



# City Council Agenda

February 17, 2025  
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 January 16, 2025: \$473,904.89  
February 6, 2025: \$943,496.97
    - 2. Payroll of January 30, 2025: \$214,240.53; February 13, 2025: \$204,040.89
  - B. City Council Minutes of January 25, 2025
  - C. Finance Committee Minutes of February 3, 2025
  - D. Community Development Committee Minutes of January 23, 2025
  - E. Operations and Governance Committee Minutes of January 27, 2025
  - F. Public Safety Committee Minutes of February 13, 2025
  - G. BPU Bid Award – Well 4 Cleaning and Rehab
  - H. BPU Bid Award – Sanitary Sewer Spot Repair
  - I. EDC Wayfinding Signs Purchase
- VI. Communications/Petitions**
  - A. 2025 City of Hillsdale Board of Review Schedule
  - B. General Fund Per Capita Expenditure Comparison and Ad Valorem Taxable Value Trend Report
  - C. Hillsdale County Commissioner Update – Doug Ingles
- VII. Introduction and Adoption of Ordinances/Public Hearing**
- VIII. Old Business**
- IX. New Business**
  - A. SAD Policy & Procedure Update (Resolution)
  - B. Monroe Street SAD 2025-10 – Set Public Hearing
  - C. Barry Street SAD 2025-11 – Set Public Hearing
  - D. Dial-A-Ride Fee Rate Increase
  - E. Police Department Purchase of Firearms
- X. Miscellaneous Reports**
  - A. Proclamation – None
  - B. Appointments- Officer’s Compensation: Penny Swan, Bill Mullaly, Russell Richardson

Reappointment – Board of Review: Dennis Wainscott

C. Other – None

**XI. General Public Comment**

**XII. City Manager’s Report**

**XIII. Council Comment**

**XIV. Adjournment**

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-123.000	IM, WO, SPEC ASSESS, COMM DEV, D	BS&A SOFTWARE	IM, WO, SPEC ASSESS, COMM DEV, DPPT SOE	1,951.12	110170
101-000.000-123.000	CYBER LIABILITY INS FY2025-2026	VESTED RISK STRATEGIES INC	CYBER LIABILITY INS FY2025-2026	17,351.13	110230
101-000.000-123.000	COMMERCIAL BOILER & MACHINERY IN	VESTED RISK STRATEGIES INC	COMMERCIAL BOILER & MACHINERY INS FY202	66,544.00	110230
101-000.000-123.000	COMMERCIA UMBRELLA INS FY2025-20	VESTED RISK STRATEGIES INC	COMMERCIA UMBRELLA INS FY2025-2026	27,688.00	110230
101-000.000-123.000	COMMERCIAL INS FY2025-2026	VESTED RISK STRATEGIES INC	COMMERCIAL INS FY2025-2026	92,140.00	110230
101-000.000-123.000	COMMERCIAL INS FY2025-2026	VESTED RISK STRATEGIES INC	COMMERCIAL INS FY2025-2026	69,775.00	110230
101-000.000-123.000	COMMERCIAL AUTO INS FY2025-2026	VESTED RISK STRATEGIES INC	COMMERCIAL AUTO INS FY2025-2026	84,801.00	110230
101-000.000-123.000	INSURANCE SERVICE AGREEMENT	VESTED RISK STRATEGIES INC	INSURANCE SERVICE AGREEMENT	50,000.00	110230
Total For Dept 000.000				410,250.25	
Dept 175.000 ADMINISTRATIVE SERVICES					
101-175.000-801.000	IM, WO, SPEC ASSESS, COMM DEV, D	BS&A SOFTWARE	IM, WO, SPEC ASSESS, COMM DEV, DPPT SOE	173.67	110170
101-175.000-802.000	SONIT NET ADMIN JAN 25	SONIT SYSTEMS, LLC	SONIT NET ADMIN JAN 25	875.00	110217
101-175.000-806.000	LEGAL SERVICES	LOVINGER & THOMPSON, PC	LEGAL FEES	1,597.50	110197
101-175.000-806.000	LEGAL SERVICES - RATHBUN ARBITRA	MIKA MEYERS BECKET & JONES	LEGAL SERVICES - RATHBUN ARBITRATION 2C	960.00	110203
Total For Dept 175.000 ADMINISTRATIVE SERVICES				3,606.17	
Dept 191.000 FINANCE DEPARTMENT					
101-191.000-726.000	WINDOW ENVELOPES - LOGO/NO LOGO	ARROW SWIFT PRINTING	WINDOW ENVELOPES - LOGO/NO LOGO	209.14	110165
Total For Dept 191.000 FINANCE DEPARTMENT				209.14	
Dept 215.000 CITY CLERK DEPARTMENT					
101-215.000-905.000	DART OP ASSISTANCE , DART RETRAC	GANNETT MICHIGAN LOCALIQ	DART OP ASSISTANCE , DART RETRACTION	226.80	110182
Total For Dept 215.000 CITY CLERK DEPARTMENT				226.80	
Dept 253.000 CITY TREASURER					
101-253.000-801.000	IM, WO, SPEC ASSESS, COMM DEV, D	BS&A SOFTWARE	IM, WO, SPEC ASSESS, COMM DEV, DPPT SOE	435.96	110170
Total For Dept 253.000 CITY TREASURER				435.96	
Dept 257.000 ASSESSING DEPARTMENT					
101-257.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	OFFICE SUPPLIES CITY HALL 2ND FLOOR	88.09	110175
101-257.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	NOTARY STAMP	31.99	110175
101-257.000-801.000	IM, WO, SPEC ASSESS, COMM DEV, D	BS&A SOFTWARE	IM, WO, SPEC ASSESS, COMM DEV, DPPT SOE	629.58	110170
101-257.000-850.000	MONTHLY VERIZON BILL - FEB 25	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 25	20.02	110229
101-257.000-860.000	DPS, ZONING AND ASSESSING FUEL F	WATKINS TRANSPORT INC	DPS, ZONING AND ASSESSING FUEL FOR JAN	26.36	110233
Total For Dept 257.000 ASSESSING DEPARTMENT				796.04	
Dept 265.000 BUILDING AND GROUNDS					
101-265.000-726.000	WATER - CITY HALL	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	23.80	110186
101-265.000-726.000	KLEENEX,HAND SOAP,AIR FRESHENER	WALMART COMMUNITY	CREDIT CARD CHARGES - JAN 2025	44.06	110231
101-265.000-801.000	FIRE EXTINGUISHERS -CITY HALL	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	168.00	110164
101-265.000-801.000	MATS FOR CITY HALL	CINTAS CORPORATION	MATS FOR CITY HALL	29.67	110171
101-265.000-801.000	MATS FOR CITY HALL	CINTAS CORPORATION	MATS FOR CITY HALL	29.67	110171
101-265.000-801.000	CITY HALL CLEANING - JAN 2025	EAST 2 WEST ENTERPRISES, I	CITY HALL CLEANING - JAN 2025	675.00	110178
101-265.000-801.000	QUARTERLY ELEVATOR MAINTENANCE	SCHINDLER ELEVATOR CORPOR	QUARTERLY ELEVATOR MAINTENANCE	735.48	110216
101-265.000-801.000-215060	FIRE EXTINGUISHERS -MITCHELL RES	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	42.00	110164
101-265.000-850.000	TELEPHONE - CITY HALL	ACD.NET	TELEPHONE - CITY HALL	57.77	110161
101-265.000-850.000	OOMA FAXING EQUIP FEB 25	OOMA, INC.	OOMA FAXING EQUIP FEB 25	129.36	110206
Total For Dept 265.000 BUILDING AND GROUNDS				1,934.81	
Dept 301.000 POLICE DEPARTMENT					
101-301.000-726.000	AED BATTERIES	BOUND TREE MEDICAL, LLC	AED BATTERIES	394.98	110167
101-301.000-726.000	CUTLERY, POST IT'S	WALMART COMMUNITY	CREDIT CARD CHARGES - JAN 2025	55.66	110231

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301.000 POLICE DEPARTMENT					
101-301.000-740.301	FUEL & LUBRICANTS - POLICE	WATKINS TRANSPORT INC	FUEL FOR MONTH OF JANUARY 2025	2,653.31	110233
101-301.000-801.000	MONTHLY CHARGE FOR DATABASE LOOK	TRANSUNION RISK AND ALTERM	MONTHLY CHARGE FOR DATABASE LOOKUP	75.00	110225
101-301.000-801.000	POLICE UNITS	VERIZON WIRELESS	WIFI FOR POLICE AND FIRE UNITS FOR FEB	160.04	110229
101-301.000-930.000	2023 TAHOE OIL CHANGE AND TIRE R	FRANK BECK CHEVROLET CO.	2023 TAHOE OIL CHANGE AND TIRE ROTATION	82.96	110181
101-301.000-930.000	UNIT 2-9 FRONT BRAKES	FRANK BECK CHEVROLET CO.	UNIT 2-9 FRONT BRAKES	1,502.56	110181
101-301.000-930.000	UNIT 2-7 NEW TIRES AND REAR BRAK	NORM'S TIRE & SERVICE	UNIT 2-7 NEW TIRES AND REAR BRAKES	1,268.49	110204
101-301.000-930.000	UNIT 2-4 OIL CHANGE	PARNEY'S CAR CARE, LLC	UNIT 2-4 OIL CHANGE	46.00	110207
101-301.000-930.000	UNIT 2-7 OIL CHANGE	PARNEY'S CAR CARE, LLC	UNIT 2-7 OIL CHANGE	46.00	110207
101-301.000-930.000	CAR WASHES FOR NOVEMBER, DECEMBE	RR&D ENTERPRISES	CAR WASHES FOR NOVEMBER, DECEMBER AND C	244.00	110214
101-301.000-930.000	UNIT 2-4 UNABLE TO SHIFT OUT OF	STILLWELL FORD MERCURY, IN	UNIT 2-4 UNABLE TO SHIFT OUT OF PARK	360.87	110220
Total For Dept 301.000 POLICE DEPARTMENT				6,889.87	
Dept 336.000 FIRE DEPARTMENT					
101-336.000-726.000	60 INCH METAL THREAD HANDLE	GELZER HJ & SON INC	60" METAL THREAD HANDLE	7.69	110183
101-336.000-726.000	SUPPLIES	GELZER HJ & SON INC	9 VOLT BATTERIES	13.49	110183
101-336.000-726.000	SOAP, KLEENEX	WALMART COMMUNITY	CREDIT CARD CHARGES - JAN 2025	269.82	110231
101-336.000-730.000	VEH./EQUIP. MAINT. SUPPLIES	PERFORMANCE AUTOMOTIVE	ANTIFREEZE	15.99	110208
101-336.000-740.000	FUEL FOR MONTH OF JANUARY 2025	WATKINS TRANSPORT INC	FUEL FOR MONTH OF JANUARY 2025	336.18	110233
101-336.000-801.000	FIRE EXTINGUISHERS -FIRE DEPT	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	126.00	110164
101-336.000-801.000	BREATHING AIR TESTS AND MAINTANE	BREATHING AIR SYSTEMS	BREATHING AIR TESTS AND MAINTANENCE	988.88	110168
101-336.000-801.000	NETMOTION ABSOLUTE LICENSE (FD)	HILLSDALE CO CENTRAL DISP	NETMOTION ABSOLUTE LICENSE (FD)	73.29	110187
101-336.000-801.000	FIRE TRUCK	VERIZON WIRELESS	WIFI FOR POLICE AND FIRE UNITS FOR FEB	20.02	110229
Total For Dept 336.000 FIRE DEPARTMENT				1,851.36	
Dept 441.000 PUBLIC SERVICES DEPARTMENT					
101-441.000-726.000	55W LED WALL LIGHT FOR DPS	AMERICAN COPPER AND BRASS,	55W LED WALL LIGHT FOR DPS	98.57	110163
101-441.000-726.000	POWER WASHER HOSE FOR DPS	GELZER HJ & SON INC	POWER WASHER HOSE FOR DPS	9.99	110183
101-441.000-726.000	WATER - 149 WATERWORKS	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	5.95	110186
101-441.000-726.000	CB 9" DELRIN TROLLEY ROLLER PAIR	JONESVILLE LUMBER	CB 9" DELRIN TROLLEY ROLLER PAIR FOR DE	67.69	110192
101-441.000-801.000	FIRE EXTINGUISHERS -STREET DEPT	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	262.00	110164
101-441.000-801.000	IM, WO, SPEC ASSESS, COMM DEV, D	BS&A SOFTWARE	IM, WO, SPEC ASSESS, COMM DEV, DPPT SOE	173.67	110170
101-441.000-801.000	MATS FOR DPS	CINTAS CORPORATION	MATS AND RAGS FOR DPS	35.99	110171
101-441.000-801.000	MATS FOR DPS	CINTAS CORPORATION	MATS AND SHOP RAGS FOR DPS	35.99	110171
101-441.000-850.000	MONTHLY VERIZON BILL - FEB 25	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 25	45.91	110229
Total For Dept 441.000 PUBLIC SERVICES DEPARTMENT				735.76	
Dept 567.000 CEMETERIES					
101-567.000-726.000	CEMETARY BASES	BECKER & SCRIVENS CONCRET	CEMETARY BASES	89.81	110166
101-567.000-801.000	PORTA JOHN RENTALS FOR JAN	LAPEW SANITATION - THOMAS	PORTA JOHN RENTALS FOR JAN	110.00	110195
Total For Dept 567.000 CEMETERIES				199.81	
Dept 595.000 AIRPORT					
101-595.000-740.000	DIESEL FUEL FOR PLOW	BRINER OIL CO, INC	DIESEL FUEL FOR PLOW	532.96	110169
101-595.000-801.000	MERCHANT EQUIP RENTAL BILLING	AVFUEL CORP	MERCHANT EQUIP RENTAL BILLING	20.00	1073
101-595.000-801.000	REFUELING TRUCK RENTAL BILLING	AVFUEL CORP	REFUELING TRUCK RENTAL BILLING	950.00	1073
101-595.000-801.000	FIRE EXTINGUISHERS -AIRPORT	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	150.00	110164
101-595.000-801.000	AWOS CONTRACT - OCT 2024 - DEC 2	STATE OF MICHIGAN	AWOS CONTRACT - OCT 2024 - DEC 2024	741.49	110219
101-595.000-850.000	TELEPHONE - AIRPORT	ACD.NET	TELEPHONE - AIRPORT	38.53	110161
101-595.000-930.000	RACHET, LIP STRIKE	GELZER HJ & SON INC	RACHET, LIP STRIKE	27.48	110183
Total For Dept 595.000 AIRPORT				2,460.46	
Dept 701.000 PLANNING DEPARTMENT					
101-701.000-860.000	DPS, ZONING AND ASSESSING FUEL F	WATKINS TRANSPORT INC	DPS, ZONING AND ASSESSING FUEL FOR JAN	26.36	110233

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 701.000 PLANNING DEPARTMENT					
Total For Dept 701.000 PLANNING DEPARTMENT				26.36	
Dept 756.000 PARKS					
101-756.000-801.000	PORTA JOHN RENTALS FOR JAN	LAPEW SANITATION - THOMAS	PORTA JOHN RENTALS FOR JAN	225.00	110195
Total For Dept 756.000 PARKS				225.00	
Total For Fund 101 GENERAL FUND				429,847.79	
Fund 151 CEMETERY TRUST FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
151-175.000-964.000	PURCHASE OF 4 PLOTS AT OAK GROVE	JUDITH AUMOCK	PURCHASE OF 4 PLOTS AT OAK GROVE	1,000.00	110193
Total For Dept 175.000 ADMINISTRATIVE SERVICES				1,000.00	
Total For Fund 151 CEMETERY TRUST FUND				1,000.00	
Fund 202 MAJOR ST./TRUNKLINE FUND					
Dept 450.000 STREET SURFACE					
202-450.000-726.000	TAMP FOR PATCHING	GELZER HJ & SON INC	TAMP FOR PATCHING	22.49	110183
Total For Dept 450.000 STREET SURFACE				22.49	
Dept 470.000 TREES					
202-470.000-801.000	TREE REMOVAL, TRIMMING AND STUMP	LONSBERY, JEFFREY	TREE REMOVAL, TRIMMING AND STUMP GRIND	1,875.00	110174
Total For Dept 470.000 TREES				1,875.00	
Dept 480.000 DRAINAGE					
202-480.000-801.000	INSTALL FENCE AT MORRY ST - FINA	WATKINS FENCE	INSTALL FENCE AT MORRY ST - FINAL PAYME	3,250.00	110232
Total For Dept 480.000 DRAINAGE				3,250.00	
Total For Fund 202 MAJOR ST./TRUNKLINE FUND				5,147.49	
Fund 203 LOCAL STREET FUND					
Dept 450.000 STREET SURFACE					
203-450.000-726.000	TAMP FOR PATCHING	GELZER HJ & SON INC	TAMP FOR PATCHING	22.50	110183
Total For Dept 450.000 STREET SURFACE				22.50	
Total For Fund 203 LOCAL STREET FUND				22.50	
Fund 208 RECREATION FUND					
Dept 751.000 RECREATION DEPARTMENT					
208-751.000-726.000	LABELS	WALMART COMMUNITY	CREDIT CARD CHARGES - JAN 2025	9.92	110231
208-751.000-801.008	VOLLEYBALL OFFICIATING	KARA ANNE ALDRICH	VOLLEYBALL OFFICIATING	120.00	110194
208-751.000-801.008	VOLLEYBALL OFFICIATING	KEVEN WOLCOTT	VOLLEYBALL OFFICIATING	100.00	110234
Total For Dept 751.000 RECREATION DEPARTMENT				229.92	
Total For Fund 208 RECREATION FUND				229.92	
Fund 247 TAX INCREMENT FINANCE ATH.					
Dept 900.000 CAPITAL OUTLAY					
247-900.000-806.000	LEGAL FEES - DAWN THEATRE LEASE	LOVINGER & THOMPSON, PC	LEGAL FEES - DAWN THEATRE LEASE AGREEME	150.00	110197
Total For Dept 900.000 CAPITAL OUTLAY				150.00	
Total For Fund 247 TAX INCREMENT FINANCE ATH.				150.00	
Fund 271 LIBRARY FUND					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 271 LIBRARY FUND					
Dept 790.000 LIBRARY					
271-790.000-726.000	BARCODE LABELS	AMAZON CAPITAL SERVICES, I	BOOKS, SUPPLIES	16.99	110162
271-790.000-726.009	TOILET REPAIR MATERIAL	AMERICAN COPPER AND BRASS,	TOILET REPAIR MATERIAL	41.38	110163
271-790.000-801.000	FIRE EXTINGUISHERS -LIBRARY	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	42.00	110164
271-790.000-801.000	COPIER LEASE AND PRINTS	CURRENT OFFICE SOLUTIONS	COPIER LEASE AND PRINTS	178.05	110175
271-790.000-801.000	FOYER CLEANING AND BATHROOMS	EAST 2 WEST ENTERPRISES, I	FOYER CLEANING AND BATHROOMS	445.00	110178
271-790.000-801.000	COOLER RENTAL	HEFFERNAN SOFT WATER SERVI	COOLER RENTAL	12.00	110186
271-790.000-802.000	WIRELESS KEYBOARD/MOUSE COMBO X3	AMAZON CAPITAL SERVICES, I	WIRELESS KEYBOARD/MOUSE COMBO X3	104.97	110162
271-790.000-802.000	SONIT NET ADMIN JAN 25	SONIT SYSTEMS, LLC	SONIT NET ADMIN JAN 25	125.00	110217
271-790.000-850.000	TELEPHONE - LIBRARY	ACD.NET	TELEPHONE - LIBRARY	19.30	110161
271-790.000-850.000	OOMA FAXING EQUIP FEB 25	OOMA, INC.	OOMA FAXING EQUIP FEB 25	64.68	110206
271-790.000-982.000	REPLACEMENT BOOK "A NEW EARTH"	AMAZON CAPITAL SERVICES, I	REPLACEMENT BOOK "A NEW EARTH"	9.90	110162
271-790.000-982.000	BOOKS - FEB25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - FEB25 ADULT	17.03	110191
271-790.000-982.000	BOOKS - DEC24 ADULT	INGRAM LIBRARY SERVICES	BOOKS - DEC24 ADULT	17.57	110191
271-790.000-982.000	BOOKS - JAN25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - JAN25 ADULT	17.58	110191
271-790.000-982.000	BOOKS - FEB25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - FEB25 ADULT	15.43	110191
271-790.000-982.000	BOOKS - JAN25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - JAN25 ADULT	38.88	110191
271-790.000-982.000	BOOKS - JAN25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - JAN25 ADULT	12.65	110191
271-790.000-982.000	BOOKS - FEB25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - FEB25 ADULT	95.66	110191
271-790.000-982.000	BOOKS - JAN25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - JAN25 ADULT	18.12	110191
271-790.000-982.000	BOOKS - FEB25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - FEB25 ADULT	16.53	110191
271-790.000-982.000	BOOKS - FEB25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - FEB25 ADULT	17.58	110191
271-790.000-982.000	BOOKS - FEB25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - FEB25 ADULT	66.59	110191
271-790.000-982.000	BOOKS - FEB25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - FEB25 ADULT	51.75	110191
271-790.000-982.000	BOOKS - JAN25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - JAN25 ADULT	17.07	110191
271-790.000-982.002	CAT IN THE HAT REPLACEMENT BOOK	AMAZON CAPITAL SERVICES, I	CAT IN THE HAT REPLACEMENT BOOK	5.98	110162
271-790.000-982.002	REPLACEMENT "ALICE IN WINTER WON	AMAZON CAPITAL SERVICES, I	REPLACEMENT "ALICE IN WINTER WONDERLANE	9.99	110162
Total For Dept 790.000 LIBRARY				1,477.68	
Dept 792.000 LIBRARY - CHILDREN'S AREA					
271-792.000-726.000	SQUEEZE BOTTLES	AMAZON CAPITAL SERVICES, I	BOOKS, SUPPLIES	12.99	110162
271-792.000-982.000	THE YELLOW BUS	AMAZON CAPITAL SERVICES, I	BOOKS, SUPPLIES	10.76	110162
271-792.000-982.000	BOOKS - FEB25 CHILD	INGRAM LIBRARY SERVICES	BOOKS - FEB25 CHILD	71.18	110191
271-792.000-982.000	BOOKS - JAN25 CHILD	INGRAM LIBRARY SERVICES	BOOKS - JAN25 CHILD	33.98	110191
271-792.000-982.000	BOOKS - FEB25 CHILD	INGRAM LIBRARY SERVICES	BOOKS - FEB25 CHILD	44.26	110191
271-792.000-982.000	BOOKS - FEB25 CHILD	INGRAM LIBRARY SERVICES	BOOKS - FEB25 CHILD	12.17	110191
271-792.000-982.000	BOOKS - FEB25 CHILD	INGRAM LIBRARY SERVICES	BOOKS - FEB25 CHILD	19.66	110191
271-792.000-982.000	BOOKS - FEB25 CHILD	INGRAM LIBRARY SERVICES	BOOKS - FEB25 CHILD	44.46	110191
271-792.000-982.001	DOG MAN 4&5 (NEW COPIES)	AMAZON CAPITAL SERVICES, I	DOG MAN 4&5 (NEW COPIES)	17.58	110162
Total For Dept 792.000 LIBRARY - CHILDREN'S AREA				267.04	
Total For Fund 271 LIBRARY FUND				1,744.72	
Fund 401 CAPITAL IMPROVEMENT FUND					
Dept 900.000 CAPITAL OUTLAY					
401-900.000-975.018	MILLPOND DAM REPAIRS	TETRA TECH, INC	MILL POND DAM REPAIR COST	2,637.42	110224
401-900.000-975.018	MILLPOND DAM REPAIRS	TETRA TECH, INC	MILL POND DAM REPAIR COST	645.53	110224
Total For Dept 900.000 CAPITAL OUTLAY				3,282.95	
Total For Fund 401 CAPITAL IMPROVEMENT FUND				3,282.95	
Fund 409 STOCK'S PARK					
Dept 756.000 PARKS					
409-756.000-801.000	RETURN OF UNUSED FUNDS - 125TH C HILLSDALE CO COMM FOUNDATI		RETURN OF UNUSED FUNDS - 125TH CELEBRAI	9,986.39	110188

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 409 STOCK'S PARK Dept 756.000 PARKS					
Total For Dept 756.000 PARKS				9,986.39	
Total For Fund 409 STOCK'S PARK				9,986.39	
Fund 481 AIRPORT IMPROVEMENT FUND Dept 000.000					
481-000.000-263.000	SALES TAX - JANUARY 2025	STATE OF MICHIGAN	SALES TAX - JANUARY 2025	56.79	664
481-000.000-687.300	SALES TAX - JANUARY 2025	STATE OF MICHIGAN	SALES TAX - JANUARY 2025	(0.28)	664
Total For Dept 000.000				56.51	
Dept 175.000 ADMINISTRATIVE SERVICES					
481-175.000-801.000	REHABILITATE RUNWAY - AIRFIELD P	STATE OF MICHIGAN	REHABILITATE RUNWAY - AIRFIELD PAINT MF	1,061.65	110219
Total For Dept 175.000 ADMINISTRATIVE SERVICES				1,061.65	
Dept 900.000 CAPITAL OUTLAY					
481-900.000-970.000-215041	16" & 12" PLIERS - HANGAR RENOVA	GELZER HJ & SON INC	16" & 12" PLIERS - HANGAR RENOVATIONS	62.98	110183
481-900.000-970.000-215059	ADHESIVE, HARDWARE, SHOVEL, HAMM	GELZER HJ & SON INC	ADHESIVE, HARDWARE, SHOVEL, HAMMER DRIL	305.08	110183
Total For Dept 900.000 CAPITAL OUTLAY				368.06	
Total For Fund 481 AIRPORT IMPROVEMENT FUND				1,486.22	
Fund 582 ELECTRIC FUND Dept 000.000					
582-000.000-110.000	KVSU 40	POWER LINE SUPPLY	INVENTORY	843.36	110209
582-000.000-110.000	CRIMPIT #6 TO #6 - YC4C6	POWER LINE SUPPLY	INVENTORY	83.00	110209
582-000.000-110.000	SILICONE FOR TERMINATIONS	POWER LINE SUPPLY	SILICONE FOR TERMINATIONS	195.69	110209
582-000.000-110.000	FUSE LINK - 65 AMP T	POWER LINE SUPPLY	INVENTORY	111.22	110209
582-000.000-123.000	IM, WO, SPEC ASSESS, COMM DEV, D	BS&A SOFTWARE	IM, WO, SPEC ASSESS, COMM DEV, DPPT SOE	239.83	110170
582-000.000-158.000-201009	3 POLE MOUNT XFMR'S 2-25KVA 1-50 T	& R ELECTRIC SUPPLY COME	3 POLE MOUNT XFMR	2,279.28	110223
582-000.000-158.000-201009	300 KVA TRANSFORMER FOR ALDI'S	T & R ELECTRIC SUPPLY COME	TRANSFORMER ALDIS	14,772.55	110223
582-000.000-202.100	4ENBK1	HARVEY, KIMBERLY K	UB refund for account: 021974	160.94	110185
582-000.000-202.100	4CCH	MICHIGAN DHHS-BUREAU OF FL	UB Receipt Refund for Account #: 025297	50.95	110200
582-000.000-249.100	OPERATION ROUND-UP - JAN 2025	COMMUNITY ACTION AGENCY	OPERATION ROUND-UP - JAN 2025	2,641.69	110172
582-000.000-249.100	LIEAF-6099 JANUARY 2025 P.A. 95	LARA - MI PUBLIC SERVICE (	LIEAF-6099 JANUARY 2025 P.A. 95	5,416.43	110196
582-000.000-263.000	SALES TAX - JANUARY 2025	STATE OF MICHIGAN	SALES TAX - JANUARY 2025	37,249.42	664
582-000.000-692.200	SALES TAX - JANUARY 2025	STATE OF MICHIGAN	SALES TAX - JANUARY 2025	(234.76)	664
Total For Dept 000.000				63,809.60	
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-726.000	SUPPLIES	AMAZON CAPITAL SERVICES, I	SUPPLIES	5.90	110162
582-175.000-726.000	SWINGLINE STAPLER	AMAZON CAPITAL SERVICES, I	SWINGLINE STAPLER	69.31	110162
582-175.000-726.000	WINDOW ENVELOPES - LOGO/NO LOGO	ARROW SWIFT PRINTING	WINDOW ENVELOPES - LOGO/NO LOGO	104.58	110165
582-175.000-726.000	COPY PAPER - 45 MONROE STREET	CURRENT OFFICE SOLUTIONS	COPY PAPER - 45 MONROE STREET	48.00	110175
582-175.000-726.000	COPIES/CONTRACT BILLING - JAN 2	CURRENT OFFICE SOLUTIONS	COPIES/CONTRACT BILLING - JAN 2025	99.82	110175
582-175.000-726.000	WATER DELIVERY - 45 MONROE STREE	RUPERT'S CULLIGAN	WATER DELIVERY - 45 MONROE STREET	16.50	110215
582-175.000-801.000	FIRE EXTINGUISHERS -MAIN OFFICE	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	112.50	110164
582-175.000-801.000	IM, WO, SPEC ASSESS, COMM DEV, D	BS&A SOFTWARE	IM, WO, SPEC ASSESS, COMM DEV, DPPT SOE	173.67	110170
582-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	2.50	110171
582-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	2.50	110171
582-175.000-801.000	COPIES/CONTRACT BILLING - JAN 2	CURRENT OFFICE SOLUTIONS	COPIES/CONTRACT BILLING - JAN 2025	138.13	110175
582-175.000-801.000	PRINTING/POSTAGE AND HANDLING -	DELAWARE SYSTEMS	PRINTING/POSTAGE AND HANDLING - JAN 202	1,267.12	110176
582-175.000-801.000	BPU CLEANING - JANUARY 2025	EAST 2 WEST ENTERPRISES, I	BPU CLEANING - JANUARY 2025	210.00	110178
582-175.000-801.000	WEB ACCESS/UTILITY EXCHANGE - JA	ONLINE INFORMATION SERVICE	WEB ACCESS/UTILITY EXCHANGE - JAN 2025	43.12	110205

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 582 ELECTRIC FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-801.000	POSTAGE MACHINE -03052025 - 0604	QUADIENT LEASING USA, INC	POSTAGE MACHINE -03052025 - 06042025	266.99	110213
582-175.000-801.000	CREDIT CARD PROCESSING FEES - JA	INVOICE CLOUD, INC.	CREDIT CARD PROCESSING FEES - JAN 2025	204.93	663
582-175.000-802.000	HD AND USB/NVME DOCKING STATION	AMAZON CAPITAL SERVICES, I	HD AND USB/NVME DOCKING STATION	62.48	110162
582-175.000-802.000	SONIT NET ADMIN JAN 25	SONIT SYSTEMS, LLC	SONIT NET ADMIN JAN 25	437.50	110217
582-175.000-802.000	MILSOFT DISSPATCH LICENSE 2-25	MILSOFT	MILSOFT DISSPATCH LICENSE 2-25	275.63	110228
582-175.000-802.000	IVR POOLED MONTHLY OUTAGE SUB 1-	MILSOFT	IVR POOLED MONTHLY OUTAGE SUB 2-25	256.40	110228
582-175.000-850.000	TELEPHONE - POWER PLANT	ACD.NET	TELEPHONE - POWER PLANT	38.53	110161
582-175.000-850.000	TELEPHONE/FIBER - 45 MONROE STRE	ACD.NET	FIBER - 45 MONROE STREET	100.00	110161
582-175.000-850.000	OOMA FAXING EQUIP FEB 25	OOMA, INC.	OOMA FAXING EQUIP FEB 25	32.34	110206
582-175.000-850.000	MONTHLY VERIZON BILL - FEB 25	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 25	622.47	110229
582-175.000-880.000	COMMUNITY PROMOTION - JANUARY 20	MCKIBBIN MEDIA GROUP, INC.	COMMUNITY PROMOTION - JANUARY 2025	125.00	110198
582-175.000-920.400	504504154 - 37 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	99.81	1066
582-175.000-920.400	503214966 - 45 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 45 MONROE ST	432.47	1067
582-175.000-920.400	504504154 - 37 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE ST GEN	21.27	1068
582-175.000-930.000	WAREHOUSE LIGHT FIXTURES AND HOS	AMAZON CAPITAL SERVICES, I	WAREHOUSE LIGHT FIXTURES AND HOSE REELS	437.77	110162
582-175.000-930.000	REPAIRS & MAINTENANCE	HOME DEPOT	DPS ICE MELT AND BPU WAREHOUSE	133.28	110189
Total For Dept 175.000 ADMINISTRATIVE SERVICES				5,840.52	
Dept 543.000 PRODUCTION					
582-543.000-726.000	MISC ELECTRIC POWERPLANT	GELZER HJ & SON INC	MISC ELECTRIC POWERPLANT	8.63	110183
582-543.000-930.000	DOCA TELESCOPING LIGHT CHANGER	AMAZON CAPITAL SERVICES, I	DOCA TELESCOPING LIGHT CHANGER	109.98	110162
582-543.000-930.000	REPAIRS & MAINTENANCE - BLDG	AMAZON CAPITAL SERVICES, I	LED CORN LAMPS PP	209.95	110162
Total For Dept 543.000 PRODUCTION				328.56	
Dept 544.000 DISTRIBUTION					
582-544.000-726.800	PROTECTIVE CHAIN SAW PANTS	AMAZON CAPITAL SERVICES, I	PROTECTIVE CHAIN SAW PANTS	123.98	110162
582-544.000-726.800	GLOVES	AMAZON CAPITAL SERVICES, I	GLOVES	353.28	110162
582-544.000-726.800	AIR COMPRESSOR SHOP	FAMILY FARM & HOME	AIR COMPRESSOR SHOP	599.99	110180
582-544.000-726.800	CREDIT FAILED GLOVES	POWER LINE SUPPLY	CREDIT FAILED GLOVES	(462.00)	110209
582-544.000-726.800	CHAINSAW CHAIN	SPRATT'S TRADING POST INC	CHAINSAW CHAIN	28.99	110218
582-544.000-730.000	HEADLIGHT	PERFORMANCE AUTOMOTIVE	HEADLIGHT	31.87	110208
582-544.000-730.000	WASHER FLUID CASE	PERFORMANCE AUTOMOTIVE	WASHER FLUID CASE	30.54	110208
582-544.000-730.000	FILLER CAP	SPRATT'S TRADING POST INC	FILLER CAP	5.49	110218
582-544.000-740.000	FUEL - BPU - JAN 2025	WATKINS TRANSPORT INC	FUEL - BPU - JAN 2025	1,938.76	110233
582-544.000-801.000	FIRE EXTINGUISHERS -POWER PLANT	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	443.00	110164
582-544.000-930.000	GALVANIZED PLUGS	AMERICAN COPPER AND BRASS,	GALVANIZED PLUGS	12.36	110163
582-544.000-930.000	CASE OF SILICONE	AMERICAN COPPER AND BRASS,	CASE OF SILICONE	348.00	110163
582-544.000-930.000	21AA POLE BACKFILL	DRY MAR TRUCKING & DIRTWOF	21AA POLE BACKFILL	63.00	110177
Total For Dept 544.000 DISTRIBUTION				3,517.26	
Total For Fund 582 ELECTRIC FUND				73,495.94	
Fund 588 DIAL A RIDE					
Dept 596.000 DIAL-A-RIDE					
588-596.000-730.000	2019 FORD MEDIUM DUTY STEERING D	PERFORMANCE AUTOMOTIVE	2019 FORD MEDIUM DUTY STEERING DAMPER	48.12	110208
588-596.000-740.000	DART FUEL FOR JAN	WATKINS TRANSPORT INC	DART FUEL FOR JAN	2,322.79	110233
588-596.000-801.000	FIRE EXTINGUISHERS -DIAL-A-RIDE	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	84.00	110164
Total For Dept 596.000 DIAL-A-RIDE				2,454.91	
Total For Fund 588 DIAL A RIDE				2,454.91	



GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-123.000	IM, WO, SPEC ASSESS, COMM DEV, D	BS&A SOFTWARE	IM, WO, SPEC ASSESS, COMM DEV, DPPT SOE	119.91	110170
590-000.000-202.100	SCCH	HARVEY, KIMBERLY K	UB refund for account: 021974	47.53	110185
Total For Dept 000.000				167.44	
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-726.000	SUPPLIES	AMAZON CAPITAL SERVICES, I	SUPPLIES	2.94	110162
590-175.000-726.000	SWINGLINE STAPLER	AMAZON CAPITAL SERVICES, I	SWINGLINE STAPLER	34.65	110162
590-175.000-726.000	WINDOW ENVELOPES - LOGO/NO LOGO	ARROW SWIFT PRINTING	WINDOW ENVELOPES - LOGO/NO LOGO	52.28	110165
590-175.000-726.000	COPY PAPER - 45 MONROE STREET	CURRENT OFFICE SOLUTIONS	COPY PAPER - 45 MONROE STREET	24.00	110175
590-175.000-726.000	COPIES/CONTRACT BILLING - JAN 2	CURRENT OFFICE SOLUTIONS	COPIES/CONTRACT BILLING - JAN 2025	49.91	110175
590-175.000-726.000	WATER DELIVERY - 45 MONROE STREE	RUPERT'S CULLIGAN	WATER DELIVERY - 45 MONROE STREET	8.25	110215
590-175.000-730.039	BPU VEHICLE MAINT/SUPPLIES	PARNEY'S CAR CARE, LLC	TRUCK SERVICE	116.42	110207
590-175.000-801.000	FIRE EXTINGUISHERS -MAIN OFFICE	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	56.25	110164
590-175.000-801.000	IM, WO, SPEC ASSESS, COMM DEV, D	BS&A SOFTWARE	IM, WO, SPEC ASSESS, COMM DEV, DPPT SOE	86.84	110170
590-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	110171
590-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	110171
590-175.000-801.000	COPIES/CONTRACT BILLING - JAN 2	CURRENT OFFICE SOLUTIONS	COPIES/CONTRACT BILLING - JAN 2025	69.06	110175
590-175.000-801.000	PRINTING/POSTAGE AND HANDLING -	DELAWARE SYSTEMS	PRINTING/POSTAGE AND HANDLING - JAN 202	633.56	110176
590-175.000-801.000	BPU CLEANING - JANUARY 2025	EAST 2 WEST ENTERPRISES, I	BPU CLEANING - JANUARY 2025	105.00	110178
590-175.000-801.000	WEB ACCESS/UTILITY EXCHANGE - JA	ONLINE INFORMATION SERVICE	WEB ACCESS/UTILITY EXCHANGE - JAN 2025	21.56	110205
590-175.000-801.000	POSTAGE MACHINE -03052025 - 0604	QUADIENT LEASING USA, INC	POSTAGE MACHINE -03052025 - 06042025	133.49	110213
590-175.000-801.000	CREDIT CARD PROCESSING FEES - JA	INVOICE CLOUD, INC.	CREDIT CARD PROCESSING FEES - JAN 2025	102.46	663
590-175.000-802.000	HD AND USB/NVME DOCKING STATION	AMAZON CAPITAL SERVICES, I	HD AND USB/NVME DOCKING STATION	31.24	110162
590-175.000-802.000	SONIT NET ADMIN JAN 25	SONIT SYSTEMS, LLC	SONIT NET ADMIN JAN 25	218.75	110217
590-175.000-802.000	MILSOFT DISSPATCH LICENSE 2-25	MILSOFT	MILSOFT DISSPATCH LICENSE 2-25	137.81	110228
590-175.000-802.000	IVR POOLED MONTHLY OUTAGE SUB 1-	MILSOFT	IVR POOLED MONTHLY OUTAGE SUB 2-25	128.20	110228
590-175.000-850.000	TELEPHONE - WWTP 101 W GALLOWAY	ACD.NET	TELEPHONE - WWTP 101 W GALLOWAY	19.30	110161
590-175.000-850.000	TELEPHONE/FIBER - 45 MONROE STRE	ACD.NET	FIBER - 45 MONROE STREET	50.00	110161
590-175.000-850.000	OOMA FAXING EQUIP FEB 25	OOMA, INC.	OOMA FAXING EQUIP FEB 25	16.17	110206
590-175.000-850.000	MONTHLY VERIZON BILL - FEB 25	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 25	151.25	110229
590-175.000-880.000	COMMUNITY PROMOTION - JANUARY 20	MCKIBBIN MEDIA GROUP, INC.	COMMUNITY PROMOTION - JANUARY 2025	62.50	110198
590-175.000-920.400	504504154 - 37 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	49.91	1066
590-175.000-920.400	503214966 - 45 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 45 MONROE ST	216.24	1067
590-175.000-920.400	504504154 - 37 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE ST GEN	10.63	1068
Total For Dept 175.000 ADMINISTRATIVE SERVICES				2,591.17	
Dept 546.000 OPERATIONS					
590-546.000-726.800	SUPPLIES - OPERATIONS	FAMILY FARM & HOME	2 SHOVELS	39.98	110180
590-546.000-920.400	504504154 - 135 BARBER ST	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 135 BARBER ST	36.58	1065
590-546.000-920.400	505161747 - 91 MARION	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 91 MARION ST	45.74	1071
590-546.000-920.400	505161747 - 91 MARION	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 91 MARION ST	39.89	1072
Total For Dept 546.000 OPERATIONS				162.19	
Dept 547.000 TREATMENT					
590-547.000-740.000	FUEL - BPU - JAN 2025	WATKINS TRANSPORT INC	FUEL - BPU - JAN 2025	590.30	110233
590-547.000-801.000	FIRE EXTINGUISHERS -WASTEWATER P	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	154.00	110164
590-547.000-801.000	TOC WELL TESTING	MERIT LABORATORIES	TOC WELL TESTING	140.00	110199
590-547.000-801.000	BEF SAMPLING	MERIT LABORATORIES	BEF SAMPLING	4,936.00	110199
590-547.000-801.000	CONTRACTUAL SERVICES	MERIT LABORATORIES	BEF TESTING	285.00	110199
590-547.000-920.400	504904602 - 101 W GALLOWAY	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 101 W GALLOWAY DF	421.26	1062
590-547.000-920.400	505161747 - 101 W GALLOWAY MN	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 101 W GALLOWAY MN	1,354.92	1063
590-547.000-920.400	504904602 - 101 W GALLOWAY	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 101 W GALLOWAY	1,681.56	1064
590-547.000-920.400	504756735 - W GALLOWAY GR	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - W GALLOWAY GR	276.21	1069

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
 EXP CHECK RUN DATES 02/13/2025 - 02/13/2025  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 547.000 TREATMENT					
590-547.000-930.000	REPAIRS & MAINTENANCE	AMAZON CAPITAL SERVICES, I	OIL ABSORBING PADS	138.00	110162
590-547.000-930.000	SPRAYER	FAMILY FARM & HOME	SPRAYER	29.99	110180
590-547.000-930.000	REPAIRS & MAINTENANCE	FAMILY FARM & HOME	MAP GAS TORCH	27.97	110180
590-547.000-930.000	REPAIRS & MAINTENANCE	GELZER HJ & SON INC	FASTENERS	14.08	110183
590-547.000-930.000	REPAIRS & MAINTENANCE	GELZER HJ & SON INC	HYDRAULIC CEMENT	29.62	110183
590-547.000-930.000	REPAIRS & MAINTENANCE	MIDWEST MUNICIPAL INSTRUME	TRANSDUCER	843.54	110202
590-547.000-930.000	OX DITCH BELTS	PERFORMANCE AUTOMOTIVE	OX DITCH BELTS	243.12	110208
590-547.000-930.000	SCADA WORK	UIS SCADA, INC.	SCADA WORK	700.00	110226
Total For Dept 547.000 TREATMENT				11,865.57	
Total For Fund 590 SEWER FUND				14,786.37	
Fund 591 WATER FUND					
Dept 000.000					
591-000.000-110.000	VALVE - 6" FLG GATE	ETNA SUPPLY COMPANY	INVENTORY	2,122.00	110179
591-000.000-110.000	VALVE - 6" MJ GATE	ETNA SUPPLY COMPANY	INVENTORY	2,030.00	110179
591-000.000-110.000	COUPLING - 1" COPPER TO 3/4" COP	ETNA SUPPLY COMPANY	INVENTORY	600.00	110179
591-000.000-123.000	IM, WO, SPEC ASSESS, COMM DEV, D	BS&A SOFTWARE	IM, WO, SPEC ASSESS, COMM DEV, DPPT SOE	119.91	110170
591-000.000-202.100	WCCH	HARVEY, KIMBERLY K	UB refund for account: 021974	46.11	110185
Total For Dept 000.000				4,918.02	
Dept 175.000 ADMINISTRATIVE SERVICES					
591-175.000-726.000	SUPPLIES	AMAZON CAPITAL SERVICES, I	SUPPLIES	2.94	110162
591-175.000-726.000	SWINGLINE STAPLER	AMAZON CAPITAL SERVICES, I	SWINGLINE STAPLER	34.65	110162
591-175.000-726.000	WINDOW ENVELOPES - LOGO/NO LOGO	ARROW SWIFT PRINTING	WINDOW ENVELOPES - LOGO/NO LOGO	52.28	110165
591-175.000-726.000	COPY PAPER - 45 MONROE STREET	CURRENT OFFICE SOLUTIONS	COPY PAPER - 45 MONROE STREET	24.00	110175
591-175.000-726.000	COPIES/CONTRACT BILLING - JAN 2	CURRENT OFFICE SOLUTIONS	COPIES/CONTRACT BILLING - JAN 2025	49.91	110175
591-175.000-726.000	WATER DELIVERY - 45 MONROE STREE	RUPERT'S CULLIGAN	WATER DELIVERY - 45 MONROE STREET	8.25	110215
591-175.000-801.000	FIRE EXTINGUISHERS -MAIN OFFICE	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	56.25	110164
591-175.000-801.000	IM, WO, SPEC ASSESS, COMM DEV, D	BS&A SOFTWARE	IM, WO, SPEC ASSESS, COMM DEV, DPPT SOE	86.84	110170
591-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	110171
591-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	110171
591-175.000-801.000	COPIES/CONTRACT BILLING - JAN 2	CURRENT OFFICE SOLUTIONS	COPIES/CONTRACT BILLING - JAN 2025	69.06	110175
591-175.000-801.000	PRINTING/POSTAGE AND HANDLING -	DELAWARE SYSTEMS	PRINTING/POSTAGE AND HANDLING - JAN 202	633.56	110176
591-175.000-801.000	BPU CLEANING - JANUARY 2025	EAST 2 WEST ENTERPRISES, I	BPU CLEANING - JANUARY 2025	105.00	110178
591-175.000-801.000	WEB ACCESS/UTILITY EXCHANGE - JA	ONLINE INFORMATION SERVICE	WEB ACCESS/UTILITY EXCHANGE - JAN 2025	21.56	110205
591-175.000-801.000	POSTAGE MACHINE -03052025 - 0604	QUADIENT LEASING USA, INC	POSTAGE MACHINE -03052025 - 06042025	133.49	110213
591-175.000-801.000	CREDIT CARD PROCESSING FEES - JA	INVOICE CLOUD, INC.	CREDIT CARD PROCESSING FEES - JAN 2025	102.46	663
591-175.000-802.000	HD AND USB/NVME DOCKING STATION	AMAZON CAPITAL SERVICES, I	HD AND USB/NVME DOCKING STATION	31.24	110162
591-175.000-802.000	SONIT NET ADMIN JAN 25	SONIT SYSTEMS, LLC	SONIT NET ADMIN JAN 25	218.75	110217
591-175.000-802.000	MILSOFT DISSPATCH LICENSE 2-25	MILSOFT	MILSOFT DISSPATCH LICENSE 2-25	137.81	110228
591-175.000-802.000	IVR POOLED MONTHLY OUTAGE SUB 1-	MILSOFT	IVR POOLED MONTHLY OUTAGE SUB 2-25	128.20	110228
591-175.000-850.000	TELEPHONE - WTP 401 HILLSDALE ST	ACD.NET	TELEPHONE - WTP 401 HILLSDALE STREET	19.30	110161
591-175.000-850.000	TELEPHONE/FIBER - 45 MONROE STRE	ACD.NET	FIBER - 45 MONROE STREET	50.00	110161
591-175.000-850.000	OOMA FAXING EQUIP FEB 25	OOMA, INC.	OOMA FAXING EQUIP FEB 25	16.17	110206
591-175.000-850.000	MONTHLY VERIZON BILL - FEB 25	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 25	151.25	110229
591-175.000-880.000	COMMUNITY PROMOTION - JANUARY 20	MCKIBBIN MEDIA GROUP, INC.	COMMUNITY PROMOTION - JANUARY 2025	62.50	110198
591-175.000-920.400	504504154 - 37 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	49.91	1066
591-175.000-920.400	503214966 - 45 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 45 MONROE ST	216.24	1067
591-175.000-920.400	504504154 - 37 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE ST GEN	10.63	1068
591-175.000-956.000	TRAINING & SEMINARS	MICHIGAN RURAL WATER ASSOC	S1 REVIEW CLASS	380.00	110201
Total For Dept 175.000 ADMINISTRATIVE SERVICES				2,854.75	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 543.000 PRODUCTION					
591-543.000-801.000	FIRE EXTINGUISHERS -WATER PLANT	ANYTIME FIRE PROTECTION LI	ANNUAL SERVICE/INSPECTION OF FIRE EXTIN	58.00	110164
591-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND BRASS,	PIPE AND FITTINGS	284.10	110163
591-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND BRASS,	WELL 8 ELECTRICAL REPAIR PARTS	237.00	110163
591-543.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND BRASS,	WELL 8 ELECTRICAL PARTS	16.40	110163
591-543.000-930.000	REPAIRS & MAINTENANCE	GELZER HJ & SON INC	HARDWARE FOR WELL 8	69.54	110183
Total For Dept 543.000 PRODUCTION				665.04	
Dept 544.000 DISTRIBUTION					
591-544.000-726.800	SUPPLIES - OPERATIONS	GELZER HJ & SON INC	SUPPLIES	14.57	110183
591-544.000-740.000	FUEL - BPU - JAN 2025	WATKINS TRANSPORT INC	FUEL - BPU - JAN 2025	590.30	110233
591-544.000-742.000	CLOTHING / UNIFORMS	POWERS CLOTHING, INC.	BIB OVERALL	103.00	110211
591-544.000-801.000	CROSS CONNECTION CONTROL PROGRAM	HYDROCORP, LLC	CROSS CONNECTION CONTROL PROGRAM	1,564.50	110190
591-544.000-930.000	SCADA WORK	UIS SCADA, INC.	SCADA WORK	700.00	110226
Total For Dept 544.000 DISTRIBUTION				2,972.37	
Dept 545.000 PURIFICATION					
591-545.000-727.200	SODIUM HYPOCHLORITE	UNIVAR SOLUTIONS USA INC	SODIUM HYPOCHLORITE	4,297.78	110227
591-545.000-920.400	504558065 - 401 HILLSDALE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 401 HILLSDALE	587.05	1070
591-545.000-930.000	REPAIRS & MAINTENANCE	GELZER HJ & SON INC	M18 DRILL AND BATTERIES	307.98	110183
591-545.000-930.000	REPAIRS & MAINTENANCE	GELZER HJ & SON INC	WEATHER TAPE	16.99	110183
Total For Dept 545.000 PURIFICATION				5,209.80	
Total For Fund 591 WATER FUND				16,619.98	
Fund 633 PUBLIC SERVICES INV. FUND					
Dept 000.000					
633-000.000-101.000	49.78 TON OF SALT	COMPASS MINERALS AMERICA	149.78 TON SALT	3,178.45	110173
633-000.000-101.000	50.70 TON SALT	COMPASS MINERALS AMERICA	150.7 TON SALT	3,237.20	110173
633-000.000-101.000	54.38 TON OF SALT	COMPASS MINERALS AMERICA	154.38 TON SALT ORDER	3,472.16	110173
633-000.000-101.000	CALCIUM CHLORIDE 50LB BAGS	HOME DEPOT	DPS ICE MELT AND BPU WAREHOUSE	1,977.00	110189
Total For Dept 000.000				11,864.81	
Total For Fund 633 PUBLIC SERVICES INV. FUND				11,864.81	
Fund 640 REVOLVING MOBILE EQUIP. FUND					
Dept 443.000 MOBILE EQUIPMENT MAINTENANCE					
640-443.000-726.000	ULTRA ORIGINAL SOAP FPR DPS SHOP	GELZER HJ & SON INC	ULTRA ORIGINAL SOAP FPR DPS SHOP	4.29	110183
640-443.000-726.000	IND GAS, MEDIUM	PURITY CYLINDER GASES, INC	IND GAS, MEDIUM	81.98	110212
640-443.000-730.000	KEY FOR TRUCK #4	FRANK BECK CHEVROLET CO.	KEY FOR TRUCK #4	33.46	110181
640-443.000-730.000	FASTENERS AND ANCHORS FOR #15	GELZER HJ & SON INC	FASTENERS AND ANCHORS FOR #15	1.86	110183
640-443.000-730.000	RELAY BOX FOR #54	GREENMARK EQUIPMENT	RELAY BOX FOR #54	432.49	110184
640-443.000-730.000	PLUG/PATCH OF #39	NORM'S TIRE & SERVICE	PLUG/PATCH OF #39	29.25	110204
640-443.000-730.000	AIS PURCHASE FOR #21.4	POWERPLAN	AIS PURCHASE FOR #21.4	1,721.02	110210
640-443.000-730.000	KEYS FOR TRUCK #44 AND #27	STILLWELL FORD MERCURY, IN	KEYS FOR TRUCK #44 AND #27	100.60	110220
640-443.000-730.000	PROGRAMMED KEY FOR #27	STILLWELL FORD MERCURY, IN	PROGRAMMED KEY FOR #27	82.50	110220
640-443.000-730.000	ROAD SERVICE REPAIR #40	STOOPS FREIGHTLINER-QUALI	ROAD SERVICE REPAIR #40	249.00	110222
640-443.000-730.000	ROAD SERVICE REPAIR #42	STOOPS FREIGHTLINER-QUALI	ROAD SERVICE REPAIR #42	361.00	110222
640-443.000-740.000	DPS, ZONING AND ASSESSING FUEL F	WATKINS TRANSPORT INC	DPS, ZONING AND ASSESSING FUEL FOR JAN	3,236.57	110233
640-443.000-801.000	RAGS FOR DPS SHOP	CINTAS CORPORATION	MATS AND RAGS FOR DPS	7.35	110171
640-443.000-801.000	SHOP RAGS FOR DPS	CINTAS CORPORATION	MATS AND SHOP RAGS FOR DPS	7.35	110171
640-443.000-801.000	DOOR DECALS FOR #44	STOCKHOUSE CORPORATION	DOOR DECALS FOR #44	125.00	110221
Total For Dept 443.000 MOBILE EQUIPMENT MAINTENANCE				6,473.72	

02/13/2025 11:34 AM  
User: lsergent  
DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
EXP CHECK RUN DATES 02/13/2025 - 02/13/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 640 REVOLVING MOBILE EQUIP. FUND					
Total For Fund 640 REVOLVING MOBILE EQUIP. FUND				<u>6,473.72</u>	

02/13/2025 11:34 AM  
User: lsergent  
DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
EXP CHECK RUN DATES 02/13/2025 - 02/13/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 GENERAL FUND	429,847.79	
			Fund 151 CEMETERY TRUST	1,000.00	
			Fund 202 MAJOR ST./TRUNE	5,147.49	
			Fund 203 LOCAL STREET FI	22.50	
			Fund 208 RECREATION FUNI	229.92	
			Fund 247 TAX INCREMENT I	150.00	
			Fund 271 LIBRARY FUND	1,744.72	
			Fund 401 CAPITAL IMPROVI	3,282.95	
			Fund 409 STOCK'S PARK	9,986.39	
			Fund 481 AIRPORT IMPROVI	1,486.22	
			Fund 582 ELECTRIC FUND	73,495.94	
			Fund 588 DIAL A RIDE	2,454.91	
			Fund 590 SEWER FUND	14,786.37	
			Fund 591 WATER FUND	16,619.98	
			Fund 633 PUBLIC SERVICE	11,864.81	
			Fund 640 REVOLVING MOBII	6,473.72	
			Total For All Funds:	<u>578,593.71</u>	

## CITY COUNCIL MINUTES

City of Hillsdale  
February 3, 2025  
7:00 P.M.

Regular Meeting

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

Mayor Pro Tem Joshua Paladino opened the meeting with the Pledge of Allegiance.

### **Roll Call**

Mayor Pro tem Josh Paladino called the meeting to order. Clerk Price took roll call.

Council Members present: Joshua Paladino, Mayor Pro Tem  
R Greg Stuchell, Ward 1  
Jacob Bruns, Ward 1  
William Morrisey, Ward 2  
Matthew Bentley, Ward 2  
Gary Wolfram, Ward 3  
Bob Flynn, Ward 3  
Robert Socha, Ward 4

Council Members absent: None

Also Present: David Mackie (City Manager), Attorney Tom Thompson, Katy Price (City Clerk), Jason Blake (DPS Director), Brandon Janes (IT), Mark Hawkins (HCFD), Scott Hephner (HCPD/HCFD), Shannon Gainer, Jill Hardway and Doug Ingles.

### **Approval of Agenda**

Motion by Councilman Morrisey, support by Councilman Socha, to approve the agenda as presented.

All ayes. Motion carried.

### **Public Comment**

None

### **Consent Agenda**

- A. Approval of Bills
  - 1. City and BPU Claims of January 16, 2025: \$473,904.80
  - 2. Payroll of January 16, 2025: \$240,327.30
- B. City Council Minutes of January 21, 2025
- C. Finance Minutes of January 21, 2025
- D. Public Safety Minutes of October 29, 2024, January 9, 2025, January 21, 2025
- E. Investment Report of 12/31/24
- F. Financial Reports for the Quarter Ending 12/31/24
- G. Tetra Tech Agreement

Motion by Council Member Flynn, seconded by Council Member Morrisey to approve the Consent Agenda as presented.

Voice vote, approved unanimously.

### **Communication/Petitions**

- A. Hillsdale County Commissioner Update – Doug Ingles

Doug Ingles, Hillsdale County Commissioner reported on the renovation and completion of the courthouse project. Final cost came in under budget of \$10.5 million. Maintenance plans will be drafted soon. Emergency Management Committee met and discussed plan. Next meeting will be February 27, 2025.

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

None

**Old Business**

A. Airport Hangar Repair

In an effort to move the Airport towards self-sufficiency the City Council approved the repair of the Airport’s dilapidated t-hangars, Corporate Hangar #1 and the Old Terminal at their last meeting. The City Council wanted to further discuss the rents to be charged when the hangars are completed. The Airport Advisory Committee and staff recommend \$150 for T-hangars and \$800 for Corporate Hangar #1. City Council discussed approving annual escalator to be implemented as well.

Discussion ensued on charging the \$200 for T-hangers and \$900 for Corporate hangar #1. Bruns and Bentley were in favor of the \$200 hangars.

Further discussion ensued on option two with charging \$150 to start and then later on charging the \$200 for T- hangars.

Motion by Council Member Bruns, seconded by Council Member Bentley to approve option one (1) for \$200 T-hangars and \$900 Corporate hangar #1.

Roll Call:

Councilman Bruns	Aye
Councilman Flynn	Nay
Councilman Morrissey	Nay
Councilman Socha	Nay
Councilman Stuchell	Nay
Councilman Wolfram	Nay
Mayor Pro Tem Paladino	Aye
Councilman Bentley	Aye

Motion failed 3-5

Motion by Council Member Flynn, seconded by Council Member Socha to approve option two (2) for \$150 T-hangars and \$800 Corporate hangar #1.

Roll Call:

Councilman Flynn	Aye
Councilman Morrissey	Aye
Councilman Socha	Aye
Councilman Stuchell	Aye
Councilman Wolfram	Aye
Mayor Pro Tem Paladino	Aye
Councilman Bentley	Nay
Councilman Bruns	Nay

Motion passed 6-2

**New Business**

A. JB Office Building, LLC OPRA Resolution Amendment

On October 7, 2022, the City of Hillsdale approved Resolution #3521, granting JB Office Building, LLC an Obsolete Property Rehabilitation Exemption Certificate (OPRA) for property located at 30 & 32 N. Howell Street, Hillsdale, Michigan. This certificate was approved for a period of 10 years, beginning December 31, 2022, and ending December 30, 2032, pursuant to the provisions of Public Act 146 of 2000, as amended.

Resolution #3521 required that the rehabilitation of the facility be completed by October 1, 2024, however, the rehabilitation has not yet commenced. Included in the attachments for this agenda item is the annual report for 2024 submitted by JB Office Building, LLC, which was received by the Hillsdale City Assessor on January 29, 2025. The certificate holder reported \$0.00 in project costs accrued as of December 31, 2024.

JB Office Building, LLC, has informed city staff they are still intending to undertake the project, and they are requesting an extension of the completion date to October 1, 2026. The amendment would ensure the State Tax Commission does not revoke the OPRA certificate while the project remains ongoing, as OPRA's are subject to State Tax Commission review after being approved at the local level.

Council discussion ensued on project and what plans were with the applicant.

Motion by Council Member Socha, seconded by Council Member Flynn to approve the OPRA extension to JB Office Building, LLC as presented. Resolution #3624.

Roll Call:

Councilman Morrissey	Aye
Councilman Socha	Aye
Councilman Stuchell	Aye
Councilman Wolfram	Aye
Mayor Pro Tem Paladino	Aye
Councilman Bentley	Aye
Councilman Bruns	Aye
Councilman Flynn	Aye

Motion passed 8-0

Miscellaneous Reports

A. Proclamations – None

B. Appointment- Officer’s Compensation Board – Timothy Green

Motion by Council Member Socha, seconded by Council Member Bruns to appoint Timothy Green to Officer’s Compensation Board.

By a voice vote, the motion passed unanimously.

C. Other - None

General Public Comment

Shannon Gainer, Ward four, spoke on Road Diet Meeting, she wasn’t in favor of the bike paths.

City Manager Report

Manager Mackie thanked Mark Nichols for recording the Road Diet Meeting at the library.

Match on Main Grant opportunity for downtown businesses up to \$25,000 application deadline on March 7, 2025.

Michigan Aeronautics awarded Hillsdale Airport \$101,000 grant for a new tractor/plow. MDOT received 97 applicants, 44 were awarded and the City of Hillsdale received 2 grants.

Council Comment

Councilman Bentley asked about the Road Diet plans and when Council will meet again to review changes.

Lengthy discussion ensued on the plans and meeting.

Adjournment

Motion by Councilmember Socha, seconded by Councilmember Flynn to adjourn the meeting.



By a voice vote, the motion passed unanimously.

The meeting Adjourned at 8:00 p.m.

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Josh Paladino, Mayor Pro-Tem

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Katy Price, City Clerk

CITY OF HILLSDALE FINANCE COMMITTEE

Place: City Hall Second Floor Conference Room

Date: February 3, 2025

Time: 6:30 PM

PRESENT:

COMMITTEE: Gary Wolfram, Will Morrissey, Matt Bentley, Jacob Bruns

STAFF: Jason Blake (Director of Public Services), David Mackie (City Manager),

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 175: DLT Computer Program

Department 447: Lease for Copiers

Fund 202

Department 490: Michigan Uniform Traffic Control Device Sign

Fund 247

Department 900: TIFA grant to help offset cost of façade repair for dance studio

Fund 582

Department 175: AUTOCAD software

Department 544: Testing of electrical substation equipment

Fund 591

Department 544: Total organic carbon sampling for water distribution

Motioned by Bruns and seconded by Wolfram to approve.

Motioned passed 4-0

Motioned by Wolfram and seconded by Bruns to adjourn

Motion passed 4-0

Adjournment 6:43 PM

Minutes prepared by Gary Wolfram

## **1. Call to Order**

Meeting was called to order at 5:00 PM.

## **2. Roll Call**

Councilpersons Flynn, Wolfram, and Bruns were all present. They were joined by City Manager Mackie, Mr. Blake, and Mr. Fry. Later on, Mary Wolfram entered for public comment.

## **3. Election of Chairperson, Designation of Secretary**

Councilperson Flynn was unanimously elected as chair, with Councilperson Bruns being unanimously designated as secretary.

## **4. Discussion of Parades/Special Events in Downtown**

Councilperson Flynn wished to discuss the status of the city's fees, which have reportedly caused some consternation among residents. After a recapitulation of the situation from Jason Blake, the committee discussed at length, considering ways to aid public events while still ensuring that the city itself is not bearing the cost of those events. The discussion was inconclusive, though the committee decided that it would be best to discuss with various community leaders of said events.

## **5. Discussion of Capital Improvement Plan**

Mr. Fry provided the committee with an overview of the city's capital improvement plan. The committee briefly discussed the document, and Mr. Fry fielded questions.

## **6. Discussion of Long-term Plan for Mitchell Building**

Councilperson Flynn suggested selling the Mitchell Building for \$1 so that the liability would be off the city's books, and the Mitchell Research Center could work on acquiring funding. Councilperson Wolfram expressed some skepticism of the idea, but was nonetheless willing to entertain it. The committee unanimously agreed to consult the city attorney as to the legality of such a sale.

## **7. Public Comment**

Mary Wolfram talked about the Dawn Theater and the Mitchell Building, discussing the pros and cons of the various possibilities for Mitchell policy.

## **8. Adjournment**

The meeting was adjourned at 5:47.

**Operations & Governance Committee Meeting**  
**January 27, 2025**

**Call to Order:** Council member Will Morrissey called the meeting to order at 5:03 pm

**Roll Call:** Present - Councilmembers Will Morrissey, Joshua Paladino and Greg Stuchell  
Also, present - City Manager/BPU Director, David Mackie. Public: Penny Swan

**I: Public Comments:** No Public Comment

**II. Discussion related to City Manager's annual performance criteria**

Public Communications & Engagement:

- Interviews, city web site, access to local media sites
- Development of a Citizen's Academy program

Community Development

- Submit a long-term solution concerning the Mitchell Building
- Review/modify incentive/abatement policies

Infrastructure & Operations

- Maintaining Capital Improvement Plan
- Develop & submit as three-year rolling infrastructure schedule
  - Schedule to include roads and infrastructure project
  - Schedule to include project timelines & funding

Public Safety - Action

- City Manager to develop & submit to O&G committee a reporting structure that measures both status and progress related to public safety under both police and fire departments.

**III. Discussions regarding revisions to the City Charter; with the objective of making City Charter current with State statutes.**

- Amendments to City Charters required the governor's approval
- Revisions to the City Charter requires public approval by ballot

There was a good deal of discussion surrounding the complexities between City Charter vs the State legislation. Discussions related to how best to revise the Hillsdale City Charter to be in alignment with the State Legislation.

**Action Items:**

1. Council member Paladino to submit a letter outlining revisions to the City Charter for sections 12.265, 12.3 and 12.4. These sections relate to the Library, elections and terms of office.
2. O&G committee to discuss complexities with full council
3. City Manager to provide performance criteria inside Public Safety

**IV: Public Comments**

No closing public comments

**V. Adjournment:**

Motion by Paladino to adjourn

Motion Seconded by Stuchell

Vote: Three in favor - 0 nays - Motion carried

Meeting closed at 6:35 pm

## Hillsdale City Council Public Safety Committee Minutes of 02.13.2025

Call to Order 5:31 PM

Members Present:

Councilman Robert Socha, Councilman Bob Flynn, and Councilman Greg Stuchel

Others Present:

City Manager David Mackie, Police Chief Hephner, Dan Poole, and Jack McLain

Approval of Agenda:

Motion Councilman Greg Stuchel, Second Councilman Bob Flynn - Vote: Unanimous

Purchase of Police Department Handguns

- CMP Distributors - Department Pricing
- \$23,546.14 Pistols, Factory Installed Sights, Shotgun replacement and Ammo
- Motion to send to full council by Councilman Bob Flynn, support Councilman Greg Stuchel - Vote: Unanimous

Waldron St. Parking

- Full council to address during March 3 meeting

Public Comment: Jack McLain mentioned safety at crosswalks and third floor egress in the downtown corridor

Motion to adjourn by Councilman Robert Socha, second by Councilman Bob Flynn - Vote: Unanimous

Adjourned 6:03 PM

# **City of Hillsdale**

## **Agenda Item Summary**

**MEETING DATE:** February 17, 2025  
**AGENDA ITEM #:** Consent Agenda  
**SUBJECT:** Well 4 Cleaning and Rehab

**BACKGROUND PROVIDED BY STAFF:** Jeff Gier, Director of Water and Wastewater

### **Project Background:**

Well 4 water production had decreased to the point that we called in Northern Pump and Well to pull the motor, pump, and televise the casing. Northern took the pump back to their shop, completed a diagnosis of any issues, and provided a quote for repairs. After viewing the video and looking at the pictures of the pump, staff agrees that these repairs are necessary. Funds will be paid out of the capital line item well and pump maintenance with \$50,000.00 being budgeted.

### **RECOMMENDATION:**

Hillsdale BPU Board supports award of the proposal from Northern Pump & Well at a cost of \$33,544.00.



6837 W. Grand River Ave.  
Lansing, MI 48906

Hillsdale Board of Public Utilities  
Attn: Mr. Jeff Gier  
45 Monroe Street  
Hillsdale, Michigan 49242

# Proposal

Date	Proposal #
1/6/2025	24-Q3265A

Description	Qty	Rate	Total
Thank you for the opportunity to present you with this quote for the repair of your pump for Well #4.			
** Price is in addition to \$4,940.00 from quote 24-Q3265 **			
40 HP Motor Repair, Clean and Change Bearings	1	1,460.00	1,460.00
Sand Blast Clean and paint head	1	375.00	375.00
Stuffing box repair 3 1/2" x 1 1/2" Bronze	1	230.00	230.00
8" x 4'11-1/4" Top Column	2	453.00	906.00
8" x 9'11-1/4" Inter Column	3	642.00	1,926.00
8" x 4'11-1/4" Bottom Column	1	453.00	453.00
8" x 10' Suction Pipe	1	645.00	645.00
1" SST Shaft Head w/coupling	1	261.00	261.00
1" x 10' SST Shaft w/sleeve & coupling	3	298.50	895.50
1" x 5' SST Shaft w/coupling	2	223.50	447.00
8" x 2" Dropln BRZ Spiders	5	174.00	870.00
Pump Bowl New: 10", 3 stage, 830 gpm @ 95' tdh	1	5,681.00	5,681.00
1/4 inch air line	48	1.50	72.00
1 inch Stilling Tube, SDR21 PVC, per ft	45	1.50	67.50
Bolts, Gauges, Air Line Fittings, Paint and Miscellaneous supplies	1	330.00	330.00
Labor - Shop, reassemble pump, paint, prep pump assembly	1	850.00	850.00
Labor, Mobilization, Demobilization, Set Pump, Chlorinate well, Run a post efficiency well and pump test, Pull one bacti sample. * Estimated hours, actual hours charged. *	20	230.00	4,600.00
Well Cleaning: Sonar Jet - Cleaning labor (est. 24 hrs.) - Cleaning equipment - Sonar Jets (3) - Post cleaning video - Sodium Hypochlorite (3 gal.) - Chlorine enhancer (1/4 gal.)	1	13,475.00	13,475.00
Note: Should conditions change and additional work be required, beyond the original scope of this project, our standard hourly rates will apply. If this occurs, Northern Pump & Well shall consult with you prior to the additional work being performed.			
If you have any questions, feel free to call 877-477-1757 or 517-322-0219		<b>Total</b>	





6837 W. Grand River Ave.  
Lansing, MI 48906

Hillsdale Board of Public Utilities  
Attn: Mr. Jeff Gier  
45 Monroe Street  
Hillsdale, Michigan 49242

# Proposal

Date	Proposal #
1/6/2025	24-Q3265A

Description	Qty	Rate	Total
Signature: _____ Date: _____  Purchase Order No. (if required): _____  * If this proposal meets your approval, please sign / date and return to fax number: 1-517-322-0135			
If you have any questions, feel free to call 877-477-1757 or 517-322-0219		<b>Total</b>	<b>\$33,544.00</b>

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

**MEETING DATE:** February 17, 2025  
**AGENDA ITEM #:** Consent Agenda  
**SUBJECT:** Sanitary Sewer Spot Repairs

**BACKGROUND PROVIDED BY STAFF:** Jeff Gier, Director of Water and Wastewater

**Project Background:**

Staff had planned to line several bad sections of sewer main this year. The lining contractor sent in their prep crew ahead of the lining to clean and televise these areas. Five of the sections were found to be unlineable and in urgent need of repair. One of the five is under M99 and thus very costly to repair. Will hold off on this section for now. Due to the depth and challenges associated with these areas staff went out for bids for these repairs. Although funds were not set aside in the capital budget for this work, there are funds in that account to cover these needed repairs.

**RECOMMENDATION:**

Hillsdale BPU Board supports award of the bid from Parrish Excavating, Inc. at a total of \$179,219.00.

2025-1



# City of Hillsdale, Michigan

## BID SHEET

Project: SANITARY SEWER REPLACEMENT

Date: JAN 30, 2025 2PM

Company	Base	✓ BOND	TOTAL:
DZ CONTRACTING	230,848.00	✓	
SWU SARRSKI EXCAVATING	288,005.00	✓	
CONCORD EXCAVATING	243,860.00	✓	
PARRISH EXCAVATING	179,219.00	✓	

**CITY OF HILLSDALE, MICHIGAN  
ADVERTISEMENT FOR BIDS**

**Sanitary Sewer Replacement**

The City of Hillsdale is requesting proposals for the following project:

Sanitary Sewer open cut replacement and spot repairs of approximately 240 LF of sanitary sewer lines in four locations within the City of Hillsdale

The City of Hillsdale can provide, upon request, video of existing pipe for bidding purposes only.

**RFP due date/ Public Opening:**

Sealed proposals are due by 2:00 pm (local time) on January 30, 2025 at the following location:

Hillsdale City Hall  
Office of the City Clerk  
97 N. Broad Street  
Hillsdale, MI 49242

**Proposed Project Schedule:**

BPU Board Presentation:	February 11, 2025
City Council Anticipated Award of Contract:	February 17, 2025
Construction Start Date:	Immediately following contract award
Construction Completion Date:	May 16, 2025

**Project Locations:**

- Spring St. – between Lewis St. and Rippon St.
- E. Carleton St. – between Oak St. and Union St.
- Lake St. – between Willow St. and E. Carleton St.
- N. West St. – between River St. and Monroe St.

**Scope of Work:**

**Background:**

The city is anticipating award of this contract in mid-February and wishes the work completed in an expedient manner soon after contract award to accommodate the required lining of three of these pipe sections with an already awarded lining project.

The video survey recently completed in preparation for some sanitary sewer lining discovered sanitary sewer pipe sections that cannot be lined due to some breaks and misaligned pipe sections.

The City is requesting bids for the following work:

- Spring St. – spot replacement of 11 LF of 8" VCP with 8" CPVC, 10 feet deep between MH 6942 and MH 3379, see drawing sheet S1.
- E. Carleton St. – full replacement of 63 LF of 6" VCP with 8" of CPVC, 5 feet deep between MH 2020 and MH 2021, see drawing sheet S2
- Lake St. – spot replacement of 47 LF of 8" VCP with 8" CPVC, 20 feet deep between MH 2016 and MH 2017, see drawing sheet S3.
- N. West St. – replacement of 115 LF of 8" VCP with 8" CPVC, 7 feet deep between MH 1846 and the St. Joseph river. This replacement will NOT cross the river, refer to drawing sheet S4.

A map of the project areas is included in the project drawings showing the upstream areas served by these sanitary sewer sections for determination of any required by-pass pumping needs, see drawing sheets S6 & S7.

#### **Work Tasks:**

All work associated with this work shall be in accordance with all applicable sections of the 2020 MDOT Standard Specification for Construction and attached Special Provisions as noted.

- Remove existing roadways that consist Hot Mixed Asphalt (HMA) to the width noted on the project drawings.
- Remove and replace any impacted curb and gutter.
- Remove and replace any impacted concrete drive approaches.
- Provide by-pass pumping of the existing sanitary sewer lines to be replaced, if needed.
- Construct the new sanitary sewer sections per the applicable sections of the attached sanitary sewer special provision and the MDOT specifications.
- Re-establish any impacted sanitary sewer service connections in the pipe sections being replaced or repaired.
- Replace the existing HMA per the HMA Application Table on drawing sheet S5.

#### **Instructions to proposers:**

- Proposals must be typewritten or clearly printed in ink and signed by a duly authorized representative of the firm submitting the proposal.
- Proposals must be submitted in sealed envelopes, clearly marked on the outside, "Hillsdale City – Sanitary Sewer Replacement and Repairs".
- Proposals will be received by the City Clerk, City Hall, 97 N. Broad Street, Hillsdale, Michigan 49242, at the above-required time. All proposals will be date stamped and time marked upon receipt. Proposals may not be faxed or e-mailed.
- No proposal will be accepted after the time designated for the receipt of proposals set forth above. Each bidder shall and will be fully and solely

responsibility for delivery of the proposal prior to the appointed date and hour designated for the receipt of all proposals, and shall assume the risk of late delivery or non-delivery regardless of the manner the bidder employs for the proposal's delivery or the reason for such late delivery or non-delivery.

- The City of Hillsdale reserves the right to reject any and all proposals and to waive any defects or informalities in proposals, to accept the bid that it determines to be the lowest competitive bid from a competent bidder meeting specifications and to negotiate with the bidder or bidders who, in the judgment of the Hillsdale City Manager, are deemed the most advantageous for the public and the City.
- The City of Hillsdale reserves the right to take other action before a contract is signed or a purchase order is approved; even after City Council accepts or approves the proposal.
- Proposals submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record and available for review.
- Communications regarding this proposal may be directed to:

Jeff Gier  
Director of Water and Sewer  
City of Hillsdale  
Hillsdale, MI 49242  
517-437-6412  
[jgier@hillsdalebpu.com](mailto:jgier@hillsdalebpu.com)

**Conditions applicable to proposal:**

- **Applicable Laws:** The Ordinances and Charter of the City of Hillsdale and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- The City of Hillsdale hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids to this invitation and will not be discriminated against on grounds of sex, race, color, age, weight, height, marital status, religion or national origin in the consideration for an award.
- This request for proposal does not commit the City of Hillsdale to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- The City is exempt from the payment of any federal excise or any Michigan sales tax (State of Michigan Sales Tax Exemption number: 38-6004621). The price must be net, exclusive of taxes.

**Indemnification:**

The Contractor shall indemnify and hold harmless the City of Hillsdale, its council members, city manager, directors, employees and agents from and against all liabilities, claims, demands, causes of action of every kind and descriptions, damages, Losses and Litigation Expenses, including but not limited to attorney's fees through appeals, arising out of or resulting from the performance of work in this contract, providing that any such claim, demand, cause of action, damage, Loss or expense (1) is attributable to bodily injury, disease or death, or to injury to or destruction of property including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, anyone directly or indirectly employed by the Contractor, or anyone for whose acts for any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

**Insurance:**

The Contractor shall, at its own expense, provide for the payment of Worker's Compensation benefits to its employees employed on or in connection with the work covered by this RFP, in accordance with applicable laws and statutorily required.

- The Contractor shall, at its own expense, carry and maintain Comprehensive General Public Liability Insurance with minimum limits of Bodily Injury of \$500,000 per person, \$1,000,000 per accident, \$250,000 per occurrence of property damage and \$2,000,000 Excess Liability. Blanket contractor and completed operations coverage shall be included with the same minimums.
- The Contractor shall, at its own expense, carry and maintain Comprehensive Auto Liability with the same limits as for General Public Liability. Liability coverage shall name City of Hillsdale as an additional insured.
- The Contractor shall likewise require its subcontractors, if any, to provide for such benefits and carry and maintain such insurance at no expense to the City.
- Before commencement on the project contemplated herein, and at any time thereafter upon written request by the City, the Contractor shall furnish the City with a copy of certificates of insurance as evidence that policies providing the required coverage's and limits of insurance are in full force and effect.
- All insurance coverage furnished under this Contract, with the exception of Worker's Compensation and Employer's Liability, shall include the City, and employees as additional insured with respect to the activities of the Contractor and its subcontractors. Any certificate or certificates presented as evidence of insurance shall specify the date when such benefits and insurance expire. The Contractor agrees that said benefits and insurance shall be provided and maintained until after the entire work under the Contract has been performed and accepted. The Contractor shall provide the City at least thirty (30) days advance written notice prior to cancellation, termination, or material alteration of said policies of insurance.

**Changes and addenda to proposal documents:**

Information of change or addendum issued in relation to this document will be on file and available in the Office of the City Clerk. In addition, to the extent possible, copies will be emailed to each vendor registered as having received a set of documents. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such addenda.

**Proposal results:**

All proposals submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record available for review. A proposal tabulation will be available for review after the proposal opening.

**Anti-Collusion:**

Any evidence of agreement or collusion among bidders and/or prospective bidders acting to illegally restrain freedom of competition by agreement to bid fixed prices, or otherwise, will render their offers void.

**Bid Bond/ Performance Bond:**

Bids must contain the names of every person or company interested therein and shall be accompanied by a Bid Bond in the amount of 5% of the amount bid with satisfactory corporate surety, subject to conditions provided in the Instructions to Bidders. The successful bidder will be required to furnish satisfactory Performance Bond and Maintenance and guarantee Bond in the amount of 100% of the Bid, and Labor and Material Bond in the amount of 50% of the Bid.



**PROPOSAL:**

All projects will be paid using the Unit Pricing presented in this bid.

The City of Hillsdale reserves the right to award or to reject all bids if it is in the best interest of the City.

**Sanitary Sewer Repair and Replacement Bids:**

ITEM DESCRIPTION	EST. QUANT.	UNIT	UNIT COST	TOTAL COST
Mobilization (Max 5% of Bid)	1	LS	9,098.50	9,098.50
HMA Surface, Rem	525	SY	11.50	6,037.50
Curb & Gutter, Rem	25	LF	20.00	500.00
Pav't, Rem	10	SY	49.50	495.00
Spring Street – 8" CPVC Spot Repair	11	LF	1,144.50	12,589.50
E. Carleton Street – 8" CPVC Full Replacement	63	LF	215.00	13,545.00
Lake Street – 8" CPVC Spot Repair	47	LF	563.00	26,461.00
N. West Street – 8" CPVC Partial Replacement	115	LF	441.00	50,715.00
By-Pass Pumping	1250	LF	12.50	15,625.00
Sanitary Structure, Tap, 8 Inch	1	EA	1,762.50	1,762.50
Sanitary Sewer Service Lead, PVC, 4 Inch	4	EA	700.00	2,800.00
Curb and Gutter, Conc, Det F4	25	LF	89.00	2,225.00
Driveway, Nonreinf Conc, 6 Inch	10	SY	223.50	2,235.00
Pav't Sawcutting	510	LF	3.00	1,530.00
Aggregate Base, 8 Inch, 22A	525	SY	8.00	4,200.00
HMA, LVSP	150	TON	172.00	25,800.00
Turf Restoration	150	SY	24.00	3,600.00
Traffic Control	1	LS	0.00	0.00
<b>GRAND TOTAL:</b>				179,219.00

The undersigned, having familiarized (himself/herself) with the Request for Proposal, the bidder shall examine the scope of work to be completed and shall completely familiarize (himself/herself) with existing conditions to be encountered, the difficulties and limitations involved in completing the project and all other factors affecting the work proposed with this project. The Contractor shall provide all necessary labor, transportation, meals, etc. to perform all the work and furnish all necessary material to complete plans outlined in the proposal.

In submitting this proposal, it is understood and agreed by the undersigned that the right is reserved by the City to reject any or all proposals. It is further understood and agreed by the same undersigned that any qualifying statements, or conditions made to the above proposal, as originally published, as well as any interlineations, erasures, omissions, or entered wording obscure as to its meaning, may cause the bid to be declared irregular and may be cause for rejection of the bid.

Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of all that is hereby acknowledged:

<u>Addendum Number</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

Certification Regarding Debarment, Suspension and Other Responsibility Matters—  
Primary Covered Transaction

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and all its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or committee; (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification and (d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

II. Where the prospective primary participant is unable to certify to any the statements in this certification, such prospective participant shall attach an explanation to this proposal.

SIGNATURE OF PROPOSER 

TITLE President

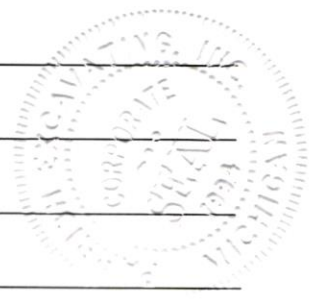
NAME OF COMPANY Parrish Excavating, Inc.

ADDRESS 65 Cole Street

CITY Quincy, MI STATE MI ZIP CODE 49082

TELEPHONE 517-639-4656 FAX 517-639-3361

EMAIL andrew.parrish@parrish-excavating.com DATE 1/30/2025



# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** February 17, 2025

**Agenda Item:** Consent Agenda

**SUBJECT:** Wayfinding Signage Project – Phase III

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

The City of Hillsdale Economic Development Corporation voted unanimously to move forward with the third and final phase of the Wayfinding Signage Project at its December 17, 2024, meeting. The Wayfinding Signage Plan was previously approved by City Council on September 21, 2020. Valley City Sign of Comstock Park, MI, is the vendor for this multi-phase project, and the final phase calls for the purchase and installation of six pedestrian-oriented signs at a total cost of \$24,792. This quote comes in under budget, as EDC allocated \$30,000 for Capital Outlay in FY24-25 to be used specifically for this project.

The pedestrian wayfinding signs are the final piece of the larger Wayfinding Signage Project, spearheaded by EDC, which began with a clear goal: to help visitors and residents navigate Hillsdale with ease while showcasing the city's rich history and key area attractions. The new pedestrian signs will improve accessibility in the historic downtown core, guiding pedestrians to shops, restaurants, services, and points of interest. As Hillsdale's role as a tourism destination continues to grow—especially with the Indiana Railroad Experience bringing thousands of visitors downtown each year—this project is more important than ever. By providing clear, welcoming directions, the wayfinding system will enhance the visitor experience, support local businesses, and make exploring Hillsdale more enjoyable for everyone.

### **RECOMMENDATION:**

The EDC Board of Directors have already approved the purchase of the signs for the Wayfinding Signage Project – Phase III in the amount of \$24,792. City staff recommend City Council authorize the Finance Department to process payment to this vendor out of the EDC's Capital Outlay Fund.

Working Location: Hillsdale, City of  
Multi locations  
City Wayfinding  
Hillsdale MI 49242

Hillsdale, City of  
149 Waterworks Ave  
Hillsdale MI 49242

Contact: Sam Fry  
Salesperson: Mary Cook  
Date: 12/21/2024

It is VALLEY CITY SIGN's pleasure to submit this quotation for the following:

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
6	POST & PANEL	180782C	2,684.00	\$16,104.00
		* 56" x 24" x .125" double faced aluminum panel		
		* Full digitally printed reflective vinyl face		
		* 4" fluted post cover over steel posts		
		* With Deco Pineapple finial		
		* Coredrill to cement		
		* Digital print (1x)		
		* Wayfinding directionals		
1	INSTALLATION	Drawing not required	8,538.00	\$8,538.00
		* Coredrill to concrete		
1	ADMINISTRATION FEE	For researching & obtaining permits	150.00	\$150.00
TERMS	CREDIT LINE		Subtotal	\$24,792.00
Net 30	\$37,000.00		Permits	\$0.00
			Tax	\$0.00
NOTES			Total	\$24,792.00

Permit costs and Sealed Engineer Drawings cost will be added if applicable.  
Installation costs based upon normal conditions.

Pricing is valid for 90 days from date of quote, unless noted above.  
Message Systems pricing is valid for 30 days from date of quote.

I authorize Valley City Sign to fill out any application necessary to obtain a sign permit for this project.

By signing below, I agree to the attached terms and conditions, or as previously agreed to.

Working Location: Hillsdale, City of  
Multi locations  
City Wayfinding  
Hillsdale MI 49242

Quote QTE00046060

Hillsdale, City of  
149 Waterworks Ave

Hillsdale MI 49242

Contact: Sam Fry  
Salesperson: Mary Cook  
Date: 12/21/2024

Qty	Item Number	Drawing # / Description	Unit Price	Extended Price
		Signed By		
		<i>Joe R. Cook</i> CHAIR		
			Date	JAN 30, 2025

Purchase Order # (If a purchase order is not required, please enter "N/A")

Valley City Sign \_\_\_\_\_ 5009 West River Drive, Comstock Park, MI 49321 (616)784-5711 Fax(616)784-8280

## 2025 City of Hillsdale Board of Review Schedule

**Location: 2<sup>nd</sup> Floor Conference Room, City Hall, 97 N Broad St, Hillsdale MI 49242**

- Tuesday, March 4, 2025 – 9:00 a.m. (Organizational Meeting)
  - Hillsdale City Charter Sec 9.7: *The Board of Review shall convene in its first session on the Tuesday next following the first Monday in March of each year at such time of day and place as shall be designated by the Council. It shall remain in session during that day and the day following, if necessary...*
  - MCL 211.29
    - (1) *On the Tuesday immediately following the first Monday in March, the board of review of each township shall meet at the office of the supervisor...*
    - (2) *During that day, and the day following, if necessary...*
- Monday, March 10, 2025 – 9:00 a.m.-3:00 p.m. & Tuesday, March 11, 2025 – 3:00 p.m.-9:00 p.m. (Taxpayer appeals)
  - Hillsdale City Charter Sec 9.7: *The second session of the Board shall convene on the second Monday of March at 9:00 a.m., and shall continue in session during the day and the day following for not less than six (6) hours on each said day...*
  - MCL 211.30
    - (1) *Except as otherwise provided in subsection (2), the board of review shall meet on the second Monday in March.*
    - (2) *The governing body of the city or township may authorize, by adoption of an ordinance or resolution, alternative starting dates in March when the board of review shall initially meet, which alternative starting dates shall be the Tuesday or Wednesday following the second Monday of March.*
    - (3) *The first meeting of the board of review shall start not earlier than 9 a.m. and not later than 3 p.m. and last for not less than 6 hours. The board of review shall also meet for not less than 6 hours during the remainder of that week... The board of review shall hold at least 3 hours of its required sessions for review of assessment rolls during the week of the second Monday in March after 6 p.m.*
    - (4) *A board of review shall meet a total of at least 12 hours during the week beginning the second Monday in March to hear protests.*
  - Form L-4035 must be completed by each property owner or their representative making an appearance to protest to the March Board of Review.
  - The March Board of Review will remain in session until all appeals have been decided and all business has been completed, no later than the first Monday in April. **Additional dates and times may be scheduled as needed.**
- Tuesday, July 22, 2025 – 9:00 a.m. &/or Tuesday, December 9, 2025 – 9:00 a.m. (Clerical errors & exemptions)
  - MCL 211.53b
    - (1) *...the board of review shall meet for the purposes of this section on Tuesday following the second Monday in December and on Tuesday following the third Monday in July.*
    - (9) *The governing body of the city or township may authorize, by adoption of an ordinance or resolution, 1 or more of the following alternative meeting dates for the purposes of this section:*
      - (a) *An alternative meeting date during the week of the second Monday in December.*
      - (b) *An alternative meeting date during the week of the third Monday in July.*

All meetings of the Board of Review are subject to the posting and public access requirements of the Open Meetings Act. All dates, times and locations are subject to change and/or cancellation.

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** February 17, 2025

**Agenda Item:** Communication

**Subject:** General Fund Per Capita Expenditure Comparison and Ad Valorem Taxable Value Trend Report

### **BACKGROUND PROVIDED BY STAFF (David Mackie, City Manager):**

Attached are two spreadsheets prepared by city staff to better clarify the City's General Fund revenue/expenditures in comparison to other communities in our region for 2024 and our Ad Valorem Taxable Value trends for the last twenty years as it relates to street reconstruction.

The first spreadsheet is a per capita expenditure analysis based on the June 30, 2024 audited financial statements for Hillsdale and other communities in our region. The report was prepared by the City's Finance Director. The spreadsheet demonstrates that based on the City's total General Fund revenue we receive less and spend less per capita than all other communities compared against. Additionally, the General Fund's expenditures for Public Safety (Police and Fire) alone make up 48% of total expenditures.

The second spreadsheet is an analysis of the City's ad valorem taxable value and historic investment in road reconstruction. The spreadsheet demonstrates that prior to 2024 the City's taxable value reached its all-time high in 2008. Starting in 2009, the City started feeling the effects of the 2008 recession as property values plummeted. The City hit its ad valorem taxable value low of \$121,748,668 in 2016 vs its' high value of \$162,494,303 in 2008. This was a cumulative 21% reduction in property tax revenue from 2008 levels. After 15 years, in 2024 the City finally recovered from the recession and reached an ad valorem taxable value of \$173,003,934. In 2017 the City began investing more into the road system through the Debt Sinking Fund, Special Assessment Districts (SADs) and a dedicated road millage.

### **RECOMMENDATION:**

No action required.



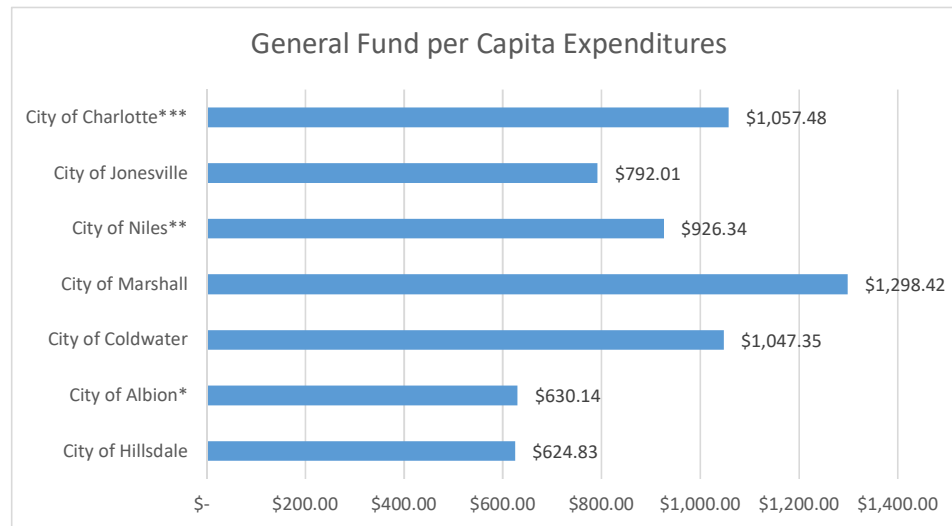
**Analysis as of June 30, 2024 Audited Financial Statements**

	<b>City of Hillsdale</b>	<b>City of Albion*</b>	<b>City of Coldwater</b>	<b>City of Marshall</b>	<b>City of Niles**</b>	<b>City of Jonesville</b>	<b>City of Charlotte***</b>
General Fund Expenditures	\$ 5,021,139	\$ 5,429,299	\$ 12,987,131	\$ 8,855,228	\$ 10,745,581	\$ 1,723,409	\$ 9,834,566
Population	8,036	8,616	12,400	6,820	11,600	2,176	9,300
Per Capita Expenditures	\$ 624.83	\$ 630.14	\$ 1,047.35	\$ 1,298.42	\$ 926.34	\$ 792.01	\$ 1,057.48
Taxable Value	\$ 159,120,253	\$ 106,489,302	\$ 389,000,000	\$ 270,367,952	\$ 240,830,577	\$ 64,894,000	\$ 260,407,733
General Operating Mills	12.1479	11.7201	11.5642	17.1629	13.7809	11.7057	17.8989
Police and Fire Annual Actual Expenditures	\$ 2,430,484	\$ 2,518,638	\$ 5,930,162	\$ 3,585,805	\$ 4,682,190	\$ 416,127	\$ 5,577,094
Public Safety % of General Fund	48%	46%	46%	40%	44%	24%	57%

\*12/31/2023  
Year-End  
Includes City  
Income Tax

\*\* 9/30/2023  
Year-End

\*\*\*Includes  
separate Fire  
Fund for  
comparable  
activities



Tax Year	Ad Valorem Taxable Value	% Change from prior year	% Change from 2006	Streets - 2.5 mills not factoring in millage rollback	Sinking Fund / Debt Service - up to 3 mills	Total City Taxes Available for Streets Without Election	Actual City Tax Rate Rolled Back and Budgeted by Council	Actual City Taxes Levied for Operating + Streets	Comments
2006	154,044,603	n/a	n/a	\$ 385,111.51	462,133.81	847,245.32	2.4868	383,078.12	
2007	161,334,921	4.73%	4.73%	\$ 403,337.30	484,004.76	887,342.07	2.4868	401,207.68	
<b>2008</b>	<b>162,494,303</b>	<b>0.72%</b>	<b>5.49%</b>	<b>\$ 406,235.76</b>	<b>487,482.91</b>	<b>893,718.67</b>	<b>2.4868</b>	<b>404,090.83</b>	High prior to recession
2009	160,083,631	-1.48%	3.92%	\$ 400,209.08	480,250.89	880,459.97	2.4868	398,095.97	
2010	151,048,005	-5.64%	-1.95%	\$ 377,620.01	453,144.02	830,764.03	2.4868	375,626.18	
2011	150,229,722	-0.54%	-2.48%	\$ 375,574.31	450,689.17	826,263.47	2.4868	373,591.27	
2012	142,873,135	-4.90%	-7.25%	\$ 357,182.84	428,619.41	785,802.24	2.4868	355,296.91	
2013	137,403,128	-3.83%	-10.80%	\$ 343,507.82	412,209.38	755,717.20	2.4868	341,694.10	
2014	131,789,352	-4.09%	-14.45%	\$ 329,473.38	395,368.06	724,841.44	2.4868	327,733.76	
2015	132,224,657	0.33%	-14.16%	\$ 330,561.64	396,673.97	727,235.61	2.4868	328,816.28	
<b>2016</b>	<b>121,748,668</b>	<b>-7.92%</b>	<b>-20.97%</b>	<b>\$ 304,371.67</b>	<b>365,246.00</b>	<b>669,617.67</b>	<b>2.4868</b>	<b>302,764.59</b>	Low
2017	122,285,997	-7.52%	-20.62%	\$ 305,714.99	366,857.99	672,572.98	5.4678	668,635.37	
2018	127,097,271	4.39%	-17.49%	\$ 317,743.18	381,291.81	699,034.99	5.4678	694,942.46	
2019	129,540,538	1.92%	-15.91%	\$ 323,851.35	388,621.61	712,472.96	5.4678	708,301.75	
2020	133,592,297	3.13%	-13.28%	\$ 333,980.74	400,776.89	734,757.63	5.4678	730,455.96	
2021	137,882,907	3.21%	-10.49%	\$ 344,707.27	413,648.72	758,355.99	6.4674	891,743.91	Added 3.5 mill street & .5 mill leaf collection
2022	144,722,157	4.96%	-6.05%	\$ 361,805.39	434,166.47	795,971.86	6.3684	921,648.58	
2023	157,187,530	8.61%	2.04%	\$ 392,968.83	471,562.59	864,531.42	6.3684	1,001,033.07	
<b>2024</b>	<b>173,003,934</b>	<b>10.06%</b>	<b>12.31%</b>	<b>\$ 432,509.84</b>	<b>519,011.80</b>	<b>951,521.64</b>	<b>6.2849</b>	<b>1,087,312.42</b>	Recovered from recession
2025	178,367,056	46.50%	15.79%	\$ 445,917.64	535,101.17	981,018.81	6.2849	1,121,019.11	

Council chose not to levy the sinking fund prior to 2017 or after the voted street millage was established in 2021

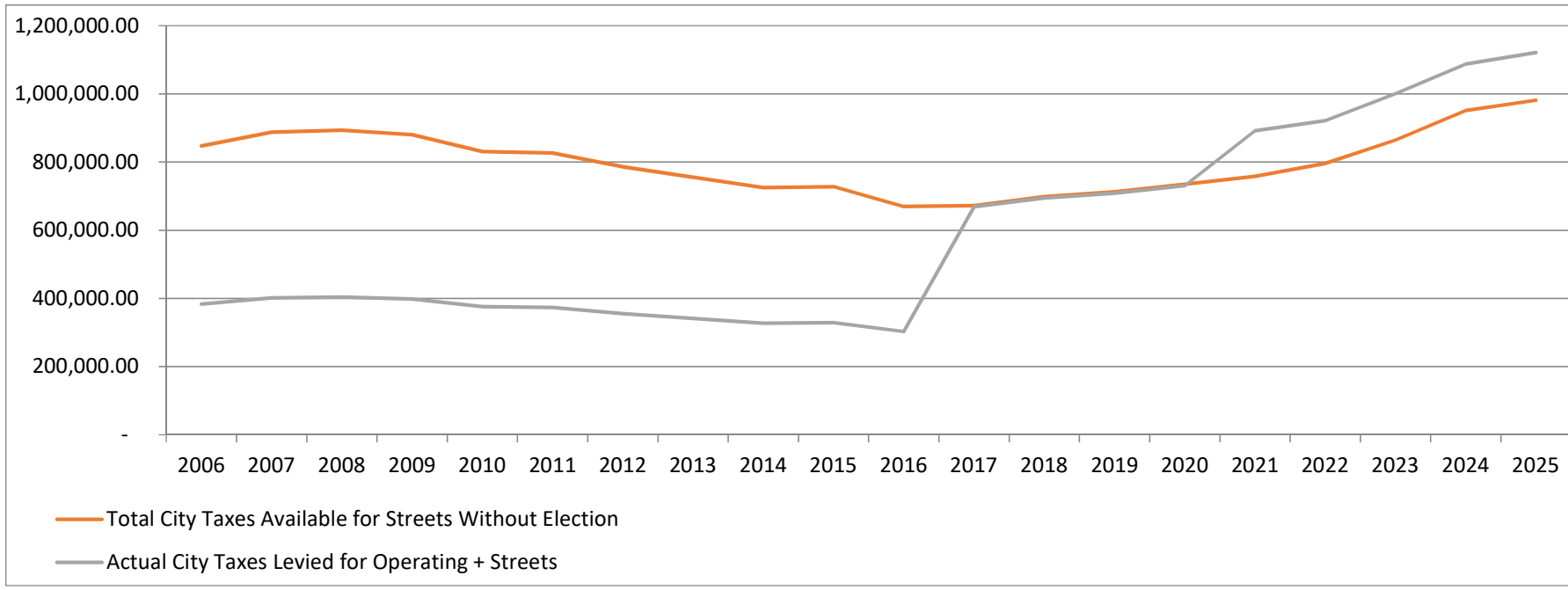
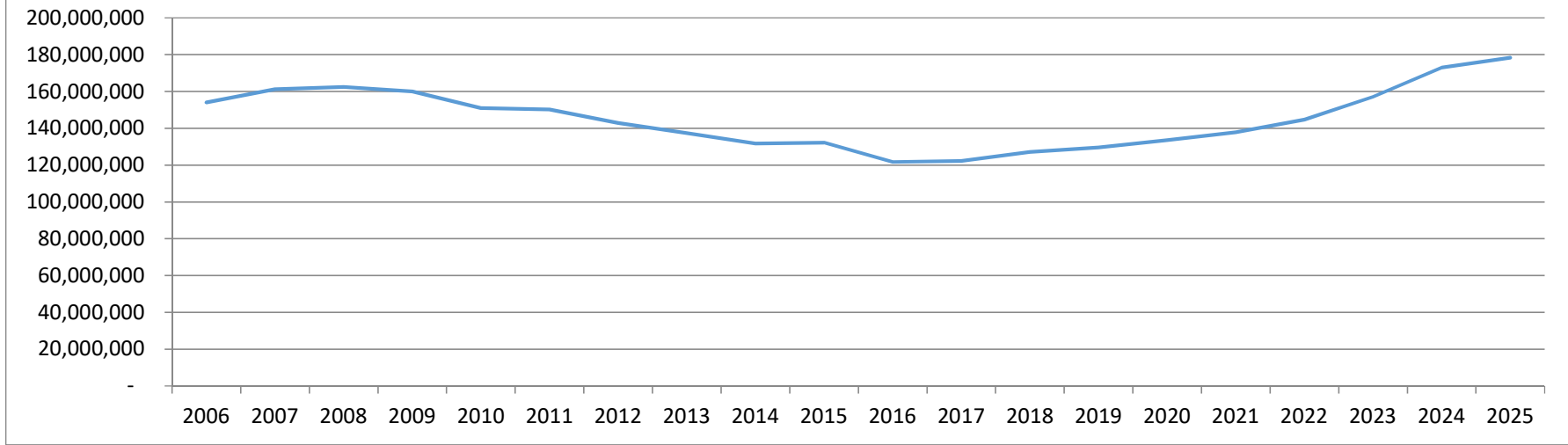
Not available or estimated - 2025 values estimated based on 3.1% inflation rate

Millage rates based on charter, without "Headlee" or other millage reduction factors

Ad Valorem parcels only

Does not consider effect of TIFA capture

### Ad Valorem Taxable Value



# **City of Hillsdale Agenda Item Summary**

**Meeting Date:** February 17, 2025  
**Agenda Item:** New Business  
**Subject:** 2025 SAD Procedure Update

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

Upon determining that special assessments would be necessary to help offset the costs of street reconstruction projects, the City Manager presented a Road Improvement Special Assessment District Policy to Council at their February 15, 2021 meeting refining the procedures outlined in city charter and ordinance for administration of special assessments. The implementation of all SADs created since 2021 have been administered in accordance with the provisions outlined in this policy.

Staff has been asked to further refine the procedures followed to ensure a more equitable allocation of the costs among the benefiting properties assessed. Based on the concerns and priorities specified, staff submitted a draft proposal to the Public Services Committee at their February 5, 2025 meeting. That committee voted to forward the proposal to the full Council for approval by resolution. That resolution is attached.

## **RECOMMENDATION:**

Adopt the attached resolution providing procedural guidance to staff in administering special assessments.

## CITY OF HILLSDALE, MICHIGAN

Resolution # \_\_\_\_\_

### **Resolution to Update the Policy and Procedures Used in Establishing and Allocating Costs to Special Assessment Districts**

WHEREAS Michigan’s General Property Tax Act and Home Rule City Act provide for properties specially benefitted from certain public improvements to be specially assessed for all or a portion of those costs as determined necessary by local units of government; and

WHEREAS Section 11 of the Hillsdale City Charter provides for the general power of Council to levy special assessments with the “detailed procedure to be fixed by ordinance”; and

WHEREAS Hillsdale Municipal Code (HMC) Chapter 2, Article V, Division 3 provides for the detailed procedure allowing for costs to be allocated “pro rata upon the lots and premises in such special assessment district, according to frontage, or benefits, and shall determine whether such special assessment may be divided into installments and the interest rate to be charged upon the deferred balance from time to time unpaid; provided, however, that such special assessments shall not be divided into more than 15 successive annual installments and the interest charged shall not exceed six percent per year upon the deferred balance...”; and

WHEREAS a “Road Improvement Special Assessment District Policy” document was prepared by the City Engineer and presented to Council at their February 15, 2021 meeting for approval; and

WHEREAS the City seeks to update and refine the special assessment district policy and procedures to provide a more equitable distribution of costs among benefitting properties in alignment with current best practices and community needs.

NOW, THEREFORE, BE IT HEREBY RESOLVED, the **City of Hillsdale, Hillsdale County**, adopts the following procedural guidelines in addition to those requirements set forth by statute, charter, and ordinance, for city staff regarding implementation of Special Assessment Districts (SADs) related to all road maintenance, rehabilitation and reconstruction projects on the City's Major and Local Street system within the City's geographic boundary.

- 1) All roadway related projects within the public Rights-Of-Way (ROW) except those considered Light Preventative Maintenance, i.e.; crack treatments, chip sealing, micro-surfacing and ultra-thin overlays, etc., will be subject to these SADs.
- 2) Procedures for the establishment of SADs shall be in accordance, but not limited to, the process as defined in the City of Hillsdale's Charter, Section 11 and Code of Ordinances, Article V.- Finances, Division 3.-Special Assessments and any other applicable sections of the City Charter, Code of Ordinances and/or state law.
- 3) Projects and associated project costs will include all work within the public ROW including work that may be necessary within utility easements for the benefit of the roadway project, i.e.; storm water systems, culverts or other similar types of work.

- 4) Costs for work on utilities, with established funding sources from user rates; i.e., water mains, sanitary sewer mains and electric systems, etc., will not be included in the final SAD costs to be assessed to parcels within the district.
- 5) The project costs will be shared 50/50 by the City of Hillsdale and the parcels defined as part of the SAD.
- 6) Parcels to be included within the SAD will be those properties with property lot lines that border the ROW of the project roadway, plus parcels where the sole vehicular access is via alley, driveway or easement directly to the project roadway.
- 7) The Assessor shall prepare and present the special assessment roll for confirmation within 90 days of adoption of the resolution establishing the SAD boundaries.
- 8) Unless otherwise directed by resolution, the assessment for parcels within the SAD will be allocated as follows:
  - a) 50% of the estimated total eligible project costs shall be allocated to all parcels within the defined SAD based on the percentage of their actual or implied street frontage to the total actual and implied street frontage of all parcels on the project roadway.
  - b) For parcels with no frontage on the project roadway but that are accessed for vehicular traffic solely by alley, easement or shared driveway directly to the project roadway, the allocation shall be based on an implied frontage of 16.5 feet if there is no specific deeded easement, or the width of their deeded easement factored by 0.5.
  - c) For parcels with frontage on more than one street, a frontage factor of 0.75 shall be applied if the project roadway is the lesser frontage or 0.5 for the greater frontage.
- 9) No individual parcel assessment shall exceed the following maximum limits as determined from the last preceding assessment (tax) roll certified by the Board of Review:
  - a) 25% of the total True Cash Value of the property;
  - b) \$5,000 for any parcel classified as Residential;
  - c) \$10,000 for any parcel classified as Commercial;
  - d) \$15,000 for any parcel classified as Industrial.
- 10) Payment of special assessments may be made in full without interest or penalty on or before August 31 in the year that the assessment is confirmed;
  - a) Payment in full may be made at any time after August 31 with interest only to the date of payment.
  - b) Deferred special assessments shall be split into fifteen (15) annual installments unless every parcel share within the district is \$5,000 or below, in which case the number of annual installments shall be ten (10);
  - c) Annual installments shall be calculated and billed at an amount to include interest as of August 31, subject to the right of advance payment of any such installment with interest only to the date of payment;
  - d) Unpaid installments as of September 1 shall be added to the annual winter property tax bill;
  - e) Interest shall be determined based on the current 10-year Treasury bond rate plus 1% as of the date that Council adopts the resolution establishing the district (not to exceed 6%);

11) Adjustments to the final assessment:

- a) If the "Final" eligible project costs are more than five percent (5%) below the estimated cost, the special assessment roll shall be recalculated, with the difference to be adjusted on the final installment amount or refunded if paid in full prior to recalculation.
- b) If the "Final" eligible project costs exceed estimates by over five percent (5%), additional pro rata assessments may be made provided that the total special assessment for each parcel may not exceed the limitations listed above.
- c) "Final" eligible project costs are defined as the actual costs paid to the contractors/subcontractors including but not limited to all labor, materials, and equipment for completion of the project scope less the utility costs as noted above.

12) As only a limited number of city streets are eligible for grants, any grants received for a project will be utilized to pay the city's portion of the project costs. Grants will not be used to lessen the 50% portion of the eligible project costs to be assessed to the SAD unless grant language expressly restricts the use of SADs as part of the grant rules.

BE IT ALSO RESOLVED that these guidelines are intended to provide uniformity in procedures but that situations may arise requiring additional scrutiny and adjustment of individual assessments by Council at their discretion, as provided for in statute and ordinance, to be made at the time of the 2<sup>nd</sup> Public Hearing for Confirmation of the Special Assessment Roll for each district; provided, however, that every parcel shall be assessed equitably based on the benefit received.

The foregoing resolution offered by Councilmember \_\_\_\_\_,  
and supported by Councilmember \_\_\_\_\_.

The vote in favor of the resolution being as follows:

Roll call: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Resolution declared adopted.

Date: \_\_\_\_\_

\_\_\_\_\_  
Joshua Paladino, Mayor Pro Tem

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

#### CERTIFICATION

As the Clerk for the City of Hillsdale, Hillsdale County, Michigan, I certify that this is a true and complete copy of a resolution adopted by the Hillsdale City Council, Hillsdale County at its Regular meeting, held \_\_\_\_\_, 202\_\_.

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



# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** February 17, 2025

**Agenda Item:** New Business

**SUBJECT:** Resolution of Necessity, Set Public Hearing

**2025 Special Assessment District - SAD# 2025-10, Monroe Street**

**BACKGROUND PROVIDED BY STAFF:** Kristin Bauer, City Engineer with assistance from Kimberly Thomas, City Assessor

Hillsdale Municipal Code, Section 2-334 – Determination of necessity; notice; hearing, provides,

Before ordering any public improvements, any part of the expense of which is to be defrayed by special assessment, the council shall determine by resolution the necessity and propriety thereof and shall file such resolution with the plans and specifications, estimate of costs and a description of the lands or districts to be affected with the city clerk for public examination. In the same resolution, the council shall direct that notice thereof be given by publication once each week for two successive weeks in a newspaper published and circulated within the city, stating the time and place when the council will meet and consider any objections thereto. Notice shall also be given as required by Public Act No. 162 of 1962 (MCL 211.741 et seq.).

Plans and cost estimates for this Special Assessment District (SAD# 2025-10) were presented to City Council at their January 6, 2025 meeting.

The estimated cost for the overall construction project is \$737,112.50.

According to the City Charter, Sec. 2-335 Hearing procedure, “If more than 50% of the number of owners of privately owned real property to be assessed for such improvement shall object **in writing** to the proposed improvement, the improvement shall not be made without the affirmative vote of seven of the members of the council.”

**RECOMMENDATION:** City staff recommends City Council adopt the attached resolution setting March 3, 2025 as the public hearing date for consideration to establish Special Assessment District (SAD# 2025-10) – Monroe Street and directing notice by publication and mailing thereof. Drawings and estimates will be placed on the City’s Website and available for review at the City Clerk’s office.

**City of Hillsdale**  
**Resolution # \_\_\_\_\_**

**Whereas**, the City Council of the City of Hillsdale has authorized the City Engineer to prepare plans and specifications, estimate of costs and description of the lands or districts to be affected for improvements to the **Monroe Street** area, which improvements include reconstruction of Monroe Street from West Street to Hillsdale Street, and

**Whereas**, the Council has determined district boundaries of Special Assessment district **2025-10** to be described to wit:

All being within the City of Hillsdale, Hillsdale County, Michigan:

**All those properties laying directly adjacent to or exclusively accessed for vehicular traffic by Monroe Street Right of Way.**

**Whereas**, the Council does hereby determine that these improvements are proper and necessary;

**Now therefore be it resolved**, that all plans, specifications, estimates of cost, and description of the affected properties be placed on file with the City Clerk's office for public inspection; and

**Be it further resolved**, that a Public Hearing will held on March 3, 2025 at 7:00 p.m. at the City Hall Council Chambers, at which time the City Council will meet to consider any objections to the improvements, and

**Be it further resolved**, that notice of the Public Hearing shall be given by publication in the Hillsdale Daily News each week, for two successive weeks and by mail to all affected property owners.

Passed in open Council this 17<sup>th</sup> day of February, 2025

\_\_\_\_\_  
Joshua Paladino, Mayor Pro Tem

Attest: \_\_\_\_\_  
Katy Price, City Clerk

## Engineer's Opinion of Costs

**Project Number:** 2025 Recon.

**Project Engineer:** Kristin Bauer

**Estimate Number:** 1

**Date Created:** 4/29/2024

**Project Type:** Miscellaneous

**Date Edited:** 12/17/2024

**Location:** Monroe Street -

**Fed/State #:**

West to Hillsdale

**Fed Item:**

**Description:** Reconstruction

**Control Section:**

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
<b>Category: 0000</b>						
0001	1027051	_ Above Ground Video Survey	1.000	LSUM	\$8,750.00	\$8,750.00
0002	1100001	Mobilization, Max	1.000	LSUM	\$65,000.00	\$65,000.00
0003	2030011	Dr Structure, Rem	4.000	Ea	\$850.00	\$3,400.00
0004	2030015	Sewer, Rem, Less than 24 inch	250.000	Ft	\$300.00	\$75,000.00
0005	2040020	Curb and Gutter, Rem	2,200.000	Ft	\$10.00	\$22,000.00
0006	2040050	Pavt, Rem	2,750.000	Syd	\$11.00	\$30,250.00
0007	2040055	Sidewalk, Rem	525.000	Syd	\$7.00	\$3,675.00
0008	2047051	_ Clearing, Special	1.000	LSUM	\$15,000.00	\$15,000.00
0009	2050041	Subgrade Undercutting, Type II	150.000	Cyd	\$36.50	\$5,475.00
0010	2057002	_ Roadway Grading	12.000	Sta	\$1,800.00	\$21,600.00
0011	2080020	Erosion Control, Inlet Protection, Fabric Drop	8.000	Ea	\$150.00	\$1,200.00
0012	2080036	Erosion Control, Silt Fence	25.000	Ft	\$12.00	\$300.00
0013	3010002	Subbase, CIP	1,450.000	Cyd	\$18.50	\$26,825.00
0014	3020020	Aggregate Base, 8 inch	4,250.000	Syd	\$11.50	\$48,875.00
0015	4010048	Culv End Sect, Conc, 15 inch	1.000	Ea	\$1,500.00	\$1,500.00
0016	4010166	Culv, CI A, Conc, 15 inch	80.000	Ft	\$150.00	\$12,000.00
0017	4017050	_ Culv End Sect, 15 Inch, Grate	1.000	Ea	\$500.00	\$500.00
0018	4020031	Sewer, CI A, 8 inch, Tr Det B	45.000	Ft	\$150.00	\$6,750.00
0019	4020033	Sewer, CI A, 12 inch, Tr Det B	440.000	Ft	\$89.00	\$39,160.00
0020	4020034	Sewer, CI A, 15 inch, Tr Det B	230.000	Ft	\$94.00	\$21,620.00
0021	4030005	Dr Structure Cover, Adj, Case 1	3.000	Ea	\$950.00	\$2,850.00
0022	4030050	Dr Structure Cover, Type K	8.000	Ea	\$1,200.00	\$9,600.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0023	4030200	Dr Structure, 24 inch dia	5.000	Ea	\$1,600.00	\$8,000.00
0024	4030210	Dr Structure, 48 inch dia	1.000	Ea	\$3,800.00	\$3,800.00
0025	4030220	Dr Structure, 60 inch dia	2.000	Ea	\$6,000.00	\$12,000.00
0026	4037050	_ EJIW 1045 w/1040 "Storm" lid	3.000	Ea	\$1,000.00	\$3,000.00
0027	5010005	HMA Surface, Rem	2,250.000	Syd	\$8.75	\$19,687.50
0028	5012024	HMA, 4EL	900.000	Ton	\$80.00	\$72,000.00
0029	5012036	HMA, 5EL	385.000	Ton	\$90.00	\$34,650.00
0030	8010005	Driveway, Nonreinf Conc, 6 inch	600.000	Syd	\$50.00	\$30,000.00
0031	8020038	Curb and Gutter, Conc, Det F4	2,400.000	Ft	\$25.00	\$60,000.00
0032	8020050	Driveway Opening, Conc, Det M	200.000	Ft	\$35.00	\$7,000.00
0033	8030010	Detectable Warning Surface	50.000	Ft	\$35.00	\$1,750.00
0034	8030030	Curb Ramp Opening, Conc	60.000	Ft	\$27.00	\$1,620.00
0035	8030044	Sidewalk, Conc, 4 inch	4,250.000	Sft	\$6.50	\$27,625.00
0036	8030046	Sidewalk, Conc, 6 inch	600.000	Sft	\$7.50	\$4,500.00
0037	8032002	Curb Ramp, Conc, 6 inch	850.000	Sft	\$7.50	\$6,375.00
0038	8110024	Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	150.000	Ft	\$4.00	\$600.00
0039	8110045	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	25.000	Ft	\$13.00	\$325.00
0040	8120026	Pedestrian Type II Barricade, Temp	5.000	Ea	\$100.00	\$500.00
0041	8127051	_ Traffic Control	1.000	LSUM	\$10,000.00	\$10,000.00
0042	8130010	Riprap, Plain	5.000	Syd	\$550.00	\$2,750.00
0043	8167011	_ Turf Establishment	1,800.000	Syd	\$4.50	\$8,100.00
0044	8230431	Gate Box, Adj, Case 1	2.000	Ea	\$750.00	\$1,500.00

**Category 0000 Total: \$737,112.50**

**Estimate Total: \$737,112.50**



**Know what's below.  
Call before you dig.**

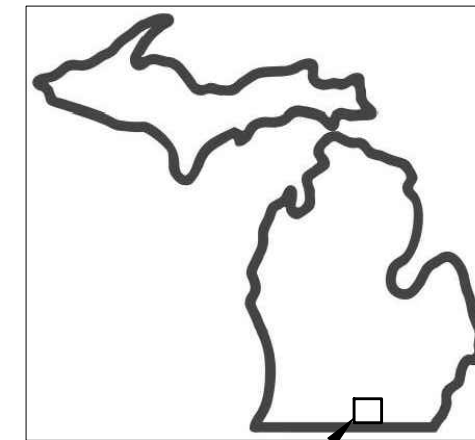
FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, THE CONTRACTOR SHALL DIAL 1-800-482-7171 OR 811 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO THE BEGINNING OF EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY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

REFERENCES TO SPECIFICATIONS:  
THE IMPROVEMENTS COVERED BY THESE PLANS SHALL BE DONE IN ACCORDANCE WITH THE PROJECT DRAWINGS, NOTES, AND THE APPLICABLE SECTIONS OF THE 2012 MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION.

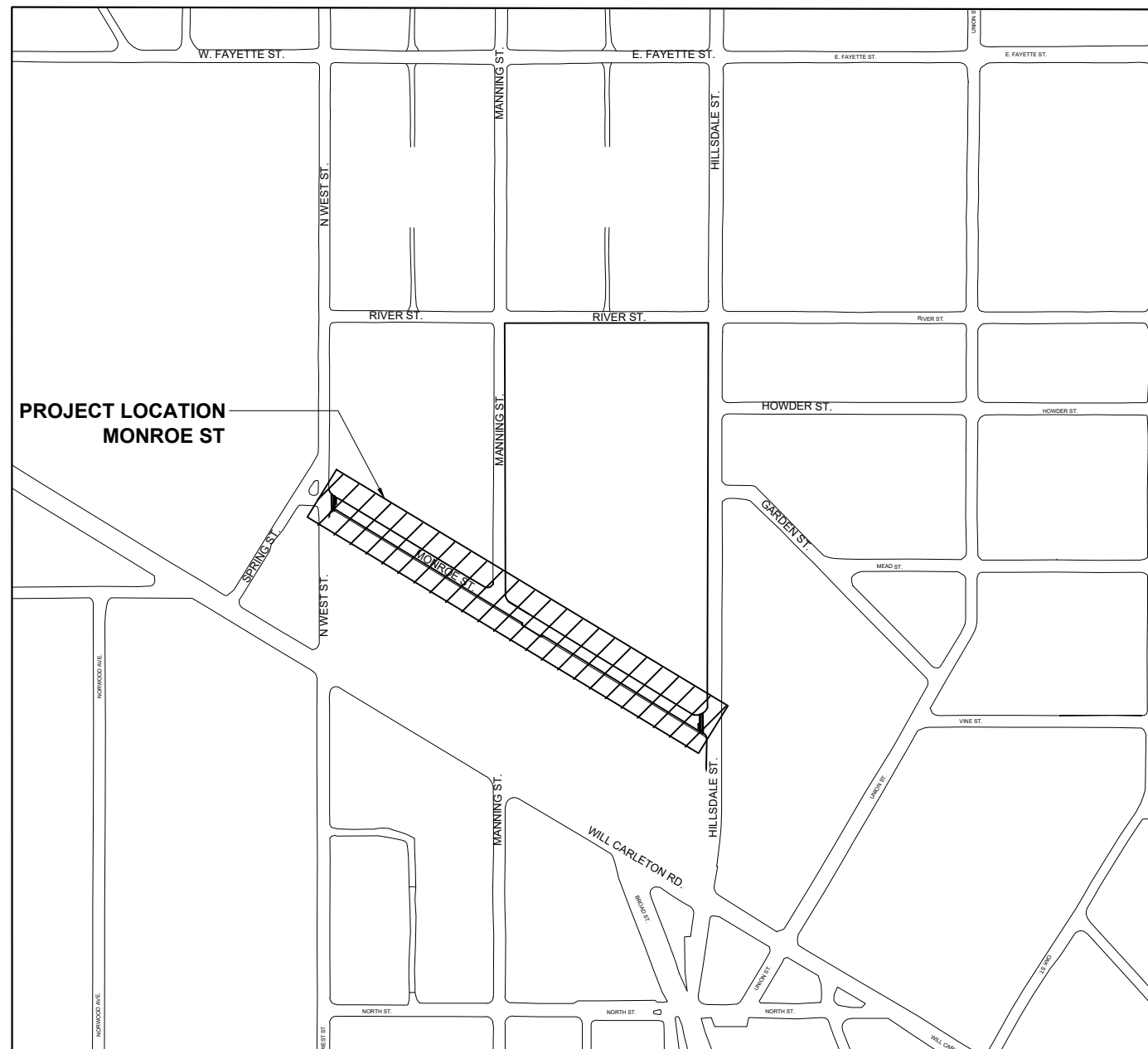
ALL TRAFFIC CONTROL DEVICES SHALL BE IN ACCORDANCE WITH THE MOST CURRENT VERSION OF THE MICHIGAN MANUAL OF TRAFFIC CONTROL DEVICES

# CITY OF HILLSDALE

## MONROE STREET - RECONSTRUCTION



SITE LOCATION



**AREA MAP**  
NOT TO SCALE

SHEET	DESCRIPTION
CS	COVER SHEET
C1	NOTES & INFORMATION
C2	PROJECT QUANTITIES AND HMA
C3	REMOVALS
C4	PLAN & PROFILE STA 0+20 TO 6+00
C5	PLAN & PROFILE STA 6+00 TO 11+29
C6	STORM & SIDEWALK RAMP DETAILS
C7	VEHICLE TRAFFIC CONTROL
C8	PEDESTRIAN TRAFFIC CONTROL

**NOT FOR  
CONSTRUCTION**

97 N. BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE
ISSUED FOR BIDS	XX/XX/XX

CITY OF HILLSDALE  
HILLSDALE, MI  
MONROE ST.  
STREET PROJECT  
COVER SHEET

SCALE

	NAME	DATE
DESIGNED	KLB	11/15/24
DRAWN	ES	12/15/24
CHECKED	JB	12/27/24

DRAWING NO.

**CS**

97 N. BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE
ISSUED FOR BIDS	KLB

CITY OF HILLSDALE  
HILLSDALE, MI  
MONROE ST.  
STREET PROJECT

NOTES & MISCELLANEOUS INFORMATION

SCALE

	NAME	DATE
DESIGNED	KLB	11/15/24
DRAWN	ES	12/15/24
CHECKED	JB	12/27/24

DRAWING NO.

**C1**

**SOIL EROSION CONTROL MEASURES**

TO PROTECT SLOPES AND DITCHES, SOD OR SEED/MULCH SHOULD BE PLACED AS SOON AS POSSIBLE AND AS DIRECTED BY THE ENGINEER. TEMPORARY SOIL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE UTILIZED DURING CONSTRUCTION IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS AND AS NECESSARY TO CONTROL SOIL EROSION AND SEDIMENTATION AND AS DIRECTED BY THE ENGINEER.

**PLAN ELEVATIONS**

ELEVATIONS IN THESE PLANS ARE BASED ON USGS DATUM.

**UNDERGROUND UTILITIES**

FOR PROTECTION OF UNDERGROUND UTILITIES. THE CONTRACTOR SHALL DIAL 1-800-482-7171 A MINIMUM OF THREE WORKING DAYS EXCLUDING SATURDAYS, SUNDAYS & HOLIDAYS PRIOR TO EXCAVATING IN THE VICINITY OF UTILITY LINES. ALL "MISS DIG" PARTICIPATING MEMBERS WILL THUS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING THE UTILITY OWNERS WHO MAY NOT BE PART OF THE "MISS DIG" ALERT SYSTEM.

**EXISTING WATER MAINS AND SEWERS**

THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO PROPERLY IDENTIFIED EXISTING WATER MAINS AND/OR EXISTING SEWERS DURING THE CONSTRUCTION OF THE PROJECT.

**ADJUSTMENT OF CATCH BASINS**

IT IS THE CONTRACTOR'S RESPONSIBILITY TO PLACE THE LOCATION AND ELEVATION OF ALL CATCH BASIN CASTINGS PROPERLY ALIGNED WITH THE PROPOSED CURB. ADJUSTMENT OF CASTINGS ON NEW STRUCTURES IS INCLUDED IN PAYMENT FOR THE DRAINAGE STRUCTURE COVER SPECIFIED. ADJUSTMENT OF CASTINGS ON EXISTING STRUCTURES WILL BE PAID AS DR STRUCTURE COVER, ADJ, CASE 1. THESE ITEMS INCLUDE ALL BLOCK OR GRADE RINGS NECESSARY FOR PROPER ADJUSTMENT.

**PROPERTY CORNER PRESENTATION**

CONTRACTOR SHALL TAKE CARE TO ENSURE THAT PROPERTY CORNERS BEHIND THE SIDEWALKS SCHEDULED FOR REMOVAL AND REPLACEMENT ARE NOT DISTURBED.

**SALVAGE**

THE CITY RESERVES THE RIGHT TO SALVAGE ALL EXISTING MATERIALS (CASTINGS, HYDRANTS, SIGNS, ETC). MATERIALS DESIRED TO BE SALVAGED SHALL BE STOCKPILED WITHIN THE PROJECT LIMITS FOR THE CITY TO PICK UP. ITEMS THAT THE CITY DECIDES NOT TO SALVAGE BECOME PROPERTY OF THE CONTRACTOR.

**CURB DIMENSIONS**

ALL CURB DIMENSIONS SHALL BE FROM BACK OF CURB UNLESS OTHERWISE INDICATED

**LAWN SPRINKLER SYSTEMS AND LANDSCAPING**

OWNERS OF EXISTING LAW SPRINKLER SYSTEMS AND/OR LANDSCAPING SHALL BE NOTIFIED (IN WRITING WITH A COPY SEND TO THE ENGINEER) BY THE CONTRACTOR TWO WEEKS IN ADVANCE OF ANY WORK TO BE DONE THAT WILL AFFECT THOSE SYSTEMS AND/OR LANDSCAPING. IF THE PROPERTY OWNER FAILS TO RELOCATE THE LAWN SPRINKLER SYSTEM PRIOR TO THE CONTRACTOR BEGINNING WORK, AND IF THE CONTRACTOR CUTS CUTS THE SYSTEM DURING THE CONSTRUCTION, THE CONTRACTOR SHALL CAP THE SYSTEM PIPE AND WITNESS THE LOCATION OF THE CAP WITH A WOODEN STAKE FOR THE PROPERTY OWNERS USE. THE CONTRACTOR SHALL PLACE THE SALVAGED SPRINKLER HEADS IN THE PROPERTY OWNERS PROPERTY. IF THE PROPERTY OWNER FAILS THE RELOCATE THE LANDSCAPING PRIOR TO THE CONTRACTOR BEGINNING WORK, THE CONTRACTOR SHALL CAREFULLY SALVAGE THE LANDSCAPING ITEMS AND STOCKPILE THEM ON THE PROPERTY OWNERS PROPERTY FOR THE PROPERTY OWNER. ANY OTHER MODIFICATION TO THE LAWN SPRINKLER SYSTEMS AND/OR LANDSCAPING, IS THE RESPONSIBILITY OF THE OWNER AND IS NOT PART OF THE CONTRACT. THIS WORK IS INCLUDED IN OTHER ITEMS OF THE PROJECT.

**CONCRETE WORK**

THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF PLANS TO POUR CONCRETE A MINIMUM OF 24 HOURS BEFORE THE POUR. THE CONTRACTOR SHALL PROVIDE A MINIMUM OF TWO HOURS BETWEEN FORMING A SECTION OF FLAT WORK AND POURING THE SECTION TO ALLOW FOR INSPECTION OF THE GRADES, GRADING, AND SUB-BASE. FAILURE TO PROVIDE NOTICE AND TIME FOR INSPECTION WILL BE CONSIDERED CAUSE TO REJECT THE PRODUCT OR CAUSE TO REQUIRE RESCHEDULING OF THE WORK, WITH NOADJUSTMENTS TO THE COMPLETION DATES.

**SUBBASE (CIP)**

WHEN THE NATURAL MATERIAL MEETING SUBBASE REQUIREMENTS IS LEFT IN PLACE, IT WILL NOT BE PAID FOR. THE GRADING AND COMPACTIVE WORK REQUIRED SHALL BE INCLUDED IN COMPENSATION FOR THE ROADWAY GRADING. EXCAVATION FOR INSTALLATION OF NEW SAND SUBBASE, IF REQUIRED, IS TO BE INCLUDED IN SUBBASE (CIP).

**DRIVEWAYS**

EXISTING DRIVEWAYS SHALL BE REMOVED WHERE NECESSARY, WHERE SHOWN ON PLANS OR DIRECTED BY ENGINEER, AND SHALL BE PAID FOR AS PAVT, REM. GRADING AND PREPARATION FOR NEW DRIVEWAY SHALL BE INCLUDED IN ROADWAY GRADING. CONTRACTOR SHALL MAINTAIN ACCESS TO DRIVEWAYS DURING CONSTRUCTION INCLUDED IN ROADWAY GRADING.

**NOTICE TO RESIDENTS**

THE CONTRACTOR SHALL NOTIFY RESIDENTS 24 HOURS IN ADVANCE OF DISRUPTION TO SERVICE, SUCH AS DRIVEWAY CLOSING OR UTILITY SERVICE.

**RELOCATION OF GUY ANCHORS**

CITY OF HILLSDALE B.P.U. GUY ANCHOR RELOCATIONS WILL BE RELOCATED BY THE UTILITY COMPANY THROUGHOUT THE PROJECT TO A LOCATION DETERMINED IN THE FIELD ALLOWING NEW SEWER CONSTRUCTION. THE CONTRACTOR SHALL COORDINATE THE CONSTRUCTION ACTIVITIES WITH THE GUY ANCHOR RELOCATIONS.

**SAWCUTTING**

SAW CUTTING OF EXISTING PAVEMENT SHALL BE INCLUDED IN THE UNIT PRICE FOR THE UTILITY.

**SAWCUTTING PAVEMENT**

SAWCUTTING EXISTING PAVEMENT AT REMOVAL LIMITS WHERE INDICATED ON THE PLANS AND AS DIRECTED BY THE ENGINEER SHALL BE INCLUDED IN ROADWAY GRADING.

**ROADWAY GRADING**

ROADWAY GRADING SHALL INCLUDE REMOVAL OF ALL BASE MATERIALS REGARDLESS OF THICKNESS DO A DEPTH SUFFICIENT TO INSTALL THE REQUIRED NEW SUBBASE AND BASE DEPTHS. THE CONTRACTOR SHALL MAINTAIN A MINIMUM OF ONE LANE OF TRAFFIC AT ALL TIMES TO ALLOW EMERGENCY VEHICLE ACCESS AND FOR ACCESS TO LOCAL BUSINESSES AND RESIDENCES.

**CURB AND GUTTER - F4**

PLACEMENT OF AND PAYMENT FOR CONCRETE CURB AND GUTTER INCLUDES PLACING TWO #4 EPOXY COATED REBAR DOWELS EPOXY ANCHORED INTO EXISTING CURB AND GUTTER AT POINTS OF CONNECTION. REMOVAL AND REPLACEMENT OF CURB AND GUTTER AT SIDEWALK RAMP LOCATIONS SHALL BE COORDINATED WITH STORM SEWER WITH STORM SEWER CONSTRUCTION.

**SURFACE RESTORATION**

AREAS DISTURBED BY CONSTRUCTION, SURFACE SHALL BE GRADED SMOOTH AND RESTORED WITH 4" OF NEW TOPSOIL, HYDROSEEDDED, FERTILIZED, MULCHED, AND ANCHORING MULCHED. SLOPES OF 1:2 OR STEEPER SHALL RECEIVE TURF ESTABLISHMENT PEGGED IN PLACE. AREAS BETWEEN THE CURB AND SIDEWALK SHALL BE FILLED AND GRADED SMOOTH AND RESTORED AS NOTED ABOVE. RESTORATION SHALL BE FROM BACK OF CURB TO RIGHT OF WAY AS DIRECTED BY ENGINEER. RESTORATION OF DISTURBED AREAS OUTSIDE OF THE STREET RIGHT-OF-WAY WILL NOT BE PAID FOR SEPARATELY UNLESS SHOWN ON THE PLANS OR AS DIRECTED BY ENGINEER. SURFACE RESTORATION WILL BE PAID FOR AS TURF ESTABLISHMENT.

**MAINTAINING TRAFFIC**

CONTRACTOR SHALL MAINTAIN ACCESS TO LOCAL RESIDENTS AND EMERGENCY VEHICLES DURING CONSTRUCTION. CONTRACTOR SHALL PROVIDE TEMPORARY AGGREGATE AT DRIVEWAYS AS NECESSARY TO MAINTAIN ACCESS. TEMPORARY GRAVEL INCLUDED IN ROADWAY GRADING.

**WATER SERVICES**

CITY OF HILLSDALE BPU OR THEIR CONTRACTOR WILL REPLACE ALL REQUIRED WATER SERVICES IN THE PROJECT AREA DURING CONSTRUCTION. CONTRACTOR IS RESPONSIBLE TO COORDINATE WITH THE CITY OF HILLSDALE.

**PUBLIC UTILITIES:** THE EXISTING UTILITIES LISTED BELOW AND SHOWN ON THE PLANS REPRESENT THE BEST INFORMATION AVAILABLE. THIS INFORMATION DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY TO VERIFY THEIR ACCURACY OR THE RESPONSIBILITY IN CASE UTILITIES HAVE BEEN REMOVED OR CONSTRUCTED.

GAS:	MICHIGAN GAS UTILITY 70 SAUK RIVER DRIVE COLDWATER, MI 49036 P - 517-781-0511 ATTN: DONALD SEEKMAN donald.seekman@michigangasutilities.com	ELECTRIC:	CITY OF HILLSDALE BPU 45 MONROE STREET HILLSDALE, MI 49242 P - 517-437-6417 ATTN: JAKE HAMMEL jhammel@hillsdalebpu.com
CABLE TELEVISION:	COMCAST 25626 TELEGRAPH RD. SOUTHFIELD, MI 48034 P - 734-359-1669 ATTN: JEFF DOBIES	TELEPHONE:	AT&T 1041 HURST ROAD JACKSON, MI 49201 P - 517-750-0660 ATTN: KAREN TRUDGEN karen.m.trudgen@att.com
WATER/SEWER:	CITY OF HILLSDALE BPU 45 MONROE STREET HILLSDALE, MI 49242 P - 517-437-6412 ATTN: JEFF GIER jgier@hillsdalebpu.com	PUBLIC WORKS:	CITY OF HILLSDALE 149 WATER WORKS AVE HILLSDALE, MI 49242 517-437-6491 ATTN: JASON BLAKE jblake@cityofhillsdale.org

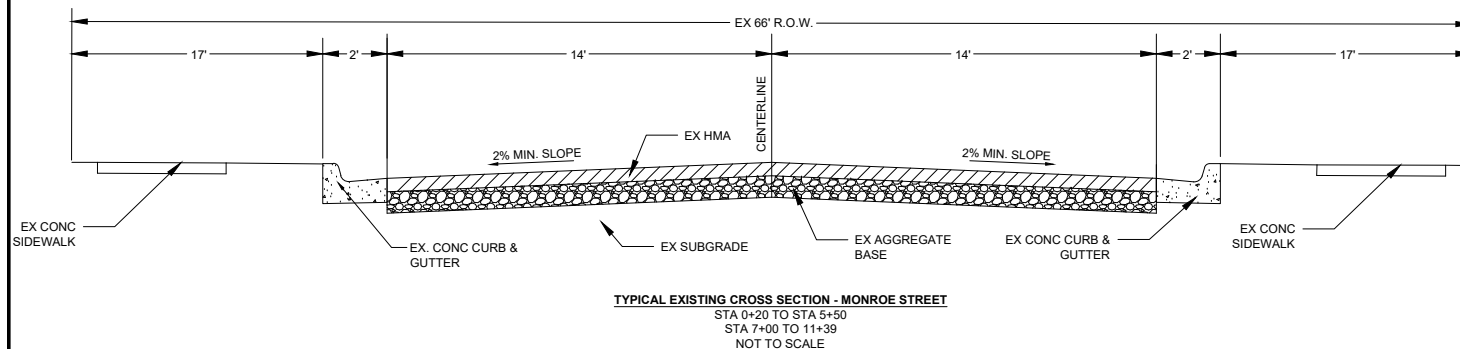
THE CONTRACTOR SHALL EXPOSE AND VERIFY LOCATION AND DEPTH OF EXISTING UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION. CONFLICTS IN GRADE SHALL BE REPORTS TO THE CITY ENGINEER AND ADJUSTMENTS MADE AT NO ADDITIONAL COST TO THE OWNER.

**NOT FOR  
CONSTRUCTION**

REVISIONS	DATE
ISSUED FOR BIDS	

**CITY OF HILLSDALE  
HILLSDALE, MI  
MONROE ST.  
STREET PROJECT**

CROSS SECTIONS, PROJECT QUANTITIES, HMA

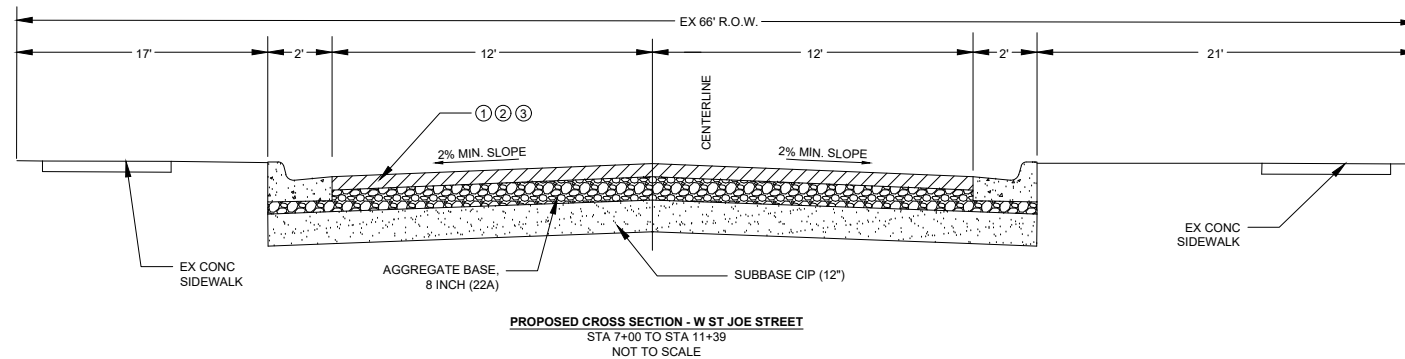
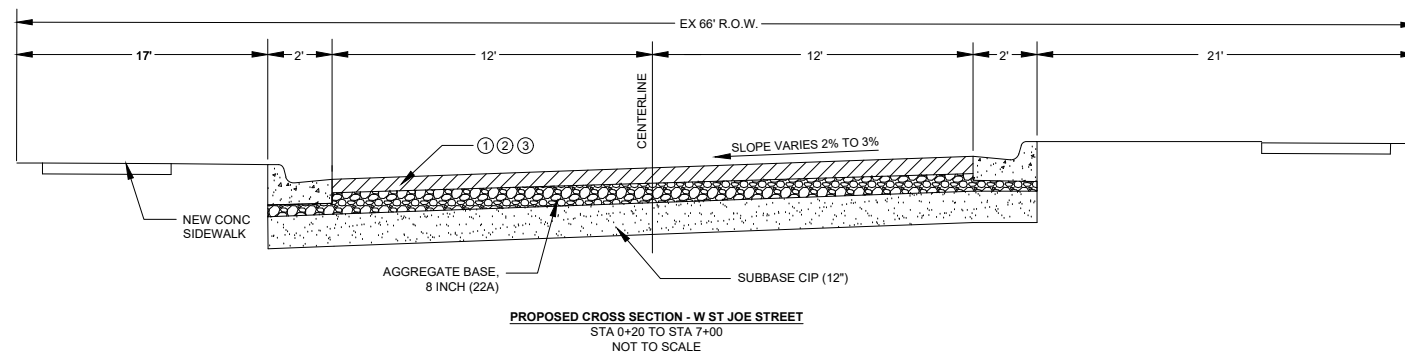


COURSE	TYPE	ITEM	EST. YIELD	BINDER GRADE	AWI	REMARKS
①	BASE	4EL	220 LBS/SYD	PG 58-28	-	
②	LEVELING	4EL	165 LBS/SYD	PG 58-28	-	
③	TOP	5EL	165 LBS/SYD	PG 58-28	260	

**NOTE:** BOND COAT SHALL BE APPLIED BETWEEN SUCCESSIVE COURSES OF HMA (PAYMENT INCLUDED IN HMA MIX). APPLICATION RATE 0.05 - 0.15 GAL/SYD SS-IH, AS DIRECTED BY ENGINEER.

**PROJECT QUANTITIES**

ITEM CODE	QUANTITY	UNIT	DESCRIPTION
2030011	4	EA	DR STRUCTURE, REM
2030015	250	LF	SEWER, REM, LESS THAN 24 INCH
2040020	2200	LF	CURB & GUTTER, REM
2040050	2750	SY	PAVT, REM
5010005	2250	SY	HMA SURFACE, REM
2040055	525	SY	SIDEWALK, REM
2047051	1	LS	CLEARING, SPECIAL
2050041	150	CY	SUBGRADE UNDERCUTTING, TYPE II
2057002	11.5	STA	ROADWAY GRADING
2080020	8	EA	EROSION CONTROL, INLET PROTECTION, FABRIC DROP
2080036	25	LF	EROSION CONTROL, SILT FENCE
3010002	1450	CY	SUBBASE, CIP
3020020	4250	SY	AGGREGATE BASE, 8 INCH
4010048	1	EA	CULV END SECTION, CONC, 15 INCH
4010166	80	LF	CULV, CL A, NON-REINF CONC, 15 INCH, TR DET B
4012021	1	EA	CULV END SECT, 15 INCH, GRATE
4020031	45	LF	SEWER, CL A, 8 INCH, TR DET B
4020033	440	LF	SEWER, CL A, 12 INCH, TR DET B
4020034	230	LF	SEWER, CL A, 15 INCH, TR DET B
4030005	3	EA	DR STRUCTURE COVER, ADJ, CASE I
4030050	8	EA	DR STRUCTURE COVER, TYPE K
4030200	5	EA	DR STRUCTURE, 24 INCH
4030210	1	EA	DR STRUCTURE, 48 INCH
4030220	2	EA	DR STRUCTURE, 60 INCH
4037050	3	EA	EJIW, #1045 W/ "STORM" LID
5012024	900	TON	HMA, 4EL
5012036	385	TON	HMA, 5EL
8010005	600	SY	DRIVEWAY, NONREINF, CONC, 6 INCH
8020038	2400	FT	CURB AND GUTTER, CONC F4
8020050	200	FT	DRIVEWAY OPENING, CONC, DET M
8030010	50	FT	DETECTABLE WARNING SURFACE
8030030	60	FT	CURB RAMP OPEN, CONC
8030044	4250	SF	SIDEWALK CONC 4 INCH
8030046	600	SF	SIDEWALK CONC 6 INCH
8030036	850	SF	CURB RAMP, CONC, 6 INCH
8127051	1	LS	TRAFFIC CONTROL
8130010	5	SY	RIPRAP, PLAIN
8167011	1800	SY	TURF ESTABLISHMENT
8230431	2	EA	GATE BOX, ADJ, CASE I



- BM #1 ELEV 100.00'**  
FIRE HYDRANT @ CORNER OF N WEST AND MONROE  
NE BOLT
- BM #2 ELEV 98.09'**  
NAIL IN POLE ON NORTH SIDE OF MONROE @ 15  
MONROE
- BM #3 ELEV 98.25'**  
FIRE HYDRANT @ CORNER OF MONROE AND MANNING
- BM #4 ELEV 100.14'**  
NAIL IN POLE ON SOUTH SIDE OF MONROE @ 50  
MONROE

**NOT FOR  
CONSTRUCTION**

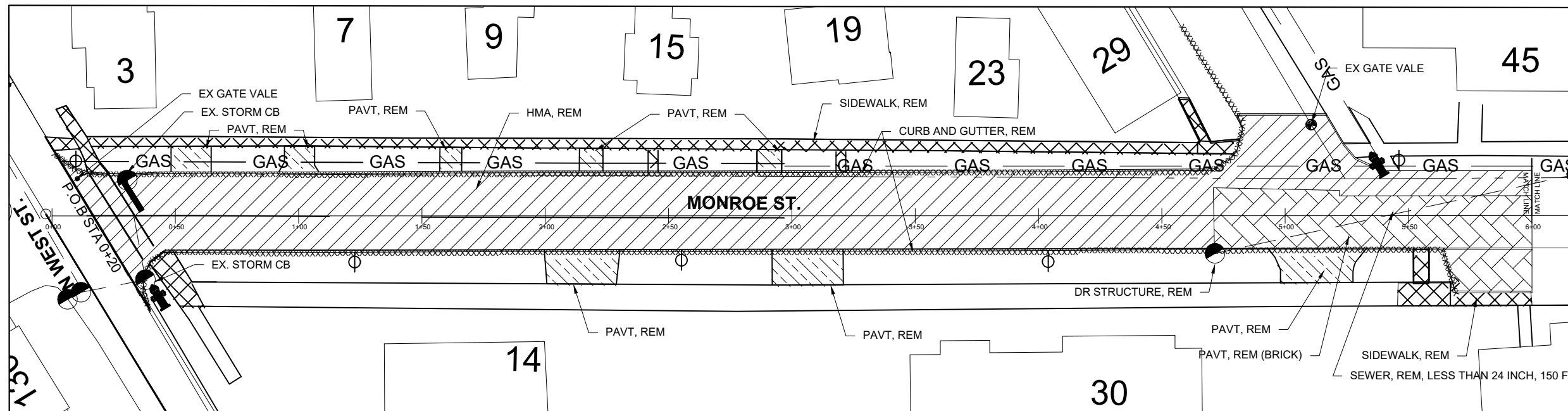
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NOT TO SCALE

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DRAWN	ES	12/15/24
CHECKED	JB	12/27/24
DRAWING NO.		<b>C2</b>

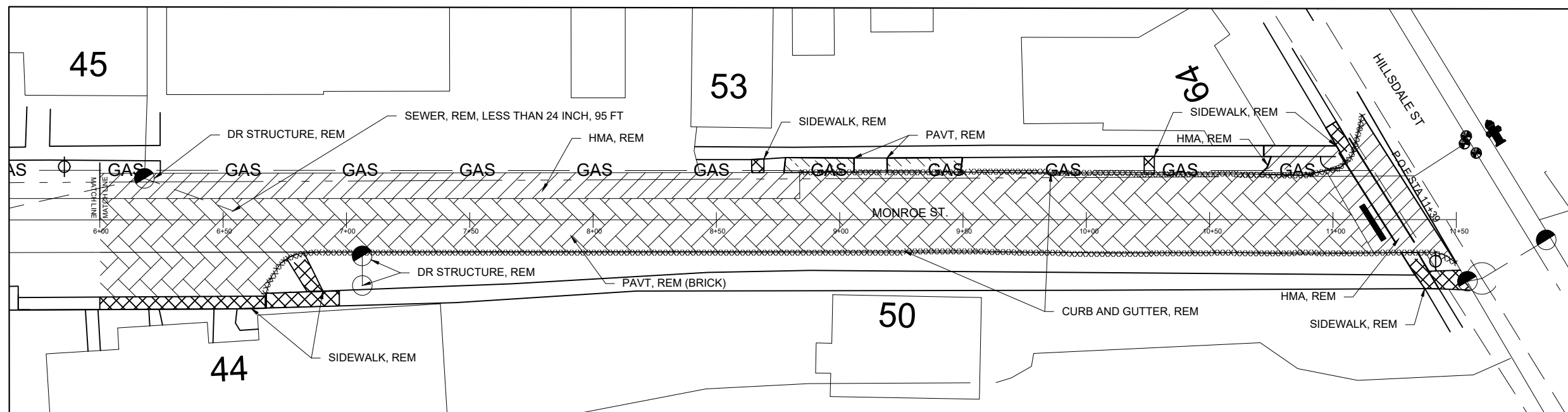
97 N. BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE
ISSUED FOR BIDS	KLB

CITY OF HILLSDALE  
HILLSDALE, MI  
MONROE ST.  
STREET PROJECT  
REMOVAL SHEET



REMOVALS - STATION 0+20 TO 6+00



REMOVALS - STATION 6+00 TO 11+39

**NOT FOR  
CONSTRUCTION**

**DRAWING KEY**

HMA REMOVAL		PAV'T REMOVAL		PAV'T REM (BRICK)	
SIDEWALK REMOVAL		CURB REMOVAL	XXXXXX		
GAS LINE		WATER MAIN			
SANITARY		STORM SEWER			

SCALE  
1" = 50'

	NAME	DATE
DESIGNED	KLB	11/15/24
DRAWN	ES	12/15/24
CHECKED	JB	12/27/24

DRAWING NO.

**C3**

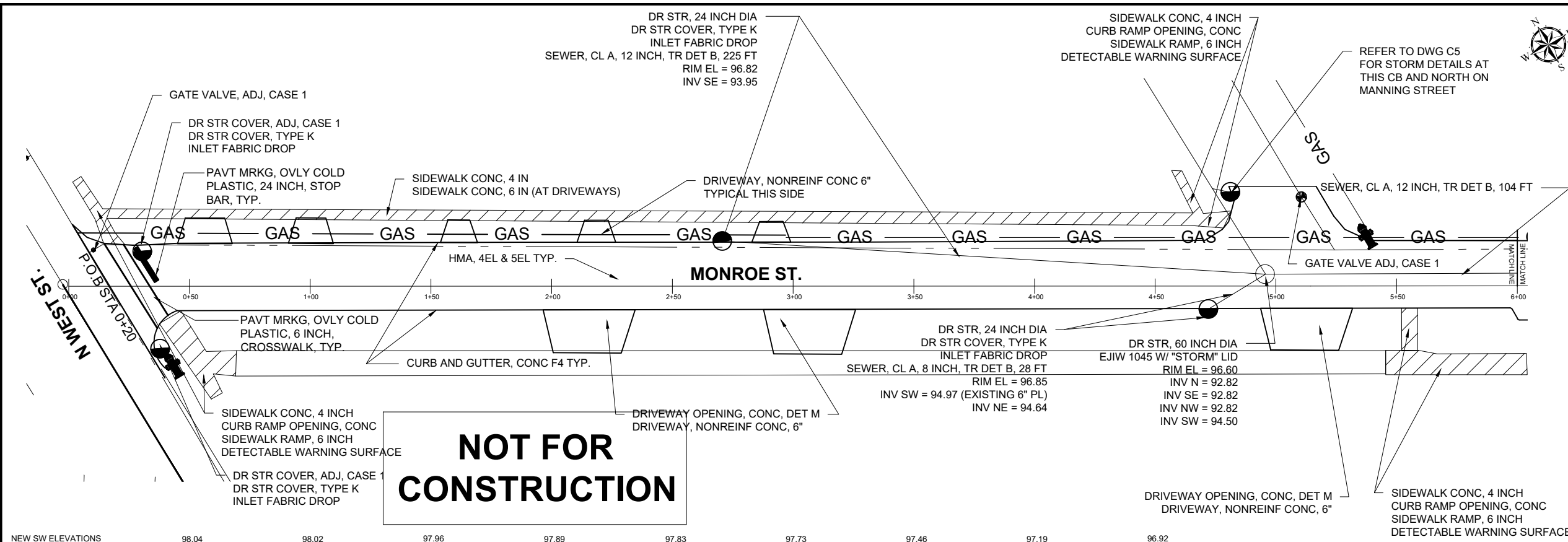


97 N. BROAD ST.  
HILLSDALE, MI 49242

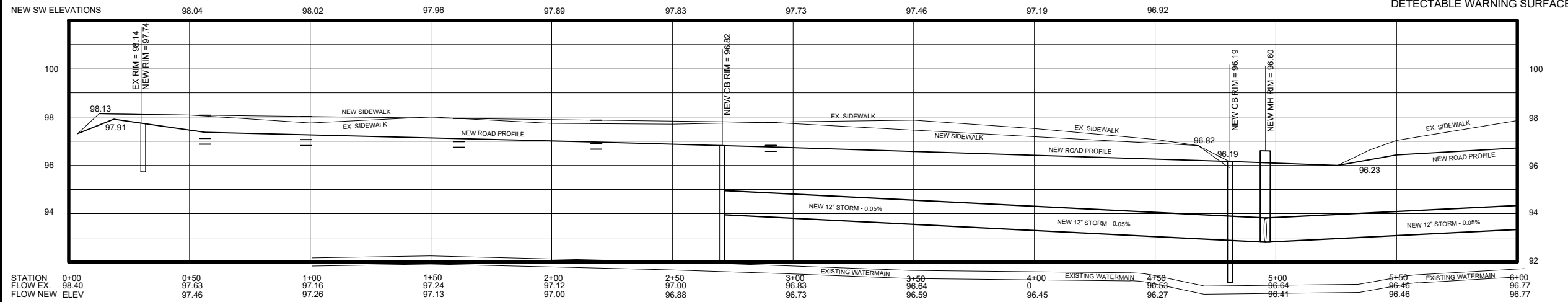
REVISIONS	DATE
ISSUED FOR BIDS	KLB

CITY OF HILLSDALE  
HILLSDALE, MI  
MONROE ST.  
STREET PROJECT

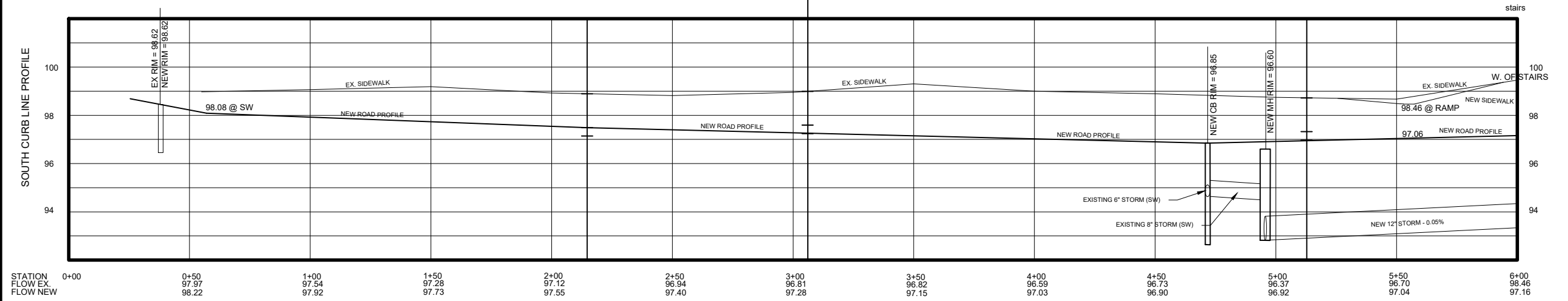
PLAN & PROFILE STA. 0+20 TO 6+00



**NOT FOR  
CONSTRUCTION**



NORTH CURB LINE PROFILE



SOUTH CURB LINE PROFILE

SCALE 1" = 50'

	NAME	DATE
DESIGNED	KLB	11/15/24
DRAWN	ES	12/15/24
CHECKED	JB	12/27/24

DRAWING NO.  
**C4**

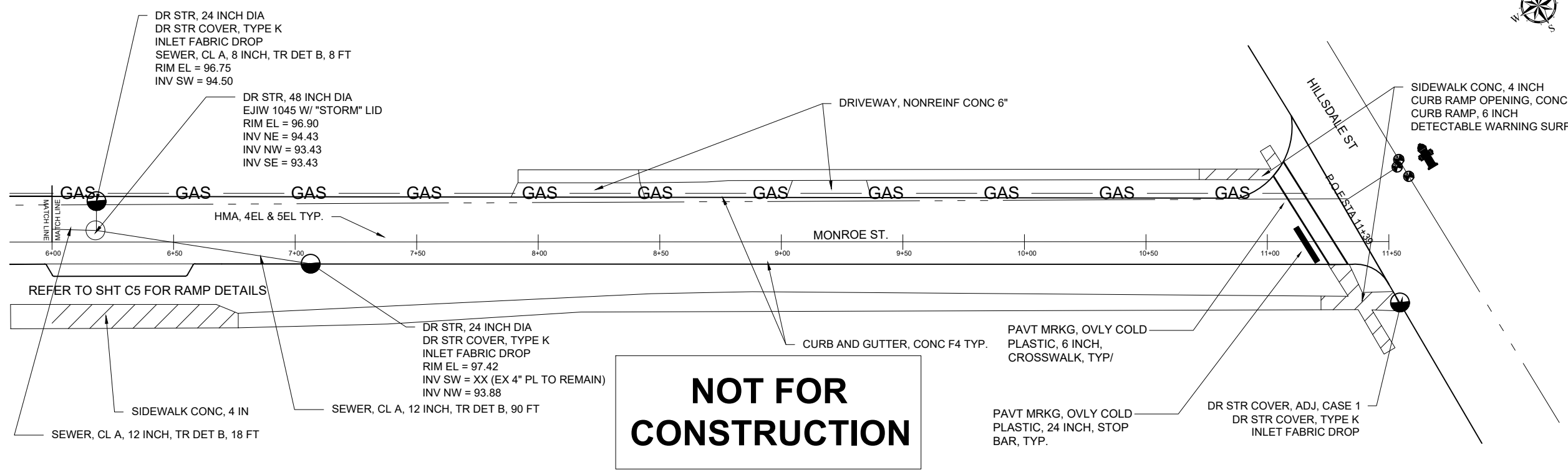


97 N. BROAD ST.  
HILLSDALE, MI 49242

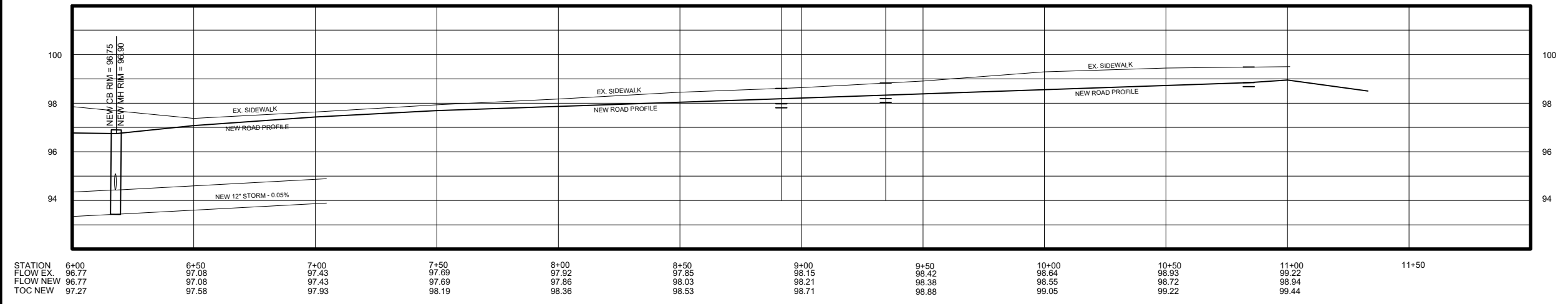
REVISIONS	DATE
ISSUED FOR BIDS	KLB

CITY OF HILLSDALE  
HILLSDALE, MI  
MONROE ST.  
STREET PROJECT

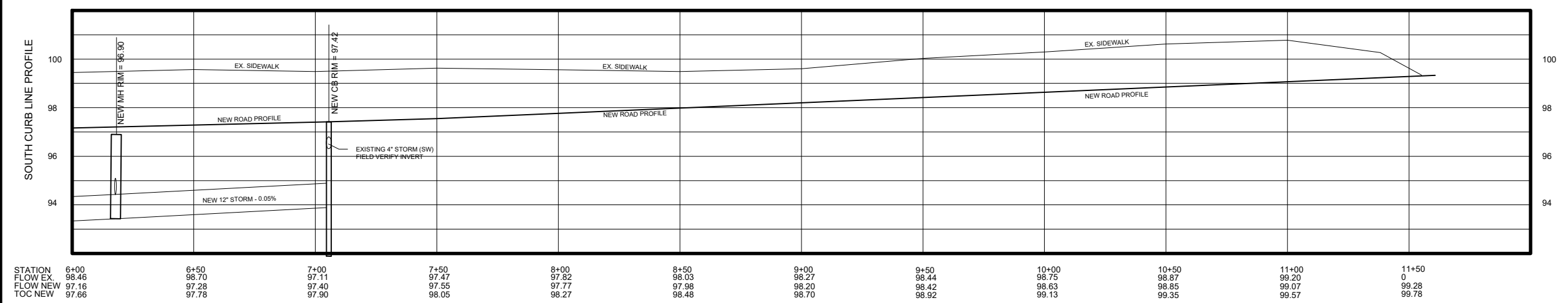
PLAN & PROFILE STA 6+00 TO 11+39



**NOT FOR CONSTRUCTION**



NORTH CURB LINE PROFILE



SOUTH CURB LINE PROFILE

SCALE 1" = 50'

	NAME	DATE
DESIGNED	KLB	11/15/24
DRAWN	ES	12/15/24
CHECKED	JB	12/27/24

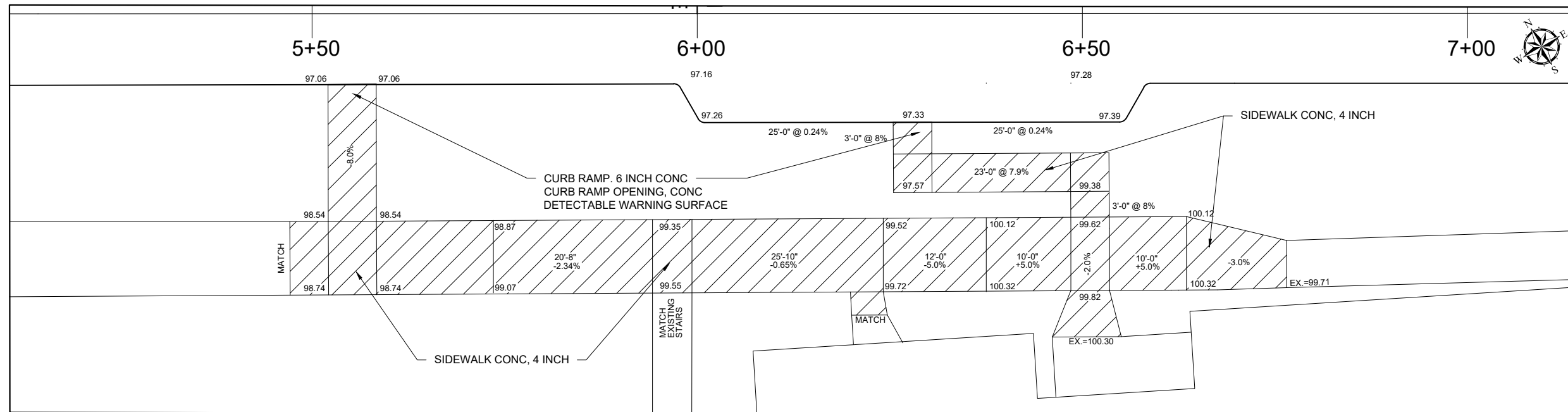
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97 N. BROAD ST.  
HILLSDALE, MI 49242

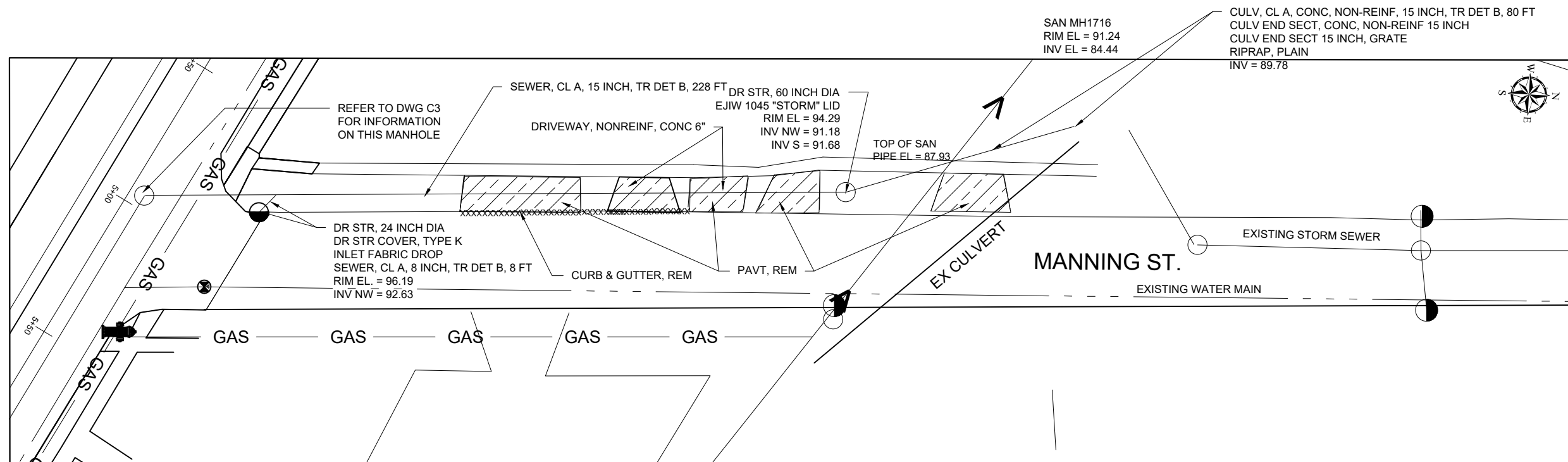
REVISIONS	DATE
ISSUED FOR BIDS	KLB

CITY OF HILLSDALE  
HILLSDALE, MI  
MONROE ST.  
STREET PROJECT

SIDEWALK DETAIL AND MANNING STORM



**SIDEWALK AND RAMP DETAILS**



**MANNING STREET STORM DETAILS**

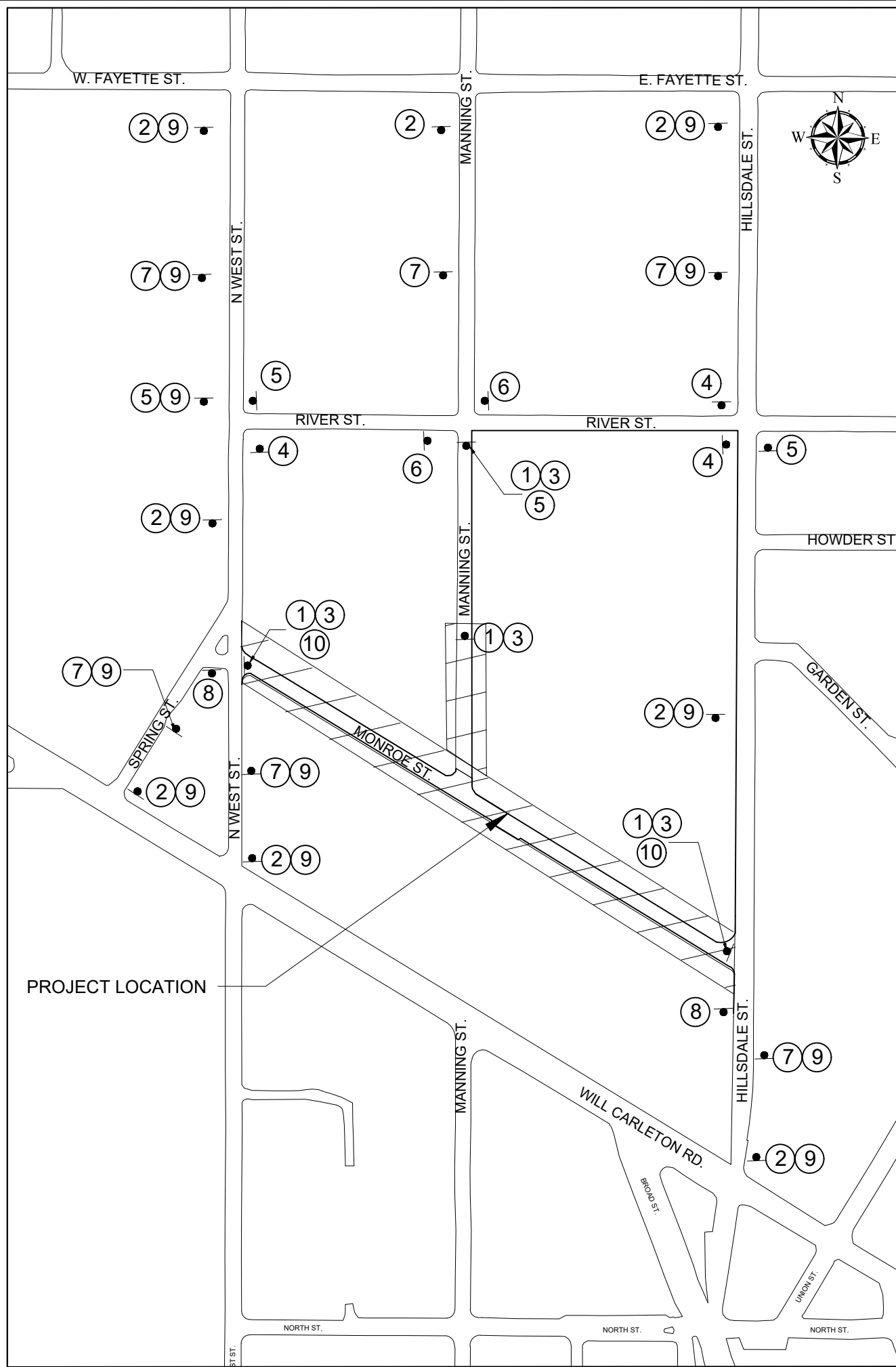
**NOT FOR  
CONSTRUCTION**

SCALE  
NOT TO SCALE

	NAME	DATE
DESIGNED	KLB	10/28/24
DRAWN	KLB	10/28/24
CHECKED	FE	10/28/24

DRAWING NO.

**C6**



TRAFFIC CONTROL KEY			
KEY	CODE	SIGN	*QTY
①		TYPE III BARRICADE, HIGH INTENSITY, LIGHTED	7
②	W20-3	ROAD CLOSED AHEAD	8
③	R11-4	ROAD CLOSED TO THRU TRAFFIC	4
④	M4-9R	DETOUR ARROW - RIGHT	3
⑤	M4-9L	DETOUR ARROW - LEFT	4
⑥	M4-9S	DETOUR ARROW - STRAIGHT	2
⑦	W20-2	DETOUR AHEAD	6
⑧	M4-8A	DETOUR ENDS	2
⑨	D3-1	MONROE STREET PLAQUE	13
⑩	D3-1	BUSINESSES OPEN PLAQUE	2

**TRAFFIC CONTROL NOTES**

1. \*\*QUANTITIES ARE THE MINIMUM REQUIRED, CONTRACTOR MAY INCREASE SIGNAGE AS NEEDED FOR A SAFE WORK ZONE.
2. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH ALL APPLICABLE SECTIONS OF THE MDOT 2020 STANDARD SPECIFICATION FOR CONSTRUCTION.
3. ALL TRAFFIC CONTROL SHALL CONFORM TO THE REQUIREMENTS OF THE MOST CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
4. LIGHTED BARRELS AND/OR GRABBER CONES SHALL BE USED FOR FLAG CONTROL ZONES AND NIGHTTIME LANE CLOSURES.
5. BARRELS AND CONES SHALL BE USED THROUGHOUT THE PROJECT IN AREAS WHERE TYPICAL ROAD ITEMS HAVE BEEN REMOVED; I.E. CURB AREAS, DRIVE WAYS, ETC.

**NOT FOR  
CONSTRUCTION**

97 N BROAD ST  
HILLSDALE, MI 49242

REVISIONS	DATE
ISSUED FOR BIDS	

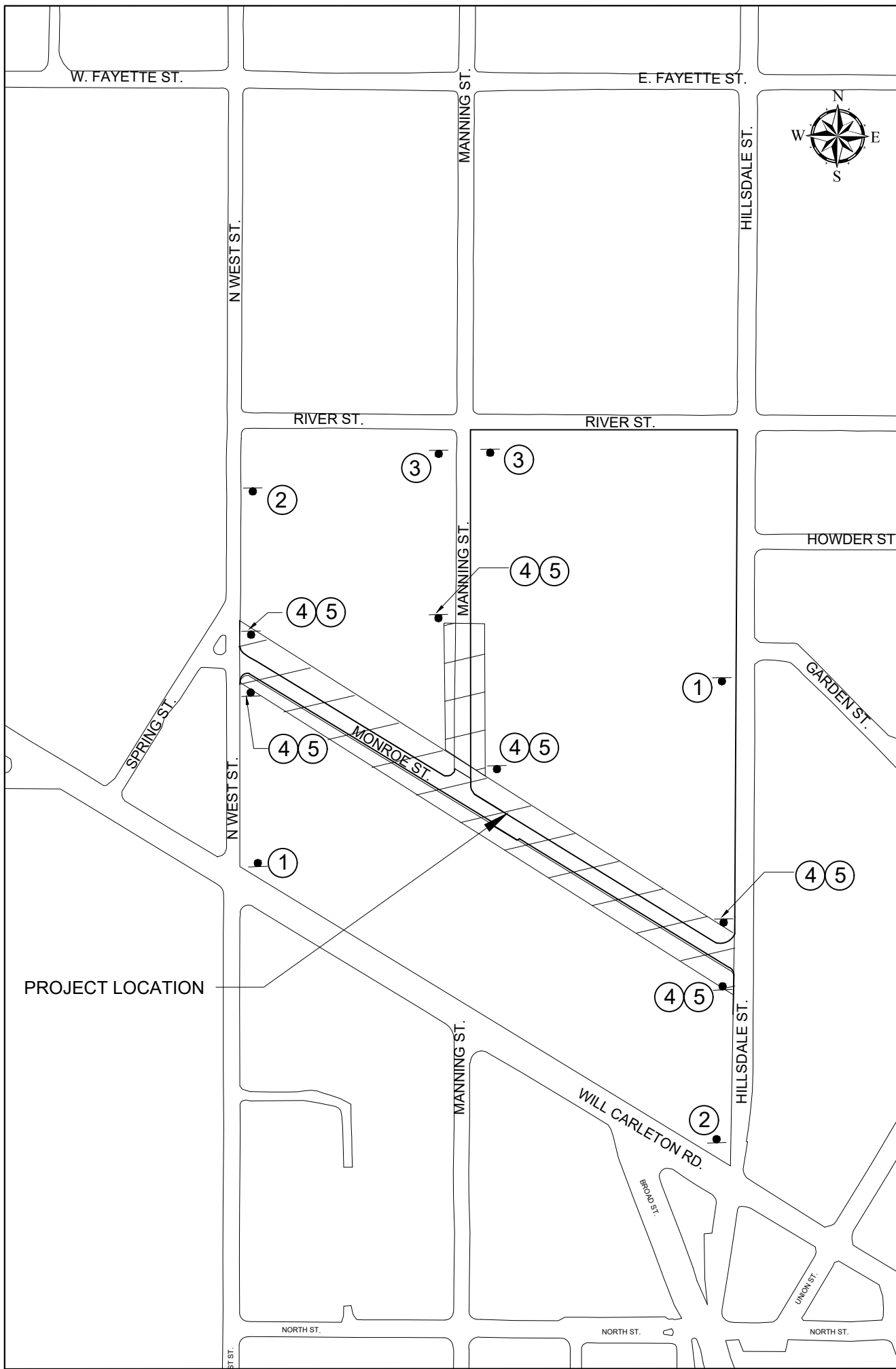
CITY OF HILLSDALE  
HILLSDALE, MI  
MONROE ST.  
STREET PROJECT

VEHICLE TRAFFIC CONTROL

DRAWING SCALE:  
NOT TO SCALE

DESIGNED	KL B
DRAWN	KL B
CHECKED	JB

DRAWING **C7**



PEDESTRIAN CONTROL KEY			
KEY	CODE	SIGN	*QTY
①	R9-11L	SIDEWALK CLOSED AHEAD - CROSS HERE LEFT	2
②	R9-11R	SIDEWALK CLOSED AHEAD - CROSS HERE RIGHT	2
③	R9-11	SIDEWALK CLOSED AHEAD	2
④	R9-9	SIDEWALK CLOSED	6
⑤		PEDESTRIAN TYPE II BARRICADE, TEMP	6

**TRAFFIC CONTROL NOTES**

1. \*\*QUANTITIES ARE THE MINIMUM REQUIRED, CONTRACTOR MAY INCREASE SIGNAGE AS NEEDED FOR A SAFE WORK ZONE.
2. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH ALL APPLICABLE SECTIONS OF THE MDOT 2020 STANDARD SPECIFICATION FOR CONSTRUCTION.
3. ALL TRAFFIC CONTROL SHALL CONFORM TO THE REQUIREMENTS OF THE MOST CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
4. LIGHTED BARRELS AND/OR GRABBER CONES SHALL BE USED FOR FLAG CONTROL ZONES AND NIGHTTIME LANE CLOSURES.
5. BARRELS AND CONES SHALL BE USED THROUGHOUT THE PROJECT IN AREAS WHERE TYPICAL ROAD ITEMS HAVE BEEN REMOVED; I.E. CURB AREAS, DRIVE WAYS, ETC.

**NOT FOR  
CONSTRUCTION**

97 N BROAD ST  
HILLSDALE, MI 49242

REVISIONS	DATE
ISSUED FOR BIDS	

CITY OF HILLSDALE  
HILLSDALE, MI  
MONROE ST.  
STREET PROJECT

PEDESTRIAN TRAFFIC CONTROL

DRAWING SCALE:  
NOT TO SCALE

DESIGNED	KLB	
DRAWN	KLB	
CHECKED	JB	
DRAWING	<b>C8</b>	

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** February 17, 2025

**Agenda Item:** New Business

**SUBJECT:** Resolution of Necessity, Set Public Hearing

**2025 Special Assessment District - SAD# 2025-11, Barry Street**

**BACKGROUND PROVIDED BY STAFF:** Kristin Bauer, City Engineer with assistance from Kimberly Thomas, City Assessor

Hillsdale Municipal Code, Section 2-334 – Determination of necessity; notice; hearing, provides,

Before ordering any public improvements, any part of the expense of which is to be defrayed by special assessment, the council shall determine by resolution the necessity and propriety thereof and shall file such resolution with the plans and specifications, estimate of costs and a description of the lands or districts to be affected with the city clerk for public examination. In the same resolution, the council shall direct that notice thereof be given by publication once each week for two successive weeks in a newspaper published and circulated within the city, stating the time and place when the council will meet and consider any objections thereto. Notice shall also be given as required by Public Act No. 162 of 1962 (MCL 211.741 et seq.).

Plans and cost estimates for this Special Assessment District (SAD# 2025-11) were presented to City Council at their January 6, 2025 meeting.

The estimated cost for the street portion of the overall construction project is \$381,184.77.

According to the City Charter, Sec. 2-335 Hearing procedure, “If more than 50% of the number of owners of privately owned real property to be assessed for such improvement shall object **in writing** to the proposed improvement, the improvement shall not be made without the affirmative vote of seven of the members of the council.”

**RECOMMENDATION:** City staff recommends City Council adopt the attached resolution setting March 3, 2025 as the public hearing date for consideration to establish Special Assessment District (SAD# 2025-11) – Barry Street and directing notice by publication and mailing thereof. Drawings and estimates will be placed on the City’s Website and available for review at the City Clerk’s office.

**City of Hillsdale**  
**Resolution # \_\_\_\_\_**

**Whereas**, the City Council of the City of Hillsdale has authorized the City Engineer to prepare plans and specifications, estimate of costs and description of the lands or districts to be affected for improvements to the **Barry Street** area, which improvements include milling and resurfacing of Barry Street from Broad Street to West Street, and

**Whereas**, the Council has determined district boundaries of Special Assessment district **2025-11** to be described to wit:

All being within the City of Hillsdale, Hillsdale County, Michigan:

**All those properties laying directly adjacent to or exclusively accessed for vehicular traffic by Barry Street Right of Way.**

**Whereas**, the Council does hereby determine that these improvements are proper and necessary;

**Now therefore be it resolved**, that all plans, specifications, estimates of cost, and description of the affected properties be placed on file with the City Clerk's office for public inspection; and

**Be it further resolved**, that a Public Hearing will held on March 3, 2025 at 7:00 p.m. at the City Hall Council Chambers, at which time the City Council will meet to consider any objections to the improvements, and

**Be it further resolved**, that notice of the Public Hearing shall be given by publication in the Hillsdale Daily News each week, for two successive weeks and by mail to all affected property owners.

Passed in open Council this 17<sup>th</sup> day of February, 2025

\_\_\_\_\_  
Joshua Paladino, Mayor Pro Tem

Attest: \_\_\_\_\_  
Katy Price, City Clerk

## Engineer's Opinion of Costs

<b>Project Number:</b> 2025 <b>Estimate Number:</b> 1: Barry Street from Broad to West Streets <b>Project Type:</b> Miscellaneous <b>Location:</b> City of Hillsdale Barry Street <b>Description:</b> Milling and resurfacing of Barry Street from Broad to West. With new water and sanitary sewer between Howell and Budlong.	<b>Project Engineer:</b> Kristin Bauer <b>Date Created:</b> 9/10/2024 <b>Date Edited:</b> 12/27/2024 <b>Fed/State #:</b> <b>Fed Item:</b> <b>Control Section:</b>
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Line	Pay Item	Description	Quantity	Units	Unit Price	Total
<b>Category: 0000</b>						
0001	1100001	Mobilization, Max	1.000	LSUM	\$8,000.00	\$8,000.00
0002	2030011	Dr Structure, Rem	4.000	Ea	\$466.16	\$1,864.64
0003	2030015	Sewer, Rem, Less than 24 inch	50.000	Ft	\$23.56	\$1,178.00
0004	2040020	Curb and Gutter, Rem	250.000	Ft	\$10.00	\$2,500.00
0005	2040050	Pavt, Rem	110.000	Syd	\$11.19	\$1,230.90
0006	2040055	Sidewalk, Rem	350.000	Syd	\$11.69	\$4,091.50
0007	2050041	Subgrade Undercutting, Type II	150.000	Cyd	\$36.50	\$5,475.00
0008	2057002	_ Roadway Grading	15.500	Sta	\$1,800.00	\$27,900.00
0009	2080020	Erosion Control, Inlet Protection, Fabric Drop	8.000	Ea	\$150.00	\$1,200.00
0010	3020020	Aggregate Base, 8 inch	150.000	Syd	\$16.25	\$2,437.50
0011	4020033	Sewer, Cl A, 12 inch, Tr Det B	40.000	Ft	\$92.02	\$3,680.80
0012	4030005	Dr Structure Cover, Adj, Case 1	6.000	Ea	\$950.00	\$5,700.00
0013	4030006	Dr Structure Cover, Adj, Case 2	2.000	Ea	\$750.00	\$1,500.00
0014	4030050	Dr Structure Cover, Type K	1.000	Ea	\$1,150.00	\$1,150.00
0015	4030210	Dr Structure, 48 inch dia	1.000	Ea	\$3,350.00	\$3,350.00
0016	4037050	_ EJIW1045 w/10140 "Sanitary"	4.000	Ea	\$1,000.00	\$4,000.00
0017	4037050	_ EJIW1045 w/1040 "Storm"	4.000	Ea	\$1,000.00	\$4,000.00
0018	5010005	HMA Surface, Rem	5,800.000	Syd	\$8.75	\$50,750.00
0019	5012024	HMA, 4EL	700.000	Ton	\$98.38	\$68,866.00
0020	5012036	HMA, 5EL	700.000	Ton	\$101.15	\$70,805.00
0021	8010005	Driveway, Nonreinf Conc, 6 inch	250.000	Syd	\$46.91	\$11,727.50
0022	8020038	Curb and Gutter, Conc, Det F4	350.000	Ft	\$24.65	\$8,627.50



Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0023	8020050	Driveway Opening, Conc, Def M	200.000	Ft	\$35.00	\$7,000.00
0024	8030010	Detectable Warning Surface	120.000	Ft	\$44.39	\$5,326.80
0025	8030030	Curb Ramp Opening, Conc	20.000	Ft	\$27.20	\$544.00
0026	8030044	Sidewalk, Conc, 4 inch	700.000	Sft	\$6.20	\$4,340.00
0027	8030046	Sidewalk, Conc, 6 inch	425.000	Sft	\$8.42	\$3,578.50
0028	8032002	Curb Ramp, Conc, 6 inch	2,400.000	Sft	\$8.00	\$19,200.00
0029	8110024	Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	620.000	Ft	\$24.07	\$14,923.40
0030	8110045	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	75.000	Ft	\$29.43	\$2,207.25
0031	8120026	Pedestrian Type II Barricade, Temp	44.000	Ea	\$85.92	\$3,780.48
0032	8127051	_ Traffic Control	1.000	LSUM	\$20,000.00	\$20,000.00
0033	8167011	_ Turf Establishment	875.000	Syd	\$10.00	\$8,750.00
0034	8230431	Gate Box, Adj, Case 1	2.000	Ea	\$750.00	\$1,500.00

**Category 0000 Total: \$381,184.77**

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
<b>Category: 0001 Water &amp; Sanitary Sewer Items</b>						
0035	8230050	Gate Valve and Box, 4 inch	2.000	Ea	\$1,000.00	\$2,000.00
0036	8230051	Gate Valve and Box, 6 inch	2.000	Ea	\$2,507.78	\$5,015.56
0037	8230052	Gate Valve and Box, 8 inch	2.000	Ea	\$2,952.01	\$5,904.02
0038	8230151	Water Main, DI, 6 inch, Tr Det G	470.000	Ft	\$150.00	\$70,500.00
0039	8230156	Water Main, DI, 8 inch, Tr Det G	30.000	Ft	\$150.00	\$4,500.00
0040	8230240	Water Serv	2.000	Ea	\$2,500.00	\$5,000.00
0041	8230245	Water Serv, Long	3.000	Ea	\$4,053.33	\$12,159.99
0042	8237001	_ Water Main, DI, 4 inch, TR Det G	20.000	Ft	\$150.00	\$3,000.00
0043	8237050	_ 2" Cap	4.000	Ea	\$500.00	\$2,000.00
0044	8237050	_ 4" x 6" DI Tee & TB	1.000	Ea	\$1,500.00	\$1,500.00
0045	8237050	_ 6" - 11-1/4 Deg Bend & TB	2.000	Ea	\$1,250.00	\$2,500.00
0046	8237050	_ 8" x 6" DI Tee & TB	1.000	Ea	\$1,500.00	\$1,500.00
0047	8237050	_ Gate Valve, Rem	1.000	Ea	\$1,150.00	\$1,150.00
0048	8237050	_ Remove Tee in Existing Water Main	2.000	Ea	\$2,500.00	\$5,000.00
0049	8252037	Sanitary Sewer, PVC, 8 inch, Tr Det B2	460.000	Ft	\$156.74	\$72,100.40
0050	8252111	Sanitary Structure, Tap, 8 inch	2.000	Ea	\$1,500.00	\$3,000.00
0051	8257050	_ 8" - 22.5 Deg Bend, CPVC	2.000	Ea	\$1,500.00	\$3,000.00
0052	8257050	_ Abandon Ex Sanitary MH, 18 Inch Below Grade, Including Flowable Fill	2.000	Ea	\$500.00	\$1,000.00
0053	8257050	_ Sanitary Sewer, Serv Lateral to ROW, 4 Inch	4.000	Ea	\$2,580.00	\$10,320.00
0054	8257050	_ Sanitary Sewer, Serv Lead, 4 Inch	4.000	Ea	\$2,250.00	\$9,000.00
0055	8507040	_ Service Line Location via Hydro-Excavation	15.000	Hr	\$340.00	\$5,100.00

**Category 0001 Total: \$225,249.97**

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Line	Pay Item	Description	Quantity	Units	Unit Price	Total
<b>Estimate Total: \$606,434.74</b>						

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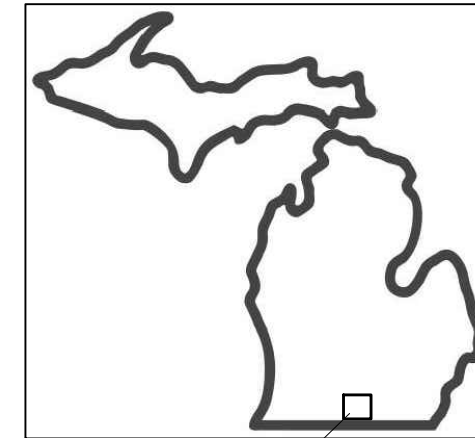


**Know what's below.  
Call before you dig.**

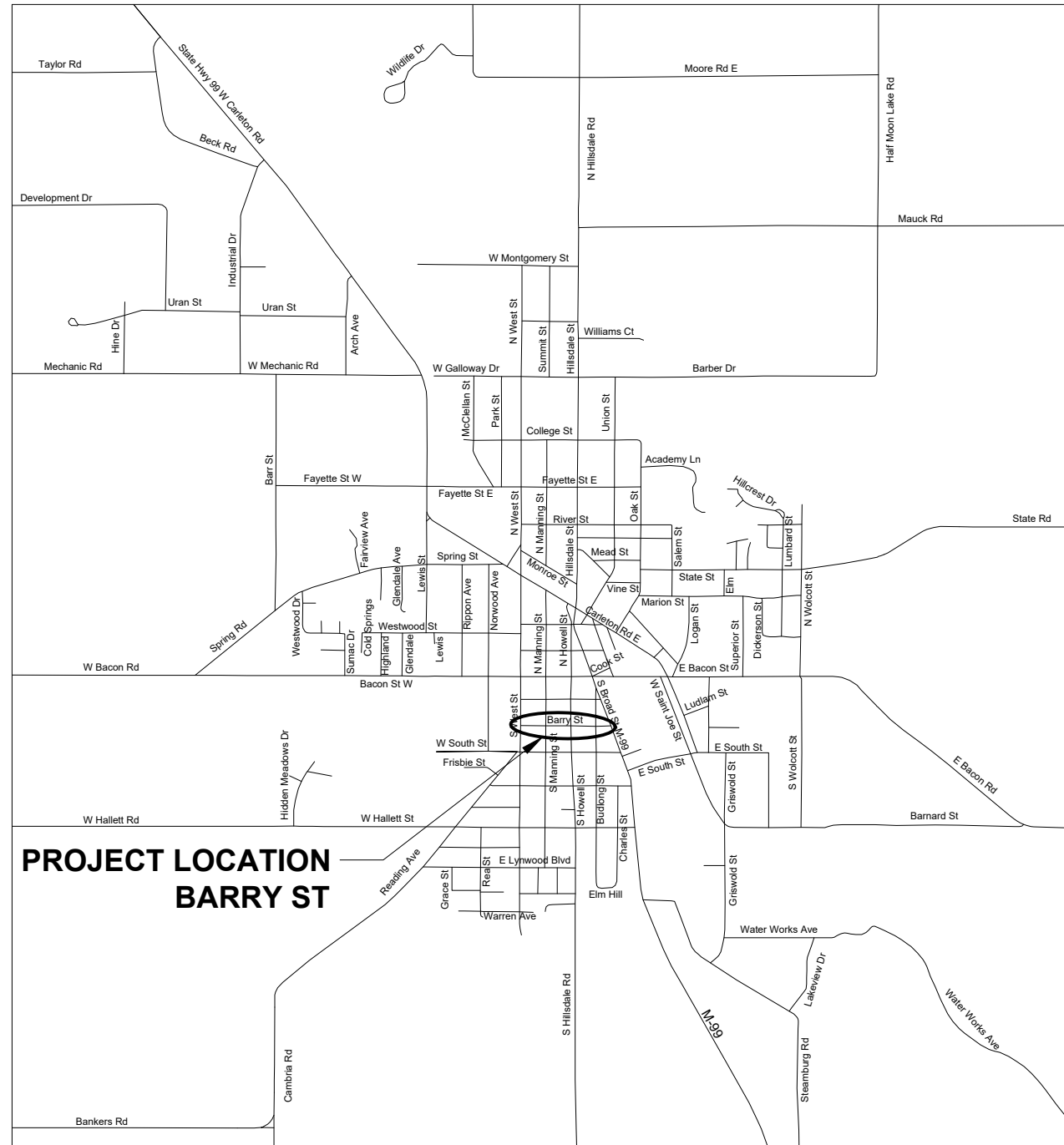
FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, THE CONTRACTOR SHALL DIAL 1-800-482-7171 OR 811 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO THE BEGINNING OF EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY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

# CITY OF HILLSDALE

## BARRY STREET STREET AND UTILITY IMPROVEMENTS



SITE LOCATION



**AREA MAP**  
NOT TO SCALE

**NOT FOR  
CONSTRUCTION**

SHEET NO.	DESCRIPTION
CS	COVER SHEET
C1	REMOVAL PLAN - STA 0+00 TO 7+00
C2	REMOVAL PLAN - STA 7+00 TO 15+50
C3	WATER & SANITARY - PLAN AND PROFILE
C4	CONSTRUCTION PLAN - STA 0+00 TO 7+00
C5	CONSTRUCTION PLAN - STA 7+00 TO 15+50
C6	UTILITY CONSTRUCTION DETAILS
C7	MISCELLANEOUS CONSTRUCTION DETAILS
C8	TRAFFIC CONTROL
C9	PEDESTRIAN TRAFFIC CONTROL

**REFERENCES TO SPECIFICATIONS:**

THE IMPROVEMENTS COVERED BY THESE PLANS SHALL BE DONE IN ACCORDANCE WITH THE PROJECT DRAWINGS, NOTES, AND THE APPLICABLE SECTIONS OF THE 2012 MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION.

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

97 N BROAD ST  
HILLSDALE, MI 49242

REVISIONS	DATE
ISSUED FOR BIDS	X/XX/XX

CITY OF HILLSDALE  
HILLSDALE, MI  
MORRY STREET  
STREET AND UTILITY  
IMPROVEMENTS  
COVER SHEET

SCALE NTS

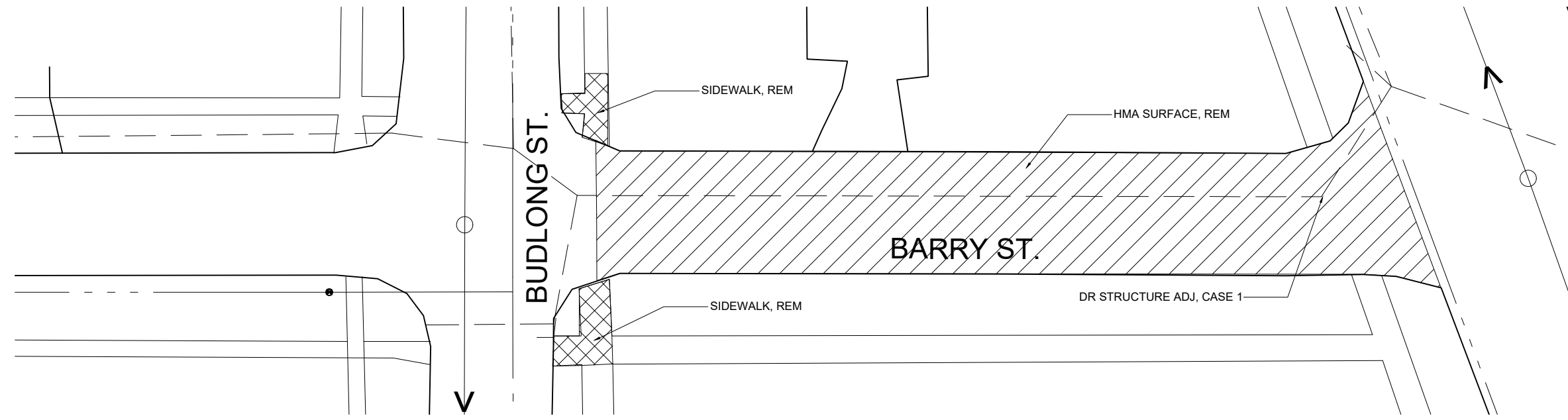
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DRAWN	KLB	12/17/24
CHECKED	JB	12/27/24

DRAWING NO.

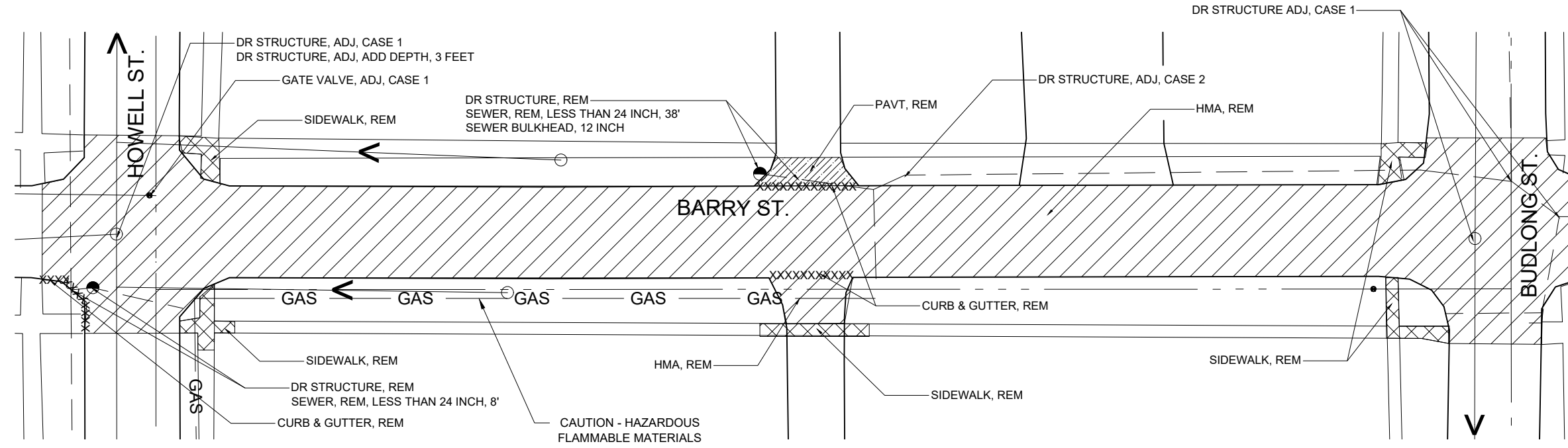
**CS**

97 N BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE
ISSUED FOR BIDS	
1	
2	



**REMOVALS - STATION 0+00 TO 2+00**  
SCALE: 1" = 30'



**REMOVALS - STATION 2+00 TO 7+00**  
SCALE: 1" = 40'

**DRAWING KEY**

HMA REMOVAL		PAV'T REMOVAL	
SIDEWALK REMOVAL		CURB REMOVAL	XXXXXX
GAS LINE	— GAS —	WATER MAIN	- - - - -
SANITARY	— — — — —	STORM SEWER	- - - - -

**NOT FOR  
CONSTRUCTION**

CITY OF HILLSDALE  
HILLSDALE, MI  
**BARRY STREET**  
STREET AND UTILITY  
IMPROVEMENTS

**REMOVALS AND UTILITIES**

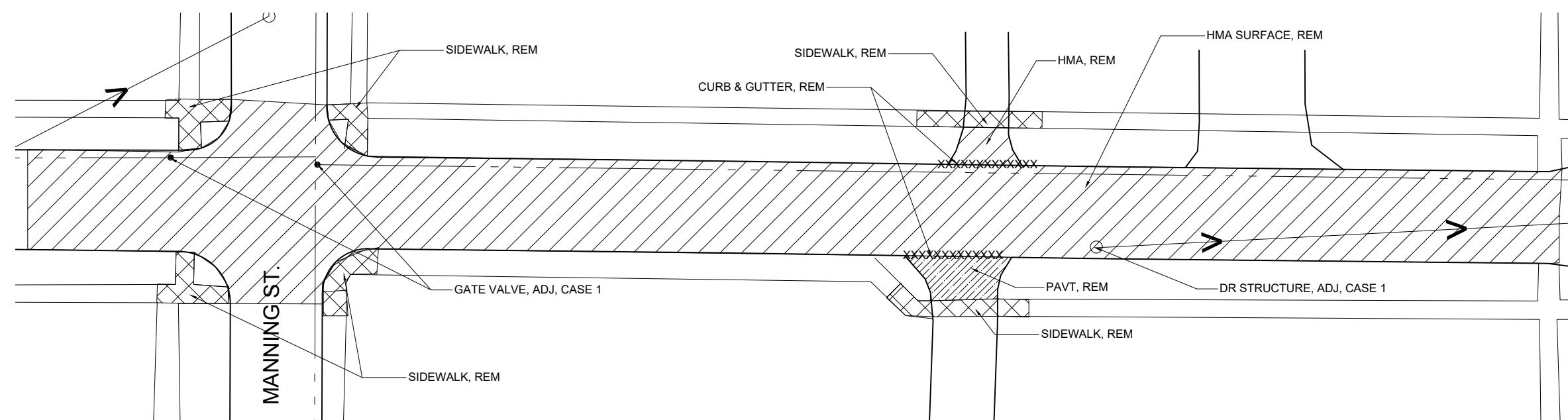
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DRAWN	KLB	12/17/24
CHECKED	JB	12/27/24

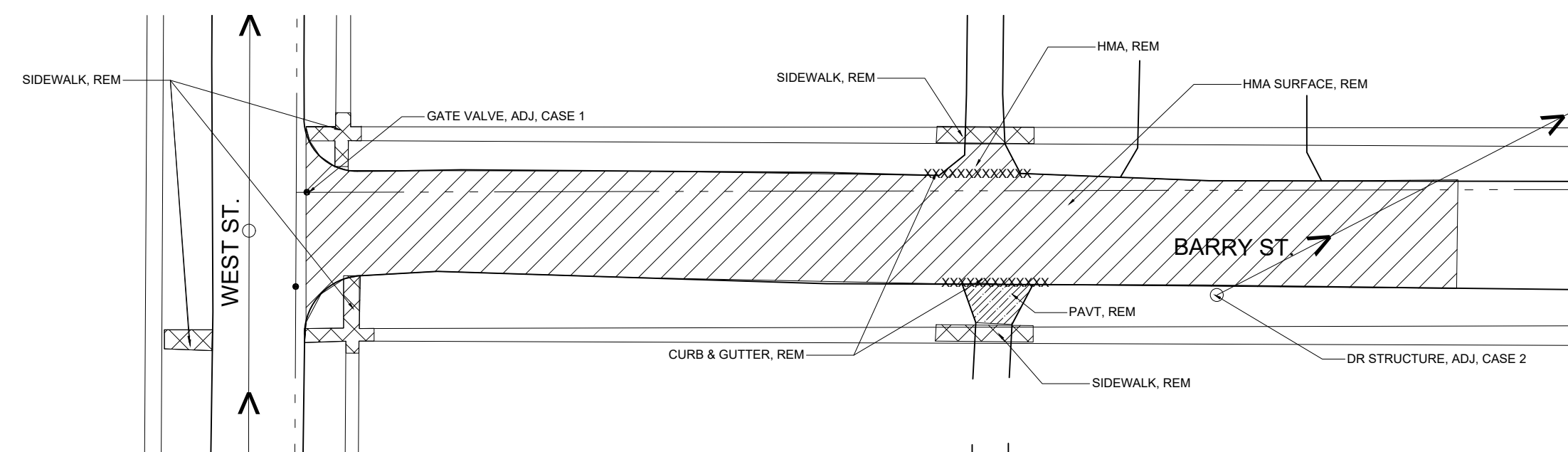
DRAWING NO.  
**C1**

97 N BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE
ISSUED FOR BIDS	
1	
2	



**REMOVALS - STATION 7+00 TO 12+00**



**REMOVALS - STATION 12+00 TO 15+50**

DRAWING KEY			
HMA REMOVAL		PAV'T REMOVAL	
SIDEWALK REMOVAL		CURB REMOVAL	XXXXXX
GAS LINE		GAS	
SANITARY		WATER MAIN	
		STORM SEWER	

**NOT FOR  
CONSTRUCTION**

SCALE:  
1" = 40'

	NAME	DATE
DESIGNED	KLB	12/17/24
DRAWN	KLB	12/17/24
CHECKED	JB	12/27/24

DRAWING NO.  
**C2**

CITY OF HILLSDALE  
HILLSDALE, MI  
**BARRY STREET**  
STREET AND UTILITY  
IMPROVEMENTS  
**REMOVALS AND UTILITIES**

97 N BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE
1	
2	

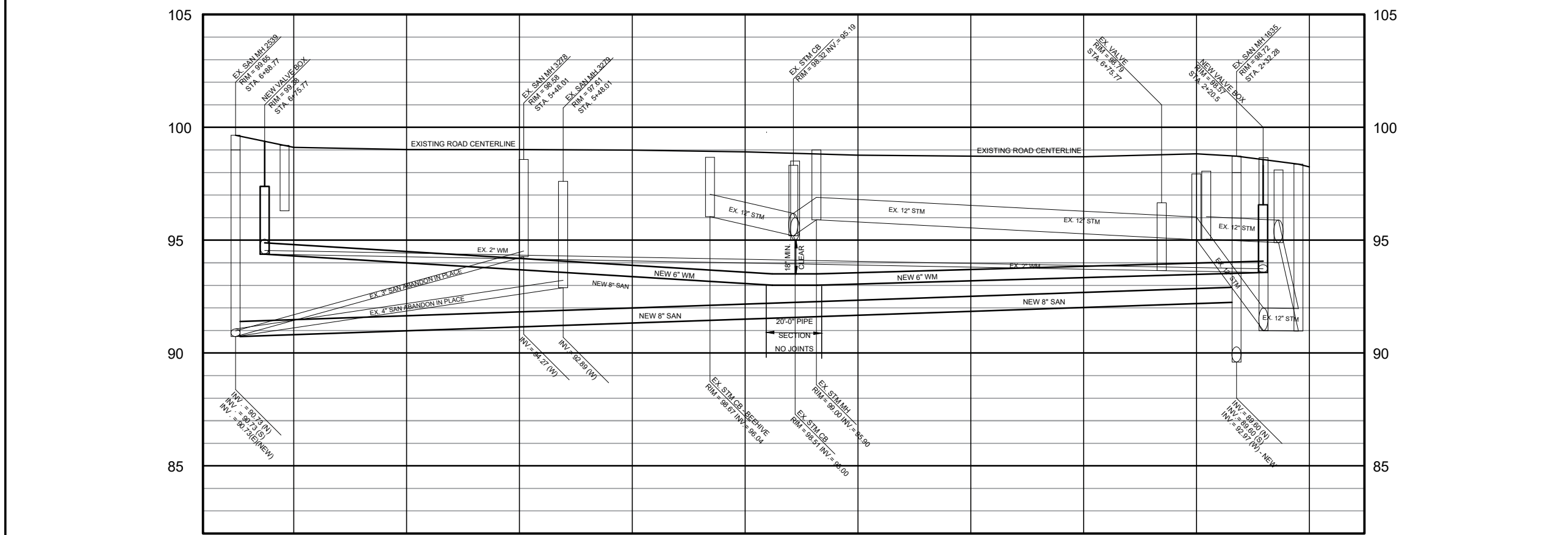
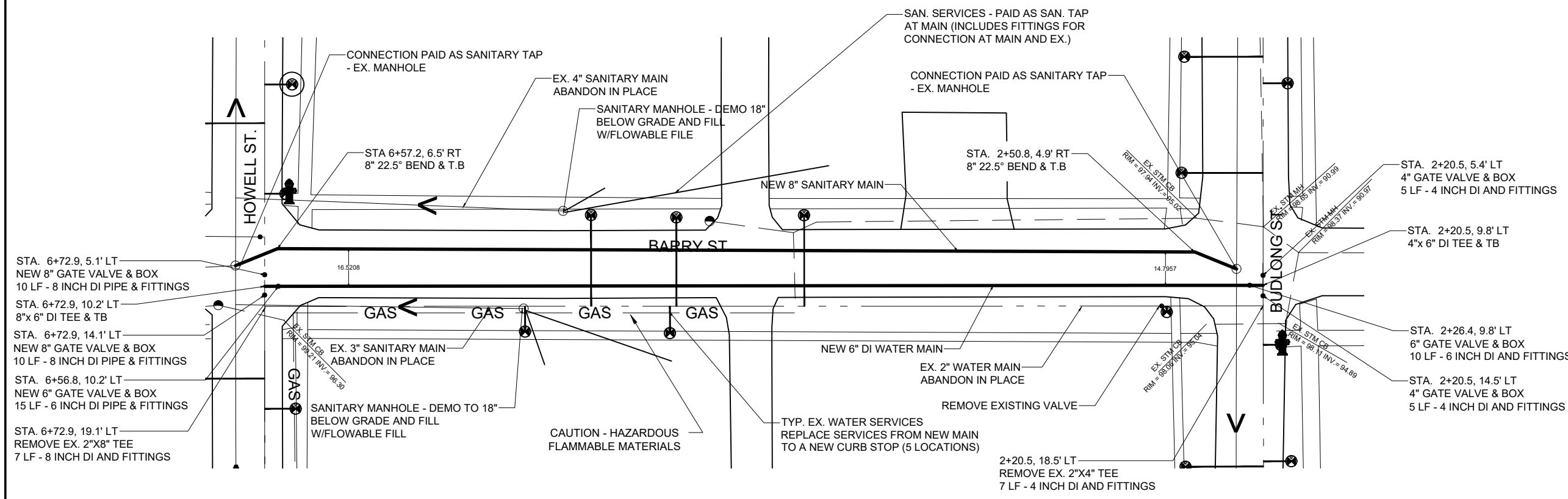
**CITY OF HILLSDALE  
HILLSDALE, MI  
BARRY STREET  
STREET AND UTILITY  
IMPROVEMENTS**

**WATER & SEWER PLAN AND PROFILE**

SCALE:  
1" = 50'

	NAME	DATE
DESIGNED	KLB	12/17/24
DRAWN	KLB	12/17/24
CHECKED	JG	12/27/24

DRAWING NO.  
**C3**



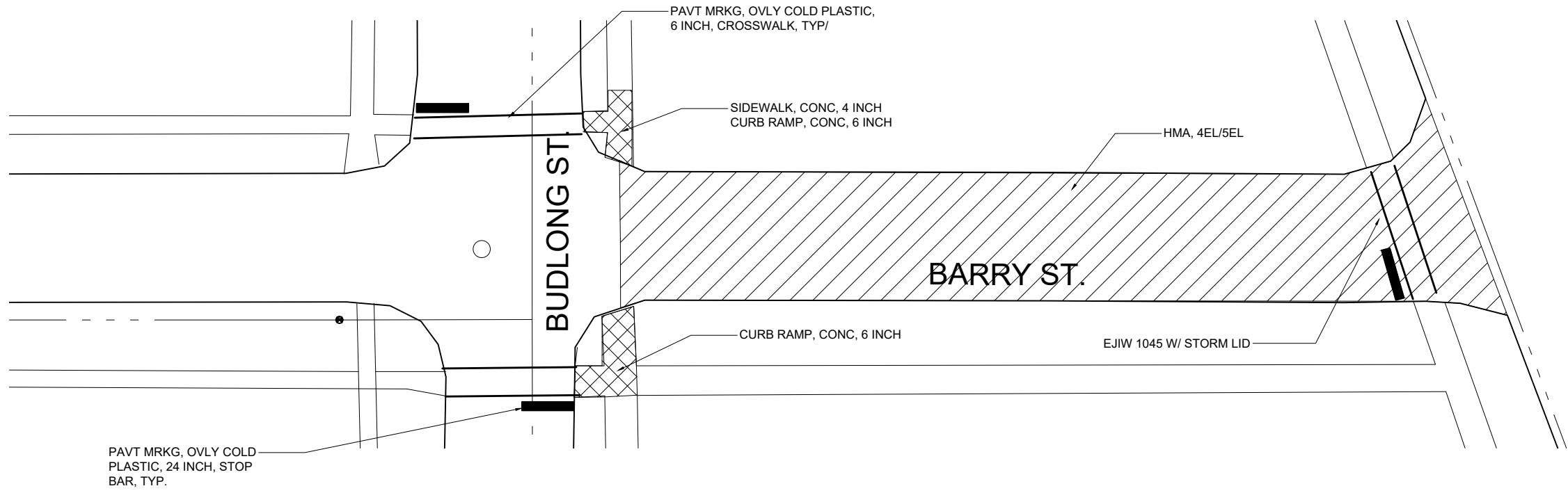
STATION CENTERLINE ELEV.	6+50	6+00	5+50	5+00	4+50	4+00	3+50	3+00	2+50	2+00
	99.11	99.02	99.02	98.99	98.91	98.77	98.72	98.70	98.83	98.25

**NOT FOR  
CONSTRUCTION**

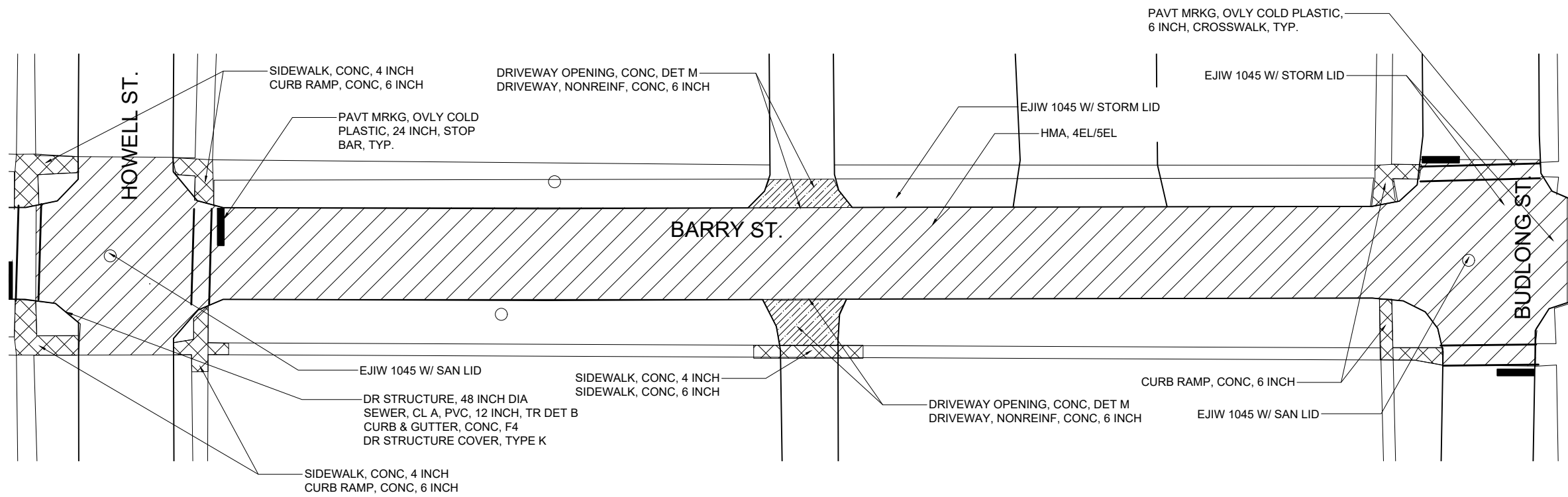
REFER TO C6 & C7 FOR  
CONSTRUCTION DETAILS  
AND MISC. INFORMATION.

97 N BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE
ISSUED FOR BIDS	
1	
2	



CONSTRUCTION PLAN - STATION 0+00 TO 2+00



CONSTRUCTION PLAN - STATION 2+00 TO 7+00

DRAWING KEY	
HMA PAVING, 4EL/5EL	
NEW SIDEWALK AREAS	
CONC DRIVEWAYS	

**NOT FOR  
CONSTRUCTION**

REFER TO C6 & C7 FOR  
CONSTRUCTION DETAILS  
AND MISC. INFORMATION

CITY OF HILLSDALE  
HILLSDALE, MI  
**BARRY STREET**  
STREET AND UTILITY  
IMPROVEMENTS  
CONSTRUCTION PLAN

SCALE:  
1" = 40'

	NAME	DATE
DESIGNED	KLB	12/17/24
DRAWN	KLB	12/17/24
CHECKED	JB	12/27/24

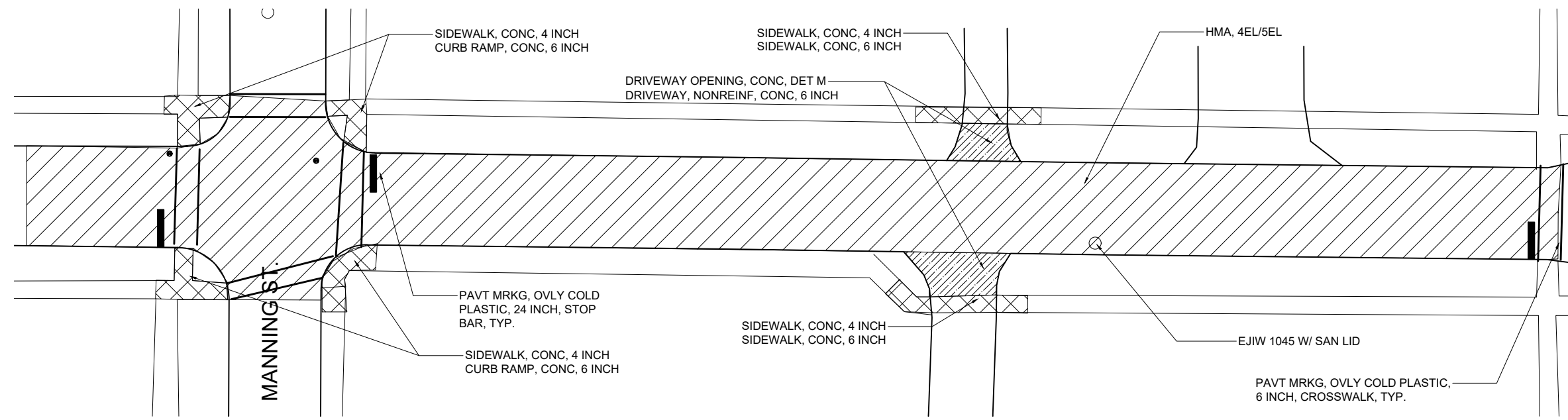
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**C4**



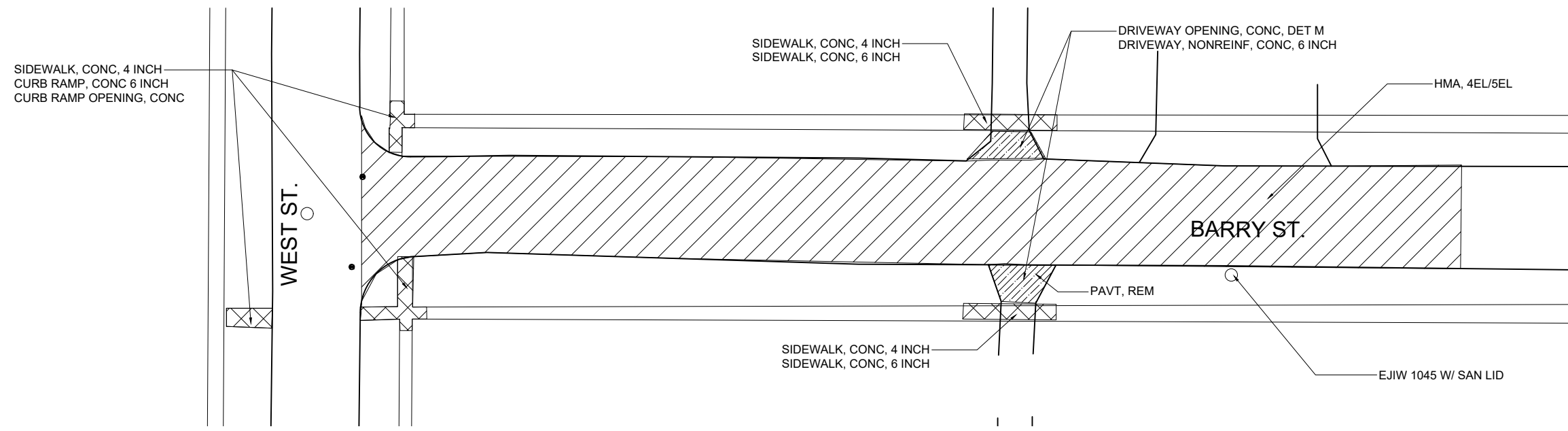
97 N BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE
ISSUED FOR BIDS	

- 1
- 2



CONSTRUCTION PLAN - STATION 7+00 TO 12+00



CONSTRUCTION PLAN - STATION 12+00 TO 15+50

CITY OF HILLSDALE  
HILLSDALE, MI  
BARRY STREET  
STREET AND UTILITY  
IMPROVEMENTS  
CONSTRUCTION PLAN

SCALE:  
REFER TO DRAWING

	NAME	DATE
DESIGNED	KLB	12/17/24
DRAWN	KLB	12/17/24
CHECKED	JB	12/27/24

DRAWING NO.  
**C5**

**DRAWING KEY**

HMA PAVING, 4EL/5EL	
NEW SIDEWALK AREAS	
CONC DRIVEWAYS	

**NOT FOR  
CONSTRUCTION**

REFER TO C6 & C7 FOR  
CONSTRUCTION DETAILS  
AND MISC. INFORMATION

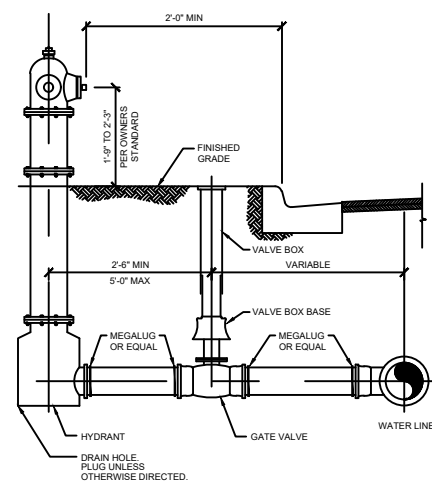
97 N BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE
ISSUED FOR BIDS	
1	
2	

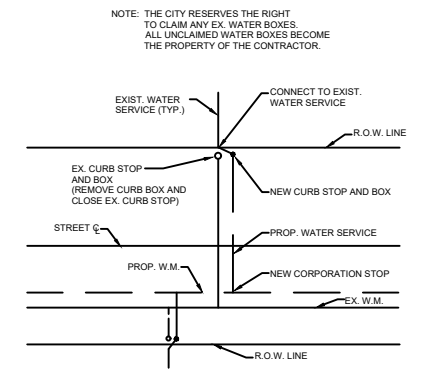
**CITY OF HILLSDALE  
HILLSDALE, MI  
BARRY STREET  
STREET AND UTILITY  
IMPROVEMENTS**

**TYPICAL CONSTRUCTION DETAILS**

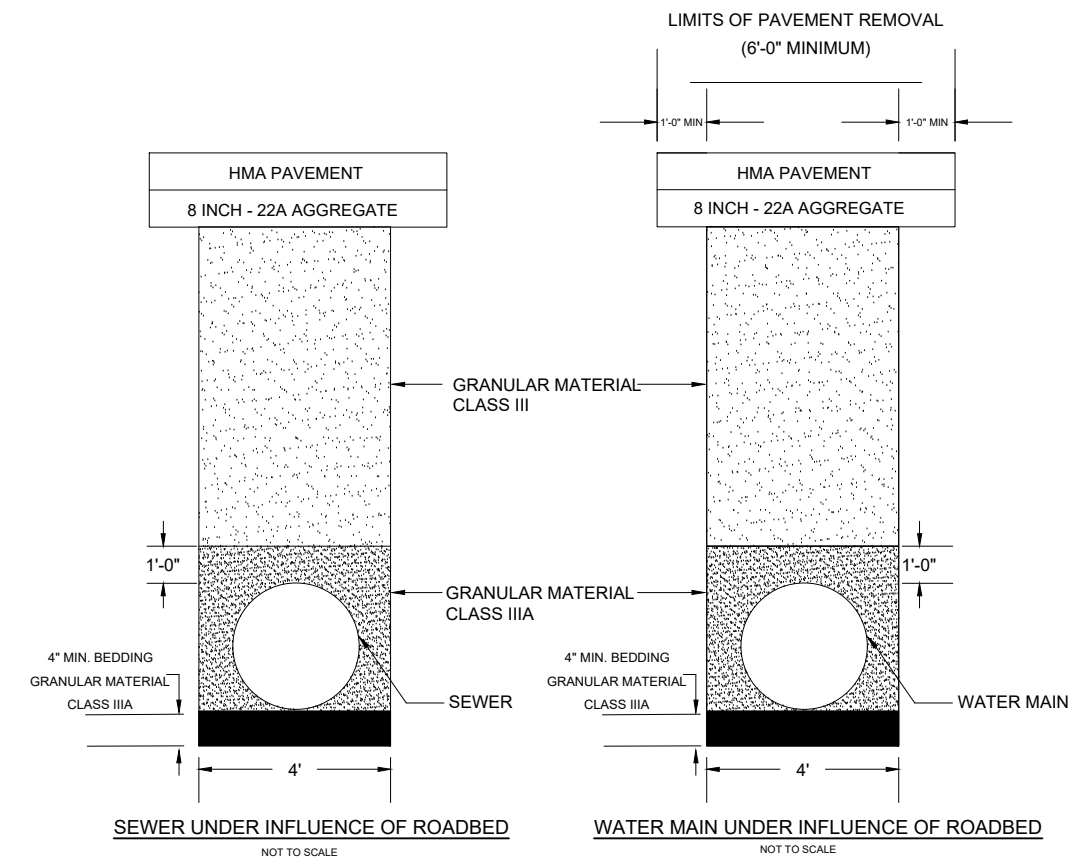
SCALE: REFER TO DRAWING		
	NAME	DATE
DESIGNED	KLB	12/17/24
DRAWN	KLB	12/17/24
CHECKED	JB	12/27/24
DRAWING NO. <b>C6</b>		



**HYDRANT ASSEMBLY**  
NOT TO SCALE

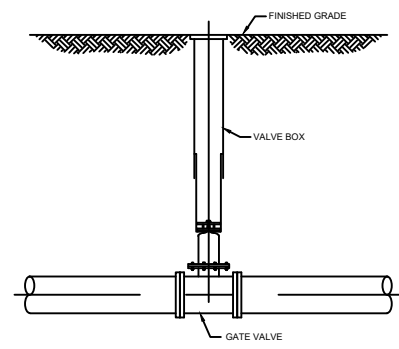


**WATER SERVICE CONNECTION DETAIL**  
NOT TO SCALE

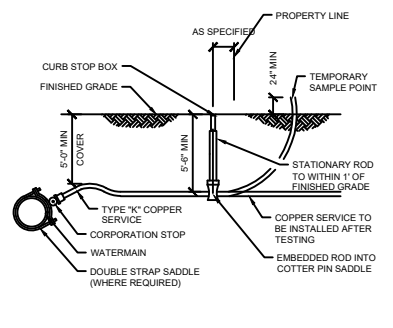


**SEWER UNDER INFLUENCE OF ROADBED**  
NOT TO SCALE

**WATER MAIN UNDER INFLUENCE OF ROADBED**  
NOT TO SCALE

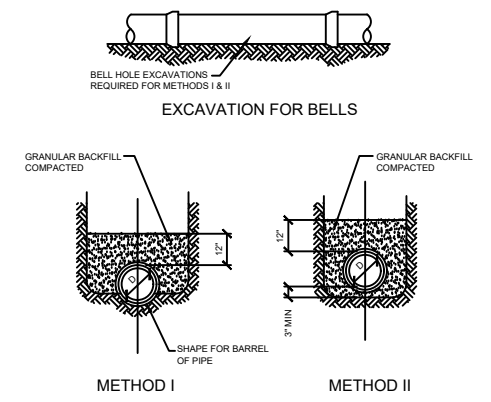


**GATE VALVE DETAIL**  
NOT TO SCALE



- NOTES:
1. SAMPLE POINT TO BE USED FOR FUTURE SERVICE LEAD.
  2. NO TAP SHALL BE MADE CLOSER THAN 18" TO ANY COUPLING OR JOINT IN THE PIPE.
  3. STATIONARY ROD REQUIRED IN AREAS OF HIGH GROUNDWATER.

**COPPER SERVICE LEAD  
CONNECTION/SAMPLE POINT**  
NOT TO SCALE



- NOTES:
1. METHOD I: IN AREAS OF UNCONSOLIDATED SOILS (SAND, GRAVEL, ETC.)
  2. METHOD II: IN AREAS OF CONSOLIDATED SOILS (CLAY, HARDPAN, ROCK, ETC.)

**METHODS OF BEDDING PRESSURE PIPE**  
NOT TO SCALE

**NOT FOR  
CONSTRUCTION**

97 N BROAD ST.  
HILLSDALE, MI 49242

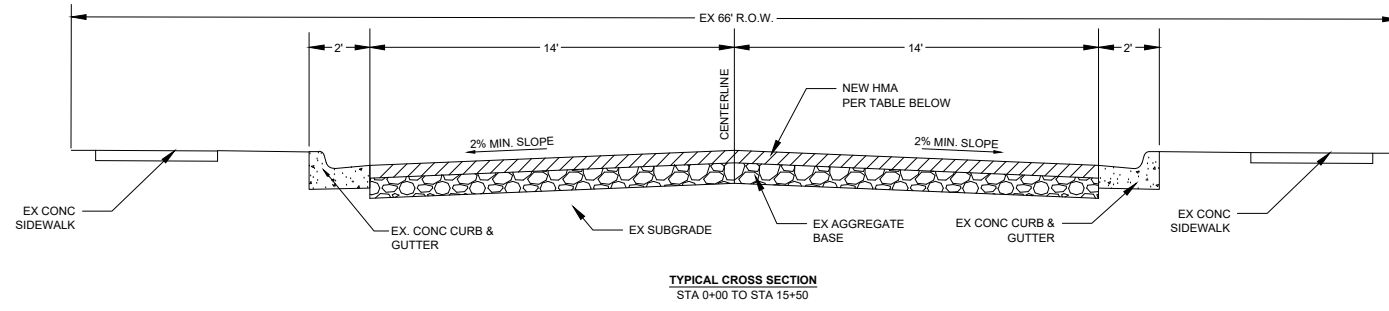
REVISIONS	DATE
ISSUED FOR BIDS	
1	
2	

**CITY OF HILLSDALE  
HILLSDALE, MI  
BARRY STREET  
STREET AND UTILITY  
IMPROVEMENTS**

**TYPICAL CONSTRUCTION DETAILS**

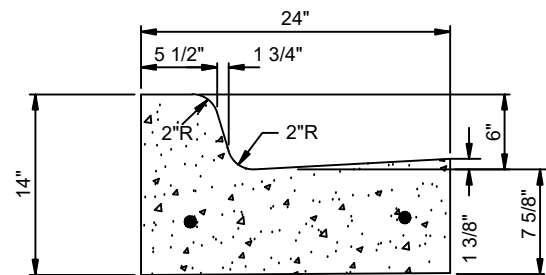
SCALE: REFER TO DRAWING		
	NAME	DATE
DESIGNED	KLB	12/17/24
DRAWN	KLB	12/17/24
CHECKED	JB	12/27/24

DRAWING NO.  
**C7**



TYPE	ITEM	EST. YIELD	BINDER GRADE	AWI
BASE	4EL	220 LBS/SYD	PG 58-28	-
TOP	5EL	220 LBS/SYD	PG 58-28	260

**NOTE:** BOND COAT SHALL BE APPLIED BETWEEN SUCCESSIVE COURSES OF HMA (PAYMENT INCLUDED IN HMA MIX). APPLICATION RATE 0.05 - 0.15 GAL/SYD SS-IH, AS DIRECTED BY ENGINEER.



**24" CONCRETE CURB AND GUTTER  
(MDOT F4 MOD.)**

NOT TO SCALE

**PUBLIC UTILITIES:** THE EXISTING UTILITIES LISTED BELOW AND SHOWN ON THE PLANS REPRESENT THE BEST INFORMATION AVAILABLE. THIS INFORMATION DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY TO VERIFY THEIR ACCURACY OR THE RESPONSIBILITY IN CASE UTILITIES HAVE BEEN REMOVED OR CONSTRUCTED.

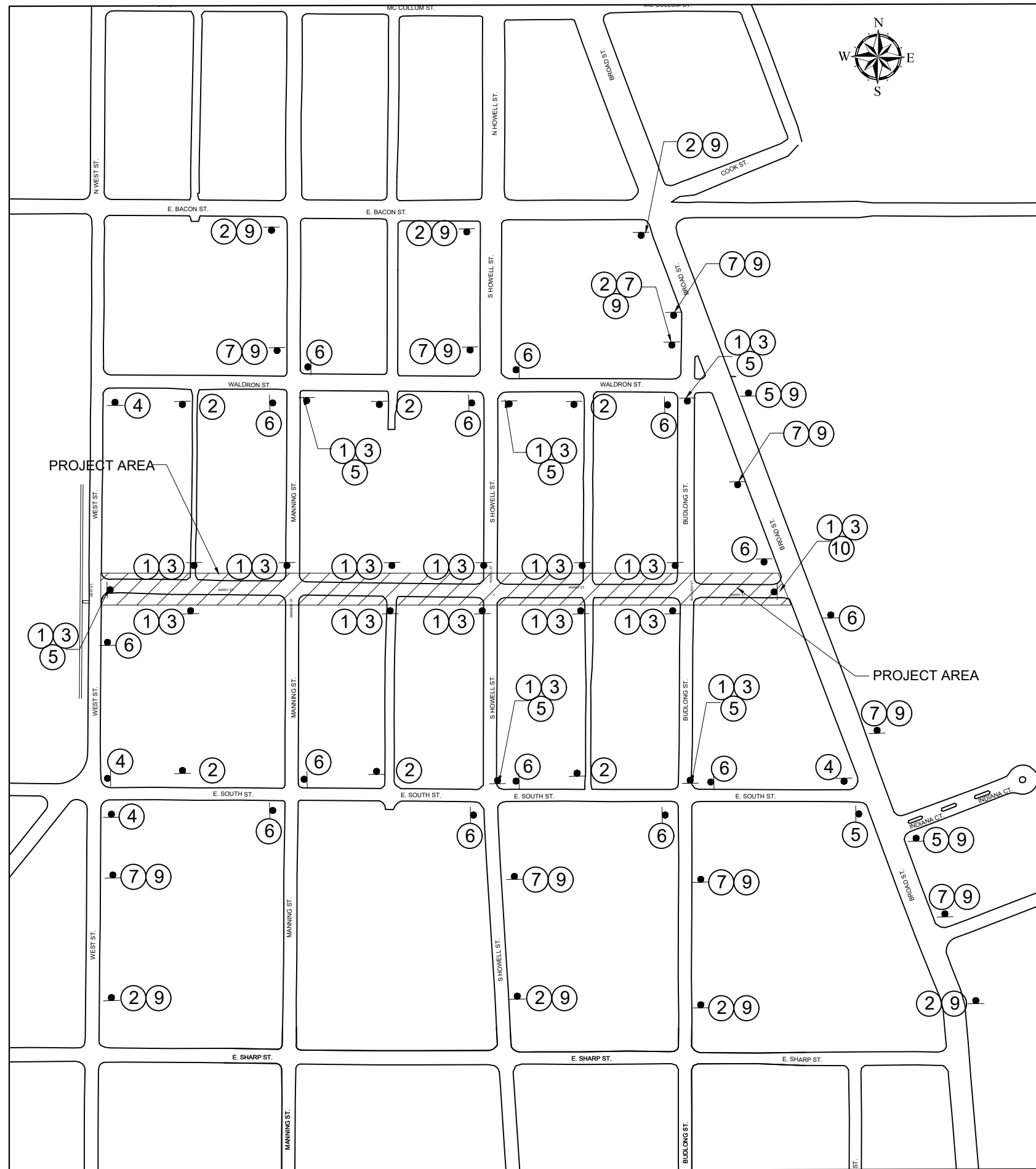
- |  |  |
|--|--|
| <p><b>GAS:</b></p> <p>MICHIGAN GAS UTILITY<br/>70 SAUK RIVER DRIVE<br/>COLDWATER, MI 49036<br/>P - 517-781-0511<br/>ATTN: DONALD SEEKMAN<br/>donald.seekman@michigangasutilities.com</p> <p><b>CABLE TELEVISION:</b></p> <p>COMCAST<br/>16718 US 12<br/>CEMENT CITY, MI 49233<br/>P - 734-359-1669<br/>ATTN: JEFF DOBIES</p> <p><b>WATER/SEWER:</b></p> <p>CITY OF HILLSDALE BPU<br/>45 MONROE STREET<br/>HILLSDALE, MI 49242<br/>P - 517-437-6412<br/>ATTN: JEFF GIER<br/>jgier@hilldalebpu.com</p> | <p><b>ELECTRIC:</b></p> <p>CITY OF HILLSDALE BPU<br/>45 MONROE STREET<br/>HILLSDALE, MI 49242<br/>P - 517-437-6417<br/>ATTN: JAKE HAMMEL<br/>jhammel@hilldalebpu.com</p> <p><b>TELEPHONE:</b></p> <p>AT&amp;T<br/>1041 HURST ROAD<br/>JACKSON, MI 49201<br/>P - 517-750-0660<br/>ATTN: KAREN TRUDGEN<br/>karen.m.trudgen@att.com</p> <p><b>PUBLIC WORKS:</b></p> <p>CITY OF HILLSDALE<br/>149 WATER WORKS AVE<br/>HILLSDALE, MI 49242<br/>517-437-6491<br/>ATTN: JASON BLAKE<br/>jblake@cityofhilldale.org</p> |
|--|--|

THE CONTRACTOR SHALL EXPOSE AND VERIFY LOCATION AND DEPTH OF EXISTING UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION. CONFLICTS IN GRADE SHALL BE REPORTS TO THE CITY ENGINEER AND ADJUSTMENTS MADE AT NO ADDITIONAL COST TO THE OWNER.

ITEM CODE	QUANTITY	UNIT	DESCRIPTION
2030011	4	EA	DR STRUCTURE, REM
2030015	50	LF	SEWER, REM, LESS THAN 24 INCH
2040020	250	LF	CURB & GUTTER, REM
2040050	110	SY	PAVT, REM
5010005	5800	SY	HMA SURFACE, REM
2040055	350	SY	SIDEWALK, REM
2050041	150	CY	SUBGRADE UNDERCUTTING, TYPE II
2057002	15.5	STA	ROADWAY GRADING
2080020	8	EA	EROSION CONTROL, INLET PROTECTION, FABRIC DROP
3020020	150	SY	AGGREGATE BASE (22A), CONDITIONING
4020033	40	LF	SEWER, CL A, 12 INCH, TR DET B
4030005	6	EA	DR STRUCTURE COVER, ADJ, CASE I
4030005	2	EA	DR STRUCTURE COVER, ADJ, CASE 2
4030050	1	EA	DR STRUCTURE COVER, TYPE K
4030210	1	EA	DR STRUCTURE, 48 INCH
4037050	4	EA	EJIW, 1045 W/ "SANITARY" LID
4037050	4	EA	EJIW, 1045 W/ "STORM" LID
5012024	700	TON	HMA, 4EL
5012036	700	TON	HMA, 5EL
8010005	250	SY	DRIVEWAY, NONREINF, CONC, 6 INCH
8020038	350	FT	CURB AND GUTTER, CONC F4
8020050	200	FT	DRIVEWAY OPENING, CONC, DET M
8030010	120	FT	DETECTABLE WARNING SURFACE
8030030	20	FT	CURB RAMP OPEN, CONC
8030044	700	SF	SIDEWALK, CONC, 4 INCH
8030046	425	SF	SIDEWALK, CONC, 6 INCH
8032002	2400	SF	CURB RAMP, CONC, 6 INCH
8110024	620	LF	PAVT MRKG, OVLY COLD PLASTIC, 6 INCH, CROSSWALK
8110045	75	LF	PAVT MRKG, OVLY COLD PLASTIC, 24 INCH, STOP BAR
8120026	X	EA	PEDESTRIAN TYPE II BARRICADE, TEMP
8127051	1	LS	TRAFFIC CONTROL
8167011	875	SY	TURF ESTABLISHMENT
8230431	2	EA	GATE BOX, ADJ, CASE I

ITEM CODE	QUANTITY	UNIT	DESCRIPTION
8230050	2	EA	GATE VALVE & BOX, 4 INCH
8230051	2	EA	GATE VALVE & BOX, 6 INCH
8230052	2	EA	GATE VALVE & BOX, 8 INCH
8237001	20	LF	WATER MAIN, DI, 4 INCH, TR DET G
8230151	470	LF	WATER MAIN, DI, 6 INCH, TR DET G
8230156	30	LF	WATER MAIN, DI, 8 INCH, TR DET G
8230240	2	EA	WATER SERVICE
8230245	3	EA	WATER SERVICE, LONG
8237050	1	EA	GATE VALVE, REM
8237050	1	EA	4"x6" DI TEE & TB
8237050	1	EA	8"x6" DI TEE & TB
8237050	4	EA	2" CAP
8237050	2	EA	REMOVE TEE IN EXISTING MAIN
8237050	2	EA	6" - 11-1/4 DEG BEND & TB
8252037	460	LF	SANITARY SEWER, CPVC, 8 INCH, TR DET B2
8252111	2	EA	SANITARY STRUCTURE, TAP, 8 INCH
8257050	4	EA	SANITARY SEWER, SERV LEAD, 4 INCH
8257050	4	EA	SANITARY SEWER, SERV LATERAL TO ROW, 4 INCH
8257050	2	EA	ABANDON EX. SANITARY MH, 19 INCH BELOW GRADE INC. FLOW FILL
8257050	2	EA	8" - 22.5 DEG BEND, CPVC

**NOT FOR  
CONSTRUCTION**



### TRAFFIC CONTROL KEY

KEY	CODE	SIGN NAME	QTY
①		TYPE III BARRICADE, HIGH INTENSITY, LIGHTED	19
②	W20-3	ROAD CLOSED AHEAD	14
③	R11-4	ROAD CLOSED TO THRU TRAFFIC	19
④	M4-9R	DETOUR ARROW - RIGHT	4
⑤	M4-9L	DETOUR ARROW - LEFT	9
⑥	M4-9S	DETOUR ARROW - STRAIGHT	14
⑦	W20-2	DETOUR AHEAD	10
⑧	M4-8A	DETOUR ENDS	0
⑨	D3-1	BARRY STREET PLAQUE	19
⑩	M12-1	DETOUR ARROW - BOTH DIRECTIONS	1

### TRAFFIC CONTROL NOTES

- \*\*QUANTITIES ARE THE MINIMUM REQUIRED, CONTRACTOR MAY INCREASE SIGNAGE AS NEEDED FOR A SAFE WORK ZONE.
- ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH ALL APPLICABLE SECTIONS OF THE MDOT 2020 STANDARD SPECIFICATION FOR CONSTRUCTION.
- ALL TRAFFIC CONTROL SHALL CONFORM TO THE REQUIREMENTS OF THE MOST CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
- LIGHTED BARRELS AND/OR GRABBER CONES SHALL BE USED FOR FLAG CONTROL ZONES AND NIGHTTIME LANE CLOSURES.
- BARRELS AND CONES SHALL BE USED THROUGHOUT THE PROJECT IN AREAS WHERE TYPICAL ROAD ITEMS HAVE BEEN REMOVED; I.E. CURB AREAS, DRIVE WAYS, ETC.

**NOT FOR  
CONSTRUCTION**

97 N BROAD ST.  
HILLSDALE, MI 49242

REVISIONS	DATE
ISSUED FOR BIDS	

- ①
- ②

## CITY OF HILLSDALE HILLSDALE, MI BARRY STREET STREET AND UTILITY IMPROVEMENTS

### TRAFFIC CONTROL PLAN

SCALE:  
REFER TO DRAWING

	NAME	DATE
DESIGNED	KLB	12/17/24
DRAWN	KLB	12/17/24
CHECKED	JB	12/27/24

DRAWING NO.  
**C8**

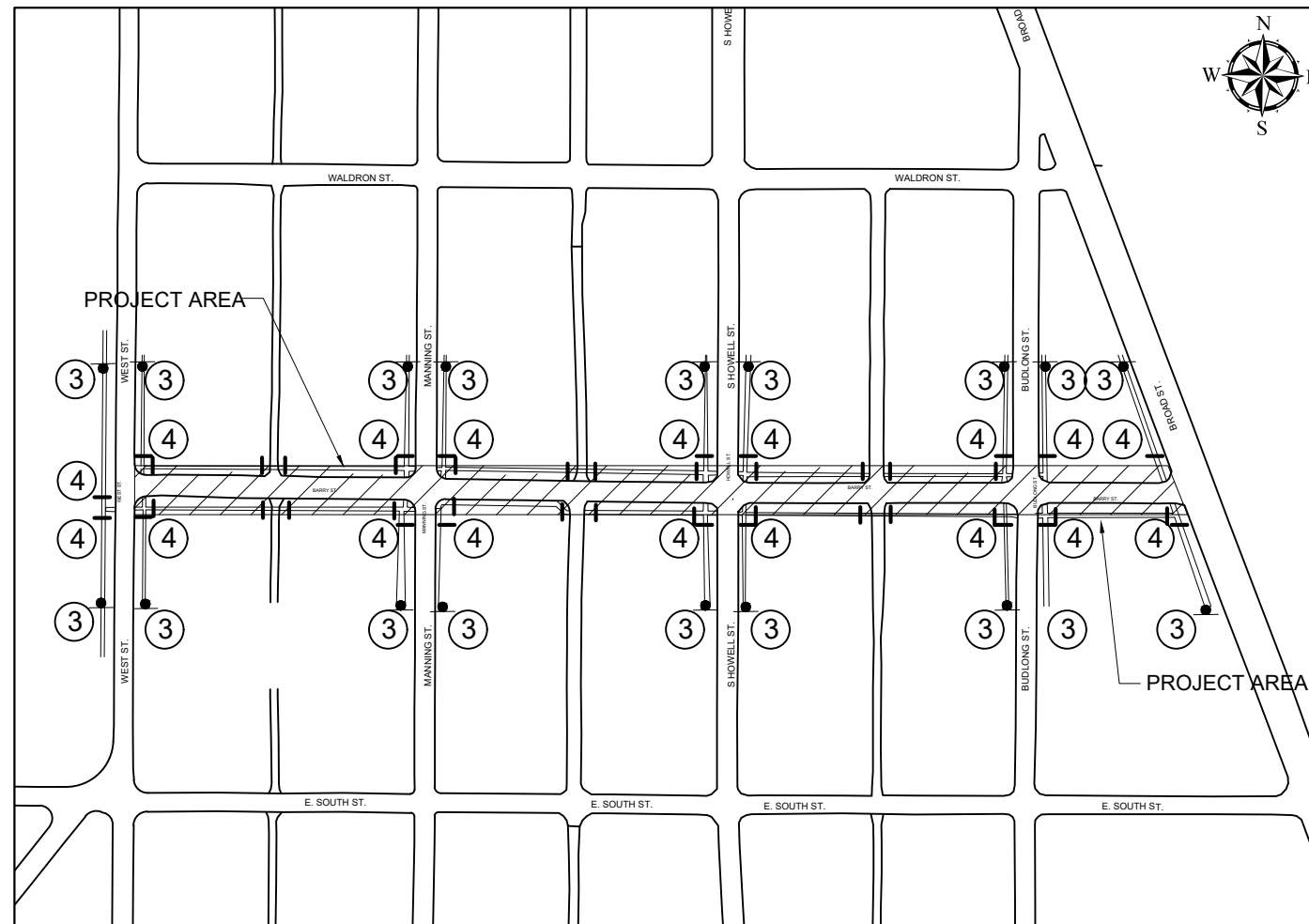
CITY OF HILLSDALE  
HILLSDALE, MI  
**BARRY STREET**  
STREET AND UTILITY  
IMPROVEMENTS

**PEDESTRIAN TRAFFIC CONTROL PLAN**

SCALE:  
REFER TO DRAWING

	NAME	DATE
DESIGNED	KLB	12/17/24
DRAWN	KLB	12/17/24
CHECKED	JB	12/27/24

DRAWING NO.  
**C9**



PEDESTRIAN CONTROL KEY			
KEY	CODE	SIGN	*QTY
1	R9-11L	SIDEWALK CLOSED AHEAD - CROSS HERE LEFT	0
2	R9-11R	SIDEWALK CLOSED AHEAD - CROSS HERE RIGHT	0
3	R9-11	SIDEWALK CLOSED AHEAD	18
4	R9-9	SIDEWALK CLOSED	18
-		PEDESTRIAN TYPE II BARRICADE, TEMP	44

- TRAFFIC CONTROL NOTES**
- \*\*QUANTITIES ARE THE MINIMUM REQUIRED, CONTRACTOR MAY INCREASE SIGNAGE AS NEEDED FOR A SAFE WORK ZONE.
  - ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH ALL APPLICABLE SECTIONS OF THE MDOT 2020 STANDARD SPECIFICATION FOR CONSTRUCTION.
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**NOT FOR  
CONSTRUCTION**

# City of Hillsdale Agenda Item Summary

**Meeting Date:** February 17, 2025

**Agenda Item:** New Business

**SUBJECT:** Dial-A-Ride Fare Increase

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

This past January Council approved a Resolution of Intent that is required by the Michigan Department of Transportation (MDOT) as part of the application process for the anticipated 2025-2026 budget, in the amount of \$401,907. The approved resolution reflected that the City would receive 18% (\$72,343) from Federal Sources, 30.5895% (\$122,941) from state sources. The remaining 51.4105% (\$206,623) would come from local ticket fares (\$58,000), advertisement rentals (\$36,000) and the City’s General Fund (\$112,623)

To lower the General Fund contribution and to offset the states decrease in funding from the 24/25 and 25/26 FY a price increase was proposed and approved by the Dial A Ride Local Advisory Committee and the Public Services Committee.

		Current Rate	Proposed Rate
In Town	Adults	\$3.50	\$5.00
	Senior & Handicap	\$2.00	\$2.50
	Children 5-11	\$2.00	\$2.50
	Children 0-4	Free w/Adult	Free w/Adult
	Students	\$2.00	\$2.50
	(To and from School)		
Out of Town	Adults	\$5.00	\$6.00
	Seniors and Handicap	\$2.75	\$3.00
	Children 5-11	\$2.75 w/Adult	\$3.00 w/Adult
	Children 0-4	Free w/Adult	Free w/Adult
	Students	\$2.75	\$3.00
	(To and from School)		

**RECOMMENDATION:**

City Staff recommends for Council to approve the proposed fare increase.

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** February 17, 2025  
**Agenda Item:** New Business  
**Subject:** Department purchase of firearms.

**Background:**


The Police Department requests to purchase handguns to issue to our Officers. The handguns would remain department owned and maintained, all will be the same caliber, make and model. The attached quote is for sixteen (16) Glock 47 MOS package pistols which includes direct mount slide, three (3) magazines, Trijicon RMR type 2 site and suppressor height sights. All factory mounted and installed. The quote includes handgun holsters and five (5) shotguns to replace our 27 year old shotguns. Total for this quote is \$21,621.52.

This expenditure request is also to purchase 9mm ammunition for transition training and duty rounds. Total cost with firearms and ammunition is \$23,546.14. This expenditure is from the Public Safety millage fund.

**Recommendation:**

Approval is recommended as the department has not furnished required handguns to its officers in approximately thirty five (35) years and is a financial hardship for new hires. The shotguns need to be replaced due to age and malfunction history.

Scott A. Hephner



Chief of Police

CMP Distributors, Inc.  
 16753 Industrial Parkway  
 Lansing, MI 48906

Phone # 517-721-0970  
 Fax # 517-721-0974

# Quote

Date	Quote #
12/11/2024	15298

Bill To
Hillsdale City Police Department *** 97 N Broad Street Hillsdale, MI 49242

Ship To
Hillsdale City Police Department 97 N. Broad Street Hillsdale, MI 49242

Sales Rep	Account #	Terms	Expiration Date	Shipping Terms
CMP	1142	Net 30	2/28/2025	Best Way

Description	Qty	Price	Total
Glock 47MOS Package -To include the following PA475SP02MOS5 -Glock 47MOS5 (Direct Mount for RMR) -3 Magazines -Trijicon RMR Type 2 Sight -Ameriglo Supressor Height Sights-NON NIGHT SIGHT -Factory Mounted Optic	16	969.72	15,515.52T
Safariland 6360RDS-832-481 SLS/SLS Mid-Ride, Level III Retention for Glock 17 Gen5 MOS w/TLR1HL, Black, Right Hand, Basket Weave Holster	16	178.50	2,856.00T
Mossberg 590A1 12 Gauge Shotgun, 20" Barrel, Parkerized Finish, +4Shell Holder, Ghost Ring Sights	5	645.00	3,225.00T
Shipping and Handling	1	25.00	25.00T

<b>Shipping &amp; Handling Terms:</b> - Freight to be added at time of shipment - Ships UPS Ground	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$21,621.52

**This is a quotation on the goods named, subject to the conditions noted below:**

1. Pricing is good for 30 days unless otherwise noted.
2. Please include the quote number on all correspondence to insure proper pricing when ordered.
3. To accept this quotation, please sign and return.

Customer Signature \_\_\_\_\_



# KIESLER POLICE SUPPLY



## MICHIGAN STATE CONTRACT

CONTRACT NUMBER | 071B6600124

CONTRACT PERIOD | EXPIRES 8.31.24

Minimum order for Drop Ship is 3 cases

MANUFACTURER	DESCRIPTION	UOM	ITEM NUMBER	PRICE	ROUNDS PER CASE
FEDERAL	22 long rifle 40gr solid	CASE	510	\$294.04	5000
FEDERAL	22LR 40gr solid Gold Metal	CASE	711B	\$349.02	5000
FEDERAL	22 long rifle 40gr solid	CASE	719	\$349.02	5000
FEDERAL	22 long rifle Rimfire 40gr	CASE	AM22	\$191.00	3250
FEDERAL	9mm 124gr Full Metal Jacket	CASE	AE9AP	\$242.13	1000
FEDERAL	9mm 115gr Full Metal Jacket	CASE	AE9DP	\$235.42	1000
FEDERAL	9mm 147gr Full Metal Jacket	CASE	AE9FP	\$256.27	1000
FEDERAL	9mm 115gr Synthetic Jacket	CASE	AE9SJ1	\$149.00	500
FEDERAL	9mm 147gr tactical HST Hollow Point	CASE	P9HST2	\$387.00	1000
SPEER	9mm 147gr Gold Dot G2	CASE	54226	\$451.00	1000
FEDERAL	9mm 100gr Reduced hazard training projectile	CASE	BC9NT3	\$484.15	1000
FEDERAL	45cal 230gr Full Metal Jacket	CASE	AE45A	\$418.14	1000
FEDERAL	45cal 185gr FMJ Semi Wadcutter Match	CASE	GM45B	\$636.85	1000
FEDERAL	.223 62gr Tactical Bonded Soft Point	CASE	LE223T3	\$304.52	200
FEDERAL	.223 55gr Tactical Tru Hi-Shok Soft Point	CASE	T223A	\$283.00	500
FEDERAL	.223 55gr Full Metal Jacket	CASE	AE223	\$236.00	500
FEDERAL	12ga 1OZ Low Recoil Tactical Truball Rifled Slug	CASE	LEB127LRS	\$190.79	250
FEDERAL	12ga 9PLTS 00 tactical buckshot w/ flitecontrol wad	CASE	LE12700	\$186.69	250
FEDERAL	12ga 7.5shot target load	CASE	TG12 7.5	\$85.50	250
FEDERAL	12ga 8 shot target load	CASE	TG12 8	\$85.50	250
FEDERAL	.308win 168gr Sierra MatchKing BTHP	CASE	GM308M/500	\$560.00	500
FEDERAL	.38 special 158gr lead round nose	CASE	AE38B	\$424.76	1000
FEDERAL	38 special +P 158gr JHP	CASE	38G	\$402.89	1000
FEDERAL	.40cal 180gr HST HP	CASE	P40HST1	\$442.98	1000
FEDERAL	.40cal 165gr HST HP	CASE	P40HST3	\$442.98	1000
SPEER	.40cal 165gr Gold Dot Hollow Point	CASE	53970	\$491.47	1000
FEDERAL	.40cal 180gr Full Metal Jacket	CASE	AE40R1	\$357.53	1000
FEDERAL	.40cal 165gr Full Metal Jacket	CASE	AE40R3	\$357.53	1000
SPEER	.40cal 165gr Total Metal Jacket	CASE	53955	\$379.58	1000

MiDeal Program applies. An organization must be on the list in order to utilize State of MI contract.

Items subject to availability. Pricing specific to State of Michigan and subject to change. Must be FET exempt.

2% discount on Vista ammo & supplies that are not listed on Contract.

Jason Brunn | jbrunn@kiesler.com | 502.593.4939 | Bekah Naville | bnaville@kiesler.com | 812.288.5740 x 1160

Serving those who protect and serve

www.kiesler.com

RECEIVED

FEB 04 2025  
ML



CITY OF HILLSDALE

CITY OF HILLSDALE  
CITY CLERK'S OFFICE

97 NORTH BROAD STREET  
HILLSDALE, MICHIGAN 49242-1695  
(517) 437-6441 FAX: (517) 437-6448  
cityofhillsdale.org

What Board/Commission would you like to serve? Officers Camp Committee

Name: Penny Swan

Address: 8 S Manning Hillsdale 49242  
Street City Zip

Phone: Home 517-320-3052 Work NA

E-Mail penny.swan@yaho.com

Residency is required for most Boards & Commissions.  
Are you a resident of City of Hillsdale? Yes  No  If so, for how long? \_\_\_\_\_

Occupation: (if retired, former occupation) ~~Retired~~ Retired

Please check the expertise and skills you can contribute:

- Accounting
- Fund Raising
- Marketing
- Advocacy
- Human Resources
- Planning
- Computers
- Knowledge of the Cause
- Public Relations
- Legal
- Community Relations
- Public Speaking
- Finance
- Management
- Other \_\_\_\_\_

Brief Educational Background:  
I have been ~~involved~~ involved in local politics and government for 16 years

What charitable or community activities have you actively participated in? Please describe any leadership role(s) you have (had) in the organization(s):  
Worker and the July 4th Parade for many years, I have been on many city boards and ran for office 3 times. I video recorded city and county meetings to make government more transparent

On what other volunteer boards/committees have you served? Planning Commission, Housing Commission, ZBA, Election Commission

Describe any previous activities related to government: Active in the local Republican Party  
Ran for Office three times, sat on many boards, video taped  
many meetings around the county.

Please explain why you would be interested in serving on the council or committee: \_\_\_\_\_  
I would like to be able to continue to serve the community

Please explain your understanding of the City of Hillsdale:  
Hillsdale is a beautiful community with a lot of complicated  
problems ahead within the government.

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send your completed application to City of Hillsdale, City Manager at 97 North Broad Street, Hillsdale, MI 49242.

  
Applicant Signature

2-8-25  
Date

RECEIVED



CITY OF HILLSDALE

FEB 04 2025 ML

CITY OF HILLSDALE CITY CLERK'S OFFICE

97 NORTH BROAD STREET HILLSDALE, MICHIGAN 49242-1695 (517) 437-6441 FAX: (517) 437-6448 cityofhillsdale.org

What Board/Commission would you like to serve? Officer's Compensation

Name: William J. Mullaly

Address: 213 S. Howell St Hillsdale, MI 49242

Phone: Home cell (517) 425-9525 Work cell (517) 425-9525

E-Mail wjgmullaly@yahoo.com

Residency is required for most Boards & Commissions. Are you a resident of City of Hillsdale? Yes No If so, for how long? 24 years

Occupation: (if retired, former occupation) Teacher-School Administrator

Please check the expertise and skills you can contribute:

- Accounting, Fund Raising, Marketing, Advocacy, Human Resources, Planning, Computers, Knowledge of the Cause, Public Relations, Legal, Community Relations, Public Speaking, Finance, Management, Other

Brief Educational Background: I have a B.A. in History and a M.A. in Secondary Education

What charitable or community activities have you actively participated in? Please describe any leadership role(s) you have (had) in the organization(s): I am a director of the SMBC (Souther MI Baseball League). I was a co chair for my church's fundraising campaign.

On what other volunteer boards/committees have you served? Election board for the City of Hillsdale, MI

Describe any previous activities related to government:

\* I was a city recreation director in Hudson for 10 years!  
\* I was a Model United Nations Advisor at a High School!

Please explain why you would be interested in serving on the council or committee: \_\_\_\_\_

Because I was asked and I know a lot about schools and cities and how they work!

Please explain your understanding of the City of Hillsdale: \_\_\_\_\_

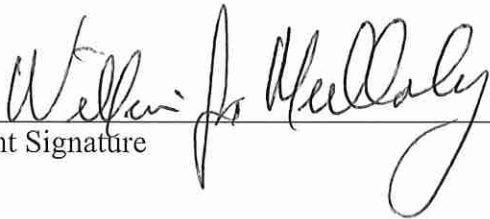
"It's for the people!" A small friendly vibrant community that is full of hard-working people. The city is run by a city manager who is responsible to the city council. The book stops with Mr. Mackie!!

Additional comments: \_\_\_\_\_

Hillsdale is about the people. We have industry, businesses, schools, stores and we have it all here in our little pocket of Hillsdale County!!

Please send your completed application to City of Hillsdale, City Manager at 97 North Broad Street, Hillsdale, MI 49242.

Applicant Signature



Date

2-09-2025



# CITY OF HILLSDALE

97 NORTH BROAD STREET  
HILLSDALE, MICHIGAN 49242-1695  
(517) 437-6441 FAX: (517) 437-6448  
cityofhillsdale.org

What Board/Commission would you like to serve? Officers Compensation Committee

Name: Russell Richardson

Address: 70 E South St 49242  
Street City Zip

Phone: Home 865-208-2853 Work \_\_\_\_\_

E-Mail russelltrichardson@gmail.com

Residency is required for most Boards & Commissions.  
Are you a resident of City of Hillsdale? Yes yes No \_\_\_\_\_ If so, for how long? since 2018

Occupation: (if retired, former occupation) Advancement officer

Please check the expertise and skills you can contribute:

- Accounting
- Fund Raising
- Marketing
- Advocacy
- Human Resources
- Planning
- Computers
- Knowledge of the Cause
- Public Relations
- Legal
- Community Relations
- Public Speaking
- Finance
- Management
- Other \_\_\_\_\_

Brief Educational Background:  
BA Economics, MA Politics

What charitable or community activities have you **actively** participated in? Please describe any leadership role(s) you have (had) in the organization(s):  
Eagle Scout, Senior Patrol Leader, Boy Scouts, member of Holy Trinity Anglican Parish, board member of Hillsdale Economic Development Board.

On what other volunteer boards/committees have you served? Economic Development Board

Describe any previous activities related to government: Campaign manager once for a state senate campaign in TN.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain why you would be interested in serving on the council or committee: \_\_\_\_\_  
I want to help the city of Hillsdale become a better place for families, businesses, and citizens.  
\_\_\_\_\_  
\_\_\_\_\_

Please explain your understanding of the City of Hillsdale:  
Hillsdale is a small, rural, primarily working class community defined by traditional, American values.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send your completed application to City of Hillsdale, City Manager at 97 North Broad Street, Hillsdale, MI 49242.

Russell Richardson  
Applicant Signature

2/13/2025  
Date