



# City Council Agenda

June 16, 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 May 29, 2025: \$895,445.39
    - 2. Payroll of May 22, 2025: \$194,856.97
    - June 5, 2025: \$219,351.72
  - B. City Council Minutes of June 2, 2025
  - C. Finance Minutes of June 2, 2025
  - D. BPU- Renew Milsoft Licensing
  - E. BPU – Industrial Substation General Site Work
  - F. BPU- Industrial Substation Electrical Site Work
  - G. BPU- Wastewater Certified Operator Contract
  - H. BPU- Asteri GPS Receiver and Equipment
  - I. BPU- Personnel Committee Report
- VI. Communications/Petitions**
  - A. July 3, 2025 Independence Day Parade
  - B. 2025 Summer Concert Series
  - C. Hillsdale County Commissioner Verbal Update – Doug Ingles
- VII. Introduction and Adoption of Ordinances/Public Hearing**
- VIII. Old Business**
  - A. Public Safety Committee Meeting/Camp Hope Discussion
- IX. New Business**
  - A. Budget Amendments (Resolution)
  - B. MDOT Road Diet (Resolution)
- X. Miscellaneous Reports**
  - A. Proclamation – None
  - B. Appointments – None

C. Other- None

**XI. General Public Comment**

**XII. City Manager's Report**

**XIII. Council Comment**

**XIV. Adjournment**

05/29/2025 11:57 AM  
User: klopresto  
DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
EXP CHECK RUN DATES 05/29/2025 - 05/29/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID

Page: 1/8

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 172.000 CITY MANAGER					
101-172.000-726.000	BROTHER TONER TN436 4-PACK	AMAZON CAPITAL SERVICES, I	BROTHER TONER TN436 4-PACK	59.47	110777
101-172.000-956.200	FUEL - MMEA CONFERENCE	CARD SERVICES CENTER	D. MACKIE CREDIT CARD	60.04	1155
Total For Dept 172.000 CITY MANAGER				119.51	
Dept 175.000 ADMINISTRATIVE SERVICES					
101-175.000-806.000	LEGAL FEES - MARCH 2025	LOVINGER & THOMPSON, PC	LEGAL FEES - MARCH 2025	2,017.50	110809
101-175.000-806.000	RATHBUN ARBITRATION 2024	MIKA MEYERS BECKET & JONES	RATHBUN ARBITRATION 2024	6,567.00	110812
Total For Dept 175.000 ADMINISTRATIVE SERVICES				8,584.50	
Dept 191.000 FINANCE DEPARTMENT					
101-191.000-801.000	ACCOUNTING SERVICES - APRIL 2025	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - APRIL 2025	4,104.81	110823
101-191.000-810.000	MGFOA MEMBERSHIP	CARD SERVICES CENTER	T. BUMPUS CREDIT CARD	140.00	1155
Total For Dept 191.000 FINANCE DEPARTMENT				4,244.81	
Dept 253.000 CITY TREASURER					
101-253.000-801.000	ACCOUNTING SERVICES - APRIL 2025	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - APRIL 2025	437.50	110823
101-253.000-964.000	PRE GRANTED FOR PARCEL 006-227-2	HILLSDALE CO TREASURER	PRE GRANTED FOR PARCEL 006-227-280-04 F	95.64	110799
Total For Dept 253.000 CITY TREASURER				533.14	
Dept 257.000 ASSESSING DEPARTMENT					
101-257.000-810.000	DAILY NEWS SUBSCRIPTION	CARD SERVICES CENTER	K. THOMAS CREDIT CARD	25.00	1155
101-257.000-860.000	CAR WASH	CARD SERVICES CENTER	K. THOMAS CREDIT CARD	7.00	1155
Total For Dept 257.000 ASSESSING DEPARTMENT				32.00	
Dept 265.000 BUILDING AND GROUNDS					
101-265.000-726.000	WATER - CITY HALL	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	11.90	110798
101-265.000-726.000	HAND SOAP, WICK OIL	CARD SERVICES CENTER	K. PRICE CREDIT CARD	55.12	1155
101-265.000-801.000	CITY HALL - RUGS & MATS - 5.15.2	CINTAS CORPORATION	CITY HALL - RUGS & MATS - 5.15.25	29.67	110782
101-265.000-801.000	CITY HALL-RUGS & MATS - 5.21.25	CINTAS CORPORATION	CITY HALL-RUGS & MATS - 5.21.25	29.67	110782
101-265.000-801.000	CITY HALL - 4	SCOTT A DOLETZKY	BACKFLOW PREVENTOR TESTING	400.00	110787
101-265.000-920.000	505119616 - 97 N BROAD - CITY HA	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 97 N BROAD	346.89	1147
101-265.000-920.000-215060	505431439 - 22 N MANNING - MITCH	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 22 N MANNING	163.90	1149
Total For Dept 265.000 BUILDING AND GROUNDS				1,037.15	
Dept 301.000 POLICE DEPARTMENT					
101-301.000-726.000	POSTAGE	CARD SERVICES CENTER	S. HEPHNER CREDIT CARD	44.90	1155
101-301.000-742.000	TACLITE PRO PANT- 2 PAIR KIRSTEN	GALLS, LLC	TACLITE PRO PANT- 2 PAIR KIRSTEN	112.39	110792
101-301.000-900.000	PRIVATE PROPERTY CRASH FORMS	ARROW SWIFT PRINTING	PRIVATE PROPERTY CRASH FORMS	192.50	110779
101-301.000-930.000	CAR WASHES FOR FEBRUARY, MARCH A	RR&D ENTERPRISES	CAR WASHES FOR FEBRUARY, MARCH AND APR	294.00	110818
101-301.000-956.006	HOTEL	CARD SERVICES CENTER	S. HEPHNER CREDIT CARD	170.00	1155
101-301.000-956.200	HOTEL	CARD SERVICES CENTER	S. HEPHNER CREDIT CARD	34.12	1155
Total For Dept 301.000 POLICE DEPARTMENT				847.91	
Dept 336.000 FIRE DEPARTMENT					
101-336.000-726.000	SUPPLIES FOR FIRE DEPARTMENT	HILLSDALE MARKET HOUSE, IN	SUPPLIES FOR FIRE DEPARTMENT	27.76	110801
101-336.000-730.000	PARTS FOR PICKUP AT FIRE DEPARTM	PERFORMANCE AUTOMOTIVE	PARTS FOR PICKUP AT FIRE DEPARTMENT	207.88	110816
101-336.000-801.000	FIRE DEPT. - 1	SCOTT A DOLETZKY	BACKFLOW PREVENTOR TESTING	100.00	110787
101-336.000-920.000	502806085 - 77 E CARLETON - FIRE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 77 E CARLETON	142.37	1148
101-336.000-930.000	NEW THERMOSTAT AND BELT FOR FIRE	WATSON DIESEL SERVICE COM	NEW THERMOSTAT AND BELT FOR FIRE TRUCK	1,207.41	110827
Total For Dept 336.000 FIRE DEPARTMENT				1,685.42	
Dept 441.000 PUBLIC SERVICES DEPARTMENT					
101-441.000-726.000	FORESTRY-12:LEAF RAKES & 6 HANDL	A.M. LEONARD, INC	FORESTRY-12:LEAF RAKES & 6 HANDLES	330.33	110776

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 441.000 PUBLIC SERVICES DEPARTMENT					
101-441.000-726.000	DPS-FLUSH LEVER	GELZER HJ & SON INC	DPS-FLUSH LEVER - PARKS-FOD-CAP	7.49	110794
101-441.000-726.000	DPS-KEYS	GELZER HJ & SON INC	DPS-KEYS	33.89	110794
101-441.000-726.000	WATER - 149 WATERWORKS	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	17.85	110798
101-441.000-726.000	DPS-BATHROOM & CLEANING PRODUCTS	KSS ENTERPRISES	DPS-PARKS-CEMETERIES-DART SUPPLIES	139.40	110808
101-441.000-726.000	DPS CLEANING SUPPLIES	KSS ENTERPRISES	DPS-DART-ENGINEERING	41.49	110808
101-441.000-801.000	DPS- RUGS & MATS	CINTAS CORPORATION	DPS-RUGS/MATS/RAGS-5.15.25	35.99	110782
101-441.000-801.000	DPS - RUGS & MATS	CINTAS CORPORATION	DPS - RUGS/MATS/RAGS - 5.21.25	35.99	110782
101-441.000-801.000	DPS-1	SCOTT A DOLETZKY	BACKFLOW PREVENTOR TESTING	100.00	110787
101-441.000-810.000	MIDEAL MEMBERSHIP	CARD SERVICES CENTER	J. BLAKE CREDIT CARD	180.00	1155
101-441.000-956.000	PESTICIDE CERTIFICATION RENEWAL	STATE OF MICHIGAN	PESTICIDE CERTIFICATION RENEWAL	75.00	110821
101-441.000-956.000	ONLINE ROW, PESTICIDE TRAININGS	CARD SERVICES CENTER	J. BLAKE CREDIT CARD	65.00	1155
101-441.000-956.200	MEAL	CARD SERVICES CENTER	J. BLAKE CREDIT CARD	71.23	1155
101-441.000-956.200	MEAL	CARD SERVICES CENTER	D. MACKIE CREDIT CARD	37.85	1155
Total For Dept 441.000 PUBLIC SERVICES DEPARTMENT				1,171.51	
Dept 567.000 CEMETERIES					
101-567.000-726.000	CEMETERIES-MEMORIAL FLAGS	KALAMAZOO FLAG CO LLC	CEMETERIES-MEMORIAL FLAGS	1,436.04	110806
101-567.000-726.000	CEMETERIES-TRASH BAGS	KSS ENTERPRISES	DPS-PARKS-CEMETERIES-DART SUPPLIES	57.98	110808
101-567.000-801.000	OAK GROVE-OAK-REMOVAL-GRIND-CLEA	LONSBERRY, JEFFREY	DPS-WARREN-BUDLONG-OWEN'S-OAKGROVE-OAK6	1,850.00	110783
101-567.000-801.000	OAK GROVE - 1	SCOTT A DOLETZKY	BACKFLOW PREVENTOR TESTING	100.00	110787
101-567.000-801.000	LV AND OG MOWING CONTRACT 24-25	TKC LAWN SNOW AND WOOD LLC	CEM MOWING CONTRACT 2024-2025	8,920.00	110824
101-567.000-970.000	GROUND PENETRATING RADAR UNIT	GUIDELINE GEO AMERICAS, I	GROUND PENETRATING RADAR UNIT	23,500.00	110795
Total For Dept 567.000 CEMETERIES				35,864.02	
Dept 595.000 AIRPORT					
101-595.000-726.000	MAILBOX - AIRPORT	AMAZON CAPITAL SERVICES, I	MAILBOX - AIRPORT	64.60	110777
101-595.000-930.000	BATTERY - FOUR WHEELER	AMAZON CAPITAL SERVICES, I	BATTERY - FOUR WHEELER	44.99	110777
101-595.000-930.000	BATTERY - ZERO TURN MOWER	CARD SERVICES CENTER	T. STEBELTON CREDIT CARD	69.95	1155
Total For Dept 595.000 AIRPORT				179.54	
Dept 701.000 PLANNING DEPARTMENT					
101-701.000-801.372	POSTAGE	CARD SERVICES CENTER	K. THOMAS CREDIT CARD	146.00	1155
Total For Dept 701.000 PLANNING DEPARTMENT				146.00	
Dept 728.000 ECONOMIC DEVELOPMENT					
101-728.000-956.000	EDC - BUSINESS & EXPANSION COURS	CARD SERVICES CENTER	D. MACKIE CREDIT CARD	690.00	1155
Total For Dept 728.000 ECONOMIC DEVELOPMENT				690.00	
Dept 756.000 PARKS					
101-756.000-726.000	PARKS-MASON SAND	DRY MAR TRUCKING & DIRTWO	PARKS-MASON SAND	923.60	110788
101-756.000-726.000	PARKS-ANCHORS-PICNIC TABLE-PAVIL	GELZER HJ & SON INC	PARKS-ANCHORS-PICNIC TABLE-PAVILLION#3	73.99	110794
101-756.000-726.000	PARKS-FOD-CAP	GELZER HJ & SON INC	DPS-FLUSH LEVER - PARKS-FOD-CAP	5.99	110794
101-756.000-726.000	PARKS-FLAGS-SANDY BEACH & F.O.D.	GELZER HJ & SON INC	PARKS-FLAGS-SANDY BEACH & F.O.D.	141.98	110794
101-756.000-726.000	PARKS-BATHROOM & CLEANING PRODUC	KSS ENTERPRISES	DPS-PARKS-CEMETERIES-DART SUPPLIES	1,319.79	110808
101-756.000-726.000	PARKS-CLEANER	KSS ENTERPRISES	DPS-DART-ENGINEERING	14.94	110808
101-756.000-801.000	OWEN'S PARK-ASPEN-REMOVAL&GRIND	LONSBERRY, JEFFREY	DPS-WARREN-BUDLONG-OWEN'S-OAKGROVE-OAK6	1,125.00	110783
101-756.000-801.000	PARKS-F.O.D.-1	SCOTT A DOLETZKY	BACKFLOW PREVENTOR TESTING	100.00	110787
101-756.000-801.000	SANDY BEACH DUMPSTER ENCLOSURE	WATKINS FENCE	REPAIR DUMPSTER ENCLOSURE AT SANDY BEAC	1,300.00	110826
101-756.000-801.000	FIELD OF DREAMS DUMPSTER ENCLOSURE	WATKINS FENCE	FIELD OF DREAMS DUMPSTER ENCLSURE REPA	1,500.00	110826
Total For Dept 756.000 PARKS				6,505.29	
Total For Fund 101 GENERAL FUND				61,640.80	

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Page: 3/8

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 203 LOCAL STREET FUND					
Dept 470.000 TREES					
203-470.000-801.000	STREETS-OAK&MARION STUMP	LONSBERY, JEFFREY	DPS-WARREN-BUDLONG-OWEN'S-OAKGROVE-OAK6	650.00	110783
Total For Dept 470.000 TREES				650.00	
Total For Fund 203 LOCAL STREET FUND				650.00	
Fund 208 RECREATION FUND					
Dept 751.000 RECREATION DEPARTMENT					
208-751.000-726.000	BASEBALL UNIFORMS	GAME ONE	BASEBALL UNIFORMS	1,137.00	110793
208-751.000-726.000	BASEBALL UNIFORMS	GAME ONE	BASEBALL UNIFORMS	739.00	110793
208-751.000-726.000	BASEBALL UNIFORMS	GAME ONE	BASEBALL UNIFORMS	792.00	110793
208-751.000-801.008	VOLLEYBALL SUPERVISOR/TEAR DOWN/	ERICA JEAN BARKER	VOLLEYBALL SUPERVISOR/TEAR DOWN/SETUP	240.00	110789
Total For Dept 751.000 RECREATION DEPARTMENT				2,908.00	
Total For Fund 208 RECREATION FUND				2,908.00	
Fund 271 LIBRARY FUND					
Dept 790.000 LIBRARY					
271-790.000-726.000	WATER - LIBRARY	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	5.95	110798
271-790.000-726.000	UPDATED LABOR LAW POSTERS	WOODLANDS LIBRARY COOPERAT	UPDATED LABOR LAW POSTERS	30.00	110829
271-790.000-726.000	HAND TOWELS	CARD SERVICES CENTER	R. DOBSKI CREDIT CARD	128.35	1155
271-790.000-734.000	POSTAGE	CARD SERVICES CENTER	R. DOBSKI CREDIT CARD	84.31	1155
271-790.000-801.000	LIBRARY- 1	SCOTT A DOLETZKY	BACKFLOW PREVENTOR TESTING	100.00	110787
271-790.000-810.000	MLA MEMBERSHIP	CARD SERVICES CENTER	R. DOBSKI CREDIT CARD	486.00	1155
271-790.000-815.000	HCCF SRP GRANT - TOTE BAGS,POST	CARD SERVICES CENTER	R. DOBSKI CREDIT CARD	511.40	1155
271-790.000-880.000	BUSINESS CARDS	CARD SERVICES CENTER	R. DOBSKI CREDIT CARD	27.98	1155
271-790.000-920.000	503691550 - 12 N MANNING - LIBRA	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 12 N MANNING	149.09	1151
271-790.000-982.000	BOOKS - MAY25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - MAY25 ADULT	68.67	110803
271-790.000-982.000	BOOKS - MAY25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - MAY25 ADULT	76.82	110803
271-790.000-982.000	BOOKS - MAY25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - MAY25 ADULT	779.59	110803
271-790.000-982.000	BOOKS - APRIL25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - APRIL25 ADULT	17.08	110803
271-790.000-982.000	BOOKS - MAY25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - MAY25 ADULT	35.72	110803
271-790.000-982.000	BOOKS - MAY25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - MAY25 ADULT	76.07	110803
271-790.000-982.000	BOOKS	CARD SERVICES CENTER	R. DOBSKI CREDIT CARD	195.63	1155
271-790.000-982.002	REPLACEMENT BUG COUNTING PIECES	AMAZON CAPITAL SERVICES, I	REPLACEMENT BUG COUNTING PIECES FOR STC	13.99	110777
Total For Dept 790.000 LIBRARY				2,786.65	
Dept 792.000 LIBRARY - CHILDREN'S AREA					
271-792.000-726.010	SUMMER READING SUPPLIES	AMAZON CAPITAL SERVICES, I	SUMMER READING SUPPLIES	5.90	110777
271-792.000-726.010	SUPPER READING SUPPLIES - APRONS	AMAZON CAPITAL SERVICES, I	SUPPER READING SUPPLIES - APRONS	8.99	110777
271-792.000-726.010	SUMMER READING PROGRAM PRIZE SUP	AMAZON CAPITAL SERVICES, I	SUMMER READING PROGRAM PRIZE SUPPLY & F	14.89	110777
271-792.000-726.010	BANDANAS, WALL DECOR, NECKLACES,	CARD SERVICES CENTER	R. DOBSKI CREDIT CARD	282.30	1155
271-792.000-982.000	BOOKS - MAY25 CHILD	INGRAM LIBRARY SERVICES	BOOKS - MAY25 CHILD	36.68	110803
271-792.000-982.000	BOOKS - APRIL25 CHILD	INGRAM LIBRARY SERVICES	BOOKS - APRIL25 CHILD	10.05	110803
271-792.000-982.000	BOOKS - MAY25 CHILD	INGRAM LIBRARY SERVICES	BOOKS - MAY25 CHILD	30.97	110803
271-792.000-982.000	BOOKS - MAY25 CHILD	INGRAM LIBRARY SERVICES	BOOKS - MAY25 CHILD	12.72	110803
271-792.000-982.000	BOOKS - MAY25 CHILD	INGRAM LIBRARY SERVICES	BOOKS - MAY25 CHILD	35.43	110803
Total For Dept 792.000 LIBRARY - CHILDREN'S AREA				437.93	
Total For Fund 271 LIBRARY FUND				3,224.58	
Fund 401 CAPITAL IMPROVEMENT FUND					
Dept 756.000 PARKS					
401-756.000-970.000	PARKS-DOUBLE-GATE F.O.D.	WATKINS FENCE	PARKS-DOUBLE-GATE F.O.D.	1,000.00	110826

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Page: 4/8

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Fund 401 CAPITAL IMPROVEMENT FUND					
Dept 756.000 PARKS					
		Total For Dept 756.000 PARKS		1,000.00	
		Total For Fund 401 CAPITAL IMPROVEMENT FUND		1,000.00	
Fund 481 AIRPORT IMPROVEMENT FUND					
Dept 900.000 CAPITAL OUTLAY					
481-900.000-970.000-215059	T-HANGAR REPAIRS-CHALK REEL, EXT	GELZER HJ & SON INC	T-HANGAR REPAIRS-CHALK REEL, EXT CORDS,	743.07	110794
		Total For Dept 900.000 CAPITAL OUTLAY		743.07	
		Total For Fund 481 AIRPORT IMPROVEMENT FUND		743.07	
Fund 582 ELECTRIC FUND					
Dept 000.000					
582-000.000-110.000	CURVED WASHERS - 3 X 3 X 5/	POWER LINE SUPPLY	INVENTORY	257.60	110817
582-000.000-110.000	CT 500/5 60OV WR XFR	POWER LINE SUPPLY	METERING CT'S	1,348.65	110817
582-000.000-202.100	4CCH	BSJ REAL ESTATE LLC	UB refund for account: 019758	24.71	110780
582-000.000-202.100	4ENBK1	CRIPPEN, LEONOR L	UB refund for account: 030306	134.78	110784
582-000.000-202.100	4ENBK1	FORBES, JASON E	UB refund for account: 026055	43.00	110791
582-000.000-202.100	4CCH	HARRIS, JACQUE R	UB refund for account: 020725	146.19	110796
582-000.000-202.100	4ENBK1	HEARD, MARY ANN	UB refund for account: 025736	19.50	110797
582-000.000-202.100	4ENBK1	PANKHURST, RAYMOND J	UB refund for account: 019716	35.88	110815
582-000.000-202.100	4CCH	SANDERS, MARCIA A	UB refund for account: 024301	140.08	110820
582-000.000-202.100	4ENBK1	WOODHAMS, CHARLES J	UB refund for account: 026339	17.75	110828
582-000.000-264.000	CITY SHARE OF AMP ASSETS	MICHIGAN SOUTH CENTRAL POW	MSCPA MEMBER POWER BILLING - APRIL 2025	10,000.00	1156
		Total For Dept 000.000		12,168.14	
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-726.000	SUPPLIES - 45 MONROE STREET	AMAZON CAPITAL SERVICES, I	SUPPLIES - 45 MONROE STREET	13.47	110777
582-175.000-726.000	NAME PLATE FOR DOUG DOBROZSI	CURRENT OFFICE SOLUTIONS	NAME PLATE FOR DOUG DOBROZSI	14.78	110785
582-175.000-726.000	FLAG	FAMILY FARM & HOME	FLAG	39.99	110790
582-175.000-726.000	WATER 45 MONROE ST	RUPERT'S CULLIGAN	WATER 45 MONROE ST	16.50	110819
582-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	2.50	110782
582-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	2.50	110782
582-175.000-801.000	ACCOUNTING SERVICES - APRIL 2025	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - APRIL 2025	2,052.42	110823
582-175.000-802.000	LUNCH -MPSI LUNCH(JANES-LOPRESTO	CARD SERVICES CENTER	B. JANES CREDIT CARD	80.00	1155
582-175.000-806.000	LEGAL FEES - MSCPA EASEMENT AGRE	LOVINGER & THOMPSON, PC	LEGAL FEES - MSCPA EASEMENT AGREEMENT F	75.00	110809
582-175.000-880.000	CHILDRENS HARDHATS	AMAZON CAPITAL SERVICES, I	CHILDRENS HARDHATS	40.99	110777
582-175.000-880.000	JOB FAIR CANDY	CARD SERVICES CENTER	L. SERGENT CREDIT CARD	13.23	1155
582-175.000-930.000	LUMBER INVENTORY ROOM	JONESVILLE LUMBER	LUMBER INVENTORY ROOM	73.62	110805
582-175.000-956.000	2025 HOT WEATHER WORK TRAINING	CARD SERVICES CENTER	K. KEASAL CREDIT CARD	20.00	1155
582-175.000-956.200	PARKING GARAGE FEE - MMEA CONFER	CARD SERVICES CENTER	J.HAMMEL CREDIT CARD	175.19	1155
582-175.000-956.200	MEAL	CARD SERVICES CENTER	D. MACKIE CREDIT CARD	246.47	1155
		Total For Dept 175.000 ADMINISTRATIVE SERVICES		2,866.66	
Dept 543.000 PRODUCTION					
582-543.000-739.000	MSCPA MEMBER POWER BILLING - APR	MICHIGAN SOUTH CENTRAL POW	MSCPA MEMBER POWER BILLING - APRIL 2025	773,358.97	1156
582-543.000-740.300	504504154 - 201 WATERWORKS XX -	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 201 WATERWORKS X	17.96	1153
582-543.000-740.400	504504154 - 201 WATERWORKS XX -	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 201 WATERWORKS X	17.96	1153
582-543.000-742.000	CLOTHING JAKE	INTEGRITY APPAREL, LLC	CLOTHING JAKE	193.98	110804
582-543.000-801.000	INSPECT 4 BF PREVENTORS BPU PP	SCOTT A DOLETZKY	BACKFLOW PREVENTOR INSPECTIONS BPU POW	400.00	110787
582-543.000-920.400	504504154 - 201 WATERWORKS - PP	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 201 WATERWORKS	198.49	1152
		Total For Dept 543.000 PRODUCTION		774,187.36	
Dept 544.000 DISTRIBUTION					

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE  
EXP CHECK RUN DATES 05/29/2025 - 05/29/2025  
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 582 ELECTRIC FUND					
Dept 544.000 DISTRIBUTION					
582-544.000-726.008	SAFETY GLASSES, EAR PLUGS, GLOVE	CARD SERVICES CENTER	K. KEASAL CREDIT CARD	825.54	1155
582-544.000-726.800	SHOVELS	FAMILY FARM & HOME	SHOVELS	79.98	110790
582-544.000-726.800	REFILL WATER	HEFFERNAN SOFT WATER SERV	REFILL WATER	8.24	110798
582-544.000-726.800	GAURD GAFF BUNGEE	POWER LINE SUPPLY	JEFF CLIMBING GEAR	20.00	110817
582-544.000-730.000	REPAIR SMALL BUCKET TRUCK	CUSTOM TRUCK ONE SOURCE, I	REPAIR SMALL BUCKET TRUCK	730.13	110786
582-544.000-730.000	REPAIR DEF SYSTEM	TRI-COUNTY INTERNATIONAL	REPAIR DEF SYSTEM	3,709.35	110825
582-544.000-742.000	SAFETY VEST	AMAZON CAPITAL SERVICES, I	SAFETY VEST	111.16	110777
582-544.000-801.300	MAUCK TO STATE CLEANUP	CHOP	TRIM AND CLEAR E TRANSMISSION LINE 46KV	10,000.00	110781
582-544.000-801.300	CLEANUP AND RESTORE STATE RD TO	CHOP	TRIM AND CLEAR E TRANSMISSION 46 KV 10C	10,000.00	110781
582-544.000-930.000	WIRE PULLING LUBE	AMERICAN COPPER AND BRASS,	WIRE PULLING LUBE	24.02	110778
582-544.000-930.000	PVC CEMENT	AMERICAN COPPER AND BRASS,	PVC CEMENT	20.37	110778
582-544.000-930.000	3/4 CRUSHED STONE	DRY MAR TRUCKING & DIRTWOF	3/4 CRUSHED STONE	128.00	110788
582-544.000-930.000	LIGHT SWITCH	GELZER HJ & SON INC	LIGHT SWITCH	3.39	110794
582-544.000-930.000	WIRE LUBE AND GLUE	KENDALL ELECTRIC	WIRE LUBE AND GLUE	416.87	110807
582-544.000-930.000	SCREWS	STOLL METAL SALES, LLC	SCREWS	195.00	110822
582-544.000-930.546	STEP LADDERS POWERSECURE	AMAZON CAPITAL SERVICES, I	STEP LADDERS POWERSECURE	439.98	110777
582-544.000-930.546	FUSES	AMERICAN COPPER AND BRASS,	FUSES	233.06	110778
Total For Dept 544.000 DISTRIBUTION				26,945.09	
Total For Fund 582 ELECTRIC FUND				816,167.25	
Fund 588 DIAL A RIDE					
Dept 596.000 DIAL-A-RIDE					
588-596.000-726.000	WATER - DIAL-A-RIDE	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	16.90	110798
588-596.000-726.000	DART-TOILET PAPER	KSS ENTERPRISES	DPS-PARKS-CEMETERIES-DART SUPPLIES	69.30	110808
588-596.000-726.000	DART-HAND SOAP	KSS ENTERPRISES	DPS-DART-ENGINEERING	28.08	110808
588-596.000-730.000	DART-METAL VALVE	PERFORMANCE AUTOMOTIVE	MAINTENANCE SUPPLIES - DPS-LAMP #42-OII	15.99	110816
588-596.000-730.000	DART-FRONT END PARTS DART 61	PERFORMANCE AUTOMOTIVE	DART-FRONT END PARTS DART 61	555.57	110816
588-596.000-730.000	DART-LOANER TOOL DEPOSIT - DART	PERFORMANCE AUTOMOTIVE	DART-LOANER TOOL DEPOSIT - DART 61	143.31	110816
588-596.000-730.000	DART-LOANER TOOL REFUND - DART 6	PERFORMANCE AUTOMOTIVE	DART-LOANER TOOL REFUND - DART 61	(143.31)	110816
588-596.000-730.000	DART-ADJUSTING SLEEVE DART 61	PERFORMANCE AUTOMOTIVE	DART-ADJUSTING SLEEVE DART 61	21.39	110816
588-596.000-801.000	DART-RUGS&RUGS-MAY2025	CINTAS CORPORATION	DART-RUGS&RUGS-MAY2025	24.24	110782
588-596.000-801.000	DIAL-A-RIDE-1	SCOTT A DOLETZKY	BACKFLOW PREVENTOR TESTING	100.00	110787
588-596.000-801.000	DART- REAR TIRES/MOUNTING DART 6	NORM'S TIRE & SERVICE	DART- REAR TIRES/MOUNTING DART 60	466.28	110814
588-596.000-920.000	507035798 - 981 DEVELOPMENT DR	- MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 981 DEVELOPMENT	48.02	1154
Total For Dept 596.000 DIAL-A-RIDE				1,345.77	
Total For Fund 588 DIAL A RIDE				1,345.77	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-202.100	SCCH	CRIPPEN, LEONOR L	UB refund for account: 030306	53.83	110784
590-000.000-202.100	SBK1	FORBES, JASON E	UB refund for account: 026055	51.51	110791
590-000.000-202.100	SBK1	HEARD, MARY ANN	UB refund for account: 025736	9.54	110797
590-000.000-202.100	SBK1	WOODHAMS, CHARLES J	UB refund for account: 026339	7.37	110828
Total For Dept 000.000				122.25	
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-726.000	SUPPLIES - 45 MONROE STREET	AMAZON CAPITAL SERVICES, I	SUPPLIES - 45 MONROE STREET	6.73	110777
590-175.000-726.000	NAME PLATE FOR DOUG DOBROZSI	CURRENT OFFICE SOLUTIONS	NAME PLATE FOR DOUG DOBROZSI	7.38	110785
590-175.000-726.000	WATER 45 MONROE ST	RUPERT'S CULLIGAN	WATER 45 MONROE ST	8.25	110819
590-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	110782
590-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	110782

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EXP CHECK RUN DATES 05/29/2025 - 05/29/2025  
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Page: 6/8

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-801.000	ACCOUNTING SERVICES - APRIL 2025	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - APRIL 2025	1,026.20	110823
590-175.000-880.000	JOB FAIR CANDY	CARD SERVICES CENTER	L. SERGENT CREDIT CARD	6.62	1155
590-175.000-956.200	HOTEL	CARD SERVICES CENTER	D. MACKIE CREDIT CARD	104.31	1155
Total For Dept 175.000 ADMINISTRATIVE SERVICES				1,161.99	
Dept 547.000 TREATMENT					
590-547.000-726.900	COLILERT SUPPLIES	IDEXX LABORATORIES	COLILERT SUPPLIES	1,842.61	110802
590-547.000-726.900	DISTILLED LAB WATER	RUPERT'S CULLIGAN	DISTILLED LAB WATER	27.00	110819
590-547.000-801.000	CHLORIDE AND SULFATE TESTING	MERIT LABORATORIES	CHLORIDE AND SULFATE TESTING	53.00	110811
590-547.000-930.000	SHOVEL AND BATTERIES	FAMILY FARM & HOME	SHOVEL AND BATTERIES	37.98	110790
590-547.000-930.000	CEMENT	GELZER HJ & SON INC	CEMENT	12.49	110794
590-547.000-930.000	TELEVISIONING OF SEWER ON LEROY ST	M & K JETTING AND TELEVISI	TELEVISIONING OF SEWER ON LEROY ST (OUR C	562.50	110810
590-547.000-930.000	BATTERIES FOR WTP GENERATOR	PERFORMANCE AUTOMOTIVE	BATTERIES FOR WTP GENERATOR	683.70	110816
590-547.000-930.000	OX DITCH BELTS	PERFORMANCE AUTOMOTIVE	OX DITCH BELTS	384.32	110816
Total For Dept 547.000 TREATMENT				3,603.60	
Total For Fund 590 SEWER FUND				4,887.84	
Fund 591 WATER FUND					
Dept 000.000					
591-000.000-202.100	WCCH	CRIPPEN, LEONOR L	UB refund for account: 030306	52.22	110784
591-000.000-202.100	WCCH	FORBES, JASON E	UB refund for account: 026055	40.49	110791
591-000.000-202.100	WCCH	HEARD, MARY ANN	UB refund for account: 025736	8.27	110797
591-000.000-202.100	WBK1	WOODHAMS, CHARLES J	UB refund for account: 026339	5.88	110828
Total For Dept 000.000				106.86	
Dept 175.000 ADMINISTRATIVE SERVICES					
591-175.000-726.000	SUPPLIES - 45 MONROE STREET	AMAZON CAPITAL SERVICES, I	SUPPLIES - 45 MONROE STREET	6.73	110777
591-175.000-726.000	NAME PLATE FOR DOUG DOBROZSI	CURRENT OFFICE SOLUTIONS	NAME PLATE FOR DOUG DOBROZSI	7.38	110785
591-175.000-726.000	WATER 45 MONROE ST	RUPERT'S CULLIGAN	WATER 45 MONROE ST	8.25	110819
591-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	110782
591-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	110782
591-175.000-801.000	ACCOUNTING SERVICES - APRIL 2025	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - APRIL 2025	1,026.20	110823
591-175.000-880.000	JOB FAIR CANDY	CARD SERVICES CENTER	L. SERGENT CREDIT CARD	6.62	1155
591-175.000-956.200	HOTEL	CARD SERVICES CENTER	D. MACKIE CREDIT CARD	104.31	1155
Total For Dept 175.000 ADMINISTRATIVE SERVICES				1,161.99	
Dept 544.000 DISTRIBUTION					
591-544.000-930.990	1" POLY WATER LINE	AMERICAN COPPER AND BRASS,	1" POLY WATER LINE	446.26	110778
Total For Dept 544.000 DISTRIBUTION				446.26	
Dept 545.000 PURIFICATION					
591-545.000-801.000	ENGINEERING FOR FERROUS ROOM	MT ENGINEERING, LLC	ENGINEERING FOR FERROUS ROOM	290.00	110813
591-545.000-930.000	GREASE	FAMILY FARM & HOME	GREASE	69.90	110790
Total For Dept 545.000 PURIFICATION				359.90	
Total For Fund 591 WATER FUND				2,075.01	
Fund 640 REVOLVING MOBILE EQUIP. FUND					
Dept 443.000 MOBILE EQUIPMENT MAINTENANCE					
640-443.000-726.000	DPS-SHOP-RAGS & FENDER COVERS	CINTAS CORPORATION	DPS-RUGS/MATS/RAGS-5.15.25	7.35	110782
640-443.000-726.000	DPS-SHOP-RAGS & FENDER COVERS	CINTAS CORPORATION	DPS - RUGS/MATS/RAGS - 5.21.25	7.35	110782
640-443.000-730.000	DPS-LAMP42/FILTER142/FILTER70/12	PERFORMANCE AUTOMOTIVE	MAINTENANCE SUPPLIES - DPS-LAMP #42-OII	267.57	110816



05/29/2025 11:57 AM		INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE			Page: 7/8	
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Fund 640 REVOLVING MOBILE EQUIP. FUND						
Dept 443.000 MOBILE EQUIPMENT MAINTENANCE						
640-443.000-801.000	DPS-DOT INSPECTION #19	HILLSDALE COMMUNITY SCHOOI	DPS-DOT INSPECTION #19	75.00	110800	
640-443.000-801.000	DPS-DOT INSPECTION #8	HILLSDALE COMMUNITY SCHOOI	DPS-DOT INSPECTION #8	75.00	110800	
640-443.000-801.000	DPS-DOT INSPECTION #10	HILLSDALE COMMUNITY SCHOOI	DPS-DOT INSPECTION #10	75.00	110800	
640-443.000-801.000	DPS-DOT INSPECTION #44	HILLSDALE COMMUNITY SCHOOI	DPS-DOT INSPECTION #44	75.00	110800	
640-443.000-920.000	505153845 - 149 WATERWORKS - RME	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 149 WATERWORKS	220.80	1150	
				<hr/>		
Total For Dept 443.000 MOBILE EQUIPMENT MAINTENANCE				803.07		
				<hr/>		
Total For Fund 640 REVOLVING MOBILE EQUIP. FUND				803.07		
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE

Page: 8/8

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EXP CHECK RUN DATES 05/29/2025 - 05/29/2025

DB: Hillsdale

BOTH JOURNALIZED AND UNJOURNALIZED

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:					
			Fund 101 GENERAL FUND	61,640.80	
			Fund 203 LOCAL STREET F	650.00	
			Fund 208 RECREATION FUNI	2,908.00	
			Fund 271 LIBRARY FUND	3,224.58	
			Fund 401 CAPITAL IMPROVI	1,000.00	
			Fund 481 AIRPORT IMPROVI	743.07	
			Fund 582 ELECTRIC FUND	816,167.25	
			Fund 588 DIAL A RIDE	1,345.77	
			Fund 590 SEWER FUND	4,887.84	
			Fund 591 WATER FUND	2,075.01	
			Fund 640 REVOLVING MOBII	803.07	
Total For All Funds:				<hr/> 895,445.39	

## CITY COUNCIL MINUTES

City of Hillsdale  
June 2, 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, Ward 4 Mayor Pro Tem
	R Greg Stuchell, Ward 1
	Jacob Bruns, Ward 1
	William Morrissey, Ward 2
	Matthew Bentley, Ward 2
	Gary Wolfram, Ward 3
	Bob Flynn, Ward 3

Council Members absent:	Robert Socha, Ward 4
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Also Present: David Mackie (City Manager), Attorney Jack Lovinger, Katy Price (City Clerk), Jason Blake (DPS Director), Sam Fry (Economic Development), Scott Hephner (HCPD), Brandon Janes (IT Dept.), Cathy Kelemen, Larry Walworth, Sheri Ingles, Scott Sessions, Penny Swan, Lynn Burkett, Rachel Doty, Zech Steiger, Emily Rhoda, Clark Judge, Ashley Risher, Mark Nichols, and Doug Ingles.

### **Approval of Agenda**

Motion by Councilman Flynn, support by Councilman Morrissey, to approve the agenda as presented.

Voice vote, approved unanimously.

### **Public Comment**

Penny Swan, Ward four, commented on Library board appointment, not in favor of candidate.

Scott Sessions, 102 Coldsprings Circ., commented against the Library board candidate.

Zech Steiger, 36 E Fayette St., not in favor of the MDOT Road Diet Plan.

### **Consent Agenda**

- A. Approval of Bills
  - 1. City and BPU Claims of April 17, 2025: \$1,010,544.01
    - May 1, 2025: \$247,008.91
    - May 15, 2025: \$539,369.79
    - May 29, 2025: \$895,445.39
  - 2. Payroll of May 8, 2025: \$201,844.90
- B. City Council Minutes of May 5, 2025
- C. Finance Minutes of May 5, 2025
- D. Council Budget Work Session Minutes of May 1, 2025
- E. BPU- Wire Barn Roof Replacement
- F. BPU- Material Storage at WWTP
- G. BPU- Ferrous Chloride Storage at WWTP
- H. BPU- SSOE Engineering Agreements
- I. BPU- Process Water Pump Replacement
- J. BPU- Cross Connection Control Contract Extension
- K. TCO – June Train Event
- L. Noise Variance – July 3, 2025 Fireworks Display

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

Roll Call:

Councilman Bruns	Aye
Councilman Flynn	Aye
Councilman Morrisey	Aye
Councilman Stuchell	Aye
Councilman Wolfram	Aye
Mayor Pro Tem Paladino	Aye
Councilman Bentley	Aye

Motion passed 7-0

**Communication/Petitions**

- A. Great Start Collaborative Summer Events
- B. EDP Letter of Appreciation
- C. MAMC Letter recognizing City Clerk
- D. Road Diet Project Update
- E. Hillsdale County Commissioner Verbal Update – Doug Ingles

Brief Council discussion on MAMC letter and Road Diet Project.

Doug Ingles, Hillsdale County Commissioner report on a meeting for the Lifeways Bond.

The items of communications were received for informational purposes only.

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

- A. Public Hearing – 25-26 FY City Budget

The City Budget was presented.

Mayor Pro Tem opened podium at 7:37 p.m.  
With no public comment, Mayor Pro Tem closed podium at 7:37 p.m.

Motion by Council Member Morrisey, seconded by Council Member Flynn to adopt the 25-26 FY City Budget as presented. **Resolution #3639.**

Roll Call:

Councilman Flynn	Aye
Councilman Morrisey	Aye
Councilman Stuchell	Aye
Councilman Wolfram	Aye
Mayor Pro Tem Paladino	Aye
Councilman Bruns	Aye
Councilman Bentley	Aye

Motion passed 7-0

Motion by Council Member Flynn, seconded by Council Member Morrisey to approve the Budget Levy resolution as presented. **Resolution #3640.**

Roll Call:

Councilman Morrisey	Aye
Councilman Stuchell	Aye
Councilman Wolfram	Aye
Mayor Pro Tem Paladino	Aye

Councilman Bentley	Aye
Councilman Bruns	Aye
Councilman Flynn	Aye

Motion passed 7-0

**Old Business**

None

**New Business**

A. Rotary Fitness Park Site Approval

The Rotary Club of Hillsdale County is proposing to develop a fitness park on city-owned property located at 145 E. Bacon Street. This new park would include fitness equipment for all ages, a miniature soccer pitch, and pickleball courts, and other amenities. Rotary plans to raise funds to develop the park in multiple phases. The City of Hillsdale would be responsible for maintaining the park like any other city-owned park or facility.

Motion by Council Member Bentley, seconded by Council Member Flynn to approve the Rotary Fitness Park Project.

Roll Call:

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

Motion passed 7-0

B. IBEW Local 876 Memorandum of Understanding (MOU)

At the October 7, 2024, City Council meeting the Council approved a union contract with Hillsdale’s Local 876 of the International Brotherhood of Electrical Workers (IBEW). On page 38 of the contract, under Electrical Department, the City agreed to a wage reopener for the Class A Lineman, Line Leader and Line Foreman no later than the first Monday of March 2025. The City and IBEW reviewed comparable union wages from other Michigan electric utilities. Based on that review Hillsdale was found to be below the market and a tentative MOU was reached for a one-time wage adjustment consisting of the following:

- Class A Lineman: \$1.70 per hour
- Line Leader \$1.35 per hour
- Line Foreman \$0.25 per hour

Motion by Council Member Flynn, seconded by Council Member Stuchell to approve the IBEW Local 876 MOU one-time wage adjustment, in addition to the contractual wage increase scheduled to take effect on July 1, 2025.

Roll Call:

Councilman Wolfram	Aye
Mayor Pro Tem Paladino	Aye
Councilman Bentley	Aye
Councilman Bruns	Aye
Councilman Flynn	Aye

Councilman Morrisey	Aye
Councilman Stuchell	Aye

Motion passed 7-0

C. Engineering Services

Due to the recent resignation of the City Engineer, current street projects, site plan review requirements and design for future projects, city staff solicited and received three (3) proposals for engineering services from:

ROWE PROFFESIONAL SERVICES  
TETRA TECH  
MANNIK SMITH GROUP

All three (3) proposals are based on an as-needed hourly basis, not to exceed \$75,000. Hourly rates vary pending on type of engineering services required. The proposals are for the 2025 Calendar year only.

Motion by Council Member Morrisey, seconded by Council Member Flynn to award services to ROWE Professional Services in the amount of \$75,000.00.

Roll Call:

Mayor Pro Tem Paladino	Aye
Councilman Bentley	Aye
Councilman Bruns	Aye
Councilman Flynn	Aye
Councilman Morrisey	Aye
Councilman Stuchell	Aye
Councilman Wolfram	Aye

Motion passed 7-0

D. Water & Wastewater Director Resignation Letter

City Manager Mackie reported on May 8th Jeff Gier submitted his resignation as Director of Water & Wastewater with the City of Hillsdale’s BPU, effective May 22, 2025. Mackie as BPU Director, stated the staff and I are temporarily covering the vacancy until it is filled. The position is currently posted for applicants. Currently, Mr. Gier is still being paid as our B-2 sewer treatment plant operator. The B-2 certification is required by the State of Michigan. Additionally, the BPU is getting a third party quote for this service if needed. Given the tight labor market and certifications required by this position, this vacancy could be for an extended period of time.

Motion by Council Member Stuchell, seconded by Council Member Morrisey to accept the resignation, refer the exit interview and review the contract to the Operations and Governance Committee.

By a voice vote, the motion passed unanimously.

E. Noise Variance – Heather Springborn, Father & Sons Auto and Performance

Motion by Council Member Flynn, seconded by Council Member Morrisey to approve the noise variance for Father& Sons Auto and Performance event at the Hillsdale Fairgrounds on August 9, 2025.

By a voice vote, the motion passed unanimously.

F. Noise Variance – Hillsdale Market House

Motion by Council Member Bentley, seconded by Council Member Flynn to approve the noise variance for Hillsdale Market House events throughout the summer.

By a voice vote, the motion passed unanimously.

G. Amendment to TCO 1981-1

The amendment is for a stop sign to replace the yield sign at the intersections of Glendale Street and Westwood Street and Highland Avenue at the intersection of Westwood Street for pedestrian safety.

Motion by Council Member Flynn, seconded by Council Member Stuchell to approve the Amendment to TCO 1981-1 to add stop sign as presented. **Resolution #3641.**

By a voice vote, the motion passed unanimously.

Miscellaneous Reports

- A. Proclamations – None
- B. Appointments- Emily Rhoda – Cemetery Board  
Adam Kear – Library Board

Motion by Council Member Morrissey, seconded by Council Member Bentley to appoint Emily Rhoda to Cemetery Board.

By a voice vote, the motion passed unanimously.

Discussion ensued on Library Board applicant. Council discussed financial background that was asked at the last meeting. Applicant did not have finance background.

Motion by Council Member Bruns, seconded by Council Member Bentley to appoint Adam Kear to the Library Board.

Roll Call:

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

Motion passed 4-3

C. Other - None

**General Public Comment**

Ashley Risher, Hillsdale County, shared the Lifeways Bond ballot initiative.

Larry Walworth, 190 Rea St., commented on dogs at large and a police report.

Penny Swan, Ward Four, commented on the Library appointment.

**City Manager Report**

City Manager Mackie presented a written report which was in packet.

**Council Comment**

Councilman Flynn encouraged residents to apply for committees and positions that are open to the residents.

Councilman Bentley supported Mayor Pro Tem with appointments that are presented to council and spoke on the negative culture.

**Adjournment**

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

By a voice vote, the motion passed unanimously.

The meeting Adjourned at 8:58 p.m.

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Joshua 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: June 2, 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), Scott Hephner (Police and Fire Chief)

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: Labor attorney for arbitration with police union

Department 441: MIDEAL gives city lower prices on products

Fund 582

Department 175: Hillsdale BPU hard hats for children

Motioned by Morrissey and seconded by Bentley to approve

Motioned passed 4-0

Motioned by Morrissey and seconded by Bentley to adjourn

Motion passed 4-0

Adjournment 6:35 PM

Minutes prepared by Gary Wolfram

# **City of Hillsdale**

## **Agenda Item Summary**

**MEETING DATE: June 16, 2025**

**AGENDA ITEM #: Consent Agenda**

**SUBJECT: Renew Milsoft Licensing**

**BACKGROUND PROVIDED BY STAFF: Brandon Janes, Technical Services**

### **Project Background:**

The Hillsdale Board of Public Utilities uses Milsoft Utility Solutions for our Outage Management systems. This software is critical to the electric and water utilities regarding outage notifications, mapping of the system, and repair.

Annual renewal running from July 2025 to June 2026 is \$8,379.00

This has been budgeted for during the upcoming budget year

### **RECOMMENDATION:**

Hillsdale BPU Board recommends renewing the Milsoft licensing at a cost of \$8,379.00.



TOTAL	\$8,379.00
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# City of Hillsdale

## Agenda Item Summary

Meeting Date: June 16, 2025

Agenda Item: Consent Agenda

SUBJECT: Industrial Sub General Site Work

BACKGROUND PROVIDED BY: Electric Superintendent Hammel

The BPU electric department began to update and upgrade the Industrial Substation in 2022. The project includes a new larger transformer with impedance that matches the transformers at the Powerplant substation. This will allow for field tying feeders without taking an outage in the Industrial Park. The project also includes installing switchgear to allow all our feeders to be fed from either location with breaker protection. The final step will be to build conductor to the industrial substation for connection to the new switchgear. The transformer and switchgear were ordered in the fall of 2023. The transformer delivery is scheduled for late 2026, and the switchgear will arrive in August 2025.

The general site work will include installing all the concrete slabs/foundation/oil containment and trenching in the conduit to allow for the electrical sitework to be completed.

See SSOE Engineering's recommendation.

### RECOMMENDATION:

Hillsdale BPU Board and SSOE recommend approval of the Kent Power bid of \$522,917.00 to complete the general site construction.

June 5, 2025

Mr. Jake Hammel  
Electric Superintendent  
Hillsdale Board of Public Utilities  
45 Monroe St  
Hillsdale, MI 49242

RE: Review of Bids -  
Industrial Substation General  
Construction  
Project No. 020-00414-00

Dear Mr. Hammel:

Sealed bids were received and opened on May 22, 2025, for the construction of the Industrial Substation General Construction Bid to support the installation of a new transformer and switchgear lineup. Two (2) bids were received. A bid summary is provided below.

	Kent Power Utility Services Rockford, MI	EJA Services, LLC Whitmore Lake, MI
Labor Bid	\$260,794.00	\$330,000.00
Material Bid	\$177,284.00	\$340,000.00
Field Support Bid	\$84,839.00	\$12,000.00
Total Base Bid	\$522,917.00	\$682,000.00
Alternate No. 1	-None-	-None-
Total Schedule	60 days	180 days

There was no alternate pricing requested nor provided, and no addendums issued for this bid. Each of the bidders submitted a bid bond or check.

The bidder, Kent Power Utility Services, specializes in construction services for utilities, including electrical substations up to 345kV as well as power line construction.

The bidder, EJA Services, provides excavation and directional boring services to support primary/secondary duct banks and the installation of lighting conduits and bases. They also install generator and transformer pads.

The base bid consists of complete general construction to install the foundation for the furnished one (1) outdoor 15 kV switchgear lineup, the modification of the existing foundation for the one (1) power transformer and installation of underground duct bank and conduits. This installation will increase the number of 15 kV feeders connected to the 13.2 kV Industrial Substation Feeder distribution system using the 15 kV outdoor switchgear breaker.

The outdoor aisle switchgear lineup will be located on the foundation within the Hillsdale-Industrial substation adjacent to Uran Street and Hine Drive. The feeder circuits will connect to the outdoor switchgear lineup via underground cable within direct buried conduits. There will be four (4) 15 kV risers leaving the yard and one (1) riser for connection to the installed distributive generation. The property for the feeder circuit routes is owned by the City of Hillsdale, Michigan.

### ALTERNATES DISCUSSION

The specification did not request any alternates, and none were provided.

### EVALUATED PRICING

SSOE evaluated the bids for the general construction work at the Industrial Substation. Recommendations have been based on the most complete and best bids that met the requirements of the bid specifications. All assumptions and clarifications have been reviewed to ensure the bids meet the scope of the specification and drawings. SSOE evaluated assumptions and clarifications to ensure that these items are an acceptable scope change or bring added value for both operations and maintenance of the new equipment at the Industrial Substation.

EJA Services, LLC is the high bid at \$682,000.00 for the General Construction Package. EJA Services did not provide any assumptions or clarifications to supplement their bid. EJA Services, LLC is planning on using a subcontractor to provide all of the required concrete, embedded steel, I-beams and grates. As far as schedule, EJA Services, LLC is indicating the work will be completed within 180 days of notice to proceed, unless winter conditions “stop” construction. This bid includes backfill at \$285 per cubic yard, and concrete for transformer and switchgear at \$1,800 per cubic yard. EJA Services, LLC did not take any exception to the commercial terms and conditions.

Kent Power Utility Services, LLC is the low bidder at \$522,917.00 for the General Construction Package. A detailed milestone schedule was provided with the bid as well as a listing of clarifications (Appendix A) noting what is and what is not included in the bid. Notable clarifications are as follows:

- Includes (4) 10-hour days, per week
- Includes hand shovel excavation on the east side of the yard.
  - o further clarifications indicate that the remainder of the excavation will be completed by excavator or backhoe,
  - o a change order will be required if additional hand digging is required.
- Include price adder for rock excavation of \$1,650 per cubic yard of rock
- Excludes provisions for Hydrovac
- Changes to scope, equipment, material availability, engineering changes, or other changes will result in a change order.

Kent Power Utility Services, LLC has also planned on using a subcontractor for concrete cutting and sawing services. Kent Power Utility Services, LLC indicates, on the included schedule, that work will be completed 60 days after notice to proceed.

Mr. Jake Hammel  
City of Hillsdale, Michigan  
June 5, 2025  
Page 3 of 4

The bid includes backfill at \$74.33 per cubic yard, and concrete for transformer and switchgear at \$2,041.04 per cubic yard. Kent Power Utility Services, LLC did not take any exception to the commercial terms and conditions. There is always a potential risk of change order for projects where excavation is required, however, the included hand digging should reduce the likely hood of equipment damage.

#### Recommendation

Based on our review, which includes the acceptability of the assumptions and clarifications, the best bid submitted is from Kent Power Utility Services, LLC. SSOE recommends that Contract 020-00414-04 – Industrial Substation General Construction be awarded to Kent Power Utility Services, LLC in the amount of \$522,917.00 which was determined as follows:

Labor Bid	\$260,794.00
Material Bid	\$177,284.00
Field Support	<u>\$84,839.00</u>
Total Base Bid	\$522,917.00

This recommendation also takes into consideration that Kent Power Utility Services, LLC was also recommended to complete the Electrical Construction bid package. Coordination between the General Construction and Electrical construction package will be streamlined with the same contractor executing both scopes of work.

Michigan Building Code requires portions of the construction to be inspected in a regular basis. The outlines are listed on the drawing S-002. Please note that the Owner is responsible for hiring independent testing agency to field inspect the construction activities.

Please review the recommendation and if you have any questions, do not hesitate to contact this office. We await your direction concerning award of the Contract and preparation of the Contract Documents.

If the Hillsdale Board of Public Utilities should concur with SSOE's recommendation and intends to award the Contract to Premium Utility Contractor, please date, and sign the attached "Notice to Proceed" and "Notice of Award" and return both to SSOE. SSOE will forward both documents to the contractor for signature. After return of these items to SSOE the Contract Documents will then prepared. The Contract Documents will include the signed Notice to Proceed and Notice of Award.

Mr. Jake Hammel  
City of Hillsdale, Michigan  
June 5, 2025  
Page 4 of 4

The contracts will be sent to Kent Power Utility Services for signature and then to Hillsdale Board of Public Utilities for signature. Once the contract signatures are complete a copy will be provided to both the Contractor and the Hillsdale Board of Public Utilities.

Sincerely,

Jeremy Tausch, PE

Stanco Stanchev, PE

SSOE Group  
Senior Electrical Engineer

SSOE Group  
Structural Engineer

cc: Mr. Jake Hammel – Electrical Superintendent - Hillsdale Board of  
Public Utilities  
Mrs. Sonia Wood, Project Manager – SSOE  
Mrs. Mary Szczublewski, Structural Section Manager - SSOE  
Mr. Jeremy Tausch, PE, Electrical Engineer - SSOE





## POWERLINE-SUBSTATION-NATURAL GAS

May 20, 2025

City Of Hillsdale

Subject: Hillsdale Substation

Our proposal is based upon the following clarifications.

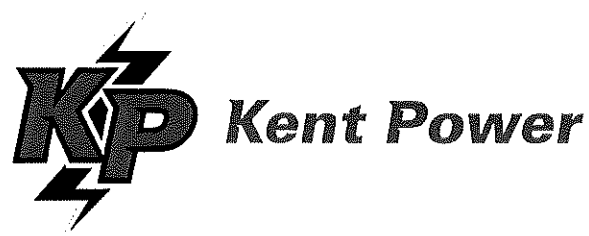
### INCLUDED:

- Kent Power is a WBE (Women's Business Enterprise).
- Please be aware that a delay in receiving a PO for this project may affect our ability to start the project as scheduled. Our pricing is valid for 90 days from submission. Should an award letter or PO be issued after the 90-day time period, we reserve the right to reprice any and all related items.
- Pricing is based on construction being completed in 2025.
- This proposal is based on 4 days a week, 10 hours per day schedule.
- Should it be necessary for KPI crews or subcontractors to demobilize and remobilize for reasons unplanned and outside of our control, we will submit a change request for approval before proceeding.
- Standard mobilization is included in our pricing.
- Re-Mobilization for a substation crew is \$13,500.00.
- All spoils removed from site are presumed clean.
- Kent Power has included daylighting excavation areas and machine digging. Based on the information provided we anticipate minimal obstructions in our excavation locations.
- Kent Power to supply necessary trash dumpsters.
- Heavy haul to set transformer and control house hired by others.
- We have included in our bid to hand excavate a shovel width wide to the depth of the duct bank and switchgear foundation along the east side. After that we will machine dig the remainder of the duct bank with an excavator or backhoe. Should there be any obstructions that pose a safety hazard and require hand digging the entire duct bank, this shall be handled with a change order.

### NOT INCLUDED:

- All permits and bonding, including but not limited to road crossings, SWPPP, river crossings, railroad crossing, etc. by others.
- No provisions for fence install.

7800 Childsdales Ave NE Rockford, MI 49341 (616) 678-5775 Main / (616) 678-4100 Fax  
[www.kentpower.com](http://www.kentpower.com)



## POWERLINE-SUBSTATION-NATURAL GAS

- No provisions for Hydrovac.
- Kent Power has provided a price for rock adder of \$1,650 per cubic yard of rock. If rock is encountered during trenching or any other form of digging this rock adder will be paid per cubic yard of rock.
- Kent Power has not included fiber splicing, fiber terminations, or coaxial terminations in this proposal.
- Spoils to be removed from the site found to be contaminated by any means will be submitted as a change request for approval before proceeding with hauling off-site
- There was not a geotechnical report included. We do not assume encountering water during our excavations. If water is found and hinders our crews a change order may be required.

Extra work required due to substituted equipment, material availability, engineering changes, or other changes in the scope of the project would be handled with a "Change Order".

Thank you for the opportunity to provide this proposal.

Please let me know if you have any questions.

Thank you,

Randal Smith, Estimator  
[rsmith@kentpower.com](mailto:rsmith@kentpower.com)  
(231)624-2080

2025-11



# City of Hillsdale, Michigan

## BID SHEET

Project: BPU: INDUSTRIAL SUBSTATION GENERAL CONSTRUCTION

Date: MAY 22, 2025 2PM

FIELD SUPPORT TOTAL

Company	Base	MATERIAL	TOTAL:
KENT POWER	260,794.00	177,284.00	84,839.00
ESA SERVICES	330,000.00	340,000.00	12,000.00

522,917.00  
1682,000.00

## BID FORM

TO: THE CITY OF HILLSDALE, MICHIGAN

### COMMERCIAL BID

The undersigned, as bidder, declares that the following bid is for:

CONTRACT NO. 020-00414-04

INDUSTRIAL SUBSTATION  
GENERAL CONSTRUCTION

Complete general construction to install the foundation for the furnished One (1) Outdoor 15 kV switchgear lineup, the modification of the existing foundation for the One (1) Power transformer and installation of underground duct bank and conduits. This installation will increase the number of 15 kV feeders connected to the 13.8 kV Industrial Substation Feeder distribution system using the 15 kV outdoor switchgear breaker. The Outdoor Aisle switchgear building will be located on the foundation within the Hillsdale-Industrial substation adjacent to Uran Street and Hine Drive. The feeder circuits will connect to the Outdoor switchgear lineup via underground cable within direct buried conduits. There will be four (4) 15 kV risers leaving the yard and one (1) riser for connection to the installed distributive generation. The property for the feeder circuit routes is owned by the City of Hillsdale, Michigan.

### KNOWLEDGE OF CONTRACT DOCUMENTS

The undersigned does hereby declare that he has familiarized himself with the Contract Documents which include:

- Advertisement for Bids
- Instruction to Bidders
- Bid Form
- Bond Forms
- Affidavits and other forms provided with the Bidding Documents.
- Agreement
- Specifications and Drawings
- Terms and Conditions of the Contract

### VISIT TO SITE

On contracts requiring construction work at the site, the undersigned does hereby declare that he has examined and acquainted himself with the general conditions likely to be encountered and that he has visited the site of the Work.

### ACKNOWLEDGMENT

The undersigned does hereby declare that he will contract to perform everything required to be performed and to provide and furnish all Work, material and apparatus, tools and labor and all other services required for the design, fabrication, delivery and erection as called for by the Contract Documents, in the manner therein prescribed and in accordance with the requirements of the City of Hillsdale, Michigan and the ENGINEER, as therein provided and that he will accept in full payment therefore the bid price or consideration set against each item of the following schedule.

In submitting this bid it is understood that the right is reserved, by the City of Hillsdale, Michigan to reject any or all bids. It is agreed that this bid may not be withdrawn for a period of ninety (90) days from the date of opening thereof.

THE FOLLOWING DATA SHEETS MUST BE FILLED OUT TO THE RIGHT OF THE TRIM LINE -  
ANY WRITING TO THE LEFT OF THE TRIM LINE (TL) WILL NOT BE ACKNOWLEDGED

**BID FORM SHALL NOT BE ENLARGED OR REDUCED**

BIDDER'S NAME:

Kent Power Utility Services LLC.

ADDRESS:

7800 Childsdale Avenue

Rockford, MI 49341

TELEPHONE NUMBER:

616-678-5775

Addenda Nos. Received:

N/A

**1 – BASE BID**

**LABOR**

Price for Labor for the General  
Construction in Words

Two Hundred Sixty Thousand, Seven Hundred

Ninety-Four DOLLARS

Zero CENTS

Price for Labor in Figures

\$ 260,794.00

**MATERIAL**

Price for Material for the General  
Construction in Words

One Hundred Seventy-Seven Thousand, Two Hundred

Eighty-Four DOLLARS

Zero CENTS

Price for Material in Figures

\$ 177,284.00

**FIELD SUPPORT**

Price for Labor for the General  
Construction in Words

Eighty-Four Thousand, Eight Hundred

Thirty-Nine DOLLARS

Zero CENTS

Price for Labor in Figures

\$ 84,839.00

BIDDER'S NAME:

TL Kent Power Utility Services LLC.

**TOTAL BASE BID**

Total Price for Labor and Materials in  
Words

Five Hundred Twenty-Two Thousand, Nine Hundred

Seventeen DOLLARS

Zero CENTS

Total Price for Labor and Materials in  
Figures

\$ 522,917.00

**2 - VOLUNTARY ALTERNATES TO  
BASE BID**

Alternates, if offered should be  
enumerated and identified in the space  
provided below:

Alternate No. N/A

Description: \_\_\_\_\_

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

Alternate No. N/A

Description: \_\_\_\_\_

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

BIDDER'S NAME:

TL Kent Power Utility Services LLC.

Alternate No. N/A

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

Alternate No. N/A

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

### **3 - PRICE**

The bid prices stated above are firm and fixed through completion of the work.

### **4 - COST ADJUSTMENTS**

Provide the unit costs for changes (addition or deletion) in the following Work:

A. Earth backfill including specified compaction

\$ 74.33 Per Cubic Yard

B. Concrete for transformer

\$ 2,041.04 Per Cubic Yard

C. Concrete for Switchgear

\$ 2,041.04 Per Cubic Yard



BIDDER'S NAME:

TL Kent Power Utility Services LLC.

**5 – SECURITY FOR BID**

Accompanying this bid is a Bid Bond or a certified check in the amount of:

\$ \_\_\_\_\_ DOLLARS

☒ Bid Bond  
☐ Certified Check

**6 – SCHEDULING DATA**

**6.1 SCHEDULE FOR DRAWING SUBMITTAL**

Certified shop drawings for all Work will be submitted to the ENGINEER for review and approval after date of Notice to Proceed within:

N/A Calendar Days

The CONTRACTOR shall submit a comprehensive schedule with submittal dates of all drawings and information to be submitted by the CONTRACTOR after date of Notice to Proceed within:

See attached Preliminary Schedule  
\_\_\_\_\_ Calendar Days

Construction of the foundations and oil containment for the Transformer and foundations for the switchgear lineup will be completed after the date of the Notice to Proceed within:

See attached Preliminary Schedule  
\_\_\_\_\_ Calendar Days

**6.2 SCHEDULE FOR EQUIPMENT**

Delivery after receipt of approved shop drawings:

See attached Preliminary Schedule  
\_\_\_\_\_ Calendar Days  
  
\_\_\_\_\_

**7 – CONTRACTOR'S REFERENCES**

To aid the OWNER in determining the  
BID FORM

020-00414-04

3-BF-6

**BIDDER'S NAME:**

TL Kent Power Utility Services LLC.

bidder's qualifications and experience,  
the bidder shall provide a list of his  
experience and/or installations in this  
class of work.

Owner

Consumers Energy Co.  
Jackson, Michigan

Contact Name/Telephone Number

Amy Wright, Supply Chain Manager  
517-513-1448

Description of Work

New 138kV Substation

Contract Value

\$ 1,045,000.00

Owner

Holland Board of Public Works  
Holland, Michigan

Contact Name/Telephone Number

Ted Siler

Description of Work

Construct New 3 bay 138kV to 69kV Substation

Contract Value

\$ 5,499,414.00

**8 – LIST OF SUBCONTRACTORS**

Provide a list of subcontractors intended  
to be used to aid in completion of this  
Work.

Subcontractor

Diamond Concrete Sawing

Description of Work

Concrete Cutting & Sawing

Subcontractor

Description of Work

BIDDER'S NAME:

TL Kent Power Utility Services LLC.

Subcontractor

Description of Work

**9 – LIST OF EXHIBITS**

The following is a complete list of all drawings photographs, bulletins, catalogs, and other descriptive matter submitted with and forming a part of this bid.

**9 – BOND AND AFFIDAVITS**

The following Bond and Affidavits have been executed and are included:

☒ Bid Bond  
☒ Non-Collusion Affidavit  
☒ Delinquent Personal Property Tax Affidavit

**10 – SUPPLEMENTAL INFORMATION**

The following supplemental information is to be attached to this Bid Form:

☒ Qualifications to do Business in the State of Michigan  
☒ Financial Statement  
☒ Statement of Experience

Bid Bond or certified check is payable to the City of Hillsdale, Michigan, which bond shall remain in full force and effect and which certified check, it is agreed, shall be retained as liquidated damages by and shall remain the absolute property of the City of Hillsdale, Michigan if the undersigned fails to execute the Contract in the form incorporated in the Contract Documents and furnish bonds as specified within ten (10) days after notification of the award of a Contract to the undersigned.

Signed and sealed this 20th day of May, 2025

Kent Power Utility Services LLC.

(COMPANY NAME)

By



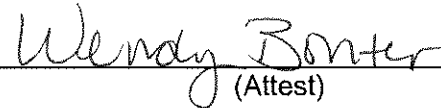
(SIGNATURE)

Troy Kent

(PRINT NAME)

Title President

Corporate Seal



(Attest)

Note:

If the bidder is a copartnership, firm name and signatures of all partners are required; if a corporation, full corporate name, signature of authorized official and evidence of authority to sign are required

Business Address:

7800 Childsdale Avenue

Rockford, MI 49341

State in Which Incorporated:

Michigan

BID FORM SHALL NOT BE ENLARGED OR REDUCED

BIDDER'S NAME:

ADDRESS:

TELEPHONE NUMBER:

Addenda Nos. Received:

EJA Services, LLC

PO Box 274

Whitmore Lake, MI 48189

734-650.9156

1,2,3.

1 - BASE BID

LABOR

Price for Labor for the General  
Construction in Words

Price for Labor in Figures

MATERIAL

Price for Material for the General  
Construction in Words

Price for Material in Figures

FIELD SUPPORT

Price for Labor for the General  
Construction in Words

Price for Labor in Figures

Three hundred  
thirty thousand.

330,000 DOLLARS

0.00 CENTS

\$ 330,000.00

three hundred forty  
thousand

340,000 DOLLARS

0.00 CENTS

\$ 340,000.00

twelve thousand dollars.

12,000. DOLLARS

0.00 CENTS

\$ 12,000.00

BIDDER'S NAME:

TL EJA Services, LLC

**TOTAL BASE BID**

Total Price for Labor and Materials in  
Words

*Six hundred Eighty  
two thousand Dollars.*

682,000 DOLLARS

\_\_\_\_\_ CENTS

Total Price for Labor and Materials in  
Figures

\$ 682,000.00

**2 - VOLUNTARY ALTERNATES TO  
BASE BID**

Alternates, if offered should be  
enumerated and identified in the space  
provided below:

Alternate No. \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

Alternate No. \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

BIDDER'S NAME:

TL EJA Services, LLC

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

Alternate No. \_\_\_\_\_

Description: \_\_\_\_\_

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

### 3 - PRICE

The bid prices stated above are firm and fixed through completion of the work.

### 4 - COST ADJUSTMENTS

Provide the unit costs for changes (addition or deletion) in the following Work:

A. Earth backfill including specified compaction

\$ 785 Per Cubic Yard

B. Concrete for transformer

\$ 1,800 Per Cubic Yard

C. Concrete for Switchgear

\$ 1,800 Per Cubic Yard

BIDDER'S NAME:

TL  
EJA Services,  
LLC

**5 – SECURITY FOR BID**

Accompanying this bid is a Bid Bond or a certified check in the amount of:

\$ \_\_\_\_\_ DOLLARS

X Bid Bond  
\_\_\_\_\_ Certified Check

**6 – SCHEDULING DATA**

**6.1 SCHEDULE FOR DRAWING SUBMITTAL**

Certified shop drawings for all Work will be submitted to the ENGINEER for review and approval after date of Notice to Proceed within:

30 Calendar Days

The CONTRACTOR shall submit a comprehensive schedule with submittal dates of all drawings and information to be submitted by the CONTRACTOR after date of Notice to Proceed within:

30 Calendar Days

Construction of the foundations and oil containment for the Transformer and foundations for the switchgear lineup will be completed after the date of the Notice to Proceed within:

180 Calendar Days unless  
winter stop us,

**6.2 SCHEDULE FOR EQUIPMENT**

Delivery after receipt of approved shop drawings:

150 Calendar Days

unless winter  
stops us.

**7 – CONTRACTOR'S REFERENCES**

To aid the OWNER in determining the  
BID FORM



BIDDER'S NAME:

TL

EJA Services, LLC

bidder's qualifications and experience, the bidder shall provide a list of his experience and/or installations in this class of work.

Owner

VA Ann Arbor

Switch Gear Replacement

Contact Name/Telephone Number

Dave Lee - Freedom Contracting

734-318-3531

Description of Work

Provided and installed concrete pads, excavation for duct banks, with rebar and mesh

Contract Value

\$ 530,000.00

Owner

South Lyon Waste Water Treatment Plant

Contact Name/Telephone Number

Ron Uptoguard - manager

248-437-4006

Description of Work

Provide and install all needed concrete, rebar, forming for new 850 KVA Cummins generator

Contract Value

\$ 90,000.00

### **8 - LIST OF SUBCONTRACTORS**

Provide a list of subcontractors intended to be used to aid in completion of this Work.

Subcontractor

Says Welding

Description of Work

Provide all of the required concrete, embedded steel, I Beams and grates

Subcontractor

Description of Work

BIDDER'S NAME:

TL

EJA Services, LLC

Subcontractor

Description of Work

**9 – LIST OF EXHIBITS**

The following is a complete list of all drawings photographs, bulletins, catalogs, and other descriptive matter submitted with and forming a part of this bid.

**9 – BOND AND AFFIDAVITS**

The following Bond and Affidavits have been executed and are included:

☒ Bid Bond  
☒ Non-Collusion Affidavit  
☒ Delinquent Personal Property Tax Affidavit

**10 – SUPPLEMENTAL INFORMATION**

The following supplemental information is to be attached to this Bid Form:

☒ Qualifications to do Business in the  
☒ State of Michigan - *MICHIGAN LARA Doc.*  
☒ Financial Statement ✓  
☒ Statement of Experience *See reference page*

Bid Bond or certified check is payable to the City of Hillsdale, Michigan, which bond shall remain in full force and effect and which certified check, it is agreed, shall be retained as liquidated damages by and shall remain the absolute property of the City of Hillsdale, Michigan if the undersigned fails to execute the Contract in the form incorporated in the Contract Documents and furnish bonds as specified within ten (10) days after notification of the award of a Contract to the undersigned.

Signed and sealed this 22 day of MAY, 2025

EJA Services, LLC

(COMPANY NAME)

By 

(SIGNATURE)

JAMES O'DONNELL

(PRINT NAME)

Title President

Corporate Seal EJA IS AN LLC  
NO CORPORATE SEAL

 - single member.  
(Attest)

Note:

If the bidder is a copartnership, firm name and signatures of all partners are required; if a corporation, full corporate name, signature of authorized official and evidence of authority to sign are required

Business Address:

PO BOX 274

Whitmore Lake, MI 48189

State in Which Incorporated:

Michigan

**City of Hillsdale  
Agenda Item Summary**

**Meeting Date: June 16, 2025**

**Agenda Item: Consent Agenda**

**SUBJECT: Industrial Sub Electrical Site Work**

**BACKGROUND PROVIDED BY: Electric Superintendent Hammel**

The BPU electric department began to update and upgrade the Industrial Substation in 2022. The project includes a new larger transformer with impedance that matches the transformers at the Powerplant substation. This will allow for field tying feeders without taking an outage in the Industrial Park. The project also includes installing switchgear to allow all our feeders to be fed from either location with breaker protection. The final step will be to build conductor to the industrial substation for connection to the new switchgear. The transformer and switchgear were ordered in the fall of 2023. The transformer delivery is scheduled for late 2026, and the switchgear will arrive in August 2025.

The electrical site work will include installing all the conductors and terminations to the new transformer, switchgear, and protective devices and the equipment itself.

See SSOE Engineering's recommendation

**RECOMMENDATION:**

Hillsdale BPU Board and SSOE recommend approval of the Kent Power bid of \$1,015,311.00 to complete the electrical site construction.

2025-12



# City of Hillsdale, Michigan

## BID SHEET

Project: BPV: INDUSTRIAL SUBSTATION ELECTRICAL  
Date: MAY 29, 2025 CONSTRUCTION  
2PM

Company	Base	TOTAL:
Xtreme Powerline		1,423,979.61
Kent Power, Inc.		1,015,311.00

June 4, 2025

Mr. Jake Hammel  
Electric Superintendent  
Hillsdale Board of Public Utilities  
45 Monroe St  
Hillsdale, MI 49242

RE: Review of Bids -  
Industrial Substation Electrical  
Construction  
Project No. 020-00414-00

Dear Mr. Hammel:

Sealed bids were received and opened on May 29, 2025, for the construction of the Industrial Substation Electrical Construction Bid to support the installation of a new transformer and switchgear lineup. Two (2) bids were received. A bid summary is provided below.

	Kent Power Utility Services Rockford, MI	Xtreme Powerline Construction Port Huron, MI
Labor Bid	\$317,480.00	\$1,103,756.47
Material Bid	\$353,555.00	\$320,223.14
Testing and Field Support Bid	\$344,276.00	\$244,303.32
Total Base Bid	\$1,015,311.00	\$1,668,282.93
Alternate No. 1	-None-	-None-
2025 Installation Schedule	53 days	No Schedule Provided
2026 XFMR Installation Schedule	22 days	No Schedule Provided

There was no alternate pricing requested nor provided, and no addendums issued for this bid. Each of the bidders submitted a bid bond or check.

The bidder, Kent Power Utility Services, specializes in construction services for utilities, including electrical substations up to 345kV as well as power line construction.

The bidder, Xtreme Powerline Construction, per their website, “is a full-service electric power contractor with extensive experience in the repair, restoration, maintenance and building of overhead transmission/distribution, underground distribution and street lighting systems”.

The base bid is for electrical construction for the electrical connection of the furnished equipment consisting of one (1) outdoor switchgear seven section lineup, one (1) remote operating relay and control panel, one (1) DC system with multiple components and one (1) power transformer. This installation will increase the number of 15 kV feeders connected to the 13.2 kV Industrial Substation Feeder distribution system using the 15 kV outdoor switchgear breaker lineup. The outdoor switchgear lineup is located and installed on a foundation within the Hillsdale-Industrial substation adjacent to Uran Street and Hine Drive. The Power Transformer will be furnished by Owner and is located and installed on a foundation within the Hillsdale Industrial Substation. The remote operating relay, control panel and DC system will be furnished by the Owner and assembled by the [SW1] electrical construction contractor. The outdoor switchgear lineup shall be set on the foundation by Owner. The electrical construction contractor shall uncrate, mount, and assemble the sections on the owner furnished foundations. All interconnecting wiring between all listed components will be provided by this contractor. There will be five (5) 15 kV risers leaving the yard from the outdoor switchgear lineup.

The Contractor will engage the services of a recognized independent NETA qualified testing company for the purposes of performing substation relay, control, and functional switchgear testing at the substation site of all installation equipment.

The power transformer will not be delivered until September 2026. Based on this schedule the switchgear unit will be temporarily energized using the existing transformer as shown on the drawings. The property for this scope of work is currently owned by the City of Hillsdale, Michigan.

## **ALTERNATES DISCUSSION**

The specification did not request any alternates, and none were provided.

## **EVALUATED PRICING**

SSOE evaluated the bids for the electrical construction work at the Industrial Substation. Recommendations have been based on the most complete and best bids that meet the requirements of the bid specifications. All assumptions and clarifications have been reviewed to ensure the bids met the scope of the specification and drawings. SSOE evaluated assumptions and clarifications to ensure that these items are an acceptable scope change or bring added value for both operations and maintenance of the new equipment at the Industrial Substation.

Kent Power Utility Services, LLC is the low bidder at \$1,015,311.00 for the Electrical Construction Package. A detailed milestone schedule was provided with the bid as well as a listing of clarifications noting what is and what is not included in the bid. All clarifications are attached (Appendix A). Notable clarifications are as follows:

- Includes (4) 10-hour days, per week
- Setting/installing switchgear with Siemens assistance is 2 weeks

Kent Power Utility Services, LLC has also planned on using two subcontractors, one contractor for testing, and a second contractor for as needed hydrovac services. Kent Power Utility Services, LLC indicates, on the included schedule, that the non-transformer work to be completed [SW2] in 2025 planned 53 days including mobilization. The schedule also indicates that in 2026, the transformer installation is scheduled for 22 days. Kent Power Utility Services, LLC did not take any exception to the commercial terms and conditions.

Xtreme Powerline Construction is the high bid at a listed price of \$1,668,282.93 for the Electrical Construction Package. Xtreme Powerline Construction has provided a listing of assumptions and clarifications which are attached (Appendix B). The following two clarifications from the bid may incur a change order at the onset of the project:

- Grounding – duct banks – switchgear foundations ready by July 1, 2025 (Item #4)
- Pricing based upon switchgear availability, in July 2025 (Item #6)



Mr. Jake Hammel  
City of Hillsdale, Michigan  
June 4, 2025  
Page 4 of 4

**Recommendation**[SW3]

Based on our review, which includes the acceptability of the assumptions and clarifications, the best bid submitted is from Kent Power Utility Services, LLC. SSOE recommends that Contract 020-00414-04 – Substation Electrical Construction be awarded to Kent Power Utility Services, LLC in the amount of \$1,015,311.00 which was determined as follows:

Labor Bid	\$317,480.00
Material Bid	\$353,555.00
Field Support	<u>\$344,276.00</u>
 Total Base Bid	 <b>\$1,015,311.00</b>

This recommendation also takes into consideration that Kent Power Utility Services, LLC was also recommended to complete the General Construction bid package. Coordination between the General Construction and Electrical construction package will be streamlined with the same contractor executing both scopes of work.

Please review the recommendation and if you have any questions, do not hesitate to contact this office. We await your direction concerning award of the Contract and preparation of the Contract Documents.

If the Hillsdale Board of Public Utilities should concur with SSOE's recommendation and intends to award the Contract to Premium Utility Contractor, please date, and sign the attached "Notice to Proceed" and "Notice of Award" and return both to SSOE. SSOE will forward both documents to the contractor for signature. After return of these items to SSOE the Contract Documents will then be prepared. The Contract Documents will include the signed Notice to Proceed and Notice of Award. The contracts will be sent to Kent Power Utility Services, LLC for signature and then to Hillsdale Board of Public Utilities for signature. Once the contract signatures are complete a copy will be provided to both the Contractor and the Hillsdale Board of Public Utilities.

Sincerely,

Jeremy Tausch, PE

SSOE Group

Senior Electrical Engineer

cc: Mr. Jake Hammel – Electrical Superintendent - Hillsdale  
Board of Public Utilities  
Mrs. Sonia Wood, Project Manager – SSOE  
Mr. Jeremy Tausch, PE, Electrical Engineer - SSOE



## POWERLINE-SUBSTATION-NATURAL GAS

May 27, 2025

City Of Hillsdale

Subject: Hillsdale Substation

Our proposal is based upon the following clarifications.

### INCLUDED:

- Kent Power is a WBE (Women's Business Enterprise).
- Please be aware that a delay in receiving a PO for this project may affect our ability to start the project as scheduled. Our pricing is valid for 90 days from submission. Should an award letter or PO be issued after the 90-day time period, we reserve the right to reprice any and all related items.
- Pricing is based on construction being completed in 2026.
- This proposal is based on 4 days a week, 10 hours per day schedule.
- Should it be necessary for KPI crews or subcontractors to demobilize and remobilize for reasons unplanned and outside of our control, we will submit a change request for approval before proceeding.
- Standard mobilization is included in our pricing.
- Re-Mobilization for a substation crew is \$13,500.00.
- This proposal is based on the below grade construction being completed as part of the general construction scope as we have already quoted. If construction packages are split excavations shall be charged with a change order.
- Kent Power to supply necessary trash dumpsters.
- Heavy haul to set transformer.
- Pulling and terminating power cables.
- Setting and installing switchgear with manufacturer assistance/ supervision. We have bid this to be completed in 2 weeks as that is the time you indicated the factory rep will be available.
- Line poles are assumed to be in area that we can use digger trucks to dig holes outside the station. (temp Pole is planned for hand excavation.)

### NOT INCLUDED:

- All permits and bonding, including but not limited to road crossings, SWPPP, river crossings, railroad crossing, etc. by others.
- No provisions for fence install.

7800 Childsdaile Ave NE Rockford, MI 49341 (616) 678-5775 Main / (616) 678-4100 Fax  
[www.kentpower.com](http://www.kentpower.com)



## POWERLINE-SUBSTATION-NATURAL GAS

- Kent Power has not included fiber splicing, fiber terminations, or coaxial terminations in this proposal.
- There are no provisions for spoils removal or concrete installation.
- Power cable price per foot does not include terminations. There may be additional costs depending on cable lengths.
- Line crew additional will be charged per day.
- Control cable install per foot may require additional costs based on length of cable. Does not include terminations.

Extra work required due to substituted equipment, material availability, engineering changes, or other changes in the scope of the project would be handled with a "Change Order".

The schedule provided is based on materials being available. Some material has long lead times and may be affected if there is a delay in the award.

Kent Power will submit material cutsheets if awarded. Should you require different than bid there may be a change order required.

Thank you for the opportunity to provide this proposal.

Please let me know if you have any questions.

Thank you,

Randal Smith, Estimator  
[rsmith@kentpower.com](mailto:rsmith@kentpower.com)  
(231)624-2080



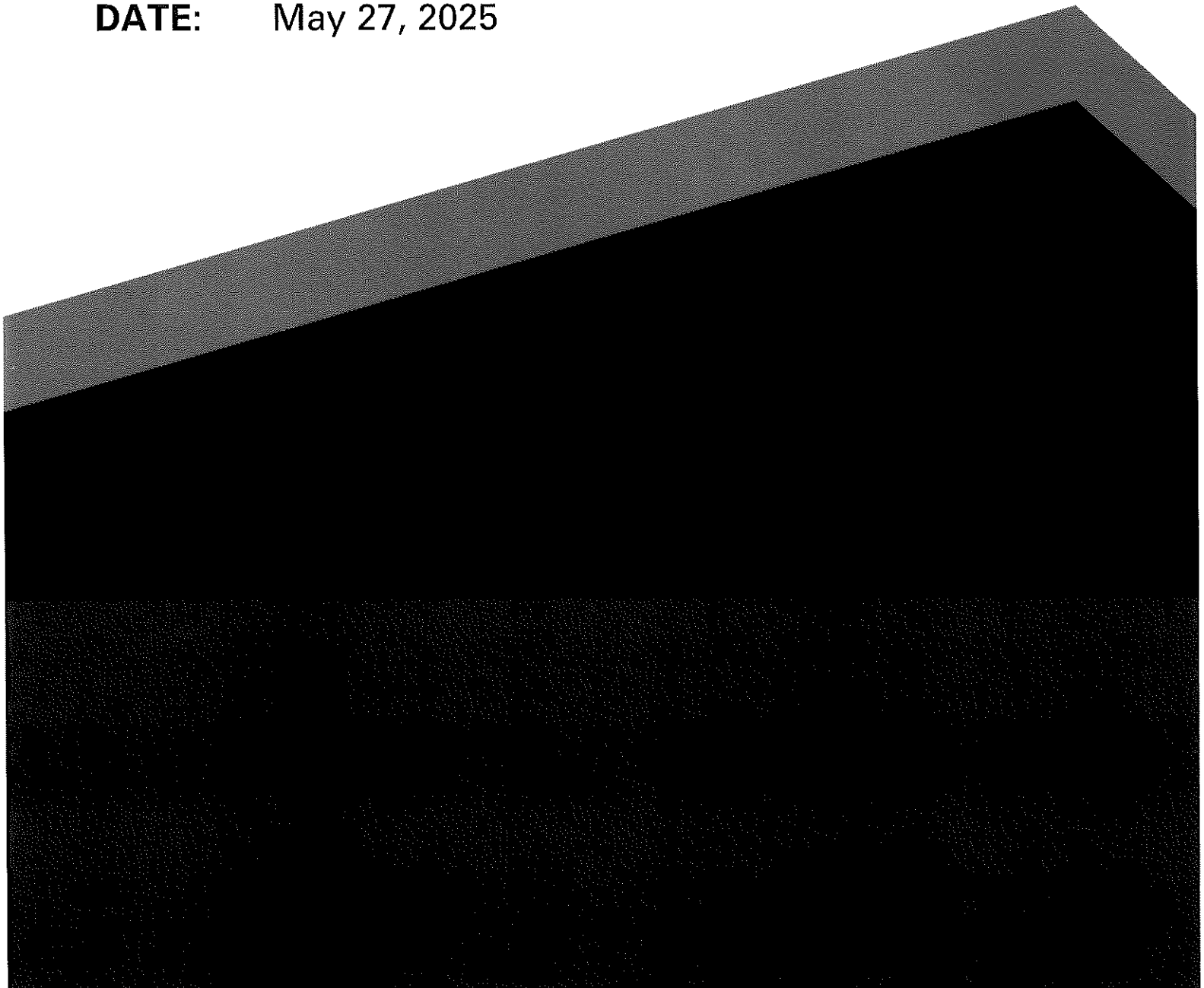
## **Appendix B | Assumptions**

**PROJECT:** CITY OF HILLSDALE

Industrial Substation Electrical Construction

Contract No. 020-00414-05

**DATE:** May 27, 2025



# Assumptions and Clarifications

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## **Project: City of Hillsdale – Substation – Electrical Scope**

1. This proposal is subject to successful negotiations of all Terms and Conditions that are agreeable to Xtreme Powerline Construction and City of Hillsdale.
2. All the information contained within this proposal is the exclusive property of Xtreme. This information is confidential and must not be reproduced or distributed to other parties without the consent of Xtreme.
3. The provided price is based on the information provided at the time of bidding.
4. Xtreme based its pricing on readiness of the site by July 1<sup>st</sup>, 2025 (grounding – duct banks – Switchgear foundation).
5. Price is based on two mobilizations/demobilizations: First mob on July, 2025 and demob by end of September, 2025. Second mob on September, 2026 and demob by end of September, 2026. Additional mobilizations/demobilization due to project delays outside of Xtreme control will be charged extra.
6. Xtreme based its pricing on availability of Switchgear by July, 2025.
7. Xtreme based its pricing on availability of Transformer by September 1<sup>st</sup>, 2026. Transformer foundation should be also ready.
8. Construction delays (Stand-By Time) caused by other parties (IE - environmental, protected species, demonstrations, other contractors, etc.) may result in additional costs and will be charge extra and additional time added to the schedule
9. Submitted price is based on 10 hours/day, Monday to Saturday.
10. We have not included any survey requirements with our price.
11. We have included 1 journeyman electrician working 10 hours per day: first mob 7 days and second mob 4 days to assist with the testing and commissioning of the substation.
12. We have assumed all the outages required to complete Xtreme scope of work will be completed by City of Hillsdale personel.
13. We are assuming all the permits required for Xtreme to complete its works will be provided by others.
14. Assumed Xtreme work will be completed before winter.
15. We have assumed that no heating and hoarding for the power transformers is required (if required by the OEM to mitigate moisture), which would be charged extra.
16. Assumed First Aid Facilities will be provided by others if required.
17. Assumed Security Services will be provided by others if required.
18. Mobile Surveillance Unit is taken into consideration for 4 months (first mobilization).
19. Electric Power Supply will be supplied by Xtreme.
20. Any infrared scan required will be extra if required.
21. Assumed Switchgear and Transformer will be provided by others.
22. Assumed Battery Charger and Battery Bank will be provided by others.
23. Assumed all grounding tails will be ready and available for termination.
24. Assumed Remote Control Panel and DCP1 will be provided by others.
25. Assumed that no new fence will be required to be installed or modifications to the existing permanent fence. Temporary fence around construction area is taken into consideration.

26. Assumed 15KV cables terminations at the switchgear side are not Pfister terminations.
27. Jack and Roll will be used to transport the power transformer from the trailer to its foundation within the Hillsdale Substation.
28. Assumed that the trailer which will transport the power transformer will be able to bring the transformer adjacent to the foundation inside the substation (to accommodate the Jack and Roll offload).
29. Bus pipes for the permanent bus works lead time is approximately nine (9) weeks. We assume this will not impact the schedule so long as the material can be installed in September, 2026
30. Termination Kits lead time is eight (8) weeks.
31. Cable Trays lead time is approximately seven (7) weeks.
32. We assume all materials are delivered in accordance with our assumed schedule.
33. Materials procurement will be subject to contract award, including lead times.
34. Winter premiums are not included.
35. State tax is not included in price.
36. Proposal has not included for possible tariffs.
37. Quote valid for 90 days.

**BID FORM**

TO: THE CITY OF HILLSDALE, MICHIGAN

COMMERCIAL BID

The undersigned, as bidder, declares that the following bid is for:

CONTRACT NO. 020-00414-05

INDUSTRIAL SUBSTATION  
ELECTRICAL CONSTRUCTION

Complete electrical construction for the electrical connection of the furnished equipment consisting of One (1) Outdoor switchgear seven section lineup, One (1) remote operating relay and control panel, One (1) DC system with multiple components and One (1) power transformer. This installation will increase the number of 15 kV feeders connected to the 13.2 kV Industrial Substation Feeder distribution system using the 15 kV outdoor switchgear breaker lineup. The outdoor switchgear lineup is located and installed on a foundation within the Hillsdale-Industrial substation adjacent to Uran Street and Hine Drive. The Power Transformer will be furnished by others and is located and installed on a foundation within the Hillsdale Industrial Substation. The remote operating relay and control panel and DC system will be furnished by the Owner and assembled by this electrical construction contractor. The outdoor switchgear lineup shall be set on the foundation by others. This electrical construction contractor shall uncrate, mount, and assemble the sections on the owner furnished foundations. All interconnecting wiring between all listed components will be provided by this contractor. There will be five (5) 15 kV risers leaving the yard from the outdoor switchgear lineup.

This Contractor will engage the services of a recognized independent NETA qualified testing company such as UIS/Power Services for the purposes of performing substation relay, control, and functional switchgear testing at the substation site of all installation equipment.

The Power Transformer will not be delivered until September 2026. Based on this schedule the switchgear unit will be temporarily energized using the existing Transformer as shown on the drawings. The property for this scope of work is currently owned by the City of Hillsdale, Michigan.

KNOWLEDGE OF CONTRACT DOCUMENTS

The undersigned does hereby declare that he has familiarized himself with the Contract Documents which include:

- Advertisement for Bids
- Instruction to Bidders
- Bid Form
- Bond Forms
- Affidavits and other forms provided with the Bidding Documents.
- Agreement
- Specifications and Drawings
- Terms and Conditions of the Contract

VISIT TO SITE

On contracts requiring construction work at the site, the undersigned does hereby declare that he has examined and acquainted himself with the general conditions likely to be encountered and that he has visited the site of the Work.

ACKNOWLEDGMENT

The undersigned does hereby declare that he will contract to perform everything required to be performed and to provide and furnish all Work, material and apparatus, tools and labor and all other services required for the design, fabrication, delivery and erection as called for by the Contract Documents, in the manner therein prescribed and in accordance with the requirements of the City of Hillsdale, Michigan and the ENGINEER, as therein provided and that he will accept in full payment therefore the bid price or consideration set against each item of the following schedule.

In submitting this bid it is understood that the right is reserved, by the City of Hillsdale, Michigan to reject any or all bids. It is agreed that this bid may not be withdrawn for a period of ninety (90) days from the date of opening thereof.

THE FOLLOWING DATA SHEETS MUST BE FILLED OUT TO THE RIGHT OF THE TRIM LINE - ANY WRITING TO THE LEFT OF THE TRIM LINE (TL) WILL NOT BE ACKNOWLEDGED



**BID FORM SHALL NOT BE ENLARGED OR REDUCED**

BIDDER'S NAME: Kent Power Utility Services LLC.  
ADDRESS: 7800 Childsdaile Avenue  
Rockford, MI 49341  
TELEPHONE NUMBER: 616-678-5775

Addenda Nos. Received: N/A

**1 – BASE BID**

**LABOR**

Price for Labor for the  
Electrical Construction in Words

Three Hundred Seventeen Thousand, Four Hundred  
Eighty DOLLARS

Zero CENTS

Price for Labor in Figures

\$ 317,480.00

**MATERIAL**

Price for Material for the  
Electrical Construction in Words

Three Hundred Fifty-Three Thousand, Five Hundred

Fifty-Five DOLLARS

Zero CENTS

Price for Material in Figures

\$ 353,555.00

**TESTING AND FIELD SUPPORT**

Price for Testing, Commissioning, and  
Field Support Labor and Materials in  
Words

Three Hundred Forty-Four Thousand, Two Hundred

Seventy-Six DOLLARS

Zero CENTS

Price for Testing, Commissioning, and  
Field Support Labor and Materials in  
Figures

\$ 344,276.00

BIDDER'S NAME: TL

Kent Power Utility Services LLC.

**TOTAL BASE BID**

Total Price for Labor and Materials in  
Words for the Scope of Work listed in this  
specification.

One Million, Fifteen Thousand, Three Hundred

Eleven DOLLARS

Zero CENTS

Total Price for Labor and Materials in  
Figures for the Scope of Work listed in this  
specification.

\$ 1,015,311.00

**2 - VOLUNTARY ALTERNATES TO  
BASE BID**

Alternates, if offered should be  
enumerated and identified in the space  
provided below:

Alternate No. N/A

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

Alternate No. N/A

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

BIDDER'S NAME: TL

Kent Power Utility Services LLC.

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

Alternate No. N/A

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

Alternate No. N/A

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

**3 - PRICE**

The bid prices stated above are firm and fixed through completion of the work.

**4 - COST ADJUSTMENTS**

BIDDER'S NAME: TL

Kent Power Utility Services LLC.

Provide the unit costs for changes  
(addition or deletion) in the following Work  
if additional work is required:

A. Additional underground power circuit

\$ 70.35 Per Foot

B. Additional overhead power circuit

\$ 5,530.00 Per ~~Foot~~ Day

C. Additional control/instrument circuit

\$ 10.00 Per Foot

**5 – SECURITY FOR BID**

Accompanying this bid is a Bid Bond or a  
certified check in the amount of:

\$ \_\_\_\_\_ DOLLARS

☒ Bid Bond  
☐ Certified Check

**6 – SCHEDULING DATA**

**6.1 SCHEDULE FOR DRAWING  
SUBMITTAL**

Certified shop drawings for all Work will be  
submitted to the ENGINEER for review  
and approval after date of Notice to  
Proceed within:

N/A Calendar Days

The CONTRACTOR shall submit a  
comprehensive schedule with submittal  
dates of all drawings and information to be  
submitted by the CONTRACTOR after  
date of Notice to Proceed within:

See attached preliminary schedule  
\_\_\_\_\_ Calendar Days

Installation of all power, control and  
instrumentation conductors to all  
equipment listed in the scope of work.  
Additionally all functional and relay testing/  
commissioning will be completed after the  
date of the Notice to Proceed within:

See attached preliminary schedule  
\_\_\_\_\_ Calendar Days

**6.2 SCHEDULE FOR EQUIPMENT**

Delivery after receipt of approved shop  
drawings:

See attached preliminary schedule  
\_\_\_\_\_ Calendar Days

**6.3 FIELD SERVICE, TESTING AND  
COMMISSIONING TIME**

Price per day of field service and

\$ 7,244.00

BIDDER'S NAME: TL

Kent Power Utility Services LLC.

commissioning time for additional or fewer  
days than included in base bid;

**7 – CONTRACTOR'S REFERENCES**

To aid the OWNER in determining the  
bidder's qualifications and experience, the  
bidder shall provide a list of his experience  
and/or installations in this class of work.

Owner

Consumers Energy Co.

Jackson, Michigan

Contact Name/Telephone Number

Amy Wright, Supply Chain Manager

517-513-1448

Description of Work

New 138kV Substation

Contract Value

\$ 1,045,000.00

Owner

Holland Board of Public Works

Holland, Michigan

Contact Name/Telephone Number

Ted Siler

Description of Work

Construct New 3 bay 138kV to 69kV Substation

Contract Value

\$ 5,499,414.00

**8 – LIST OF SUBCONTRACTORS**

Provide a list of subcontractors intended to  
be used to aid in completion of this Work.

Subcontractor

Turner Electric Co.

Description of Work

Testing

BIDDER'S NAME: TL

Subcontractor

Description of Work

Badger Daylighting

Hydrovac Services - If Required

Subcontractor

Description of Work

### 9 – LIST OF EXHIBITS

The following is a complete list of all drawings, photographs, bulletins, catalogs, and other descriptive matter submitted with and forming a part of this bid.

### 9 – BOND AND AFFIDAVITS

The following Bond and Affidavits have been executed and are included:

<input checked="" type="checkbox"/>	Bid Bond
<input checked="" type="checkbox"/>	Non-Collusion Affidavit
<input checked="" type="checkbox"/>	Delinquent Personal Property Tax Affidavit

### 10 – SUPPLEMENTAL INFORMATION

The following supplemental information is to be attached to this Bid Form:

<input checked="" type="checkbox"/>	Qualifications to do Business in the State of Michigan
<input checked="" type="checkbox"/>	Financial Statement
<input checked="" type="checkbox"/>	Statement of Experience

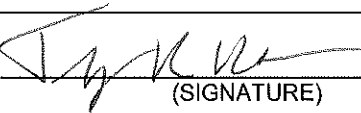
Bid Bond or certified check is payable to the City of Hillsdale, Michigan, which bond shall remain in full force and effect and which certified check, it is agreed, shall be retained as liquidated damages by and shall remain the absolute property of the City of Hillsdale, Michigan if the undersigned fails to execute the Contract in the form incorporated in the Contract Documents and furnish bonds as specified within ten (10) days after notification of the award of a Contract to the undersigned.

Signed and sealed this 27th day of May, 2025

Kent Power Utility Services LLC.

(COMPANY NAME)

By



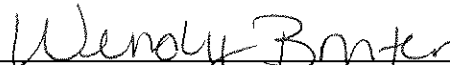
(SIGNATURE)

Troy Kent

(PRINT NAME)

Title President

Corporate Seal



(Attest)

Note:

If the bidder is a copartnership, firm name and signatures of all partners are required; if a corporation, full corporate name, signature of authorized official and evidence of authority to sign are required

Business Address:

7800 Childsdale Avenue

Rockford, MI 49341

State in Which Incorporated:

Michigan



## Appendix A | Bid Form

**PROJECT:** CITY OF HILLSDALE

Industrial Substation Electrical Construction

Contract No. 020-00414-05

**DATE:** May 27, 2025





**BID FORM**

TO: THE CITY OF HILLSDALE, MICHIGAN

**COMMERCIAL BID**

The undersigned, as bidder, declares that the following bid is for:

CONTRACT NO. 020-00414-05

INDUSTRIAL SUBSTATION  
ELECTRICAL CONSTRUCTION

Complete electrical construction for the electrical connection of the furnished equipment consisting of One (1) Outdoor switchgear seven section lineup, One (1) remote operating relay and control panel, One (1) DC system with multiple components and One (1) power transformer. This installation will increase the number of 15 kV feeders connected to the 13.2 kV Industrial Substation Feeder distribution system using the 15 kV outdoor switchgear breaker lineup. The outdoor switchgear lineup is located and installed on a foundation within the Hillsdale-Industrial substation adjacent to Uran Street and Hine Drive. The Power Transformer will be furnished by others and is located and installed on a foundation within the Hillsdale Industrial Substation. The remote operating relay and control panel and DC system will be furnished by the Owner and assembled by this electrical construction contractor. The outdoor switchgear lineup shall be set on the foundation by others. This electrical construction contractor shall uncrate, mount, and assemble the sections on the owner furnished foundations. All interconnecting wiring between all listed components will be provided by this contractor. There will be five (5) 15 kV risers leaving the yard from the outdoor switchgear lineup.

This Contractor will engage the services of a recognized independent NETA qualified testing company such as UIS/Power Services for the purposes of performing substation relay, control, and functional switchgear testing at the substation site of all installation equipment.

The Power Transformer will not be delivered until September 2026. Based on this schedule the switchgear unit will be temporarily energized using the existing Transformer as shown on the drawings. The property for this scope of work is currently owned by the City of Hillsdale, Michigan.

**KNOWLEDGE OF CONTRACT DOCUMENTS**

The undersigned does hereby declare that he has familiarized himself with the Contract Documents which include:

- Advertisement for Bids
- Instruction to Bidders
- Bid Form
- Bond Forms
- Affidavits and other forms provided with the Bidding Documents.
- Agreement
- Specifications and Drawings
- Terms and Conditions of the Contract

VISIT TO SITE

On contracts requiring construction work at the site, the undersigned does hereby declare that he has examined and acquainted himself with the general conditions likely to be encountered and that he has visited the site of the Work.

ACKNOWLEDGMENT

The undersigned does hereby declare that he will contract to perform everything required to be performed and to provide and furnish all Work, material and apparatus, tools and labor and all other services required for the design, fabrication, delivery and erection as called for by the Contract Documents, in the manner therein prescribed and in accordance with the requirements of the City of Hillsdale, Michigan and the ENGINEER, as therein provided and that he will accept in full payment therefore the bid price or consideration set against each item of the following schedule.

In submitting this bid it is understood that the right is reserved, by the City of Hillsdale, Michigan to reject any or all bids. It is agreed that this bid may not be withdrawn for a period of ninety (90) days from the date of opening thereof.

THE FOLLOWING DATA SHEETS MUST BE FILLED OUT TO THE RIGHT OF THE TRIM LINE - ANY WRITING TO THE LEFT OF THE TRIM LINE (TL) WILL NOT BE ACKNOWLEDGED

**BID FORM SHALL NOT BE ENLARGED OR REDUCED**

BIDDER'S NAME:

Xtreme Powerline Construction, LLC

ADDRESS:

1925 Lapeer Ave Suite 300

Port Huron, MI 48060

TELEPHONE NUMBER:

810-982-5000

Addenda Nos. Received:

01

**1 – BASE BID**

**LABOR**

Price for Labor for the  
Electrical Construction in Words

One million one hundred three thousand seven hundred fifty-six  
and forty-seven cents

1,103,756 DOLLARS

47 CENTS

Price for Labor in Figures

\$1,103,756.47

**MATERIAL**

Price for Material for the  
Electrical Construction in Words

Three hundred twenty thousand two hundred twenty-three and  
fourteen cents

320,223 DOLLARS

14 CENTS

Price for Material in Figures

\$ 320,223.14

**TESTING AND FIELD SUPPORT**

Price for Testing, Commissioning, and  
Field Support Labor and Materials in  
Words

Two hundred forty-four thousand three hundred three and  
thirty-two cents

244,303 DOLLARS

32 CENTS

Price for Testing, Commissioning, and  
Field Support Labor and Materials in  
Figures

\$ 244,303.32

BIDDER'S NAME: TL

Xtreme Powerline Construction, LLC

**TOTAL BASE BID**

Total Price for Labor and Materials in  
Words for the Scope of Work listed in this  
specification.

Please refer to **Appendix B** for Assumptions for our price

One million four hundred twenty-three thousand nine hundred  
seventy-nine and sixty-one cents

1,423,979 DOLLARS

61 CENTS

\$ 1,423,979.61

Total Price for Labor and Materials in  
Figures for the Scope of Work listed in this  
specification.

**2 – VOLUNTARY ALTERNATES TO  
BASE BID**

Alternates, if offered should be  
enumerated and identified in the space  
provided below:

Alternate No. NA

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change in base bid price

\$ NA (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days NA (ADD)

Days \_\_\_\_\_ (DEDUCT)

Alternate No. \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change in base bid price

\$ NA (ADD)

\$ \_\_\_\_\_ (DEDUCT)

BIDDER'S NAME: TL

Xtreme Powerline Construction, LLC

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

Alternate No. \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

Alternate No. \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change in base bid price

\$ \_\_\_\_\_ (ADD)

\$ \_\_\_\_\_ (DEDUCT)

Change in base schedule

Days \_\_\_\_\_ (ADD)

Days \_\_\_\_\_ (DEDUCT)

**3 - PRICE**

The bid prices stated above are firm and fixed through completion of the work.

**4 - COST ADJUSTMENTS**

BIDDER'S NAME: TL

Xtreme Powerline Construction, LLC

Provide the unit costs for changes  
(addition or deletion) in the following Work  
if additional work is required:

A. Additional underground power circuit

\$ Cost + 20% Per Foot

B. Additional overhead power circuit

\$ Cost + 20% Per Foot

C. Additional control/instrument circuit

\$ Cost + 20% Per Foot

**5 – SECURITY FOR BID**

Accompanying this bid is a Bid Bond or a  
certified check in the amount of:

\$ \_\_\_\_\_ DOLLARS

✓ Bid Bond  
\_\_\_\_\_ Certified Check

**6 – SCHEDULING DATA**

**6.1 SCHEDULE FOR DRAWING  
SUBMITTAL**

Certified shop drawings for all Work will be  
submitted to the ENGINEER for review  
and approval after date of Notice to  
Proceed within:

30 Calendar Days

The CONTRACTOR shall submit a  
comprehensive schedule with submittal  
dates of all drawings and information to be  
submitted by the CONTRACTOR after  
date of Notice to Proceed within:

30 Calendar Days

Installation of all power, control and  
instrumentation conductors to all  
equipment listed in the scope of work.  
Additionally all functional and relay testing/  
commissioning will be completed after the  
date of the Notice to Proceed within:

In accordance with the comprehensive schedule  
\_\_\_\_\_ Calendar Days

**6.2 SCHEDULE FOR EQUIPMENT**

Delivery after receipt of approved shop  
drawings:

In accordance with the comprehensive schedule  
\_\_\_\_\_ Calendar Days

**6.3 FIELD SERVICE, TESTING AND  
COMMISSIONING TIME**

Price per day of field service and

\$ 11,000

BIDDER'S NAME: TL

Xtreme Powerline Construction, LLC

commissioning time for additional or fewer  
days than included in base bid:

**7 – CONTRACTOR'S REFERENCES**

To aid the OWNER in determining the  
bidder's qualifications and experience, the  
bidder shall provide a list of his experience  
and/or installations in this class of work.

Owner

DTE/Stelco

Contact Name/Telephone Number

Frank Jere, Director – Biomass Technical Services  
313-308-6327  
Frank.jere@dteenergy.com

Description of Work

Lake Erie Works power generation project was constructed as a  
means of producing a more stable and reliable power system for the  
Stelco steel plant, as well as the ability to generate power for  
reintroduction back into the Hydro One grid.

Contract Value

\$4,500,000

Owner

Northland Power

Contact Name/Telephone Number

Bill Small  
403-819-1504, Bill.small@northlandpower.com

Description of Work

The project consists of adding a 250 megawatt / 1,000 megawatt-hour  
energy (4hr solution) storage facility to the Ontario energy grid. The scope  
of work includes designing the facility, procuring balance of plant facility  
equipment, installing equipment foundations, electrical houses, battery  
transformers, switchgear, and underground cabling, as well as constructing  
a high voltage substation, commissioning, and startup activities

Contract Value

\$110,000,000

Please refer **Appendix C** for the complete details of Contractor references

**8 – LIST OF SUBCONTRACTORS**

Provide a list of subcontractors intended to  
be used to aid in completion of this Work.

Subcontractor

Vector Power

Description of Work

Testing & Commissioning

BIDDER'S NAME: TL

Xtreme Powerline Construction, LLC

Subcontractor

Resa Power

Description of Work

Transformer (Jack&Roll + Dressing + Oil Processing)

Subcontractor

Description of Work

**9 – LIST OF EXHIBITS**

The following is a complete list of all drawings, photographs, bulletins, catalogs, and other descriptive matter submitted with and forming a part of this bid.

**9 – BOND AND AFFIDAVITS**

The following Bond and Affidavits have been executed and are included:

<u>✓</u>	Bid Bond Please refer <b>Appendix D</b>
<u>✓</u>	Non-Collusion Affidavit Please refer <b>Appendix E</b>
<u>✓</u>	Delinquent Personal Property Tax Affidavit Please refer <b>Appendix F</b>

**10 – SUPPLEMENTAL INFORMATION**

The following supplemental information is to be attached to this Bid Form:

<u>✓</u>	Qualifications to do Business in the State of Michigan Please refer <b>Appendix G</b>
<u>✓</u>	Financial Statement Please refer <b>Appendix H</b>
<u>✓</u>	Statement of Experience Please refer <b>Appendix I</b>



Bid Bond or certified check is payable to the City of Hillsdale, Michigan, which bond shall remain in full force and effect and which certified check, it is agreed, shall be retained as liquidated damages by and shall remain the absolute property of the City of Hillsdale, Michigan if the undersigned fails to execute the Contract in the form incorporated in the Contract Documents and furnish bonds as specified within ten (10) days after notification of the award of a Contract to the undersigned.

Signed and sealed this 27th day of May, 2025

Xtreme Powerline Construction, LLC

(COMPANY NAME)

By 

(SIGNATURE)

Scott Sheldon

(PRINT NAME)

Title President

Corporate Seal

(Attest)

Note:

If the bidder is a copartnership, firm name and signatures of all partners are required; if a corporation, full corporate name, signature of authorized official and evidence of authority to sign are required

Business Address:

1925 Lapeer Ave, Port Huron, MI 48060, United States

State in Which Incorporated:

Michigan

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** June 16, 2025

**Agenda Item:** Consent Agenda

**SUBJECT:** Wastewater Certified Operator Contract

### **BACKGROUND PROVIDED BY: BPU Director Dave Mackie**

On May 8<sup>th</sup> Jeff Gier submitted his resignation as Director of Water & Wastewater with the City of Hillsdale's BPU, effective May 22, 2025. Internally we have staff that hold their water operator certifications, but we do not have staff that hold their wastewater treatment plant operator certifications required by the State of Michigan. Needing a wastewater operator with their B-2 certification, Mr. Geir has offered to provide those services to the City as a contractor while our current staff member close to testing for the certification prepares to test this fall. Attached is the agreement between the Hillsdale BPU and JG Wastewater Service, LLC. The fee for Mr. Geir's services is \$85 per day.

### **RECOMMENDATION:**

BPU Board recommends to the City Council approving the Agreement for Temporary Certified Operator Supervision with JG Wastewater Service, LLC in the amount of \$85 per day.

## **Agreement for Temporary Certified Operator Supervision**

This Contract Agreement is entered into on this 22nd day of May, 2025, by and between JG Wastewater Service, LLC, a Michigan limited liability company with its principal place of business at 5781 S Waldron Rd, Pittsford, MI 49271 (“Contractor”), and the City of Hillsdale Board of Public Utilities, located at 45 Monroe St, Hillsdale, MI 49242 (“Client”).

### **1. Scope of Services**

Contractor agrees to provide Michigan Class B certified wastewater operator services for the Hillsdale BPU Wastewater Treatment Plant (WWTP). Services include:

- Serving as the certified operator of record with EGLE.
- Covering all communication and regulatory reporting to the State of Michigan’s EGLE.
- Maintaining regular communication with the plant's lead operator (Craig Wickham).
- Providing verbal and written instructions to the onsite Utility representative and periodically inspecting records to assist in maintaining proper documentation.
- Signing all required Monthly Reports of Operation and Discharge Monitoring Reports (DMRs).

### **2. Compensation**

The Client agrees to pay the Contractor \$2,500.00 per month, payable by the 15th of each month for services rendered under this agreement. For any partial months of service, the Contractor shall be paid at a prorated rate of \$85.00 per calendar day of active service.

### **3. Term:**

This agreement shall begin upon the effective date and shall terminate on December 31, 2025, unless otherwise terminated in accordance with Section 6.

### **4. Utility Responsibilities: The Utility shall:**

- Identify and designate an onsite Utility representative.
- Be responsible for the proper operation, maintenance, and repair of the WWTP, including pumps, motors, valves, mechanical devices, and laboratory procedures.
- Maintain all required Quality Control and Quality Assurance (QA/QC) records.
- Complete all applications and documentation required by EGLE.
- Carry out all maintenance, repairs, and implement changes to operations as directed verbally or in writing by the Contractor.
- Bear all costs associated with operation, maintenance, and repair of the WWTP.
- Pay for all labor, materials, and supplies not specifically the responsibility of the Contractor.

If the Utility fails to fulfill any of its responsibilities as outlined in this section, the Contractor may complete such tasks or contract them out at the Utility's expense at the rate of \$100 per hour.

#### 5. Network Access:

The Utility agrees to provide the Contractor with remote access to the BPU network and a computer necessary to perform the required duties.

#### 6. Indemnification:

The Utility agrees to hold harmless and indemnify the Contractor against any claims, liabilities, or damages resulting from the Utility's failure to properly operate or maintain the system or follow instructions provided by the Contractor. Contractor shall not be held liable for any permit violations or compliance issues that arise from the actions, inactions, or operational practices of the Client's staff or equipment failure, provided Contractor fulfills duties of communication and reporting as outlined in this contract. Client retains responsibility for maintaining plant operations within permit parameters.

#### 6. Termination

This agreement may be terminated by either party with thirty (30) days written notice.

#### 7. Relationship of Parties:

Nothing in this agreement shall be construed to create a partnership, joint venture, or employment relationship between the Contractor and the Utility. This document constitutes the entire agreement between the parties and supersedes all prior written or oral agreements. Amendments or modifications must be in writing and signed by both parties.

#### **IN WITNESS WHEREOF,**

The parties have executed this Agreement as of the day and year first written above.

---

#### **JG Wastewater Service, LLC**

By: \_\_\_\_\_

Jeffrey Gier, Owner

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

#### **City of Hillsdale Board of Public Utilities**

By: \_\_\_\_\_

[Authorized Representative Name, Title]

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

# **City of Hillsdale**

## **Agenda Item Summary**

**MEETING DATE:** June 16, 2025

**AGENDA ITEM #:** Consent Agenda

**SUBJECT:** Asteri GPS receiver and equipment

**BACKGROUND PROVIDED BY STAFF:** Brandon Janes, Technical Services

### **Project Background:**

The HBPU uses GPS technology for the mapping of our Electric, Water, and Sewer systems. Our current Trimble GPS unit is approx. 13 years old and the software used with it is now obsolete. The Asteri X4I GPS unit is the recommended device for use with Milsoft, our Outage Management System. This is a sole-source item.

Total cost is \$6,560.00 for the Asteri equipment and 1 year of Orbitas Pro software. Yearly renewal of the Orbitas Pro software is currently set at \$1,300.00.

The total cost comes in under our current budgeted amount of \$13,000.00.

### **RECOMMENDATION:**

Hillsdale BPU Board recommends purchasing the Asteri GPS unit and software at a cost of \$6,560.00

**Bill To**

Brandon Janes  
Hillsdale Board of Public Utilities  
45 Monroe Street  
Hillsdale, MI, 49242-1236  
USA

Quote Number: **54263**

Date Created: 05/29/2025

Valid Until: 08/14/2025

Account Manager: Brad Brockway

**GPS Solutions - Hardware**

Quantity	Quoted Line Item	Contract Term	Price (1-Time)
1	<p>Asteri X4i Kit - MFI® Kit includes: (1) X4i GNSS Receiver (1) UA35 Multi Frequency External Antenna and standard antenna cable (1) Asteri Backpack and 21cm Pole (1) Asteri battery (high-capacity 3400MaH) (1) LEMO to AC Adaptor Connector (1) Armband/Pole Pouch 1-Year Limited Hardware Warranty, provided by Asteri / Tri-Global Technologies. Milsoft Support is not applicable. <a href="https://www.asterinav.com/product/asteri-x4i">https://www.asterinav.com/product/asteri-x4i</a></p>		\$3,995.00
1	<p>Asteri Warranties: X4i-1YR-EXT 1 Year Extended Hardware Warranty for Asteri X4i (Excludes Battery). Milsoft Support is not applicable.</p>		\$295.00
1	<p>Asteri Xi-Series 10" Tablet Pole Kit Asteri Carbon Fiber Pole and iPad Tablet Bundle Includes: (1) 10" Tablet Bracket for Range Pole Mounting (1) 2m Carbon Fiber Pole (1) Pole Clamp Ball and Pole Clamp Arm (1) 4' Reinforced Cable Milsoft Support not applicable. <a href="https://www.asterinav.com/product/10-tablet-kit">https://www.asterinav.com/product/10-tablet-kit</a></p>		\$695.00
1	<p>Asteri Xi-Series Power Kit Xi-Series Power Kit Kit Includes: (1) Asteri Lithium Ion Battery (High Capacity 3400MaH) (1) External Battery Charger (1) AC Power Adapter Milsoft Support not applicable. <a href="https://www.asterinav.com/product/x-series-power-kit">https://www.asterinav.com/product/x-series-power-kit</a></p>		\$275.00

GPS Solutions - Hardware Total: \$5,260.00

GPS Solutions - Subscription

Quantity	Quoted Line Item	Contract Term	Price (Annual)
1	Tri-Global Software: Pro with Orbitas Correct 10cm Orbitas Pro will include a basic ESRI Shapefile, csv and KMZ (along with Windmil GPS files). Orbitas Correct, Nationwide "decimeter" corrections service, plus Orbitas Basic license for creating "Span-Off", Navigating to precision locations in Real- Time, and Viewing "Grid" calculations. Support included in Subscription Price (Support Provided by Tri-Global). Orbitas is Powered by Tri-Global.	1 Year(s)	\$1,300.00

GPS Solutions - Subscription Total: \$1,300.00

Non-Recurring Total: \$5,260.00  
Recurring Annual Total: \$1,300.00  
**Total:** \$6,560.00

**Quote Acceptance:**

This Quote comprises all material representations and constitutes the entire understanding between the parties to date with respect to the subject matter hereof and supersedes any and all prior representations, offers or agreements either oral or written between the parties with respect to such subject matter. This Quote shall serve as Schedule A to the Customer's contract for procurement of the Product, Training, Service and Support Program as described when applicable, or as an addendum to Customer's current contract(s) with Milsoft.

**Terms & Conditions – Orbitas® Subscription, powered by Tri-Global®**

**Subscription Term**

- Three (3) year initial term, unless otherwise specified on the face of this Quote; commencing upon installation
- Automatic yearly renewals after initial term, unless/until cancelled in writing by notice given before the next contract year; renewal pricing subject to change

**Payment Terms**

- Payment due in USD upon receipt of invoice
- Configuration & Setup fee and first month may be included in initial invoice, billed upon Quote Acceptance
- Subscription fee invoiced at quoted rate, in advance, throughout active Orbitas Subscription Term
- Billing for all Orbitas fees and charges will be handled by Milsoft, via Milsoft invoices, within quoted rates and as may be added by Customer request for additional features and services

**Price Inclusion**

- Initial Setup and Testing
- Subscription includes Support Program

**Price Exclusion**

- Underlying Milsoft system required; sold or subscribed separately

**Terms & Conditions – Hardware – Bill of Sale**

**Payment Terms**

- Payment due in USD upon receipt of invoice.
- 100% invoiced upon quote acceptance.

**Price Inclusions**

- Hardware as described.
- Manufacturer's warranty as applicable.

**Price Exclusions**

- Applicable Taxes (if any) and S/H (@\$50) to appear on first invoice.

**IMPORTANT! Hardware and Operating System (OS) Requirements**

Customer, before signing below, please check online at <http://milsoft.com/hardware-software-requirements> to ensure that you have current compatibility and the latest recommendations for optimum functionality of this and all Milsoft® software with your organization's computers and devices.

<b>Account Name:</b> Hillsdale Board of Public Utilities	<b>Date Signed:</b> _____	<b>PO# (If any):</b> _____
<b>Accepted By(signature):</b> _____	<b>Signer's Email:</b> _____	
<b>Printed Name &amp; Title:</b> _____	<b>Email for Invoicing:</b> _____	



# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** June 16, 2025

**Agenda Item:** Consent Agenda

**SUBJECT:** Personnel Committee Report

**BACKGROUND PROVIDED BY: Personnel Committee Chairman – Jeremiah Hodshire**

The BPU Personnel Committee met to review the exit interviews of the City Engineer and the Director of Water & Wastewater with the City of Hillsdale. Chairman Hodshire will report on the Committee's findings and recommend a course of action to maintain the BPU's water & wastewater systems' current staffing and fill vacant positions.

**RECOMMENDATION:**

BPU Personnel Committee recommends that O&G Committee meet to review exit interviews/resignations of all department heads and decide if a an employee cultural survey should be conducted for all employees or no action at this time.

**THE CITY OF HILLSDALE'S**

# **FOURTH** *of* **JULY**

**INDEPENDENCE DAY PARADE**

**6PM, THURSDAY, JULY 3**

**DOWNTOWN HILLSDALE**

**LINEUP BEGINS AT 5PM AT THE  
MIDTOWN PARKING LOT**

**TO REGISTER AN ENTRY, PLEASE CALL 517-437-6426  
OR EMAIL [SFRY@CITYOFHILLSDALE.ORG](mailto:SFRY@CITYOFHILLSDALE.ORG) TO OBTAIN A  
2025 PARADE RULES AND REGISTRATION FORM.**



## **City of Hillsdale's Independence Day Parade 2025 Parade Rules and Regulations & Safety Guidelines**

1. All entries must be registered to participate. The City of Hillsdale reserves the right to refuse any entry that is not appropriate, in good taste, or not in the best interest of the parade.
2. Drivers of an entry must have a valid driver's license and be at least 18 years of age. Please have your driver's license with you on the day of the parade, as parade officials may be checking.
3. No sirens or horns – Please refrain from using them for this parade as it will compete with the musical entries and concern have been expressed that it scares some small children and animals in the parade, which could endanger bystanders.
4. Equestrian and animal entries must provide equipment and personnel to clean up after the animals.
5. All parade participants are required to conduct themselves in such a manner as to not infringe on the rights of those individuals that live in or along the parade route and staging area. This also applies to not infringing on the rights of the other participants as well.
6. Please clean up after yourself. We want Hillsdale to be a clean city for our community and visitors to enjoy. Be safe and have fun in the parade!

### **SAFETY REQUIREMENTS:**

1. No objects, including candy, flyers, or party favors, may be thrown from any entry or by any participants in the parade, which includes along the parade route and in the staging area. Objects may be distributed, but must be passed out by hand.
2. Walking entries must be in a group and stay together.
3. There will be no live fires, fireworks, or open flames on any float.
4. There are to be no vision obstructions to tow vehicles. An observer other than the driver is recommended with all towed entries.
6. Float riders are only permitted to ride on the float during the parade. Load onto the float at the staging area and then unload back at the staging area.
7. Alcoholic beverages are not allowed in the staging area, during the parade, or when unloading. Intoxication is not allowed and will be handled by the proper authorities.
8. No smoking near or on any entries.

Failure to comply or a violation of any of these rules or safety requirements can result in you being ineligible to be in the parade.

## City of Hillsdale's Independence Day Parade 2025 Parade Registration Form

Parade is Thursday, July 3<sup>rd</sup>, 2025 at 6:00 PM. Line up for the parade begins at 5:00 PM at the Midtown Parking Lot. Please don't be late to check in!

Business, Organization, Group, or Family Name: \_\_\_\_\_

Contact (Responsible Party): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email (Required to receive parade info/updates: \_\_\_\_\_

### Category (*Please check all that apply*):

- ☐ Float
- ☐ Marching Band
- ☐ Musical Group
- ☐ Veteran/Military Unit
- ☐ Civic/Religious Organization
- ☐ Animal – List Type of Animal(s) \_\_\_\_\_
- ☐ Individual/Family
- ☐ Other – Please describe \_\_\_\_\_

By signing below, I attest that I have read the parade rules and regulations and safety guidelines and will abide by them.

Responsible Party Signature: \_\_\_\_\_

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

Completed registration forms may be emailed to [sfry@cityofhillsdale.org](mailto:sfry@cityofhillsdale.org) or  
dropped off at: 97 N. Broad Street, Hillsdale, MI 49242.

Questions? Call 517-437-6426.

Thank you for joining our parade!



# Tuesdays In the Park

## 2025 SUMMER CONCERT SERIES

---

June 24 . . . . . Regina Mae  
Local Gospel Artist

July 1 . . . . . Hillsdale Wind Symphony  
At Howard Music Building, Hillsdale College

July 8 . . . . . Squeeze II  
Accordion Duet

July 15 . . . . . Greg Whalen  
Local Artist, Original

July 22 . . . . . The Unforgettables  
Trio, A Cappella

July 29 . . . . . Haley Houtz  
Local Artist, Cover

August 5 . . . . . Town & Country Chorus  
and Family Tradition

ALL CONCERTS START AT 7:30  
FREE TO EVERYONE

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:**           **June 16, 2025**

**Agenda Item:**           **Old Business**

**SUBJECT:**               **Public Safety Committee Meeting/Camp Hope Discussion**

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

The Public Safety Committee met on May 22, 2025. At the meeting several residents voiced safety concerns about Camp Hope, which the Committee discussed. Councilman Rob Socha, Public Safety Committee Chair, requested the item be placed on the agenda to update and discuss the matter with the full City Council. The minutes from the May 22<sup>nd</sup> Public Safety Committee meeting are attached.

**RECOMMENDATION:**

Discuss the matter with the full City Council.

# Minutes of the Public Safety Committee Meeting

## May 22, 2025

### Attending:

Councilman Rob Socha, committee chair

Councilman Bob Flynn, committee secretary

Police Chief Scott Hephner

Mark Nichols

Cindy Pratt

Nancy McCarty

Deb Taylor

Russ Picek

Mark Hawkins

### Absent:

Councilman Greg Stuchell, committee member

Meeting was called to order at 6pm by Councilman Socha. Motion made by Councilman Socha to move Public Comment to first agenda item. Seconded by Councilman Flynn. MOTION CARRIED.

### NEW BUSINESS / PUBLIC COMMENT – CAMP HOPE

Ms. Pratt, McCarty and Taylor all spoke in regards to Camp Hope. All wanted to know why it hadn't been shut down. Ms. Pratt mentioned that rats had moved in to Apple Run apartments, where she lives. Also, residents of Camp Hope were “trespassing” around the apartments, and the smell of marijuana was prevalent.

Concern for safety was a main topic of discussion. Ms. Pratt said she, and others had tried to talk with Camp Hope Director Missy DesJardin, but to no avail. Chief Hephner reported that, between January 1<sup>st</sup> 2023 and May 22 2025, there have been 28 police calls and 42 fire calls to Camp Hope. Most of the fire runs were medical in nature. He said his officers are doing what they can, but that most of the violations need to go thru code enforcement. He also rebutted comments made during the city council meeting of May 5<sup>th</sup>, 2025, that police are not enforcing the homeless situation along the Rotary bike path. He said his officers are actively working that area, including nights and weekends.

#### TRAIL CAMERA PLACEMENT (BIKE PATH)

A brief discussion was held on the idea of placing trail cams along the bike path. It was decided that such action would be too costly to install and maintain at this time.

Motion to adjourn made by Councilman Flynn at 6:53pm. MOTION CARRIED.





**Board of Directors**

Share the Warmth of Hillsdale County

Hillsdale, MI, 49242

06/18/2025

**Hillsdale City Council**

Hillsdale, MI, 49242

Dear Members of the Hillsdale City Council,

On behalf of the Board of Directors of Share the Warmth of Hillsdale County, we are writing to express our full and united support for expanding our shelter services from seasonal operation to a year-round facility.

We are proud to support our Executive Director's vision and desire to transition Share the Warmth into a year-round shelter. Her leadership has guided our organization with compassion, and we believe this next step is essential in better serving individuals and families experiencing homelessness in our community.

While our seasonal model has provided critical support during the winter months, we know the challenges of homelessness persist every day of the year. A permanent, year-round shelter will allow us to offer consistent care, greater access to supportive services, and a more stable foundation for those working toward long-term solutions.

The Board of Directors is actively working alongside the Executive Director to assess infrastructure needs, identify sustainable funding sources, and build strategic partnerships that will make this transition possible. We respectfully request the support of the Hillsdale City Council in this effort—whether through permitting assistance, logistical cooperation, or financial collaboration. We would be pleased to answer any questions the Council may have, and we are happy to attend Council meetings, provide comments, and offer any additional information.

Thank you for your continued dedication to the wellbeing of Hillsdale residents. We look forward to working together to ensure that every member of our community has access to shelter, dignity, and hope—regardless of the season.

Sincerely,

**Board of Directors**

Share the Warmth of Hillsdale County

**City of Hillsdale  
Agenda Item Summary**

**Meeting Date:           June 16, 2025**

**Agenda Item #:       New Business**

**SUBJECT:               Budget Amendments for the FY2025 Budget**

**BACKGROUND PROVIDED BY STAFF**

The Uniform Budget and Accounting Act of 1968, as amended, requires the City to make amendments to the budget when appropriations exceed the current budget. These amendments must be approved by the City Council. This is also a great opportunity for Council to review the types of items that may impact the budget.

In the General Fund, the City Council adopts a budget for each department, so the amendments address any budget needs by department, rather than by fund total. For all non-General Funds, a budget amendment is only necessary if the City finds the total fund appropriation will exceed the budget adopted by Council.

**RECOMMENDATION:**

City staff recommends City Council approve the budget resolution.

CITY OF HILLSDALE, MICHIGAN  
RESOLUTION NO. \_\_\_\_\_  
**AMENDED GENERAL APPROPRIATION ACT RESOLUTION**  
**July 1, 2024 – June 30, 2025**

A RESOLUTION TO AMEND THE FISCAL YEAR 2025 BUDGET

WHEREAS, City Council approved the General Appropriation Act Resolution when the FY25 budget was approved in May of 2024;

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act of 1968, as amended, the legislative body shall adopt a balanced budget including all supplemental appropriation approvals; and

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act of 1968, as amended, a balanced budget is defined as estimated total expenditures including an accrued deficit shall not exceed estimated total revenues including a surplus;

NOW, THEREFORE, BE IT RESOLVED that the revenues and expenditures for the fiscal year, commencing July 1, 2024, and ending June 30, 2025, are hereby amended on a departmental and fund total basis as follows:

	<b>Revenues</b>	<b>Expenditures</b>
General Fund (Fund 101)	-	108,788
Tax Increment Finance Authority (Fund 247)	-	5,800
Donations & Contributions Fund (Fund 252)	10,000	10,000
Field of Dreams (Fund 408)	-	1,000
Stock's Park (Fund 409)	-	1,000

PASSED IN OPEN COUNCIL MEETING THIS 16th DAY OF JUNE, 2025.

\_\_\_\_\_  
Josh Paladino, Mayor Pro Tem

Attest:

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

Attachment  
6/16/2025  
Fiscal Year 2024-2025 Proposed Budget Amendments

**General Fund (Fund 101)**

<b><u>Summary</u></b>		<b><u>Current Budget</u></b>	<b><u>Proposed Budget Amendment</u></b>	<b><u>New Budget</u></b>
Revenues:		5,573,126	-	5,573,126
Expenditures:		5,571,386	108,788	5,680,174
<b>Excess Revenues/(Expenditures)</b>		<b>1,740</b>	<b>(108,788)</b>	<b>(107,048)</b>
<b>Beginning Fund Balance 6/30/2024</b>		<b>1,653,625</b>		<b>1,653,625</b>
<b>Ending Fund Balance 6/30/2025 (budget)</b>		<b>1,655,365</b>	<b>(108,788)</b>	<b>1,546,577</b>
<b><u>Detail</u></b>		<b>Increase</b>	<b>Decrease</b>	
<b>Expenditure:</b>	<b>Increase City Council Expenditure Budget to Reflect Actuals for Wages</b>			
101-101.000-702.000	Wages	864		
101-101.000-720.000	FICA	213		
<b>Expenditure:</b>	<b>Increase City Manager Expenditure Budget to Reflect Actuals for Wages and Fringes</b>			
101-172.000-702.000	Wages	21,926		
101-172.000-716.000	Retirement	14,289		
101-172.000-720.000	FICA	106		
<b>Expenditure:</b>	<b>Increase Finance Expenditure Budget to Reflect Actuals for Wages and Fringes</b>			
101-191.000-702.000	Wages	3,744		
101-191.000-716.000	Retirement	279		
<b>Expenditure:</b>	<b>Increase Fire Expenditure Budget to Reflect Higher Insurance and Repair Costs</b>			
101-336.000-818.000	Insurance	11,449		
101-336.000-930.000	Repairs & Maintenance	21,863		
<b>Expenditure:</b>	<b>Increase Engineering Expenditure Budget to Reflect Payout for Departed Employee</b>			
101-447.000-702.000	Wages	10,055		
<b>Expenditure:</b>	<b>Increase Airport Expenditure Budget to Reflect Higher Expenses for Insurance and Repair Costs</b>			
101-595.000-818.000	Insurance	4,000		
101-595.000-930.000	Repairs & Maintenance	20,000		

**Tax Increment Finance Authority (Fund 247)**

<b><u>Summary</u></b>		<b><u>Current Budget</u></b>	<b><u>Proposed Budget Amendment</u></b>	<b><u>New Budget</u></b>
Revenues:		197,694	-	197,694
Expenditures:		38,579	5,800	44,379
<b>Excess Revenues/(Expenditures)</b>		<b>159,115</b>	<b>(5,800)</b>	<b>153,315</b>
<b>Beginning Fund Balance 6/30/2024 (unaudited)</b>		<b>2,206,549</b>		<b>2,206,549</b>
<b>Ending Fund Balance 6/30/2025 (budget)</b>		<b>2,365,664</b>	<b>(5,800)</b>	<b>2,359,864</b>
<b><u>Detail</u></b>		<b>Increase</b>	<b>Decrease</b>	
<b>Expenditure:</b>	<b>Increase Expenditure Budget to Reallocate Unspent FY23_24 Funds and Increase Program Budget for Grants per TIFA Meeting Minutes from 11/19/2024</b>			
247-900.000-801.000	Contractual Services	800		

Attachment  
6/16/2025  
Fiscal Year 2024-2025 Proposed Budget Amendments

247-900.000-801.247	Contractual Services	5,000		
<b><u>Contributions &amp; Donations Fund (Fund 252)</u></b>				
<b><u>Summary</u></b>		<b><u>Current Budget</u></b>	<b><u>Proposed Budget Amendment</u></b>	<b><u>New Budget</u></b>
Revenues:		20,461	10,000	30,461
Expenditures:		20,261	10,000	30,261
<b>Excess Revenues/(Expenditures)</b>		<b>200</b>	<b>-</b>	<b>200</b>
<b>Beginning Fund Balance 6/30/2024</b>		<b>174</b>		<b>174</b>
<b>Ending Fund Balance 6/30/2025 (budget)</b>		<b>374</b>	<b>-</b>	<b>374</b>
<b><u>Detail</u></b>		<b>Increase</b>	<b>Decrease</b>	
Revenue:	Increase Revenue Budget to Reflect Contributions and Donations Received			
252-000.000-675.000	Contributions & Donations	10,000		
Expenditure:	Increase Expenditure Budget to Reflect Increased Work from Donations Received			
252-900.000-801.000.215066	Contractual Services	10,000		
<b><u>Fields of Dreams (Fund 408)</u></b>				
<b><u>Summary</u></b>		<b><u>Current Budget</u></b>	<b><u>Proposed Budget Amendment</u></b>	<b><u>New Budget</u></b>
Revenues		9,620	-	9,620
Expenditures:		7,000	1,000	8,000
<b>Excess Revenues/(Expenditures)</b>		<b>2,620</b>	<b>(1,000)</b>	<b>1,620</b>
<b>Beginning Fund Balance 6/30/2024 (unaudited)</b>		<b>2,409</b>		<b>2,409</b>
<b>Ending Fund Balance 6/30/2025 (budget)</b>		<b>5,029</b>	<b>(1,000)</b>	<b>4,029</b>
<b><u>Detail</u></b>				
Expenditure:	Increase Expenditure Budget to Reflect Insurance and Supply Expenses			
408-751.000-726.000	Supplies	500		
408-751.000-818.000	Insurance	500		
<b><u>Stock's Park (Fund 409)</u></b>				
<b><u>Summary</u></b>		<b><u>Current Budget</u></b>	<b><u>Proposed Budget Amendment</u></b>	<b><u>New Budget</u></b>
Revenues		9,905	-	9,905
Expenditures:		14,730	1,000	15,730
<b>Excess Revenues/(Expenditures)</b>		<b>(4,825)</b>	<b>(1,000)</b>	<b>(5,825)</b>
<b>Beginning Fund Balance 6/30/2024 (unaudited)</b>		<b>73,037</b>		<b>73,037</b>
<b>Ending Fund Balance 6/30/2025 (budget)</b>		<b>68,212</b>	<b>(1,000)</b>	<b>67,212</b>

Attachment  
6/16/2025  
Fiscal Year 2024-2025 Proposed Budget Amendments

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**Detail**

<b>Expenditure:</b>	<b>Increase Expenditure Budget to Reflect Higher Contractual Services</b>	
409-756.000-801.000	Contractual Services	1,000

Attachment

6/16/2025

Fiscal Year 2024-2025 Proposed Budget Amendments

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# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:**       **June 16, 2025**

**Agenda Item:**       **New Business**

**SUBJECT:**   **Traffic Calming Plan Participation Resolution**

### **BACKGROUND PROVIDED BY STAFF (Alan Beeker, Zoning Administrator)**

In the fall of 2023, MDOT approached the City to discuss implementation of a Traffic Calming Plan (Road Diet) in conjunction with their 2026 M-99 resurfacing project. The City conducted a traffic survey that concluded a reduction of 4 lanes to 3 lanes along Broad Street (M-99) between Steamburg Road and East Carleton Road. As part of the road diet approval process, the City hosted two public forum meetings, January 16 and June 12, 2025. The final requirement to partner with MDOT to implement the road diet is a resolution passed by the Hillsdale City Council.

It is the recommendation of the Planning Department that City Council pass the resolution to participate in a traffic calming plan with MDOT. The plan would reduce Broad Street between Steamburg Road and East Carleton Road from four lanes to three lanes. The new configuration would include two lanes of through traffic with one lane as a designated left turn lane. The additional space gained through the lane reduction would be allocated to a buffered bike lane.



CITY OF HILLSDALE,  
HILLSDALE COUNTY, MICHIGAN

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

A RESOLUTION TO PARTICIPATE IN THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) TRAFFIC CALMING PLAN (ROAD DIET) TO M-99 (BROAD STREET) THROUGH THE CITY OF HILLSDALE

THE CITY OF HILLSDALE ORDAINS THAT:

WHEREAS, the City of Hillsdale desires to improve the safety and accessibility of Broad Street, M-99, through the core of Hillsdale; and,

WHEREAS, there is strong evidence that reducing the number of vehicular travel lanes through Hillsdale between Steamburg Road (M-99) and East Carleton Road from four to three will improve both traffic and pedestrian safety; and,

WHEREAS, the City, through its consulting engineers completed a traffic study of the proposed lane reduction including the development of a Synchro traffic model to compare current, proposed, and future traffic conditions; and,

WHEREAS, the study shows that increases in travel time will be minimal and that there will be benefits to traffic safety, pedestrian safety, and to parking conditions; and,

WHEREAS, the City and MDOT are partnering such that any unintended consequences of the lane reduction will be addressed collaboratively, including implementation of certain improvements needed for the traffic calming plan,

NOW, THEREFORE, BE IT RESOLVED, that the City Council supports the proposed lane reduction traffic calming plan or Road Diet on Broad Street (M-99) through Hillsdale between Steamburg Road and East Carleton Road,

BE IT FURTHER RESOLVED, that the City Council requests that the Michigan Department of Transportation (MDOT) implement the lane reduction traffic calming plan, or Road Diet, reducing the number of travel lanes on Broad Street (M-99) from four lanes to three lanes, made up of two travel lanes and a center turn lane, when the next resurfacing occurs.

BE IT FURTHER RESOLVED that the City Council requests that the additional space gained through the lane reduction be allocated to a buffered bike lane, used to improve use and access of the existing parking and that can also be utilized by bicyclists traversing the City.

Passed at a regular meeting of the Council of the City of Hillsdale held on June 12, 2025.

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

CITY OF HILLSDALE

By \_\_\_\_\_  
Joshua Paladino – Mayor Pro Tem

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

## **City Manager's Report for June 16, 2025**

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### **Registration Open for Independence Day Parade**

Preparations are underway for the City of Hillsdale's Independence Day Parade, which will be held on Thursday, July 3<sup>rd</sup> at 6 p.m. in downtown Hillsdale. We are pleased to announce that Councilman Bob Flynn has volunteered to serve as the parade emcee. Parade lineup will take place at the Midtown Parking Lot, and all participants are asked to arrive by 5 p.m. The Parade will follow the traditional route: starting on McCollum Street heading east, turning south on Howell Street, and continuing straight to Barry Street before turning west and returning to the Midtown Parking Lot.

We are still accepting entries. It's not too late for your business, group, or organization to sign up. All that is required is filling out a simple registration form. The Registration Form is available on the City's website. We also have hard copies in the City Clerk's Office.

After the parade, we encourage viewers to head over to the Hillsdale County Fairgrounds, where the festivities will continue with live music, food vendors, games, and other entertainment. The fireworks display will begin shortly after dusk.

### **Free Family Safety Fair Returns June 24**

The 3<sup>rd</sup> Annual Free Family Safety Fair will be held Tuesday, June 24 from 10 a.m. to 2 p.m. at the Hillsdale County Fairgrounds. Organized by Great Start of Hillsdale County, this event offers a variety of fun, educational activities for families. Highlights include free on-site car seat inspections, giveaways, door prizes, and free lunches for the first 150 children under age 10. The Hillsdale Board of Public Utilities will once again be participating in this great community event. More information is available on the Great Start of Hillsdale County Facebook page.

### **'Tuesdays in the Park' Summer Concert Series**

The popular "Tuesdays in the Park" concert series returns to Mrs. Stock's Park on June 24 with a performance by gospel artist Regina Mae. This free weekly series features live music in a variety of genres, with all shows beginning at 7:30 p.m. Attendees are encouraged to bring lawn chairs or blankets and enjoy a refreshing evening of music in the park.

### **Summer Property Tax Bills Mailing Soon**

Summer property tax bills will be mailed before the end of June. Residents should expect to receive their bill around July 1. If a bill has not arrived by July 14, please contact the Treasurer's Office. There are multiple ways tax bills can be settled:

- Pay online, by visiting the City of Hillsdale's website ([www.cityofhillsdale.org](http://www.cityofhillsdale.org)) and clicking on the "Pay My Bill" button on the homepage. There is a 3.5% convenience fee when paying online.
- Pay by mail via check, or use the drop box in front of the south-facing entrance of City Hall.
- Pay at Treasurer's Office. Treasurer's hours are Monday through Friday from 9 a.m. to 12 p.m. and 1 p.m. to 3 p.m.

If you use the drop box and would like a receipt, simply write that request on your envelope—one will be mailed to you at no cost. Summer taxes are payable without penalty through August 31.