32	645
101-215.000-726.000	RED MINUTE BOOK	CARD SERVICES CENTER	K. PRICE CREDIT CARD	139.95	644
Total For Dept 215.000 CITY CLERK DEPARTMENT				1,323.27	
Dept 253.000 CITY TREASURER					
101-253.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	138.00	645
101-253.000-726.000	MAILBOX FOR CITY HALL	AMAZON CAPITAL SERVICES, I	MAILBOX FOR CITY HALL	88.00	106917
101-253.000-726.000	DRUM FOR PRINTER	CURRENT OFFICE SOLUTIONS	DRUM FOR PRINTER	129.00	106927
101-253.000-964.000	BILLBACK FOR 30-006-227-132-08	HILLSDALE CO TREASURER	BILLBACK FOR 30-006-227-132-08	18.86	106952
Total For Dept 253.000 CITY TREASURER				373.86	
Dept 257.000 ASSESSING DEPARTMENT					
101-257.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	1,842.62	645
101-257.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	OFFICE SUPPLIES 2ND FL CITY HALL	53.02	106927
101-257.000-726.000	SAFETY VESTS	CARD SERVICES CENTER	K. KEASAL CREDIT CARD	55.36	644
101-257.000-734.000	POSTAGE	CARD SERVICES CENTER	K. THOMAS CREDIT CARD	100.48	644
101-257.000-810.000	MONTHLY SUBSCRIPTION - DAILY NEW	CARD SERVICES CENTER	K. THOMAS CREDIT CARD	25.00	644
101-257.000-860.000	MILEAGE REIMBURSEMENT FOR MAA CO	OLIVIA SMITH	MILEAGE REIMBURSEMENT FOR MAA CONFERENC	302.38	106974
101-257.000-860.000	CAR WASH	CARD SERVICES CENTER	K. THOMAS CREDIT CARD	12.00	644
101-257.000-956.000	TRAINING & SEMINARS	MID MICH ASSOC OF ASSESSIN	BROWNFIELD/MEDC PRESENTATION SEPTEMBER	25.00	106968
Total For Dept 257.000 ASSESSING DEPARTMENT				2,415.86	
Dept 265.000 BUILDING AND GROUNDS					
101-265.000-726.000	VACUUM BREAKER KIT	AMERICAN COPPER AND BRASS,	VACUUM BREAKER KIT	1,328.70	106918
101-265.000-726.000	SUPPLIES	AMERICAN COPPER AND BRASS,	CIT HALL HOT WATER HEATER	23.28	106918
101-265.000-726.000	SUPPLIES	AMERICAN COPPER AND BRASS,	LIGHT BULBS FOR MITCHELL BUILDING	153.30	106918
101-265.000-726.000	WATER DELIVERY SERVICE	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	21.74	106950
101-265.000-801.000	MOWING CONTRACT	BILL'S LAWN CARE, LLC	MOWING CONTRACT	460.00	106921
101-265.000-801.000	CONTRACTUAL SERVICES	CINTAS CORPORATION	CH	15.25	106923
101-265.000-801.000	CONTRACTUAL SERVICES	CINTAS CORPORATION	CH	15.25	106923
101-265.000-801.000	CONTRACTUAL SERVICES	CINTAS CORPORATION	CH	15.25	106923
101-265.000-801.000	MOP & BUFF DISPATCH OFFICE	EAST 2 WEST ENTERPRISES, I	MOP & BUFF DISPATCH OFFICE	40.00	106936
101-265.000-930.000	10PK 4' DL FLUOR TUBE	GELZER HJ & SON INC	10PK 4' DL FLUOR TUBE	45.99	106945
Total For Dept 265.000 BUILDING AND GROUNDS				2,118.76	

08/31/2023 09:59 AM  
User: RCLARK  
DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
EXP CHECK RUN DATES 08/31/2023 - 08/31/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID

Page: 2/11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301.000 POLICE DEPARTMENT					
101-301.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	24,055.15	645
101-301.000-726.000	POSTAGE	CARD SERVICES CENTER	S. HEPHNER CREDIT CARD	32.40	644
101-301.000-742.000	VEST, RAIN COAT, SHIRTS, PANTS F	GALL'S, INC	VEST, RAIN COAT, SHIRTS, PANTS FOR L. S	383.95	106944
101-301.000-742.000	L/S SHIRT FOR K. KIRSTEN	GALL'S, INC	L/S SHIRT FOR K. KIRSTEN	79.19	106944
101-301.000-801.000	TOKEN FEE FROM 7/1/2023-9/30/202	MICH STATE POLICE	TOKEN FEE FROM 7/1/2023-9/30/2023	99.00	106966
101-301.000-930.000	NEW WINDSHIELD FOR UNIT 2-2	G&G GLASS, INC	NEW WINDSHIELD FOR UNIT 2-2	434.43	106943
101-301.000-930.000	OIL CHANGE UNIT 2-6	PARNEY'S CAR CARE, LLC	OIL CHANGE UNIT 2-6	40.50	106975
101-301.000-930.000	UNIT 2-1 AC, WASHER HOSE, COOLIN	STILLWELL FORD MERCURY, IN	UNIT 2-1 AC, WASHER HOSE, COOLING FLUSH	1,564.36	106995
Total For Dept 301.000 POLICE DEPARTMENT				26,688.98	
Dept 336.000 FIRE DEPARTMENT					
101-336.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	6,163.45	645
101-336.000-726.000	OIL DRY SAFE-T-SORB	FAMILY FARM & HOME	OIL DRY SAFE-T-SORB	80.91	106941
101-336.000-726.000	ACCOUNTABILITY TAGS	MY-LOR, INC.	ACCOUNTABILITY TAGS	26.00	106970
101-336.000-726.000	TEARDROP RATCHET	PERFORMANCE AUTOMOTIVE	TEARDROP RATCHET	24.89	106978
Total For Dept 336.000 FIRE DEPARTMENT				6,295.25	
Dept 441.000 PUBLIC SERVICES DEPARTMENT					
101-441.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	1,780.46	645
101-441.000-726.000	COPIES OF KEYS	GELZER HJ & SON INC	COPIES OF KEYS	10.16	106945
101-441.000-726.000	WATER DELIVERY SERVICE	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	10.84	106950
101-441.000-742.000	CLOTHING / UNIFORMS	CINTAS CORPORATION	DPS	41.78	106923
101-441.000-742.000	CLOTHING / UNIFORMS	CINTAS CORPORATION	DPS	41.78	106923
101-441.000-801.000	MOWING CONTRACT	BILL'S LAWN CARE, LLC	MOWING CONTRACT	120.00	106921
101-441.000-801.000	CONTRACTUAL SERVICES	CINTAS CORPORATION	DPS	34.02	106923
101-441.000-801.000	CONTRACTUAL SERVICES	CINTAS CORPORATION	DPS	34.02	106923
Total For Dept 441.000 PUBLIC SERVICES DEPARTMENT				2,073.06	
Dept 447.000 ENGINEERING SERVICES					
101-447.000-810.000	APWA MEMBERSHIP	CARD SERVICES CENTER	K. BAUER CREDIT CARD	254.00	644
Total For Dept 447.000 ENGINEERING SERVICES				254.00	
Dept 567.000 CEMETERIES					
101-567.000-801.000	TREE TRIMMING AT LAKE VIEW	LONSBERRY, JEFFREY	TREE TRIMMING AT LAKE VIEW	300.00	106926
101-567.000-801.000	CONTRACTUAL SERVICES	LAPEW SANITATION - THOMAS	MONTHLY PORTA JOHN RENTALS	110.00	106958
Total For Dept 567.000 CEMETERIES				410.00	
Dept 571.000 PARKING LOTS					
101-571.000-801.000	MOWING CONTRACT	BILL'S LAWN CARE, LLC	MOWING CONTRACT	1,020.00	106921
Total For Dept 571.000 PARKING LOTS				1,020.00	
Dept 595.000 AIRPORT					
101-595.000-726.000	FOAM GLIDER PLANES FOR FLY-IN	AMAZON CAPITAL SERVICES, I	FOAM GLIDER PLANES FOR FLY-IN	13.98	106917
101-595.000-726.000	WATER DELIVERY SERVICE	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	5.42	106950
101-595.000-726.000	TRASH BAGS,CHIPS,CLEANER,PAPER T	MARKET HOUSE	TRASH BAGS,CHIPS,CLEANER,PAPER TOWEL,AI	133.49	106963
101-595.000-801.000	MERCHANT EQUIP RENTAL BILLING	AVFUEL CORP	MERCHANT EQUIP RENTAL BILLING	20.00	643
101-595.000-801.000	REFUELING TRUCK RENTAL BILLING	AVFUEL CORP	REFUELING TRUCK RENTAL BILLING	950.00	643
101-595.000-930.000	PARTS FOR BATWING MOWER	GREENMARK EQUIPMENT	PARTS FOR BATWING MOWER	33.10	106948
101-595.000-930.000	PARTS FOR JOHN DEERE	GREENMARK EQUIPMENT	PARTS FOR JOHN DEERE	75.18	106948
Total For Dept 595.000 AIRPORT				1,231.17	
Dept 701.000 PLANNING DEPARTMENT					
101-701.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	1,264.21	645

08/31/2023 09:59 AM

User: RCLARK

DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 08/31/2023 - 08/31/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

Page: 3/11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 701.000 PLANNING DEPARTMENT					
		Total For Dept 701.000 PLANNING DEPARTMENT		1,264.21	
Dept 728.000 ECONOMIC DEVELOPMENT					
101-728.000-801.000	CHRISTMAS IN THE CITY ADVERTISIN	MCKIBBIN MEDIA GROUP, INC.	CHRISTMAS IN THE CITY ADVERTISING	350.00	106964
101-728.000-956.000	2023 BASIC COURSE REGISTRATION F	MICH ECONOMIC DEVELOPERS	2023 BASIC COURSE REGISTRATION FEE	645.00	106965
		Total For Dept 728.000 ECONOMIC DEVELOPMENT		995.00	
Dept 756.000 PARKS					
101-756.000-801.000	MOWING CONTRACT	BILL'S LAWN CARE, LLC	MOWING CONTRACT	7,888.00	106921
101-756.000-801.000	NITRATE	CITY OF JONESVILLE	NITRATE	60.00	106924
101-756.000-801.000	CONTRACTUAL SERVICES	LAPEW SANITATION - THOMAS	MONTHLY PORTA JOHN RENTALS	2,225.00	106958
101-756.000-930.000	COPY OF KEY AND GFCI OUTLET FOR	GELZER HJ & SON INC	COPY OF KEY AND GFCI OUTLET FOR PARK	49.56	106945
		Total For Dept 756.000 PARKS		10,222.56	
		Total For Fund 101 GENERAL FUND		76,354.26	
Fund 202 MAJOR ST./TRUNKLINE FUND					
Dept 450.000 STREET SURFACE					
202-450.000-726.000	BEA LESS TACKEY	BEAVER RESEARCH COMPANY	BEA LESS TACKEY	567.32	106920
202-450.000-726.000	MAJORS	GERKEN MATERIAL, INC	HOT PATCH	194.40	106947
202-450.000-726.000	SUPPLIES	GERKEN MATERIAL, INC	HOT PATCH	234.72	106947
202-450.000-726.000	MAJORS	GERKEN MATERIAL, INC	HOT PATCH	343.44	106947
202-450.000-726.000	MAJORS BPU	GERKEN MATERIAL, INC	HOT PATCH	162.25	106947
		Total For Dept 450.000 STREET SURFACE		1,502.13	
Dept 450.500 TRUNKLINE SURFACE					
202-450.500-726.000	LOCALS	GERKEN MATERIAL, INC	HOT PATCH	187.20	106947
		Total For Dept 450.500 TRUNKLINE SURFACE		187.20	
Dept 460.000 R.O.W. MAINTENANCE					
202-460.000-726.000	SUPPLIES	FAMILY FARM & HOME	SPECTRACIDE WASP AND HORNET 2 PK	33.00	106941
202-460.000-801.000	MOWING CONTRACT	BILL'S LAWN CARE, LLC	MOWING CONTRACT	801.32	106921
		Total For Dept 460.000 R.O.W. MAINTENANCE		834.32	
Dept 460.500 TRUNKLINE R.O.W. MAINTENANCE					
202-460.500-801.000	MOWING CONTRACT	BILL'S LAWN CARE, LLC	MOWING CONTRACT	306.68	106921
		Total For Dept 460.500 TRUNKLINE R.O.W. MAINTENANCE		306.68	
Dept 470.000 TREES					
202-470.000-801.000	TREE REMOVEL HILLSDALE AND GALLW	LONSBERRY, JEFFREY	TREE REMOVEL HILLSDALE AND GALLWAY	1,500.00	106926
202-470.000-801.000	REE REMOVAL AT READING AVE	LONSBERRY, JEFFREY	REE REMOVAL AT READING AVE	450.00	106926
		Total For Dept 470.000 TREES		1,950.00	
Dept 470.500 TRUNKLINE TREES					
202-470.500-801.000	S BROAD ST	DEAN LEININGER	GROUND STUMPS ON E SOUTH ST, S BROAD ST	30.00	106960
		Total For Dept 470.500 TRUNKLINE TREES		30.00	
Dept 900.000 CAPITAL OUTLAY					
202-900.000-970.000-215032	SESC PERMIT 2024-08 SAD ST JOE/G	HILLSDALE CO TREASURER	SESC PERMITS CITY PROJECTS	985.00	106952
		Total For Dept 900.000 CAPITAL OUTLAY		985.00	
		Total For Fund 202 MAJOR ST./TRUNKLINE FUND		5,795.33	
Fund 203 LOCAL STREET FUND					
Dept 450.000 STREET SURFACE					

08/31/2023 09:59 AM  
User: RCLARK  
DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
EXP CHECK RUN DATES 08/31/2023 - 08/31/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID

Page: 4/11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 203 LOCAL STREET FUND					
Dept 450.000 STREET SURFACE					
203-450.000-726.000	BEA LESS TACKEY	BEAVER RESEARCH COMPANY	BEA LESS TACKEY	567.33	106920
203-450.000-726.000	LOCAL BPU	GERKEN MATERIAL, INC	HOT PATCH	129.60	106947
203-450.000-726.000	SUPPLIES	GERKEN MATERIAL, INC	HOT PATCH	54.00	106947
203-450.000-726.000	LOCALS BPU	GERKEN MATERIAL, INC	HOT PATCH	18.00	106947
203-450.000-726.000	LOCALS	GERKEN MATERIAL, INC	HOT PATCH	142.56	106947
Total For Dept 450.000 STREET SURFACE				911.49	
Dept 460.000 R.O.W. MAINTENANCE					
203-460.000-801.000	MOWING CONTRACT	BILL'S LAWN CARE, LLC	MOWING CONTRACT	664.00	106921
Total For Dept 460.000 R.O.W. MAINTENANCE				664.00	
Dept 470.000 TREES					
203-470.000-801.000	TREE TRIMMING ON WOLCOTT	LONSBERY, JEFFREY	TREE TRIMMING ON WOLCOTT	250.00	106926
203-470.000-801.000	E SOUTH ST, WILLIAMS CT AND SUMM	DEAN LEININGER	GROUND STUMPS ON E SOUTH ST, S BROAD ST	170.00	106960
Total For Dept 470.000 TREES				420.00	
Total For Fund 203 LOCAL STREET FUND				1,995.49	
Fund 208 RECREATION FUND					
Dept 751.000 RECREATION DEPARTMENT					
208-751.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	1,394.34	645
208-751.000-726.000	COED 4 ON 4	URBAN GRAFFITI	COED 4 ON 4 VOLLEYBALL CHAMPION SHIRTS	67.00	107003
208-751.000-726.006	BASKETBALL HOOP NETS 12 @ 4.49 E	GELZER HJ & SON INC	NETS FOR BASKETBALL HOOPS - SANDY BEACH	53.88	106945
208-751.000-726.006	LATEX GLOVES	CARD SERVICES CENTER	M. LOREN CREDIT CARD	729.82	644
Total For Dept 751.000 RECREATION DEPARTMENT				2,245.04	
Total For Fund 208 RECREATION FUND				2,245.04	
Fund 271 LIBRARY FUND					
Dept 790.000 LIBRARY					
271-790.000-734.000	STAMPS	CARD SERVICES CENTER	J. SPANGLER CREDIT CARD	66.00	644
271-790.000-801.000	22-23 FINAL STATE AID	WOODLANDS LIBRARY COOPERAT	22-23 FINAL STATE AID	2,947.65	107005
271-790.000-920.000	503691550 - 12 N MANNING - LIBRA	MICH GAS UTILITIES	NATURAL GAS UTILITY - 12 N MANNING	38.25	639
271-790.000-930.000	FURNACE FILTERS	AMERICAN COPPER AND BRASS,	FURNACE FILTERS	172.68	106918
271-790.000-930.000	LIGHT BULBS	CARD SERVICES CENTER	J. SPANGLER CREDIT CARD	87.92	644
271-790.000-956.000	REFUND - CANCELLED MLA CONFERENC	CARD SERVICES CENTER	J. SPANGLER CREDIT CARD	(260.00)	644
271-790.000-982.000	BOOKS - ADULT	INGRAM INDUSTRIES INC.	BOOKS - ADULT	16.80	106954
271-790.000-982.000	BOOKS - ADULT	INGRAM INDUSTRIES INC.	BOOKS - ADULT	35.24	106954
Total For Dept 790.000 LIBRARY				3,104.54	
Dept 792.000 LIBRARY - CHILDREN'S AREA					
271-792.000-726.010	WATER FOR BIG TRUCK DAY	CARD SERVICES CENTER	J. SPANGLER CREDIT CARD	5.36	644
271-792.000-982.000	BOOKS - CHILDREN	INGRAM INDUSTRIES INC.	BOOKS - CHILDREN	12.39	106954
Total For Dept 792.000 LIBRARY - CHILDREN'S AREA				17.75	
Total For Fund 271 LIBRARY FUND				3,122.29	
Fund 287 ARPA GRANT FUND					
Dept 447.000 ENGINEERING SERVICES					
287-447.000-801.000	WILLOW/OAK STORM DESIGN	TETRA TECH, INC	WILLOW/OAK STORM WATER DESIGN	323.00	106998
Total For Dept 447.000 ENGINEERING SERVICES				323.00	
Dept 900.000 CAPITAL OUTLAY					
287-900.000-970.000-215027	SESC PERMIT WILLOW & OAK STORM S	HILLSDALE CO TREASURER	SESC PERMITS CITY PROJECTS	335.00	106952

08/31/2023 09:59 AM

User: RCLARK

DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 08/31/2023 - 08/31/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

Page: 5/11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 287 ARPA GRANT FUND					
Dept 900.000 CAPITAL OUTLAY					
		Total For Dept 900.000 CAPITAL OUTLAY		335.00	
		Total For Fund 287 ARPA GRANT FUND		658.00	
Fund 408 FIELDS OF DREAMS					
Dept 751.000 RECREATION DEPARTMENT					
408-751.000-801.000	LIGHT INSTALLED	CARD SERVICES CENTER	J. HAMMEL CREDIT CARD	351.00	644
		Total For Dept 751.000 RECREATION DEPARTMENT		351.00	
		Total For Fund 408 FIELDS OF DREAMS		351.00	
Fund 481 AIRPORT IMPROVEMENT FUND					
Dept 000.000					
481-000.000-667.481	REFUND SEPT 2023 HANGAR RENT	GEORGE RUSHTON	REFUND SEPT 2023 HANGAR RENT	100.00	106946
		Total For Dept 000.000		100.00	
		Total For Fund 481 AIRPORT IMPROVEMENT FUND		100.00	
Fund 582 ELECTRIC FUND					
Dept 000.000					
582-000.000-110.000	BASE PHASE 3 SECTIONALIZING	POWERLINE SUPPLY	INVENTORY	3,103.27	106979
582-000.000-110.000	CUTOUT - 100 AMP 14.4KV	POWERLINE SUPPLY	INVENTORY	5,160.27	106979
582-000.000-110.000	CABINET 3 PHASE SECTIONALIZ	POWERLINE SUPPLY	INVENTORY	2,631.00	106979
582-000.000-110.000	CABINET 3 PHASE SECTIONALIZ	POWERLINE SUPPLY	INVENTORY	1,745.92	106979
582-000.000-110.000	WIRE - URD - #2 STR 15KV 3	POWERLINE SUPPLY	URD WIRE	71,372.97	106979
582-000.000-158.000-215016	CIP - INDUSTRIAL SUBSTATION CONS	SSEO, INC.	INDUSTRIAL SUB PROFESSIONAL SERVICES	5,532.75	106992
582-000.000-202.100	4ENBK1	CHURCH, MADISON M	UB refund for account: 026120	78.00	106922
582-000.000-202.100	ROUND	DICE, CAMDEN J	UB refund for account: 006514	2.31	106929
582-000.000-202.100	6ENBK1	DICE, CAMDEN J	UB refund for account: 016368	379.32	106930
582-000.000-202.100	4ENBK1	DICE, CAMDEN J	UB refund for account: 021717	146.91	106931
582-000.000-202.100	4ENBK1	DUBOIS, VIRGINIA	UB refund for account: 010742	77.78	106935
582-000.000-202.100	4CCH	ESTATE OF CLINES, ROBERT C	UB refund for account: 010144	41.08	106939
582-000.000-202.100	4ENBK1	ESTATE OF TAYLOR, DONALD C	UB refund for account: 026582	11.03	106940
582-000.000-202.100	4CCH	FRANCO, LAIN B	UB refund for account: 025361	94.00	106942
582-000.000-202.100	4ENBK1	HENDRICKS, RAYMOND M	UB refund for account: 024714	13.79	106951
582-000.000-202.100	4CCH	KOONTZ, WENDY J	UB refund for account: 025119	64.11	106956
582-000.000-202.100	4CCH	LAWSON, JULIE A	UB refund for account: 016362	73.91	106959
582-000.000-202.100	4ENBK1	MOTTER, KENNETH	UB refund for account: 014632	89.43	106969
582-000.000-202.100	4CCH	MYERS, JOSHUA D	UB refund for account: 026830	178.03	106971
582-000.000-202.100	4CCH	PAUKEN, GARY	UB refund for account: 009949	4.12	106977
582-000.000-202.100	4ENBK1	RICHMOND, JORDAN D	UB refund for account: 022136	51.00	106982
582-000.000-202.100	4CCH	RINGMAN, DANA K	UB refund for account: 014334	223.52	106983
582-000.000-202.100	4CCH	ROBISON, SARA M	UB refund for account: 013382	53.16	106985
582-000.000-202.100	4CCH	SALISBURY, ROBERT Y	UB refund for account: 021098	78.25	106987
582-000.000-202.100	4CCH	SENIOR, ASHLEY N	UB refund for account: 030087	26.92	106989
582-000.000-202.100	4ENBK1	STANTON, DEWEY J	UB refund for account: 025458	7.39	106993
		Total For Dept 000.000		91,240.24	
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	17,790.82	645
582-175.000-726.000	SUPPLIES FOR OFFICE - 45 MONROE	AMAZON CAPITAL SERVICES, I	SUPPLIES FOR OFFICE - 45 MONROE STREET	32.38	106917
582-175.000-726.000	CABINET LOCKS	AMAZON CAPITAL SERVICES, I	CABINET LOCKS	6.99	106917
582-175.000-726.000	CHAIR, CORRECTION TAPE	CURRENT OFFICE SOLUTIONS	CHAIR, CORRECTION TAPE	186.29	106927

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 582 ELECTRIC FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-726.000	SUPPLIES	GANNETT HOLDINGS LLC CENTF	1 YEAR SUBSCRIPTION	150.50	106953
582-175.000-726.000	MUTLIFOLD TOWELS/TOILET PAPER/KI	KSS ENTERPRISES	MUTLIFOLD TOWELS/TOILET PAPER/KITCHEN T	282.68	106957
582-175.000-726.000	WATER FOR OFFICE- 45 MONROE	RUPERT'S CULLIGAN	WATER FOR OFFICE- 45 MONROE	17.00	106986
582-175.000-726.000	RAIN JACKET,BIB,GLASSES,FACE MAS	CARD SERVICES CENTER	K. KEASAL CREDIT CARD	456.02	644
582-175.000-801.000	PRINTING/INSTERTS/POSTAGE AND HA	DELAWARE SYSTEMS	PRINTING/INSTERTS/POSTAGE AND HANDLING	1,875.36	106928
582-175.000-801.000	POSTAGE MACHINE LEASE 09/05/23 T	QUADIENT LEASING USA, INC	POSTAGE MACHINE LEASE 09/05/23 TO 12/04	266.99	106981
582-175.000-801.000	PEST SERVICE RENEWAL	DEAN A MORT	PEST SERVICE RENEWAL	503.00	106999
582-175.000-801.000	ACCOUNTING SERVICES - JULY 2023	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - JULY 2023	1,661.32	107000
582-175.000-802.000	AMI RTU BATTERIES	AMAZON CAPITAL SERVICES, I	AMI RTU BATTERIES	158.38	106917
582-175.000-802.000	WEBCAMS COMPUTER SHELF MONITOR S	AMAZON CAPITAL SERVICES, I	WEBCAMS COMPUTER SHELF MONITOR STAND	101.07	106917
582-175.000-802.000	ANNUAL ESRI MAPPING SOFTWARE LIC	ENVIRONMENTAL SYSTEMS RESE	ANNUAL ESRI MAPPING SOFTWARE LICENSING	5,650.00	106938
582-175.000-802.000	PUBWORKS ASM ANNUAL	GWOKS	PUBWORKS ASM ANNUAL	1,120.26	106949
582-175.000-802.000	AUTOCARD SUBSCRIPTION	CARD SERVICES CENTER	B. JANES CREDIT CARD	576.29	644
582-175.000-880.000	EDP ANNUAL DINNER	EDP OF HILLSDALE COUNTY	EDP ANNUAL DINNER	35.00	106937
582-175.000-930.000	NEW WTR HEATER FOR MAIN OFFICE 4	AMERICAN COPPER AND BRASS,	NEW WTR HEATER FOR MAIN OFFICE 45 MONRC	402.99	106918
582-175.000-956.000	2023 FALL MSPI INSTITUTE REGISTR	APWA MICHIGAN CHAPTER - MI	2023 FALL MSPI INSTITUTE REGISTRATION -	725.00	106919
582-175.000-956.000	TRAINING IN AUGUST 2023 - KELLY	LEWIS G. BENDER	TRAINING IN AUGUST 2023 - KELLY LOPRESI	197.50	106961
582-175.000-956.000	MEAL AND MILEAGE REIMBURSEMENT F	KELLY LOPRESTO	MEAL AND MILEAGE REIMBURSEMENT FOR TRAI	111.33	106962
582-175.000-956.200	MSCPA LUNCH	CARD SERVICES CENTER	J. HAMMEL CREDIT CARD	39.76	644
582-175.000-956.200	AUDITOR LUNCH	CARD SERVICES CENTER	T. BUMPUS CREDIT CARD	44.25	644
Total For Dept 175.000 ADMINISTRATIVE SERVICES				32,391.18	
Dept 543.000 PRODUCTION					
582-543.000-726.000	HARDWARE	GELZER HJ & SON INC	HARDWARE	44.75	106945
582-543.000-726.000	WATER DELIVERY SERVICE - 201 WAT	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE - 201 WATERWORKS	4.60	106950
582-543.000-726.000	5 GAL DISTILLED WATER - 201 WATE	HEFFERNAN SOFT WATER SERV	5 GAL DISTILLED WATER - 201 WATERWORKS	22.50	106950
582-543.000-740.300	504504154 - 201 WATERWORKS XX -	MICH GAS UTILITIES	NATURAL GAS UTILITY - 201 WATERWORKS X	20.39	640
582-543.000-740.400	504504154 - 201 WATERWORKS XX -	MICH GAS UTILITIES	NATURAL GAS UTILITY - 201 WATERWORKS X	20.40	640
582-543.000-920.400	504504154 - 201 WATERWORKS - PP	MICH GAS UTILITIES	NATURAL GAS UTILITY - 201 WATERWORKS	40.79	641
582-543.000-930.000	REPAIRS & MAINTENANCE - BLDG	FAMILY FARM & HOME	FLEX SEAL TAPE GRAY 4"X5'	16.99	106941
582-543.000-930.000	GLASS 19 3/4 X 16 3/4 AND 15 1/2	G&G GLASS, INC	GLASS 19 3/4 X 16 3/4 AND 15 1/2 X 18 1	95.52	106943
582-543.000-930.050	REPAIRS & MAINT. - ENGINE #5	GELZER HJ & SON INC	3/8X17-1/2 AUGER BIT	11.99	106945
582-543.000-930.050	REPAIRS & MAINT. - ENGINE #5	GELZER HJ & SON INC	CLEANING BRUSHES	5.88	106945
582-543.000-930.060	REPAIRS & MAINT. - ENGINE #6	GELZER HJ & SON INC	3/8X17-1/2 AUGER BIT	12.00	106945
582-543.000-930.060	REPAIRS & MAINT. - ENGINE #6	GELZER HJ & SON INC	CLEANING BRUSHES	5.89	106945
Total For Dept 543.000 PRODUCTION				301.70	
Dept 544.000 DISTRIBUTION					
582-544.000-726.800	KLEIN TOOLS/MILWAUKEE 48-22-1985	AMAZON CAPITAL SERVICES, I	KLEIN TOOLS/MILWAUKEE 48-22-1985 FOLDIN	336.58	106917
582-544.000-726.800	MILWAUKEE BAT PACK/MILWAUKEE ELE	AMAZON CAPITAL SERVICES, I	MILWAUKEE BAT PACK/MILWAUKEE ELEC TOOL	335.70	106917
582-544.000-726.800	MECH LUG/COMP LUG X 6	AMERICAN COPPER AND BRASS,	MECH LUG/COMP LUG X 6	29.38	106918
582-544.000-726.800	RUBBER CORD/6" REVERSIBLE DRIVER	AMERICAN COPPER AND BRASS,	RUBBER CORD/6" REVERSIBLE DRIVER	59.53	106918
582-544.000-726.800	50W MED BASE CLEAR HPS	AMERICAN COPPER AND BRASS,	50W MED BASE CLEAR HPS	18.00	106918
582-544.000-726.800	2 SCH 40 PVC CAP	AMERICAN COPPER AND BRASS,	2 SCH 40 PVC CAP	4.68	106918
582-544.000-726.800	GRADE 2 NUTS/BOLTS/WASHERS/GRADE	FAMILY FARM & HOME	GRADE 2 NUTS/BOLTS/WASHERS/GRADE 5 NUTS	8.82	106941
582-544.000-726.800	9-1/2' V TG/GRV PLIERS/9-1/2" NU	GELZER HJ & SON INC	9-1/2' V TG/GRV PLIERS/9-1/2" NUT TG/GF	44.98	106945
582-544.000-726.800	6911-BUCKINGHAM	POWERLINE SUPPLY	CLIMBING GEAR	74.00	106979
582-544.000-730.000	HALOGEN WIRELESS HAND-HELD REMOT	AMAZON CAPITAL SERVICES, I	HALOGEN WIRELESS HAND-HELD REMOTE MOUNT	309.36	106917
582-544.000-730.000	SPL LOCK WASH SS/USS FL WASHER S	FAMILY FARM & HOME	SPL LOCK WASH SS/USS FL WASHER SS/13 HE	70.72	106941
582-544.000-730.000	DIAGNOSE - STOP ENGINE LIGHT-201	SELKING INTERNATIONAL & II	DIAGNOSE - STOP ENGINE LIGHT-2016 INTEF	804.85	106988
582-544.000-730.000	COMPUTER DIAGNOSTICS - CEL (CHEC	SELKING INTERNATIONAL & II	COMPUTER DIAGNOSTICS - CEL (CHECK ENGIN	3,165.01	106988
582-544.000-730.000	36 FT AERIAL DEVICE/LABOR	TEREX SERVICES	36 FT AERIAL DEVICE/LABOR	908.72	106997
582-544.000-801.000	SOLAR INSTALLATION STUDAY - 57	SSOE, INC.	SOLAR INSTALLATION STUDAY - 57 W BACON	556.00	106992



08/31/2023 09:59 AM

User: RCLARK

DB: Hillsdale

## INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE

EXP CHECK RUN DATES 08/31/2023 - 08/31/2023

BOTH JOURNALIZED AND UNJOURNALIZED

PAID

Page: 7/11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 582 ELECTRIC FUND					
Dept 544.000 DISTRIBUTION					
582-544.000-801.300	DOOR HANGERS	CARD SERVICES CENTER	J. HAMMEL CREDIT CARD	157.40	644
582-544.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND BRASS,	6500' POLY PULL LINE/PREM SYNTH WIRE PC	230.29	106918
582-544.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND BRASS,	4 PVC 90D ELBOW	30.00	106918
582-544.000-930.000	3 PVC TERM ADAPTER	AMERICAN COPPER AND BRASS,	3 PVC TERM ADAPTER	2.58	106918
582-544.000-930.000	12THHN SOLD ONLY IN CUT	AMERICAN COPPER AND BRASS,	12THHN SOLD ONLY IN CUT	28.13	106918
582-544.000-930.000	3/4 X 10'PVC CONDUIT	AMERICAN COPPER AND BRASS,	3/4 X 10'PVC CONDUIT	11.27	106918
582-544.000-930.000	2 STRUT CLAMP FOR IMC/3/16 X 3/4	AMERICAN COPPER AND BRASS,	2 STRUT CLAMP FOR IMC/3/16 X 3/4 HEX HE	13.88	106918
582-544.000-930.000	2PVC LB/3X2 PVC BUSHING	AMERICAN COPPER AND BRASS,	2PVC LB/3X2 PVC BUSHING	34.80	106918
582-544.000-930.000	1/0-AWG ALUM/COPPER/14.1 OZ MAPP	AMERICAN COPPER AND BRASS,	1/0-AWG ALUM/COPPER/14.1 OZ MAPP/PRO GF	118.63	106918
582-544.000-930.000	LED CORN BULB 10000LUM	AMERICAN COPPER AND BRASS,	LED CORN BULB 10000LUM	73.95	106918
582-544.000-930.000	1 PVC TERM ADPTER/1 PVC COUPLING	AMERICAN COPPER AND BRASS,	1 PVC TERM ADPTER/1 PVC COUPLING	7.40	106918
582-544.000-930.000	1.5'X8' SILVER HOSE	DOUBLE A LAWNSCAPING & SUP	1.5'X8' SILVER HOSE	25.20	106933
582-544.000-930.000	BLACK TAPE 33+	POWERLINE SUPPLY	BLACK TAPE	560.04	106979
582-544.000-930.000	(001) 6220000-GREY	POWERLINE SUPPLY	METER SEALS	517.84	106979
582-544.000-930.546	MOORE ROAD SUBSTATION SERVICES T	UIS SCADA, INC.	MOORE ROAD SUBSTATION SERVICES THROUGH	760.00	107001
Total For Dept 544.000 DISTRIBUTION				9,297.74	
Total For Fund 582 ELECTRIC FUND				133,230.86	
Fund 588 DIAL A RIDE					
Dept 596.000 DIAL-A-RIDE					
588-596.000-726.000	2X36 STN NCK DOOR SWEEP	GELZER HJ & SON INC	2X36 STN NCK DOOR SWEEP	15.99	106945
588-596.000-726.000	WATER - DIAL-A-RIDE	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	10.00	106950
588-596.000-801.000	MOWING CONTRACT	BILL'S LAWN CARE, LLC	MOWING CONTRACT	400.00	106921
588-596.000-801.000	SERVICE CALL TO REPROGRAM OPENER	THE DOOR MAN	SERVICE CALL TO REPROGRAM OPENER	75.00	106932
588-596.000-801.000	CONTRACTUAL SERVICES	NORM'S TIRE & SERVICE	TIRES FOR DART 62	39.75	106972
588-596.000-801.000	TIRES FOR DART 62	NORM'S TIRE & SERVICE	TIRES FOR DART 62	1,423.04	106972
588-596.000-920.000	507035798 - 981 DEVELOPMENT DR -	MICH GAS UTILITIES	NATURAL GAS UTILITY - 981 DEVELOPMENT	41.09	642
Total For Dept 596.000 DIAL-A-RIDE				2,004.87	
Total For Fund 588 DIAL A RIDE				2,004.87	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-158.000-215005	WESTWOOD - SANITARY MANHOLES	PARRISH EXCAVATING, INC.	WESTWOOD UTILITY AND ROAD RECONSTRUCTIO	16,688.10	106976
590-000.000-202.100	SCCH	DICE, CAMDEN J	UB refund for account: 006514	95.54	106929
590-000.000-202.100	SBK1	DUBOIS, VIRGINIA	UB refund for account: 010742	58.18	106935
590-000.000-202.100	SCCH	ESTATE OF CLINES, ROBERT C	UB refund for account: 010144	22.68	106939
590-000.000-202.100	SCCH	ESTATE OF TAYLOR, DONALD C	UB refund for account: 026582	72.18	106940
590-000.000-202.100	SCCH	STANTON, DEWEY J	UB refund for account: 025458	9.48	106993
Total For Dept 000.000				16,946.16	
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	4,071.06	645
590-175.000-726.000	SUPPLIES FOR OFFICE - 45 MONROE	AMAZON CAPITAL SERVICES, I	SUPPLIES FOR OFFICE - 45 MONROE STREET	16.19	106917
590-175.000-726.000	CABINET LOCKS	AMAZON CAPITAL SERVICES, I	CABINET LOCKS	3.50	106917
590-175.000-726.000	FIRST AID SUPPLIES	CINTAS CORPORATION	FIRST AID SUPPLIES	56.49	106923
590-175.000-726.000	CHAIR, CORRECTION TAPE	CURRENT OFFICE SOLUTIONS	CHAIR, CORRECTION TAPE	93.15	106927
590-175.000-726.000	SUPPLIES	GANNETT HOLDINGS LLC CENTF	1 YEAR SUBSCRIPTION	75.25	106953
590-175.000-726.000	4X4-8 TRTD POST-SIGN POSTS AT 45	JONESVILLE LUMBER	4X4-8 TRTD POST-SIGN POSTS AT 45 MONROE	23.02	106955
590-175.000-726.000	MUTLIFOLD TOWELS/TOILET PAPER/KI	KSS ENTERPRISES	MUTLIFOLD TOWELS/TOILET PAPER/KITCHEN T	141.34	106957
590-175.000-726.000	WATER FOR OFFICE- 45 MONROE	RUPERT'S CULLIGAN	WATER FOR OFFICE- 45 MONROE	8.50	106986
590-175.000-726.000	WATER	CARD SERVICES CENTER	J. GIER CREDIT CARD	119.71	644

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-801.000	PRINTING/INSTERTS/POSTAGE AND HA	DELAWARE SYSTEMS	PRINTING/INSTERTS/POSTAGE AND HANDLING	937.68	106928
590-175.000-801.000	POSTAGE MACHINE LEASE 09/05/23 T	QUADIENT LEASING USA, INC	POSTAGE MACHINE LEASE 09/05/23 TO 12/04	133.49	106981
590-175.000-801.000	PEST SERVICE RENEWAL	DEAN A MORT	PEST SERVICE RENEWAL	251.50	106999
590-175.000-801.000	ACCOUNTING SERVICES - JULY 2023	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - JULY 2023	830.65	107000
590-175.000-802.000	AMI RTU BATTERIES	AMAZON CAPITAL SERVICES, I	AMI RTU BATTERIES	79.20	106917
590-175.000-802.000	WEBCAMS COMPUTER SHELF MONITOR S	AMAZON CAPITAL SERVICES, I	WEBCAMS COMPUTER SHELF MONITOR STAND	21.14	106917
590-175.000-802.000	ANNUAL ESRI MAPPING SOFTWARE LIC	ENVIRONMENTAL SYSTEMS RES	ANNUAL ESRI MAPPING SOFTWARE LICENSING	2,825.00	106938
590-175.000-802.000	PUBWORKS ASM ANNUAL	GWORKS	PUBWORKS ASM ANNUAL	560.12	106949
590-175.000-802.000	AUTOCARD SUBSCRIPTION	CARD SERVICES CENTER	B. JANES CREDIT CARD	288.14	644
590-175.000-880.000	EDP ANNUAL DINNER	EDP OF HILLSDALE COUNTY	EDP ANNUAL DINNER	17.50	106937
590-175.000-930.000	NEW WTR HEATER FOR MAIN OFFICE 4	AMERICAN COPPER AND BRASS,	NEW WTR HEATER FOR MAIN OFFICE 45 MONRC	201.49	106918
590-175.000-956.000	TRAINING IN AUGUST 2023 - KELLY	LEWIS G. BENDER	TRAINING IN AUGUST 2023 - KELLY LOPRESI	98.75	106961
590-175.000-956.000	MEAL AND MILEAGE REIMBURSEMENT F	KELLY LOPRESTO	MEAL AND MILEAGE REIMBURSEMENT FOR TRAI	55.66	106962
590-175.000-956.200	AUDITOR LUNCH	CARD SERVICES CENTER	T. BUMPUS CREDIT CARD	22.13	644
Total For Dept 175.000 ADMINISTRATIVE SERVICES				10,930.66	
Dept 546.000 OPERATIONS					
590-546.000-730.039	CABIN AIR FILTER/VICTOR	PERFORMANCE AUTOMOTIVE	CABIN AIR FILTER/VICTOR	17.06	106978
590-546.000-742.000	CLOTHING / UNIFORMS	POWERS CLOTHING, INC.	CLOTHING/UNIFORMS	411.00	106980
Total For Dept 546.000 OPERATIONS				428.06	
Dept 547.000 TREATMENT					
590-547.000-726.900	6 OUTLET SURGE TAP W/USB	GELZER HJ & SON INC	6 OUTLET SURGE TAP W/USB	21.99	106945
590-547.000-726.900	PD-150EO, PETRIPAD PETRI DISH, 4	NORTH CENTRAL LABORATORIES	PD-150EO, PETRIPAD PETRI DISH, 47MM, EC	755.70	106973
590-547.000-726.900	WATER DELIVERY FOR 101 W GALLOWA	RUPERT'S CULLIGAN	WATER DELIVERY FOR 101 W GALLOWAY DR	21.00	106986
590-547.000-726.900	AS950/SD900 DESICCANT TUBE ASSEM	USABBLUEBOOK	AS950/SD900 DESICCANT TUBE ASSEMBLY	77.48	107004
590-547.000-801.000	CONTRACTUAL SERVICES	STATE OF MICHIGAN EGLE	SAMPLES FOR 149 WATERWORKS	350.00	106994
590-547.000-930.000	TCP 15WATT DIR/HARD WIRE 4F	AMERICAN COPPER AND BRASS,	TCP 15WATT DIR/HARD WIRE 4F	212.50	106918
590-547.000-930.000	1/3 HP CI SUPERIOR X 2	AMERICAN COPPER AND BRASS,	1/3 HP CI SUPERIOR X 2	385.11	106918
590-547.000-930.000	REROUTE MOTOR CIRCUITES FOR RECI	CLARK ELECTRIC INC.	REROUTE MOTOR CIRCUITES FOR RECIRCULATI	3,372.13	106925
590-547.000-930.000	4220BC 24X12 SHT POL AL	FAMILY FARM & HOME	4220BC 24X12 SHT POL AL	45.00	106941
590-547.000-930.000	3/8-16X1-1/2 CRSHEX CAP SCR W SL/	FAMILY FARM & HOME	3/8-16X1-1/2 CRSHEX CAP SCR W SL/3/8 US	47.55	106941
590-547.000-930.000	CREDIT MEMO - RETURN	FAMILY FARM & HOME	CREDIT MEMO - RETURN	(21.43)	106941
590-547.000-930.000	NUTS/BOLTS/STORAGE CONTAINER	FAMILY FARM & HOME	NUTS/BOLTS/STORAGE CONTAINER	62.71	106941
590-547.000-930.000	VICTOR METAL PD RAT TRAP/RATX RA	GELZER HJ & SON INC	VICTOR METAL PD RAT TRAP/RATX RAT&MICE	72.35	106945
590-547.000-930.000	WHT SGL POLE GRD SWITCH/WHT WALL	GELZER HJ & SON INC	WHT SGL POLE GRD SWITCH/WHT WALL PLATE	4.68	106945
590-547.000-930.000	WHT WALL PLATE/15A WH SLETS GFCI	GELZER HJ & SON INC	WHT WALL PLATE/15A WH SLETS GFCI OUTLET	25.07	106945
590-547.000-930.000	BK TAMPER GFCI OUTLET/WHT DUPLEX	GELZER HJ & SON INC	BK TAMPER GFCI OUTLET/WHT DUPLEX OUTLET	30.98	106945
590-547.000-930.000	INSULATED PISTOL NOZZLE	GELZER HJ & SON INC	INSULATED PISTOL NOZZLE	12.79	106945
590-547.000-930.000	60LB CONCRETE MIX-DIGESTER STEP	GELZER HJ & SON INC	60LB CONCRETE MIX-DIGESTER STEP	33.16	106945
590-547.000-930.000	60LB CONCRETE MIX/HARDWARE/FASTE	GELZER HJ & SON INC	60LB CONCRETE MIX/HARDWARE/FASTENERS &	81.23	106945
590-547.000-930.000	RETURN -60LB CONCRETE MIX	GELZER HJ & SON INC	RETURN -60LB CONCRETE MIX	(49.74)	106945
590-547.000-930.000	LED TELESCOPIC MIR	PERFORMANCE AUTOMOTIVE	LED TELESCOPIC MIR	11.39	106978
590-547.000-930.000	103.2 GPD 50PSI; WALCHEM METERIN	USABBLUEBOOK	103.2 GPD 50PSI; WALCHEM METERING PUMP	1,086.00	107004
590-547.000-930.900	AUTO DESICCATOR	NORTH CENTRAL LABORATORIES	AUTO DESICCATOR	1,955.62	106973
590-547.000-930.900	REPAIRS & MAINT. - LABORATORY	TEQUIPMENT	REPAIRS & MAINT - LABORATORY	2,919.68	106996
590-547.000-956.000	AUG MEMBER REGISTRATION - GREG S	MICHIGAN RURAL WATER ASSO	AUG MEMBER REGISTRATION - GREG S.	85.00	106967
590-547.000-956.000	SEPT MEMBER REGISTRATION GREG S,	MICHIGAN RURAL WATER ASSO	SEPT MEMBER REGISTRATION GREG S, MITCHE	680.00	106967
590-547.000-956.000	SEPT MEMBER REGISTRATION - CRAIG	MICHIGAN RURAL WATER ASSO	SEPT MEMBER REGISTRATION - CRAIG W.	340.00	106967
Total For Dept 547.000 TREATMENT				12,617.95	
Total For Fund 590 SEWER FUND				40,922.83	

08/31/2023 09:59 AM  
User: RCLARK  
DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
EXP CHECK RUN DATES 08/31/2023 - 08/31/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID

Page: 9/11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 000.000					
591-000.000-158.000-181005	METER/BADGER HRE-LCD ENCODER/BRO	SLC METER LLC	METER/BADGER HRE-LCD ENCODER/BRONZE FL	2,955.58	106990
591-000.000-158.000-181005	BADGER HRE-LCD ENCODER, MODEL 25	SLC METER LLC	BADGER HRE-LCD ENCODER, MODEL 25, 9 DIF	214.12	106990
591-000.000-202.100	WBK1	DICE, CAMDEN J	UB refund for account: 006514	12.72	106929
591-000.000-202.100	WCCH	DUBOIS, VIRGINIA	UB refund for account: 010742	43.43	106935
591-000.000-202.100	WCCH	ESTATE OF CLINES, ROBERT C	UB refund for account: 010144	21.24	106939
591-000.000-202.100	WCCH	ESTATE OF TAYLOR, DONALD C	UB refund for account: 026582	67.73	106940
591-000.000-202.100	WCCH	STANTON, DEWEY J	UB refund for account: 025458	8.89	106993
Total For Dept 000.000				3,323.71	
Dept 175.000 ADMINISTRATIVE SERVICES					
591-175.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	4,200.82	645
591-175.000-726.000	SUPPLIES FOR OFFICE - 45 MONROE	AMAZON CAPITAL SERVICES, I	SUPPLIES FOR OFFICE - 45 MONROE STREET	16.20	106917
591-175.000-726.000	CABINET LOCKS	AMAZON CAPITAL SERVICES, I	CABINET LOCKS	3.50	106917
591-175.000-726.000	FIRST AID SUPPLIES	CINTAS CORPORATION	FIRST AID SUPPLIES	56.49	106923
591-175.000-726.000	CHAIR, CORRECTION TAPE	CURRENT OFFICE SOLUTIONS	CHAIR, CORRECTION TAPE	93.15	106927
591-175.000-726.000	SUPPLIES	GANNETT HOLDINGS LLC CENTE	1 YEAR SUBSCRIPTION	75.25	106953
591-175.000-726.000	MUTLIFOLD TOWELS/TOILET PAPER/KI	KSS ENTERPRISES	MUTLIFOLD TOWELS/TOILET PAPER/KITCHEN T	141.34	106957
591-175.000-726.000	WATER FOR OFFICE- 45 MONROE	RUPERT'S CULLIGAN	WATER FOR OFFICE- 45 MONROE	8.50	106986
591-175.000-726.000	WATER	CARD SERVICES CENTER	J. GIER CREDIT CARD	119.70	644
591-175.000-801.000	PRINTING/INSTERTS/POSTAGE AND HA	DELAWARE SYSTEMS	PRINTING/INSTERTS/POSTAGE AND HANDLING	937.68	106928
591-175.000-801.000	POSTAGE MACHINE LEASE 09/05/23 T	QUADIENT LEASING USA, INC	POSTAGE MACHINE LEASE 09/05/23 TO 12/04	133.49	106981
591-175.000-801.000	PEST SERVICE RENEWAL	DEAN A MORT	PEST SERVICE RENEWAL	251.50	106999
591-175.000-801.000	ACCOUNTING SERVICES - JULY 2023	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - JULY 2023	830.65	107000
591-175.000-802.000	AMI RTU BATTERIES	AMAZON CAPITAL SERVICES, I	AMI RTU BATTERIES	79.20	106917
591-175.000-802.000	WEBCAMS COMPUTER SHELF MONITOR S	AMAZON CAPITAL SERVICES, I	WEBCAMS COMPUTER SHELF MONITOR STAND	21.14	106917
591-175.000-802.000	ANNUAL ESRI MAPPING SOFTWARE LIC	ENVIRONMENTAL SYSTEMS RESE	ANNUAL ESRI MAPPING SOFTWARE LICENSING	2,825.00	106938
591-175.000-802.000	PUBWORKS ASM ANNUAL	GWORKS	PUBWORKS ASM ANNUAL	560.12	106949
591-175.000-802.000	AUTOCARD SUBSCRIPTION	CARD SERVICES CENTER	B. JANES CREDIT CARD	288.14	644
591-175.000-880.000	EDP ANNUAL DINNER	EDP OF HILLSDALE COUNTY	EDP ANNUAL DINNER	17.50	106937
591-175.000-930.000	NEW WTR HEATER FOR MAIN OFFICE 4	AMERICAN COPPER AND BRASS,	NEW WTR HEATER FOR MAIN OFFICE 45 MONRC	201.49	106918
591-175.000-956.000	TRAINING IN AUGUST 2023 - KELLY	LEWIS G. BENDER	TRAINING IN AUGUST 2023 - KELLY LOPREST	98.75	106961
591-175.000-956.000	MEAL AND MILEAGE REIMBURSEMENT F	KELLY LOPRESTO	MEAL AND MILEAGE REIMBURSEMENT FOR TRAI	55.67	106962
591-175.000-956.200	AUDITOR LUNCH	CARD SERVICES CENTER	T. BUMPUS CREDIT CARD	22.13	644
Total For Dept 175.000 ADMINISTRATIVE SERVICES				11,037.41	
Dept 543.000 PRODUCTION					
591-543.000-956.000	MEMBER REGISTRATION - JEFF GIER/	MICHIGAN RURAL WATER ASSOC	MEMBER REGISTRATION - JEFF GIER/MIKE KI	680.00	106967
591-543.000-956.000	MEMBER REGISTRATION - MIKE K, ET	MICHIGAN RURAL WATER ASSOC	MEMBER REGISTRATION - MIKE K, ETHAN B,	680.00	106967
Total For Dept 543.000 PRODUCTION				1,360.00	
Dept 544.000 DISTRIBUTION					
591-544.000-726.800	2PK 9" 4/6T RECIP BLADE	GELZER HJ & SON INC	2PK 9" 4/6T RECIP BLADE	9.99	106945
591-544.000-726.800	20IN BOX FAN	GELZER HJ & SON INC	20IN BOX FAN	29.99	106945
591-544.000-742.000	CLOTHING / UNIFORMS	POWERS CLOTHING, INC.	CLOTHING/UNIFORMS	411.00	106980
591-544.000-930.000	2 90 EL PVC SCH80/2 45 EL PVC SC	AMERICAN COPPER AND BRASS,	2 90 EL PVC SCH80/2 45 EL PVC SCH80/2 C	49.51	106918
591-544.000-930.000	6" BADGER STRAINER W/DRAIN PLUG/	SLC METER LLC	6" BADGER STRAINER W/DRAIN PLUG/SHIPPIN	1,659.20	106990
591-544.000-930.000	GIL HYDRANT DIFFUSER 2-1/2"W/BRA	USABLUEBOOK	GIL HYDRANT DIFFUSER 2-1/2"W/BRASS GLAN	696.40	107004
591-544.000-930.000	ADJUSTABLE HYDRANT WRENCH W/PIN	USABLUEBOOK	ADJUSTABLE HYDRANT WRENCH W/PIN LUG	139.95	107004
591-544.000-930.000	REED SMOOTH JAW WRENCH	USABLUEBOOK	REED SMOOTH JAW WRENCH	97.95	107004
591-544.000-930.990	PEASTONE FOR BPU	DRY MAR TRUCKING & DIRTWO	PEASTONE FOR BPU	506.00	106934
591-544.000-930.990	CONTRACTED LSL REPLACEMENTS	RJT CONSTRUCTION CO.	LEAD SERVICE LINE REPLACEMENTS FYE 2023	11,792.50	106984
591-544.000-956.000	MEMBER REGISTRATION - ETHAN BRIT	MICHIGAN RURAL WATER ASSOC	MEMBER REGISTRATION - ETHAN BRITTON/GRE	1,020.00	106967
591-544.000-956.000	MEMBER REGISTRATION - MIKE K, ET	MICHIGAN RURAL WATER ASSOC	MEMBER REGISTRATION - MIKE K, ETHAN B,	680.00	106967

08/31/2023 09:59 AM

User: RCLARK

DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 08/31/2023 - 08/31/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

Page: 10/11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 544.000 DISTRIBUTION					
Total For Dept 544.000 DISTRIBUTION				17,092.49	
Dept 545.000 PURIFICATION					
591-545.000-727.200	SUPPLIES - SODIUM HYPOCHLORITE	UNIVAR SOLUTIONS USA INC	SOD HYPO 12.5% LIQUICHLOR	4,708.48	107002
591-545.000-930.000	1 BLK COUPLING/NIPPLE	AMERICAN COPPER AND BRASS,	1 BLK COUPLING/NIPPLE	6.87	106918
591-545.000-930.000	SXS UNION PVC SCH80/PLAIN END/AD	AMERICAN COPPER AND BRASS,	SXS UNION PVC SCH80/PLAIN END/ADPT	79.35	106918
591-545.000-930.000	IRON OUT/SCRUB/SPONGE/SCRUB BRUS	GELZER HJ & SON INC	IRON OUT/SCRUB/SPONGE/SCRUB BRUSH/DUSTE	57.96	106945
591-545.000-930.000	KICKDOWN DOOR STOP	GELZER HJ & SON INC	KICKDOWN DOOR STOP	16.58	106945
Total For Dept 545.000 PURIFICATION				4,869.24	
Total For Fund 591 WATER FUND				37,682.85	
Fund 633 PUBLIC SERVICES INV. FUND					
Dept 000.000					
633-000.000-101.000	GRAVEL - 22A	DRY MAR TRUCKING & DIRTWO	46.8 TON 22A	1,357.20	106934
Total For Dept 000.000				1,357.20	
Total For Fund 633 PUBLIC SERVICES INV. FUND				1,357.20	
Fund 640 REVOLVING MOBILE EQUIP. FUND					
Dept 443.000 MOBILE EQUIPMENT MAINTENANCE					
640-443.000-726.000	SHOP SUPPLIES 1/2DR TORQUE WR	PERFORMANCE AUTOMOTIVE	SHOP SUPPLIES 1/2DR TORQUE WR	60.97	106978
640-443.000-730.000	#22 COL 58328-01BX	PERFORMANCE AUTOMOTIVE	#22 COL 58328-01BX	18.99	106978
640-443.000-801.000	WORKED ON 73	ALTA EQUIPMENT COMPANY	WORKED ON 73	2,669.12	106916
640-443.000-801.000	CONTRACTUAL SERVICES	CINTAS CORPORATION	DPS	5.00	106923
640-443.000-801.000	CONTRACTUAL SERVICES	CINTAS CORPORATION	DPS	5.00	106923
640-443.000-801.000	FLYWHEEL FOR 128	SPRATT'S	FLYWHEEL FOR 128	240.99	106991
Total For Dept 443.000 MOBILE EQUIPMENT MAINTENANCE				3,000.07	
Total For Fund 640 REVOLVING MOBILE EQUIP. FUND				3,000.07	
Fund 663 FIRE VEHICLE & EQUIPMENT FUND					
Dept 336.000 FIRE DEPARTMENT					
663-336.000-970.000	CAPITAL OUTLAY	AMAZON CAPITAL SERVICES,	1CASE FOR SURFACE PRO FOR THE FIRE DEPT.	27.49	106917
Total For Dept 336.000 FIRE DEPARTMENT				27.49	
Total For Fund 663 FIRE VEHICLE & EQUIPMENT FUND				27.49	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 GENERAL FUND	76,354.26	
			Fund 202 MAJOR ST./TRUNK	5,795.33	
			Fund 203 LOCAL STREET F	1,995.49	
			Fund 208 RECREATION FUNI	2,245.04	
			Fund 271 LIBRARY FUND	3,122.29	
			Fund 287 ARPA GRANT FUNI	658.00	
			Fund 408 FIELDS OF DREAM	351.00	
			Fund 481 AIRPORT IMPROVI	100.00	
			Fund 582 ELECTRIC FUND	133,230.86	
			Fund 588 DIAL A RIDE	2,004.87	
			Fund 590 SEWER FUND	40,922.83	
			Fund 591 WATER FUND	37,682.85	
			Fund 633 PUBLIC SERVICES	1,357.20	
			Fund 640 REVOLVING MOBIL	3,000.07	
			Fund 663 FIRE VEHICLE &	27.49	
Total For All Funds:				308,847.58	

# CITY COUNCIL MINUTES

City of Hillsdale  
September 5, 2023  
7:00 P.M.

Regular Meeting

## Call to Order and Pledge of Allegiance

Mayor Stockford opened the meeting with the Pledge of Allegiance.

## Roll Call

Mayor Stockford called the meeting to order. Clerk Price took roll call.

Council Members present:	Adam Stockford, Mayor R Greg Stuchell, Ward 1 Anthony Vear, Ward 1 William Morrissey, Ward 2 Cynthia Pratt, Ward 2 Bruce Sharp, Ward 3 Gary Wolfram, Ward 3 Joshua Paladino, Ward 4 Robert Socha, Ward 4
--------------------------	--

Council Members absent:	None
-------------------------	------

Also Present: David Mackie (City Manager), Attorney Tom Thomson, Katy Price (City Clerk), Jason Blake (DPS Director), Scott Hephner (Chief HCPD/HCFD), Bob Flynn (WCSR), CJ Toncray, Mark Nichols, Ginger Novak, Doug Ingles, Sheri Ingles, Dennis Wainscott.

## Approval of Agenda

Motion by Councilman Morrissey support by Councilmember Socha to approve the September 5, 2023 agenda as presented.

By a voice vote, the motion passed unanimously.

## Public Comment

Dennis Wainscott 34 Garden St., commented on SAD 2024-08.

## Consent Agenda

- A. Approval of Bills
  - 1. City and BPU Claims of August 17, 2023: \$994,451.69
  - 2. Payroll of August 17, 2023: \$188,740.79
- B. City Council Minutes of August 21, 2023
- C. Finance Minutes of August 21, 2023
- D. Shade Tree Minutes of August 2, 2023
- E. Homeless Task Force Minutes of August 28, 2023
- F. Out of the Darkness 5k Run/Walk Event
- G. TCO 2023-40 - Fair "Veterans Day" Parade
- H. TCO 2023-38 Train Event – October 8, 2023
- I. TCO 2023-39 Train Event – October 15, 2023

Motion by Councilmember Morrissey seconded by Councilmember Vear to approve the consent agenda as presented.

Roll Call:

Council Member Paladino	Aye
Council Member Vear	Aye
Council Member Sharp	Aye

Council Member Wolfram	Aye
Council Member Pratt	Aye
Council Member Socha	Aye
Mayor Stockford	Aye
Council Member Morrissey	Aye
Council Member Stuchell	Aye

Motion passed 9-0

### **Communications/Petitions**

- A. Fall 2023 Electronics Recycling Event
- B. Library Director Letter of Resignation
- C. Special Assessment District 2024-08 – Karla Adams

Karla Adams, resident on W. St. Joe Street spoke on the Special Assessment District 2024-08 Public Hearing. She mentioned that she feels there should be another public hearing as the opposition letters were not included in the Council packet. Adams researched types of public hearings and reviewed her Freedom of Information Act request and mentioned City Manager Mackie's salary contract.

City Manager Mackie stated there was a deadline and timeline to include items in packet submitted to the clerk with approval from the Mayor and or City Manager.

City Attorney Thompson stated that procedure is a motion to rescind the adoption of the Special Assessment District. And would then need a motion to reconsider the SAD brought forth by a council member that voted yes on it. This would also be required at the meeting of the Public Hearing. A public hearing is meant to have the public weigh in on the Special Assessment District item. Charter provision for opposition letters if over 50% threshold is in opposition it would require a majority vote of Council.

Clerk Price had the letters available at the public hearing and have available for public inspection.

Council Member Morrissey stated there was a roll call vote taken on the special assessment district.

Council Member Vear specified the Council shouldn't have another public hearing it would set a bad precedence.

No motioned made to have another public hearing.

Information is presented for information only.

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

None

### **Old Business**

None

### **New Business**

- A. Brush Grinding Agreement

Jason Blake reported Brush grinding at the DPS facility is required to create space for daily operations in addition to storage space for upcoming street projects. Due to this past February's ice storm and daily residential brush drop off the amount of brush currently at the DPS facility (5,000cy +) has overtaken the site and leaving little room for any additional operations. The 2023-24 budget includes \$21,000 for brush grinding. A subsequent budget amendment might be needed if DPS is unable to save the cost difference from its total budget.

Staff gathered the following quotes:

- 1. VanBrunt Transport Inc \$52,500  
Onsted MI
- 2. Brink Wood Products Inc \$58,000

Byron Center, MI

3. Mid-Michigan Recycling No quote  
Flint, MI

4. Hacker Services No quote  
Northville, MI

5. TDE Enterprises No quote  
Commerce Township, MI

6. Kamps No quote  
Grand Rapids, MI

Motion by Council Member Vear, seconded by Council Member Stuchell to award the contract to the lowest bidder, VanBrunt Transport Inc in Onstead, MI in the amount of \$52,500.00.

Roll call:

Council Member Sharp	Aye
Council Member Stuchell	Aye
Council Member Vear	Aye
Council Member Wolfram	Aye
Mayor Stockford	Aye
Council Member Morrissey	Aye
Council Member Paladino	Aye
Council Member Pratt	Aye
Council Member Socha	Aye

Motion passed 9-0

#### B. Code Enforcement Vehicle Purchase

Jason Blake, Public Services Director reported that The Building Department which includes Assessing, Code Enforcement and Zoning is in need of replacing the 2015 Ford Explorer. The Explorer was a retired police vehicle. Replacement of the Explorer is included in the FY 2023-24 Equipment Replacement Schedule. Staff gathered the following quotes with availability.

Stillwell Ford	\$29,541 Ford Escape AWD
Hillsdale Dodge/Cronin	\$30,340 Jeep Compass Sport 4x4
Hillsdale GMC	\$36,198 GMC Acadia SLE AWD

The purchase of this vehicle will be paid with the Assessing, Code Enforcement and Zoning budget. Staff recommends City Council approve the purchase of a 2023 Ford Escape AWD for \$29,541.

Council discussion ensued on the condition and miles of the 2015 Ford Explorer being used currently along with the specifications listed for the dealers to fulfill.

Council member Stuchell asked if the use of employee vehicles would be an option with employees being reimbursed for mileage, etc.

Kim Thomas, City Assessor mentioned she wouldn't use her personal vehicle for safety reasons.

City Manager Mackie stated that City vehicles are marked with logos.

Further discussion ensued on purchasing a used vehicle to save money.

Mayor Stockford asked if there was a motion. None given. No action.

#### **Miscellaneous Reports**

- A. Proclamations – None
- B. Appointments- None
- C. Other- None

#### **General Public Comment**

Ginger Novak, 125 S. Howell St., thanked Council for what they do and thanked Council Member



Sharp for his comments on vehicle repair due to conditions of the City streets.

Bob Flynn, 10 W. Hallett St., commented on the Electronic Recycling event and asked to have it on a weekend so working residents make attend.

Dennis Wainscott, 34 Garden St. stated that it would be a good idea if there was a City pickup for the elderly residents to participate in the Electronic Recycling event.

Karla Adams, 60 W. St. Joe St., stated she would be appealing the Public Hearing SAD 2024-08 and read the addresses on letter in opposition to that public hearing.

CJ Toncray, asked what Council would do with the mask and mandates that are being discussed in the news.

Jack McLain, Hillsdale Twp., stated it was hard to hear video, Council needs to speak in microphones. He spoke on Social District signs, the Homeless Task Force as well as the Library director resignation letter.

### **City Manager's Report**

City Manager Mackie reported the Fly-in event for the Hillsdale Municipal Airport is September 10, 2023, 7:00 a.m. – 2:00 p.m. breakfast from 7:00 a.m-11:00 a.m.

Summer property taxes are due August 31, 2023.

Social District is now open. Pub N Grub is now included along with Hillsdale Brewing Company.

City Manager Mackie will not be in attendance at the September 18, 2023 meeting due to having to attend another meeting.

### **Council Comments**

Council Member Stuchell asked about the food truck progress.

Councilmember Socha stated Pubic Services Committee will be meeting on Monday, September 11, 2023 to review the food truck item among other items. Socha thanked City Manager Mackie for his help on the Vehicle purchase item.

Councilmember Socha also asked Mayor Stockford if letters submitted in Communications to have those that submitted speak on it during public comment section.

Councilmember Sharp thanked Mrs. Novak for her comments during public comment.

Mayor Stockford stated he received a letter regarding lighting from James Edward and Kristine Thomas that will be added to the next agenda.

### **Adjournment**

Motion by Council Member Sharp, seconded by Council Member Socha, to adjourn the meeting.

By a voice vote, the motion passed unanimously. The meeting adjourned at 8:12 p.m.

---

Adam Stockford, Mayor

---

Katy Price, City Clerk

CITY OF HILLSDALE FINANCE COMMITTEE

Place: City Hall Second Floor Conference Room

Date: September 5, 2023

Time: 6:30 PM

PRESENT:

COMMITTEE: Bruce Sharp, Gary Wolfram, Will Morrissey

STAFF: Jason Blake (Director of Public Services), David Mackie (City Manager), Scott Hephner (Police and Fire Chief), Kim Thomas (City Assessor)

PUBLIC: None

BOARD OF PUBLIC UTILITIES AND CITY OF HILLSDALE ACCOUNTS PAYABLE  
INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE

Questions asked on Invoice Distribution Report by Finance Committee:

Fund 101

Department 172: Software licensing

Department 257: Safety Vests for employees walking on city streets

Department 265: Flush unit for urinal in City Hall

Department 447: Membership fee for American Public Works Association

Fund 202

Department 450: Chemicals for fixing cracks in streets

Department 985: County permit for repair of St. Joe street

Fund 271

Department 790: Library cooperative for books and advice from Library Association

Fund 582

Department 000: Electrical wire for power servers and transmission wire

Department 544: Tool belt

Department 544: Aerial device for lift bucket truck

Fund 590

Department 547: Rerouting electrical wiring

Fund 591

Department 000: Encoder for reading water meters

Department 545: Chemicals added to water for purification

Fund 640

Department 443: Crack-fill machine repaired

Motioned by Morrissey and seconded by Wolfram to approve.

Motion passed 3-0.

Public Comment: None

Motioned by Morrissey and seconded by Sharp to adjourn.  
Motion passed 3-0.

ADJOURNMENT: 6:47 PM

Minutes prepared by Gary Wolfram

Public Services Committee Meeting  
City Hall, Second Floor Conference Room  
Monday, Sept. 11 at 6 p.m.

1. Roll call:
  - a. Present: Councilman Tony Vear, Councilman Joshua Paladino (chair), and Public Services Director Jason Blake.
  - b. Absent: Councilman Rob Socha.
2. Approval of Agenda:
  - a. Vear motioned to approve the agenda. Paladino seconded the motion. All in favor: 2-0.
3. Public Comment: James Thomas, Jack McClain, Kevin Conant, James Galloway, and Doug Ingles.
4. New Business:
  - a. Food truck license and fee.
    - i. Blake presented two potential options for licensing: the Transient Merchants permit and the Solicitors and Peddlers permit. He recommended the Solicitors and Peddlers license.
    - ii. Vear motioned to recommend that the city council require food truck vendors to obtain the Solicitors and Peddlers permit for a \$50 fee. Paladino seconded the motion: 2-0.
  - b. City fee schedule
    - i. Blake explained why the Right of Way permit application fee increased from \$25.00 to \$75.00 and Annual Blanket Permit increased from \$125.00 to \$500.00.
    - ii. No motions were made.
  - c. City lighting: Sec. 36-408. - Lighting.
    - i. Paladino opened the discussion by reading a city lighting ordinance: "All lighting shall be designed to shield the light source from any adjoining residences. Flood lighting or other lighting of playfields, and scoreboards shall be extinguished by 12:00 midnight. Special events may be granted a longer lighting period as allowed by the city manager."
    - ii. James Thomas, a Hillsdale Township resident, asked that the city and BPU work with him to prevent a light on Barr St. from shining on his garden during the night. Thomas agreed to cover the costs of a work order, and Blake agreed to help address the situation.
    - iii. Paladino requested that Blake look into options for enforcing 36-408 in two ways: by trying to install softer and warmer LED lighting, rather than bright white lights, and by installing light bulbs that sit inside a shade or fixture, so that light does not spill onto nearby properties.
  - d. Sec. 10-10 (7) - Conduct on cemetery grounds.
    - i. The Public Service Committee recommended that the city council adopt an ordinance that prohibits pets from entering cemeteries. Paladino

requested that the committee eliminate Sec. 10-10 (7) so that the City Code does not contain contradictory language.

- ii. Sec 10-10 (7): “All domestic animals shall be confined at all times to designated roads, avenues, and walkways and must at all times be on a leash with a maximum length of six feet. At no time shall a domestic animal be allowed to roam free within the cemetery grounds. All individuals accompanying domestic animals on cemetery grounds shall be subject to the requirements of section 4-34 of the Hillsdale City Code.”

- 1. Vear motioned to recommend that the city council strike Sec. 10-10 (7) from the City Code on the condition that it passes the aforementioned prohibition on pets in cemeteries. Paladino seconded the motion. All in favor: 2-0.

- 5. Adjournment: Vear motioned to adjourn the meeting. Paladino seconded the motion. All in favor: 2-0. The meeting adjourned at 7:07 p.m.

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** September 18, 2023

**Agenda Item:** Consent Agenda

**Subject:** Noise Variance Request

**Background:**

Hillsdale College requests a noise variance for a "Drive-In Movie" to be held in the Sports Complex parking lot at 201 Oak Street. Request is from 8:00 p.m. till 11:30 p.m. on Friday October 13, 2023.

**Recommendation:**

Approval is recommended.

Scott A. Hephner

A handwritten signature in black ink, appearing to read 'Scott A. Hephner', with a long horizontal flourish extending to the right.

Chief of Police / Fire Chief



HILLSDALE COLLEGE

PURSuing TRUTH • DEFENDING LIBERTY SINCE 1844

---

August 30<sup>th</sup>, 2023

Chief Scott A. Hephner  
Hillsdale Police Department  
Hillsdale City Hall  
Hillsdale, MI 49242

Dear Chief Hephner:

Hillsdale College would like to request a noise variance for Friday, October 13<sup>th</sup>, 2023 starting at 8:00 p.m. and ending at 11:30 p.m. for a "Drive-In Movie" at the Sports Complex parking lot. (Located at 201 Oak St Hillsdale).

If you have any questions, please call me at 517-607-2597

Respectfully submitted,

William K. Whorley  
Director of Security

WKW/kbl

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** September 18, 2023

**Agenda Item:** Consent Agenda

**Subject:** Fall Freedom Run 5k

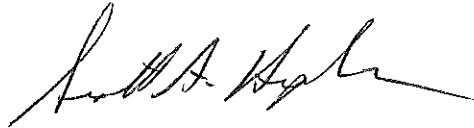
**Background:**

American Legion Post #53 has submitted a Right of Way Use application for their annual Fall Freedom Run 5k to be held Sunday October 22, 2023 at 2:00 p.m. Streets utilized will be Steamburg, Griswold, Waterworks, the trail and Lakeview. No streets will be closed for the event. Police will assist as needed.

**Recommendation:**

Approval is recommended as this is an annual event.

Scott A. Hephner

A handwritten signature in black ink, appearing to read 'Scott A. Hephner', with a stylized, flowing script.

Chief of Police / Fire Chief



Received by \_\_\_\_\_  
Date \_\_\_\_\_  
Amount Rec'd \_\_\_\_\_  
Check # \_\_\_\_\_  
Permit # \_\_\_\_\_



RECEIVED

SEP 11 2023 *VS*

**CITY OF HILLSDALE**

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

**CITY OF HILLSDALE  
CITY CLERK'S OFFICE**

**APPLICATION FOR PERMIT**

**OCCUPANCY OF OR WORK WITHIN STREET RIGHT-OF-WAYS**

**TYPE:**

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

Post a copy of the  
Permit on-site

American Legion Post #53 09/01/2023

**Dianne Paul**

09-01-2023

Applicant's Name  
**1611 Steamburg Rd.**  
Mailing Address  
**Hillsdale MI, 49242**  
City State Zip Code  
**419-290-9804**  
Telephone Number

Contractor's Name  
**3365 Lake Pleasant Rd. S.**  
Mailing Address  
**Hillsdale MI, 49242**  
City State Zip Code  
**419-290-9804 \***  
Telephone Number

**DESCRIPTION OF WORK OR USE:**

**Fall Freedom Run 5k**

LOCATION: (Drawing to be provided)

From Legion to Steamburg to Griswold to Waterworks to Bawbeese Trail to Waterworks to Lakeview to Legion

**FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:**

**Traffic Control as needed/recommended by City Police**

**TIME PERIOD:**

COMMENCING DATE: **10/22/2023**

TIME: **2pm**

ENDING DATE: **10/22/2023**

TIME: **4pm**

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

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

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

**Staff Use Only**

---

Recommendation for Issuance

☐ Approved ☐ Denied

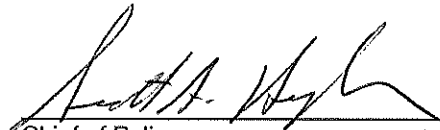
Director Comments:

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

Recommendation for Issuance

☒ Approved ☐ Denied

Chief of Police Comments:

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

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

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

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

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

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

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

**or email to:** [publicservices@cityofhillsdale.org](mailto:publicservices@cityofhillsdale.org)

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



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ForeSite Sports, Inc. DBA: EventSured 24 S. Newtown Street Road Newtown Square, PA 19073	CONTACT NAME: EventSured Customer Service PHONE: 800-682-5902 FAX: (215) 850-1100 E-MAIL: info@eventsured.com ADDRESS: info@eventsured.com
INSURED  LEANN SCHMIDT 10561 E BEECHER RD PITTSFORD, MI 49271	INSURERS AFFORDING COVERAGE INSURER A: Houston Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES		CERTIFICATE NUMBER: TM307599		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSURER	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)
A	GENERAL LIABILITY		10226E001304TM307599	10/22/2023	10/23/2023
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				
	<input type="checkbox"/> CLASSIC RETAIL <input checked="" type="checkbox"/> RETAIL				
	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
	DATA ACQUISITION DATA SUPPLIES				
	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
	AUTOMOBILE LIABILITY				
	<input type="checkbox"/> ANY AUTO				
	<input type="checkbox"/> ALL OTHER				
	<input type="checkbox"/> <input type="checkbox"/>				
UMBRELLA LIA					
EXCESS LIA					
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insureds must be venue managers or municipalities and are added with respect to our insured's operations only. Waiver of Subrogation (WOS) and Primary & Non-Contributory (PNC) wording applies only when coverage is purchased by the insured, required by written contract and as indicated below. This coverage is with respect to the Running Events (5K, 8K & 10K) to be held on 10/22/2023 - 10/23/2023 with 50 attendees at Hillsdale American Legion 1611 Steamburg Rd Hillsdale, MI 49242

CERTIFICATE HOLDER	CANCELLATION
Hillsdale American Legion 1611 Steamburg Rd Hillsdale MI 49242	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

ACORD 25 (2010/05)

© 1985-2010 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD



LEIGH A. WRIGHT AMERICAN Legion Post #53  
2.5K & 5K Fun Run/Walk

~~17 APR 2021 8-10 AM~~ Oct 22, 2023

~~DAVID HAMBLETON~~

~~Committee Chair~~

~~517-273-1311~~

~~OLDALT@OLDALTweb.com~~

Dianne Paul

419-290-9804

2pm - 4pm

**PROJECT PLAN** (Attach additional sheets, as necessary)

See Attached

## **CITY OF HILLSDALE**

### **RULES AND REGULATIONS PERMITS FOR OCCUPANCY OF AND WORK WITHIN STREET RIGHT-OF-WAYS**

#### **SECTION 1 – AUTHORITY**

- A. These rules and regulations are promulgate pursuant to the provisions of Section 30-55 of Chapter 30 of the Hillsdale Municipal Code.

#### **SECTION 2 – APPLICATION PROCEDURES**

- A. Applicants for permits shall complete the permit form provided by the Department of Public Services and shall return the completed form to the **Public Services Building, 149 Waterworks Drive** or the **Clerk's Office, City Hall, 97 N. Broad Street**, together with such additional information which is required pursuant to Chapter 30 of the Hillsdale Municipal Code and these rules and regulations.
- B. Each application shall be reviewed by the Director of Public Services, or his designee, for compliance with the provisions of Chapter 30 and these rules and regulations. In addition, the following persons shall receive written notification that an application has been received and they shall be provided an opportunity to review the application prior to its approval: Director of Utilities, Police Chief, Fire Chief, and City Forester.
- C. If, in the opinion of the Director of Public Services, the application complies with the applicable provisions of Chapter 30 and these rules and regulations, then he shall notify the applicant that the application has been approved. If the application fails to comply with Chapter 30 and these rules and regulations, then the Director shall notify the applicant that the application has been denied. The Director may permit the applicant to submit additional information or to revise information previously submitted so as to cause the application to comply with Chapter 30 and these rules and regulations.
- D. If an application is approved, the Director shall prepare the necessary permit and shall determine the amount of any fees which the applicant must pay. The permit and the statement of fees shall be delivered to the City Clerk.
- E. Upon payment of the fees as determined by the Director of Public Services, the City Clerk shall deliver the permit to the applicant and shall notify the Director of Public Services that the permit has been issued.

#### **SECTION 3 – REQUEST TO COMMENCE WORK**

- A. Any person, firm, or corporation to whom an annual blanket permit has been issued shall apply to the Director of Public Services for permission to commence work pursuant to the annual blanket permit by submitting a request to commence work on the forms provided by this purpose. Such request to commence work shall be submitted in accordance with applicable provisions of Chapter 30.
- B. Each request to commence work shall be reviewed by the Director of Public Services to determine its compliance with the provisions of Chapter 30, these rules and regulations, and the annual blanket permit. The Director shall notify the following persons and shall provide them an opportunity to comment upon the request to commence work: Director of Utilities, Police Chief, Fire Chief, and City Forester.
- C. If, in the opinion of the Director, the request to commence work is in compliance with the applicable provisions of Chapter 30, these rules and regulations, and the annual blanket permit, then he shall approve the request and notify the applicant of such approval. If the request is not in compliance, then the request shall be denied and the applicant shall have the opportunity to submit a request to commence work which is in compliance. The Director may permit the applicant to submit additional information or to revise information previously submitted so as to cause the application to comply with Chapter 30 and these rules and regulations.

#### **SECTION 4 – STREET CLOSINGS AND STREET OCCUPANCIES**

- A. If an application or request to commence work approved pursuant to these rules and regulations requires the closing of a street to vehicular traffic, then the applicant shall notify the Chief of Police not less than twenty-four (24) hours prior to commencing the work which will necessitate the closing of the street of the dates and times when such street is required to be closed.
- B. Streets shall be closed only pursuant to directives issued by the Chief of Police in accordance with the provisions of the Uniform Traffic Code and shall be evidenced by temporary traffic control orders and/or by the Police Chief's endorsement on the permit, or, in the case of an annual blanket permit, on the request to commence work form.
- C. The Director may issue permits for the temporary occupancy or use of portions of the street right-of-way when such occupancy or use does not significantly impair the utilization of such right-of-way for vehicular or pedestrian traffic or when such occupancy or use is for a short duration. In reviewing applications for such permits, the Director shall consider the public safety and aesthetic considerations associated with such occupancy or use as well as the public benefit which such occupancy or use provides. If such occupancy or use involves a significant restriction on vehicular traffic, other than closing, the permit, or, in the case of an annual blanket permit, the request to commence work form, shall be endorsed by the Police Chief prior to issuance.

- b) Prior to commencing restoration of the street surfaces.
- c) Upon completion of work and restoration of the area.
- 3. Other Construction
  - a) Upon completion of work and restoration of the area.
  - b) At such other times as determined by the Director of Public Services.

#### **SECTION 8 – TREES**

- A. The applicant shall not remove, trim, cut roots from, or otherwise damage any tree growing within the street right-of-way without first having obtained the endorsement of the City Forester on the permit or, in the case of an annual blanket permit, on the request to commence work form.
- B. If during the course of any activities conducted pursuant to a permit granted in accordance with these rules and regulations the applicant finds that there is the possibility of interference with trees growing in the street right-of-way, the applicant shall immediately contact the Director of Public Services and the City Forester.

#### **SECTION 9 – INSURANCE AND BONDS**

- A. Any applicant proposing to conduct any activities involving construction within the right-of-way of streets in the City of Hillsdale shall provide evidence of liability insurance covering personal injury and property damage in the amount of not less than \$1,000,000 combined single limit. The applicant shall provide an endorsement naming the City of Hillsdale as an additional insured.
- B. The applicant shall keep such insurance in effect during all times that the applicant is conducting activities within the street right-of-ways.
- C. If the applicant is self-insured for personal injury and/or property damage risks, the applicant shall provide documentation of such self-insurance program and shall further agree to indemnify and hold the City harmless from any and all liability arising out of any activities conducted pursuant to the permit.
- D. If an applicant utilizes subcontractors in performing some or all of the work which is covered by a permit, each such subcontractor shall be required to comply with the provisions of this Section.
- E. Pursuant to the provisions of Section 30-37 of the Hillsdale Municipal Code, the Director shall determine the amount of the performance bond or cash deposit which shall be provided by the applicant prior to the issuance of the permit. In no case shall the amount of such performance bond or cash deposit required for a permit for construction activities within the traveled portion of any street be less than \$10,000.
- F. If an applicant provides a blanket bond to cover all bond requirements during a specified period of time, the amount of such bond shall be maintained at least equal to the amount required to satisfy the terms of all permits issued during that period of time.

#### **SECTION 10 – FEES**

- A. The following schedule shall be the fees as established for permits issued pursuant to these rules and regulations:

Application fee.....	\$20.00
Annual Blanket Permit.....	\$160.00
Sidewalk under 25 square feet.....	\$35.00
Sidewalk over 25 square feet.....	\$60.00
Driveway Approach Permit.....	\$60.00
Street Opening.....	\$110.00
Terrace.....	\$35.00
Storm Sewer Connection fee.....	\$160.00
Use of Traffic Control (if available).....	\$25.00
Curb Cut/Repair/Extension.....	\$60.00

- B. In addition to the fees indicated above, all work requiring inspections after 3:00 p.m. or on Weekends shall be subject to an additional fee of \$75.00 per hour (Minimum 2 hour charge) or portion thereof with personnel availability.
- C. Traffic control measures may incur additional fees.

## **SECTION 5 – STREET OPENINGS AND RIGHT-OF-WAY CONSTRUCTION**

- A. It shall be the responsibility of the applicant to contact "Miss Dig" prior to commencing any construction activities within the right-of-way so that all public utilities and other facilities can be located.
- B. It shall be the responsibility of the applicant to provide all necessary warning signs, barricades, flagmen and the like in accordance with the current Manual on Uniform Traffic Control Devices (MUTCD) Part 6 to insure that the public is safe from injury or damage to vehicles as a result of the construction activities.
- C. The applicant, upon completion of any construction, shall restore the right-of-way areas to a condition which is as good as or better than the condition which existed prior to the commencement of construction activities.
- D. The applicant shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other street installation such as sewers, culverts, etc. the applicant shall assume the full responsibility for this protection and shall not proceed with construction or excavation activities prior to receiving the approval of the Department of Public Services for the methods to be used. The applicant shall dispose of all surplus or unsuitable material outside of the limits of the streets.
- E. All trenches, holes and pits shall be filled with gravel, placed in successive layers not more than nine inches in depth, loose measure, and each layer shall be thoroughly compacted by mechanical tamping. Restoration shall be such that it will provide a condition equal to or better than the original condition.
- F. Street openings will be properly maintained by the applicant until the street surface is replaced.
- G. Bituminous surfaces must be replaced with bituminous materials compacted at a minimum of two lifts. Concrete surfaces must be replaced with concrete materials flush with the existing surface and properly finished.
- H. Materials used in construction, backfilling and repair operations shall comply with the State of Michigan, Department of Transportation specifications. These include the following:
  - 1. Aggregate types for backfilling.....22A and 23
  - 2. Asphalt type for replacement of street surface.....20AA
  - 3. Concrete type for replacement of concrete surface....Type 35P
- I. All vegetative areas shall be restored using top soil which is free of weeds and shall be seeded and protected from erosion.
- J. Street openings shall be made in such manner and with such tools as to produce straight edges. All such openings shall be rectangular in shape unless conditions warrant an irregular shape.

## **SECTION 6 – SIDEWALK CONSTRUCTION, REPAIR, AND REPLACEMENT**

- A. All sidewalk work shall consist of constructing the sidewalk in a single course on a prepared subgrade.
- B. All sidewalks shall project one inch above finished grade and shall slope one quarter inch per foot toward the drainage side. Sidewalks shall be four inches thick except at driveway crossings which shall be six inches thick. Sidewalks shall be a minimum of five feet wide and a maximum of six feet wide. All walks shall meet the requirements of the Americans with Disabilities Act (ADA).
- C. All unstable subgrade material shall be removed and replaced with a minimum of four inches granular material or sand, compacted.
- D. Forms shall be clean and straight, composed of wood or metal. The forms shall be staked to line and grade in a manner that will prevent deflection or settlement. Forms shall be oiled before placing concrete. If the line of the sidewalk conflicts with trees adjacent to the sidewalk, the applicant shall notify the City Forester and Director prior to proceeding with the installation of forms.
- E. The base shall be thoroughly wetted and the concrete deposited thereon to the proper depth. It shall be spaded along the forms compressed and struck-off flush with the top of the forms. The surface shall be floated, edges and joints properly tooled, and finished with a brush to provide a non-slip surface.
- F. The applicant shall insure the use of appropriate materials which shall comply with the following specification:
- G. Expansion joints shall be placed every fifty feet or more often if required to prevent cracking of the sidewalk. Grooved joints a minim of on-half inch in depth shall be placed every five feet.
- H. Sidewalks and sidewalk ramps shall be constructed in accordance with the standard specifications of the Michigan Department of Transportation (MDOT).
- I. Driveway approaches shall be a minimum of ten feet in width and shall be constructed of concrete a minimum of six inches thick. Expansion joints shall be placed where the approach meets a sidewalk or street. Approaches shall be constructed in accordance with standards provided in Section 6E.

## **SECTION 7 – INSPECTIONS**

- A. It shall be the responsibility of the applicant to contact the Department of Public Services at such times as inspections are required pursuant to these rules and regulations and in accordance with sound construction practices.
- B. At a minimum inspections shall be required at the following times"
  - 1. Sidewalks
    - a) After installing forms and prior to pouring concrete.
    - b) Upon completion of work and restoration of the area.
  - 2. Street Openings
    - a) Prior to commencing backfilling.



# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** September 18, 2023

**Agenda Item:** New Business

**Subject:** Request for Street Closure "Scarecrow Fest"


**Background:**

Felicia French has requested the closure of N. Howell Street between North Street and McCollum Street on Friday October 13, 2023 from 7:00 a.m. till 10:00 p.m. for Scarecrow Fest. This is a new and free community event. Per Felicia, she has spoken with several of the businesses in this block and they are in favor of the event.

**Recommendation:**

Felicia has been requested to attend the council meeting to answer any questions pertaining to the event.

Scott A. Hephner

A handwritten signature in black ink, appearing to read "Scott A. Hephner", with a long horizontal flourish extending to the right.

Chief of Police / Fire Chief

# TRAFFIC CONTROL ORDER

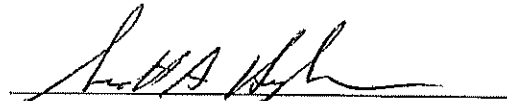
2023-43

(Temporary)

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

**Temporary closure of Howell St. between North St. and McCollum St. on Friday, October 13, 2023, from 7:00 a.m. – 10:00 p.m. for Scarecrow Fest.**

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

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

08/31/2023  
\_\_\_\_\_  
Date

Received for filing in the office of the City Clerk at \_\_\_\_\_ p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

\_\_\_\_\_  
Date

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

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

Passed in open Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Attest:

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

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** September 18, 2023

**Agenda Item:** **Consent Agenda**

**Subject:** Right of Way Use, 5k for Cancer

**Background:**

Shawn Doll has made a right of way use request for Shawn's 5k walk/run for cancer at Sandy Beach. Staging is at the Sandy Beach Pavilion with the walk/run starting at noon. Route will be the walk path to Barnard St. and back. This is the second year for this event.

**Recommendation:**

Approval is recommended at this is an annual event.

Scott A. Hephner

Chief of Police / Fire Chief

# SHAWN'S 5K WALK/RUN FOR CANCER 2023

**SANDY BEACH  
BAW BEES LAKE TRAIL  
HILLSDALE, MI 49242**

This event is for everyone whose life has been touched by cancer, patient, survivor, family member, or friend. Come help support the HENRY FORD/GAME ON CANCER. All donations will go to this great organization. It will be a 5K Walk/Run held 9-23-2023. I am a 2 time cancer survivor that understands the need for financial support. To help cover every day expenses that are encured while going through cancer treatments. All monies raised will go directly to HENRY FORD/GAME ON CANCER. All are welcome to come participate whether it be to walk, run, or just donate financially! We need YOU to help us make a difference in the lives of Cancer Patients/Families!

Registration Forms are available prior to the event. You can email me at [shawnd60@aol.com](mailto:shawnd60@aol.com) or sign at check-in. Check-in will be at the Sandy Beach Pavilion at Baw Bees Lake starts at 11:00 AM and the Walk/Run begins at 12:00 noon. Raffles, Water, and Food will start after the race. Come enjoy the FUN!!!



# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** September 18, 2023

**Agenda Item:** Consent

**SUBJECT:** 2023 Hillsdale County Fair Parade

**BACKGROUND:** Michelle Loren, Recreation Director

The Hillsdale County Fairgrounds has requested use of Howell St., E. Bacon St., McCollum St., Midtown Alley, E South St., and Midtown Lot (Lot C) in order to hold its annual Fair Parade. Council approved TCO 2023-40 at the September 5, 2023 Council Meeting as it pertained to the necessary street/parking lot closures and “no parking” designations.

A Street Closure Agreement has been drafted and has been approved for execution by the City Attorney

**RECOMMENDATION:**

I recommend approval of the agreement and authorization of signatures by the Mayor and City Clerk.

**AGREEMENT FOR USE PORTION OF STREETS**  
**Hillsdale County Agricultural Society (Hillsdale County Fairgrounds)**  
**2023 Hillsdale County Fair Parade**

This Agreement is made and entered between the City of Hillsdale, a Michigan municipal corporation, of Hillsdale, Michigan (Hillsdale) and Hillsdale County Agricultural Society, a not-for-profit, 501(c)(3) Michigan corporation owner and operator of Hillsdale County Fairgrounds, 115 S. Broad St., Hillsdale, Michigan 49242.

**Preamble**

Hillsdale controls the usage of local streets within its jurisdiction. Among other governmental functions, Hillsdale seeks to promote the use of its streets for the use and benefit of its citizens and the general public.

At various times, functions are proposed that involve the use of a portion of a public street to which Hillsdale's citizens, as well as the public at large, are invited and encouraged to attend. In such instances, when Hillsdale determines that the proposed activity will inure to the economic, cultural and general benefit of its citizens and of the community at large, it has endeavored to cooperate with the activity's sponsor/promoter. In doing so, Hillsdale is concerned with regulating the use of its streets so as to reasonably assure that they are not used in a manner that exposes persons attending activities as are allowed to take place in or on any portion of its public streets to unreasonable risks of harm, as well as to assure that no damage is done to its street facilities.

Hillsdale County Fairgrounds desires to sponsor and promote what is commonly known and designated as the Hillsdale County Fair Parade event to which the general public is invited. The Hillsdale County Fair Parade is proposed to take place on Howell Street between North St. and Barry St. and the Mid-town parking lot and alley from 9:00 a.m. to 11:00 a.m. on Monday, September 25, 2023 pursuant to Traffic Control Order Number 2023-40 approved by Council on September 5, 2023.

Hillsdale County Fairgrounds has represented that it is a responsible organization and that it has created appropriate regulations and policies by which it will regulate participants in the events it proposes to promote and sponsor. Hillsdale County Fairgrounds also represents that participation in its events is and will be open to all on a nondiscriminatory basis.

Hillsdale has determined that it is in its best interests and the interests of the general public to allow Hillsdale County Fairgrounds to use the described portions of Howell Street, East Bacon Street, McCollum Street, Midtown Alley, and E. South Street as the sites on which it may conduct its proposed event, and Hillsdale County Fairgrounds has agreed to do so, all in accordance with the following terms and conditions.

**Agreement**

1. In consideration of and reliance on Hillsdale County Fairgrounds promises and its full compliance with all of the terms and conditions contained in this agreement, Hillsdale agrees to allow Hillsdale County Fairgrounds to use the following described portions of its streets during specified periods on September 25, 2023 for the purpose of preparing for and conducting its proposed event and related activities for the use, benefit and

enjoyment of the general public during the stated hours and thereafter to restore said streets to a condition fit for public travel that is at least as good as when taken, all as hereinafter provided:

Howell Street from North Street to Waldron Street, McCollum St. from S. Manning Street to Broad Street, E. Bacon St. from Midtown Alley to S. Broad Street, Midtown Alley from North Street to E. Bacon Street, and E. South Street from S. Broad Street (M-99) to W. Saint Joe Street beginning at 9:00 a.m. and ending at or before 11:00 a.m. on Monday, September 25, 2023.

Closure of the above-identified streets will be accomplished pursuant to Traffic Control Order Number 2023-40 issued by or at the direction of the Hillsdale Chief of Police and approved by Council on September 5, 2023 and the placement of barricades also in accordance with TCO 2023-40 and attached TTC map; “no parking” signs in the following locations during the event from between the hours of 7:00 a.m. and 11:00 a.m., as applicable:

- A. **no parking** on E. Bacon Street between Howell Street & Broad Street
- B. **no parking** on McCollum St. between Manning Street and Broad Street
- C. **no parking** on Howell St. between North Street and Waldron Street

On September 25, 2023 the following parking lot will be closed from 6:00 pm until 8:00 pm:

- A. Midtown Lot (Lot C)

2. Hillsdale County Fairgrounds agrees to and shall be solely responsible for obtaining, posting and paying the fees for all applicable and necessary permits, including but not limited to those that might be required by the health department, the posting of signs, as well as complying with all rules, regulations, and requirements that might be or are required under applicable state, county or local statutes, ordinances, rules and regulations.

3. Hillsdale County Fairgrounds further agrees that it shall be solely responsible for obtaining, arranging for and providing all staff, equipment, tents, signs, tables, chairs, port-a-johns, roll-offs, food, beverages, provisions, supplies, goods, entertainment, concessions and other facilities as it or an applicable governmental agency are necessary to provide for and accommodate the general public in connection with its proposed events, all at its sole expense.

- 4. Hillsdale County Fairgrounds agrees that:

A. Immediately following the end of the Hillsdale County Fair Parade event and at its sole expense, it shall promptly remove or cause the removal all equipment, tents, signs, tables, chairs, port-a-johns, roll-offs, trash, litter, objects, and obstructions, and other items, including barricades; provided, however that before removing any barricades and reopening Howell Street, McCollum Street, Bacon Street, Midtown Alley, and South Street to vehicular traffic, the Hillsdale County

Fairgrounds shall notify the Hillsdale City Police Department and secure its permission to do so.

5. The Hillsdale County Fairgrounds shall place all barricades, when removed, out of the main traveled portion of the street adjacent to the curbs for pick up by Hillsdale Department of Public Services on Monday, September 25, 2023.

6. Hillsdale County Fairgrounds further agrees that the restoration of the entire area occupied or used by it in connection with the Hillsdale County Fair Parade event will be swept and returned to a tidy condition not later than 1:00 p.m. on Monday, September 25, 2023.

7. Hillsdale County Fairgrounds agrees to abide by all applicable statutes, ordinances, rules and regulations pertaining to it and to all provisions of this agreement during its occupancy and use of the described portions of Howell Street, McCollum Street, Bacon Street, Midtown Alley, and E. South Street.

8. Hillsdale County Fairgrounds acknowledges that there are no public restroom facilities at the site during the time of the scheduled event. Accordingly, Hillsdale County Fairgrounds represents and agrees that, at its sole expense and as a condition precedent to the commencement of its event, it will provide and have in place portable restroom facilities that comply with all applicable health and sanitation codes for its scheduled event in full working order and sufficient quantity to accommodate the needs of its participants and the general public.

9. Hillsdale County Fairgrounds agrees that no attachments for tents or any other facilities will be made to any paved surfaces within any portion of the Howell Street, or rights of way that would cause holes or other damage to the pavement without the prior written consent of the Director of Hillsdale's Department of Public Streets.

10. Hillsdale County Fairgrounds agrees that it shall not permit any street other than the described portions of Howell Street, McCollum Street, Bacon Street, Midtown Alley, or South Street to be blocked or obstructed. Further, Hillsdale County Fairgrounds agrees to and shall confine its proposed event activities solely to the described portions of Howell Street, McCollum Street, Bacon Street, Midtown Alley, and South Street within the times prescribed for its event.

11. Hillsdale County Fairgrounds agrees and understands that it, at its sole expense, is and shall be solely responsible for the repair and restoration of all damage to private or public property that results from or because of Hillsdale County Fairgrounds proposed event, whether real or personal, and to leave the premises in a condition equal to or better than existed prior to its use, free from all garbage, trash or other items.

12. Hillsdale County Fairgrounds represents that it is owned and operated by Hillsdale County Agricultural Society, a valid Michigan not-for-profit, 501(c)(3) corporation and further represents that it possesses or will obtain and provide persons with the skill,



experience, competence and financial ability to carry out and fulfill all of its duties and obligations under this contract in a timely and professional manner.

13. Hillsdale County Fairgrounds further represents and covenants that it does not discriminate against any employee, applicant for employment, and shall not discriminate against any general public that will participate in the event it is staging under this agreement or any other member of the public because of race, color, religion, national origin, age, height, weight, marital status or other legally protected class. It is understood and agreed by and between the parties that breach of this covenant may be regarded as a material breach of this agreement.

14. Hillsdale County Fairgrounds shall provide City with proof of public liability and property damage insurance with coverage that is satisfactory to Hillsdale and limits of liability of not less than a single limit of Five Hundred Thousand and 00/100 (\$500,000.00) Dollars, with City designated therein as a named insured to be and remain in force for the duration of Hillsdale County Fairgrounds presence on and use of Hillsdale's street such proof to be provided at the time of execution of this Agreement.

15. Hillsdale County Fairgrounds shall carry and provide all workers' compensation insurance coverage at its sole expense for its employees as is required by the laws of the State of Michigan and provide proof thereof to Hillsdale prior to the commencement of any work under this contract, if applicable.

16. Hillsdale County Fairgrounds represents to Hillsdale that it intends to use the described areas for the purpose of providing side-walk sales and a burger tasting and bargain event, food, beverages, and other similar activities, and that the consumption or possession of alcoholic beverages within the described area will not be permitted.

17. In reliance on Hillsdale County Fairgrounds representations and its other promises, as contained in this agreement, Hillsdale hereby grants and Hillsdale County Fairgrounds hereby accepts the exclusive control over the described portions of Howell Street, McCollum Street, Bacon Street, Midtown Alley, and South Street, and the activities therein, it being the intention of the parties that Hillsdale County Fairgrounds is and shall be solely responsible for maintaining the described areas and regulating all activities therein so as to keep them in reasonably safe condition and free of unreasonable risk of harm, for the use and benefit of the general public and others using or within said area or any of its facilities, products or activities.

18. Hillsdale County Fairgrounds further agrees to and shall defend, indemnify and hold Hillsdale harmless from any and all damages, claims, demands, causes of action, lawsuits, attorney fees and related expenses, as a result of actual or claimed personal injury, including death, property damage or other damage or loss of any kind or nature which are or are claimed to be a proximate result of:

- a. The negligence, gross negligence or intentional acts or omissions of Hillsdale County Fairgrounds, its agents, servants, employees, guests, vendors, invitees, event participants or event attendees which arise or are claimed to have arisen as a result or because of Hillsdale County Fairgrounds proposed event, its associated activities and events; or

b. The negligence, gross negligence or intentional acts or omissions of Hillsdale County Fairgrounds, its agents, servants, employees, guests, vendors, invitees, event participants or event attendees in the use of or defects in the areas described, or the equipment, tents, signs, tables, chairs, port-a-johns, and roll-offs or other facilities placed or used by Hillsdale County Fairgrounds or any of its agents, servants, employees, guests, vendors, invitees, event participants or event attendees;

c. All such damages or injuries, including death, whether caused in part by the negligence of Hillsdale, its employees, agents, servants, or representatives; provided, however, that Hillsdale County Fairgrounds shall not be obligated to indemnify Hillsdale for any damages or injuries, including death, caused by or resulting from the sole negligence of Hillsdale.

19. Hillsdale County Fairgrounds agrees that any and all documents provided to Hillsdale under this agreement are subject to disclosure and hereby expressly consents to Hillsdale's reproduction and release of such documents in response to a request under the Freedom of Information Act.

20. Hillsdale County Fairgrounds agrees that Hillsdale may immediately terminate this contract without further obligation or liability to Hillsdale County Fairgrounds at its option and without prejudice to any other remedies to which it might be entitled, whether in law, in equity or under this contract, by giving written notice of termination to Hillsdale County Fairgrounds if the latter should:

- (a) be adjudged bankrupt;
- (b) become insolvent or have a receiver of its assets appointed;
- (c) make a general assignment for the benefit of creditors;
- (d) default in the performance of any obligation under this contract;
- (e) breach any covenant under this contract;
- (f) institute or suffer to be instituted any procedures for reorganization of its affairs;
- (g) fail to perform any of its obligations to Hillsdale under this contract to Hillsdale's satisfaction.

Provided, however, that Hillsdale County Fairgrounds indemnification, defense, hold harmless and insurance coverage agreements shall survive any such termination.

Notice of termination pursuant to the forgoing provisions shall be provided to Hillsdale County Fairgrounds in writing and shall be delivered by ordinary first class mail or personal service to the following person at the following address: Lori Hull, 115 S. Broad Street, Hillsdale, Michigan 49242 or such other address as she might be found.

21. All notices from Hillsdale County Fairgrounds to Hillsdale shall be in writing and shall be delivered by ordinary first class mail or personal service to the following person

at the following address: David Mackie, Hillsdale City Manager, 97 N. Howell Street, Hillsdale, Michigan 49242.

23. The parties agree that there are no other representations, inducements, promises or agreements between them, whether oral or written.

24. This Agreement shall be governed and construed in accordance with the laws of the State of Michigan. Hillsdale and Hillsdale County Fairgrounds further agree that in the event of legal action arising from or as a result of this Agreement or its breach, venue and jurisdiction for such action shall be in the Hillsdale County Circuit Court or in the District Court located within the County of Hillsdale, Michigan, whichever has subject matter jurisdiction over any such dispute.

City of Hillsdale

Hillsdale County Fairgrounds

\_\_\_\_\_  
Adam Stockford, Mayor  
Dated: September \_\_\_\_\_, 2023

\_\_\_\_\_  
Lori Hull, Fair Manager  
Dated: September \_\_\_\_\_, 2023

\_\_\_\_\_  
Katy Price, Clerk  
Dated: September \_\_\_\_\_, 2023



September 6, 2023

Mr. Dave Mackie, Manager  
City of Hillsdale  
97 North Broad Street  
Hillsdale, MI 49242

Dear Mr. Mackie:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note that:

- The INSP channel will be relocated to the More Sports and Entertainment pack. The change will occur on or after September 26, 2023.

Please feel free to contact me at 248-924-4917 if you have any questions.

Sincerely,

Eric Woody  
Manager, Government & Regulatory Affairs  
Comcast, Heartland Region  
41112 Concept Drive  
Plymouth, MI 48170



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

September 12, 2023

David Mackie, City Manager  
Hillsdale City, Hillsdale County  
97 North Broad Street  
Hillsdale, MI 49242

Dear David Mackie,

Reason Consulting recently conducted an assessment roll and practices audit, as required by Public Act 660 of 2018, on behalf of the State Tax Commission in your local unit. The following is a summary of the audit findings:

<b>Substantial Compliance Review Item</b>	<b>Requirement Met (Yes/No)</b>
1. Does the local unit have properly developed and documented land value determinations?	Yes
2. Does the local unit have properly developed and documented Economic Condition Factors?	Yes
3. Does the local unit have less than 1% of parcels in override and less than 1% flat land values?	Yes
<b>Technical Compliance Review Item</b>	
4. Does the local unit use an STC approved computer-assisted mass appraisal system?	Yes
5. Does the local unit have and follow a policy detailing assessing office accessibility?	Yes
6. Does the local unit provide online access to assessing information?	Yes
7. Does the local unit provide contact information on notices to taxpayers?	Yes
8. Does the local unit ensure that support staff and Board of Review members are sufficiently trained?	Yes
9. Does the local unit comply to statute requirements in respect to any property tax administration fee?	Yes
10. Does the local unit conduct an annual personal property canvass?	Yes
11. Does the July and December Board of Review meetings comply with statutory authority?	Yes
12. Does the local unit have an adequate process for determining exemptions?	Yes

Technical Compliance Review Item	Requirement Met (Yes/No)
13. Does the local unit meet the requirements outlined in the STC publication "Supervising Preparation of the Assessment Roll"?	Yes
14. Does the local unit have proper Poverty Exemption guidelines, including an asset level test, and was the policy followed?	Yes
15. Has the local unit implemented CAMA Data Standards as currently adopted by the STC?	Yes

An electronic version of your PA 660 Audit with detailed comments regarding each item is available through your assessor's MiSuite portal.

Based on the findings of the audit, your local unit is given the designation of **substantially compliant**. We wish to congratulate your local unit on receiving a perfect score on the review and thank you for your cooperation throughout this process.

Sincerely,

A handwritten signature in black ink, appearing to read "David Buick", with a stylized flourish at the end.

David A. Buick, Executive Director  
State Tax Commission

# ***Village* of Clinton**

---

*SERVING CLINTON SINCE 1829*

8/31/2023

Mr. David Mackie  
City of Hillsdale  
45 Monroe Street  
Hillsdale, MI 49242

On behalf of the Village of Clinton, we would like to extend our appreciation to the City of Hillsdale for helping restore power for Village residents. We are thankful for Mr. Scott Playford and Mr. Brandon Johns' help after the Village of Clinton was hit by the severe storm; that was one of the more destructive storms in recent memory. The Village had entire trees uprooted which caused multiple primary and secondary lines to go down along with utility poles being broken off.

Scott and Brandon were wonderful to work with! They were both extremely knowledgeable and gifted Linemen that flawlessly made repairs to the distribution system. Their work was vital in restoring power for the community in a timely manner. We are very fortunate to have a Mutual Aid agreement with the City of Hillsdale!

Sincerely,



Doris Kemner  
Village President

RECEIVED

SEP -5 2023 4:45 PM

CITY OF HILLSDALE  
CITY CLERK'S OFFICE

To whom it may concern,

Thank you for the time you dedicate to the community.

We find it very hard to fulfill all our personal and professional responsibilities and make time for muni meetings. We are unsure if we can make it to one of your muni meetings this month.

It is impressive the time you spend and the time management skills needed to put that time in, bravo.

We come to you to ask for permission to shade the street lamp at Greenwood Boulevard and Barr St..

We believe it is affecting our business and health and we'd like to be allowed at our own cost to fix the issue and shield our property from the unwanted light.

We have been told through back channels that there is a city resident who had requested the bulb not be changed to LED white. We'd be happy to replace that bulb with a soft yellow led as well as installing the shade.

Given most of our neighbors reside for shorter terms across the street in the area affected by the light, and the request was made in 2018, it's a daunting task to try and track down this neighbor. We are still attempting to do so but have had no luck yet.

We would reason that this neighbor didn't want the "bright" white LED so a shade and "soft" yellow LED should work.

We understand that if you do anything to the light EGLE will mandate a LED. We'll gladly pay for and install that new bulb.

We'd estimate the total costs to be no more to us than the lighting at Sandy Beach/Owens Park is to the city (\$400), in addition we are not asking the city to incur any additional costs after that they would not already.

We will put up whatever shade is approved, by whoever, inspected by whomever the city desires. We think a simple sheet metal "baseball brim" on the west facing part of the light attached to the existing but insufficient "shade" would do the trick. Scissor lift, 2 hours max., 6-7 self tapping screws..... Change the bulb, done. Be very inexpensive, easy to replace, adjust (just bend the metal) or repair. If we moved and the city wanted it would come down with little effort and no damage some JB weld can't fix.

This is a deep issue to us, we're not the kind of folks to make a stink over nothing or talk about personal health openly, unless we can see a "learning opportunity"... there is none here. Commissioner Ingles has had that info shared with him and he has our permission to share it with whoever through private channels.

For us eating "healthy" isn't an option.... Our son is 11 and we are nearly 50... We have been advised by professionals to do so, to live to see our grandchildren. Pre covid, pre bidenomics one could eat "healthy", "fresh", pretty reasonably.... Or at least comparably to the costs incurred in gardening. Eating healthy is a must and with the way everything has gone up in price this is about the only way we can afford to do it. Also we co-op with another family who cans anything we can not consume fresh. With the limited yields we believe are being caused by the unwanted light it has become very hard to fulfill our commitments and has increased the cost/output of the garden.

This issue is affecting 2 families, a HBA member business, and the cordiality between neighbors... We'd like to fix it and move on as soon as possible.

James Edward and Kristine Thomas  
Stoney Oaks Farms  
2200 Barr St Hillsdale Township  
5177648837  
[Stoneyoaksfarms@gmail.com](mailto:Stoneyoaksfarms@gmail.com)



## **City of Hillsdale Agenda Item Summary**

**Meeting Date:** September 18, 2023

**Agenda Item:** Public Hearing

**SUBJECT:** Ordinance Amendment — Set Public Hearing

### **BACKGROUND: Jason Blake, DPS Director**

Dogs in city cemeteries has been an ongoing concern for some time now. Owners use the cemeteries as dog runs, allowing their pets to run unleashed throughout the premises. Ordinance No. 2017-01 is currently in place allowing animals as long as they are leashed/controlled and also limiting them to the roadways within. The ordinance has consistently been ignored. As expected, animals are relieving themselves on head stones and various other places within the cemeteries whether leashed or unleashed. Not only is this very disrespectful to the deceased, but their families as well. In an attempt to remedy the situation, the Cemetery Board has requested the City Attorney draft an amended ordinance prohibiting all animals from being in the cemeteries. The ordinance is attached for review and adoption after a public hearing is held.

During regular City Council meeting on May 16, 2022 this item was sent to Public Services Committee for review and recommendation. Public Services Committee met on September 11, 2023 and recommended to send this item to City Council to schedule a Public Hearing to discuss moving forward with Cemetery Animal Ban.

### **RECOMMENDATION**

We recommend Council set a public hearing for October 16, 2023 to receive public input.

**AMENDMENT TO ORDINANCE NO. 2017-01**

**AMENDMENT TO AN ORDINANCE No. 2017-01 TO PROHIBIT PERSONS FROM BRINGING OR MAINTAINING ANIMALS WITHIN CEMETERIES OWNED OR CONTROLLED BY THE CITY OF HILLSDALE, MICHIGAN.**

**WHEREAS** the City of Hillsdale Ordinance 2017-01 sets forth rules regarding conduct within, and the use of the grounds of, cemeteries owned or controlled by the City of Hillsdale; and

**WHEREAS** the Hillsdale City Council has determined, at the recommendation of the City of Hillsdale Cemetery Board, that it would be in the best interest of the City and the citizens thereof if persons were prohibited from bringing to, possessing, or leading any animal, fowl, or reptile, whether leashed or not, on the grounds of any cemetery owned or controlled by the City of Hillsdale, Michigan in order to maintain the sanctity and peace at such cemeteries

**NOW, THEREFORE, THE CITY OF HILLSDALE ORDAINS THAT:**

CITY OF HILLSDALE, MICHIGAN ORDINANCE NO. 2017-01 shall be amended as follows:

Sec. 10-10.- Conduct on cemetery grounds.

7. No person shall bring to, possess, permit, or lead any animal, fowl, or reptile, whether leashed or not, on the grounds of any cemetery owned or controlled by the City of Hillsdale, Michigan, provided however, that this prohibition shall not apply to or prohibit the use of trained guide dogs, hearing dogs, signal dogs, mobility assistance dogs, seizure or medical alert dogs, psychiatric service dogs, or other dogs or animals trained to provide assistance to persons with disabilities. The Cemetery rules and Regulations shall be amended to reflect the prohibition contained herein.

Passed at a regular meeting of the Council of the City of Hillsdale held on the 16<sup>th</sup> day of October, 2023.

CITY OF HILLSDALE

BY \_\_\_\_\_  
Adam Stockford — Mayor

By \_\_\_\_\_  
Katy Price —City Clerk

Date Proposed: 9/18/2023  
Date Published as Proposed:  
Date Enacted:  
Date Published as Enacted:  
Effective Date:

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** September 18, 2023

**Agenda Item:** Old Business

**SUBJECT:** Assessing/Code Enforcement Vehicle

### **BACKGROUND PROVIDED BY: DPS Director Jason Blake**

After the last Council meeting I run the usage numbers on the three retired police vehicles used by other departments. Police and DPS operational vehicles are not used like a personal vehicle. The miles on the odometers are only one part of the wear and tear on these vehicles. Below are the numbers from our retired police vehicles. As you can see by the “miles equivalent” the City has gotten more than its money worth out of all of these vehicles.

#### 2015 Explorer – Code Enforcement

116,535 miles on odometer  
13,000 hours at idle  
450,000 miles equivalent

#### 2016 Explorer – Engineering

117,974 miles on odometer  
17,275 hours at idle  
560,475 miles equivalent

#### 2014 Explorer – Airport

113,559 miles on odometer  
11,100 hours at idle  
402,400 miles equivalent

The City budgeted \$30,000 to replace the Assessing/Code Enforcement vehicle. Used vehicles with 40,000-50,000 miles, 2-3 years old, are going for \$22,000+. The low bid we had for a new vehicle with full warranty was \$29,541. Given we’d probably be looking at a difference of less than \$7,000 for a 3-year old vehicle, I think it would be prudent to buy new with a full warranty. If we don’t accept the low bid we’ll need to start over on the bid process.

### **RECOMMENDATION:**

Staff recommends City Council approve the purchase of a 2023 Ford Escape AWD for \$29,541 from Stillwell Ford.



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

## **CITY OF HILLSDALE**

**QUOTE IS FOR ONE 2023 FORD ESCAPE ALL WHEEL DRIVE**

**ESCAPE ACTIVE WITH ECOBOOST AND 8-SPEED AUTOMATIC**

**AUTOMATIC LED HEADLAMPS**

**TILT/TELESCOPING WHEEL WITH CRUISE CONTROL**

**BLIND SPOT INFO SYSTEM WITH CROSS-TRAFFIC ALERT**

**FORDPASS CONNECT WITH REMOTE START**

**BLUETOOTH CONNECTIVITY WITH USB A AND C**

**HEATED SEATS**

**HEATED STEERING WHEEL**

**HEATED MIRRORS**

**17" ALUMINUM WHEELS**

**YOUR GOVERNMENTAL STILLWELL FORD PRICE INCLUDING TITLE**

**\$29541.16**

**THANK YOU FOR THE OPPORTUNITY TO BID**

**PLEASE DIRECT ANY QUESTIONS TO ROGER KARR OR JEFF HESS**

**517-849-2121**

# Cronin Hillsdale CDJR

3080 W Carleton Rd  
Hillsdale, MI 49242  
<https://www.Hillsdalecdjr.com>

Call Now: 5174373394

Sales: 5174373394

Service: 5174373394

## 2023 Jeep COMPASS SPORT 4X4



**Body Style:** Sport Utility

**Model Code:** MPJL74

**Engine:** 2.0L I4 DOHC DI Turbo

Engine w/ ESS

**Transmission:** 8-Speed Automatic

8F30 Transmission

**Drive Type:** 4x4

**Ext. Color:** Bright White Clearcoat

**Int. Color:** Black Interior Color

**MPG:** 24 City / 32 Hwy

**VIN #:** 3C4NJDAN3PT514104

**Stock #:** H23-032

You Save

**\$30,340**

**\$1,595**

MSRP:

**\$31,935**

Select Inventory Bonus

**-\$1,595**

Cash:

Employee Price:

**\$30,340**

Incentives are dependent on eligibility.  
Please consult with Sales Associate for any  
questions.

**\*Please Note:** We turn our inventory daily,  
please check with the dealer to confirm  
vehicle availability.

Bright White Clearcoat 2023 Jeep Compass Sport 4WD 2.0L I4 DOHC 8-Speed Automatic 4WD, 17 x 7.0 Aluminum Wheels, 3.73 Final Drive Ratio, 4-Wheel Disc Brakes, 6 Speakers, ABS brakes, Air Conditioning, Alloy wheels, AM/FM radio: SiriusXM, Apple CarPlay/Android Auto, Brake assist, Bumpers: body-color, Cloth Low-Back Bucket Seats, Compass, Delay-off headlights, Driver door bin, Driver vanity mirror, Dual front impact airbags, Dual front side impact airbags, Electronic Stability Control, Four wheel independent suspension, Front anti-roll bar, Front Bucket Seats, Front Center Armrest w/Storage, Front reading lights, Fully automatic headlights, Heated door mirrors, Illuminated entry, Knee airbag, Low tire pressure warning, MOPAR All-Weather Floor Mats, MOPAR Molded Cargo Tray, Occupant sensing airbag, Outside temperature display, Overhead airbag, Overhead console, Panic alarm, ParkView Rear Back-Up Camera, Passenger door bin, Passenger vanity mirror, Power door mirrors, Power steering, Power windows, Quick Order Package 29A, Radio: Uconnect 5 w/10.1 Display, Rear anti-roll bar, Rear seat center armrest, Rear window defroster, Rear window wiper, Remote keyless entry, Security system, Speed control, Split folding rear seat, Spoiler, Steering wheel mounted audio controls, Tachometer, Telescoping steering wheel, Tilt steering wheel, Traction control, Trip computer, Variably intermittent wipers.24/32 City/Highway



CITY OF HILLSDALE QUOTE

2023 GMC ACADIA SLE AWD

SUMMIT WHITE EXTERIOR

CPCPA/LIGHT ASH GRAY INTERIOR

2.0L TURBO 4 CYLINDER

FLOOR LINER PACKAGE

DRIVER CONVENIENCE PKG

\*ROOF RAILS

\*REMOTE VEHICLE START

\*8 WAY POWER DRIVER SEAT W/LUMBAR

\*POWER OUTLET

\*DRIVER & PASSENGER HEATED SEATS

ESTIMATED ORDER TIME 10 TO 14 WEEKS

\*WOULD TRY TO LOCATE VEHICLE FOR AN EARLIER DELIVERY DATE

QUOTE \$36,198 (Inc. \$4,800 GM Fleet Incentive)

Thank you

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke.

99 W Carleton Rd Hillsdale MI 49242 517-437-7334 [www.hillsdalegmc.com](http://www.hillsdalegmc.com)

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** September 18, 2023

**Agenda Item:** Old Business

**SUBJECT:** Progress Report – Code Enforcement on 61 S Howell Street

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

In November 2022, the structure located at 61 S Howell experienced a devastating fire. Unfortunately, the homeowner did not have insurance and was not able to repair or replace the damaged structure.

In the spring of 2023, Code Enforcement contacted three excavation companies to supply quotes for the demolition of the structure. One contractor did not respond, one responded that he would not be supplying a quote and one submitted a quote. That quote is included.

Due to budget constraints, the expenditure was postponed until the 2023-24 FY. Parrish is ready to start asbestos abatement on September 28, 2023.





April 12, 2023

Mr. Alan Beeker, Zoning Administrator  
City of Hillsdale  
Email: [abeeker@cityofhillsdale.org](mailto:abeeker@cityofhillsdale.org)

**RE: PROPOSAL**  
**Demolition of 61 S. Howell**

Alan,

Thanks for your patience, and thanks for the opportunity to provide the following scope and cost for the demolition of 61 S. Howell.

**SCOPE**

Asbestos Abatement – Windows Only  
Traffic Control on Howell (during construction activity)  
Sidewalk & Tree Removal  
Abandon Water & Sewer Services to Property in Accordance with City Specification  
Demolition of Burnt Structure, including Legal Off-Site Disposal of Debris  
Demolition of Foundation, including Legal Off-Site Disposal of Foundation Material  
Import Fill, Grade & Compact  
Replace Sidewalk  
Replace Curb & Gutter in Howell  
Replace Asphalt in Howell  
Final Grade  
Import Topsoil, Seed, and Straw Blanket  
Mobilization & Permits

**TOTAL COST**

**\$38,316.30**

**ALTERNATE COST ADD**

Abatement of roof shingles, **ADD \$8,635.00** to above stated cost.

**NOTES**

Per conversation with Jason Blake, we have included the removal (but NOT replacement) of a small tree.  
Per arrangements of the past, we have included utilizing City-owner Fill (located at BPU Yard)

We are available to provide additional information and/or answer questions.  
Thank you, again, for the opportunity.  
We look forward to hearing back from you.

Respectfully,

Brad Parrish  
Parrish Excavating, Incorporated  
269.209.1812 (c)  
[brad.parrish@parrish-excavating.com](mailto:brad.parrish@parrish-excavating.com) Email



## Alan Beeker

---

**From:** DryMar Companies <drymardirtworks@gmail.com>  
**Sent:** Thursday, May 25, 2023 1:55 PM  
**To:** Alan Beeker  
**Subject:** Re: 61 S Howell

Mr. Beeker,

Thank you for the opportunity to provide demolition at this address. Unfortunately, at this time we will not be able to accommodate this project.

Respectfully,

Guy Dryer

On Apr 19, 2023, at 3:57 PM, Alan Beeker <abeeker@cityofhillsdale.org> wrote:

Good Afternoon,

I forgot to let you know that DPS would supply the material for backfilling the basement of the house.

**Alan Beeker**  
**MCAT**  
**MSU Certified**  
**Zoning Administrator**  
517.437.6449

<image001.png>

CONFIDENTIALITY NOTICE: This communication and any attachments may contain confidential and privileged information for the use of the designated recipient named above. If you are not the designated recipient, an employee, or agent responsible for delivering this message to the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution, or copying of it or its contents is strictly prohibited. If you receive this communication in error, please destroy all copies of this communication and any attachments and notify the sender immediately via phone, fax, or electronic mail. Thank you.

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



## SOLE SOURCE / BEST SOURCE JUSTIFICATION

To be completed by the Department and forwarded to City Manager for Approval

Vendor Parrish Excavating, Inc.

Amount \$ 38,316.30

Department Code Enforcement

Date 2023-09-13

☒ Sole Source – A single vendor is uniquely qualified to meet the City's procurement objective.

Provide an explanation of the need that has to be fulfilled, focusing on the requirements (not a description of the product or service, which satisfies that need). Why is this vendor the only one that can fulfill the need identified? Describe the unique aspects of their product or service or attach letter from vendor:

The structure located at 61 S Howell must be demolished. Quotes were sought from three excavation companies, only one submitted a quote, (Parrish Excavating). One company did not respond at all and one company was not able to perform the service due to the proximity to other structures.

Check appropriate reason below:

- ☐ This is a product manufactured by a single vendor.
- ☐ This product or service is sold only through this single distributor.
- ☐ This service is unique to a single organization.
- ☐ An unusual or compelling urgency exists (explain below).

---

---

---

---

---

---

---



What activities have already occurred prior to submitting this request? Discuss what other products and services in the market were reviewed and why they didn't fulfill the need. Have you already evaluated products or services available on the market and then made a determination that this product or service is the only one that meets your need? Has the vendor already done any work related to this project or purchase?

---

---

---

---

---

---

☐ Best Source – Does the need meet one of the following “best source” definitions instead of the sole source definition referenced above (explain below):

- The product or service must match or be compatible with current equipment or services; or
- It would not be economically feasible for another vendor to provide the product or service needed; or
- A single vendor is uniquely qualified to fulfill the City's need; or
- An unusual or compelling urgency exists.

REQUESTED BY:

Signature  Date 2023-9-13

(Typed Name) Alan Beeker

APPROVALS:

City Manager \_\_\_\_\_ Date \_\_\_\_\_

## **City of Hillsdale Agenda Item Summary**

**Meeting Date:** September 18, 2023

**Agenda Item:** New Business

**SUBJECT:** Resolution under Public Act 132 of 1999 - Certification of Abandoned Property for Accelerated Forfeiture Act

### **BACKGROUND PROVIDED BY STAFF (Kimberly Thomas, Assessor/Code Official)**

The schedule for foreclosure of tax delinquent real property under the provisions of the General Property Tax Act is as follows:

March 1, 2024	Unpaid 2023 Summer & Winter taxes returned to county treasurer as delinquent
March 1, 2025	Properties with 2023 or prior taxes remaining unpaid are forfeited to the county treasurer (subject to redemption by payment of taxes & fees)
March 1, 2026	Properties with 2023 or prior taxes remaining unpaid are subject to foreclosure proceedings

Public Act 132 of 1999, the Certification of Abandoned Property for Accelerated Forfeiture Act (Michigan Compiled Law Sections 211.961-211.966) allows for cities, villages and townships to certify property as abandoned for the purpose of accelerating the property tax forfeiture and foreclosure process under the provisions of the General Property Tax Act. If property is certified as abandoned, the forfeiture for unpaid 2023 taxes would become effective March 1, 2024 and the foreclosure would be accelerated by 1 year to March 1, 2025.

In order to certify properties as abandoned, Council must pass a resolution (annually) by October 1<sup>st</sup>. Once a resolution is passed, staff can identify and inspect properties suspected of being abandoned. Abandoned properties could be posted and notice sent to the recorded owner before February 1<sup>st</sup> that the tax forfeiture and foreclosure process will be accelerated if the taxes are returned to the county treasurer as delinquent as of March 1<sup>st</sup>. In order to avoid the accelerated foreclosure, the owner could either pay the outstanding taxes, penalties, interest & fees or file an affidavit stating that the property is not abandoned.

### **RECOMMENDATION:**

Adopt the attached resolution allowing for certification of abandoned property for accelerated tax forfeiture and foreclosure

CITY OF HILLSDALE  
HILLSDALE COUNTY, MICHIGAN

RESOLUTION NO. \_\_\_\_\_

DECLARATION OF ACCELERATED FORFEITURE OF ABANDONED PROPERTY  
PUBLIC ACT 132 OF 1999, MCL 211.963

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to adopt the following resolution:

WHEREAS, the City Council of the City of Hillsdale determines that parcels of abandoned tax delinquent property exist;

WHEREAS, abandoned tax delinquent property contributes to crime, blight, and decay within the local unit of government;

WHEREAS, the certification of tax delinquent abandoned property as certified abandoned property will result in the accelerated forfeiture and foreclosure of certified abandoned property under the general property tax act and return abandoned property to productive use more rapidly, thereby reducing crime, blight, and decay within the City of Hillsdale;

NOW, THEREFORE, BE IT RESOLVED the City of Hillsdale hereby notifies residents and owners of property within the City of Hillsdale that abandoned tax delinquent property will be identified and inspected and may be certified as certified abandoned property under the certification of abandoned property for accelerated forfeiture act and subject to accelerated forfeiture and foreclosure under the general property tax act.

The vote in favor of the resolution being as follows:

Roll call:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Motion passed \_\_\_\_ - \_\_\_\_

Resolution declared adopted.

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Katy Price, City Clerk

## CERTIFICATION

As the Clerk, for the City of Hillsdale, Hillsdale County, Michigan, I certify that this a true and complete copy of a resolution adopted by the Hillsdale City Council, Hillsdale County at its Regular meeting, held \_\_\_\_\_

\_\_\_\_\_,  
Katy Price  
Hillsdale City Clerk

## **City of Hillsdale Agenda Item Summary**

**Meeting Date:** September 18, 2023  
**Agenda Item:** New Business  
**SUBJECT:** Early Voting Site Agreement

### **BACKGROUND PROVIDED BY STAFF: Katy Price (City Clerk)**

In November 2022 Proposal 2022-2 was passed requiring additional early in-person voting. The County and each of the 22 municipalities need to enter into an agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site. The City of Hillsdale and Hillsdale County have been working on a nine day early voting site agreement to help alleviate staffing issues and aid in cost saving measures. Each municipality will share in the expense of the early voting site.

The Hillsdale County Election Commission has set days and times by resolution for the early voting site as follows:

8:00 a.m. to 4:00 p.m. each Saturday;  
12:00 p.m. to 8:00 p.m. each Sunday;  
9:00 a.m. to 5:00 p.m. on Monday, Tuesday, Wednesday and Friday;  
11:00 a.m. to 7:00 p.m. on Thursday

Area clerks will serve as on site supervisors on those days of service and will provide his/her own election inspectors. (See exhibit B)

### **RECOMMENDATION:**

The State requires an executed agreement. To save taxpayer funds and help with staffing concerns the recommendation is to approve the attached agreement with the County for a joint early voting site and authorize the City clerk to sign on behalf of the City.

AGREEMENT FOR ELECTION SERVICES  
BETWEEN THE COUNTY OF HILLSDALE AND THE TOWNSHIPS OF ADAMS, ALLEN, AMBOY, CAMBRIA,  
CAMDEN, FAYETTE, HILLSDALE, JEFFERSON, LITCHFIELD, MOSCOW, PITTSFORD, RANSOM, READING,  
SCIPIO, SOMERSET, WHEATLAND, WOODBRIDGE, AND WRIGHT; AND THE CITIES OF HILLSDALE,  
JONESVILLE, LITCHFIELD, AND READING

---

This County Early Voting Site Agreement (the “Agreement”) is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023, (the “Effective Date”), between the County of Hillsdale, a Michigan municipal entity, of 29 N. Howell Street, Hillsdale, Michigan, 49242, (the “County”) and the following Michigan municipal entities located in Hillsdale County, Michigan, (the “Municipalities”):

the Township of Adams, of 5675 Knowles Road, North Adams, Michigan, 49262;  
the Township of Allen, of PO Box 6, Allen, Michigan, 49227;  
the Township of Amboy, of 14840 Grass Lake Road, Camden, Michigan, 49232;  
the Township of Cambria, of 7249 Cambria Road, Hillsdale, Michigan, 49242;  
the Township of Camden, of 111 S. Main Street, Camden, Michigan, 49232;  
the Township of Fayette, of 211 North Street, Jonesville, Michigan, 49250;  
the Township of Hillsdale, of 1469 N. Lake Wilson Road, Hillsdale, Michigan, 49242;  
the Township of Jefferson, of 2837 Bird Lake Road, Osseo, Michigan, 49266;  
the Township of Litchfield, of 9596 Homer Road, Litchfield, Michigan, 49252;  
the Township of Moscow, of 7324 E. Chicago Road, Jonesville, Michigan, 49250;  
the Township of Pittsford, of 5015 S. Waldron Road, Hudson, Michigan, 49247;  
the Township of Ransom, of 5959 Mill Street, Osseo, Michigan, 49266;  
the Township of Reading, of 5355 S. Edon Road, Reading, Michigan, 49274;  
the Township of Scipio, of 11180 Concord Road, Jonesville, Michigan, 49250;  
the Township of Somerset, of 12715 E. Chicago Road, Somerset Center, Michigan, 49282;  
the Township of Wheatland, of 2991 N. Waldron Road, North Adams, Michigan, 49262;  
the Township of Woodbridge, of 2250 E. Montgomery Road, Frontier, Michigan, 49239;  
the Township of Wright, of 112 E. Center Street, Waldron, Michigan, 49288;  
the City of Hillsdale, of 97 N. Broad Street, Hillsdale, Michigan, 49242;  
the City of Jonesville, of 265 E. Chicago Street, Jonesville, Michigan, 49250;  
the City of Litchfield, of 221 Jonesville Street, Litchfield, Michigan, 49252; and  
the City of Reading, of 113 S. Main Street, Reading, Michigan, 49274.

**BACKGROUND AND PURPOSE.** The County and each of the Municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site. For all purposes associated with carrying out the terms of this Agreement, the County shall be represented by the County Clerk in their official capacity, and each of the Municipalities will be represented by their respective municipal clerk in their official capacity. The County and each of the Municipalities agree that, as of the date listed below, according to their respective records, each of the Municipalities has the number of voting precincts and registered electors indicated below:

Name of county
HILLSDALE



Name of municipality	Number of precincts in municipality	Number of registered electors in Municipality as of 8/4/2023
Township of Adams	1	2018
Township of Allen	1	1474
Township of Amboy	1	1037
Township of Cambria	1	2147
Township of Camden	1	1482
Township of Fayette	1	985
Township of Hillsdale	1	1823
Township of Jefferson	1	2700
Township of Litchfield	1	847
Township of Moscow	1	1175
Township of Pittsford	1	1222
Township of Ransom	1	673
Township of Reading	1	1546
Township of Scipio	1	1586
Township of Somerset	2	4118
Township of Wheatland	1	1021
Township of Woodbridge	1	789
Township of Wright	1	1320
City of Hillsdale	4	5735
City of Jonesville	1	1719
City of Litchfield	1	1059
City of Reading	1	845

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
  - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
  - 1.2 **Coordinator** means the individual appointed by the County Clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available and are dispatched in a timely manner to each early voting site, and for monitoring the administrative requirements of early voting for the participating Municipalities.
  - 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
  - 1.4 **Election Services** encompasses the following individual Election Services provided by the County:
    - 1.4.1 Provide any and all equipment and supplies needed for the early voting precinct.
    - 1.4.2 Provide a location for the early voting precinct.

- 1.4.3 Notify electors of the establishment of or any change related to the location of the early voting precinct on behalf of each of the Municipalities (with the costs thereof to be reimbursed to the County pursuant to the terms of this Agreement).
- 1.5 **Legislative Body of the Municipality** means the city council or township board elected or appointed and serving in the municipality.
- 1.6 **Municipality** means any of the participating Municipalities, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
- 1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.
- 1.8 **QVF Controller** means the individual appointed by the County Clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.
- 1.9 **Site Supervisor** means the participating municipal clerk or a member of the County Clerk's staff who shall act as supervisor for each day of early voting. The County Clerk may appoint a different participating municipal clerk or member of the County Clerk's staff to act as a supervisor for different days of early voting.
2. **ELIGIBLE PARTIES TO THE AGREEMENT.**
- 2.1 Each of the participating Municipalities acknowledges that it understands that, pursuant to applicable law, this Agreement may be entered into between one or more Municipalities wholly or partially located within Hillsdale County, Michigan, and the County Clerk of Hillsdale County, Michigan.
- 2.2 Each of the participating Municipalities acknowledges that it understands that, pursuant to applicable law, a municipality located in multiple counties can only enter into an Agreement with one of the counties in which the municipality is located.
3. **SCOPE OF THE AGREEMENT.**
- 3.1 Early voting pursuant to this Agreement shall be provided for all statewide and federal elections only. The provisions of this Agreement shall not apply to any non-statewide elections.
4. **COORDINATOR.**
- 4.1 Abe Dane, on behalf of the County Clerk, will serve as coordinator of the joint early voting site and will be responsible on behalf of the County for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating Municipalities.
- 4.1.1 In the event that that coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.

**4.2** If the coordinator becomes unavailable for any reason, the role will be filled in one of the following ways:

**4.2.1** Wright Township Clerk Maghann Zimmerman, is designated as backup coordinator, and will assume the responsibilities of coordinator; or

**4.2.2** If the backup coordinator is unavailable for any reason, the County Clerk will appoint a new coordinator.

**5. QVF CONTROLLER.**

**5.1** Abe Dane, on behalf of the County Clerk will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in this Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed. In the event that the above-named controller is unable to serve, the County Clerk shall appoint a new or substitute QVF administrator.

**6. APPROVAL OF EARLY VOTING SITES.**

**6.1** Pursuant to MCL 168.662, the County Clerk, after consulting the participating municipal clerks, must submit each early voting site location to the board of county election commissioners for approval.

**6.2** Each early voting site may serve all electors covered by this Agreement, the electors in specific municipalities, the electors of one municipality, or any combination of these options, as long as each elector in the county is served by one or more early voting sites.

**7. APPOINTMENT OF ELECTION INSPECTORS.**

**7.1** The Board of County Election Commissioners (the "Board") is responsible for the appointment of election inspectors.

**7.2** At least thirty-one (31) days before each statewide and federal election, the Board will appoint for each early voting site at least three (3) election inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.

**7.3** The Board will further designate one appointed election inspector as chairperson.

**7.4** The selection of election inspectors will be governed by MCL 168.674.

**8. APPROVAL OF EARLY VOTING HOURS.**

**8.1** Prior to the submission of an Agreement or early voting plan, the County Clerk and the clerks of each of the participating Municipalities will do all of the following:

**8.1.1** For the nine (9) early voting days guaranteed by the Michigan Constitution, decide among themselves the hours that early voting will be provided at the approved joint early voting site or sites and include those hours in an addendum to this Agreement.

**9. NOTICE OF EARLY VOTING HOURS.**

- 9.1** Not less than 45 days before Election Day, the County Clerk and the clerk of each of the participating Municipalities will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on the County's website and the website of each of the participating Municipalities and by providing notice through any other publication or posting the County Clerk and/or the clerk for each participating municipality considers advisable.

**10. BUDGET AND COST SHARING.**

- 10.1** The County Clerk and the clerks of each of the participating Municipalities propose with regard to the early voting budget and cost sharing and chargeback procedures applicable to this Agreement as follows:
- 10.1.1** The County is hereby designated as the party responsible for requesting and dispensing all funds related to early voting.
  - 10.1.2** The early voting budget for the current upcoming election is attached as an addendum hereto, and the County shall prepare and provide to the participating Municipalities a proposed early voting budget for each subsequent election as to which the terms of this Agreement apply, with such budget to be attached as an addendum to this Agreement upon its approval by the clerk of each of the participating Municipalities.
  - 10.1.3** All costs of early voting pursuant to this Agreement shall be shared equally among the participating Municipalities.
  - 10.1.4** The County agrees to seek and utilize any known funding source from the State of Michigan to apply to the costs of providing early voting pursuant to this Agreement before seeking reimbursements from the participating Municipalities.
  - 10.1.5** The parties agree that the County Treasurer may withhold funds otherwise payable to any of the participating Municipalities from the next tax disbursement monies due to a participating Municipality when early voting reimbursement is not made by that Municipality within six (6) months of the reimbursement request date, in order to satisfy any outstanding amounts due to the County from that participating Municipality pursuant to the terms of this Agreement.

**11. STAFFING AND SUPERVISION**

- 11.1** The coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees each specific early voting site.
- 11.2** The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operating in an election day polling place.
- 11.3** The site supervisors for early voting sites must be listed in the attached Exhibit B.
- 11.4** Pursuant to MCL 168.720g(7), the coordinator, where practicable, will select a different municipal clerk, or their deputy, from among the clerks of the participating Municipalities to be the site supervisor each day. If none are available, the coordinator,

if a member of the County Clerk's staff, will assume the role of site supervisor, or the coordinator shall select another member of the County Clerk's staff to serve as the supervisor. The County Clerk or the coordinator may substitute site supervisors if the need arises, but at all times will make every attempt to locate a municipal clerk or their deputy to perform the duties of the site supervisor.

**12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).**

- 12.1** Prior to the submission of the Early Voting Plan, the County Clerk and the clerks of the participating Municipalities will do all of the following:
  - 12.1.1** Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site.
  - 12.1.2** Determine whether the County or a municipality will provide the tabulators and early voting poll book laptops or other voting equipment.
- 12.2** The Board of County Election Commissioners will be responsible for conducting testing of the electronic voting equipment.
- 12.3** The coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
  - 12.3.1** If the coordinator is not a clerk, the County Clerk and the clerks of the participating Municipalities must decide among themselves which clerk is responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
- 12.4** Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

**13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY.**

- 13.1** During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State
- 13.2** During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3** At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.

**14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS.**

- 14.1** The Board of County Election Commissioners is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the County Clerk.
- 14.2** At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.
- 14.3** The County Clerk shall retain all ballots and election documents related to each required election for the period of retention immediately following an election until the Secretary

of State through the Bureau of Elections releases the security of said election, at which time the ballots shall be released to the custody of the applicable clerk of each of the participating municipalities for the remainder of the required retention period.

**15. EXECUTION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

**15.1** This Agreement, or any renewal or modification of this Agreement, must be finalized, approved, and signed by an authorized official of the County and of all participating Municipalities:

**15.1.1** No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.

**15.1.2** No later than 90 days before a special statewide or federal election.

**16. EARLY VOTING PLAN.**

**16.1** No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting plan, attached as Exhibit A, is filed with the Hillsdale County Clerk.

**17. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**

**17.1** Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State with notice of any changes made a previously submitted Early Voting Plan that affects the locations, dates, and hours of operation for each joint early voting site operated by the County and the participating Municipalities. This is to ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**18. DURATION.**

**18.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of the County Clerk and the municipal clerk and any other required authorized official of each of the participating Municipalities.

**18.2** Pursuant to the provisions of MCL 168.720g(12), this Agreement shall remain in effect from the Effective Date through December 31, 2025, (the "Minimum Term") and may not be terminated by any party during said Minimum Term. Thereafter, following the completion of the Minimum Term, this Agreement shall have no fixed termination date and shall continue in effect until terminated by the written Agreement of all of the parties hereto, subject to the applicable provisions of MCL 168.720g(12) or other applicable law.

**18.3** Subject to the provisions of MCL 168.720g(12), after the expiration of the Minimum Term, a party to this Agreement may withdraw from this Agreement by providing at least thirty (30) days' written notice to the other parties to this Agreement. Notwithstanding the foregoing, a party to this Agreement may not withdraw from this Agreement during the period beginning 150 days before the first statewide general November election in an even numbered year and ending on the completion of the

county canvass for that statewide general November election in that even numbered year.

- 18.4** This Agreement may only be modified or amended by a written agreement approved by the County and the governing councils and boards of all of the participating Municipalities, and signed by the County Clerk and the clerk and any other required authorized official(s) of each of the participating Municipalities.

**19. EFFECTS OF WITHDRAWAL, CANCELLATION, AND TERMINATION.**

- 19.1** Subject to Section 18 above and applicable law, if the County Clerk withdraws from this Agreement for any reason, this Agreement will cease to exist and the clerk of each of the participating Municipalities must submit a revised early voting plan to the Department of State and to the County Clerk outlining the manner in which early voting will be provided.
- 19.2** Subject to Section 18 above and applicable law, if the parties terminate this Agreement for any reason, the clerk of each of the participating Municipalities must submit a revised early voting plan to the Department of State and to the County Clerk outlining the manner in which early voting will be provided.
- 19.3** Subject to Section 18 above and applicable law, if a participating Municipality withdraws from this Agreement for any reason, the clerk of the Municipality withdrawing from this Agreement must submit a revised early voting plan to the Department of State and to the County Clerk outlining the manner in which early voting will be provided.

_____ Printed name of County Clerk	_____ Signature of County Clerk	_____ Date
_____ Adams Township Clerk	_____ Signature	_____ Date
_____ Allen Township Clerk	_____ Signature	_____ Date
_____ Amboy Township Clerk	_____ Signature	_____ Date
_____ Cambria Township Clerk	_____ Signature	_____ Date
_____ Camden Township Clerk	_____ Signature	_____ Date
_____ Fayette Township Clerk	_____ Signature	_____ Date

Hillsdale Township Clerk	Signature	Date
Jefferson Township Clerk	Signature	Date
Litchfield Township Clerk	Signature	Date
Moscow Township Clerk	Signature	Date
Pittsford Township Clerk	Signature	Date
Ransom Township Clerk	Signature	Date
Reading Township Clerk	Signature	Date
Scipio Township Clerk	Signature	Date
Somerset Township Clerk	Signature	Date
Wheatland Township Clerk	Signature	Date
Woodbridge Township Clerk	Signature	Date
Wright Township Clerk	Signature	Date
City of Hillsdale Clerk	Signature	Date
City of Jonesville Clerk	Signature	Date
City of Litchfield Clerk	Signature	Date



---

City of Reading Clerk

---

Signature

---

Date

## EXHIBIT A: Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the County Agreement, is filed with the county clerk of the county.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating county and municipalities. This ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**Plan Coverage:** County Agreement

### Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Abe Dane	Chief Deputy Clerk	<a href="mailto:a.dane@co.hillsdale.mi.us">a.dane@co.hillsdale.mi.us</a>	517-437-3391

### County:

Name of county	Clerk of County
County of Hillsdale	Marney M. Kast

### Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Adams	Suzy Roberts	1	2018

### Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Allen	Jessica Kratzer	1	1474

### Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Amboy	Betty Burkhart	1	1037

**Municipality 4:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Cambria	Carol A. Rosales	1	2147

**Municipality 5:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Camden	Kristina Dewey	1	1482

**Municipality 6:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Fayette	Karen Sparks	1	985

**Municipality 7:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Hillsdale	Janel Stewart	1	1823

**Municipality 8:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Jefferson	Debra Penney	1	2700

**Municipality 9:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Litchfield	Vicki Heckel	1	847

**Municipality 10:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Moscow	Linda Waldron	1	1175

**Municipality 11:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Pittsford	Cinda L. Walton	1	1222

**Municipality 12:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Ransom	Susan Ruder	1	673

**Municipality 13:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Reading	Kathy Flaughner	1	1546

**Municipality 14:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Scipio	Judy Leedy	1	1586

**Municipality 15:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Somerset	Michael Bohnet	2	4118

**Municipality 16:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Wheatland	Dawn J. Johnson	1	1021

**Municipality 17:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Woodbridge	Martha Crow	1	789

**Municipality 18:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Township of Wright	Maghann Zimmerman	1	1320

**Municipality 19:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Hillsdale	Katy Price	4	5735

**Municipality 20:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Jonesville	Cindy Means	1	1719

**Municipality 21:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Litchfield	Susan Ballinger	1	1059

**Municipality 22:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Reading	Kimberly Blythe	1	845

**Early Voting Location Information:**

	Early voting site #1
Location of site	29 N. Howell Street, Room 2, Hillsdale, MI 49242
Municipalities served at site	The Townships of Adams, Allen, Amboy, Cambria, Camden, Fayette, Hillsdale, Jefferson, Litchfield, Moscow, Pittsford, Ransom, Reading, Scipio, Somerset,

	Wheatland, Woodbridge, and Wright; and the Cities of Hillsdale, Jonesville, Litchfield, and Reading.
Number of Election Workers at site	4 + Site Supervisor
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Yes
Hours for 9 days of Constitutionally-required early voting	Day 1, Saturday: 8:00 a.m. to 4:00 p.m. Day 2, Sunday: 12:00 p.m. to 8:00 p.m. Day 3, Monday: 9:00 a.m. to 5:00 p.m. Day 4, Tuesday: 9:00 a.m. to 5:00 p.m. Day 5, Wednesday: 9:00 a.m. to 5:00 p.m. Day 6, Thursday: 11:00 a.m. to 7:00 p.m. Day 7, Friday: 9:00 a.m. to 5:00 p.m. Day 8, Saturday: 8:00 a.m. to 4:00 p.m. Day 9, Sunday: 12:00 p.m. to 8:00 p.m.
How many (if any) additional days of early voting will be provided at this site?	None
Hours for any additional days of early voting	N/A
Is this site ADA compliant?	Yes
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Location is centrally located in the highest populated portion of the county with numerous public parking options and public transportation available within the City.

### Early Voting Equipment Information:

	Early voting site #1
Number of tabulators at site	2
Municipality responsible for providing tabulators	County
Number of early voting poll book laptops	1
Municipality responsible for providing early voting poll book laptops	County
Clerk responsible for taking necessary steps to set up the early voting poll book laptops	Chief Deputy County Clerk, Abe Dane

**Describe the communication strategy for informing electors of their opportunity for early voting:**

The County Clerk's Office will plan at least one radio spotlight on Radio Hillsdale, WCSR 92.1 FM along with Notices posted at the County Courthouse, the County Office Building, and each municipal office location where notices are usually posted. The County Clerk's Office will also issue press releases and purchase ad space in the public/legal notices section of the Hillsdale Daily News. The County website and any municipalities who are parties to this agreement and have a website will post information regarding the opportunity for early voting. If State funding is available, radio ads and other media may be purchased as well.

## EXHIBIT B: SITE SUPERVISORS

<b>February 27, 2024 Pres. Primary (option A)</b>	<b>Supervisor at Early voting site</b>
Early Voting Day 1	Susan Ruder, Ransom Township Clerk
Early Voting Day 2	Judy Leedy, Scipio Township Clerk
Early Voting Day 3	Deb Penney, Jefferson Township Clerk
Early Voting Day 4	Dawn Johnson, Wheatland Township Clerk
Early Voting Day 5	Katy Price, City of Hillsdale Clerk
Early Voting Day 6	Linda Waldron, Moscow Township Clerk
Early Voting Day 7	Mike Bohnet, Somerset Township Clerk
Early Voting Day 8	Kris Dewey, Camden Township Clerk
Early Voting Day 9	Susan Ballinger, City of Litchfield Clerk
<b>March 12, 2024 Pres. Primary (option B)</b>	<b>Supervisor at Early voting site</b>
Early Voting Day 1	Susan Ruder, Ransom Township Clerk
Early Voting Day 2	Judy Leedy, Scipio Township Clerk
Early Voting Day 3	Maghann Zimmerman, Wright Township Clerk
Early Voting Day 4	Dawn Johnson, Wheatland Township Clerk
Early Voting Day 5	Katy Price, City of Hillsdale Clerk
Early Voting Day 6	Linda Waldron, Moscow Township Clerk
Early Voting Day 7	Mike Bohnet, Somerset Township Clerk
Early Voting Day 8	Kris Dewey, Camden Township Clerk
Early Voting Day 9	Susan Ballinger, City of Litchfield Clerk
<b>August 6, 2024 Primary Election</b>	<b>Supervisor at Early voting site</b>
Early Voting Day 1	Martha Crow, Woodbridge Township Clerk
Early Voting Day 2	Maghann Zimmerman, Wright Township Clerk
Early Voting Day 3	Linda Waldron, Moscow Township Clerk
Early Voting Day 4	Katy Price, City of Hillsdale Clerk
Early Voting Day 5	Cinda Walton, Pittsford Township Clerk
Early Voting Day 6	Deb Penney, Jefferson Township Clerk
Early Voting Day 7	Janel Stewart, Hillsdale Township Clerk
Early Voting Day 8	Kathy Flaughner, Reading Township Clerk
Early Voting Day 9	Cindy Means, City of Jonesville Clerk
<b>November 5, 2023 Presidential Election</b>	<b>Supervisor at Early voting site</b>
Early Voting Day 1	Dawn Johnson, Wheatland Township Clerk
Early Voting Day 2	Cindy Means, City of Jonesville Clerk
Early Voting Day 3	Janel Stewart, Hillsdale Township Clerk
Early Voting Day 4	Betty Burkhart, Amboy Township Clerk
Early Voting Day 5	Katy Price, City of Hillsdale Clerk
Early Voting Day 6	Suzy Roberts, Adams Township Clerk
Early Voting Day 7	Carol Rosales, Cambria Township Clerk
Early Voting Day 8	Vicki Heckel, Litchfield Township Clerk
Early Voting Day 9	Susan Ballinger, City of Litchfield Clerk



**ADDENDUM A - EARLY VOTING BUDGET**

**INITIAL IMPLEMENTATION:** EXPENDITURE ESTIMATE FOR EARLY VOTING IN 2023 TO BE REIMBURSED FIRST BY ANY AVAILABLE STATE FUNDS AND SECOND BY MUNICIPALITIES.

Early Voting Site Location: County Courthouse			Other Expenditures	
Equipment	Item	Cost	Precinct Notice	Mailed to all registered voters \$16,000
	Tabulator (2)	\$10,000		
	Verity Print (on demand)	\$5,875		
	Auto Ballot Kit	\$499		
	EPB Laptop (2)	\$2,400		
	EPB scanner	\$100		
	Ballot Containers (9)	\$450		
	Voting booths (16 stations)	\$4,000		
	Power backup server room	\$10,000		
Administrative	Storage/Work benches (2)	\$1,100		
	Cost of County mileage and legal fees to coordinate County Agreement with Municipalities	\$1,000		
TOTAL INITIAL IMPLEMENTATION EXPENDITURES				
<b>\$51,424</b>				

**Total \$35,424**

**AFTER IMPLEMENTATION: ANTICIPATED EXPENSES TO MAINTAIN EARLY VOTING PRECINCT FOR EACH FUTURE STATE/FEDERAL ELECTION**

Category	Item	Cost	Cost rate	Cost per election
Inspector Pay	Inspector #1 @ 9 hrs/day	\$20	hour	\$1,620
	Inspector #2 @ 9 hrs/day	\$20	hour	\$1,620
	Inspector #3 @ 9 hrs/day	\$20	hour	\$1,620
	Chair Inspector@ 9 hrs/day	\$25	hour	\$2,025
	On Call Inspector	\$50	daily	\$450.00
	Training 4 inspectors (3 hrs)	\$20	hour	\$240
	Precinct Programming	\$150	election	\$150
Misc.	Test Deck	\$75	election	\$75
	Public Accuracy Per Diem	\$105	election	\$105
	Administration misc.	\$250	election	\$250
	Precinct Kit	\$75	election	\$75
	Shared cost of ads	\$30	election	\$30
	Shared cost of canvasser costs	\$50	election	\$50
	Annual Maintenance on Equip.	price rolled into equipment cost 1st five years, \$1000 per year thereafter		

**TOTAL CONTINUOUS EXPENDITURES PER ELECTION**

**\$9,310**

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** September 18, 2023

**Agenda Item:** New Business

**SUBJECT:** Dial-A-Ride Title VI Program Revisions

### **BACKGROUND PROVIDED BY STAFF:**

In September 2020 the City Council adopted a Title VI Program for Dial-A-Ride as required by Michigan Department of Transportation (MDOT). The Title VI program is required by the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Title VI provides that "No person in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The City of Hillsdale has and does receive federal funding as a sub-recipient through MDOT for the transportation services provided by Dial-A-Ride and is therefore subject to compliance with this federal law. Updates to the Title VI are required triannual by MDOT. The attachment contains the revisions and has been approved by MDOT.

### **STAFF RECOMMENDATION:**

That Council pass the attached resolution adopting the City of Hillsdale's Title VI Non-Discrimination Plan in accordance with Title VI of the Civil Rights Act of 1964.

# **City of Hillsdale TITLE VI PLAN**

## **I. Plan Statement**

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The City of Hillsdale hereinafter referred to as AGENCY, is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B.

This plan was developed to guide AGENCY in its administration and management of Title VI-related activities.

### **Title VI Coordinator Contact Information**

Laura Sergent  
97 N. Broad Street, Hillsdale, MI 49242  
517-437-6440  
[lsargent@cityofhillsdale.org](mailto:lsargent@cityofhillsdale.org)

## **II. Title VI Dissemination**

Title VI information posters (see Appendix G) shall be prominently and publicly displayed in the AGENCY facility and on their revenue vehicles. The name of the Title VI coordinator is posted and available at 97 N. Broad Street, Hillsdale, Michigan and <https://www.cityofhillsdale.org/>. Additional information relating to nondiscrimination obligation can be obtained from AGENCY Title VI Coordinator.

Nondiscrimination information shall be disseminated to AGENCY employees annually (see Appendix A). This information reminds employees of AGENCY policy statement, and of their nondiscrimination responsibilities in their daily work and duties. All employees of AGENCY are provided a copy of the plan and are required to sign an Acknowledgement of Receipt (see Appendix B).

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and AGENCY expectations to perform their duties accordingly.

## **III. Subcontractors and Vendors**

All subcontractors and vendors who receive payments from AGENCY where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

#### **IV. Record Keeping**

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of AGENCY Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, records of correspondence to and from complainants, and Title VI investigations.

#### **V. Title VI Complaint Procedures**

The complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names, and contact information of any witnesses.
- Other information that you deem significant

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing or by e-mail with AGENCY at the following address:

City of Hillsdale  
97 N. Broad Street, Hillsdale, Michigan 49242  
P: 517-437-6440  
F: 517-437-6448  
[lsergent@cityofhillsdale.org](mailto:lsergent@cityofhillsdale.org)

NOTE: AGENCY encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily.

For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

All complaints alleging discrimination based on race, color, or national origin in a service or benefit provided by AGENCY will be directly addressed by AGENCY. AGENCY shall also provide appropriate assistance to complainants, including those

persons with disabilities, or who are limited in their ability to communicate in English. Additionally, AGENCY shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days (see Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

AGENCY will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from AGENCY, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

Once sufficient information for investigating the complaint is received by AGENCY, a written response will be drafted subject to review by the transit's attorney. If appropriate, AGENCY'S attorney may administratively close the complaint. In this case, AGENCY will notify the complainant of the action as soon as possible.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., SE Washington, DC 20590

## **VI: Title VI Investigations, Complaints, and Lawsuits**

LIST ANY INVESTIGATIONS, COMPLAINTS, OR LAWSUITS IN FOLLOWING TABLE.

### **Lawsuits, Complaints, or Investigations Alleging Discrimination**

Type (Investigation, Lawsuit, Complaint)	Date	Summary of Complaint	Status	Action(s) Taken

## **VII. Four Factor Analysis**

AGENCY is required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee.
- the frequency with which LEP individuals meet the program.
- the nature and importance of the program, activity, or service provided by the program to people's lives; and
- the resources available to the grantee/recipient or agency, and costs.

### **Factor 1: Number/Proportion of LEP Persons in Service Area**

- Include data from sources such as the US Census Bureau's Demographic and Housing Characteristics or American Community Survey
- Include a listing of the counts and percentages of LEP individuals present in your service area by language.
- Identify if any of the LEP languages reach the LEP threshold of 5%, or the Safe Harbor Threshold (1,000 persons).

AGENCY examined the US Census report from 2020 and the Bureau's Demographic and Housing Characteristics and was able to determine that approximately 4.1%, or 324 people within the AGENCY service area age 5 and older spoke a language other than English. Of the 324 reporting they speak other languages than English, 80 or 1% of respondents speak English less than "very well." The Spanish language comprised the largest non-English speaking language group with 2.2%. The other largest non-English speaking language group was the Indo-European language at 1.2%.

### **Factor 2: Frequency of Contact with LEP Persons**

- How frequently does your organization encounter LEP persons?
- Are you in contact with LEP persons within a specific language group, and that language is not identified in Factor One?
- Include information gathered from face-to-face meetings with LEP persons or from surveys of LEP persons.
- Include information gathered from interviews with agency staff who typically encounter LEP persons.
- Include information kept by your organization on past interactions with members of the public who are LEP.

Via verbally surveying drivers and dispatchers since January 1, 2023, AGENCY has had 0 requests for interpreters and/or translated AGENCY documents. The staff and drivers have had little to no contact with LEP individuals.

### **Factor 3: Nature and importance of the program, activity, or service provided by the program in people's lives**

Access to the services provided by AGENCY is critical to the lives of many residents in the service area. Many people depend on AGENCY services for access to jobs and for access to essential community services like schools, shopping, and medical appointments. Because of the essential nature of the services and the importance of these programs in the lives of many of the region's residents, there is a need to ensure that language is not a barrier to access.

### **Factor 4: The resources available to AGENCY and overall costs.**

AGENCY assessed the available resources that could be used for providing LEP assistance. This included identifying how much a professional interpreter and translation service would cost, and which documents would be the most valuable to be translated when the populations would support it.

After analyzing the four factors, AGENCY does not feel that a formal LEP plan is needed at this time.

### **Limited English Proficiency (LEP) Plan**

AGENCY will use the following guidelines and resources to assist persons with limited English proficiency.

AGENCY will have the Census Bureau's "I Speak Cards" available at the AGENCY operations facility. Although staff may not be able to provide immediate translation assistance, we will utilize the cards to identify language needs.

If an interpreter is needed immediately, in person or on the telephone, staff will use the "I Speak Cards" to help determine what language assistance is needed. Staff shall then contact [www.language.com](http://www.language.com) for assistance. On the Language Line webpage, staff will select the **Need an Interpreter Now** link in the popup window and follow the directions to receive an access code.

AGENCY will add to our webpage the Title VI policy and complaint Procedures.

AGENCY will educate our staff on the following procedures:

1. Understanding the Title VI policy and LEP responsibilities.
2. How to access language assistant services via [www.language.com](http://www.language.com)
3. Document language assistance requests
4. The procedure if a Title VI and/or LEP complaint is filed.

### **VIII. Public Participation Plan**

The AGENCY community and minority outreach plan is based on the following principles:

- Flexibility - The engagement process will accommodate participation in a variety of ways and be adjusted as needed.
- Inclusiveness – AGENCY will proactively reach out to and engage low income, minority and LEP populations from the AGENCY service area.
- Respect - All feedback will be given careful and respectful consideration.
- Initiative-taking and Timeliness - Participation methods will allow for early involvement and be ongoing.
- Clear, Focused and Understandable - Participation methods will have a clear purpose and use for the input and will be described in language that is easy to understand.
- Honest and Transparent - Information provided will be accurate, trustworthy, and complete.
- Responsiveness – AGENCY will respond and incorporate appropriate public comments into transportation decisions.
- Accessibility – Meetings will be held in locations which are fully accessible and welcoming to all area residents, including, but not limited to, low-income and minority members of the public and in locations relevant to the topics being presented and discussed.

As an agency receiving federal financial assistance, AGENCY has made the following community and minority outreach efforts since the last submission of a Title VI program:

AGENCY has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities.

AGENCY submits to the Michigan Department of Transportation annually an application for funding. The application requests funding for both capital and operating assistance. Part of the annual application is a public notice, which includes a 30-day public comment period.

AGENCY currently publishes hours of service and any changes in route schedules. AGENCY city council holds two monthly meetings that the public is invited to attend. Once per quarter meetings are held in the evening to accommodate people that cannot attend during daytime hours.

AGENCY has a complaint procedure that is available to the public at any time and is also available to the public via our website at <https://www.cityofhillsdale.org/>

## **IX. Membership of Non-Elected Committees**

AGENCY will publicly advertise and post on our website to encourage minority participation on non-elected committees such as the LAC (Local Advisory Committee).



Body	Caucasian	Latino	African American	Asian American	Native American
Population	92.6%	4.9%	1.4%	.6%	.1%
Local Advisory Committee	100%				

## **X. Equity Analysis**

If AGENCY constructs a facility, such as a vehicle storage facility, maintenance facility, operations center, or other building, it will do a Title VI equity analysis following the procedures listed below:

The AGENCY shall complete a Title VI equity analysis during the planning stage regarding where a project is located or sited to ensure the location is selected without regard to race, color, or national origin.

When evaluating locations of facilities, agencies should give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result.

If AGENCY determines that the location of the project will result in a disparate impact based on race, color, or national origin, AGENCY may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact based on race, color, or national origin.

## **Appendix A Employee Annual Education Form**

### Title VI Policy

No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of AGENCY are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to contact:

In all dealings with citizens, use courtesy titles (i.e., Mr., Mrs., Ms., or Miss) to respectfully address them without regard to race, color, or national origin.

## **Appendix B Acknowledgement of Receipt of Title VI Plan**

I hereby acknowledge the receipt of AGENCY Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B.

---

Employee signature

---

Print name

---

Date

## Appendix C Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated against in transit services, please provide the following information to assist us in processing your complaint.

Please print clearly:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (home)

\_\_\_\_\_ (cell) \_\_\_\_\_ (message)

Are you filing this complaint on your own behalf? ☐ yes\* ☐ no

\*If yes to this question, please give that person's information below.

Person discriminated against:

\_\_\_\_\_

Address of person discriminated against:

\_\_\_\_\_

City, State, Zip Code:

\_\_\_\_\_

Please indicate why you believe the discrimination occurred:

\_\_\_\_\_ race or color  
\_\_\_\_\_ national origin  
\_\_\_\_\_ income  
\_\_\_\_\_ other

What was the date of the alleged discrimination?

\_\_\_\_\_

Where did the alleged discrimination take place?

\_\_\_\_\_

Please describe the circumstances as you saw it:

---

---

---

---

---

---

---

Please list all witnesses' names and phone numbers:

---

---

---

---

---

---

---

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court? ☐ yes ☐ no

If yes, check all that apply:

- ☐ Federal Agency \_\_\_\_\_  
☐ Federal Court \_\_\_\_\_  
☐ State Court \_\_\_\_\_  
☐ State Agency \_\_\_\_\_  
☐ Local Agency \_\_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

What type of corrective action would you like to see taken?

---

---

---

Please attach any documents you have which support the allegation. Then date and sign this form and send to the Title VI Coordinator at:

Laura Sergent  
City of Hillsdale  
97 N. Broad Street, Hillsdale, Michigan 49242  
P: 517-437-6440  
F: 517-437-6448  
[lsergent@cityofhillsdale.org](mailto:lsergent@cityofhillsdale.org)

---

Your signature

---

Print name

---

Date

## **APPENDIX D      Letter Acknowledging Receipt of Complaint**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Clarksville, Tennessee 37040

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against City of Hillsdale alleging

---

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning (AGENCY PHONE NUMBER) or write to me at this address.

Sincerely,

Laura Sergent  
City of Hillsdale  
97 N. Broad Street, Hillsdale, Michigan 49242  
P: 517-437-6440  
F: 517-437-6448  
[lsergent@cityofhillsdale.org](mailto:lsergent@cityofhillsdale.org)

## **APPENDIX E          Letter Notifying Complainant the Complaint Is Substantiated**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Clarksville, Tennessee 37040

Dear Ms. Doe:

The matter referenced in your letter of **(DATE)** against City of Hillsdale alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. *(If a hearing is requested, the following sentence may be appropriate.)* You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Laura Sergent  
City of Hillsdale  
97 N. Broad Street, Hillsdale, Michigan 49242  
P: 517-437-6440  
F: 517-437-6448  
[lsergent@cityofhillsdale.org](mailto:lsergent@cityofhillsdale.org)



## **APPENDIX F Letter Notifying Complainant the Complaint Is Not Substantiated**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Clarksville, Tennessee 37040

Dear Ms. Doe:

The matter referenced in your complaint of \_\_\_\_\_ (date) against AGENCY alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964 had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

AGENCY has analyzed the materials and facts pertaining to your case for evidence of the authority's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from AGENCY, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor - TCR  
1200 New Jersey Ave., SE Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Laura Sergent  
City of Hillsdale  
97 N. Broad Street, Hillsdale, Michigan 49242  
P: 517-437-6440  
F: 517-437-6448  
[lsergent@cityofhillsdale.org](mailto:lsergent@cityofhillsdale.org)

## **APPENDIX G**

### **Samples of Narrative to be included in Posters to be Displayed in Revenue Vehicles and Facilities**

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

AGENCY is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services based on race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the transit services provided by AGENCY, you may contact our office at:

Laura Sergent  
City of Hillsdale  
97 N. Broad Street, Hillsdale, Michigan 49242  
P: 517-437-6440  
F: 517-437-6448  
[lsargent@cityofhillsdale.org](mailto:lsargent@cityofhillsdale.org)

For more information, visit our website at [cityofhillsdale.org](http://cityofhillsdale.org).

**CITY OF HILLSDALE, MICHIGAN**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, the City of Hillsdale operates a public transportation system, Hillsdale Dial-A-Ride using Federal financing; and

**WHEREAS**, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance; and

**WHEREAS**, Title VI further provides that "no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance: (42 U.S.C. Section 2000d); and

**WHEREAS**, the City of Hillsdale Dial-A-Ride is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration Circular 4702.I.B.; and

**WHEREAS**, the City of Hillsdale Dial-A-Ride has revised its Title VI Program to assist in its administration and management of the Title VI related activities; and

**WHEREAS**, the Michigan Department of Transportation has reviewed the City of Hillsdale Dial-A-Ride's revised Title VI Program and determined that it contains all the required elements.

**WHEREFORE, BE IT RESOLED**, that the Council of the City of Hillsdale hereby adopts this plan in accordance with Title VI of the Civil Rights Act of 1964.

**PASSED IN OPEN COUNCIL MEETING THIS 18<sup>th</sup> DAY OF SEPTEMBER 2023.**

\_\_\_\_\_  
Adam Stockford, Mayor

ATTEST:

\_\_\_\_\_  
Katy Price, City Clerk

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** September 18, 2023

**Agenda Item:** New Business

**Subject:** Parking Lot Preservation Project.

**Background:** Jason Blake, Director of Public Services

City Owned parking lots are on a 5 year cycle to clean pavement cracks and apply overband crack filling in addition to applying two coats of sealer and reestablishing existing pavement markings.

Sealed bids were returned and opened on July 27, 2023. The 1 bid that was received was rejected as it was over the budget amount of \$35,000 that was approved by Council in the 23-24 budget year. This project was rebid on August 16, 2023 with an extended completion date of June 14, 2024 in addition to removing 5 of the 10 parking lots from the scope of the project. Sealed bids were received and opened on September 6, 2023 with the following bids:

K& B Asphalt	\$25,178.39
Slusarski Excavating and Paving Inc	\$48,534.26

**Parking lots Included in Project:** Parking Lot A – 45 S. Howell St.,  
Parking Lot C – 15 N. Manning St.  
Parking Lot G – North St. (Adjacent to Post Office)  
Parking Lot J – Carleton/Union St.  
City Hall Parking Lot.

**Recommendation:**

Staff recommend to award this project to the low bidder in the amount of \$25,178.39.



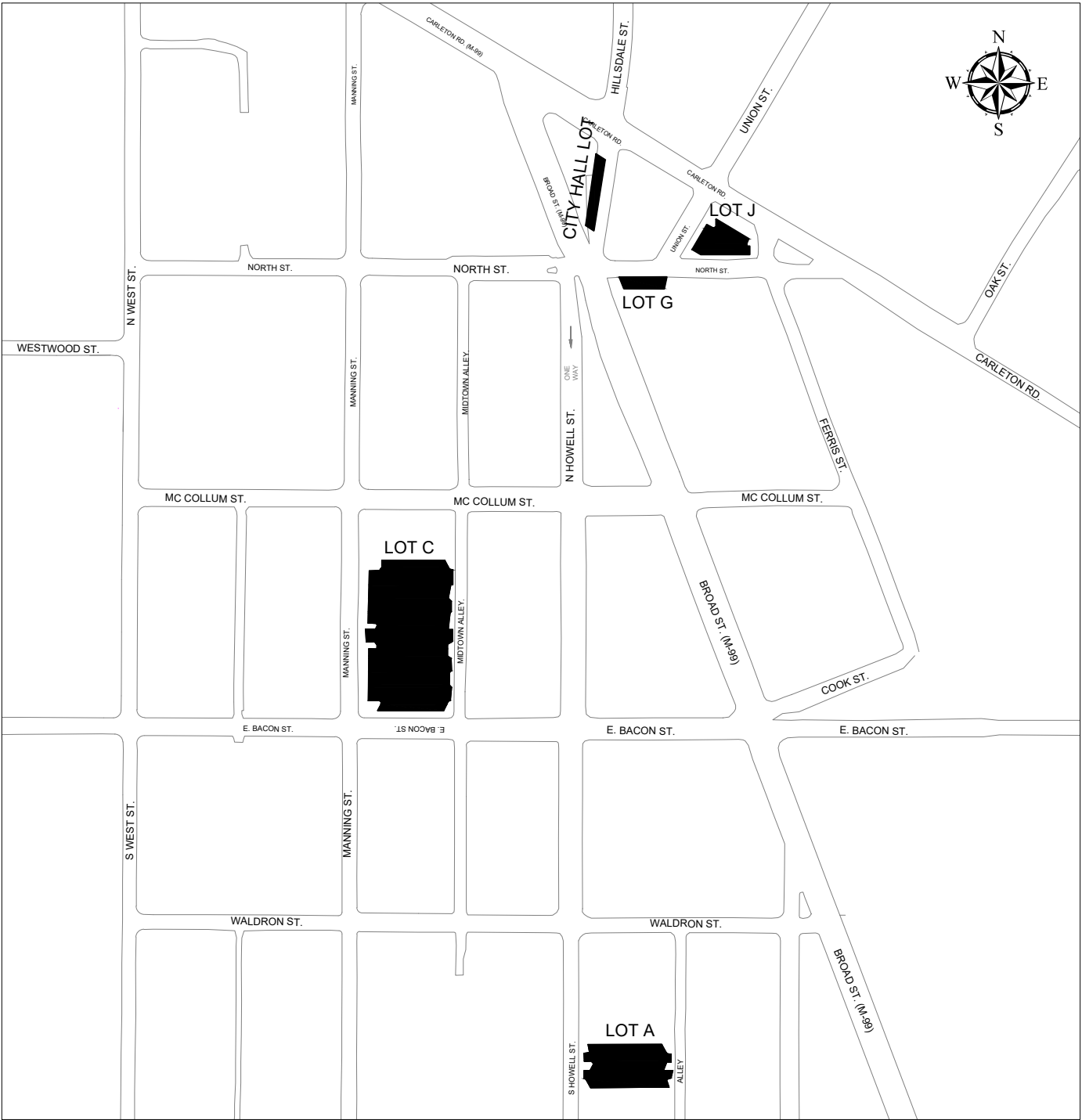
FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, THE CONTRACTOR SHALL DIAL 1-800-482-7171 OR 811 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO THE BEGINNING OF EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY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

REFERENCES TO SPECIFICATIONS:  
THE IMPROVEMENTS COVERED BY THESE PLANS SHALL BE DONE IN ACCORDANCE WITH THE PROJECT DRAWINGS, NOTES, AND THE APPLICABLE SECTIONS OF THE 2020 MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION.

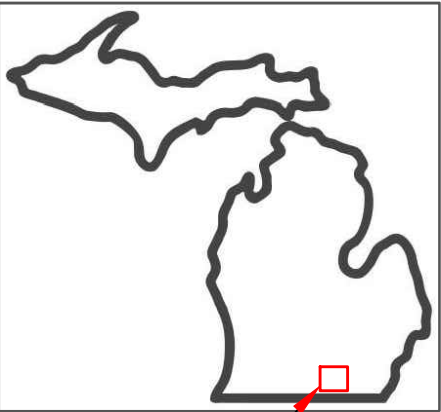
ALL TRAFFIC CONTROL DEVICES SHALL BE IN ACCORDANCE WITH THE MOST CURRENT VERSION OF THE MICHIGAN MANUAL OF TRAFFIC CONTROL DEVICES

# CITY OF HILLSDALE

## PARKING LOT PRESERVATION and RESTORATION PROJECT



AREA MAP



SITE LOCATION

SHEET	DESCRIPTION
1	COVER SHEET
2	LOT A - 45 S. HOWELL ST.
3	LOT C - 15 N. MANNING ST.
4	LOT G & J - NORTH @ UNION ST.
5	CITY HALL LOT - 97 N. BROAD ST.

97 N BROAD/45 MONROE ST.  
HILLSDALE, MI 49242

REVISIONS	DATE
ISSUED FOR BIDS	8/16/2023

CITY OF HILLSDALE  
HILLSDALE, MI  
PARKING LOT PRESERVATION  
and RESTORATION PROJECT

COVER SHEET

SCALE  
NOT TO SCALE

	NAME	DATE
DESIGNED	KB	06/29/23
DRAWN	KB	06/29/23
CHECKED	KB	06/29/23

DRAWING NO.

1





GENERAL NOTES:

1. QUANTITIES LISTED ABOVE ARE APPROXIMATE AND FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING PROJECT SITES AND PERFORMING THEIR OWN TAKE-OFFS AS NECESSARY TO VERIFY QUANTITIES.

WORK ITEMS THIS SHEET:

SEAL COAT, 1ST APPLICATION	SYD	1592
SEAL COAT, 2ND APPLICATION	SYD	1592
PAVT MARKG, WATERBORNE, 4 INCH YELLOW	FT	797
PAVT MARKG, WATERBORNE, 4 INCH BLUE	FT	128
PAVT MARKG, HANDICAP SYM	EA	4
PAVT MARKG, ARROW SYM	EA	4
CRACK SEALING, QUANTITY TBD BY CONTRACTOR PER SPECIFICATION REQUIREMENTS. COSTS TO BE INCLUDED IN LUMP SUM PRICING FOR EACH LOT.		

CONSTRUCTION NOTES:

1. PROVIDE THE CITY OF HILLSDALE 72 HOURS ADVANCED NOTICE PRIOR TO BEGINNING WORK ON ANY PARKING AREA(S).
2. CONTRACTOR TO FURNISH AND PLACE LIGHTED CLASS ONE (1) BARRICADES AND/OR LIGHTED BARRELS TO PROHIBIT VEHICLES AND PEDESTRIANS FROM ENTERING THE WORK ZONE. BARRICADES/BARRELS TO BE FURNISHED WITH "PARKING LOT CLOSED" SIGNS. THESE COSTS SHALL BE INCLUDED IN THE LUMP SUM PRICE FOR EACH LOT.
3. CONTRACTOR TO REMOVE & REINSTALL ANY BUMPER BLOCKS AS NECESSARY TO APPLY CONTINUOUS SEAL COAT.
4. CITY OF HILLSDALE STAFF MAY PERFORM ISOLATED HMA PATCH WORK IN ADVANCE OF THE CONTRACTORS CRACK SEALING AND SEAL COATING WORK. CONTRACTOR SHALL COORDINATE WITH CITY STAFF AS NECESSARY.
5. POWER BROOM, BLOW OR VACUUM ENTIRE HMA SURFACE.
6. REMOVE ANY VEGETATION & CLEAN CRACKS WITH COMPRESSED AIR AND APPLY SEALANT PER PROJECT SPECIFICATION.
7. APPLY TAR EMULSION SEALER PER ASTM D-5727-00.
8. ALLOW SEALER TO PROPERLY CURE, APPLY PAVEMENT MARKING PAINT TO REESTABLISH EXISTING PAVEMENT MARKING STRIPS AND SYMBOLS.

REVISIONS	DATE
ISSUED FOR BIDS	8/16/2023

CITY OF HILLSDALE  
HILLSDALE, MI  
PARKING LOT PRESERVATION  
and RESTORATION PROJECT

LOT A - 45 S. HOWELL ST.

SCALE  
1:30

	NAME	DATE
DESIGNED	KB	06/29/23
DRAWN	KB	06/29/23
CHECKED	KB	06/29/23

DRAWING NO.

2





GENERAL NOTES:

- 1. QUANTITIES LISTED ABOVE ARE APPROXIMATE AND FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING PROJECT SITES AND PERFORMING THEIR OWN TAKE-OFFS AS NECESSARY TO VERIFY QUANTITIES.

WORK ITEMS THIS SHEET:

SEAL COAT, 1ST APPLICATION	SYD	5625
SEAL COAT, 2ND APPLICATION	SYD	5625
PAVT MARKG, WATERBORNE, 4 INCH YELLOW	FT	1460
PAVT MARKG, WATERBORNE, 4 INCH BLUE	FT	420
PAVT MARKG, HANDICAP SYM	EA	8
CRACK SEALING, QUANTITY TBD BY CONTRACTOR PER SPECIFICATION REQUIREMENTS. COSTS TO BE INCLUDED IN LUMP SUM PRICING FOR EACH LOT.		

CONSTRUCTION NOTES:

- 1. PROVIDE THE CITY OF HILLSDALE 72 HOURS ADVANCED NOTICE PRIOR TO BEGINNING WORK ON ANY PARKING AREA(S).
- 2. CONTRACTOR TO FURNISH AND PLACE LIGHTED CLASS ONE (1) BARRICADES AND/OR LIGHTED BARRELS TO PROHIBIT VEHICLES AND PEDESTRIANS FROM ENTERING THE WORK ZONE. BARRICADES/BARRELS TO BE FURNISHED WITH "PARKING LOT CLOSED" SIGNS. THESE COSTS SHALL BE INCLUDED IN THE LUMP SUM PRICE FOR EACH LOT.
- 3. CONTRACTOR TO REMOVE & REINSTALL ANY BUMPER BLOCKS AS NECESSARY TO APPLY CONTINUOUS SEAL COAT.
- 4. CITY OF HILLSDALE STAFF MAY PERFORM ISOLATED HMA PATCH WORK IN ADVANCE OF THE CONTRACTORS CRACK SEALING AND SEAL COATING WORK. CONTRACTOR SHALL COORDINATE WITH CITY STAFF AS NECESSARY.
- 5. POWER BROOM, BLOW OR VACUUM ENTIRE HMA SURFACE.
- 6. REMOVE ANY VEGETATION & CLEAN CRACKS WITH COMPRESSED AIR AND APPLY SEALANT PER PROJECT SPECIFICATION.
- 7. APPLY TAR EMULSION SEALER PER ASTM D-5727-00.
- 8. ALLOW SEALER TO PROPERLY CURE, APPLY PAVEMENT MARKING PAINT TO REESTABLISH EXISTING PAVEMENT MARKING STRIPS AND SYMBOLS.

REVISIONS	DATE
ISSUED FOR BIDS	8/16/2023

CITY OF HILLSDALE  
HILLSDALE, MI  
PARKING LOT PRESERVATION  
and RESTORATION PROJECT

LOT C - 15 N. MANNING ST.

SCALE  
1:40

	NAME	DATE
DESIGNED	KB	06/29/23
DRAWN	KB	06/29/23
CHECKED	KB	06/29/23

DRAWING NO.

3





GENERAL NOTES:

1. QUANTITIES LISTED ABOVE ARE APPROXIMATE AND FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING PROJECT SITES AND PERFORMING THEIR OWN TAKE-OFFS AS NECESSARY TO VERIFY QUANTITIES.

WORK ITEMS LOT "G":

SEAL COAT, 1ST APPLICATION	SYD	256
SEAL COAT, 2ND APPLICATION	SYD	256
PAVT MARKG, WATERBORNE, 4 INCH YELLOW	FT	200
CRACK SEALING, QUANTITY TBD BY CONTRACTOR PER SPECIFICATION REQUIREMENTS. COSTS TO BE INCLUDED IN LUMP SUM PRICING FOR EACH LOT.		

WORK ITEMS LOT "J":

SEAL COAT, 1ST APPLICATION	SYD	690
SEAL COAT, 2ND APPLICATION	SYD	690
PAVT MARKG, WATERBORNE, 4 INCH YELLOW	FT	180
PAVT MARKG, WATERBORNE, 4 INCH BLUE	FT	60
PAVT MARKG, ARROW SYM	EA	2
PAVT MARKG, HANDICAP SYM	EA	1
CRACK SEALING, QUANTITY TBD BY CONTRACTOR PER SPECIFICATION REQUIREMENTS. COSTS TO BE INCLUDED IN LUMP SUM PRICING FOR EACH LOT.		

- CONSTRUCTION NOTES:
1. PROVIDE THE CITY OF HILLSDALE 72 HOURS ADVANCED NOTICE PRIOR TO BEGINNING WORK ON ANY PARKING AREA(S).
  2. CONTRACTOR TO FURNISH AND PLACE LIGHTED CLASS ONE (1) BARRICADES AND/OR LIGHTED BARRELS TO PROHIBIT VEHICLES AND PEDESTRIANS FROM ENTERING THE WORK ZONE. BARRICADES/BARRELS TO BE FURNISHED WITH "PARKING LOT CLOSED" SIGNS. THESE COSTS SHALL BE INCLUDED IN THE LUMP SUM PRICE FOR EACH LOT.
  3. CONTRACTOR TO REMOVE & REINSTALL ANY BUMPER BLOCKS AS NECESSARY TO APPLY CONTINUOUS SEAL COAT.
  4. CITY OF HILLSDALE STAFF MAY PERFORM ISOLATED HMA PATCH WORK IN ADVANCE OF THE CONTRACTORS CRACK SEALING AND SEAL COATING WORK. CONTRACTOR SHALL COORDINATE WITH CITY STAFF AS NECESSARY.
  5. POWER BROOM, BLOW OR VACUUM ENTIRE HMA SURFACE.
  6. REMOVE ANY VEGETATION & CLEAN CRACKS WITH COMPRESSED AIR AND APPLY SEALANT PER PROJECT SPECIFICATION.
  7. APPLY TAR EMULSION SEALER PER ASTM D-5727-00.
  8. ALLOW SEALER TO PROPERLY CURE, APPLY

The City of  
**HILLSDALE**  
Family • Tradition • Opportunity

97 N BROAD/45 MONROE ST.  
HILLSDALE, MI 49242

The City of  
**HILLSDALE**  
MICHIGAN

**BPU**  
Board of Public Utilities

REVISIONS	DATE
ISSUED FOR BIDS	8/16/2023

CITY OF HILLSDALE  
HILLSDALE, MI

PARKING LOT PRESERVATION  
and RESTORATION PROJECT

LOT G & J - NORTH @ UNION ST.

SCALE  
1:40

	NAME	DATE
DESIGNED	KB	06/29/23
DRAWN	KB	06/29/23
CHECKED	KB	06/29/23

DRAWING NO.  
**4**





GENERAL NOTES:

- 1. QUANTITIES LISTED ABOVE ARE APPROXIMATE AND FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING PROJECT SITES AND PERFORMING THEIR OWN TAKE-OFFS AS NECESSARY TO VERIFY QUANTITIES.

WORK ITEMS THIS SHEET:

SEAL COAT, 1ST APPLICATION	SYD	356
SEAL COAT, 2ND APPLICATION	SYD	356
PAVT MARKG, WATERBORNE, 4 INCH YELLOW	FT	336
PAVT MARKG, WATERBORNE, 4 INCH BLUE	FT	137
PAVT MARKG, HANDICAP SYM	EA	2
CRACK SEALING, QUANTITY TBD BY CONTRACTOR PER SPECIFICATION REQUIREMENTS. COSTS TO BE INCLUDED IN LUMP SUM PRICING FOR EACH LOT.		

CONSTRUCTION NOTES:

- 1. PROVIDE THE CITY OF HILLSDALE 72 HOURS ADVANCED NOTICE PRIOR TO BEGINNING WORK ON ANY PARKING AREA(S).
- 2. CONTRACTOR TO FURNISH AND PLACE LIGHTED CLASS ONE (1) BARRICADES AND/OR LIGHTED BARRELS TO PROHIBIT VEHICLES AND PEDESTRIANS FROM ENTERING THE WORK ZONE. BARRICADES/BARRELS TO BE FURNISHED WITH "PARKING LOT CLOSED" SIGNS. THESE COSTS SHALL BE INCLUDED IN THE LUMP SUM PRICE FOR EACH LOT.
- 3. CONTRACTOR TO REMOVE & REINSTALL ANY BUMPER BLOCKS AS NECESSARY TO APPLY CONTINUOUS SEAL COAT.
- 4. CITY OF HILLSDALE STAFF MAY PERFORM ISOLATED HMA PATCH WORK IN ADVANCE OF THE CONTRACTORS CRACK SEALING AND SEAL COATING WORK. CONTRACTOR SHALL COORDINATE WITH CITY STAFF AS NECESSARY.
- 5. POWER BROOM, BLOW OR VACUUM ENTIRE HMA SURFACE.
- 6. REMOVE ANY VEGETATION & CLEAN CRACKS WITH COMPRESSED AIR AND APPLY SEALANT PER PROJECT SPECIFICATION.
- 7. APPLY TAR EMULSION SEALER PER ASTM D-5727-00.
- 8. ALLOW SEALER TO PROPERLY CURE, APPLY PAVEMENT MARKING PAINT TO REESTABLISH EXISTING PAVEMENT MARKING STRIPS AND SYMBOLS.

REVISIONS	DATE
ISSUED FOR BIDS	8/16/2023

CITY OF HILLSDALE  
HILLSDALE, MI  
PARKING LOT PRESERVATION  
and RESTORATION PROJECT

CITY HALL LOT - 97 N. BROAD ST.

SCALE  
1:30

	NAME	DATE
DESIGNED	KB	06/29/23
DRAWN	KB	06/29/23
CHECKED	KB	06/29/23

DRAWING NO.

5

**The City of  
HILLSDALE  
MICHIGAN**

Project: PARKING LOT PRESERVATION & REHAB  
Date: SEPT 6, 2023 PROJECT  
2PM

[illegible]

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** September 18, 2023

**NEW BUSINESS ITEM:** Bid Award City Hall Automated Doors

**SUBJECT:** Department of Public Services

**BACKGROUND PROVIDED BY:** DPS Dir. Jason Blake / City Eng. Kristin Bauer

The Department of Public Services received two bids to install three (3) new Automated Door Openers on the City Hall main entry doors. Installation of Automated Door Openers will improve ADA access into City Hall. The approved budget amount for this work is \$17,000. This work was budgeted over the current fiscal year. The low bid came in \$1,500 under the budget amount.

**Bids Received:**

Clark Electric	\$15,500.00
Toledo Mirror & Glass	\$16,844.00

**RECOMMENDATION:**

Staff recommends to award installation of Automated Doors at City Hall to the low bidder Clark Electric in the amount of \$15,500 in addition to \$1,500 contingency for a total not to exceed \$17,000

2023



# City of Hillsdale, Michigan

## BID SHEET

Project: CITY HALL AUTOMATED DOORS

Date: SEPT 6, 2023

2PM

Company	Base	BOND	TOTAL:
CLARK ELECTRIC		✓	15,500.00
TOLEDO MIRROR & GLASS		✓	16,844.00

ADD  
\$11,200.00  
\$12,200.00

**City of Hillsdale  
Agenda Item Summary**

**Meeting Date:** September 18, 2023

**Agenda Item:** New Business

**SUBJECT:** Food Truck Permit Discussion

**BACKGROUND:**

The Public Services Committee met on September 11, 2023 to discuss the food truck license and fee with recommendation to bring to Council.

**RECOMMENDATION:**

Council to discuss options and have City Attorney advise on procedure for possible ordinance amendment.