



# City Council Agenda

March 4, 2024  
7:00 p.m.

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

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- 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 February 15, 2024 - \$614,003.78
    - 2. Payroll of February 29, 2024 - \$189,396.60
  - B. City Council Minutes of February 19, 2024
  - C. Finance Minutes of February 19, 2024
  - D. Public Services Minutes of February 26, 2024
  - E. Street Closure for Hillsdale College Taste of Manning Event
  - F. Noise Variance Request Hillsdale College CentralHallaPalooza Event
  - G. Farmers Market Street Closure Request
- VI. Communications/Petitions**
  - A. Hillsdale County Commissioner Update – Doug Ingles
- VII. Introduction and Adoption of Ordinances/Public Hearing**
- VIII. Old Business**
- IX. New Business**
  - A. Set Public Hearing to Amend Ordinance Requiring U&O Permit for Owner’s Principal Residence
  - B. U&O Permit Application and Inspection Fees Increase
  - C. Set Public Hearing to Amend Ordinance Municipal Civil Infraction and Fines
  - D. Spring Leaf Collection
  - E. Trackless Boom Mower Attachment
  - F. Right of Way Closure- N. Howell Street
  - G. FY 2025 CDS Resolution
- 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**

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 02/15/2024 - 02/15/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

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	14,313.70	791
101-000.000-476.000	ROW PERMIT #4209 REFUND	HAPPY PANTS LLC	ROW PERMIT #4209 REFUND	455.00	107956
Total For Dept 000.000				14,768.70	
Dept 172.000 CITY MANAGER					
101-172.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	1,062.98	791
Total For Dept 172.000 CITY MANAGER				1,062.98	
Dept 175.000 ADMINISTRATIVE SERVICES					
101-175.000-802.000	COAX AND POWER SUPPLY LIVESTREAM	AMAZON CAPITAL SERVICES, I	COAX AND POWER SUPPLY LIVESTREAM CAMERF	39.18	107920
101-175.000-802.000	PC SPEAKERS USB HARD DRIVE CASES	AMAZON CAPITAL SERVICES, I	PC SPEAKERS USB HARD DRIVE CASES	28.28	107920
101-175.000-802.000	FASTENERS AND ANCHORS COUNCIL FL	GELZER HJ & SON INC	FASTENERS AND ANCHORS COUNCIL FLOOR	4.50	107952
101-175.000-802.000	SONIT NET ADMIN JANUARY 2024	SONIT SYSTEMS, LLC	SONIT NET ADMIN JANUARY 2024	733.13	107991
101-175.000-806.000	LEGAL SERVICES	LOVINGER & THOMPSON, PC	LEGAL FEES	1,920.00	107968
Total For Dept 175.000 ADMINISTRATIVE SERVICES				2,725.09	
Dept 191.000 FINANCE DEPARTMENT					
101-191.000-726.000	CITY LOGO & PLAIN WINDOW ENVELOP	ARROW SWIFT PRINTING	CITY LOGO & PLAIN WINDOW ENVELOPES	200.27	107923
Total For Dept 191.000 FINANCE DEPARTMENT				200.27	
Dept 215.000 CITY CLERK DEPARTMENT					
101-215.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	891.23	791
101-215.000-801.000	ANNUAL WEB SUBSCRIPTION ONLINE M	CIVICPLUS, LLC	ANNUAL WEB SUBSCRIPTION ONLINE MAINTENF	4,592.50	107934
101-215.000-801.000	COPIER LEASES - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASES - CITY	233.30	107938
101-215.000-905.000	ORD 2024-01, ORD 2024-02 NOTICES	GANNETT MICHIGAN LOCALIQ	ORD 2024-01, ORD 2024-02 NOTICES	346.06	107951
Total For Dept 215.000 CITY CLERK DEPARTMENT				6,063.09	
Dept 253.000 CITY TREASURER					
101-253.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	138.00	791
Total For Dept 253.000 CITY TREASURER				138.00	
Dept 257.000 ASSESSING DEPARTMENT					
101-257.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	1,391.62	791
101-257.000-801.000	COPIER LEASES - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASES - CITY	76.23	107938
101-257.000-850.000	MONTHLY VERIZON BILL - FEB 24	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 24	40.01	108005
101-257.000-860.000	GAS FOR ASSESSING	WATKINS OIL COMPANY	GAS FOR DART, ASSESSING AND ZONING	22.49	108009
Total For Dept 257.000 ASSESSING DEPARTMENT				1,530.35	
Dept 265.000 BUILDING AND GROUNDS					
101-265.000-726.000	WATER - CITY HALL	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	25.00	107957
101-265.000-726.000	WATER - CITY HALL	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	35.00	107957
101-265.000-801.000	FIRE EXTINGUISHERS - CITY HALL	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	156.00	107922
101-265.000-801.000	MATS FOR CITY HALL	CINTAS CORPORATION	MATS FOR CITY HALL	15.25	107933
101-265.000-801.000	MATS FOR CITY HALL	CINTAS CORPORATION	MATS FOR CITY HALL	15.25	107933
101-265.000-801.000	MATS FOR CITY HALL	CINTAS CORPORATION	MATS FOR CITY HALL	15.25	107933
101-265.000-801.000	CITY HALL CLEANING - JAN 2024	EAST 2 WEST ENTERPRISES, I	CITY HALL CLEANING - JAN 2024	650.00	107942
101-265.000-801.000	MOP& BUFF DISPATCH OFFICE	EAST 2 WEST ENTERPRISES, I	MOP& BUFF DISPATCH OFFICE	40.00	107942
101-265.000-801.000	QUARTERLY ELEVATOR MAINTENANCE	SCHINDLER ELEVATOR CORPOR	QUARTERLY ELEVATOR MAINTENANCE	770.75	107989
101-265.000-850.000	TELEPHONE - CITY HALL	ACD.NET	TELEPHONE - CITY HALL	193.96	107917
101-265.000-850.000	OOMA FAXING SETUP	BSB COMMUNICATIONS INC	OOMA FAXING SETUP	28.87	107932
101-265.000-850.000	TELEPHONE	COUNTY OF HILLSDALE (MICH)	PHONE SYSTEM SOFTWARE ASSURANCE 2024	721.82	107937
101-265.000-920.000	505431439 - 22 N MANNING - MITCH	MICH GAS UTILITIES	NATURAL GAS UTILITY - 22 N MANNING	436.05	786
101-265.000-920.000	505119616 - 97 N BROAD - CITY HA	MICH GAS UTILITIES	NATURAL GAS UTILITY - 97 N BROAD	688.00	789

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 265.000 BUILDING AND GROUNDS					
101-265.000-970.000	CITY HALL CARPET	WILLOWBROOK INTERIORS	CITY HALL CARPET	20,087.22	108011
Total For Dept 265.000 BUILDING AND GROUNDS				23,878.42	
Dept 301.000 POLICE DEPARTMENT					
101-301.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	25,465.21	791
101-301.000-726.000	MEMO BOOKS FOR THE OFFICERS	CURRENT OFFICE SOLUTIONS	MEMO BOOKS FOR THE OFFICERS	37.50	107938
101-301.000-726.000	CALENDAR	WALMART COMMUNITY	CREDIT CARD CHARGES - JAN 2024	5.88	108007
101-301.000-740.301	9 CAR WASHES FOR JANUARY 2024	RR&D ENTERPRISES	9 CAR WASHES FOR JANUARY 2024	49.00	107988
101-301.000-740.301	GAS FOR POLICE DEPT	WATKINS OIL COMPANY	GAS FOR POLICE DEPT	2,363.28	108009
101-301.000-801.000	COPIER LEASES - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASES - CITY	22.00	107938
101-301.000-801.000	ANNUAL LAW ENFORCEMENT MANUALS A	LEXIPOL, LLC	ANNUAL LAW ENFORCEMENT MANUALS AND TRAI	9,156.22	107967
101-301.000-801.000	JANUARY 2024 TRU PERSON LOOKUP S	TRANSUNION RISK AND ALTERM	JANUARY 2024 TRU PERSON LOOKUP SEARCH	75.00	107999
101-301.000-801.000	INTERNET FOR POLICE UNITS COMPUT	VERIZON WIRELESS	INTERNET FOR POLICE UNITS COMPUTERS	160.04	108005
101-301.000-930.000	TIRE REPAIR FOR UNIT 2-9	FRANK BECK CHEVROLET CO.	TIRE REPAIR FOR UNIT 2-9	11.00	107949
101-301.000-930.000	UNIT 2-4 TIRE ROTATION	PARNEY'S CAR CARE, LLC	UNIT 2-4 TIRE ROTATION	15.00	107977
101-301.000-930.000	UNIT 2-4 OIL CHANGE	PARNEY'S CAR CARE, LLC	UNIT 2-4 OIL CHANGE	46.00	107977
101-301.000-930.000	NEW BRAKES ON UNIT 2-7	STILLWELL FORD MERCURY, IN	NEW BRAKES ON UNIT 2-7	478.35	107993
Total For Dept 301.000 POLICE DEPARTMENT				37,884.48	
Dept 336.000 FIRE DEPARTMENT					
101-336.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	6,955.20	791
101-336.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIVE	TRUCK VALVE	12.89	107978
101-336.000-726.000	HD EXTENDED LIFE ANITFREZE	PERFORMANCE AUTOMOTIVE	HD EXTENDED LIFE ANITFREZE	17.49	107978
101-336.000-740.000	GAS FOR FIRE DEPT	WATKINS OIL COMPANY	GAS FOR FIRE DEPT	490.23	108009
101-336.000-801.000	FIRE EXTINGUISHERS - FIRE DEPT	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	161.00	107922
101-336.000-810.000	2024 HILLSDALE COUNTY FIRE ASSOC	HILLSDALE CO FIREFIGHTER'S	2024 HILLSDALE COUNTY FIRE ASSOCIATION	200.00	107958
101-336.000-920.000	502806085 - 77 E CARLETON - FIRE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 77 E CARLETON	486.73	788
101-336.000-930.000	PIN SPRING AND BUSHING	EMERGENCY VEHICLE PLUS	PIN SPRING AND BUSHING	204.08	107944
101-336.000-930.000	SERVICE ON 5 HURST TOOLS AND 1 G	MACQUEEN EMERGENCY GROUP	SERVICE ON 5 HURST TOOLS AND 1 GAS OPEF	1,306.00	107971
101-336.000-930.000	BRAKES ANS SUSPENSION REPAIR FOR	RILEY'S APPARTATUS SERVICE	BRAKES ANS SUSPENSION REPAIR FOR TRUCK	3,019.31	107985
101-336.000-956.000	2024 STUDENT TUITION FEE - JUSTI	HILLSDALE CO FIREFIGHTER'S	2024 STUDENT TUITION FEE - JUSTIN LADD	250.00	107958
Total For Dept 336.000 FIRE DEPARTMENT				13,102.93	
Dept 441.000 PUBLIC SERVICES DEPARTMENT					
101-441.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	3,218.55	791
101-441.000-726.000	ETHERNET CABLE FOR OFFICE	AMAZON CAPITAL SERVICES, I	ETHERNET CABLE FOR OFFICE	9.98	107920
101-441.000-726.000	GLOVES	AMAZON CAPITAL SERVICES, I	WASH BRUSH, STROBE LIGHT, GLOVES, BROOM	28.76	107920
101-441.000-726.000	KEYS FOR DPS GATE	GELZER HJ & SON INC	KEYS FOR DPS GATE	6.87	107952
101-441.000-726.000	DPS KEYS	GELZER HJ & SON INC	DPS KEYS	6.18	107952
101-441.000-726.000	ADAPTER, CABLE TIE	WALMART COMMUNITY	CREDIT CARD CHARGES - JAN 2024	162.66	108007
101-441.000-742.000	UNIFORMS	CINTAS CORPORATION	UNIFORMS, MATS AND SHOP RAGS FOR DPS	29.48	107933
101-441.000-742.000	UNIFORMS	CINTAS CORPORATION	UNIFORMS, MATS AND SHOP RAGS FOR DPS	29.48	107933
101-441.000-742.000	UNIFORMS	CINTAS CORPORATION	UNIFORMS, MATS AND SHOP RAGS FOR DPS	29.48	107933
101-441.000-801.000	FIRE EXTINGUISHERS - STREET DEPT	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	378.50	107922
101-441.000-801.000	MATS	CINTAS CORPORATION	UNIFORMS, MATS AND SHOP RAGS FOR DPS	34.02	107933
101-441.000-801.000	MATS	CINTAS CORPORATION	UNIFORMS, MATS AND SHOP RAGS FOR DPS	34.02	107933
101-441.000-801.000	MATS	CINTAS CORPORATION	UNIFORMS, MATS AND SHOP RAGS FOR DPS	34.02	107933
101-441.000-801.000	COPIER LEASES - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASES - CITY	144.08	107938
101-441.000-850.000	MONTHLY VERIZON BILL - FEB 24	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 24	45.85	108005
101-441.000-930.000	15A YELLOW PLASTIC FOR DPS GARAG	AMERICAN COPPER AND BRASS,	15A YELLOW PLASTIC FOR DPS GARAGE LIGHT	79.10	107921
Total For Dept 441.000 PUBLIC SERVICES DEPARTMENT				4,271.03	
Dept 447.000 ENGINEERING SERVICES					

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Fund 101 GENERAL FUND					
Dept 447.000 ENGINEERING SERVICES					
101-447.000-801.000	COPIER LEASES - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASES - CITY	76.22	107938
Total For Dept 447.000 ENGINEERING SERVICES				76.22	
Dept 567.000 CEMETERIES					
101-567.000-726.000	SUPPLIES	BECKER & SCRIVENS CONCRETE FOUNDATION	FOR LAKEVIEW LUDLOW	31.08	107927
101-567.000-726.000	CUSTOM CEM SIGNS 74X48	DORNBOS SIGN & SAFETY INC	CUSTOM CEM SIGNS 74X48	1,110.00	107941
101-567.000-726.000	SUPPLIES	JONESVILLE LUMBER	FASTENERS, GRAVEL BAGS, TREATED POST AN	171.12	107963
Total For Dept 567.000 CEMETERIES				1,312.20	
Dept 595.000 AIRPORT					
101-595.000-726.000	ICE MELT	GELZER HJ & SON INC	FUSE, LAMPHOLDER, TAPE, ICE MELT	59.96	107952
101-595.000-801.000	FIRE EXTINGUISHERS - AIRPORT	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	91.00	107922
101-595.000-810.000	FLAG SUBSCRIPTION SERVICE 2024	KIWANIS CLUB	FLAG SUBSCRIPTION SERVICE 2024 - AIRPOF	40.00	107964
101-595.000-850.000	TELEPHONE - AIRPORT	ACD.NET	TELEPHONE - AIRPORT	96.98	107917
101-595.000-930.000	REPAIRS TO AIRPORT CREW CAR	ADKINS AUTOMOTIVE LLC	REPAIRS TO AIRPORT CREW CAR	767.17	107918
101-595.000-930.000	REPAIRS TO AIRPORT CREW CAR	HILLSDALE COMMUNITY SCHOOI	REPAIRS TO AIRPORT CREW CAR	858.68	107959
Total For Dept 595.000 AIRPORT				1,913.79	
Dept 701.000 PLANNING DEPARTMENT					
101-701.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	915.30	791
101-701.000-801.000	COPIER LEASES - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASES - CITY	76.22	107938
101-701.000-801.000	CONTRACTUAL SERVICES	WADE TRIM	M99 HILLSDALE TRAFFIC STUDY	4,147.00	108006
101-701.000-860.000	GAS FOR ZONING	WATKINS OIL COMPANY	GAS FOR DART, ASSESSING AND ZONING	22.49	108009
101-701.000-956.000	TRAINING & SEMINARS	MICHIGAN STATE UNIVERSITY	ZBA CONTINUING EDUCATION	50.00	107924
Total For Dept 701.000 PLANNING DEPARTMENT				5,211.01	
Dept 728.000 ECONOMIC DEVELOPMENT					
101-728.000-726.000	SOCIAL DISTRICT LABELS	STOCKHOUSE CORPORATION	SOCIAL DISTRICT LABELS	6.00	107994
101-728.000-726.000	SOCIAL DISTRICT LABELS	STOCKHOUSE CORPORATION	SOCIAL DISTRICT LABELS	12.00	107994
Total For Dept 728.000 ECONOMIC DEVELOPMENT				18.00	
Total For Fund 101 GENERAL FUND				114,156.56	
Fund 202 MAJOR ST./TRUNKLINE FUND					
Dept 450.000 STREET SURFACE					
202-450.000-726.000	SOY LEASE DW	BEAVER RESEARCH COMPANY	SOY LEASE DW	605.00	107926
202-450.000-726.000	SHOVELS FOR PATCHING	GELZER HJ & SON INC	SHOVELS FOR PATCHING	29.98	107952
Total For Dept 450.000 STREET SURFACE				634.98	
Total For Fund 202 MAJOR ST./TRUNKLINE FUND				634.98	
Fund 203 LOCAL STREET FUND					
Dept 450.000 STREET SURFACE					
203-450.000-726.000	SOY LEASE DW	BEAVER RESEARCH COMPANY	SOY LEASE DW	605.00	107926
203-450.000-726.000	SHOVELS FOR PATCHING	GELZER HJ & SON INC	SHOVELS FOR PATCHING	29.98	107952
Total For Dept 450.000 STREET SURFACE				634.98	
Dept 900.000 CAPITAL OUTLAY					
203-900.000-970.000-215005	WESTWOOD STAKING SERVICES	THE MANNIK & SMITH GROUP,	WESTWOOD SURVEYING SERVICES	1,500.00	107997
Total For Dept 900.000 CAPITAL OUTLAY				1,500.00	
Total For Fund 203 LOCAL STREET FUND				2,134.98	
Fund 208 RECREATION FUND					

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Fund 208 RECREATION FUND					
Dept 751.000 RECREATION DEPARTMENT					
208-751.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	1,345.89	791
208-751.000-726.000	HAND INFLATION PUMPS (2)	GELZER HJ & SON INC	HAND INFLATION PUMPS	15.98	107952
208-751.000-801.008	2/7/20/2024 2 @ \$25	BRUCE ALAN BRITTON	VOLLEYBALL OFFICIATING	50.00	107931
208-751.000-801.008	CONTRACTUAL SERVICES - OFFICIATI	KEVEN WOLCOTT	OFFICIATING - VOLLEYBALL	50.00	108012
Total For Dept 751.000 RECREATION DEPARTMENT				1,461.87	
Total For Fund 208 RECREATION FUND				1,461.87	
Fund 271 LIBRARY FUND					
Dept 790.000 LIBRARY					
271-790.000-801.000	FIRE EXTINGUISHERS - LIBRARY	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	25.00	107922
271-790.000-801.000	CONTRACTUAL SERVICES	EAST 2 WEST ENTERPRISES, I	LIBRARY CLEANING FOYER & BR'S 10 TIMES	490.00	107942
271-790.000-801.000	CONTRACTUAL SERVICES	TRI-COUNTY WATER CONDITION	MONTHLY WATER COOLER RENTAL	12.00	108000
271-790.000-802.000	OOMA FAXING SETUP	BSB COMMUNICATIONS INC	OOMA FAXING SETUP	14.44	107932
271-790.000-802.000	SONIT NET ADMIN JANUARY 2024	SONIT SYSTEMS, LLC	SONIT NET ADMIN JANUARY 2024	460.00	107991
271-790.000-850.000	TELEPHONE - LIBRARY	ACD.NET	TELEPHONE - LIBRARY	48.49	107917
271-790.000-850.000	TELEPHONE	COUNTY OF HILLSDALE (MICH)	PHONE SYSTEM SOFTWARE ASSURANCE 2024	160.40	107937
271-790.000-880.000	COMMUNITY PROMOTION	HILLSDALE COMMUNITY SCHOOI	1/4 PAGE AD IN 23-24 YEARBOOK	120.00	107959
271-790.000-920.000	503691550 - 12 N MANNING - LIBRA	MICH GAS UTILITIES	NATURAL GAS UTILITY - 12 N MANNING	619.88	785
271-790.000-930.000	REPAIRS & MAINTENANCE	GRIFFITHS MECHANICAL CONTF	HVAC WORK TO RESTORE FULL HEAT TO STAFF	394.12	107955
271-790.000-982.000	BOOKS - ADULT	BAKER & TAYLOR COMPANY	BOOKS - ADULT PURCHASE FROM SPANGLER'S	17.28	107925
271-790.000-982.000	BOOKS - ADULT	INGRAM LIBRARY SERVICES	BOOKS-JAN24ADULT	17.34	107961
271-790.000-982.000	BOOKS - ADULT	INGRAM LIBRARY SERVICES	BOOKS-JAN24ADULT	17.55	107961
271-790.000-982.000	BOOKS - ADULT	INGRAM LIBRARY SERVICES	BOOKS-JAN24ADULT	71.42	107961
271-790.000-982.000	BOOKS - ADULT	INGRAM LIBRARY SERVICES	BOOKS-JAN24ADULT	64.69	107961
271-790.000-982.000	BOOKS - ADULT	INGRAM LIBRARY SERVICES	BOOKS-DEC23ADULT	41.30	107961
271-790.000-982.000	BOOKS - ADULT	INGRAM LIBRARY SERVICES	BOOKS - JAN24 ADULT	349.32	107961
Total For Dept 790.000 LIBRARY				2,923.23	
Dept 792.000 LIBRARY - CHILDREN'S AREA					
271-792.000-982.000	BOOKS - CHILDREN	INGRAM LIBRARY SERVICES	BOOKS-JAN24CHI	9.62	107961
271-792.000-982.000	BOOKS - CHILDREN	INGRAM LIBRARY SERVICES	BOOKS-DEC23CHI	11.30	107961
271-792.000-982.000	BOOKS - CHILDREN	INGRAM LIBRARY SERVICES	BOOKS - DEC23CHILDREN	11.68	107961
271-792.000-982.000	BOOKS - CHILDREN	INGRAM LIBRARY SERVICES	BOOKS- JAN24CHILDREN	303.31	107961
271-792.000-982.000	BOOKS - CHILDREN	INGRAM LIBRARY SERVICES	BOOKS-JAN24 HARRY POTTER REPLACEMENT BC	35.78	107961
271-792.000-982.000	BOOKS - CHILDREN	INGRAM LIBRARY SERVICES	BOOKS-DEC23CHI	23.51	107961
271-792.000-982.000	BOOKS - CHILDREN	INGRAM LIBRARY SERVICES	BOOKS-JAN24CHI	24.78	107961
Total For Dept 792.000 LIBRARY - CHILDREN'S AREA				419.98	
Total For Fund 271 LIBRARY FUND				3,343.21	
Fund 481 AIRPORT IMPROVEMENT FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
481-175.000-930.000	SCREWS - HANGAR REPAIRS	AMAZON CAPITAL SERVICES, I	SCREWS - HANGAR REPAIRS	80.85	107920
481-175.000-930.000	FASTNERS & ANCHORS - HANGAR RENO	GELZER HJ & SON INC	FASTNERS & ANCHORS - HANGAR RENOVATIONS	6.98	107952
481-175.000-930.000	FUSE, LAMPHOLDER, TAPE - HANGAR	GELZER HJ & SON INC	FUSE, LAMPHOLDER, TAPE, ICE MELT	135.72	107952
481-175.000-930.000	MATERIAL FOR HANGAR REPAIRS	GELZER HJ & SON INC	MATERIAL FOR HANGAR REPAIRS	78.37	107952
481-175.000-930.000	INSTALL DOOR AND OPENER - HANGAR	THE DOOR MAN	INSTALL DOOR AND OPENER - HANGAR RENOV	6,800.00	107996
Total For Dept 175.000 ADMINISTRATIVE SERVICES				7,101.92	
Total For Fund 481 AIRPORT IMPROVEMENT FUND				7,101.92	
Fund 582 ELECTRIC FUND					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 582 ELECTRIC FUND					
Dept 000.000					
582-000.000-110.000	MACHINE BOLT - 5/8 X 3"	POWER LINE SUPPLY	INVENTORY	52.00	107982
582-000.000-110.000	CONNECTOR FOR POTHEAD - 15K	POWER LINE SUPPLY	INVENTORY	415.67	107982
582-000.000-110.000	BULB - 175 WATT METAL HALID	POWER LINE SUPPLY	INVENTORY	117.84	107982
582-000.000-110.000	KM4 - 15KV SPLICE KIT - HEN	POWER LINE SUPPLY	INVENTORY	1,906.40	107982
582-000.000-110.000	SUPER 33+ BLACK TAPE	POWER LINE SUPPLY	INVENTORY	573.00	107982
582-000.000-110.000	POLE - 45 FOOT CLASS 4	THOMASSON COMPANY	POLES INVENTORY	13,020.00	107998
582-000.000-158.000-201009	225 KVA PADMOUNT COLLEGE BAPTIST	T & R ELECTRIC SUPPLY COME	225 KVA PADMOUNT COLLEGE BAPTIST	16,953.45	107995
582-000.000-202.100	4CCH	BERRY, MARLA L	UB refund for account: 024289	85.26	107928
582-000.000-202.100	4CCH	BRIIX, STEPHEN & TANYA	UB refund for account: 026296	348.24	107929
582-000.000-202.100	4CCH	BRIIX, STEPHEN & TANYA	UB refund for account: 010531	546.26	107930
582-000.000-202.100	4ENBK1	FISK, CHARLES E	UB refund for account: 304486	6.00	107948
582-000.000-202.100	4CCH	FULLER, ELLEN	UB refund for account: 014785	127.00	107950
582-000.000-202.100	4ENBK1	GIRDHAM, ABBIGAIL E	UB refund for account: 021977	27.00	107953
582-000.000-202.100	4CCH	GOODLOCK, LESLIE A	UB refund for account: 010320	414.91	107954
582-000.000-202.100	4ENBK1	LUMSDEN, RENEE K	UB refund for account: 015932	36.66	107970
582-000.000-202.100	6ENBK1	MOOSE LODGE	UB refund for account: 013501	83.70	107975
582-000.000-202.100	4ENBK1	SCHREUR, REBEKAH H	UB refund for account: 030355	149.00	107990
582-000.000-202.100	4ENBK1	STAELENS, COLEEN S	UB refund for account: 013651	88.34	107992
582-000.000-249.100	OPERATION ROUND-UP - JAN 2024	COMMUNITY ACTION AGENCY	OPERATION ROUND-UP - JAN 2024	2,629.77	107935
582-000.000-249.100	LIEAF-6099 JANUARY 2024 P.A. 95	LARA - MI PUBLIC SERVICE (	LIEAF-6099 JANUARY 2024 P.A. 95	5,367.99	107966
582-000.000-263.000	SALES TAX - JAN 2024	STATE OF MICHIGAN	SALES TAX - JAN 2024	30,664.96	639
582-000.000-692.200	SALES TAX - JAN 2024	STATE OF MICHIGAN	SALES TAX - JAN 2024	(197.31)	639
Total For Dept 000.000				73,416.14	
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	18,474.53	791
582-175.000-726.000	CITY LOGO & PLAIN WINDOW ENVELOP	ARROW SWIFT PRINTING	CITY LOGO & PLAIN WINDOW ENVELOPES	100.14	107923
582-175.000-726.000	COPY PAPER - 45 MONROE STREET	CURRENT OFFICE SOLUTIONS	COPY PAPER - 45 MONROE STREET	162.25	107938
582-175.000-726.000	SUPPLIES	KSS ENTERPRISES	SUPPLIES	140.18	107965
582-175.000-801.000	TELEPHONE - FIBER 45 MONROE STRE	ACD.NET	TELEPHONE - FIBER 45 MONROE STREET	100.00	107917
582-175.000-801.000	FIRE EXTINGUISHERS -MAIN OFFICE	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	503.00	107922
582-175.000-801.000	POSTAGE/PRINTING- JANUARY 2024	DELAWARE SYSTEMS	POSTAGE/PRINTING- JANUARY 2024	1,230.79	107939
582-175.000-801.000	HILLSDALE BPU CLEANING - JANUARY	EAST 2 WEST ENTERPRISES, I	HILLSDALE BPU CLEANING - JANUARY 2024	195.00	107942
582-175.000-801.000	BPU BOARD MEETING PER DIEM - FEB	ERIC POTES	BPU BOARD MEETING PER DIEM - FEB 2024	12.50	107945
582-175.000-801.000	BPU BOARD MEETING PER DIEM	JEREMIAH JASON HODSHIRE	BPU BOARD MEETING PER DIEM - FEB 2024	12.50	107962
582-175.000-801.000	UTILITY EXCHANGE REPORT/WEB ACCE	ONLINE INFORMATION SERVICE	UTILITY EXCHANGE REPORT/WEB ACCESS FEE	65.32	107976
582-175.000-801.000	COMMISSION PAID FOR COLLECTIONS	ONLINE INFORMATION SERVICE	COMMISSION PAID FOR COLLECTIONS JANUARY	34.78	107976
582-175.000-801.000	BPU BOARD MEETING PER DIEM - FEB	PETER MICHAEL BECKER	BPU BOARD MEETING PER DIEM - FEB 2024	12.50	107979
582-175.000-801.000	BPU BOARD MEETING PER DIEM - FEB	PHILIP DAVID MCDOWELL	BPU BOARD MEETING PER DIEM - FEB 2024	12.50	107981
582-175.000-801.000	BPU BOARD MEETING PER DIEM - FEB	ROBERT J BATT	BPU BOARD MEETING PER DIEM - FEB 2024	12.50	107987
582-175.000-801.000	CREDIT CARD PROCESSING FEES - JA	INVOICE CLOUD, INC.	CREDIT CARD PROCESSING FEES - JAN 2024	188.06	638
582-175.000-802.000	PC SPEAKERS USB HARD DRIVE CASES	AMAZON CAPITAL SERVICES, I	PC SPEAKERS USB HARD DRIVE CASES	14.14	107920
582-175.000-802.000	SONIT NET ADMIN JANUARY 2024	SONIT SYSTEMS, LLC	SONIT NET ADMIN JANUARY 2024	366.56	107991
582-175.000-802.000	MILSOFT DISSPATC LICENSE AND UN	MILSOFT	MILSOFT DISSPATC LICENSE AND UNPLUGGEI	350.00	108004
582-175.000-802.000	IVR POOLED MONTHLY OUTAGE SUBSCR	MILSOFT	IVR POOLED MONTHLY OUTAGE SUBSCRIPTION	251.19	108004
582-175.000-806.000	LEGAL SERVICES	LOVINGER & THOMPSON, PC	LEGAL FEES	300.00	107968
582-175.000-810.000	MEMBERSHIP FEE/ANNUAL MAINTENANC	MISS DIG SYSTEM, INC.	MEMBERSHIP FEE/ANNUAL MAINTENANCE FEE	1,163.45	107974
582-175.000-850.000	TELEPHONE - POWER PLANT	ACD.NET	TELEPHONE - POWER PLANT	145.47	107917
582-175.000-850.000	TELEPHONE - FIBER 45 MONROE STRE	ACD.NET	TELEPHONE - FIBER 45 MONROE STREET	24.25	107917
582-175.000-850.000	OOMA FAXING SETUP	BSB COMMUNICATIONS INC	OOMA FAXING SETUP	7.22	107932
582-175.000-850.000	TELEPHONE	COUNTY OF HILLSDALE (MICH)	PHONE SYSTEM SOFTWARE ASSURANCE 2024	360.90	107937
582-175.000-850.000	MONTHLY VERIZON BILL - FEB 24	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 24	706.69	108005

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
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 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 582 ELECTRIC FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-880.000	COMMUNITY PROMOTION - JANUARY 20	MCKIBBIN MEDIA GROUP, INC.	COMMUNITY PROMOTION - JANUARY 2024	125.00	107972
582-175.000-880.000	HOLIDAY/HILLSDALE COUNTY CHRISMA	MCKIBBIN MEDIA GROUP, INC.	HOLIDAY/HILLSDALE COUNTY CHRISMAS	62.50	107972
582-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	75.15	780
582-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE GEN SET	19.84	781
582-175.000-920.400	503214966 - 45 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 45 MONROE ST	259.63	784
582-175.000-960.000	STOP PAYMENT FEE	SOUTHERN MI BANK & TRUST	STOP PAYMENT FEE	17.50	792
Total For Dept 175.000 ADMINISTRATIVE SERVICES				25,506.04	
Dept 543.000 PRODUCTION					
582-543.000-726.000	STAINLESS STEEL WATER COOLER/DIS	AMAZON CAPITAL SERVICES, I	STAINLESS STEEL WATER COOLER/DISPENSER	158.00	107920
582-543.000-726.000	S-722 FOAMING DEGREASER	BEAVER RESEARCH COMPANY	S-722 FOAMING DEGREASER	99.75	107926
582-543.000-726.000	WTP955 BC-415 CORROSION INHIB 47	BEAVER RESEARCH COMPANY	WTP955 BC-415 CORROSION INHIB 479	4,742.10	107926
582-543.000-726.000	WATER SERVICE - 201 WATER WORKS	HEFFERNAN SOFT WATER SERV	WATER SERVICE - 201 WATER WORKS AVE	15.10	107957
582-543.000-930.000	LIGHT BULBS/LED CORN LAMP	AMAZON CAPITAL SERVICES, I	LIGHT BULBS/LED CORN LAMP	449.10	107920
582-543.000-930.000	1/2 PVC LB/1/2 PVC FS STYLE BOX	AMERICAN COPPER AND BRASS,	1/2 PVC LB/1/2 PVC FS STYLE BOX	(9.32)	107921
582-543.000-930.000	3/4 CAP/3/4 PVC FEM ADAPTER/3/4X	AMERICAN COPPER AND BRASS,	3/4 CAP/3/4 PVC FEM ADAPTER/3/4X1/2"PVC	12.01	107921
582-543.000-930.000	3/4 PVC FS STYLE BOX/1/2PVC FS S	AMERICAN COPPER AND BRASS,	3/4 PVC FS STYLE BOX/1/2PVC FS STYLE BC	55.76	107921
582-543.000-930.000	1/2 1 HOLE RIGID STRAP/1/2 PVC T	AMERICAN COPPER AND BRASS,	1/2 1 HOLE RIGID STRAP/1/2 PVC TERM ADP	37.38	107921
Total For Dept 543.000 PRODUCTION				5,559.88	
Dept 544.000 DISTRIBUTION					
582-544.000-726.800	FORMULA FIVE CLEAN N GLAZE QT/WH	AMAZON CAPITAL SERVICES, I	FORMULA FIVE CLEAN N GLAZE QT/WHIP ANTE	59.96	107920
582-544.000-726.800	12VOLT REPLACEMENT CIG LIGHTER P	AMAZON CAPITAL SERVICES, I	12VOLT REPLACEMENT CIG LIGHTER PLUG	6.55	107920
582-544.000-726.800	ATERET 1/2 INCH BY 600 FT TWISTE	AMAZON CAPITAL SERVICES, I	ATERET 1/2 INCH BY 600 FT TWISTED POLY	247.85	107920
582-544.000-726.800	4 PVC 36"R ELBOW	AMERICAN COPPER AND BRASS,	4 PVC 36"R ELBOW	71.00	107921
582-544.000-726.800	5 OZ LEXEL CLR SEALANT	GELZER HJ & SON INC	5 OZ LEXEL CLR SEALANT	26.97	107952
582-544.000-726.800	WATER SERVICE- 45 MONROE WAREHOU	HEFFERNAN SOFT WATER SERV	WATER SERVICE- 45 MONROE WAREHOUSE	6.90	107957
582-544.000-726.800	2X4-8' CONST SPF	JONESVILLE LUMBER	2X4-8' CONST SPF	11.85	107963
582-544.000-726.800	PIN BLANKET	POWER LINE SUPPLY	SAFETY GEAR - MI WISH GRANT	12,877.42	107982
582-544.000-726.800	WELD/REPAIR TRANSFORMER CABINET	WHITE'S WELDING SERVICE	WELD/REPAIR TRANSFORMER CABINET	450.00	108010
582-544.000-730.000	ROTARY ACTUATOR/LABOR/FREIGHT	ALTEC INDUSTRIES, INC.	ROTARY ACTUATOR/LABOR/FREIGHT	5,451.92	107919
582-544.000-730.000	HERO MAINTENANCE FILTER KIT FOR	AMAZON CAPITAL SERVICES, I	HERO MAINTENANCE FILTER KIT FOR EXCAVAI	156.99	107920
582-544.000-730.000	TRUCK-LITE 10250R3 10 SERIES RED	AMAZON CAPITAL SERVICES, I	TRUCK-LITE 10250R3 10 SERIES RED LED MF	11.66	107920
582-544.000-730.000	REDUCER SLEEVE, 3" TO 2"	FAMILY FARM & HOME	REDUCER SLEEVE, 3" TO 2"	39.99	107947
582-544.000-730.000	BLUE GREASE 14 OZ	PERFORMANCE AUTOMOTIVE	BLUE GREASE 14 OZ	13.78	107978
582-544.000-740.000	FUEL - JANUARY 2024	WATKINS OIL COMPANY	FUEL - JANUARY 2024	1,508.75	108009
582-544.000-742.000	CLOTHING/UNIFORM - J. REICHART	POWERS CLOTHING, INC.	CLOTHING/UNIFORM - J. REICHART	423.00	107983
582-544.000-742.000	CLOTHING / UNIFORMS	POWERS CLOTHING, INC.	CLOTHING/UNIFORMS	26.49	107983
582-544.000-801.000	401 HILLSDALE ST CONTAINER RENTA	LRS, LLC	401 HILLSDALE ST CONTAINER RENTAL 2-1-2	107.00	107969
582-544.000-930.000	FOWLER BUILDING CONCRETE, ETC.	BECKER & SCRIVENS CONCRETE	FOWLER BUILDING CONCRETE, ETC.	313.94	107927
582-544.000-930.000	2NS SAND - COLLEGE SIDEWALK	BECKER & SCRIVENS CONCRETE	2NS SAND - COLLEGE SIDEWALK	21.96	107927
582-544.000-930.000	2NS SAND - FOWLER BUILDING	BECKER & SCRIVENS CONCRETE	2NS SAND - FOWLER BUILDING	173.16	107927
582-544.000-970.000-215040	RAM5500/VST-40-MHI SMALL BUCKET	CUSTOM TRUCK ONE SOURCE, I	100_02131 RAM 5500/VST-40-MHI 2024	184,264.00	790
Total For Dept 544.000 DISTRIBUTION				206,271.14	
Total For Fund 582 ELECTRIC FUND				310,753.20	
Fund 588 DIAL A RIDE					
Dept 596.000 DIAL-A-RIDE					
588-596.000-726.000	GLASS CLEANER FOR DART	AMAZON CAPITAL SERVICES, I	GLASS CLEANER FOR DART	29.76	107920
588-596.000-726.000	SQUEEGEE FOR DART	AMAZON CAPITAL SERVICES, I	SQUEEGEE FOR DART	6.99	107920
588-596.000-726.000	BROOM HANDLE, WASH BRUSH AND HAN	AMAZON CAPITAL SERVICES, I	WASH BRUSH, STROBE LIGHT, GLOVES, BROOM	69.58	107920
588-596.000-730.000	PIGTAIL AND CAPSULE FOR #63	PERFORMANCE AUTOMOTIVE	PIGTAIL AND CAPSULE FOR #63	15.08	107978



GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 588 DIAL A RIDE					
Dept 596.000 DIAL-A-RIDE					
588-596.000-740.000	GAS FOR DART	WATKINS OIL COMPANY	GAS FOR DART	2,175.85	108009
588-596.000-801.000	FIRE EXTINGUISHERS - DART	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	67.00	107922
588-596.000-801.000	CINTAS RUG & MOP RENTALS JANUARY	CINTAS CORPORATION	CINTAS RUG & MOP RENTALS JANUARY 2024	15.95	107933
588-596.000-801.000	CHANGED LEFT FRONT ROTOR ON #62	HILLSDALE COMMUNITY SCHOOI	CHANGED LEFT FRONT ROTOR ON #62	305.65	107959
588-596.000-955.588	DRUG SCREENING FOR SANDRA LADD	HILLSDALE HOSPITAL	DRUG SCREENING FOR SANDRA LADD	23.00	107960
Total For Dept 596.000 DIAL-A-RIDE				2,708.86	
Total For Fund 588 DIAL A RIDE				2,708.86	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-158.000-215005	WESTWOOD STAKING SERVICES	THE MANNIK & SMITH GROUP,	WESTWOOD SURVEYING SERVICES	1,500.00	107997
590-000.000-202.100	SCCH	LUMSDEN, RENEE K	UB refund for account: 015932	35.02	107970
590-000.000-202.100	SCCH	MOOSE LODGE	UB refund for account: 013501	28.12	107975
Total For Dept 000.000				1,563.14	
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	3,807.03	791
590-175.000-726.000	NOTE PADS/STICKERS	AMAZON CAPITAL SERVICES, I	NOTE PADS/STICKERS	22.40	107920
590-175.000-726.000	CITY LOGO & PLAIN WINDOW ENVELOP	ARROW SWIFT PRINTING	CITY LOGO & PLAIN WINDOW ENVELOPES	50.07	107923
590-175.000-726.000	COPY PAPER - 45 MONROE STREET	CURRENT OFFICE SOLUTIONS	COPY PAPER - 45 MONROE STREET	81.13	107938
590-175.000-726.000	SUPPLIES	KSS ENTERPRISES	SUPPLIES	70.09	107965
590-175.000-801.000	TELEPHONE - FIBER 45 MONROE STRE	ACD.NET	TELEPHONE - FIBER 45 MONROE STREET	50.00	107917
590-175.000-801.000	FIRE EXTINGUISHERS -MAIN OFFICE	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	595.50	107922
590-175.000-801.000	FIRST AID SUPPLIES	CINTAS CORPORATION	FIRST AID SUPPLIES	282.21	107933
590-175.000-801.000	POSTAGE/PRINTING- JANUARY 2024	DELAWARE SYSTEMS	POSTAGE/PRINTING- JANUARY 2024	615.39	107939
590-175.000-801.000	HILLSDALE BPU CLEANING - JANUARY	EAST 2 WEST ENTERPRISES, I	HILLSDALE BPU CLEANING - JANUARY 2024	97.50	107942
590-175.000-801.000	BPU BOARD MEETING PER DIEM - FEB	ERIC POTES	BPU BOARD MEETING PER DIEM - FEB 2024	6.25	107945
590-175.000-801.000	BPU BOARD MEETING PER DIEM	JEREMIAH JASON HODSHIRE	BPU BOARD MEETING PER DIEM - FEB 2024	6.25	107962
590-175.000-801.000	UTILITY EXCHANGE REPORT/WEB ACCE	ONLINE INFORMATION SERVICE	UTILITY EXCHANGE REPORT/WEB ACCESS FEE	32.66	107976
590-175.000-801.000	COMMISSION PAID FOR COLLECTIONS	ONLINE INFORMATION SERVICE	COMMISSION PAID FOR COLLECTIONS JANUARY	17.39	107976
590-175.000-801.000	BPU BOARD MEETING PER DIEM - FEB	PETER MICHAEL BECKER	BPU BOARD MEETING PER DIEM - FEB 2024	6.25	107979
590-175.000-801.000	BPU BOARD MEETING PER DIEM - FEB	PHILIP DAVID MCDOWELL	BPU BOARD MEETING PER DIEM - FEB 2024	6.25	107981
590-175.000-801.000	BPU BOARD MEETING PER DIEM - FEB	ROBERT J BATT	BPU BOARD MEETING PER DIEM - FEB 2024	6.25	107987
590-175.000-801.000	CREDIT CARD PROCESSING FEES - JA	INVOICE CLOUD, INC.	CREDIT CARD PROCESSING FEES - JAN 2024	94.02	638
590-175.000-802.000	IPHONE OTTER BOX WS ONCALL	AMAZON CAPITAL SERVICES, I	IPHONE OTTER BOX WS ONCALL	11.79	107920
590-175.000-802.000	PHONE CHARGERS AND CABLES WS IPH	AMAZON CAPITAL SERVICES, I	PHONE CHARGERS AND CABLES WS IPHONE	23.98	107920
590-175.000-802.000	PC SPEAKERS USB HARD DRIVE CASES	AMAZON CAPITAL SERVICES, I	PC SPEAKERS USB HARD DRIVE CASES	7.07	107920
590-175.000-802.000	SONIT NET ADMIN JANUARY 2024	SONIT SYSTEMS, LLC	SONIT NET ADMIN JANUARY 2024	183.28	107991
590-175.000-802.000	MILSOFT DISSPATCH LICENSE AND UN	MILSOFT	MILSOFT DISSPATCH LICENSE AND UNPLUGGEL	175.00	108004
590-175.000-802.000	IVR POOLED MONTHLY OUTAGE SUBSCR	MILSOFT	IVR POOLED MONTHLY OUTAGE SUBSCRIPTION	125.60	108004
590-175.000-810.000	MEMBERSHIP FEE/ANNUAL MAINTENANC	MISS DIG SYSTEM, INC.	MEMBERSHIP FEE/ANNUAL MAINTENANCE FEE	581.72	107974
590-175.000-850.000	TELEPHONE - WWTP-101 W GALLOWAY	ACD.NET	TELEPHONE - WWTP-101 W GALLOWAY	96.98	107917
590-175.000-850.000	TELEPHONE - FIBER 45 MONROE STRE	ACD.NET	TELEPHONE - FIBER 45 MONROE STREET	12.12	107917
590-175.000-850.000	OOMA FAXING SETUP	BSB COMMUNICATIONS INC	OOMA FAXING SETUP	3.61	107932
590-175.000-850.000	TELEPHONE	COUNTY OF HILLSDALE (MICH)	PHONE SYSTEM SOFTWARE ASSURANCE 2024	180.46	107937
590-175.000-850.000	MONTHLY VERIZON BILL - FEB 24	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 24	217.06	108005
590-175.000-880.000	COMMUNITY PROMOTION - JANUARY 20	MCKIBBIN MEDIA GROUP, INC.	COMMUNITY PROMOTION - JANUARY 2024	62.50	107972
590-175.000-880.000	HOLIDAY/HILLSDALE COUNTY CHRISMA	MCKIBBIN MEDIA GROUP, INC.	HOLIDAY/HILLSDALE COUNTY CHRISTMAS	31.25	107972
590-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	37.57	780
590-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE GEN SEI	9.92	781
590-175.000-920.400	503214966 - 45 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 45 MONROE ST	129.82	784
590-175.000-955.588	PHYSICALS, DRUG SCREENS, DALE HO	HILLSDALE HOSPITAL	PHYSICALS, DRUG SCREENS, DALE HOGUE	53.50	107960

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-960.000	STOP PAYMENT FEE	SOUTHERN MI BANK & TRUST	STOP PAYMENT FEE	8.75	792
Total For Dept 175.000 ADMINISTRATIVE SERVICES				7,798.62	
Dept 546.000 OPERATIONS					
590-546.000-730.039	TRANSMISSION ASSEMBLY - REMOVE/R	PHAT JAXX AUTOMOTIVE, LLC.	TRANSMISSION ASSEMBLY - REMOVE/REPLACE-	3,071.21	107980
590-546.000-920.400	504504154 - 135 BARBER ST	MICH GAS UTILITIES	NATURAL GAS UTILITY - 135 BARBER ST	38.89	782
590-546.000-930.000	DD SLING/LIFTING SLINGS	AMAZON CAPITAL SERVICES, I	DD SLING/LIFTING SLINGS	281.84	107920
Total For Dept 546.000 OPERATIONS				3,391.94	
Dept 547.000 TREATMENT					
590-547.000-727.500	SUPPLIES - CHLORINE	WATER SOLUTIONS UNLIMITED,	CHLORINE 1495LB SHORT FILL BULK CYLINDE	2,158.45	108008
590-547.000-727.700	SUPPLIES - DIOXIDE	WATER SOLUTIONS UNLIMITED,	CHLORINE 1495LB SHORT FILL BULK CYLINDE	1,052.50	108008
590-547.000-727.800	EMD 00 YL 36-05	WATER SOLUTIONS UNLIMITED,	EMD 00 YL 36-05	203.20	108008
590-547.000-740.000	FUEL - JANUARY 2024	WATKINS OIL COMPANY	FUEL - JANUARY 2024	606.25	108009
590-547.000-801.000	L.L.HG QUARTERLY SAMPLES	MERIT LABORATORIES	L.L.HG QUARTERLY SAMPLES	368.00	107973
590-547.000-920.400	505161747 - 101 W GALLOWAY MN	MICH GAS UTILITIES	NATURAL GAS UTILITY - 101 W GALLOWAY MN	1,343.03	777
590-547.000-920.400	504904602 - 101 W GALLOWAY	MICH GAS UTILITIES	NATURAL GAS UTILITY - 101 W GALLOWAY	990.96	778
590-547.000-920.400	504756735 - W GALLOWAY GR	MICH GAS UTILITIES	NATURAL GAS UTILITY - W GALLOWAY GR	165.40	783
590-547.000-930.900	SPECTROPHOTOMER WIT	USABLUBOOK	SPECTROPHOTOMER WIT	7,081.80	108003
Total For Dept 547.000 TREATMENT				13,969.59	
Total For Fund 590 SEWER FUND				26,723.29	
Fund 591 WATER FUND					
Dept 000.000					
591-000.000-158.000-215005	WESTWOOD STAKING SERVICES	THE MANNIK & SMITH GROUP,	WESTWOOD SURVEYING SERVICES	1,500.00	107997
591-000.000-158.000-215006	WATER VALVE PROJECT (CDBG GRANT)	CONCORD EXCAVATING & GRAD	CDBG - WATER VALVE PROJECT	97,151.93	107936
591-000.000-202.100	WCCH	LUMSDEN, RENEE K	UB refund for account: 015932	32.82	107970
591-000.000-202.100	WCCH	MOOSE LODGE	UB refund for account: 013501	24.51	107975
591-000.000-202.100	WCCH	STAELENS, COLEEN S	UB refund for account: 013651	29.07	107992
Total For Dept 000.000				98,738.33	
Dept 175.000 ADMINISTRATIVE SERVICES					
591-175.000-716.000	RETIREMENT	MERS	RETIREMENT CONTRIBUTIONS - 300101	3,992.91	791
591-175.000-726.000	CITY LOGO & PLAIN WINDOW ENVELOP	ARROW SWIFT PRINTING	CITY LOGO & PLAIN WINDOW ENVELOPES	50.07	107923
591-175.000-726.000	COPY PAPER - 45 MONROE STREET	CURRENT OFFICE SOLUTIONS	COPY PAPER - 45 MONROE STREET	81.12	107938
591-175.000-726.000	SUPPLIES	KSS ENTERPRISES	SUPPLIES	70.08	107965
591-175.000-801.000	TELEPHONE - FIBER 45 MONROE STRE	ACD.NET	TELEPHONE - FIBER 45 MONROE STREET	50.00	107917
591-175.000-801.000	FIRE EXTINGUISHERS -MAIN OFFICE	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	122.50	107922
591-175.000-801.000	POSTAGE/PRINTING- JANUARY 2024	DELAWARE SYSTEMS	POSTAGE/PRINTING- JANUARY 2024	615.39	107939
591-175.000-801.000	HILLSDALE BPU CLEANING - JANUARY	EAST 2 WEST ENTERPRISES, I	HILLSDALE BPU CLEANING - JANUARY 2024	97.50	107942
591-175.000-801.000	BPU BOARD MEETING PER DIEM - FEB	ERIC POTES	BPU BOARD MEETING PER DIEM - FEB 2024	6.25	107945
591-175.000-801.000	BPU BOARD MEETING PER DIEM	JEREMIAH JASON HODSHIRE	BPU BOARD MEETING PER DIEM - FEB 2024	6.25	107962
591-175.000-801.000	UTILITY EXCHANGE REPORT/WEB ACCE	ONLINE INFORMATION SERVICE	UTILITY EXCHANGE REPORT/WEB ACCESS FEE	32.66	107976
591-175.000-801.000	COMMISSION PAID FOR COLLECTIONS	ONLINE INFORMATION SERVICE	COMMISSION PAID FOR COLLECTIONS JANUARY	17.39	107976
591-175.000-801.000	BPU BOARD MEETING PER DIEM - FEB	PETER MICHAEL BECKER	BPU BOARD MEETING PER DIEM - FEB 2024	6.25	107979
591-175.000-801.000	BPU BOARD MEETING PER DIEM - FEB	PHILIP DAVID MCDOWELL	BPU BOARD MEETING PER DIEM - FEB 2024	6.25	107981
591-175.000-801.000	BPU BOARD MEETING PER DIEM - FEB	ROBERT J BATT	BPU BOARD MEETING PER DIEM - FEB 2024	6.25	107987
591-175.000-801.000	CREDIT CARD PROCESSING FEES - JA	INVOICE CLOUD, INC.	CREDIT CARD PROCESSING FEES - JAN 2024	94.02	638
591-175.000-802.000	IPHONE OTTER BOX WS ONCALL	AMAZON CAPITAL SERVICES, I	IPHONE OTTER BOX WS ONCALL	11.80	107920
591-175.000-802.000	PHONE CHARGERS AND CABLES WS IPH	AMAZON CAPITAL SERVICES, I	PHONE CHARGERS AND CABLES WS IPHONE	23.98	107920
591-175.000-802.000	PC SPEAKERS USB HARD DRIVE CASES	AMAZON CAPITAL SERVICES, I	PC SPEAKERS USB HARD DRIVE CASES	7.07	107920
591-175.000-802.000	SONIT NET ADMIN JANUARY 2024	SONIT SYSTEMS, LLC	SONIT NET ADMIN JANUARY 2024	183.28	107991

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
591-175.000-802.000	MILSOFT DISSPATCH LICENSE AND UNMILSOFT	MILSOFT	MILSOFT DISSPATCH LICENSE AND UNPLUGGEL	175.00	108004
591-175.000-802.000	IVR POOLED MONTHLY OUTAGE SUBSCR MILSOFT		IVR POOLED MONTHLY OUTAGE SUBSCRIPTION	125.60	108004
591-175.000-810.000	MEMBERSHIP FEE/ANNUAL MAINTENANC MISS DIG SYSTEM, INC.		MEMBERSHIP FEE/ANNUAL MAINTENANCE FEE	581.73	107974
591-175.000-850.000	TELEPHONE - WTP 401 HILLSDALE ST ACD.NET		TELEPHONE - WTP 401 HILLSDALE STREET	96.98	107917
591-175.000-850.000	TELEPHONE - FIBER 45 MONROE STRE ACD.NET		TELEPHONE - FIBER 45 MONROE STREET	12.12	107917
591-175.000-850.000	OOMA FAXING SETUP	BSB COMMUNICATIONS INC	OOMA FAXING SETUP	3.61	107932
591-175.000-850.000	TELEPHONE	COUNTY OF HILLSDALE (MICH)	PHONE SYSTEM SOFTWARE ASSURANCE 2024	180.46	107937
591-175.000-850.000	MONTHLY VERIZON BILL - FEB 24	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 24	217.06	108005
591-175.000-880.000	COMMUNITY PROMOTION - JANUARY 20	MCKIBBIN MEDIA GROUP, INC.	COMMUNITY PROMOTION - JANUARY 2024	62.50	107972
591-175.000-880.000	HOLIDAY/HILLSDALE COUNTY CHRISMA	MCKIBBIN MEDIA GROUP, INC.	HOLIDAY/HILLSDALE COUNTY CHRISTMAS	31.25	107972
591-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	37.57	780
591-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE GEN SET	9.92	781
591-175.000-920.400	503214966 - 45 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 45 MONROE ST	129.82	784
591-175.000-955.588	PHYSICALS, DRUG SCREENS, DALE HO	HILLSDALE HOSPITAL	PHYSICALS, DRUG SCREENS, DALE HOGUE	53.50	107960
591-175.000-960.000	STOP PAYMENT FEE	SOUTHERN MI BANK & TRUST	STOP PAYMENT FEE	8.75	792
Total For Dept 175.000 ADMINISTRATIVE SERVICES				7,206.89	
Dept 544.000 DISTRIBUTION					
591-544.000-730.039	TRANSMISSION ASSEMBLY - REMOVE/R	PHAT JAXX AUTOMOTIVE, LLC.	TRANSMISSION ASSEMBLY - REMOVE/REPLACE-	3,071.20	107980
591-544.000-740.000	FUEL - JANUARY 2024	WATKINS OIL COMPANY	FUEL - JANUARY 2024	606.26	108009
591-544.000-742.000	CLOTHING/UNIFORMS - D. HOGUE	POWERS CLOTHING, INC.	CLOTHING/UNIFORMS - D. HOGUE	816.50	107983
591-544.000-742.000	CLOTHING / UNIFORMS	POWERS CLOTHING, INC.	CLOTHING/UNIFORMS	26.50	107983
591-544.000-930.000	1 90 ELBOW-PRESS	AMERICAN COPPER AND BRASS,	1 90 ELBOW-PRESS	21.03	107921
591-544.000-930.000	400 AMP AC CLAMP METER	AMERICAN COPPER AND BRASS,	400 AMP AC CLAMP METER	106.63	107921
591-544.000-930.000	CUT APART ALUM GRATES TO SIZE AW	ECKELBERRY'S WELDING	CUT APART ALUM GRATES TO SIZE AWD WELD	385.00	107943
591-544.000-930.000	HARDWARE	GELZER HJ & SON INC	HARDWARE	18.32	107952
591-544.000-930.000	80 CPVC PIPE	USABLUEBOOK	80 CPVC PIPE	67.90	108003
591-544.000-930.000	WALCHEN 5-PN CONNECTOR FOR EW-Y	USABLUEBOOK	WALCHEN 5-PN CONNECTOR FOR EW-Y	210.00	108003
591-544.000-930.990	PATTERN VALVE-NO LEAD FORD/1 BAL	ETNA SUPPLY COMPANY	PATTERN VALVE-NO LEAD FORD/1 BALL CORP	5,170.00	107946
591-544.000-930.990	C44-34-NL-3/4X1 PJ-CTS COUPLING	ETNA SUPPLY COMPANY	C44-34-NL-3/4X1 PJ-CTS COUPLING NO LEA	737.50	107946
591-544.000-930.990	LSL REPLACEMENTS WITH RJT CONSTR	RJT CONSTRUCTION CO.	LEAD SERVICE LINE REPLACEMENTS TO FINI	4,305.00	107986
Total For Dept 544.000 DISTRIBUTION				15,541.84	
Dept 545.000 PURIFICATION					
591-545.000-920.400	504558065 - 401 HILLSDALE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 401 HILLSDALE	428.36	779
591-545.000-930.000	3/4 SCH80 TRUE UNION	AMERICAN COPPER AND BRASS,	3/4 SCH80 TRUE UNION	70.00	107921
591-545.000-930.000	HEAD MACHINED SC2 HVPP LMI	USABLUEBOOK	HEAD MACHINED SC2 HVPP LMI	(197.00)	108003
591-545.000-930.000	14.4 GPD 150 PSI; WALCHEM METERI	USABLUEBOOK	14.4 GPD 150 PSI; WALCHEM METERING PUM	841.00	108003
Total For Dept 545.000 PURIFICATION				1,142.36	
Total For Fund 591 WATER FUND				122,629.42	
Fund 633 PUBLIC SERVICES INV. FUND					
Dept 000.000					
633-000.000-101.000	SALT (TONS)	DETROIT SALT COMPANY, LLC	48.75 TON OF SALT	3,019.09	107940
633-000.000-101.000	SALT (TONS)	DETROIT SALT COMPANY, LLC	49.77 TON OF SALT	3,082.26	107940
633-000.000-101.000	SALT (TONS)	DETROIT SALT COMPANY, LLC	47.77 TON OF SALT	2,958.40	107940
633-000.000-101.000	SALT (TONS)	DETROIT SALT COMPANY, LLC	50.19 TON SALT	3,108.27	107940
633-000.000-101.000	COLD PATCH	UNIQUE PAVING MATERIALS CC	23.03 COLD PATCH	3,006.57	108002
Total For Dept 000.000				15,174.59	
Total For Fund 633 PUBLIC SERVICES INV. FUND				15,174.59	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 02/15/2024 - 02/15/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 640 REVOLVING MOBILE EQUIP. FUND					
Dept 443.000 MOBILE EQUIPMENT MAINTENANCE					
640-443.000-726.000	SHOP SUPPLIES	PERFORMANCE AUTOMOTIVE	FILTERS, OIL FOR 2, 5 AND 6 AND SHOP SU	37.13	107978
640-443.000-726.000	SUPPLIES	PURITY CYLINDER GASES, INC	ACETYLENE AND IND GAS, MEDIUM	80.28	107984
640-443.000-730.000	STROBE LIGHT FOR #4	AMAZON CAPITAL SERVICES, I	WASH BRUSH, STROBE LIGHT, GLOVES, BROOM	33.38	107920
640-443.000-730.000	FILTERS, OIL FOR 2, 5 AND 6	PERFORMANCE AUTOMOTIVE	FILTERS, OIL FOR 2, 5 AND 6 AND SHOP SU	149.36	107978
640-443.000-730.000	8MXT X 50FT BX AND 8G 8MP FOR #4	PERFORMANCE AUTOMOTIVE	8MXT X 50FT BX AND 8G 8MP FOR #42	65.54	107978
640-443.000-730.000	HUB SPINNER WITH SET SCREW INTER	TRUCK & TRAILER SPECIALTIE	HUB SPINNER WITH SET SCREW INTERNAL SHF	71.94	108001
640-443.000-740.000	GAS FOR DPS	WATKINS OIL COMPANY	GAS FOR DART, ASSESSING AND ZONING	4,543.31	108009
640-443.000-801.000	SHOP RAGS	CINTAS CORPORATION	UNIFORMS, MATS AND SHOP RAGS FOR DPS	5.00	107933
640-443.000-801.000	SHOP RAGS	CINTAS CORPORATION	UNIFORMS, MATS AND SHOP RAGS FOR DPS	5.00	107933
640-443.000-801.000	SHOP RAGS	CINTAS CORPORATION	UNIFORMS, MATS AND SHOP RAGS FOR DPS	5.00	107933
640-443.000-801.000	WELDED HITCH ON #14	HILLSDALE COMMUNITY SCHOOI	WELDED HITCH ON #14	110.00	107959
640-443.000-801.000	FIXED PLOW WIRING ON #11	HILLSDALE COMMUNITY SCHOOI	FIXED PLOW WIRING ON #11	157.68	107959
640-443.000-801.000	FIXED CONNECTOR ON TRUCK #40	HILLSDALE COMMUNITY SCHOOI	FIXED CONNECTOR ON TRUCK #40	187.50	107959
640-443.000-920.000	505153845 - 149 WATERWORKS - RME	MICH GAS UTILITIES	NATURAL GAS UTILITY - 149 WATERWORKS	726.67	787
Total For Dept 443.000 MOBILE EQUIPMENT MAINTENANCE				6,177.79	
Total For Fund 640 REVOLVING MOBILE EQUIP. FUND				6,177.79	
Fund 663 FIRE VEHICLE & EQUIPMENT FUND					
Dept 336.000 FIRE DEPARTMENT					
663-336.000-970.000	MSA ALTAIR 4X GAS DETECTOR AND C	MACQUEEN EMERGENCY GROUP	MSA ALTAIR 4X GAS DETECTOR AND CASE	1,003.11	107971
Total For Dept 336.000 FIRE DEPARTMENT				1,003.11	
Total For Fund 663 FIRE VEHICLE & EQUIPMENT FUND				1,003.11	

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

Fund 101 GENERAL FUND	114,156.56
Fund 202 MAJOR ST./TRUNK	634.98
Fund 203 LOCAL STREET FUND	2,134.98
Fund 208 RECREATION FUND	1,461.87
Fund 271 LIBRARY FUND	3,343.21
Fund 481 AIRPORT IMPROVEMENT	7,101.92
Fund 582 ELECTRIC FUND	310,753.20
Fund 588 DIAL A RIDE	2,708.86
Fund 590 SEWER FUND	26,723.29
Fund 591 WATER FUND	122,629.42
Fund 633 PUBLIC SERVICES	15,174.59
Fund 640 REVOLVING MOBILITY	6,177.79
Fund 663 FIRE VEHICLE & EQUIPMENT	1,003.11

Total For All Funds:	<u>614,003.78</u>
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**CITY COUNCIL MINUTES**

City of Hillsdale  
February 19, 2024  
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 Anthony Vear, Ward 1 R Greg Stuchell, Ward 1 William Morrissey, Ward 2 Cynthia Pratt, Ward 2 Bruce Sharp, Ward 3 Gary Wolfram, Ward 3 Robert Socha, Ward 4 Joshua Paladino, Ward 4
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Council Members absent:	None
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Also Present: Katy Price (City Clerk), Jason Blake (DPS Director), Scott Hephner (Chief HCPD/HCFD), Larry Jones, Larry Walworth and Doug Ingles.

**Approval of Agenda**

Councilman Vear asked about clarification on February 5, 2024 Council Minutes on the two (2) motion for Old Business A. Scarecrow Festival Fees.

Councilman Paladino asked on the Public Services minutes regarding the civil infraction fine changes and setting a public hearing.

Motion by Councilman Socha support by Councilmember Pratt to approve the agenda as presented.

By a voice vote, the motion passed unanimously.

**Public Comment**

Jack McLain, Hillsdale Township, commented on the Council minutes and the Howell Street lights and permit procedure.

**Consent Agenda**

- A. Approval of Bills
  - 1. City and BPU Claims of February 1, 2024 - \$1,321,940.36
  - 2. Payroll of February 15, 2024 - \$189,343.76
- B. City Council Minutes of January 16, 2024, February 5, 2024
- C. Finance Committee Minutes of February 5, 2024
- D. Election Commission Minutes of February 2, 2024
- E. Shade Tree Minutes of February 7, 2024
- F. Public Services Committee Minutes of February 12, 2024
- G. Right of Way Request- Annual HCCF Youth 5k
- H. BPU Carleton Lift Station Upgrade
- I. BPU Eaton Water Meter Nodes
- J. BPU WTP High Service Pump 1 Replacement
- K. BPU Water Meters

Councilman Socha inquired about BPU items and if they were budgeted for.

Motion by Councilmember Socha seconded by Councilmember Pratt to approve the consent agenda as presented.

Roll Call:

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

Motion passed 9-0

**Communications/Petitions**

- A. Brush Collection
- B. Cemetery Spring Clean-up Notice
- C. Spring Newsletter
- D. 2024 Voter Information Guide
- E. Community Center Grant Update
- F. Hillsdale County Commissioner Update – Doug Ingles

City Manager Mackie gave an update on the grant submittal for the Mitchell Research Center, the City did not receive any funds for the project.

Commissioner Ingles reported on a Material Management Plan needed for the County required by the State of Michigan. The County’s intent of plan needs to be submitted by July 6, 2024. Ingles reported stop lights on Moore Rd by Meijer store intersection will be in effective on February 26, 2024. Mr. Ingles reviewed the reconstruction of the Courthouse.

Information is presented for information only.

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

None

**Old Business**

- A. Right of Way Permit Fee Schedule

Jason Blake, DPS Director started on February 12, 2024, City staff and Public Services Committee met to review and discuss the proposed right-of-way permit fees for special events. The Committee reviewed several other municipalities’ fee schedules. The Public Service Committee recommends City Council approve the proposed fee schedule update and suggest an annual review as part of the budget process.

Lengthy Council discussion ensued.

Motion by Councilman Sharp support by Councilmember Morrisey to approve the Right of Way Permit Fees as present

Roll Call:

Council Member Paladino	Aye
Council Member Vear	Aye
Council Member Sharp	Aye
Council Member Stuchell	Aye
Council Member Socha	Aye
Mayor Stockford	Aye
Council Member Morrisey	Aye
Council Member Wolfram	Aye

Council Member Pratt      Aye

Motion passed 9-0

**New Business**

A. Emergency On-call Service Holiday City Agreement

David Mackie, City Manager reported the HBPU electric department has been approached by AMP to consider providing after hours emergency services to the Village of Holiday City, OH. The contract would be between AMP and the City of Hillsdale BPU. BPU would not be required to perform routine maintenance and would only be required to respond to after hours and weekend outages. BPU would not be required to respond if we had outages on our own system, our customers would always be restored first, in the event that both utilities had outages. The system is very small, approximately 45 electric meters and usually only incurs 3-5 outages a year. The line crew has gone to Holiday City and surveyed the system. They are open to consideration and have requested that if we choose to enter into an agreement that we have an opt-out after one (1) year.

The BPU Board recommends the City Council approve a one (1) year contract with AMP for services to Holiday City.

Motion by Councilman Socha support by Councilmember Vear to approve the one (1) year contract with AMP and Holiday City.

By a voice vote, the motion passed unanimously.

B. LRS Trash Services Contract

David Mackie, City Manager mentioned The city received bids for solid waste and recycling services from Lakeshore Recycling Systems (LRS) and Granger Waste Management. Bids were presented to Council on January 16, 2024. City Council approved a five-year proposal from Lakeshore Recycling Services.

Jason Blake, DPS Director reported the contracts were reviewed by Attorney Tom Thompson and have been agreed upon by LRS Systems. There are no changes in the price structure previously presented to council.

Residential trash service will be \$14.34/month, residents may also choose to have recycling service for an additional \$3.61/month. LRS will provide 96 gallon carts for both services with weekly and biweekly collection respectively.

Motion by Councilman Socha support by Councilmember Sharp approve the LRS Trash Services Contract as presented.

Roll Call:

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

Motion passed 9-0

**Miscellaneous Reports**

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

**General Public Comment**



Larry Walworth, 39 Leroy St., commented on leaf piles procedure, flag etiquette and reported on the animal at large issue he had and the information he received from his FOIA report.

**City Manager's Report**

Election – Nine (9) day Early Voting Site open for early voting.

City Clerk's Office will be open Saturday, 9am -5pm to issue Absentee Ballots.

Election Day is on Tuesday, February 27, 2024. Residents vote at the Hillsdale Community Library polls open at 7am and close at 8pm.

Tax collection due February 14, 2024. Late payments can be made to tax office through March 1<sup>st</sup>.

Board of Review will meet to hear appeals on March 11 9am- 3pm and March 12 from 3pm- 9pm.

DPS met with MDOT railroad and Hallett Street Bridge will receive flashing street lights.

Playground equipment at Waterworks Park will be removed and replaced with new equipment will happen in phases and has started.

**Council Comments**

Councilman Socha asked that the Code Enforcement department verify the violation before sending out an enforcement letter from a complaint.

Councilman Sharp thanked DPS for a job well done with salting and clearing the streets/sidewalks.

Councilmember Pratt asked about BPU billing and statements.

**Adjournment**

Motion by Councilmember Sharp, seconded by Councilmember Vear, to adjourn the meeting.

By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:05 p.m.

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Adam Stockford, Mayor

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Katy Price, City Clerk

CITY OF HILLSDALE FINANCE COMMITTEE

Place: City Hall Second Floor Conference Room

Date: February 19, 2024

Time: 6:30 PM

PRESENT:

COMMITTEE: Bruce Sharp, Gary Wolfram, Will Morrisey

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

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 336: high pressure line broke for Jaws of Life

Department 595: fix brake lines for airport crew car

Department 595: fix engine mounts airport crew car

Fund 202

Department 450: soy release agent for asphalt work

Fund 582

Department 000: padmount transformer for addition at College Baptist Church

Department 544: grant was awarded for various equipment

Department 544: bucket truck light system

Fund 590

Department 547: lab equipment used for waste water treatment

Fund 591

Department 175: membership dues for Miss Dig for underground excavation

Motioned by Morrisey seconded by Sharp to approve.

Motion passed 3-0.

Motioned by Morrisey and seconded by Sharp to adjourn.

Motion passed 3-0.

Adjournment 6:42 PM

Minutes prepared by Gary Wolfram

City Council Members Present:

Josh Paladino – Chair  
Robert Socha – Secretary  
Tony Vear

City Staff Present:

David Mackie  
Jason Blake  
Kimberly Thomas  
Police Chief Hephner

Public Present:

Jack McLain

Call to Order: 6:00 PM

1. Approval of Agenda –
  - a. Motion by Councilman Socha; Second by Councilman Vear; Unanimous
2. Public Comment –
  - a. Jack McLain complained about not permits for barricades for lights across Howell
3. Revised Fines for Civil Infractions:
  - a. Motion to Recommend amended sections 20-31, 20-32, 20-33 to Full Council to set a public hearing for Adoption of Ordinances at next City Council meeting on Monday, March 4, 2024
  - b. Motion by Councilman Socha; Second by Councilman Vear; Unanimous
4. Littering
  - a. Covered by city and state ordinances
5. Revised Fees and language for Use and Occupancy Permits – Sections 6-63, 6-65, 6-67
  - a. Motion to send following fees to Full Council for Adoption at next City Council meeting on Monday, March 4, 2024
    - i. \$50 Application Fee, \$50 Inspection Fee, \$50 Reinspection Fee
    - ii. Motion by Councilman Paladino; Second by Councilman Vear; Unanimous
  - b. Section 6-63, 6-65, 6-67 – Occupancy Permits
    - i. Motion to Recommend amended sections 6-63, 6-65, 6-67 to Full Council to set a public hearing for Adoption of Ordinances at next City Council meeting on Monday, March 4, 2024
    - ii. Motion by Councilman Paladino; Second by Councilman Vear; Unanimous
    - iii. Discussion on Parking bans and limitations
6. Purchase Leaf Collection Machine Mowing Attachment
  - a. Recommend to full council for purchase Trackless Boom Mower attachment to mow Baw Beese Trail Paths and other applicable municipal areas for \$36,352.00
    - i. NOTE: Significant immediate labor savings to city budget
  - b. Motion by Councilman Socha; Seconded by Councilman Paladino; Unanimous

7. Next meeting on March 25, 2024
  - a. Vendor Fees
  - b. Parking Fees
  - c. Storage of Vehicles
  - d. 2024 Budget
8. Motion to Adjourn Councilman Socha; Second Councilman Vear; Unanimous
  - a. Adjourn at 7:37 PM

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** March 4, 2024  
**Agenda Item:** **Consent Agenda**  
**Subject:** Taste of Manning Street Closure

**Background:**

Hillsdale College has submitted a request for the closure of N. Manning Street between Fayette and River Streets for the annual Taste of Manning event. Request is for Saturday April 20, 2024 from 11:00 a.m. till 1:00 p.m. See attached Traffic Control Order.

A noise variance has also been requested for this event.

**Recommendation:**

Approval is recommended as this is an annual event.

Scott A. Hephner



Chief of Police / Fire Chief

**TRAFFIC CONTROL ORDER**  
**2024-06**

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.

**N. Manning St. between E. Fayette and River St. will be closed to all traffic from 11:00 a.m. to 1:00 p.m. on Saturday, April 20, 2024 for the annual "Taste of Manning event" (neighborhood block party).**

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

02/27/2024  
\_\_\_\_\_  
Date

Received for filing in the office of the City Clerk at \_\_\_\_\_ p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
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 \_\_\_\_\_, 2024.

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

Attest:

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



February 8, 2024

Scott A. Hephner  
Chief of Police  
97 Broad Street  
Hillsdale, MI 49242

Dear Chief Hephner:

Hillsdale College is requesting a noise variance for Saturday, April 20, 2024 starting at 11:00 a.m. and ending at 1:00 p.m. for Taste of Manning. This event will be located on Manning Street between Fayette Street and River Street for a door-to-door food experience.

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

Respectfully submitted,

William K. Whorley  
Sr. Director of Security and Emergency Management

WKW/ajs

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



**CITY OF HILLSDALE**

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

**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**

**Hillsdale College                      2/8/2024**

Applicant's Name <b>33 E College Street</b>		Date <b>2/8/2024</b>	Contractor's Name		Date
Mailing Address Hillsdale                      MI                      49242			Mailing Address		
City 517-607-2597	State	Zip Code	City	State	Zip Code
Telephone Number			Telephone Number		

**DESCRIPTION OF WORK OR USE:**

Close Manning Street from River St to Fayette St using Type III Stadium Barricades and Pedestrian Barricades with traffic signs to include the entire right of way.

**LOCATION: (Drawing to be provided)**

See attached form

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

Type III Stadium Barricades, Pedestrian Barricades, Detour Signage

**TIME PERIOD:**

COMMENCING DATE: **April 20, 2024**                      TIME: 11:00 a.m.    ENDING DATE: **April 20, 2024**                      TIME: 1:00 p.m.

**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**

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Recommendation for Issuance

Approved  Denied

Director Comments:

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

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Recommendation for Issuance

Approved  Denied

Chief of Police Comments:

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

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

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

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

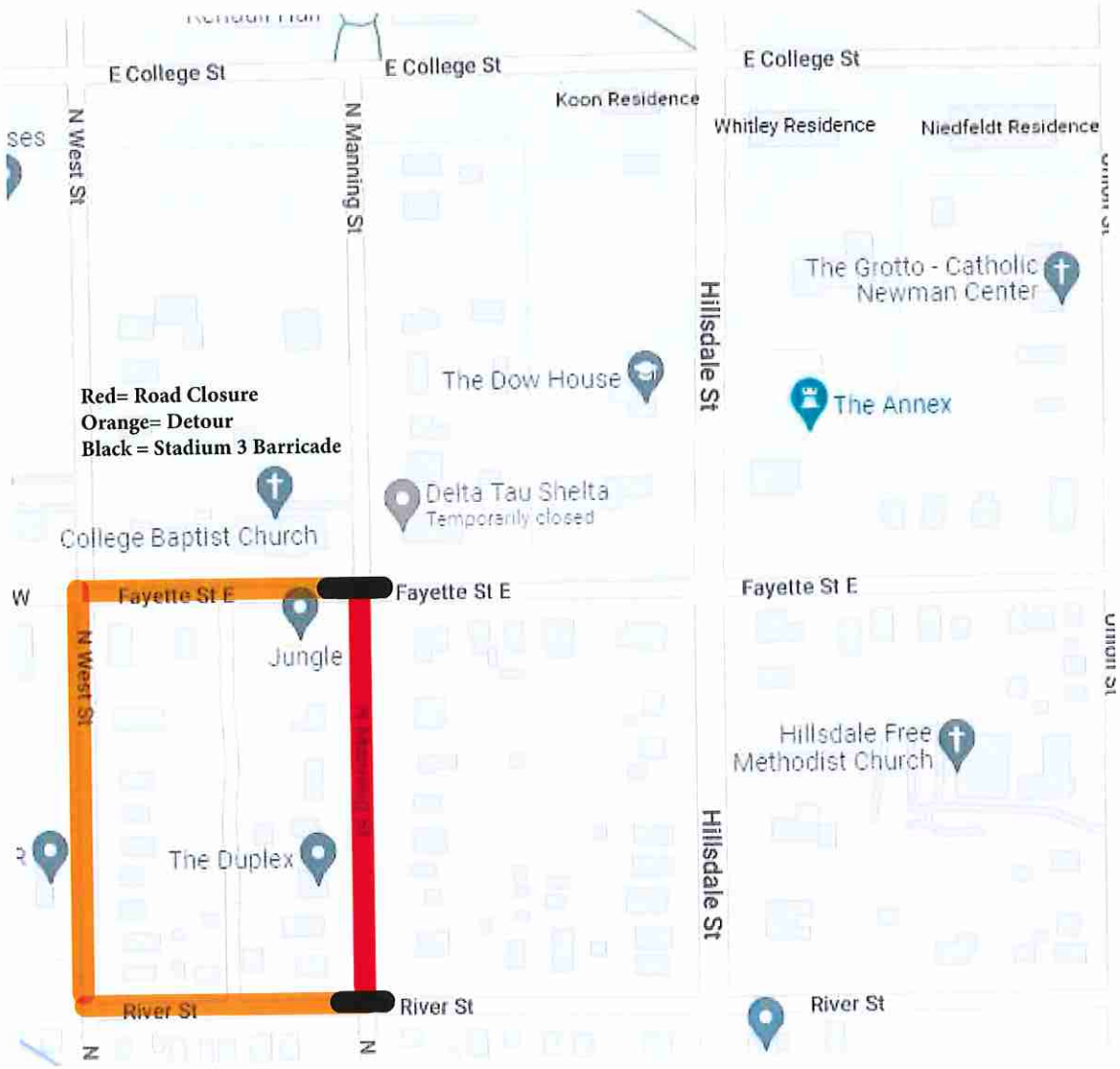
Note: All payments must be received and recorded before permit is valid.

**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: [jhammel@cityofhillsdale.org](mailto:jhammel@cityofhillsdale.org)

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





HILLCOL-02

JDUFF

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/13/2023

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 have ADDITIONAL INSURED provisions or 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 Vested Risk Strategies, Inc. 83 N. Broad Street Hillsdale, MI 49242	CONTACT NAME:		
	PHONE (A/C, No, Ext): (517) 439-1501	FAX (A/C, No):	
	E-MAIL ADDRESS: contact@vestedrisk.com		
INSURED  Hillsdale College 33 E College Street Hillsdale, MI 49242-1205	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : United Educators Insurance, A Reciprocal Risk Retention Group		10020
	INSURER B : Greenwich Insurance Co		22322
	INSURER C : XL Specialty Insurance Company		37885
	INSURER D :		
	INSURER E :		
INSURER F :			

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

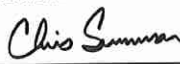
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			U75-85D	11/1/2023	11/1/2024	EACH OCCURRENCE	\$ 1,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000					
		MED EXP (Any one person)	\$ 5,000					
		PERSONAL & ADV INJURY	\$ Included					
		GENERAL AGGREGATE	\$ 3,000,000					
		PRODUCTS - COMP/OP AGG	\$ Included					
			\$					
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA RAC9438218	10/16/2023	10/15/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		BODILY INJURY (Per person)	\$					
		BODILY INJURY (Per accident)	\$					
		PROPERTY DAMAGE (Per accident)	\$					
			\$					
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 1,000,000			U75-85D	11/1/2023	11/1/2024	EACH OCCURRENCE	\$ 20,000,000
		AGGREGATE	\$ 20,000,000					
			\$					
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC RWC3001827	10/16/2023	10/15/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	\$
		E.L. EACH ACCIDENT	\$ 1,000,000					
		E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000					
		E.L. DISEASE - POLICY LIMIT	\$ 1,000,000					

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

### CERTIFICATE HOLDER

### CANCELLATION

Hillsdale College 33 E. College Street 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 

**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 promulgated 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.

### **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.

- 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.....	\$10.00
Annual Blanket Permit.....	\$150.00
Sidewalk under 25 square feet.....	\$25.00
Sidewalk over 25 square feet (includes Terrace Preparation).....	\$75.00
Driveway Approach Permit.....	\$50.00
Street Opening.....	\$100.00
Terrace Preparation.....	\$25.00
Storm Sewer Connection fee.....	\$150.00
Curb Cut/Repair/Extension.....	\$50.00

- 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.

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** March 4, 2024  
**Agenda Item:** Consent Agenda  
**Subject:** Noise Variance Request

**Background:**

Hillsdale College requests a noise variance for Saturday April 27, 2024 starting at 9:00 a.m. and ending at 12:00 a.m. for their CentralHallaPalooza Party. There will be a live band in a large tent located at the Sports Complex parking lot.

**Recommendation:**

Approval is recommended as this is an annual event.

Scott A. Hephner



Chief of Police / Fire Chief



# HILLSDALE COLLEGE

PURSuing TRUTH · DEFENDING LIBERTY SINCE 1844

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February 8<sup>th</sup>, 2024

Scott A. Hephner  
Chief of Police  
97 Broad Street  
Hillsdale, MI 49242

Dear Chief Hephner:

Hillsdale College is requesting a noise variance for Saturday, April 27, 2024 starting at 9:00 a.m. and ending at 12:00 a.m. for the CentralHallaPalooza Party. There will be a live band, in a large tent located at the Sports Complex Parking lot.

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

Respectfully submitted,

William K. Whorley  
Sr. Director of Security and Emergency Management

WKW/ajs



# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** March 4, 2024  
**Agenda Item:** Consent Agenda  
**Subject:** Farmers Market Street Closure Request

**Background:**

The Hillsdale County Farmers Market has submitted application for N. Howell Street between E. Bacon and McCollum Streets to be closed to all traffic and parking on Saturdays for the months of May through October 2024. Closure is from 6:00 a.m. till 2:00 p.m. See attached Traffic Control Order 2024-04.

**Recommendation:**

This request was approved for calendar year 2023.

Scott A. Hephner

Chief of Police / Fire Chief

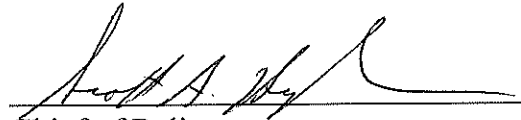
**TRAFFIC CONTROL ORDER**  
**Amended - 2024-04**

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.

**N. Howell St. between E. Bacon and McCollum St. will be closed** to all traffic and there shall be **no parking on either side each Saturday** for the months of **May (beginning Mother's Day weekend), June, July, August, September & October** from **6:00 a.m. to 2:00 p.m.** for the Hillsdale County Farmers Market.

On **Saturday, June 22, 2024, N. Howell St. between E. Bacon and McCollum St. will be closed** to all traffic and there shall be **no parking on either side from 6:00 a.m. - 3:00 p.m.** The Farmers Market will only run from **6:00 a.m. – 1:00 p.m.** on this day due to the dedication of the Revolutionary War Monument at The Hillsdale County Courthouse at **1:30 p.m.**

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

02/26/2024  
\_\_\_\_\_  
Date

Received for filing in the office of the City Clerk at \_\_\_\_\_ p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
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 \_\_\_\_\_, 2024.

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

Attest:

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

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** March 4, 2024

**Agenda Item:** New Business

**SUBJECT:** Set Public Hearing – Amend Ordinance Requiring U&O Permit for Owner’s Principal Residence

**BACKGROUND PROVIDED BY:** Kimberly Thomas, Assessor/Code Official

On February 26, 2024, City Staff and City of Hillsdale Public Services Committee (PSC) met to review and discuss the current Use and Occupancy Permit requirement for properties occupied by the owner as their principal residence. The current Ordinance requires the owner to apply and pay for a permit, but provides that if they plan to occupy the residence and they had a professional home inspection by a licensed third-party inspector then they could bypass the inspection by the Fire Department. It further requires the code official to issue a permit based on the third-party inspection regardless of what the results of that inspection were, and there was no authority provided to the code official to verify that any of the issues found in the inspection were corrected. Refer to Ordinance #2020-4 (attached).

After considerable discussion, PSC is recommending that the attached Ordinance Amendment be sent to Council to set a public hearing to allow the public an opportunity to be heard.

**RECOMMENDATION:**

Council to set a public hearing for Monday, April 1, 2024 at 7:00 p.m. for any Council discussion and to allow an opportunity for the public to be heard.

**ORDINANCE #2020- 4**

**AN ORDINANCE TO AMEND SECTIONS 6-65 THROUGH AND INCLUDING SECTION 6-67 OF ARTICLE II, CHAPTER 6 OF THE CODE OF THE CITY OF HILLSDALE**

**THE CITY OF HILLSDALE ORDAINS THAT:**

Section 6-65 through and including section 6-67 of Article II, Chapter 6 of the Code of the City of Hillsdale should be and is hereby amended to read as follows:

Section 6-65 of Article II of Chapter 6. Upon receipt of said application for a use and occupancy permit, the code official, or his designee, shall conduct or cause to be conducted such inspection of the structure and premises as he reasonably requires and deems necessary to assure and determine the compliance of said structure and premises, with the current provisions of the International Property Maintenance Code, as promulgated and published by International Code Council, Inc., and adopted by reference in section 6-61. A person seeking a use and occupancy permit for his primary residence—which he owns and in which he will reside—may alternatively submit a home inspection report, prepared by a professional home inspector. Understanding that the person submitting the report is responsible for his own wellbeing, upon receipt of said inspection report, the code official shall accept the inspection report in lieu of an in-person inspection.

Section 6-66 of Article II of Chapter 6. If an inspection report—referenced above in section 6-65—is submitted by a homeowner for his primary residence, a permit shall be issued. For all other cases, no use or occupancy permit for any structure or premises may be issued to any applicant until the compliance of such structure or premises with the current provisions of the International Property Maintenance Code has been assured and determined by the code official, or his designee; provided, however, that nothing in this section shall prevent the issuance of a temporary permit of occupancy. A temporary permit of occupancy may be issued for a structure, or portion thereof, which structure or the premises is in violation of the International Property Maintenance Code, if repairs or modifications to correct the violation are being performed and the code official, or his designee, determines that occupancy of this structure does not endanger the occupants. Such temporary permit of occupancy shall not be issued for a period of time in excess of six months.

Section 6-67 of Article II of Chapter 6. The code official, or his designee, shall issue a use and occupancy permit for such structure or portion thereof for which application for such permit has been made when an inspection pursuant to section 6- 65 has assured that the structure and premises are in compliance with the current provisions of the International Property Maintenance Code or when an inspection report has been submitted for a primary residence, owned by the occupant, also pursuant to section 6-65. The use and occupancy permit issued pursuant to this section shall be valid until there is a change of occupants that occurs two years or more following the issuance of the permit.

The highlighted areas are proposed to be deleted and/or replaced

Passed at a regular meeting of the Council of the City of Hillsdale held on the 2nd day of November, 2020.

CITY OF HILLSDALE

By: Adam Stockford – Mayor

By: Katy Price – City Clerk

Date Proposed:	<u>10/19/2020</u>
Date Published as Proposed:	<u>10/23/2020</u>
Date Passed:	<u>11/02/2020</u>
Date Published as Passed:	<u>                    </u>
Effective Date:	<u>11/17/2020</u>

**ORDINANCE #2024-\_\_\_\_\_**

**AN ORDINANCE TO AMEND SECTIONS 6-63 THROUGH AND INCLUDING SECTION 6-67 OF ARTICLE II, CHAPTER 6 OF THE CODE OF ORDINANCES OF THE CITY OF HILLSDALE**

**THE CITY OF HILLSDALE ORDAINS THAT:**

Section 6-63 through and including section 6-67 of Article II, Chapter 6 of the Code of Ordinances of the City of Hillsdale should be and is hereby amended to read as follows:

Sec. 6-63. Use and occupancy permit required. It shall hereafter be unlawful for any person to enter into the use or occupancy of any structure or portion thereof or to permit or suffer the use and occupancy of any structure or portion thereof located in the city without having first obtained a valid use and occupancy permit from the code official, or his designee, in accordance with the provisions of this article. Any person who shall violate any provision of this section shall, upon a finding of responsibility, be chargeable with and responsible for a municipal civil infraction pursuant to chapter 20 of the Code of the City of Hillsdale and all other applicable ordinance provisions of the 2012 International Property Maintenance Code. **Understanding that a person seeking use and occupancy for their primary residence which they own and in which they will reside is responsible for their own wellbeing, the structure or portion thereof occupied by the current owner of record for which they have filed and been granted the Principal Residence Exemption pursuant to MCL 211.7cc shall be exempt from this provision; provided, however, that an owner may opt to seek a permit for use and occupancy of their primary residence at their discretion.**

Sec. 6-64. Permit application. Each person seeking a use and occupancy permit for any structure or portion thereof located in the city shall submit an application therefore to the code official, or his designee, on a form or forms supplied by the city.

Sec. 6-65. Inspection. Upon receipt of said application for a use and occupancy permit, the code official, or his designee, shall conduct or cause to be conducted such inspection of the structure and premises as he reasonably requires and deems necessary to assure and determine the compliance of said structure and premises with the current provisions of the International Property Maintenance Code, as promulgated and published by International Code Council, Inc., and adopted by reference in section 6-61.

Section 6-66 of Article II of Chapter 6. No use or occupancy permit for any structure or premises may be issued to any applicant until the compliance of such structure or premises with the provisions of the International Property Maintenance Code as then adopted in section 6-61 has been assured and determined by the code official, or his designee; provided, however, that nothing in this section shall prevent the issuance of a temporary permit of occupancy. A temporary permit of occupancy may be issued for a structure, or portion thereof, which structure or the premises is in violation of the International Property Maintenance Code, if repairs or modifications to correct the violation are being performed and the code official, or his designee,

determines that occupancy of this structure does not endanger the occupants. Such temporary permit of occupancy shall not be issued for a period of time in excess of six months.

Section 6-67 of Article II of Chapter 6. The code official, or his designee, shall issue a use and occupancy permit for such structure or portion thereof for which application for such permit has been made when an inspection pursuant to section 6-65 has assured that the structure and premises are in compliance with the provisions of the International Property Maintenance Code as then adopted in section 6-61. The use and occupancy permit issued pursuant to this section shall be valid until there is a change of occupants that occurs two years or more following the issuance of the permit.

Passed at a regular meeting of the Council of the City of Hillsdale held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF HILLSDALE

\_\_\_\_\_  
By: Adam Stockford – Mayor

\_\_\_\_\_  
By: Katy Price – City Clerk

Date Proposed: \_\_\_\_\_ / \_\_\_\_\_ /2024  
Date Published as Proposed: \_\_\_\_\_ / \_\_\_\_\_ /2024  
Date Passed: \_\_\_\_\_ / \_\_\_\_\_ /2024  
Date Published as Passed: \_\_\_\_\_ / \_\_\_\_\_ /2024  
Effective Date: \_\_\_\_\_ / \_\_\_\_\_ /2024

# **City of Hillsdale Agenda Item Summary**

**Meeting Date:** March 4, 2024

**Agenda Item:** New Business

**SUBJECT:** U&O Permit Application and Inspection Fees Increase

**BACKGROUND PROVIDED BY:** City Manager, David Mackie

On February 26, 2024, City Staff and City of Hillsdale Public Services Committee (PSC) met to review and discuss the current Use and Occupancy Permit Application and Inspection fees. After considerable discussion, the PSC motioned to increase the Permit Application and Initial Inspection fees from \$50 to \$100 and all repeat inspections from \$25 to \$50. The change is to better cover the cost of providing the service.

**RECOMMENDATION:**

City Council approve the recommended Use and Occupancy Permit Application and Inspection fees Increase.





## Hillsdale City Use & Occupancy Permit Fees Proposed update 2024

<b>Type</b>	<b>Existing</b>	<b>Proposed</b>
U&O Permit Application (Including initial inspection)	\$50	\$100
Special or Repeat Inspections (All categories)	\$25	\$50

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** March 4, 2024

**Agenda Item:** New Business

**SUBJECT:** Set Public Hearing – Amend Ordinance Municipal Civil Infraction and Fines

**BACKGROUND PROVIDED BY:** David Mackie, City Manager

On February 26, 2024, City Staff and City of Hillsdale Public Services Committee (PSC) met to review and discuss the Municipal Civil Infraction language and Fines included in Sections 20-31 through and including Section 20-33 of Article II, Chapter 20 of the Code of Ordinance of the City of Hillsdale. The PSC has discussed this information at a number of meetings and requested City Attorney Tom Thompson provide some updated language. Changes to the attached ordinance language are written in red and deletions are written and stricken in red.

After considerable discussion, PSC is recommending that the attached Ordinance Amendment be sent to Council to set a public hearing to allow the public an opportunity to be heard.

### **RECOMMENDATION:**

Council to set a public hearing for Monday, April 1, 2024 at 7:00 p.m. for any Council discussion and to allow an opportunity for the public to be heard.

**ORDINANCE #2024-\_\_\_\_\_**

**AN ORDINANCE TO AMEND SECTIONS 20-31 THROUGH AND INCLUDING SECTION 20-33 OF ARTICLE II, CHAPTER 20 OF THE CODE OF ORDINANCES OF THE CITY OF HILLSDALE**

**THE CITY OF HILLSDALE ORDAINS THAT:**

Division 1 of Article II of Chapter 20 of the Code of Ordinances of the City of Hillsdale, Michigan, is hereby amended to state as follows:

**Sec. 20-31. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

“Act” means Public Act No. 236 of 1961 (MCL 600.101 et seq.).

“Authorized city official” means a city police officer, the city zoning administrator, a city building inspector, a city building code enforcement official, and any other city personnel now or hereafter authorized by this Code of Ordinances to issue municipal civil infractions or municipal civil infraction violation notices.

“Municipal civil infraction” means an act or omission that is prohibited by any ordinance of the City, but which is not a crime under the ordinance, and for which civil sanctions, including, without limitation, fines, damages, expenses, and costs, may be ordered, as authorized by Chapter 87 of Act No. 236 of the Public Acts of 1961, as amended. A municipal civil infraction is not a lesser included offense of a criminal offense or a violation of any City ordinance that is not a civil infraction.

“Municipal civil infraction action” means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.

“Municipal civil infraction citation” means a written complaint ~~or notice~~ prepared by an authorized city official, directing a person to appear in court regarding the occurrence or existence of a municipal civil infraction violation by the person cited.

“Municipal civil infraction violation notice” means a written notice prepared by an authorized city official, directing a person to appear at the city Municipal Ordinance Violations Bureau and to pay the fine and costs, if any, prescribed for the violation by the schedule of civil fines ~~adopted by the city as set forth in~~ Section 20-33(d), as authorized under Sections 8396 and 8707(6) of the Act.

(Code 1979, § 19.01.010; Ord. No. 2013-2, 5-20-2013)

State law reference(s)—Similar definitions, MCL 600.8701.

**Sec. 20-32. Commencement of action.**

A municipal civil infraction action may be commenced upon the issuance by an authorized city official of:

- (1) A municipal civil infraction citation directing the alleged violator to appear in court ~~and answer the citation~~; or
- (2) A municipal civil infraction violation notice directing the alleged violator to appear at the city municipal ordinance violations bureau ~~and to pay the fine and costs, if any, prescribed for the alleged violation in the schedule of fines set forth in Section 20-33(d).~~

(Code 1979, § 19.02.010)

State law reference(s)—Similar provisions, MCL 600.8703.

### **Sec. 20-33. Offenses and Penalties.**

- (a) *Municipal civil infractions.* In addition to those ordinances of the City contained in this Code wherein a violation of the ordinance is expressly declared to constitute a municipal civil infraction, the following offenses are classified as municipal civil infractions subject to the provisions contained in this Article:

Chapter 4. Animals.

Section 4-32. Dog license tag required.

Section 4-33. Dog running at large.

Section 4-34. Dog excrement.

Chapter 6. Buildings and Building Regulations.

Sections 6-61, 6-62. International Property Maintenance Code.

302.1. Exterior property areas—Sanitation.

302.8. Exterior property areas—Motor vehicles.

304.1. Exterior structure—General.

305.1. Interior structure—General.

Chapter 8. Businesses.

Article III. Telecommunication; Division 4. Use of Public Rights-of-Way by Telecommunication Providers.

Chapter 14. Environment.

Article III. Noise; Section 14-61. Animal or bird noises.

Chapter 16. Fire Prevention and Protection.

Chapter 30. Streets, Sidewalks and Other Public Places.

Section 30.89 Clearing of sidewalks required.

Section 30.90 Failure to clear sidewalks, removal costs; civil infraction; penalty.

Chapter 36. Zoning.

Section 36-593. Off-street parking spaces—Single-family and two-family dwellings.

Section 36-596. Off-street parking spaces—Storage of vehicles or merchandise.

- (b) *The sanction for a violation which is a municipal civil infraction and as to which a municipal civil infraction citation is issued shall be a civil fine in the amount as provided for in Subsection (c) of this Section, or such different amount as may be expressly set forth in the ordinance violated, plus any costs, damages, expenses and other sanctions, as authorized under Chapter 87 of the Act, as amended, and other applicable laws. Upon a finding of responsibility for a violation set forth in a municipal civil infraction citation, pursuant to Section 8302(4) of the Act (MCL 600.8302(4)), in addition to the assessment of fines and costs, the court may issue and enforce any judgment, writ, or order necessary to enforce the ordinance. Each day that a violation is permitted to exist or continue shall constitute a separate violation.*
- (c) *Civil fines for Municipal Civil Infraction Citation.* Except as may otherwise be expressly set forth in the ordinance violated, the fine to be assessed by the district court upon a finding of responsibility by the persons or entities served with a municipal civil infraction citation (exclusive of court costs and other costs as are assessed by the court pursuant to MCL 600.8727 and as otherwise provided by law) shall not be less than

\$100.00 nor more than \$500.00, in the discretion of the court, together with costs of the action, which are not limited to the costs in ordinary civil actions and may include all expenses, direct and indirect, to which the city has been put in connection with the municipal civil infraction up until the entry of judgment, and such other assessments and damages and expenses as are allowed by law.

- (d) *Schedule of fines for Municipal Civil Infraction Violation Notices.* A schedule of civil fines payable to the municipal ordinance violations bureau on admission of responsibility by persons or entities served with municipal violation notices ~~or that are to be assessed by the district court on a finding of responsibility (exclusive of court costs and other costs as are assessed by the court pursuant to MCL 600.8727 and as otherwise provided by law)~~ is hereby established as follows:

Offense (Violation)	Fine
First offense	<del>\$25.00</del> \$50.00
First repeat offense	<del>\$50.00</del> \$125.00
Second repeat offense	<del>\$100.00</del> \$250.00
Third and any subsequent repeat offense	\$400.00

- (e) *Posting of schedule of fines.* A copy of the schedule of fines, as amended from time to time, shall be posted at the bureau.

Passed at a regular meeting of the Council of the City of Hillsdale held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF HILLSDALE

\_\_\_\_\_  
By: Adam Stockford – Mayor

\_\_\_\_\_  
By: Katy Price – City Clerk

Date Proposed: \_\_\_\_\_ / \_\_\_\_\_ /2024  
 Date Published as Proposed: \_\_\_\_\_ / \_\_\_\_\_ /2024  
 Date Passed: \_\_\_\_\_ / \_\_\_\_\_ /2024  
 Date Published as Passed: \_\_\_\_\_ / \_\_\_\_\_ /2024  
 Effective Date: \_\_\_\_\_ / \_\_\_\_\_ /2024

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** March 4, 2024

**NEW BUSINESS ITEM:** Spring Leaf Collection

**SUBJECT:** Department of Public Services

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

During the Public Services Meeting on Monday, February 26, 2024, City staff and the Public Services Committee discussed foregoing the 2024 Spring Leaf Collection. The current Leaf Mileage covers most of the fall collection, any additional expenditures comes from the General Fund. In 2023 the Fall Leaf Collection was performed at a cost of \$74,277.00 (down \$5,184 from fall 2022 pickup) with revenue from the mileage at \$74,000. DPS crews hauled 3,572 cy of leaves at @ \$20.79 per cy.

DPS did not perform a Spring Leaf Collection in 2023 due to continuing efforts to clean up from February 2022's ice storm. The few calls that DPS received on leaf collection were referred to a local farmer for disposal.

During the 2022 Spring Leaf Collection, DPS collected a total of 189 cy of leaves over 6 days at a cost of \$14,621.14 (\$77.36 per cy).

### **RECOMMENDATION:**

City Staff and Public Services Committee recommends that City Council approve foregoing the Spring Leaf Collections as the service is underutilized and financially is not in the best interest of the Community.

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** March 4, 2024

**NEW BUSINESS ITEM:** Trackless Boom Mower Attachment

**SUBJECT:** Department of Public Services

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

Currently, the Trackless Utility Tractor is only utilized during leaf collection operations, to better utilize the machine, DPS would like to purchase 1 (one) Boom Mower attachment for brush and vegetation clearing along the bike path and roadsides of various major/local streets. To maintain the bike path and several roadsides, DPS spends approximately \$13,000 yearly in labor and equipment, this work requires the use of several DPS crewmembers. Clearing of vegetation is primarily conducted with hand tools and chainsaws over a two-week span. By utilizing the Boom Mower attachment, the clearing of the bike path and roadsides could be completed over 2-3 days with only 1-2 member of DPS staff @ a cost of approximately \$2,700.

Bell Equipment – MiDeal Contact Price \$36,352.00

Purchase of this attachment would come from RMEF Capital Outlay. RMEF Capital Outlay currently has an available balance of \$56,802 as our previous purchases of 2 (two) F550 plow trucks came in under their budgeted amounts.

### **RECOMMENDATION:**

City Staff in addition to the Public Services Committee recommends for Council to approve the purchase of 1 (one) Boom Mower Attachment for the Trackless Utility Tractor for a total cost of \$36,352.00



Michigan Office  
78 Northpointe Drive  
Lake Orion, Michigan  
48359  
Phone: 248-370-0000

Ohio Office  
1045 Taylor Rd  
Gahanna, Ohio  
43230  
Phone: 614-655-0022

02.22.2024

To: City of Hillsdale, Michigan

Attn: Jason Blake – DPW Superintendent

**NEW – Trackless Boom Mower Attachment & Dual Wheel Kit**

All Standard Equipment

- ZB457-1 Boom Flail Mower Assembly
- Delivered to Hillsdale DPW Yard & Training
- **MiDeal Contract # 240000000166**

Sell Price..... \$ 36,352.00

- *Standard Manufacturer’s Warranty*
- *Quoted prices are based on current costs and therefore subject to change with written notice to account for pricing changes beyond the seller’s control.*

Thank you for your consideration,

Steve Clelland - Bell Equipment  
Cell: (248)770-5969 – Email: [sclelland@bellequip.com](mailto:sclelland@bellequip.com)





# VEHICLES

Photos



Before & After

Video

Downloads

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** March 4, 2024  
**Agenda Item:** New Business  
**Subject:** Right of Way Closure, N. Howell Street

**Background:**

The US-12 Daughters of the American Revolution have requested the closure of N. Howell Street between E. Bacon and McCollum Streets on Saturday June 22, 2024 for America 250 Dedication of the Revolutionary War Monument at Hillsdale County Courthouse. Requested Closure is from 1:00 p.m. till 2:30 pm.

This conflicts with the Farmers Market however they have agreed to close by 1:00 for this ceremony. See attached Traffic Control Order 2024-05 which extends the street closure from 2:00 p.m. till 2:30 p.m.

**Recommendation:**

Approval is recommended.

Scott A. Hephner

Chief of Police / Fire Chief

**TRAFFIC CONTROL ORDER**

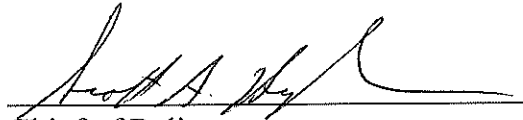
**Amended - 2024-04**

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.

**N. Howell St. between E. Bacon and McCollum St. will be closed** to all traffic and there shall be **no parking on either side each Saturday** for the months of **May (beginning Mother’s Day weekend), June, July, August, September & October** from **6:00 a.m. to 2:00 p.m.** for the Hillsdale County Farmers Market.

On **Saturday, June 22, 2024, N. Howell St. between E. Bacon and McCollum St. will be closed** to all traffic and there shall be **no parking on either side from 6:00 a.m. - 3:00 p.m.** The Farmers Market will only run from **6:00 a.m. – 1:00 p.m.** on this day due to the dedication of the Revolutionary War Monument at The Hillsdale County Courthouse at **1:30 p.m.**

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

02/26/2024  
Date

Received for filing in the office of the City Clerk at \_\_\_\_\_ p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
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 \_\_\_\_\_, 2024.

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

Attest:

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

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** March 4, 2024

**Agenda Item:** New Business

**SUBJECT:** Resolution of Support — FY2025 Congressionally Directed Spending Request — Galloway Drive and Hillsdale Street Culvert Replacements

**BACKGROUND PROVIDED BY:** Sam Fry, Marketing & Economic Development Coordinator

In 2021, the City of Hillsdale applied for a Michigan Economic Development Corporation (MEDC) Community Development Block Grant-Water Related Infrastructure to assist with the replacement of several culverts that are rated poor condition. The City was unsuccessful in obtaining that funding. After making some revisions to the project, staff submitted it through U.S. Senator Gary Peters' office as a Congressionally Delegated Spending Request (Earmark) for possible federal funding in FY2024. Although our project did not make it into the final draft appropriations bill, we were encouraged to resubmit our request when the FY2025 appropriations process begins. To be considered for funding, there must be demonstrated community support for the request. As such, staff are requesting a resolution of support from City Council.

### **RECOMMENDATION:**

City Council adopt the following resolution declaring support for the project.

