



City Council Agenda

December 1, 2025
7:00 p.m.

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

- I. Call to Order and Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Public Comments on Agenda Items**
- V. Consent Agenda**
 - A. Approval of Bills
 - 1. City and BPU Claims of November 13, 2025: \$351,199.10
 - 2. Payroll of November 20, 2025: \$213,750.94
 - B. City Council Minutes of November 17, 2025
 - C. Finance Minutes of November 17, 2025
- VI. Communications/Petitions**
 - A. Comcast Letter
 - B. Hillsdale County Commissioner Update – Doug Ingles
- VII. Introduction and Adoption of Ordinances/Public Hearing**
 - A. Public Hearing- Hillsdale’s Energy Waste Reduction (EWR) Plan
- VIII. Old Business**
 - A. Proposed 2026 Special Assessment District – SAD 2026-1 Arch Ave Drawings & Engineer Estimate
- IX. New Business**
 - A. Resolution of Necessity, Set Public Hearing Special Assessment District, SAD 2026-1 Arch Ave
 - B. 2026 Council Meeting Dates
 - C. Camp Hope Demolition Email
- X. Miscellaneous Reports**
 - A. Proclamation: None
 - B. Appointments: Planning Commission – Cathy Kelemen
Zoning Board of Appeals – John Kast
Cemetery Board - Ronald Spence
TIFA Board – Rachel Doty

Reappointments: Zoning Board of Appeals – Amber Yoder
 - C. Other- None

XI. General Public Comment

XII. City Manager's Report

XIII. Council Comment

XIV. Adjournment

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
EXP CHECK RUN DATES 11/13/2025 - 11/13/2025
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-123.000	FA,MR,HR,UB,CM,ONLINE SERVICES	BS&A SOFTWARE	FA,MR,HR,UB,CM,ONLINE SERVICES	944.86	111762
101-000.000-263.000	SALES TAX - OCT 2025	STATE OF MICHIGAN	SALES TAX - OCT 2025	60.00	681
101-000.000-692.000	SALES TAX - OCT 2025	STATE OF MICHIGAN	SALES TAX - OCT 2025	(0.30)	681
Total For Dept 000.000				1,004.56	
Dept 175.000 ADMINISTRATIVE SERVICES					
101-175.000-801.000	FA,MR,HR,UB,CM,ONLINE SERVICES	BS&A SOFTWARE	FA,MR,HR,UB,CM,ONLINE SERVICES	363.33	111762
101-175.000-802.000	NET ADMIN SCALE	SONIT SYSTEMS, LLC	NET ADMIN SCALE	937.50	111811
101-175.000-802.000	NET ADMIN SERVER BUILDS SCALE	SONIT SYSTEMS, LLC	NET ADMIN SERVER BUILDS SCALE	1,234.38	111811
101-175.000-806.000	LEGAL FEES - OCT 2025	LOVINGER & THOMPSON, PC	LEGAL FEES - OCT 2025	1,927.50	111791
Total For Dept 175.000 ADMINISTRATIVE SERVICES				4,462.71	
Dept 191.000 FINANCE DEPARTMENT					
101-191.000-801.000	FA,MR,HR,UB,CM,ONLINE SERVICES	BS&A SOFTWARE	FA,MR,HR,UB,CM,ONLINE SERVICES	545.82	111762
101-191.000-801.000	ANNUAL AUDIT SERVICES - 6/30/202	YEO & YEO PC	ANNUAL AUDIT SERVICES - 6/30/2025	4,450.00	111832
Total For Dept 191.000 FINANCE DEPARTMENT				4,995.82	
Dept 215.000 CITY CLERK DEPARTMENT					
101-215.000-726.000	DEPOSIT BAGS - CLERK	AMAZON CAPITAL SERVICES, I	DEPOSIT BAGS - CLERK; BATTERIES, LOG BC	122.14	111755
101-215.000-801.000	COPIER LEASES - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASES - CITY	224.44	111769
Total For Dept 215.000 CITY CLERK DEPARTMENT				346.58	
Dept 257.000 ASSESSING DEPARTMENT					
101-257.000-801.000	COPIER LEASES - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASES - CITY	113.38	111769
101-257.000-850.000	MONTHLY VERIZON BILL - NOV25	VERIZON WIRELESS	MONTHLY VERIZON BILL - NOV25	20.02	111825
Total For Dept 257.000 ASSESSING DEPARTMENT				133.40	
Dept 265.000 BUILDING AND GROUNDS					
101-265.000-726.000	WATER - CITY HALL	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	15.26	111780
101-265.000-801.000	CH MOWING	BILL'S LAWN CARE, LLC	2025 CITY MOWING CONTACT EXTENSION	96.00	111760
101-265.000-801.000	MATS - CITY HALL	CINTAS CORPORATION	MATS - CITY HALL	27.63	111764
101-265.000-801.000	CONTRACTUAL SERVICES	CINTAS CORPORATION	CITY HALL MATS	27.20	111764
101-265.000-801.000	MOP & BUFF DISPATCH OFFICE	EAST 2 WEST ENTERPRISES, I	MOP & BUFF DISPATCH OFFICE	40.00	111772
101-265.000-801.000	CITY HALL CLEANING - OCT 2025	EAST 2 WEST ENTERPRISES, I	CITY HALL CLEANING - OCT 2025	675.00	111772
101-265.000-801.000-215060	MRC MOWING	BILL'S LAWN CARE, LLC	2025 CITY MOWING CONTACT EXTENSION	105.00	111760
101-265.000-850.000	TELEPHONE - CITY HALL	ACD.NET	TELEPHONE - CITY HALL	58.29	111754
101-265.000-850.000	OOMA FAXING EQUIP OCT 25	OOMA, INC.	OOMA FAXING EQUIP OCT 25	129.76	111800
101-265.000-920.000-215060	505431439 - 22 N MANNING - MITCH	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 22 N MANNING	187.70	1287
Total For Dept 265.000 BUILDING AND GROUNDS				1,361.84	
Dept 270.000 HUMAN RESOURCES					
101-270.000-801.000	FA,MR,HR,UB,CM,ONLINE SERVICES	BS&A SOFTWARE	FA,MR,HR,UB,CM,ONLINE SERVICES	319.77	111762
Total For Dept 270.000 HUMAN RESOURCES				319.77	
Dept 301.000 POLICE DEPARTMENT					
101-301.000-726.000	PENS AND BATTERIES	AMAZON CAPITAL SERVICES, I	PENS AND BATTERIES	87.23	111755
101-301.000-740.301	OCTOBER POLICE GASOLINE	WATKINS TRANSPORT INC	OCTOBER POLICE GASOLINE	2,455.97	111829
101-301.000-801.000	COPIER LEASES - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASES - CITY	39.29	111769
101-301.000-801.000	TLO USE NOVEMBER POLICE	TRANSUNION RISK AND ALTERN	TLO USE NOVEMBER POLICE	100.00	111820
101-301.000-930.000	REPAIRS & MAINTENANCE	STILLWELL FORD MERCURY, I	UNIT 2-1 SRO VEHICLE PURGE VALVE REPLAC	352.40	111816
Total For Dept 301.000 POLICE DEPARTMENT				3,034.89	
Dept 336.000 FIRE DEPARTMENT					

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 336.000 FIRE DEPARTMENT					
101-336.000-740.000	FIRE FUEL BILL OCTOBER 2025	WATKINS TRANSPORT INC	FIRE FUEL BILL OCTOBER 2025	457.58	111829
101-336.000-801.000	CAD FOR FIRE DEPT 11/29/2025-11/28/2025	ESO SOLUTIONS	CAD FOR FIRE DEPT 11/29/2025-11/28/2025	586.00	111773
101-336.000-920.000	502806085 - 77 E CARLETON - FIRE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 77 E CARLETON	148.84	1288
Total For Dept 336.000 FIRE DEPARTMENT				1,192.42	
Dept 441.000 PUBLIC SERVICES DEPARTMENT					
101-441.000-726.000	GLOVES - DPS	AMAZON CAPITAL SERVICES, I	DEPOSIT BAGS - CLERK; BATTERIES, LOG BC	245.48	111755
101-441.000-726.000	OFFICE SUPPLIES, BATTERIES	AMAZON CAPITAL SERVICES, I	OFFICE SUPPLIES, BATTERIES	99.15	111755
101-441.000-726.000	MATS, MOP - DPS	CINTAS CORPORATION	MATS, RAGS, MOP. FENDER SKIRT	34.99	111764
101-441.000-726.000	WATER - 149 WATERWORKS	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	15.26	111780
101-441.000-801.000	DPS MOWING	BILL'S LAWN CARE, LLC	2025 CITY MOWING CONTACT EXTENSION	105.00	111760
101-441.000-801.000	FA,MR,HR,UB,CM,ONLINE SERVICES	BS&A SOFTWARE	FA,MR,HR,UB,CM,ONLINE SERVICES	605.22	111762
101-441.000-801.000	MATS	CINTAS CORPORATION	MATS, RAGS. FENDER SKIRT	34.07	111764
101-441.000-801.000	COPIER LEASES - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASES - CITY	182.70	111769
101-441.000-850.000	MONTHLY VERIZON BILL - NOV25	VERIZON WIRELESS	MONTHLY VERIZON BILL - NOV25	42.92	111825
Total For Dept 441.000 PUBLIC SERVICES DEPARTMENT				1,364.79	
Dept 567.000 CEMETERIES					
101-567.000-801.000	TREE SERVICE - CEMETERY	LONSBERRY, JEFFREY	CITY WIDE TREE TRIMMING AND REMOVAL	1,575.00	111768
101-567.000-801.000	PORTA POT RENTAL	LAPEW SANITATION - THOMAS	PORTA POT RENTAL	110.00	111788
Total For Dept 567.000 CEMETERIES				1,685.00	
Dept 571.000 PARKING LOTS					
101-571.000-801.000	PARKING LOT MOWING	BILL'S LAWN CARE, LLC	2025 CITY MOWING CONTACT EXTENSION	819.00	111760
Total For Dept 571.000 PARKING LOTS				819.00	
Dept 595.000 AIRPORT					
101-595.000-801.000	AWOS CONTRACT - JULY-SEPT 2025	STATE OF MICHIGAN	AWOS CONTRACT - JULY-SEPT 2025	876.21	111813
101-595.000-801.000	WELL WATER TESTING	STATE OF MICHIGAN EGLE	WELL WATER TESTING	181.71	111815
101-595.000-850.000	TELEPHONE - AIRPORT	ACD.NET	TELEPHONE - AIRPORT	38.88	111754
101-595.000-930.000	PARTS FOR JOHN DEERE TRACTOR REP	GREENMARK EQUIPMENT	PARTS FOR JOHN DEERE TRACTOR REPAIRS	2.50	111779
Total For Dept 595.000 AIRPORT				1,099.30	
Dept 701.000 PLANNING DEPARTMENT					
101-701.000-801.000	COPIER LEASES - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASES - CITY	113.37	111769
101-701.000-801.588	ENGINEERING SERVICES - PLANNING	ROWE PROFESSIONAL SERVICES	ENGINEERING SERVICES 2025 CALENDAR YEAF	312.00	111808
Total For Dept 701.000 PLANNING DEPARTMENT				425.37	
Dept 756.000 PARKS					
101-756.000-801.000	PARKS MOWING	BILL'S LAWN CARE, LLC	2025 CITY MOWING CONTACT EXTENSION	6,309.00	111760
101-756.000-801.000	PORTA POT RENTAL	LAPEW SANITATION - THOMAS	PORTA POT RENTAL	225.00	111788
101-756.000-801.000-215067	FITNESS PARK MOWING	BILL'S LAWN CARE, LLC	2025 CITY MOWING CONTACT EXTENSION	195.00	111760
Total For Dept 756.000 PARKS				6,729.00	
Total For Fund 101 GENERAL FUND				28,974.45	
Fund 202 MAJOR ST./TRUNKLINE FUND					
Dept 444.000 SIDEWALKS					
202-444.000-801.000	SIDEWALK AT WEDGE	LUKAZCEK EXCAVATING AND D	KEEFER HOTEL - MANHOLE, CURB (HOWELL),	2,387.03	111792
202-444.000-801.000	KEEFER - REMOVE/INSTALL SIDEWALK	LUKAZCEK EXCAVATING AND D	KEEFER - REMOVE/INSTALL SIDEWALK AND C	5,260.00	111792
Total For Dept 444.000 SIDEWALKS				7,647.03	
Dept 450.000 STREET SURFACE					
202-450.000-801.588	ENGINEERING SERVICES - MAJOR STR	ROWE PROFESSIONAL SERVICES	ENGINEERING SERVICES 2025 CALENDAR YEAF	1,612.25	111808

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Fund 202 MAJOR ST./TRUNKLINE FUND					
Dept 450.000 STREET SURFACE					
202-450.000-801.588	ENGINEERING SERVICES - MAJOR STR	ROWE PROFESSIONAL SERVICE	ENGINEERING SERVICES 2025 CALENDAR YEAF	5,814.25	111808
202-450.000-801.588	ENGINEERING SERVICES - MAJOR STR	ROWE PROFESSIONAL SERVICE	ENGINEERING SERVICES 2025 CALENDAR YEAF	4,472.25	111808
Total For Dept 450.000 STREET SURFACE				11,898.75	
Dept 460.000 R.O.W. MAINTENANCE					
202-460.000-801.000	MAJOR ROW MOWING	BILL'S LAWN CARE, LLC	2025 CITY MOWING CONTACT EXTENSION	643.00	111760
Total For Dept 460.000 R.O.W. MAINTENANCE				643.00	
Dept 460.500 TRUNKLINE R.O.W. MAINTENANCE					
202-460.500-801.000	TRUNKLINE MOWING	BILL'S LAWN CARE, LLC	2025 CITY MOWING CONTACT EXTENSION	480.00	111760
Total For Dept 460.500 TRUNKLINE R.O.W. MAINTENANCE				480.00	
Dept 470.000 TREES					
202-470.000-801.000	TREE TRIMMING - MAJOR	LONSBERY, JEFFREY	CITY WIDE TREE SERVICE	1,150.00	111768
202-470.000-801.000	TREE SERVICE - MAJOR	LONSBERY, JEFFREY	CITY WIDE TREE TRIMMING AND REMOVAL	650.00	111768
Total For Dept 470.000 TREES				1,800.00	
Dept 480.000 DRAINAGE					
202-480.000-801.000	MANHOLE AND CURB (HOWELL)	LUKAZCEK EXCAVATING AND D	KEEFER HOTEL - MANHOLE, CURB (HOWELL),	3,000.00	111792
Total For Dept 480.000 DRAINAGE				3,000.00	
Total For Fund 202 MAJOR ST./TRUNKLINE FUND				25,468.78	
Fund 203 LOCAL STREET FUND					
Dept 444.000 SIDEWALKS					
203-444.000-801.000	SIDEWALK REPLACEMENT - 205 E SOU	DRY MAR TRUCKING & DIRTWO	SIDEWALK REPLACEMENT - 205 E SOUTH ST	784.80	111771
Total For Dept 444.000 SIDEWALKS				784.80	
Dept 450.000 STREET SURFACE					
203-450.000-801.588	ENGINEERING SERVICES - LOCAL STR	ROWE PROFESSIONAL SERVICE	ENGINEERING SERVICES 2025 CALENDAR YEAF	7,100.00	111808
203-450.000-801.588	ENGINEERING SERVICES - LOCAL STR	ROWE PROFESSIONAL SERVICE	ENGINEERING SERVICES 2025 CALENDAR YEAF	2,925.25	111808
203-450.000-801.588	ENGINEERING SERVICES - LOCAL STR	ROWE PROFESSIONAL SERVICE	ENGINEERING SERVICES 2025 CALENDAR YEAF	300.00	111808
Total For Dept 450.000 STREET SURFACE				10,325.25	
Dept 460.000 R.O.W. MAINTENANCE					
203-460.000-801.000	LOCAL ROW MOWING	BILL'S LAWN CARE, LLC	2025 CITY MOWING CONTACT EXTENSION	678.00	111760
Total For Dept 460.000 R.O.W. MAINTENANCE				678.00	
Dept 470.000 TREES					
203-470.000-801.000	TREE TRIMMING - LOCAL	LONSBERY, JEFFREY	CITY WIDE TREE SERVICE	625.00	111768
203-470.000-801.000	TREE SERVICE - LOCAL	LONSBERY, JEFFREY	CITY WIDE TREE TRIMMING AND REMOVAL	2,525.00	111768
Total For Dept 470.000 TREES				3,150.00	
Total For Fund 203 LOCAL STREET FUND				14,938.05	
Fund 204 MUNICIPAL STREET FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
204-175.000-801.070	CAPITAL IMPROV BOND - GENERAL OB	ARGENT INSTITUTIONAL TRUS	CAPITAL IMPROV BOND - GENERAL OBLIGATIC	500.00	1290
Total For Dept 175.000 ADMINISTRATIVE SERVICES				500.00	
Dept 572.000 LEAF COLLECTION					
204-572.000-801.000	OCT 2025 LEAF COLLECTION	DRY MAR TRUCKING & DIRTWO	OCT 2025 LEAF COLLECTION	1,722.50	111771
Total For Dept 572.000 LEAF COLLECTION				1,722.50	

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Fund 204 MUNICIPAL STREET FUND					
Total For Fund 204 MUNICIPAL STREET FUND				2,222.50	
Fund 208 RECREATION FUND					
Dept 751.000 RECREATION DEPARTMENT					
208-751.000-801.000	CONTRACTUAL SERVICES	STATE OF MICHIGAN EGLE	2026 ANNUAL WATER SUPPLY - SANDY BEACH	181.71	111815
Total For Dept 751.000 RECREATION DEPARTMENT				181.71	
Total For Fund 208 RECREATION FUND				181.71	
Fund 247 TAX INCREMENT FINANCE ATH.					
Dept 900.000 CAPITAL OUTLAY					
247-900.000-801.247	TIFA FACADE GRANT REIMBURSEMENT	THE CROWS NEST	TIFA FACADE GRANT REIMBURSEMENT	2,379.70	111818
Total For Dept 900.000 CAPITAL OUTLAY				2,379.70	
Total For Fund 247 TAX INCREMENT FINANCE ATH.				2,379.70	
Fund 252 CONTRIBUTIONS & DONATIONS					
Dept 175.000 ADMINISTRATIVE SERVICES					
252-175.000-726.000	SUPPLIES	DRY MAR TRUCKING & DIRTWOF	INSTALL 2 BENCH PADS ON FAYETTE WOODY F	1,000.00	111771
Total For Dept 175.000 ADMINISTRATIVE SERVICES				1,000.00	
Total For Fund 252 CONTRIBUTIONS & DONATIONS				1,000.00	
Fund 265 DRUG FORFEITURE/GRANT FUND					
Dept 301.000 POLICE DEPARTMENT					
265-301.000-801.000	10% OF DRUG FORFEITURE FUNDS SEI	HILLSDALE CO PROSECUTING 710% OF DRUG FORFEITURE FUNDS SEIZED CN		49.10	111781
Total For Dept 301.000 POLICE DEPARTMENT				49.10	
Total For Fund 265 DRUG FORFEITURE/GRANT FUND				49.10	
Fund 271 LIBRARY FUND					
Dept 790.000 LIBRARY					
271-790.000-726.000	TAPE	AMAZON CAPITAL SERVICES, 1	TAPE	13.06	111755
271-790.000-726.000	DRUM DR431CL FOR BROTHER PRINTER	AMAZON CAPITAL SERVICES, 1	DRUM DR431CL FOR BROTHER PRINTER	113.98	111755
271-790.000-726.000	SUPPLIES FOR BOOK REPAIR	AMAZON CAPITAL SERVICES, 1	SUPPLIES FOR BOOK REPAIR	18.98	111755
271-790.000-726.000	LABELS FOR YOTO CASES	AMAZON CAPITAL SERVICES, 1	LABELS FOR YOTO CASES	14.22	111755
271-790.000-801.000	LIBRARY MOWING	BILL'S LAWN CARE, LLC	2025 CITY MOWING CONTACT EXTENSION	90.00	111760
271-790.000-801.000	MONTHLY COPIER LEASE AND PRINTS	CURRENT OFFICE SOLUTIONS	MONTHLY COPIER LEASE AND PRINTS	208.77	111769
271-790.000-801.000	MONTHLY COPIER LEASE AND PRINTS	CURRENT OFFICE SOLUTIONS	MONTHLY COPIER LEASE AND PRINTS	193.49	111769
271-790.000-801.000	FOYER AND BATHROOM CLEANING 9 TI	EAST 2 WEST ENTERPRISES, 1	FOYER AND BATHROOM CLEANING 9 TIMES	445.00	111772
271-790.000-801.000	WATER COOLER RENTAL	HEFFERNAN SOFT WATER SERV	WATER COOLER RENTAL	12.00	111780
271-790.000-802.000	NET ADMIN SERVER BUILDS SCALE	SONIT SYSTEMS, LLC	NET ADMIN SERVER BUILDS SCALE	375.00	111811
271-790.000-850.000	TELEPHONE - LIBRARY	ACD.NET	TELEPHONE - LIBRARY	19.47	111754
271-790.000-850.000	OOMA FAXING EQUIP OCT 25	OOMA, INC.	OOMA FAXING EQUIP OCT 25	64.88	111800
271-790.000-982.000	MOVIES FOR COLLECTION	AMAZON CAPITAL SERVICES, 1	MOVIES FOR COLLECTION	96.74	111755
271-790.000-982.000	MOVIES FOR COLLECTION/FILLING GA	AMAZON CAPITAL SERVICES, 1	MOVIES FOR COLLECTION/FILLING GAPS	83.15	111755
271-790.000-982.000	MOVIES FOR COLLECTION	AMAZON CAPITAL SERVICES, 1	MOVIES FOR COLLECTION	21.29	111755
271-790.000-982.000	WATER FOR ELEPHANTS BK REPLACEME	AMAZON CAPITAL SERVICES, 1	WATER FOR ELEPHANTS BK REPLACEMENT	9.97	111755
271-790.000-982.000	BOOKS - ACT25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - ACT25 ADULT	12.17	111785
271-790.000-982.000	BOOKS - OCT25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - OCT25 ADULT	18.13	111785
271-790.000-982.000	BOOKS - SEP25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - SEP25 ADULT	17.05	111785
271-790.000-982.000	BOOKS - OCT25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - OCT25 ADULT	87.40	111785
271-790.000-982.000	BOOKS - SEP25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - SEP25 ADULT	17.08	111785
271-790.000-982.000	BOOKS - OCT25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - OCT25 ADULT	56.01	111785
271-790.000-982.000	BOOKS - OCT25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - OCT25 ADULT	19.21	111785

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Fund 271 LIBRARY FUND					
Dept 790.000 LIBRARY					
271-790.000-982.000	BOOKS - OCT25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - OCT25 ADULT	69.25	111785
271-790.000-982.000	BOOKS - OCT25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - OCT25 ADULT	17.05	111785
271-790.000-982.000	BOOKS - OCT25 ADULT	INGRAM LIBRARY SERVICES	BOOKS - OCT25 ADULT	51.69	111785
271-790.000-982.002	"A KILLERS CHRISTMAS IN WALES" M	CAPITAL AREA DISTRICT LIBF	"A KILLERS CHRISTMAS IN WALES" MEL DAM	29.99	111763
Total For Dept 790.000 LIBRARY				2,175.03	
Dept 792.000 LIBRARY - CHILDREN'S AREA					
271-792.000-982.000	BABY SITTER CLUB GN FOR COLLECTI	AMAZON CAPITAL SERVICES, I	BABY SITTER CLUB GN FOR COLLECTION	104.46	111755
271-792.000-982.000	SPY SCHOOL SERIES BOOKS TO COMPL	AMAZON CAPITAL SERVICES, I	SPY SCHOOL SERIES BOOKS TO COMPLETE SEF	31.45	111755
271-792.000-982.000	BOOKS - SEP25 YOUTH	INGRAM LIBRARY SERVICES	BOOKS - SEP25 YOUTH	11.64	111785
271-792.000-982.000	BOOKS - OCT25 YOUTH	INGRAM LIBRARY SERVICES	BOOKS - OCT25 YOUTH	36.97	111785
271-792.000-982.000	BOOKS - NOV25 YOUTH	INGRAM LIBRARY SERVICES	BOOKS - NOV25 YOUTH	30.97	111785
271-792.000-982.000	BOOKS - OCT25 YOUTH	INGRAM LIBRARY SERVICES	BOOKS - OCT25 YOUTH	57.95	111785
271-792.000-982.000	BOOKS - NOV25 YOUTH	INGRAM LIBRARY SERVICES	BOOKS - NOV25 YOUTH	24.39	111785
271-792.000-982.000	BOOKS - NOV25 YOUUTH	INGRAM LIBRARY SERVICES	BOOKS - NOV25 YOUUTH	10.59	111785
271-792.000-982.000	BOOKS - OCT25YOUTH	INGRAM LIBRARY SERVICES	BOOKS - OCT25YOUTH	30.35	111785
271-792.000-982.000	BOOKS - OCT25 YOUTH	INGRAM LIBRARY SERVICES	BOOKS - OCT25 YOUTH	9.51	111785
271-792.000-982.000	BOOKS - OCT25 YOUTH BOOKS	INGRAM LIBRARY SERVICES	BOOKS - OCT25 YOUTH BOOKS	24.90	111785
Total For Dept 792.000 LIBRARY - CHILDREN'S AREA				373.18	
Total For Fund 271 LIBRARY FUND				2,548.21	
Fund 408 FIELDS OF DREAMS					
Dept 751.000 RECREATION DEPARTMENT					
408-751.000-801.000	CONTRACTUAL SERVICES	CITY OF JONESVILLE	NITRATE TESTING - PARKS	120.00	111765
408-751.000-801.000	IRIGATION WINTERIZATION	HOOP LAWN & SNOW, LLC	IRIGATION WINTERIZATION	175.00	111782
408-751.000-801.000	CONTRACTUAL SERVICES	STATE OF MICHIGAN EGLE	2026 ANNUAL WATER SUPPLY REPORTING - FI	181.71	111815
Total For Dept 751.000 RECREATION DEPARTMENT				476.71	
Total For Fund 408 FIELDS OF DREAMS				476.71	
Fund 481 AIRPORT IMPROVEMENT FUND					
Dept 000.000					
481-000.000-263.000	SALES TAX - OCT 2025	STATE OF MICHIGAN	SALES TAX - OCT 2025	1,449.79	681
481-000.000-687.300	SALES TAX - OCT 2025	STATE OF MICHIGAN	SALES TAX - OCT 2025	(7.25)	681
Total For Dept 000.000				1,442.54	
Dept 900.000 CAPITAL OUTLAY					
481-900.000-970.000	BLINDS - AIRPORT TERMINAL FURNIT	AMAZON CAPITAL SERVICES, I	BLINDS - AIRPORT TERMINAL FURNITURE	470.67	111755
Total For Dept 900.000 CAPITAL OUTLAY				470.67	
Total For Fund 481 AIRPORT IMPROVEMENT FUND				1,913.21	
Fund 582 ELECTRIC FUND					
Dept 000.000					
582-000.000-110.000	CONNECTOR 4-COND. SECONDARY CLEA	POWER LINE SUPPLY	3 MEADOWS SECONDARY	522.24	111802
582-000.000-110.000	BULB - 100 WATT HPS	POWER LINE SUPPLY	BULBS	239.28	111802
582-000.000-110.000	CURRENT TRANSFORMER - 5KV 2	POWER LINE SUPPLY	CURRENT TRANSFORMERS/METERING	4,400.64	111802
582-000.000-110.000	TERMINATOR ELBOW - 15KV	POWER LINE SUPPLY	15 KV ELBOW 3 MEADOWS	711.68	111802
582-000.000-110.000	WIRE - #2 TRIPLEX (CONCH)	RESCO	WIRE INVENTORY	1,480.00	111805
582-000.000-110.000	WIRE - 4/0 TRIPLEX - ZUZARA	RESCO	WIRE INVENTORY	2,400.00	111805
582-000.000-110.000	POLE - 40 FOOT CLASS 4	THOMASSON COMPANY	POLES	12,460.00	111819
582-000.000-110.000	POLE - 35 FOOT CLASS 4	THOMASSON COMPANY	POLES	12,056.00	111819

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Fund 582 ELECTRIC FUND					
Dept 000.000					
582-000.000-123.000	FA,MR,HR,UB,CM,ONLINE SERVICES	BS&A SOFTWARE	FA,MR,HR,UB,CM,ONLINE SERVICES	1,358.98	111762
582-000.000-202.100	4ENBK1	ANNIS, JOSSELYN V	UB refund for account: 025728	55.00	111757
582-000.000-202.100	4CCH	BEEKER, ALAN & JULIE	UB refund for account: 010353	207.00	111759
582-000.000-202.100	4CCH	FIX, MATTHEW L	UB refund for account: 026115	21.28	111774
582-000.000-202.100	4CCH	GRAFEN, KRISTEN N	UB refund for account: 025467	47.95	111778
582-000.000-202.100	4CCH	LECOMPTE, CATHELEEN B	UB refund for account: 010134	76.00	111790
582-000.000-202.100	4CCH	ROBERTS, SAVANNAH R	UB refund for account: 030251	70.00	111807
582-000.000-202.100	4CCH	SKIBA, CHRISTINA J	UB refund for account: 030215	81.00	111810
582-000.000-202.100	4CCH	STATE OF MICHIGAN	UB refund for account: 025279	395.00	111814
582-000.000-202.100	4CCH	WATTS, ELLERY N	UB refund for account: 022667	192.00	111830
582-000.000-202.100	4CCH	YBARRA, VICTOR L-G	UB refund for account: 026746	53.00	111831
582-000.000-249.100	OPERATION ROUND-UP - OCT 2025	COMMUNITY ACTION AGENCY	OPERATION ROUND-UP - OCT 2025	2,678.42	111767
582-000.000-249.100	LIEAF-6099 OCTOBER 2025 P.A.	LARA - MI PUBLIC SERVICE C	LIEAF-6099 OCTOBER 2025 P.A.	5,343.03	111789
582-000.000-263.000	SALES TAX - OCT 2025	STATE OF MICHIGAN	SALES TAX - OCT 2025	36,051.36	681
582-000.000-692.200	SALES TAX - OCT 2025	STATE OF MICHIGAN	SALES TAX - OCT 2025	(222.88)	681
Total For Dept 000.000				80,676.98	
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-726.000	SUPPLIES - 45 MONROE STREET	AMAZON CAPITAL SERVICES, I	SUPPLIES - 45 MONROE STREET	7.84	111755
582-175.000-726.000	SUPPLIES - 45 MONROE STREET	AMAZON CAPITAL SERVICES, I	SUPPLIES - 45 MONROE STREET	25.86	111755
582-175.000-726.000	COPIES/CONTRACT BILLING - OCT 2	CURRENT OFFICE SOLUTIONS	COPIES/CONTRACT BILLING - OCT 2025	164.60	111769
582-175.000-726.000	COPY PAPER- 45 MONROE STREET	CURRENT OFFICE SOLUTIONS	COPY PAPER- 45 MONROE STREET	72.00	111769
582-175.000-726.000	WATER 45 MONROE ST	RUPERT'S CULLIGAN	WATER 45 MONROE ST	13.50	111809
582-175.000-801.000	FA,MR,HR,UB,CM,ONLINE SERVICES	BS&A SOFTWARE	FA,MR,HR,UB,CM,ONLINE SERVICES	2,638.02	111762
582-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	2.50	111764
582-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	2.50	111764
582-175.000-801.000	COPIES/CONTRACT BILLING - OCT 2	CURRENT OFFICE SOLUTIONS	COPIES/CONTRACT BILLING - OCT 2025	138.13	111769
582-175.000-801.000	PRINTING/POSTAGE AND HANDLING -	DELAWARE SYSTEMS	PRINTING/POSTAGE AND HANDLING - OCT 202	1,061.89	111770
582-175.000-801.000	BPU CLEANING - OCT 2025	EAST 2 WEST ENTERPRISES, I	BPU CLEANING - OCT 2025	210.00	111772
582-175.000-801.000	COMMISSION PAID FOR COLLECTIONS	ONLINE INFORMATION SERVICE	COMMISSION PAID FOR COLLECTIONS OCT 202	146.70	111799
582-175.000-801.000	WEB ACCESS/UTILITY EXCHANGE - OC	ONLINE INFORMATION SERVICE	WEB ACCESS/UTILITY EXCHANGE - OCT 2025	62.36	111799
582-175.000-801.000	POSTAGE MACHINE 090525-120425	QUADIENT LEASING USA, INC	POSTAGE MACHINE 120425-030426	266.99	111804
582-175.000-801.000	ANNUAL AUDIT SERVICES - 6/30/202	YEO & YEO PC	ANNUAL AUDIT SERVICES - 6/30/2025	2,225.00	111832
582-175.000-801.000	CREDIT CARD PROCESSING FEES - OC	INVOICE CLOUD, INC.	CREDIT CARD PROCESSING FEES - OCT 2025	226.76	680
582-175.000-802.000	NET ADMIN SCALE	SONIT SYSTEMS, LLC	NET ADMIN SCALE	468.76	111811
582-175.000-802.000	NET ADMIN SERVER BUILDS SCALE	SONIT SYSTEMS, LLC	NET ADMIN SERVER BUILDS SCALE	617.17	111811
582-175.000-802.000	MILSOFT DISSPATCH LICENSE 11-25	MILSOFT	MILSOFT DISSPATCH LICENSE 11-25	275.63	111824
582-175.000-802.000	IVR POOLED MONTHLY OUTAGE SUB 10	MILSOFT	IVR POOLED MONTHLY OUTAGE SUB 11-25	255.75	111824
582-175.000-850.000	TELEPHONE - POWER PLANT	ACD.NET	TELEPHONE - POWER PLANT	38.88	111754
582-175.000-850.000	FIBER - 45 MONROE STREET	ACD.NET	FIBER - 45 MONROE STREET	100.00	111754
582-175.000-850.000	OOMA FAXING EQUIP OCT 25	OOMA, INC.	OOMA FAXING EQUIP OCT 25	32.44	111800
582-175.000-850.000	MONTHLY VERIZON BILL - NOV25	VERIZON WIRELESS	MONTHLY VERIZON BILL - NOV25	537.07	111825
582-175.000-880.000	COMMUNITY PROMOTION - OCT 2025	MCKIBBIN MEDIA GROUP, INC.	COMMUNITY PROMOTION - OCT 2025	125.00	111793
582-175.000-920.000	503214966 - 45 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 45 MORNOC ST	40.08	1283
582-175.000-930.000	586 ECM MOTOR/AIR CONDITIONING U	HOWELL'S MECHANICAL SERVI	586 ECM MOTOR/AIR CONDITIONING UNIT 45	582.39	111783
Total For Dept 175.000 ADMINISTRATIVE SERVICES				10,337.82	
Dept 544.000 OPERATIONS					
582-544.000-726.000	10 FT SPOON	POWER LINE SUPPLY	DIGGER TRUCK TOOLS	646.00	111802
582-544.000-730.000	10 LCO 10005	PERFORMANCE AUTOMOTIVE	10 LCO 10005	72.90	111801
582-544.000-730.000	BATTERIES	VERMEER OF MICHIGAN, INC	BATTERIES	243.22	111826
582-544.000-740.000	BPU OCT 2025 FUEL	WATKINS TRANSPORT INC	BPU OCT 2025 FUEL	2,350.66	111829
582-544.000-801.588	ENGINEERING SERVICES - BPU ELECT	ROWE PROFESSIONAL SERVICES	ENGINEERING SERVICES 2025 CALENDAR YEAF	312.00	111808

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Fund 582 ELECTRIC FUND					
Dept 544.000 OPERATIONS					
582-544.000-920.000	504504154 - 37 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	34.01	1279
582-544.000-920.000	504504154 - 37 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE GEN SET	23.49	1280
582-544.000-930.546	BATTERIES	GELZER HJ & SON INC	BATTERIES	19.99	111776
Total For Dept 544.000 OPERATIONS				3,702.27	
Dept 900.000 CAPITAL OUTLAY					
582-900.000-970.000-215016	INDUSTRIAL SUBSTATION PROJECT	SSOE, INC.	INDUSTRIAL SUBSTATION PROJECT	5,953.75	111812
Total For Dept 900.000 CAPITAL OUTLAY				5,953.75	
Total For Fund 582 ELECTRIC FUND				100,670.82	
Fund 588 DIAL A RIDE					
Dept 596.000 DIAL-A-RIDE					
588-596.000-740.000	DART	WATKINS OIL COMPANY, INC.	FUEL & LUBRICANT	200.00	111828
588-596.000-740.000	FUEL - DIAL-A-RIDE	WATKINS TRANSPORT INC	FUEL - DIAL-A-RIDE	2,144.54	111829
588-596.000-801.000	DART MOWING	BILL'S LAWN CARE, LLC	2025 CITY MOWING CONTACT EXTENSION	315.00	111760
588-596.000-801.000	DART-RUGS & MOPS-11.6.2025	CINTAS CORPORATION	DART-RUGS & MOPS-11.6.2025	24.90	111764
588-596.000-818.000	LIABILITY FUND RETROSPECTIVE ADJ	MICHIGAN TRANSIT POOL	LIABILITY FUND RETROSPECTIVE ADJUSTMENT	1,366.33	111796
588-596.000-818.000	ANNUAL TRUST FUND	MICHIGAN TRANSIT POOL	2026 ANNUAL DIRECT PROPERTY DAMAGE DEPC	5,608.00	111796
588-596.000-818.000	LIABILITY TRUST FUND	MICHIGAN TRANSIT POOL	2026 1ST QUARTER LIABILITY TRUST FUND	2,557.00	111796
588-596.000-930.000	OUTDOOR LIGHTS - DIAL-A-RIDE	AMERICAN COPPER AND BRASS,	OUTDOOR LIGHTS - DIAL-A-RIDE	279.17	111756
588-596.000-930.000	CREDIT - FROM INV# 25INV043268	AMERICAN COPPER AND BRASS,	CREDIT - FROM INV# 25INV043268 BULB	(75.26)	111756
588-596.000-930.000	BULB - DIAL-A-RIDE OUTDOOR LIGHT	AMERICAN COPPER AND BRASS,	BULB - DIAL-A-RIDE OUTDOOR LIGHTING	55.70	111756
Total For Dept 596.000 DIAL-A-RIDE				12,475.38	
Total For Fund 588 DIAL A RIDE				12,475.38	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-123.000	FA,MR,HR,UB,CM,ONLINE SERVICES	BS&A SOFTWARE	FA,MR,HR,UB,CM,ONLINE SERVICES	679.49	111762
Total For Dept 000.000				679.49	
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-726.000	SUPPLIES - 45 MONROE STREET	AMAZON CAPITAL SERVICES,	1SUPPLIES - 45 MONROE STREET	3.91	111755
590-175.000-726.000	SUPPLIES - 45 MONROE STREET	AMAZON CAPITAL SERVICES,	1SUPPLIES - 45 MONROE STREET	12.93	111755
590-175.000-726.000	COPIES/CONTRACT BILLING - OCT 2	CURRENT OFFICE SOLUTIONS	COPIES/CONTRACT BILLING - OCT 2025	82.30	111769
590-175.000-726.000	COPY PAPER- 45 MONROE STREET	CURRENT OFFICE SOLUTIONS	COPY PAPER- 45 MONROE STREET	36.00	111769
590-175.000-726.000	WATER 45 MONROE ST	RUPERT'S CULLIGAN	WATER 45 MONROE ST	6.75	111809
590-175.000-801.000	FA,MR,HR,UB,CM,ONLINE SERVICES	BS&A SOFTWARE	FA,MR,HR,UB,CM,ONLINE SERVICES	1,319.01	111762
590-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	111764
590-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	111764
590-175.000-801.000	COPIES/CONTRACT BILLING - OCT 2	CURRENT OFFICE SOLUTIONS	COPIES/CONTRACT BILLING - OCT 2025	69.06	111769
590-175.000-801.000	PRINTING/POSTAGE AND HANDLING -	DELAWARE SYSTEMS	PRINTING/POSTAGE AND HANDLING - OCT 202	530.94	111770
590-175.000-801.000	BPU CLEANING - OCT 2025	EAST 2 WEST ENTERPRISES,	1BPU CLEANING - OCT 2025	105.00	111772
590-175.000-801.000	COMMISSION PAID FOR COLLECTIONS	ONLINE INFORMATION SERVICE	COMMISSION PAID FOR COLLECTIONS OCT 202	73.34	111799
590-175.000-801.000	WEB ACCESS/UTILITY EXCHANGE - OC	ONLINE INFORMATION SERVICE	WEB ACCESS/UTILITY EXCHANGE - OCT 2025	31.18	111799
590-175.000-801.000	POSTAGE MACHINE 090525-120425	QUADIENT LEASING USA, INC	POSTAGE MACHINE 120425-030426	133.49	111804
590-175.000-801.000	ANNUAL AUDIT SERVICES - 6/30/202	YEO & YEO PC	ANNUAL AUDIT SERVICES - 6/30/2025	1,112.50	111832
590-175.000-801.000	CREDIT CARD PROCESSING FEES - OC	INVOICE CLOUD, INC.	CREDIT CARD PROCESSING FEES - OCT 2025	113.37	680
590-175.000-802.000	TECHNICAL SERVICES	AMAZON CAPITAL SERVICES,	1AUGER CABLE	58.90	111755
590-175.000-802.000	NET ADMIN SCALE	SONIT SYSTEMS, LLC	NET ADMIN SCALE	234.37	111811
590-175.000-802.000	NET ADMIN SERVER BUILDS SCALE	SONIT SYSTEMS, LLC	NET ADMIN SERVER BUILDS SCALE	308.60	111811
590-175.000-802.000	MILSOFT DISSPATCH LICENSE 11-25	MILSOFT	MILSOFT DISSPATCH LICENSE 11-25	137.81	111824

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Fund 590 SEWER FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-802.000	IVR POOLED MONTHLY OUTAGE SUB 10	MILSOFT	IVR POOLED MONTHLY OUTAGE SUB 11-25	127.60	111824
590-175.000-850.000	TELEPHONE - WWTP 101 W GALLOWAY	ACD.NET	TELEPHONE - WWTP 101 W GALLOWAY	19.47	111754
590-175.000-850.000	FIBER - 45 MONROE STREET	ACD.NET	FIBER - 45 MONROE STREET	50.00	111754
590-175.000-850.000	OOMA FAXING EQUIP OCT 25	OOMA, INC.	OOMA FAXING EQUIP OCT 25	16.22	111800
590-175.000-850.000	MONTHLY VERIZON BILL - NOV25	VERIZON WIRELESS	MONTHLY VERIZON BILL - NOV25	148.47	111825
590-175.000-880.000	COMMUNITY PROMOTION - OCT 2025	MCKIBBIN MEDIA GROUP, INC.	COMMUNITY PROMOTION - OCT 2025	62.50	111793
590-175.000-920.000	503214966 - 45 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 45 MORNOC ST	20.05	1283
590-175.000-930.000	586 ECM MOTOR/AIR CONDITIONING U	HOWELL'S MECHANICAL SERVIC	586 ECM MOTOR/AIR CONDITIONING UNIT 45	291.20	111783
Total For Dept 175.000 ADMINISTRATIVE SERVICES				5,107.47	
Dept 546.000 OPERATIONS					
590-546.000-726.000	REAGENT, DO METER PROBE AND CAP	USABBLUEBOOK	REAGENT, DO METER PROBE AND CAP	2,484.50	111823
590-546.000-726.800	DISTILLED LAB WATER - 101 W GALL	RUPERT'S CULLIGAN	DISTILLED LAB WATER - 101 W GALLOWAY	21.00	111809
590-546.000-727.800	CL2 AND SO2 WWTP	WATER SOLUTIONS UNLIMITED	CL2 AND SO2 WWTP	3,480.30	111827
590-546.000-740.000	BPU OCT 2025 FUEL	WATKINS TRANSPORT INC	BPU OCT 2025 FUEL	654.27	111829
590-546.000-801.000	BIOSOLIDS ANALYTICAL TESTING FOR	BIOTECH AGRONOMICS, INC.	BIOSOLIDS ANALYTICAL TESTING FOR 2025-2	870.00	111761
590-546.000-801.000	WET TESTING QUARTERLY	GLOBAL ENVIRONMENTAL CONSERV	WET TESTING QUARTERLY	770.00	111777
590-546.000-801.000	CONTRACT WASTEWATER LICENSE SERV	JG WASTEWATER SERVICE, LLC	CONTRACT WASTEWATER LICENSE SERVICE	2,500.00	111786
590-546.000-801.000	BOB EVANS MONTHLY	MERIT LABORATORIES	BOB EVANS MONTHLY	5,427.00	111794
590-546.000-801.000	AVAILABLE CYANIDE	MERIT LABORATORIES	AVAILABLE CYANIDE	83.00	111794
590-546.000-801.000	BOB EVANS QUARTERLY	MERIT LABORATORIES	BOB EVANS QUARTERLY	210.00	111794
590-546.000-801.000	SULFATE / CHLORIDE	MERIT LABORATORIES	SULFATE / CHLORIDE	53.00	111794
590-546.000-801.000	LOW LEVEL MERCURY	MERIT LABORATORIES	LOW LEVEL MERCURY	838.00	111794
590-546.000-801.588	ENGINEERING SERVICES - BPU SEWER	ROWE PROFESSIONAL SERVICES	ENGINEERING SERVICES 2025 CALENDAR YEAF	312.00	111808
590-546.000-920.000	504904602 - 101 W GALLOWAY	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 101 W GALLOWAY PF	186.92	1277
590-546.000-920.000	504504154 - 135 BARBER ST	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 1358 BARBER ST	43.75	1278
590-546.000-920.000	504504154 - 37 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	17.01	1279
590-546.000-920.000	504504154 - 37 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE GEN SET	11.75	1280
590-546.000-920.000	505161747 - 101 W GALLOWAY MN	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 101 W GALLOWAY MN	338.58	1282
590-546.000-920.000	504904602 - 101 W GALLOWAY	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 101 W GALLOWAY	1,896.85	1284
590-546.000-920.000	504756735 - W GALLOWAY GR	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - W GALLOWAY GR	53.72	1285
590-546.000-920.000	505161747 - 3879 W CARLETON RD	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 3879 CARLETON RD	46.63	1286
590-546.000-920.000	505161747 - 1999 W HALLETT ST	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 1999 W HALLETT ST	47.58	1289
590-546.000-930.000	FLUID FILM AND BRAKE CLEANER	PERFORMANCE AUTOMOTIVE	FLUID FILM AND BRAKE CLEANER	73.67	111801
590-546.000-930.000	TRUCK FILTERS F550	PERFORMANCE AUTOMOTIVE	TRUCK FILTERS F550	42.62	111801
590-546.000-930.000	LMI PUMP REPAIR KIT	USABBLUEBOOK	LMI PUMP REPAIR KIT	256.58	111823
590-546.000-930.000	SLUDGE JUDGE	USABBLUEBOOK	SLUDGE JUDGE	699.80	111823
590-546.000-970.000-215047	HALLETT LIFT STATION BACKUP GENERE	CLARK ELECTRIC INC.	HALLETT LIFT STATION BACKUP GENERATOR	2,579.16	111766
Total For Dept 546.000 OPERATIONS				23,997.69	
Dept 900.000 CAPITAL OUTLAY					
590-900.000-970.000-215047	CAPITAL OUTLAY - LIFT STATION -	CLARK ELECTRIC INC.	HALLETT LIFT STATION BACKUP GENERATOR	977.55	111766
590-900.000-970.000-215052	DUMP BOX BUILD ON PROVIDED CHASI	TRUCK & TRAILER SPECIALTIES	DUMP BOX BUILD OUT ON F550 APPROVED BOF	12,791.50	111821
590-900.000-970.000-215065	COLLEGE HOTEL SEWER WORK ENGINEE	TETRA TECH, INC	COLLEGE HOTEL SEWER WORK ENGINEERING	726.90	111817
590-900.000-970.000-215075	MATERIAL STORAGE LEAN TO AT WWTP	FOULKE CONSTRUCTION	MATERIAL STORAGE LEAN TO AT WWTP	62,125.00	111775
Total For Dept 900.000 CAPITAL OUTLAY				76,620.95	
Total For Fund 590 SEWER FUND				106,405.60	
Fund 591 WATER FUND					
Dept 000.000					
591-000.000-123.000	FA,MR,HR,UB,CM,ONLINE SERVICES	BS&A SOFTWARE	FA,MR,HR,UB,CM,ONLINE SERVICES	679.49	111762

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Fund 591 WATER FUND					
Dept 000.000					
Total For Dept 000.000				679.49	
Dept 175.000 ADMINISTRATIVE SERVICES					
591-175.000-726.000	SUPPLIES - 45 MONROE STREET	AMAZON CAPITAL SERVICES, I	SUPPLIES - 45 MONROE STREET	3.91	111755
591-175.000-726.000	SUPPLIES - 45 MONROE STREET	AMAZON CAPITAL SERVICES, I	SUPPLIES - 45 MONROE STREET	12.93	111755
591-175.000-726.000	COPIES/CONTRACT BILLING - OCT 2	CURRENT OFFICE SOLUTIONS	COPIES/CONTRACT BILLING - OCT 2025	82.30	111769
591-175.000-726.000	COPY PAPER- 45 MONROE STREET	CURRENT OFFICE SOLUTIONS	COPY PAPER- 45 MONROE STREET	36.00	111769
591-175.000-726.000	WATER 45 MONROE ST	RUPERT'S CULLIGAN	WATER 45 MONROE ST	6.75	111809
591-175.000-801.000	FA,MR,HR,UB,CM,ONLINE SERVICES	BS&A SOFTWARE	FA,MR,HR,UB,CM,ONLINE SERVICES	1,319.01	111762
591-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	111764
591-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	111764
591-175.000-801.000	COPIES/CONTRACT BILLING - OCT 2	CURRENT OFFICE SOLUTIONS	COPIES/CONTRACT BILLING - OCT 2025	69.06	111769
591-175.000-801.000	PRINTING/POSTAGE AND HANDLING -	DELAWARE SYSTEMS	PRINTING/POSTAGE AND HANDLING - OCT 202	530.94	111770
591-175.000-801.000	BPU CLEANING - OCT 2025	EAST 2 WEST ENTERPRISES, I	BPU CLEANING - OCT 2025	105.00	111772
591-175.000-801.000	COMMISSION PAID FOR COLLECTIONS	ONLINE INFORMATION SERVICE	COMMISSION PAID FOR COLLECTIONS OCT 202	73.35	111799
591-175.000-801.000	WEB ACCESS/UTILITY EXCHANGE - OC	ONLINE INFORMATION SERVICE	WEB ACCESS/UTILITY EXCHANGE - OCT 2025	31.18	111799
591-175.000-801.000	POSTAGE MACHINE 090525-120425	QUADIENT LEASING USA, INC	POSTAGE MACHINE 120425-030426	133.49	111804
591-175.000-801.000	ANNUAL AUDIT SERVICES - 6/30/202	YEO & YEO PC	ANNUAL AUDIT SERVICES - 6/30/2025	1,112.50	111832
591-175.000-801.000	CREDIT CARD PROCESSING FEES - OC	INVOICE CLOUD, INC.	CREDIT CARD PROCESSING FEES - OCT 2025	113.37	680
591-175.000-802.000	NET ADMIN SCALE	SONIT SYSTEMS, LLC	NET ADMIN SCALE	234.37	111811
591-175.000-802.000	NET ADMIN SERVER BUILDS SCALE	SONIT SYSTEMS, LLC	NET ADMIN SERVER BUILDS SCALE	308.60	111811
591-175.000-802.000	MILSOFT DISSPATCH LICENSE 11-25	MILSOFT	MILSOFT DISSPATCH LICENSE 11-25	137.81	111824
591-175.000-802.000	IVR POOLED MONTHLY OUTAGE SUB 10	MILSOFT	IVR POOLED MONTHLY OUTAGE SUB 11-25	127.60	111824
591-175.000-850.000	TELEPHONE - WTP 401 HILLSDALE ST	ACD.NET	TELEPHONE - WTP 401 HILLSDALE STREET	19.47	111754
591-175.000-850.000	FIBER - 45 MONROE STREET	ACD.NET	FIBER - 45 MONROE STREET	50.00	111754
591-175.000-850.000	OOMA FAXING EQUIP OCT 25	OOMA, INC.	OOMA FAXING EQUIP OCT 25	16.22	111800
591-175.000-850.000	MONTHLY VERIZON BILL - NOV25	VERIZON WIRELESS	MONTHLY VERIZON BILL - NOV25	148.47	111825
591-175.000-880.000	COMMUNITY PROMOTION - OCT 2025	MCKIBBIN MEDIA GROUP, INC.	COMMUNITY PROMOTION - OCT 2025	62.50	111793
591-175.000-920.000	503214966 - 45 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 45 MORNNOE ST	20.05	1283
591-175.000-930.000	586 ECM MOTOR/AIR CONDITIONING U	HOWELL'S MECHANICAL SERVIC	586 ECM MOTOR/AIR CONDITIONING UNIT 45	291.19	111783
Total For Dept 175.000 ADMINISTRATIVE SERVICES				5,048.57	
Dept 543.000 OPERATIONS					
591-543.000-727.800	SODIUM HYPOCHLORITE	UNIVAR SOLUTIONS USA INC	SODIUM HYPOCHLORITE	3,858.67	111822
591-543.000-740.000	BPU OCT 2025 FUEL	WATKINS TRANSPORT INC	BPU OCT 2025 FUEL	654.27	111829
591-543.000-801.000	CCC PROGRAM SERVICE	HYDROCORP, LLC	CCC PROGRAM SERVICE	1,462.50	111784
591-543.000-801.000	ALKALINITY	MERIT LABORATORIES	ALKALINITY	84.00	111794
591-543.000-801.000	WSSN: 03170 ANNUAL EGLE DUES	MICH DEPT OF ENVIRONMENTAL	WSSN: 03170 ANNUAL EGLE DUES	4,061.91	111795
591-543.000-801.000	ANNUAL WELL AND HS INSPECTIONS	NORTHERN PUMP & WELL, INC.	ANNUAL WELL AND HS INSPECTIONS	2,500.00	111798
591-543.000-801.588	ENGINEERING SERVICES - BPU WATER	ROWE PROFESSIONAL SERVICES	ENGINEERING SERVICES 2025 CALENDAR YEAF	312.00	111808
591-543.000-920.000	504504154 - 37 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	17.01	1279
591-543.000-920.000	504504154 - 37 MONROE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE GEN SET	11.75	1280
591-543.000-920.000	504558065 - 401 HILLSDALE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 401 HILLSDALE	166.02	1281
591-543.000-930.990	CONTRACTED LSL REPLACEMENTS	RJT CONSTRUCTION CO.	FYE 2026 LEAD SERVICE LINE REPLACEMENTS	13,250.00	111806
Total For Dept 543.000 OPERATIONS				26,378.13	
Dept 900.000 CAPITAL OUTLAY					
591-900.000-970.000-215052	DUMP BOX BUILD ON PROVIDED CHASI	TRUCK & TRAILER SPECIALTIE	DUMP BOX BUILD OUT ON F550 APPROVED BOF	12,791.50	111821
591-900.000-970.000-215055	2X4X8 TREATED LUMBER STD BY GENE	JONESVILLE LUMBER	2X4X8 TREATED LUMBER STD BY GENERATOR	105.53	111787
Total For Dept 900.000 CAPITAL OUTLAY				12,897.03	
Total For Fund 591 WATER FUND				45,003.22	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
EXP CHECK RUN DATES 11/13/2025 - 11/13/2025
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

Page: 10/11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 633 PUBLIC SERVICES INV. FUND					
Dept 000.000					
633-000.000-101.000	TOP SOIL (YARDS)	DRY MAR TRUCKING & DIRTWO	15 YDS TOPSOIL	525.00	111771
Total For Dept 000.000				525.00	
Total For Fund 633 PUBLIC SERVICES INV. FUND				525.00	
Fund 640 REVOLVING MOBILE EQUIP. FUND					
Dept 443.000 MOBILE EQUIPMENT MAINTENANCE					
640-443.000-726.000	SHOP RAGS, FENDER SKIRT - DPS	CINTAS CORPORATION	MATS, RAGS, MOP. FENDER SKIRT	9.54	111764
640-443.000-726.000	SHOP RAGS, FENDER SKIRT	CINTAS CORPORATION	MATS, RAGS. FENDER SKIRT	9.27	111764
640-443.000-726.000	ACETYLENE, GAS	PURITY CYLINDER GASES, INC	ACETYLENE, GAS	81.98	111803
640-443.000-730.000	BEARING O-RING, BEARING COVER -	MORIARTY MACHINERY & SUPPI	BEARING O-RING, BEARING COVER - #28	152.15	111797
640-443.000-730.000	BEARING COVER - #28	MORIARTY MACHINERY & SUPPI	BEARING COVER - #28	145.12	111797
640-443.000-730.000	TURN INDICATOR #11	PERFORMANCE AUTOMOTIVE	TURN INDICATOR/CREDIT #11	9.94	111801
640-443.000-730.000	AIR FILTER #54; IGNITION SWITCH	PERFORMANCE AUTOMOTIVE	FILTER, IGN SWITCH, FUEL/LUBE #54, #144	41.15	111801
640-443.000-730.000	IGNITION SWITCH #144	PERFORMANCE AUTOMOTIVE	IGNITION SWITCH, RETURN, BLADE FUSE #14	9.78	111801
640-443.000-730.000	TURN INDICATOR #11	PERFORMANCE AUTOMOTIVE	TURN INDICATOR #11	73.37	111801
640-443.000-740.000	FUEL & LUBRICANTS	PERFORMANCE AUTOMOTIVE	FILTER, IGN SWITCH, FUEL/LUBE #54, #144	26.99	111801
640-443.000-740.000	DPS	WATKINS OIL COMPANY, INC.	FUEL & LUBRICANT	200.00	111828
640-443.000-740.000	OCTOBER FUEL - DPS	WATKINS TRANSPORT INC	OCTOBER FUEL - DPS	2,171.13	111829
Total For Dept 443.000 MOBILE EQUIPMENT MAINTENANCE				2,930.42	
Total For Fund 640 REVOLVING MOBILE EQUIP. FUND				2,930.42	
Fund 663 FIRE VEHICLE & EQUIPMENT FUND					
Dept 336.000 FIRE DEPARTMENT					
663-336.000-970.000	6 TASERS ACCESSORIES	AXON ENTERPRISE, INC	6 TASERS, 6 HANDLES, 6 BATTERIES, AND 1	3,036.24	111758
Total For Dept 336.000 FIRE DEPARTMENT				3,036.24	
Total For Fund 663 FIRE VEHICLE & EQUIPMENT FUND				3,036.24	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE

EXP CHECK RUN DATES 11/13/2025 - 11/13/2025

BOTH JOURNALIZED AND UNJOURNALIZED

PAID

Page: 11/11

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<hr/>					
			Fund Totals:		
			Fund 101 GENERAL FUND	28,974.45	
			Fund 202 MAJOR ST./TRUNK	25,468.78	
			Fund 203 LOCAL STREET F	14,938.05	
			Fund 204 MUNICIPAL STRE	2,222.50	
			Fund 208 RECREATION FUNI	181.71	
			Fund 247 TAX INCREMENT I	2,379.70	
			Fund 252 CONTRIBUTIONS &	1,000.00	
			Fund 265 DRUG FORFEITURE	49.10	
			Fund 271 LIBRARY FUND	2,548.21	
			Fund 408 FIELDS OF DREAM	476.71	
			Fund 481 AIRPORT IMPROVE	1,913.21	
			Fund 582 ELECTRIC FUND	100,670.82	
			Fund 588 DIAL A RIDE	12,475.38	
			Fund 590 SEWER FUND	106,405.60	
			Fund 591 WATER FUND	45,003.22	
			Fund 633 PUBLIC SERVICES	525.00	
			Fund 640 REVOLVING MOBIL	2,930.42	
			Fund 663 FIRE VEHICLE &	3,036.24	
			Total For All Funds:	<hr/> 351,199.10	

CITY COUNCIL MINUTES

City of Hillsdale
November 17, 2025
7:00 P.M.

Regular Meeting

Reconvened from November 10, 2025 Meeting

III. Oath of Office (Board of Canvassers to Certify Election after November 11, 2025)

Mayor – Scott M. Sessions

City Clerk Price administered Oath of Office to newly elected Mayor Sessions. Sessions took his seat with Council.

V. Public Comment on Non-Agenda Items

Penny Swan, Ward 4, Congratulated Mayor Sessions.

VI. Adjournment

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

By a voice vote, the motion passed unanimously. The meeting adjourned at 7:02 p.m.

Mayor Stockford called to order the November 17, 2025 regular council meeting.

Call to Order and Pledge of Allegiance

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

Roll Call

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

Council Members present:

Scott Sessions, Mayor
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
Robert Socha, Ward 4
Joshua Paladino, Ward 4

Council Members absent:

None

Also Present: David Mackie (City Manager), Attorney Tom Thompson, Katy Price (City Clerk), Jason Blake (DPS Director), Chief Scott Hephner (HCPD/HCFD), Brandon Janes (IT), Penny Swan, Ruth Brown, Lorri Sessions, Cathy Kelemen, Jonathan Meckel, James Joski, Ervin York, Ashley Kinsley, Brylee Sessions-Walworth, Mark Nichols.

Approval of Agenda

Council discussion on appointment for TIFA Board.

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

All ayes. Motion carried.

Public Comment

Jonathan Meckel, Penny Swan and Matthew Kniffin commented on the F.A.I.R committee and potential committee members as well as streets.

Jack McLain, 1445 S. Bunn Rd., commented on TIFA Board appointment.

Consent Agenda

- A. Approval of Bills
 - 1. City and BPU Claims of October 30, 2025: \$1,060,832.76
 - 2. Payroll of November 6, 2025: \$204,787.26
- B. City Council Minutes of November 3, 2025
- C. City Council Minutes of November 10, 2025
- D. Finance Minutes of November 3, 2025
- E. Noise Variance- Hillsdale College Founding Fest

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

Roll Call:

Councilman Flynn	Aye
Councilman Morrisey	Aye
Councilman Socha	Aye
Councilman Stuchell	Aye
Councilman Wolfram	Aye
Councilman Paladino	Aye
Mayor Sessions	Aye
Councilman Bentley	Aye
Councilman Bruns	Aye

Motion passed 9-0

Communication/Petitions

- A. Comcast Letter
- B. Police/Fire Chief S. Hephner Resignation
- C. Hillsdale County Commissioner Update – Doug Ingles

Mayor Sessions read resignation from Chief Hephner. Council thanked the Chief for his many years of service. Chief Hephner thanked Council and stated he will remain around to help navigate the next few months for the budget process and other important police matters.

Doug Ingles, County Commissioner, spoke on Lifeway building update. Ingles gave an update on Parks grant funding for Lewis Emery Park. 2026 Dog licenses will only be available at the County Treasurer's office no longer with city and township treasurer's offices. Ingles congratulated Mayor Sessions.

Introduction and Adoption of Ordinances/Public Hearings

None.

Old Business**New Business**

- A. MDOT Performance Resolution

Jason Blake, DPS Director reported Each year it is necessary for the City to adopt a resolution which is required by the Michigan Department of Transportation for purposes of issuing individual permits to use its M-99 rights-of-way within the City boundaries. The Department of Public Services, the Board of Public Utilities, the Police Department and the Fire Department require use of the right-of-way from time to time (street maintenance, special events etc.). The resolution

authorizes the Director of DPS, BPU and Assistant City Manager to apply for an annual maintenance permit in addition to permits for various uses throughout the year.

Motion by Council Member Morrisey, seconded by Council Member Socha moved to approve the MDOT Performance resolution as presented. **Resolution #3656.**

Roll Call:

Councilman Morrisey	Aye
Councilman Socha	Aye
Councilman Stuchell	Aye
Councilman Wolfram	Aye
Councilman Paladino	Aye
Mayor Sessions	Aye
Councilman Bentley	Aye
Councilman Bruns	Aye
Councilman Flynn	Aye

Motion passed 9-0

B. Hillsdale County Equalization Dept. Renewal of Contract for GIS Mapping Services

Sam Fry, Assistant City Manager stated Hillsdale County Equalization Department provides certain services to local units on a contract basis. The City of Hillsdale has contracted for GIS and parcel mapping for over 10 years. The contracts run for a period of 3 years, January 1, 2028 through December 31, 2028. The City participates under Option 1, and there is no change in the fee for that option for the contract period.

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

Roll Call:

Councilman Socha	Aye
Councilman Stuchell	Aye
Councilman Wolfram	Aye
Councilman Paladino	Aye
Mayor Sessions	Aye
Councilman Bentley	Aye
Councilman Bruns	Aye
Councilman Flynn	Aye
Councilman Morrisey	Aye

Motion passed 9-0

C. FOIA Appeal

Mayor Sessions stated in 2016, the Hillsdale City Council created the Funding Alternatives Identification & Recommendation (F.A.I.R.) Committee made up of a cross-section of the community in order to research, study, and explore funding options for road and infrastructure improvements. The Committee’s recommendations led to the adoption of a local streets millage and the use of special assessments to accelerate the pace of infrastructure repair work.

Nearly a decade later, substantial progress has been made; however, much work remains. With ongoing discussions about the special assessment policy, and new funding sources at the state level, I believe it is time to reconvene the Committee. Its purpose will be to evaluate current funding mechanisms, evaluate potential alternatives, and build consensus around recommendations to help guide future infrastructure funding policy and sustain the momentum the City has achieved. Lengthy Council discussion ensued on committee membership and number of members.

Councilman Socha stated the committee would be unnecessary and or redundant as it could go to the Public Services Committee to discuss the streets further.

Councilman Bruns suggested having a Committee of the whole meeting for Council to review.

Motion by Council Member Flynn, seconded by Council Member Morrisey to hold a committee of the whole meeting for council on Monday, December 8, 2025 at 7pm.

Roll Call:

Councilman Stuchell	Aye
Councilman Wolfram	Aye
Councilman Paladino	Aye
Mayor Sessions	Aye
Councilman Bentley	Aye
Councilman Bruns	Aye
Councilman Flynn	Aye
Councilman Morrisey	Aye
Councilman Socha	Aye

Motion passed 9-0

D. Electric, Water & Sewer Cost of Service Studies

The BPU’s last Cost of Service (COS) studies were done in the spring of 2022 by Utility Financial Solutions (UFS). Given market changes over the last several years, the BPU Board and staff feel it’s important to update our COS models to ensure the BPU’s rate structures are appropriate and in line with the utilities’ needs.

Motion by Council Member Wolfram, seconded by Council Member Flynn to approve the COS studies in the amount of \$69,825.00 with UFS and have City Manager Mackie execute the agreements.

Roll Call:

Councilman Wolfram	Aye
Councilman Paladino	Aye
Mayor Sessions	Aye
Councilman Bentley	Aye
Councilman Bruns	Aye
Councilman Flynn	Aye
Councilman Morrisey	Aye
Councilman Socha	Aye
Councilman Stuchell	Aye

Motion passed 9-0

E. Tallgrass Energy Project

Tallgrass is a waste heat to power project along the Rockies Express (REX) pipeline in Indiana and Ohio. It’s recommended by American Municipal Power (AMP) that Hillsdale take up to 2.34 MWs of energy and capacity from the project to add to our energy portfolio. The project captures waste heat from compressor stations and converts the thermal energy to emissions-free electricity.

Paul Beckhusen, Amp CCO, reviewed the Tallgrass (waste to heat power), energy needs and other energy requirements.

Further council discussion ensued.

Motion by Council Member Flynn, seconded by Council Member Morrisey to approve the Tallgrass energy project as presented. **Resolution #3657.**

Roll Call:

Councilman Paladino	Aye
Mayor Sessions	Aye
Councilman Bentley	Aye
Councilman Bruns	Aye
Councilman Flynn	Aye
Councilman Morrissey	Aye
Councilman Socha	Aye
Councilman Stuchell	Aye
Councilman Wolfram	Aye

Motion passed 9-0

F. Kearsarge Solar Project

Kearsarge Solar is a seven location solar energy project located in Michigan and connected to Consumers Energy's distribution system. It's recommended by American Municipal Power (AMP) that Hillsdale take up to 8.10 MWs of energy and capacity from the project to add to our energy portfolio.

Motion by Council Member Flynn, seconded by Council Member Stuchell to approve the Kearsarge Solar Project, the associated energy schedule and the MSCPA's supplemental agreement as presented. **Resolution #3658.**

Roll Call:

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

Motion passed 5-4

Miscellaneous Reports

A. Proclamations – None

B. Appointment- TIFA Board – Chris Sumnar, Felicia Ray Finch
Housing Commission – Cami Emerson

Motion by Councilman Bentley, seconded by Councilman Morrissey moved to approve Chris Sumnar to the TIFA Board

Roll Call:

Councilman Socha	Aye
Councilman Stuchell	Aye
Councilman Bruns	Aye
Councilman Wolfram	Aye
Mayor Sessions	Aye
Councilman Morrissey	Aye
Councilman Paladino	Aye
Councilman Bentley	Aye
Councilman Flynn	Aye

Motion passed 9-0

Motion by Councilman Flynn, seconded by Councilman Socha moved to approve Camie Emerson to the Housing Commission

Council discussed ensued on residency and need to fill position.

Roll Call:

Councilman Bruns	Nay
Councilman Flynn	Aye
Councilman Morrisey	Aye
Councilman Socha	Aye
Councilman Stuchell	Aye
Councilman Wolfram	Aye
Councilman Paladino	Nay
Mayor Sessions	Aye
Councilman Bentley	Nay

Motion passed 6-3

Motion by Councilman Socha, seconded by Councilman Stuchell moved to approve Felicia Ray-Finch to the TIFA Board

Roll Call:

Councilman Bruns	Aye
Councilman Flynn	Aye
Councilman Morrisey	Aye
Councilman Socha	Aye
Councilman Stuchell	Aye
Councilman Wolfram	Aye
Councilman Paladino	Aye
Mayor Sessions	Aye
Councilman Bentley	Aye

Motion passed 9-0

General Public Comment

Jack McLain, 1445 S. Bunn Rd., spoke on Collegian on election and Mayoral candidates.

City Manager Report

None

Council Comment

Councilman Morrisey thanked both Mayoral candidates for running.

Councilman Socha stated two (2) council members paid for streets as someone had mentioned no one wants to pay for streets.

Councilman Bentley thanked Councilman Morrisey for his kind words. Congratulated Mayor Sessions on his win. Bentley stated Sessions wouldn't meet in public forum, he also asked the Mayor to speak on his run on negative culture and chain of command.

Mayor Sessions gave his email, mayor_scott_sessions@yahoo.com to council and asked council to go through him and copy city manager for the chain of command.

Councilman Bentley stated with all due respect he won't be going through the chain of command and thanked Mayor Pro Tem Paladino for doing a good job for the past year.

Mayor Sessions thanked the people of Hillsdale for voting for him. He loves Hillsdale, it's the best place to live. Sessions met the public and made appearances at the Farmer's Market on Saturday mornings. He mentioned to Councilman Bentley, the negativity was found in the resignation letters from previous directors of the City.

Further discussion ensued between Councilman Bentley and Mayor Sessions.

Adjournment

Motion by Councilman Flynn, seconded by Councilman Morrisey to adjourn the meeting.
Voice vote failed.

Roll Call:

Councilman Morrisey	Aye
Councilman Socha	Nay
Councilman Stuchell	Aye
Councilman Wolfram	Aye
Councilman Paladino	Nay
Mayor Sessions	Aye
Councilman Bentley	Nay
Councilman Bruns	Nay
Councilman Flynn	Aye

Motion passed 5-4

The meeting Adjourned at 9:13 p.m.

Scott M. Sessions, Mayor

Katy Price, City Clerk

CITY OF HILLSDALE FINANCE COMMITTEE

Place: City Hall Second Floor Conference Room

Date: November 17, 2025

Time: 6:30 PM

PRESENT:

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

STAFF: Jason Blake (Director of Public Services), David Mackie (City Manager),
Sam Fry (Assistant City Manager), Scott Hephner (Police Chief)

PUBLIC: Chris Sumnar

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 301: Investigative software program

Department 336: Computer added dispatch

Department 756: City mowing fitness park

Fund 202

Department 444: City portion of repairing sidewalk

Fund 203

Department 444: Trees causing need for sidewalk repair

Fund 247

Department 900: TIFA award to business for improving the facade of their building

Fund 590

Department 900: Hillsdale College will reimburse

Fund 591

Department 900: Fabrication and installation of dump box

Fund 663

Department 336: Tasers are for Police Department

Motioned by Bruns and seconded by Bentley to approve

Motioned passed 4-0

Chris Sumnar provided an update on the City's insurance policy through Highstreet Vested Risk Strategies

Motioned by Morrissey and seconded by Bruns to adjourn

Motion passed 4-0

Adjournment 6:56 PM

Minutes prepared by Gary Wolfram



November 18, 2025

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

Re: Important Information—Price Changes

Dear Mr. Mackie:

At Comcast, we are committed to delivering the products and services that matter most to our customers in Hillsdale, as well as exciting experiences they won't find anywhere else. We are also focused on making our Xfinity network stronger in order to meet our customers' current needs and future demands.

As we continue to invest in our network, products, and services, the cost of doing business rises. While we absorb some of these costs, these cost increases can affect service pricing. As a result, starting December 18, 2025, prices for certain services and fees will be increasing. Please see the enclosed Customer Notice for more information.

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 248-924-4917.

Sincerely,

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

Enclosure

Important information regarding our Xfinity services and pricing

Effective December 18, 2025

Xfinity TV	Current	New
Limited Basic (Includes Broadcast TV Fee)	\$52.15	\$62.90
Choice TV Select - with TV Box (Flex upgrade)	\$60.00	\$62.00
Choice TV (Includes Broadcast TV Fee)	\$60.20	\$71.45
Popular TV (Includes Broadcast TV Fee and Regional Sports Fee)	\$102.10	\$113.45
Ultimate TV (Includes Broadcast TV Fee and Regional Sports Fee)	\$131.20	\$142.75
Genre Packs		
Sports & News (Includes Regional Sports Fee)	\$31.90	\$32.00
Ultimate TV Tier (Includes Regional Sports Fee)	\$29.10	\$29.30
HBO	\$16.99	\$18.49
HBO Max	\$16.99	\$18.49
Paramount+ with SHOWTIME	\$12.00	\$13.00
Xfinity TV Service Fees (Included in package price where noted)		
	Current	New
Broadcast TV Fee	\$30.20	\$40.95
Regional Sports Fee - Popular TV and Sports & News	\$1.90	\$2.00
Regional Sports Fee - Ultimate TV and Ultimate TV Tier	\$11.00	\$11.30
Xfinity Equipment		
	Current	New
TV Box	\$12.00	\$14.00
Miscellaneous		
	Current	New
Late Fee	\$10.00	\$13.00

Adams Township, Allen Township, Cambra Township, Fayette Township, Hillsdale, Hillsdale Township

85291100 (4540,4550,4560,4570,4580,4590,4600,4610,4640,4650,4660)

P198AG26

City of Hillsdale

Agenda Item Summary

Meeting Date: December 1, 2025

Agenda Item: Public Hearing

SUBJECT: Hillsdale's Energy Waste Reduction (EWR) Plan

BACKGROUND PROVIDED BY: David Mackie, City Manager / BPU Director

The State of Michigan adopted a very aggressive Energy Waste Reduction (EWR) law in late 2023. The BPU's staff has been working with Michigan Municipal Electric Association (MMEA) and American Municipal Power (AMP) over the last year to develop a plan that meets the EWR requirements at a lesser cost than the plan available from the State.

The State's program is estimated to cost 3.5 percent of a community's prior year's electric sales. Based on Hillsdale's sales, that program would cost our utility around \$500,077 per year. To raise that amount of revenue the BPU would have to charge each customer an additional \$6.84 per meter per month. Council has been clear that we need to keep electric rates as affordable as possible, so we notified the State that the BPU would not be participating in their program, and would instead explore other program options with the goal of complying with the state mandate at the lowest possible cost.

Attached is the City's proposed EWR program that would be administered by the BPU's staff in conjunction with AMP's Efficiency Smart Program. Our program would cost about 2.4 percent and cost our customers \$4.73 per meter per month. Our intention in managing our own program is that it would be more responsive to our customers and save them money over the State's program. Ultimately, if we run a more effective program we might be able to reduce the monthly per meter charge of the program even further.

RECOMMENDATION:

Hold a public hearing on the attached EWR program. Consider its adoption and approval for the BPU Director to submit to the State of Michigan.

City of Hillsdale

Energy Waste Reduction Plan MPSC

INTRODUCTION

Pursuant to Public Act 295 of 2008 (hereafter 'PA 295'), the City of Hillsdale (hereafter 'HILLSDALE') is filing this energy waste reduction (EWR) plan with the Michigan Public Service Commission (hereafter 'MPSC'). PA 295 requires each electric energy provider in Michigan to implement an energy waste reduction plan that reduces electric energy consumption.

SECTION 1: PA 295 SECTION 71 SUBSECTION 3 REQUIRMENTS

Section 71 (3) (a) The EWR plan shall offer programs to each customer class including low-income customers.

The table below shows the estimated incremental megawatt hour savings required by PA 295 for HILLSDALE Energy Waste Reduction programs for years 2026-29.

Savings are reported in Megawatt hours			Total Savings Required
Program Year	% Saving	Sales Year	MWH
2026	1.50%	2025	1,548
2027	1.50%	2026	1,555
2028	1.50%	2027	1,563
2029	1.50%	2028	1,571

HILLSDALE'S proposed 2026-29 Energy Waste Reduction plan is modeled on the existing programs which will be enhanced by a third-party contractor to serve all customer classes, including residential low-income. The proposed HILLSDALE Plan for 2026-29 is based on allocating approximately 25% of its EWR budget to low-income program, 30% to residential, 36% to commercial and industrial, and 7% to evaluation and administration. Programs will be revised on an annual basis to strive to attain PA 295 goals.

Programs offered to each rate class are listed below and are categorized into Low-Income Services, Residential Solutions and Business Solutions. A budget and estimated kilowatt savings for each customer class can be found in Attachment A. Program descriptions that will be offered are included in Attachment B.

Residential Low-income Services

HILLSDALE will allocate 25% of the program budget on low-income programs. Target market for this program continues to be residential customers whose income is estimated to be below 200% of poverty level as defined by the U.S. Department of Health and Human Services. Services will be targeted at diverse segments of the population including those living in single family and multi-family buildings, homeowners

and renters. This program provides funding to upgrade the electric energy efficiency of customers living on limited incomes, thereby lowering their energy bills. The program will be marketed through utility bill inserts, media and existing low-income community organizations and other partners.

Residential Solutions

These programs will be available to HILLSDALE Residential Electric customers.

- *Residential Services*
- *Residential Education Services*
- *Pilot/Emerging Technology Programs*

Business Solutions

The programs below will be available to HILLSDALE commercial and industrial customers.

- *Business Services (prescriptive and custom)*
- *Business Education Services*
- *Pilot/Emerging Technology Programs*

Section 71 (3) (b) The EWR plan shall specify the necessary funding level;

In an effort to achieve the energy savings targets, HILLSDALE's Energy Waste Reduction Plan will require the estimated funding levels shown in the table below, as amended annually.

<i>Expenditures Percentage of Retail Sales</i>			Total Spending \$
Program Year	% Spending	Sales Year	
2026	2.4%	2025	\$345,668
2027	2.4%	2026	\$354,438
2028	2.4%	2027	\$363,208
2029	2.4%	2028	\$372,708

Section 71 (3) (c) Describe how EWR program costs will be recovered from customers;

Residential customers will be charged on a per meter basis. The program costs for the low-income residential program have been allocated to all customer classes based on the weighting of the customer class's respective program costs to the total EWR program costs. Any customers who choose to perform a self-directed program will still be charged a share of the low-income program costs.

Section 71 (3)(d) Ensure, to the extent feasible, that charges collected from a particular customer rate class are spent on EWR programs for that rate class;

Charges for each customer class were developed based on the approximate percentage of programs budget allocations that will be offered for that customer class to the extent feasible.

Section 71 (3) (e) Demonstrate that proposed EWR funding is sufficient to ensure achievement of EWR savings standards;

The proposed HILLSDALE 2026-29 Program Portfolio is modeled after the original 2009 HILLSDALE Program Portfolio to outline goals, budgets, and programs that have the potential to achieve the targets identified in PA 295. The programs described in this plan were modeled based on typical measures used in “best practice” programs across the country.

Section 71 (3)(f) Specify whether electric energy savings will be based on weather normalized sales or the average megawatt hours of electricity sold by the provider annually during the previous 3 years to retail customers;

The incremental energy savings for the proposed 2026-29 HILLSDALE Energy Waste Reduction Plan will be calculated utilizing the average number of megawatt hours of electricity sold annually during the previous three years to retail customers.

Section 71 (3) (g) Demonstrate that the providers EWR programs, excluding low-income programs, are collectively cost-effective;

The proposed 2026-29 HILLSDALE EWR programs were designed to have the potential to cost-effectively achieve the goals under PA 295. HILLSDALE will use commonly accepted practices to determine the cost effectiveness of our programs. HILLSDALE will basically use the average lifecycle cost of an efficiency measure or program expressed in cents per kWh saved over the life of the installed measures.

Section 71 (3) (h) Provide for practical and effective administration of the EWR programs;

The overall administration of HILLSDALE’S proposed 2026-29 Energy Waste Reduction Plan will be the responsibility of HILLSDALE who will work with an implementation contractor who have qualified and experienced staff with the technical capabilities and data tracking systems necessary to deliver the programs effectively. This combination will help to ensure effective and efficient program administration.

Section 71 (3) (i) include a process for obtaining independent expert evaluation of the actual EWR savings;

HILLSDALE will prepare a report to show the incremental gross energy savings from the EWR program and provide an annual report of such findings.

SECTION 2: REQUIREMENTS UNDER ATTACHMENT E of MPSC Temporary Order U-15800

The programs in this plan were modeled based on typical measures used in similar “best practice” programs across the country, along with specific savings estimates. The programs were modeled using a cost/benefit analysis tool that provides results from several stakeholder perspectives. Specifically, the programs were selected based on the following objectives:

- To provide electric energy savings for residential and commercial/industrial customers through a portfolio of proven “best practice” energy efficiency

programs that are cost-effective from a Utility System Resource Cost perspective;

- To develop programs for the energy savings goals within the specified budget identified in PA 295;
- To recommend potential opportunities to leverage program funding with other state, regional, and national efforts.

The proposed HILLSDALE 2026-29 Energy Waste Reduction plan implementation strategy is to utilize existing market channels as the most efficient means to drive resource acquisition efforts. The programs in the portfolio work closely with market providers in the utility's service territory to educate them on the benefits of selling high efficiency products and services.

MPSC Attachment E Section 1 (e) Plan Requirements;

Cost-effective tests will be utilized to determine cost effectiveness of the HILLSDALE programs.

MPSC Attachment E Section 3 (b-f) Plan Elements;

- a) HILLSDALE may reserve 20% of overall budget (by customer class) which will ensure program flexibility and allow for reallocation of funding to other programs that are more cost-effective or where technology or market participation impacts require additional resources, but will respect spending criteria among customer classes.
- b) Funds are budgeted for pilot programs, future energy waste reduction program development or to assess emerging technologies. The budgets for pilot programs will also be deemed to generate a proportional amount of required energy savings for each program year where the money is spent. HILLSDALE is allocating 2% for Business and 1% for Residential Pilot programs.
- c) 1% of the EWR budget will be used on education programs. These budget expenditures will communicate and educate customers on the benefits of energy efficiency, conservation and load management. Budget funds for education will be deemed to generate a proportional amount of the required energy savings for each program year in which the money is spent.
- d) The HILLSDALE Plan includes a residential low-income program and costs for this program will be recovered from each customer rate class in proportion to that rate class's funding of all programs.
- e) HILLSDALE has set aside no more than 3% of program budget for program evaluation, measurement and verification activities to determine actual program energy savings.

MPSC Attachment E Section 4 Self-Directed Energy Waste Reduction Plan

for Electric Customers: HILLSDALE had no customers filing self-directed plans.

SECTION 3: ADDITIONAL INFORMATION

Comment Proceedings;

HILLSDALE has provided an opportunity for public comments on the Energy Waste Reduction Plan during a Public Meeting on December 1, 2025. Any relevant comments received at this Public Meeting will be submitted to the MPSC.

Cost Effectiveness of EWR programs;

PA 295 Section 81 (1) addresses those electric providers who (a) Serve not more than 200,000 customers in this state and (b) Had average electric rates for residential customers using 1,000 kilowatt hours per month that are less than 75% of the average electric rates for residential customers using 1,000 kilowatt hours per month for all electric utilities in this state, according to the January 1, 2007, "comparison of average rates for MPSC-regulated electric utilities in Michigan" compiled by the commission. The HILLSDALE does not qualify under Section 81 (1).

The state's 1.5 percent energy savings requirement is an aggressive plan that will likely be difficult for electric providers to meet in a cost-effective manner. The state's program relies significantly on web-based services with social media marketing and communications from utility providers. It will be difficult for utilities to reach the energy waste reduction goals in a cost-effective manner, especially the residential goals.

To participate in the State's Energy Waste Reduction Program, it's estimated to require HILLSDALE to increase electric revenue by \$500,077 per year. HILLSDALE has chosen to provide its' own program to reduce energy consumption at a cost of \$345,668. There will be a learning curve for all utilities as we work through the next few years to achieve compliance with the state requirements. To complicate matters, the challenging economic conditions in Michigan may impact the success of these programs if participation levels are not met.

Coordination of Energy Waste reduction Programs;

HILLSDALE will continue to meet with other utilities and agencies regarding the coordination of programs.

ATTACHMENT A
ENERGY WASTE REDUCTION BUDGET AND KILOWAT SAVINGS

Attachment A
City of Hillside
EWR Program Portfolio

Program Portfolio				2026				2027				2028				2029				
Category	Meters	Program	%	Revenue	Budget	\$/kWh	kWh Savings	Revenue	Budget	\$/kWh	kWh Savings	Revenue	Budget	\$/kWh	kWh Savings	Revenue	Budget	\$/kWh	kWh Savings	
Residential		Low Income	0.25		\$ 86,417	\$ 0.90	96,019		\$ 88,610	\$ 0.92	96,054		\$ 90,802	\$ 0.95	96,030		\$ 93,177	\$ 0.97	96,138	
		Residential Services	0.30		\$ 103,701	\$ 0.20	518,503		\$ 106,331	\$ 0.21	518,690		\$ 108,962	\$ 0.21	518,559		\$ 111,812	\$ 0.22	519,145	
		Educational	0.01		\$ 3,457	\$ 0.14	24,691		\$ 3,544	\$ 0.14	24,700		\$ 3,632	\$ 0.15	24,693		\$ 3,727	\$ 0.15	24,721	
		Pilot Technologies	0.01		\$ 3,457	\$ 0.14	24,691		\$ 3,544	\$ 0.14	24,700		\$ 3,632	\$ 0.15	24,693		\$ 3,727	\$ 0.15	24,721	
	Sub Total		0.5700	\$ 294,074	\$ 197,031		663,903	\$ 301,534	\$ 202,030		664,142	\$ 308,995	\$ 207,028		663,975	\$ 317,077	\$ 212,444		664,725	
Business		Business Services	0.33		\$ 114,071	\$ 0.14	814,790		\$ 116,965	\$ 0.14	815,084		\$ 119,859	\$ 0.15	814,879		\$ 122,994	\$ 0.15	815,799	
		Educational	0.01		\$ 3,457	\$ 0.16	21,604		\$ 3,544	\$ 0.16	21,612		\$ 3,632	\$ 0.17	21,607		\$ 3,727	\$ 0.17	21,631	
		Pilot Technologies	0.02		\$ 6,913	\$ 0.14	49,381		\$ 7,089	\$ 0.14	49,399		\$ 7,264	\$ 0.15	49,387		\$ 7,454	\$ 0.15	49,442	
	909	Sub Total		\$ 51,595	\$ 124,441		885,775	\$ 52,904	\$ 127,598		886,095	\$ 54,213	\$ 130,755		885,872	\$ 55,631	\$ 134,175		886,872	
Portfolio		Program Admin	0.040		\$ 13,827				\$ 14,178				\$ 14,528				\$ 14,908			
		Evaluation	0.030		\$ 10,370				\$ 10,633				\$ 10,896				\$ 11,181			
		Sub Total	0.0700		\$ 24,197				\$ 24,811				\$ 25,425				\$ 26,090			
Total Costs				6,090	\$ 345,668	\$ 345,668		1,549,678	\$ 354,438	\$ 354,438		1,550,237	\$ 363,208	\$ 363,208		1,549,848	\$ 372,708	\$ 372,708		1,551,597

Meter Charge \$ 4.73

\$ 4.85

\$ 4.97

\$ 5.10

ATTACHMENT B
ENERGY WASTE REDUCTION PROGRAMS

WELCOME TO EFFICIENCY SMART

Hillsdale Board of Public Utilities

EMPOWERING COMMUNITIES
FOR A MORE EFFICIENT TOMORROW



Contents

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Monthly Report	Appendix A

Welcome to Efficiency Smart!

We are dedicated to helping your municipal electric system and your utility customers meet your energy efficiency goals. Over the next three years, we'll work side-by-side with you and your community to increase energy efficiency and save your customers money by providing information, financial incentives, resources, and technical assistance.

We regularly review and enhance our energy efficiency services to ensure we're meeting community needs and providing the latest products and technologies available in the market. We will update you and your community as new programs and services are offered or as enhancements are made.

We look forward to working with you and assisting your community in achieving its energy efficiency goals.

Thank you for your participation in Efficiency Smart!

Business customers with an annual electric usage equal to or greater than 250,000 kWh annually across all facilities are eligible to participate in the Large Business Solutions program.

Energy Consultants (Energy Engineers)

Energy consultants assist business customers with everything from identifying projects to validating energy savings. The technical assistance energy consultants provide is consistently touted as a primary resource for businesses and communities and is widely regarded as a key value-added service. Our energy consultants help ensure that businesses achieve the highest possible return on energy efficiency investments.

Account Management

Dedicated account management services help business customers identify and assess energy efficiency opportunities. These account managers are knowledgeable about multiple industries and act as trusted advisors providing unbiased advice on energy efficiency projects.

Contractor and Vendor Outreach

Efficiency Smart engages with local contractors and vendors to encourage energy efficiency projects in participating communities through the development of sustainable partnerships across the supply chain. We leverage the skills and expertise of these supply chain professionals who are committed to increasing energy efficiency in the communities we serve.

Community Outreach

Efficiency Smart conducts community outreach to address the unique needs of its diverse communities while providing affordable and accessible energy efficiency options. The outreach may include tactics based on your community needs and goals, such as community engagement and development, services for lower- to moderate-income customers, senior center and retirement community initiatives, multi-family efforts and direct installation of energy-efficient products.

Additional Services

Efficiency Smart services also include specialized professional support such as:

- Marketing and Communications
- Market Research
- Program Design and Implementation
- Quality and Program Management
- Engineering Analysis Tool Development
- Information Technology and Data Reporting
- Customer Support

Communication

Efficiency Smart understands that energy efficiency services are not a “one-size-fits-all” approach. That’s why we often target our services to meet the needs and resources of our participating communities and their utility customers. In order to meet your community’s unique needs, it’s important to understand how we fit into your community. Your support of our services and regular communication is central to achieving your community’s energy-savings goals.

Account Management

Your community has a dedicated account manager who will serve as your primary point of contact. This person is responsible for providing ongoing communications about our services and program delivery as well as answering any questions you may have. Additionally, your account manager will work closely with your business customers to proactively identify ways to help them save electricity.

Your account manager is a great place to start if you’re unsure who to contact. Efficiency Smart’s customer support team is also ready to answer any questions or concerns you may have. The customer support team may be reached at 877-889-3777. Additional Efficiency Smart contacts can be found on page 6.

Communication Methods

In addition to regular communication from your account manager, the primary contact(s) for your community will be emailed or given access through our website to a monthly data report that indicates our progress toward your community’s energy-savings goals, found on page 7 of this document.

Concerns, Comments and Feedback Methods

Efficiency Smart is dedicated to satisfying participating communities and their utility customers. However, it is inevitable that customer concerns will arise. If a complaint or feedback comes to your attention, your first step should be to contact your key account manager. We will then work internally to resolve the issue and follow back up with next steps.

Key Efficiency Smart Contacts

Joey Boston, Hillsdale Account Management

Phone: 614-468-4900 | Email: jboston@efficiencysmart.org

Sean Clement, Director of Efficiency Smart

Phone: 614-468-4918 | Email: sclement@efficiencysmart.org

Tom Coyle, Director of Account Management

Phone: 614-468-4924 | Email: tcogle@efficiencysmart.org

Carrie Hoover, Director of Marketing, Communications and Public Affairs

Phone: 614-468-4916 | Email: choover@efficiencysmart.org

SAVE ENERGY. SAVE MONEY.

Efficiency Smart is Hillsdale's one-stop resource
to save energy and money

RESIDENTIAL SERVICES



ELECTRIC BILL ADVICE

Free advice on reducing
your energy use



ONLINE HOME ENERGY ASSESSMENT

A free online assessment that
helps identify ways to save
energy in your home



HOME ENERGY REBATES

Money back for purchasing
qualifying efficient products



ELECTRIC USAGE MONITOR

A free service that lets you
borrow an electric monitor to
measure how much energy
your household products use



ONLINE SAVINGS

Instant discounts on
energy-efficient products

Call 877.889.3777 or visit
www.energysmart.org/hillsdale-michigan to get started



Energy efficiency services
available in partnership between:





EFFICIENCY SMART SMALL BUSINESS SOLUTIONS

INCENTIVES AND ENERGY EFFICIENCY SERVICES TAILORED TO THE NEEDS OF SMALL BUSINESSES

Whether you rent or own your building, Efficiency Smart can help your business reduce its operating costs through energy efficiency improvements. From finding cost-effective energy saving opportunities to providing incentives, our team can help you from start to finish. Best of all, our assistance is available at no cost.

PUT MONEY BACK INTO YOUR BUSINESS

We offer incentives on many energy efficiency improvements, such as:

- Lighting and lighting controls
- Refrigeration
- HVAC
- Compressed air systems



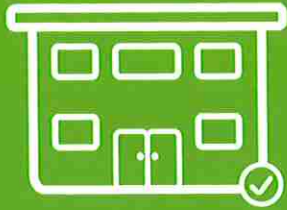
MANY BENEFITS TO UPGRADING

Upgrading to energy-efficient products and equipment can provide additional benefits beyond saving energy. It can improve your building's aesthetics, increase safety, improve employee productivity, and reduce maintenance costs.

GET STARTED TODAY

Your account manager can help plan and pre-approve your next project. Contact your Efficiency Smart account manager or the customer support team at 877.889.3777 or info@efficiencysmart.org prior to starting your next project. To learn more about Efficiency Smart visit www.efficiencysmart.org.





EFFICIENCY SMART LARGE BUSINESS SOLUTIONS

CONSULTATIVE SERVICES AND FINANCIAL INCENTIVES FOR LARGE BUSINESSES

Efficiency Smart can help your business reduce its operating expenses and meet sustainability goals through customized energy efficiency services and incentives. Our consultative and tailored approach includes a dedicated account manager and the support of our energy engineers at no cost.

Whether your business is exploring ways to reduce electric costs, installing new equipment, upgrading current systems, constructing a new facility, or expanding a current one, we work hand-in-hand with you through the entire process.

GAIN PEACE OF MIND ON YOUR NEXT ENERGY EFFICIENCY PROJECT

We are an unbiased resource that can help you:

- Identify energy saving opportunities and prioritize them
- Recommend technologies and control strategy solutions
- Analyze your electric use
- Quantify electric usage of equipment through metering
- Calculate energy savings and provide a cost-benefit analysis
- Review proposals from vendors
- Reduce project costs with financial incentives



GET STARTED TODAY

Your account manager can help plan and pre-approve your next project. Contact your Efficiency Smart account manager or the customer support team at 877.889.3777 or info@efficiencysmart.org prior to starting your next project. To learn more about Efficiency Smart visit www.efficiencysmart.org.



City of Hillsdale

Agenda Item Summary

Meeting Date: December 1, 2025

Agenda Item: Old Business

Subject: Proposed 2026 Special Assessment District – SAD 2026-1, Arch Avenue – Drawings & Engineer Estimate

BACKGROUND PROVIDED BY STAFF (Jason Blake, Director of Public Services):

One of the City Council's primary goals is to address the declining quality of the city's street and infrastructure systems. City staff has utilized the Special Assessment process as delineated in the City of Hillsdale's Code of Ordinances, Article V.-Finances, Division 3.-Special Assessments and any other applicable sections of the City Charter and/or Code of Ordinances to facilitate these projects.

The Department of Public Services (DPS) Director, City Engineer and City Manager respectfully present revised drawings and engineer estimate, revised from the original submission during the January 6, 2025 Council meeting, for the following proposed Special Assessment District (SAD).

**Proposed SAD-2026-1 – Arch Avenue – from Carleton Road (M99) to Mechanic Road
.34 Miles (Estimated 16 parcels in the SAD – (Engineering Est.: \$448,000)**



MEMORANDUM

Date: October 10, 2025

To: City Council, City Manager Mackie, DPS Director Blake

From: Robert Stiverson, PE, City Engineer

Subject: Arch Street from Mechanic to Carleton (M99)

Please find the attach draft Opinion of Probable Costs, bid document, and plans for Arch street.

We are recommending a budget of

Construction	\$368,275
Engineering/Project Management/Special Assessment	\$ 38,430
Contingencies:	\$ 41,295
Total:	\$448,000

Project Management is based on full-time inspection, however, we plan on performing Part Time inspection with the hours based on the quality and performance of the contractor.

As always, Construction costs are based on Historic Bid Tabulations for the City of Hillsdale with a comparison of MDOT Unit Prices. Project Management/Inspection is based on MDOT guideline for installation of Quantities and previous experience.

Contingencies are approximately 10%, and are recommended based on there are unknowns in the field that could impact project costs.

10-Nov-25

**Arch Street
Mechanic to Carleton (M-99)**

Street Resurfacing and drainage improvements

Opinion of Probable Costs

Summary:

Opinion of Probable Construction Costs	\$	368,275.00
Design Engineering	\$	19,650.00
Inspection and Project Management	\$	13,910.00
Special Assessment	\$	4,870.00
Contingencies	\$	41,295.00
Total Opinion of Probable Costs	\$	448,000.00

Design and Inspection are at 9.1% of Construction Costs. Consulting Firms are typically 15-20% of Construction Costs.

Construction					
Line	Pay Item	Quantity	Units	Unit Price	Price
1	Above Ground Video Survey	1	LSUM	\$ 2,125.00	\$ 2,125.00
2	Mobilization, Max 10%	1	LSUM	\$ 36,968.00	\$ 36,968.00
3	Culv, Rem, Less than 24 inch	2	Ea	\$ 1,110.00	\$ 2,220.00
4	Sewer, Rem, Less than 24 inch	18.5	Ft	\$ 25.00	\$ 462.50
5	Structures, Rem	1	LSUM	\$ 100.00	\$ 100.00
6	Ditch Cleanout	2	Sta	\$ 600.00	\$ 1,200.00
7	Roadway Grading	16.9	Sta	\$ 2,350.00	\$ 39,715.00
8	Erosion Control, Inlet Protection, Fabric Drop	9	Ea	\$ 140.00	\$ 1,260.00
9	Aggregate Base, 3 inch	77	Syd	\$ 15.00	\$ 1,155.00
10	Aggregate Base, 4 inch	20	Syd	\$ 15.00	\$ 300.00
11	Aggregate Surface Cse, 12 inch	132	Syd	\$ 31.00	\$ 4,092.00
12	Shld, CI III, 4 inch	160	Syd	\$ 25.00	\$ 4,000.00
13	Culv, CI A, Conc, 12 inch	72	Ft	\$ 75.00	\$ 5,400.00
14	Sewer, CI A, 12 inch, Tr Det B	277	Ft	\$ 90.00	\$ 24,930.00
15	Dr Structure Cover, Adj, Case 2	1	Ea	\$ 500.00	\$ 500.00
16	Dr Structure Cover, Type G	2	Ea	\$ 630.00	\$ 1,260.00
17	Dr Structure, 48 inch dia	1	Ea	\$ 4,000.00	\$ 4,000.00
18	Dr Structure, 60 inch dia	1	Ea	\$ 5,000.00	\$ 5,000.00
19	Dr Structure, Tap, 12 inch	1	Ea	\$ 700.00	\$ 700.00
20	HMA Surface, Rem	5390	Syd	\$ 9.00	\$ 48,510.00
21	HMA, 4EL	1130	Ton	\$ 80.00	\$ 90,400.00
22	HMA, 5EL	470	Ton	\$ 89.00	\$ 41,830.00
23	Conc Pavt, Misc, Nonreinf, 8 inch	65	Syd	\$ 68.00	\$ 4,420.00
24	Curb and Gutter, Conc, Det F4	150	Ft	\$ 45.00	\$ 6,750.00
25	Post, Mailbox	1	Ea	\$ 300.00	\$ 300.00
26	Sign, Type III, Rem	2	Ea	\$ 25.00	\$ 50.00
27	BOLLARD	1	Ea	\$ 185.00	\$ 185.00
28	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	34	Ft	\$ 15.00	\$ 510.00
29	Pavt Mrkg, Waterborne, 4 inch, Yellow	3090	Ft	\$ 0.25	\$ 772.50
30	Pavt Mrkg, Waterborne, 6 inch, White	2440	Ft	\$ 0.25	\$ 610.00
31	Traffic Control	1	LSUM	\$ 15,000.00	\$ 15,000.00
32	Riprap, Plain	2	Syd	\$ 300.00	\$ 600.00
33	Turf Establishment	1090	Syd	\$ 15.00	\$ 16,350.00
34	Gate Box, Adj, Case 2	1	Ea	\$ 100.00	\$ 100.00
35	Sanitary Structure Cover, Adj, Case 1	3	Ea	\$ 1,500.00	\$ 4,500.00
36	Culv End Sect, Conc, 12 inch	2	Ea	\$ 1,000.00	\$ 2,000.00
Opinion of Probable Construction Costs					\$ 368,275.00



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

The City of Hillsdale and the Board of Public Utilities (BPU) is requesting proposals for the following project(s):

**Arch Ave Reconstruction
From Mechanic Street to Carleton (M-99) Road**

All work shall be in accordance with the project drawings, project specifications and any applicable sections of the 2020 MDOT Standard Specifications for Construction.

RFP due date/ Public Opening:

Sealed proposals are due by **2:00 pm (local time) on January 9, 2026** at the following location:

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

Project Locations:

Arch Ave between Mechanic Street and Carleton Rd (M-99)

Scope of Work:

Arch Ave Project - 0.32 miles of road reconstruction, spot placement of concrete curb and gutter, 277 linear feet of storm sewer construction, 265lf of road ditch regrading and culvert replacement, spot replacement of concrete drive approaches, and slope restoration.

Proposed Project Schedule:

City Council Anticipated Award of Contract:
Construction Start Date:
Substantial Completion/Construction "Open to Traffic":
Final Completion

January 19, 2026
after award of contract
May 15, 2026
June 19, 2026

Instructions to proposers:

- Proposals must be typewritten or clearly printed in ink and signed by a duly authorized representative of the firm submitting the proposal.
- Proposals must be submitted in sealed envelopes, clearly marked on the outside, "**Arch Ave Project – City of Hillsdale**"
- Proposals will be received by the City Clerk, City Hall, 97 N. Broad Street, Hillsdale, Michigan 49242, at the above required time. All proposals will be date stamped and time marked upon receipt. Proposals may not be faxed or e-mailed.
- No proposal will be accepted after the time designated for the receipt of proposals set forth above. Each bidder shall and will be fully and solely responsible for delivery of the proposal prior to the appointed date and hour designated for the receipt of all proposals, and shall assume the risk of late delivery or non-delivery regardless of the manner the bidder employs for the proposal's delivery or the reason for such late delivery or non-delivery.
- The City of Hillsdale reserves the right to reject any and all proposals and to waive any defects or informalities in proposals, to accept the bid that it determines to be the lowest competitive bid from a competent bidder meeting specifications and to negotiate with the bidder or bidders who, in the judgment of the Hillsdale City Manager, are deemed the most advantageous for the public and the City.
- The City of Hillsdale reserves the right to take other action before a contract is signed or a purchase order is approved; even after City Council accepts or approves the proposal.
- Proposals submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record and available for review.
- Contractors shall submit an anticipated progress schedule with their bid.
- Communications regarding this proposal may be directed to:
Robert Stiverson, PE
City Engineer
City of Hillsdale
Hillsdale, MI 49242
517-437-6479
rstiverson@cityofhillsdale.org

Conditions applicable to proposal:

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

Indemnification:

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

Insurance:

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

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

Changes and addenda to proposal documents:

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

Proposal results:

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

Anti-Collusion:

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

Bid Bond/ Performance Bond:

Bids must contain the names of every person or company interested therein and shall be accompanied by a Bid Bond in the amount of 5% of the amount bid with satisfactory corporate surety, subject to conditions provided in the Instructions to Bidders. The successful bidder will be required to furnish satisfactory Performance Bond and Maintenance and Guarantee Bond (1 year) in the amount of 100% of the Bid, and Labor and Material Bond in the amount of 50% of the Bid.

Qualifications of Bidders:

- Bidders shall be experienced in the kind of Work to be performed, shall have the necessary equipment therefor, and shall possess sufficient capital to properly execute the Work within the time allowed. Bids received from Bidders who have previously failed to complete work within the time required, or who have previously performed similar work in an unsatisfactory manner, may be rejected. A Bid may be rejected if Bidder cannot show that Bidder has the necessary ability, facilities, equipment, and resources to commence the Work at the time prescribed and thereafter to prosecute and complete the Work at the rate or within the times specified. A Bid may be rejected if Bidder is already obligated for the performance of other work which would delay the commencement, prosecution or completion of the Work.
- To demonstrate qualifications to perform the Work, Bidder shall complete and submit with its Bid the Qualifications Statement which is included in this Project Document. Bidders may be asked to and shall furnish additional data to demonstrate Bidder's qualifications.
- Bidder is required to complete and submit with its Bid the *Certification Regarding Debarment, Suspension, and other Responsibility Matters* form.
- A bidder's failure to submit required qualification information within the time indicated may disqualify Bidder from receiving an award of the Contract.
- No requirement in this Section to submit information will prejudice the right of the Owner to seek additional pertinent information regarding Bidder's qualifications.
- Bidder is advised to carefully review those portions of the Bid Form Requiring Bidder's representations and certifications.
- Bidders shall be qualified to do business in the jurisdiction where the Project is located or covenant to obtain such qualification prior to signing the Agreement.

BIDDER'S QUALIFICATIONS STATEMENT

THE INFORMATION SUPPLIED IN THIS DOCUMENT IS CONFIDENTIAL TO THE
EXTENT PERMITTED BY LAWS AND REGULATIONS

The following information shall be submitted with the completed bid proposal.

1. SUBMITTED BY:

Official Name of Firm:

Address:

2. SUBMITTED TO:

3. SUBMITTED FOR:

Owner:

Project Name:

4. CONTRACTOR'S CONTACT INFORMATION:

Company Contact:

Title:

Phone:

Email:

5. ORGANIZATION INFORMATION:

Type of Organization: _____

Name of Owner/Partners/Executive Officers:

State of Organization: _____

Date of Organization: _____

6. Licensing:

License Type/Number: _____

Jurisdiction of License: _____

License Type/Number: _____

Jurisdiction of License: _____

7. OTHER INFORMATION:

Disadvantage Business Enterprise: Y N

Minority Business Enterprise: Y N

Women Owned Enterprise: Y N

Small Business Enterprise: Y N

Other: _____

8. BONDING INFORMATION:

Bonding Company: _____

Address: _____

Bonding Agent: _____

Address: _____

Contact Name: _____

Phone: _____

Aggregate Bonding Capacity: _____

Available Bonding Capacity (as of date of this submittal):

9. CONSTRUCTION EXPERIENCE:

Provide the following information:

1. Current Experience: List all uncompleted projects currently under contract with estimated completion dates.
2. Previous Experience: List all project completed within the last 5 years.
3. Provide detailed information, including owner's contact information, for any projects that the listed firm has failed to complete. Include projects not completed by any owner, officer, partner, joint venture participant or proprietor of the listed firm.
4. Are there any judgements, claims, disputed or litigation pending or outstanding involving the listed firm or any owner, officer, partner, joint venture participant or proprietor?

10. SUBCONTRACTOR INFORMATION:

Provide a list of all subcontractors anticipated to be working on this project:

COMPANY NAME	COMPANY CONTACT	PHONE NUMBER & EMAIL	ITEMS OF WORK

**Certification Regarding Debarment, Suspension,
and other Responsibility Matters**

- A. The Undersigned certifies, to the best of its knowledge and belief, that
1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and
 4. Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for causer or default.

Organizational Name:

Name(s) and Title(s) of Authorized Representatives:

Signature

_____ Date _____

Instructions for Certification

- (1) By signing and submitting this form, the prospective primary participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant must submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the Department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation will disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the Department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant must provide immediate written notice to the Department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the Department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default

(End of certificate)

PROPOSAL:

All bids will be paid utilizing Unit Prices in accordance with the submitted proposal for each part of the bid.

The City of Hillsdale reserves the right to reject any bids or not award any part of this bid for any reason.

ARCH AVE RECONSTRUCTION
FROM MECHANIC ST TO CARLETON (M-99) RD

PAY ITEM	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
1027051	Above Ground Video Survey	1	LSUM		
1100001	Mobilization, Max 10%	1	LSUM		
2030001	Culv, Rem, Less than 24 inch	2	Ea		
2030015	Sewer, Rem, Less than 24 inch	18.5	Ft		
2040060	Structures, Rem	1	LSUM		
2050006	Ditch Cleanout	2	Sta		
2057002	Road Grading	16.9	Sta		
2080020	Erosion Control, Inlet Protection, Fabric Drop	9	Ea		
3020008	Aggregate Base, 3 inch	77	Syd		
3020010	Aggregate Base, 4 inch	20	Syd		
3060016	Aggregate Surface Cse, 12 inch	132	Syd		
3070146	Shld, CI III, 4 inch	160	Syd		
4010165	Culv, CI A, Conc, 12 inch	72	Ft		
4020033	Sewer, CI A, 12 inch, Tr Det B	277	Ft		
4030006	Dr Structure Cover, Adj, Case 2	1	Ea		
4030040	Dr Structure Cover, Type G	2	Ea		
4030210	Dr Structure, 48 inch dia	1	Ea		

PAY ITEM	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
4030220	Dr Structure, 60 inch dia	1	Ea		
4030312	Dr Structure, Tap, 12 inch	1	Ea		
5010005	HMA Surface, Rem	5390	Syd		
5012024	HMA, 4EL	1130	Ton		
5012036	HMA, 5EL	470	Ton		
6020054	Conc Pavt, Misc, Nonreinf, 8 inch	65	Syd		
8020038	Curb and Gutter, Conc, Det F4	150	Ft		
8070095	Post, Mailbox	1	Ea		
8100403	Sign, Type III, Rem	2	Ea		
8107050	Bollard	1	Ea		
8110045	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	34	Ft		
8110232	Pavt Mrkg, Waterborne, 4 inch, Yellow	3090	Ft		
8110233	Pavt Mrkg, Waterborne, 6 inch, White	2440	Ft		
8127051	Traffic Control	1	LSUM		
8130010	Riprap, Plain	2	Syd		
816&011	Turf Establishment	1090	Syd		
8230432	Gate Box, Adj, Case 2	1	Ea		
8252145	Sanitary Structure Cover, Adj, Case 1	3	Ea		
ARCH AVE BID TOTAL					

TOTAL BID AMOUNT: _____

Use words

_____ Dollars

Quantities are estimated in the table. Final payment is based upon the Contractor's Base Bid unit prices and actual quantity placed.

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

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

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

<u>Addendum No.</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____

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

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

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

SIGNATURE NAME OF PROPOSER_____

PRINTED NAME OF PROPOSER_____

TITLE _____

NAME OF COMPANY_____

ADDRESS_____

CITY/STATE/ZIP_____TELEPHONE_____

EMAIL_____DATE_____

CITY OF HILLSDALE

SPECIAL SPECIFICATIONS / SPECIAL PROVISIONS / SUPPLEMENTAL INFORMATION

All work shall be accordance with the MDOT 2020 Standard Specification for Construction as well as any Special Specifications and Special Provisions included herein.

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**CITY OF HILLSDALE
SPECIAL PROVISION
FOR
PROGRESS AND COORDINATION CLAUSE**

- a. Description.** Start work after receiving the Notice to Proceed or on a date agreed upon with the Engineer. In no case shall any work be commenced prior to the receipt of a formal notice to proceed or before the city is in receipt of all required permits, bonds and insurance, as applicable.

All contract work shall be completed and open to traffic on or before **Substantial Completion date of May 15, 2026** and ready for **Final Completion Date of June 19 2026**.

The low bidder(s) for the work covered by this proposal will be required to meet with City of Hillsdale personnel to work out a detailed Progress Schedule. The schedule for this meeting will be set after the low bidder is determined. Any subcontractor(s) for Designated and/or Specialty Items are recommended to be at the scheduled meeting if such items materially affect the work schedule. The City of Hillsdale will arrange the time and place for the meeting.

The Progress Schedule shall include, as a minimum, the controlling work items for the completion of the project and the planned dates (or work day for a work day project) that these work items will be controlling operations. The date the project is to be opened to traffic as well as the final project completion date shall also be included in the Progress Schedule. If the proposal specifies other controlling dates, these shall also be included in the Progress Schedule. Upon commencement of any part of the project, work shall be steady and continuous with minimal delays accepted and in accordance with the agreed upon Progress Schedule.

Contractor shall minimize disturbance, and shall coordinate with onsite residents prior to construction. Residential and commercial access shall be maintained at all times throughout the project unless written approval has been given prior to access being blocked by the City. Contractor shall stage removal of pavement materials to minimize impact to residents and/or as determined necessary and agreed upon by the City and Contractor prior to commencement of work.

All interruptions of existing and proposed utilities and their respective services shall be coordinated with the City of Hillsdale. No utility interruptions shall be allowed without prior written approval from the City. Should emergency interruptions occur, the contractor shall notify the City immediately and work continuously until a City approved resolution has been provided.

**CITY OF HILLSDALE
SPECIAL PROVISION
FOR
MOBILIZATION**

DESCRIPTION

This work shall be done in accordance with Section 150 of the MDOT 2020 Standard Specifications for Construction and as specified herein.

CONSTRUCTION

Work shall include the preparatory work and operations including, but not limited to, the following:

- Preparatory work and expenses incurred prior to beginning work onsite.
- Transport materials, personnel, and equipment to the job site.
- Establishment of temporary onsite construction facilities, if required.
- Provided insurance, bonds, and other costs associated with the project in general and not included in other pay items.
- Coordination with property owners.
- All required submittals.

MEASUREMENT AND PAYMENT

This pay item as listed for Mobilization (Max. 10% of Bid Amount) will be paid for at the contract Lump Sum (LS) amount as follows:

<u>PAY ITEM</u>	<u>PAY UNIT</u>
Mobilization (Max. 10% of Bid Amount)	Lump Sum (LS)
<ul style="list-style-type: none">• 50% of the Mobilization payment will be made after 10% of the original contract amount is earned and billed.• Final 50% payment will be made after 25% of the contract amount is earned and billed.	

**CITY OF HILLSDALE
SPECIAL PROVISION
FOR
ABOVE GROUND VIDEO SURVEY**

DESCRIPTION

This Section includes the work required for production of an audio-video record of the Project Limits from POB to POE prior to construction. The Contractor shall deliver one (1) copy of completed recording to the OWNER/ENGINEER before any construction work commences.

MATERIALS

High Resolution DVD Format unless otherwise approved.

CONSTRUCTION

Recording to be done during periods of good quality visibility. Recording not allowed during precipitation or when more than ten percent (10%) of the ground is covered with snow unless approved by ENGINEER.

Recording to be by electronic means. Continuous and simultaneous display by generated transparent information of the following:

1. Hour:Minute:Second in upper left hand corner of screen.
2. Month/Day/Year immediately below time.
3. Stationing to be continuous and accurate corresponding to the project stationing in standard engineering symbols (i.e. 20+35) appearing in the lower left corner of the screen.
4. Description of the area being viewed and the direction being viewed immediately above the stationing. Make mention of street names.

Coverage to include all surface features within the zone of influence of construction supported by an audio description. Coverage to include close-ups of any irregularities present.

Audio description shall be made simultaneously with the video coverage including a minimum of existing driveways, sidewalks, curbs, ditches, roadways, landscaping, trees, culverts, headwalls, retaining walls and buildings. Audio description to include discussion of any irregularities present.

Building numbers visible from the project area shall be noted visually and audibly on the tape. The rate of speed in the direction of stationing shall not exceed an average of 48 feet per minute.

Panning or zooming in and out rates shall be controlled sufficiently in order that the object can be viewed clearly in playback.

When conventional wheeled vehicles are used, the distance from the camera lens to the ground shall not exceed 12 feet.

When area is not accessible by conventional wheeled vehicles, the contractor shall provide special conveyances or hand carried apparatus if approved by the ENGINEER.

MEASUREMENT AND PAYMENT

The completed work, as described, will be measured and paid for at the contract unit price using the following pay item:

<u>Pay Item</u>	<u>Pay Unit</u>
Above Ground Video Survey	Lump Sum

**CITY OF HILLSDALE
SPECIAL PROVISION
FOR
ROADWAY GRADING**

DESCRIPTION

This work shall consist of all the work necessary to construct the earth grade in accordance with Section 205 of the Michigan Department of Transportation's 2020 *Standard Specifications for Construction* and in conformance with the lines, grades and typical cross sections shown on the plans or established by the Engineer from the point of beginning (POB) to the point of ending (POE).

Roadway Grading shall consist of, but not be limited to the following items: (1) Earth excavation, embankment, grading and compacting for the roadway, driveways, and street intersections, (2) trimming or removal of brush less than 6-inch diameter, (3) maintaining access to driveways and streets using maintenance gravel and (4) loading, hauling and disposing of all excess material.

MATERIALS

All materials to be placed shall be suitable granular material salvaged from the job, if approved by the ENGINEER, or contractor furnished borrow. Contractor furnished borrow shall be Granular Material, Class II.

CONSTRUCTION METHODS AND EQUIPMENT

Construction methods and equipment shall be in accordance with Section 205 of the Michigan Department of Transportation's 2020 *Standard Specifications for Construction*.

In cut sections, the subgrade shall be compacted in accordance with 205.03.G of the Michigan Department of Transportation's 2020 *Standard Specifications for Construction*.

METHOD OF MEASUREMENT AND PAYMENT

The completed work for **Roadway Grading** including all labor, materials and equipment necessary to perform the work, will be measured by length in stations along the centerline of the roadway where work is performed and will be paid for at the contract unit price for the following contract item:

<u>Pay Item</u>	<u>Pay Unit</u>
Roadway Grading	Station

Payment for **Roadway Grading** shall include work performed from right-of-way or easement to right-of-way or easement on both sides of the road and intersections. The quantities used to calculate earth excavation assumes the removal of the existing road base and subbase to the required depth for the width of the road and intersections where reconstruction is specified to allow placement of the new subbase and aggregate base.

The following quantities are considered included in the pay item **Excavation, Earth** and are provided for information only:

Excavation, Earth	40 Cubic Yards
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**CITY OF HILLSDALE
SPECIAL PROVISION
FOR
DR STRUCTURE COVER, TYPE _**

DESCRIPTION

Dr Structure Cover, Type _, shall have the type indicated on the plans, and shall consist of material and work as described in section 403 of the *MDOT 2020 Standard Specifications for Construction*, except as modified herein.

MATERIALS

Dr Structure Cover, Type _ shall include the frame, grate or cover and shall be of the type indicated on the plans as manufactured by East Jordan Company or ENGINEER approved equal. Casting equivalents based on the following table:

East Jordan	MDOT "Type"
1040	"B"
6508	"E"
6517	"G"
7045	"K"
7065	"C"
1040 w/ "Sanitary" lid	"Q"

MEASUREMENT AND PAYMENT

This work will be measured and paid as specified in section 403 of the Standard Specifications using the following contract items (pay items).

<u>Pay Item</u>	<u>Pay Unit</u>
Dr Structure Cover, Type "_"	Each
Sanitary Structure Cover, Type Q	Each

**CITY OF HILLSDALE
SPECIAL PROVISION
FOR
MAINTAINING TRAFFIC AND TRAFFIC CONTROL**

DESCRIPTION

Construction is throughout the City of Hillsdale and work road reconstruction, concrete curb and gutter, sidewalk replacement, ADA ramp replacement, construction of drive approaches, site restoration, sanitary sewer construction, sewer lining, water main construction, and storm sewer construction.

Side street, commercial, and residential access shall be maintained at all times unless otherwise coordinated with the City of Hillsdale staff. Traffic control shall be provided as shown on the plans, attachments and in accordance with Sections 104.07, 104.11, 812 and 922 of the Michigan Department of Transportation Standard Specifications for Highway Construction, 2012 Edition including any supplemental Specifications and any special provisions in this proposal. All traffic devices and their usage shall conform to the current edition of the Michigan Manual on Uniform Traffic Control Devices (MMUTCD).

CONSTRUCTION INFLUENCE AREA

The CIA shall include the right-of-way of the roadways where the work is to be completed and the first 50 feet on all crossroads within the project limits.

In addition, the CIA includes the area within the right-of-way of all crossroads within the project limits and designated detour routes, to the furthest placed construction sign, which includes any advance informational signs related to the project.

The Contractor shall coordinate operations with other contractors performing work on other projects within or adjacent to the Construction Influence Area (CIA).

City Maintenance crews may perform maintenance work within or adjacent to the Construction Influence Area (CIA). The City maintenance crews will coordinate their operations with the Engineer to minimize the interference to the Contractor. No additional payment will be made to the Contractor for the joint use of the traffic control items.

TRAFFIC RESTRICTIONS

No work will be allowed during the Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and the New Year's Day holiday periods as defined and directed by the Engineer. Prior to ceasing operations for a given holiday period, the Contractor shall ensure that all traffic control devices required for the current construction stage are in place, cleaned, and fully operational.

All work shall be conducted between 7:00 a.m. and 6:00 p.m., Monday through Saturday. Night or weekend work will not be permitted without written approval of the City Manager.

Maintain local and emergency traffic at all times as possible. Maintain and protect pedestrian traffic at all times.

Maintain access to all businesses to the best of your ability. If a business has multiple drives, one shall remain open at all times.

**CITY OF HILLSDALE
SPECIAL PROVISION
FOR
MAINTAINING TRAFFIC AND TRAFFIC CONTROL**

Walks, driveway and entrances to buildings shall not be unnecessarily blocked. Ingress, egress and maintenance of drive approaches, sidewalks, crosswalks, parkways and open and unopen street subgrade shall be the responsibility of the Contractor throughout construction. Construction shall be completed in such a manner as to maintain the required entrance width for traffic at all times. When partial widths of new pavement area available to local traffic, access to drive shall be provided immediately. Temporary ramps shall be constructed where necessary as directed by the Engineer to maintain access to properties and shall not be pay for as a separate pay item.

TRAFFIC CONTROL DEVICES

All traffic control devices and their usage shall conform to the Michigan Manual on Uniform Traffic Control Devices (MMUTCD), 2011 Edition, as revised and as specified herein.

Distances shown between construction warning, regulatory, and guide signs shown on the plans are approximate and may require field adjustment, as directed by the Engineer.

All construction warning signs, unless otherwise noted, shall be 48" x 48" mounted at 7 feet bottom heights.

Temporary signs shall be erected only when in use. Where signs are no longer applicable, they shall be removed or have their legends completely covered with plywood.

Temporary traffic control devices not in use shall be kept at the Contractor's lay down area. Signs, plastic drums and barricades may be laid down and stored in the parkway for a maximum of 24 hours.

Sign covers shall be used to cover any non-applicable existing signs. Covers shall not leave any marks on, or mark in any way, signs or sign surfaces. Notify the Engineer at least 24 hours in advance of erection or removal of sign covers.

All channelizing devices shall be Plastic Drums, High Intensity. Taper spacing of plastic drums shall conform to MDOT Maintaining Traffic Typical M0020a. The maximum recommended distance(s) between channelizing devices should be equal in feet to the posted speed in miles per hour on taper(s) and twice the posted speed in the parallel area(s).

Place channelizing devices, lighted arrow panels, and other traffic control devices as shown on the plans, or as directed by the Engineer to fit a specific condition.

FLAGGER CONTROL

Flaggers shall wear retroreflective clothing appropriate for the speed of the roadway where the project is located.

Flaggers shall utilize hand-signaling devices, such as STOP/SLOW paddles. STOP/SLOW paddles shall be at least 18" wide with 6" letters.

Advance warning signs (W20-7 or W20-7a) shall be provided at each prior to each flagger location, 2 minimum

**CITY OF HILLSDALE
SPECIAL PROVISION
FOR
MAINTAINING TRAFFIC AND TRAFFIC CONTROL**

MEASUREMENT AND PAYMENT

This pay item will be paid as a Lump Sum as identified below:

<u>PAY ITEM</u>	<u>PAY UNIT</u>
Traffic Control	Lump Sum

TRAFFIC CONTROL pay items shall include all material, labor, and equipment needed to accomplish the traffic control as specified per site and shall including furnishing, placement, operation and maintenance of all traffic control devices required for completion of the required work.

**CITY OF HILLSDALE
SPECIAL PROVISION
FOR
TURF ESTABLISHMENT**

DESCRIPTION

This work shall consist of the establishment of a durable, permanent, weed free, mature, perennial turf including, but not limited to, fine grading, topsoiling, seeding, fertilizer nutrient, mulching, mulch anchoring, watering, weed control, maintenance and repair of turf during the life of the contract.

MATERIALS

Selection of materials is the responsibility of the Contractor with the following minimum conditions;

- Topsoil shall be furnished or salvaged supporting vigorous growth. Topsoil shall be humus bearing and free from all foreign material, vegetation clumps and stones greater than 1/2" diameter. Topsoil shall be placed at a depth of 4 inches.
- Hydro Seeding with seed mixture that is composed of four or more species of perennial grass. All species and their cultivars or varieties must be guaranteed hardy for Michigan. The following is a list of recommended species of perennial grasses: Kentucky Bluegrass, Perennial Ryegrass, Hard Fescue, Creeping Red Fescue, Chewings Fescue, Turf-type Tall Fescue, Buffalo grass and Alkaligrass-Fults Puccinellia distans. The species selected must be disease and insect resistant and of good color. No one species in the mix will be more than 25 percent of the mixture by weight. No one species in the mix will be less than 5 percent of the mixture by weight. No grass species selected will be considered noxious or objectionable, such as Quack Grass, Smooth Brome, Orchard Grass, Reed Canary Grass or others.

Provide seed legally saleable in Michigan and the seed product must not contain more than 10 percent inert material. Provide seed from an MDOT approved certified vendor.

The species of seed selected must be adapted for the site conditions and locations including but not limited to manicured yards.

At least two of the species selected in the proposed mixture must be salt tolerant.

- Fertilizer nutrient shall be applied as required at the rate determined by the Contractor. Phosphorous can only be used at the time of planting and when soil conditions require it. The fertilizer and application must be approved by the Engineer prior to the application of the material.
- Mulch shall be paper or cellulose applied and anchored at the rate recommended by the mulch manufacturer.
- Herbicides shall be furnished and applied as required to control weed growth. The Contractor shall select the herbicide and rate of application in accordance with the manufacturer's recommendations. The Contractor shall comply with all federal, state and local laws as noted in Section 107 of the Standard Specifications for Construction. The herbicide and application must be approved by the Engineer prior to the application of the material.
- Water shall be furnished and applied from an approved source at a rate to promote healthy growth.

**CITY OF HILLSDALE
SPECIAL PROVISION
FOR
TURF ESTABLISHMENT**

CONSTRUCTION METHOD

The Contractor is responsible for all work and construction methods used in completing the work.

- Erosion Control. Erosion must be controlled at all times according to Section 208 of the Standard Specifications for Construction. Soil erosion control is the responsibility of the Contractor however; measures shall be placed as indicated in the plans, permits or as directed by the Engineer. The site shall be continually monitored by the Contractor and erosion repairs shall be made for any cause. Sedimentation that occurs shall be corrected immediately and all disturbed areas contributing to the sedimentation must be stabilized within 24 hrs after each erosion occurrence. Erosion repairs and deposited sediment removal shall be at the Contractor's expense.
- Watering, Mowing and Weeding. The seed and turf shall be watered at a frequency to promote growth. Turf shall be maintained at a visually appealing level and not more than 8 inches in height at any time prior to acceptance. Weeds must be controlled to less than 10% of the turf establishment area at all times.
- Final Acceptance. Before final acceptance of the turf establishment work there must be no exposed bare soil and the turf must be fully germinated, erosion free, weed free, disease free, dark green in color and in a vigorous growing condition as determined by the Engineer.

MEASUREMENT AND PAYMENT

The completed work as measured for **Turf Establishment** will be paid for at the contract unit price for the following contract item (pay item):

<u>Pay Item</u>	<u>Pay Unit</u>
Turf Establishment	Square Yard

Turf Establishment will be measured in place by area in square yards. All materials, labor and equipment required or selected by the Contractor to install, maintain, inspect, repair, and meet the acceptance parameters for turf establishment will not be paid for separately but will be considered included in the contract unit price bid for **Turf Establishment**.

Repairs made to damaged turf establishment areas as a result of a documented storm by a local meteorological data resulting in rainfall amounts of more than 3 inches in a 24 hr period will be paid for as an increase to the original quantities as described in subsection 109.07 of the Standard Specifications for Construction.

The following schedule of payment applies to work performed according to this special provision. Upon completion of the topsoil, surfacing seeding and mulching stage 50 percent of the authorized amount for Turf Establishment will be paid to the Contractor. The remaining authorized amount will be paid upon final acceptance of the established turf.

CITY OF HILLSDALE

APPENDIX A ADDITIONAL INFORMATION

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CITY OF HILLSDALE, MICHIGAN

CONTRACTOR SAFETY POLICY

Good communication is a necessary element of maintaining safety. Everyone working at a jobsite must work cooperatively to identify safety hazards and communicate prevention practices that will improve the safety and health of everyone involved. Therefore, the City of Hillsdale, has implemented the following contractor safety program for our worksites so that on the job injuries are minimized and work practices may be standardized.

Purpose

A written contractor safety policy establishes guidelines to be followed for contractors working for the City of Hillsdale. The rules established:

- Provide a safe working environment.
- Govern facility relationships with outside contractors.
- Ensure that Contractor employees and our employees are trained to protect themselves from all potential and existing hazards.

The effectiveness of the contractor safety program depends upon the active support and involvement of all employees. This plan is intended to ensure that all contractor work practices are carried out safely to minimize the possibility of injury or harm to the contractors' employees or our own employees. It is intended to serve as an additional tool in safeguarding the health and safety of employees.

The very nature of utility construction and operation places employees and contractors in hazardous situations. Workers should always exercise extreme caution when at a jobsite.

This document is provided to ensure that all appropriate City of Hillsdale safety plans, policies and procedures are communicated to all participating contractors. It also provides an avenue for contractors to communicate their safety plans, policies and procedures to the City of Hillsdale. This program aims to prevent personal injuries and illnesses.

Safety Coordinator Duties

The Safety Coordinator is responsible for developing and maintaining the program. Employees may review a copy of the plan. It is located at 45 Monroe St. safety office and in the Safety Dept. folder of the computer system. In addition, the Safety Coordinator is responsible for maintaining any records related to the contractor safety program.

If after reading this program, you find that improvements can be made, please contact the Safety Coordinator. We encourage all suggestions because we are committed to the success of our contractor safety program. We strive for clear understanding, safe behavior, and involvement from every level of our company.

Explanation of Responsibilities

City of Hillsdale Responsibilities

The City of Hillsdale has specific safety responsibilities when hiring contractors, which include the following listed steps:

1. Take steps to protect contract workers who perform work on or near a potentially hazardous process, facility, or area.
2. Obtain and evaluate information regarding the contract employer's safety performance and programs.
3. Inform the contractor of known potential electrical, fire, explosion, or chemical release hazards related to the contractor's work.
4. Develop and implement safe work practice procedures to control contract employee entry into hazardous work areas and operation or repair of utility facilities.
5. Require contractors to provide appropriate personal protective equipment to their employees at all times.
6. Periodically evaluate the contract employer's fulfillment of his or her responsibilities under this policy.
7. Hire and use only contractors who meet Contractor Selection Criteria as listed in the next section of this policy.

Contractor Responsibilities

Contract employees must perform their work safely. Considering that contractors often perform very specialized and potentially hazardous tasks, such as confined space entry activities and non-routine repair activities, their work must be controlled. Contractor responsibilities when accepting contracts with the City of Hillsdale include the following listed steps. The contract employer will:

1. Assure that the contract employee is trained in the work practices necessary to safely perform his or her job.
2. Instruct the contract employee in the potential electrical, fire, explosion, or chemical release hazards related to his or her job and the process.
3. Document contract employee training.
4. Inform contract employees of and then enforce safety rules of the facility, particularly those implemented to control the hazards of the contracted process during operations.
5. Require that all subcontractors abide by the same rules to which the contractor is bound.
6. Abide by the facility smoking rules.
7. Notify plant operators, foremen, or managers of any operations that could interrupt utility services. Also, immediately notify said individuals if an unexpected utility interruption has occurred.

Guidelines for Contractor Safety

The following listed steps are the standard procedures for evaluating and choosing contractors who will work on-site at the City of Hillsdale.

To determine that past safety performance, the group or individual selecting the contractor may consider the contractor's:

- OSHA log, which includes the injury and illness rates (number of lost-time accident cases, number of recordable cases, number of restricted workday cases, number of fatalities) for the past three years.
- Written safety program and training system.

Contractor work methods and experience should be evaluated. Ensure that for the job in question the contractor and its employees have the appropriate:

- Job skills.
- Equipment.
- Knowledge, experience, and expertise.
- Permits, licenses, certifications, or skilled tradespeople necessary to perform the work in question.

The contractor must be willing and able to provide a current certificate of insurance for workers' compensation and general liability coverage with the City of Hillsdale.

Each contractor must be responsible for ensuring that its employees comply with all applicable local, state, and federal safety requirements, as well as with any safety rules and regulations set forth by the City of Hillsdale, at which it is performing the contracted work.

Possible ways to determine past compliance with such safety regulations include:

- Requesting copies of any citations for violations occurring within the last three years, to determine the frequency and type of safety laws violated.
- Having all bidders on jobs describe in detail their safety programs, infractions, accidents, and workers' compensation claims within the last three years.

This information will provide the City of Hillsdale with a solid background on that contractor's safety performance and adherence to safety rules and regulations.

Guidelines for Information Exchange

City of Hillsdale Guidelines for Information Exchange

Before contract work begins, the City of Hillsdale must:

Designate a representative to coordinate and communicate all safety and health issues with the contractor. The designated representative will have a copy of the work document, be thoroughly familiar with its contents, and with the safety and health aspects of the work, or know whom to call to obtain this information. The designated representative is responsible for ensuring that all company responsibilities listed below are carried out.

1. Provide a copy of the applicable safety policies and procedures to the contractor.
2. Inform the contractor of any emergency signals and personnel clearance procedures that may be put into operation in areas where the contractor's employees are working.
3. The contractor should be given the telephone numbers of any appropriate City of Hillsdale Project manager, the nearest hospital, ambulance service, and fire department.
4. Work directly with the contractor's designated representative, with whom all contacts should be made.
5. Review all contract requirements related to safety and health with the contractor's designated representative, including, but not limited to, rules and procedures, personal protective equipment (PPE), and special work permits or specialized work procedures.
6. Inform contractor's designated representative of the required response to employee alarms and notices.
7. Communicate thoroughly with the contractor's designated representative any safety and health hazards (particularly non-obvious hazards and hazard communication issues) known to be associated with the work, including those in areas adjacent to the worksite. Tell them it is the contractor's responsibility to convey this information to its employees.
8. Ensure that all affected employees of the city receive training on all hazards which the contractor may introduce.

During the contract work, the city must:

1. Limit, as necessary, the entry of city employees into contractor work areas.
2. Monitor the contractor's compliance with the contract throughout the duration of the work. When checking contractor work during the project, note any negligent or unlawful act or condition in violation of safety standards or requirements. Any items noted should be brought immediately to the attention of the contractor's designated representative. However, if an unsafe act or a condition is noted that creates an imminent danger of serious injury, immediate steps should be taken to stop the unsafe act or condition. Do not allow work that is in violation of a regulation to continue.
3. Document all discussions, including place, time, and names of contractor employees involved.

4. For work for which the city has developed specific and generally applicable procedures, make sure contractors and their subcontractors follow the same procedures.
5. Obtain a copy of each OSHA recordable injury report from the contractor and subcontractor. Investigate and report to the BPU Director and/or City Manager all personal injuries to contractor and subcontractor employees.
6. Investigate and report any property damage caused by a safety accident. Maintain a contractor accident report file.

Contractor Guidelines for Information Exchange

Before the contract work begins, the contractor must:

1. Designate a representative to coordinate all safety and health issues and communicate with the City of Hillsdale's designated representative.
2. Provide information to the designated representative on the safety and health hazards that may arise during the course of the contractor's work at the City of Hillsdale BPU and the means necessary to avoid danger from those hazards, including Hazard Communication and all other potential hazards.
3. Obtain from the City of Hillsdale any safety rules and regulations in effect at the site or potential hazards present that may affect the contractor's work.
4. Be certain to be informed of any emergency signals and personnel clearance procedures that may be put into operation in areas where the contractor's employees are working.
5. The contractor should be certain to have the telephone numbers of any appropriate City of Hillsdale Project Manager/Designee, the nearest hospital, ambulance service, and fire department.
6. Advise and train its employees on hazards associated with the work to be performed, including any Hazard Communication or other hazard information provided the contractor by the City of Hillsdale.
7. Keep the designated representative of the City of Hillsdale fully informed of any work that may affect the safety of the City of Hillsdale's employees or property. This includes complying with the state and federal right-to-know legislation and providing the designated representative appropriate material safety data sheets (MSDSs) or other required information about chemicals the contractor will bring onto the site.
8. Know who to call and what to do in emergencies, including where first aid and medical services are located and train employees on this.

During the contract work, the contractor will:

1. Have a designated site safety coordinator present and attentive to the work being carried out at all times that the contractors and/or subcontractors are working at the site.
2. Ensure that all subcontractors are abiding by the terms of this plan.

3. Perform its work while the plant or system is operating, if necessary, and establish necessary safe practices to permit work under operating conditions without endangering

Any person or property. This includes but is not limited to barricading, sign-posting, grounding, lockout/ tagout, etc.
4. Make sure that any equipment, chemicals, or procedures used by the contractor to perform contracted work meet all OSHA requirements.
5. Be held responsible and accountable for any losses or damages suffered by the City of Hillsdale and/or its employees as a result of contractor negligence.
6. Provide its employees with medical care and first-aid treatment.
7. Use only the plant or building entrance designated, and follow the facility access control practice, as applicable. The contractor also will ensure that each contractor employee is issued and wears some form of easily seen identification.
8. Provide supervisors and employees who are competent and adequately trained, including training in all health and safety aspects of the work involved in the contract.
9. Provide all tools and equipment for the work, including personal protective equipment (PPE), and ensure the equipment is in proper working order and employees are instructed in its proper use.
10. Maintain good housekeeping in the workplace.
11. Follow specific instructions supplied by this company should emergency alarms be activated.
12. Notify the designated representative immediately of any OSHA recordable injury or illness to contractor employees or subcontractor employees occurring while on the site of this company. Provide a copy of each accident report to the designated representative.
13. Receive and use a copy of any applicable City of Hillsdale written safety policies and procedures.
14. After conclusion of the contract work, the contractor is responsible for cleaning all work areas and disposing of any discarded materials in a proper and legal manner.

Training Requirements

City of Hillsdale Requirements

City of Hillsdale makes sure that affected City employees receive training on all hazards to which they will be introduced by a contractor. In addition, we emphasize to the contractor that it is the contractor's responsibility to convey to its employees any safety information provided by the City of Hillsdale to the contractor.

Contractor Requirements

The contractor must:

- Train all workers on all safety and health hazards and provisions applicable to the type of work being done, and provide documentation of such training to this company's designated representative.
- Train employees on where to obtain first aid and medical services.
- Train employees on appropriate lockout/tagout procedures and the confined space program.

Recordkeeping Requirements

City of Hillsdale Requirements:

The designated representative will:

1. Have a copy of the contract on file and be thoroughly familiar with its contents, and with the safety and health aspects of the work.
2. Keep records of all training done with company workers regarding hazards to be caused by the contracting company.
3. Keep copies of any OSHA recordable injury and illness logs for the project, as well as copies of accident reports on all accidents that occur in the course of the project.
4. Keep records of all documentation of any sort given to you by the contractor, including records of training done, MSDSs, accident reports, etc.
5. Keep records of all documentation of any sort you give to the contractor, including list of hazards to train their employees on, MSDSs, etc.
6. Document all discussions, letters, memos, or other communications made to the contractor regarding safety issues, including place, time, and names of people involved.
7. Compile a report to the director of utilities if there arise any safety or health concerns with the project.

Contractor Requirements:

The contractor will:

1. Keep records of all training done with contract workers and all documentation provided to the contracting company regarding such training.
2. Have on file the telephone numbers of the appropriate City of Hillsdale manager, the nearest hospital, ambulance service, and fire department.
3. Have copies on-site of all material safety data sheets (MSDSs) or other required information about chemicals relevant to the work on-site.
4. Keep an OSHA recordable injury and illness log for the project, as well as copies of accident reports on all accidents that occur in the course of the project.
5. Assist utility workers in completing utility outage reports related to the contractor's actions.

City of Hillsdale The Contract

This contract, made the ***date*** by and between ***contractor*** of ***city***, hereinafter called the "Contractor" and the City of Hillsdale, Michigan, hereinafter called the "Owner."
Witnesseth Whereas, the Owner is desirous of a road reconstruction project on ***Project*** within the City of Hillsdale; and the contractor has agreed to the same for the consideration herein named, the contractor and the owner agree as follows:

Article 1 - The Work - It is agreed that the contractor shall furnish all the materials and equipment and perform all of the work shown on the drawings and described in the specifications entitled, ***Project Name***, prepared by the City of Hillsdale, City Engineer, and in these contract documents entitled "the Engineer;" and shall do everything required by the contract documents; the contract documents being hereby defined to include the contract, bonds, drawings, specifications, detailed and general, proposal, instructions to bidders, advertisement and any supplements thereto agreed to by both parties.

Article 2 - Alterations - It is agreed that the contractor shall make alterations to the work under this contract, as the owner may especially order in writing. Compensation for such alterations shall be determined by the unit prices stipulated in the proposal hereof where appropriate, or by lump sum or unit prices mutually agreed upon at the time by the owner and the contractor.

The owner at his discretion may furnish to the contractor any materials or supplies or transportation required for extra work. The contractor shall not be entitled to any allowance for percentage on account of materials or supplies or transportation so furnished.

It is agreed that all work that may be ordered by the owner and performed under the provisions of this article shall be done by the contractor in an effective and workmanlike manner and shall be subject to the same restrictions and liabilities as those which apply to the general work of this contract; and the contractor shall be responsible for the maintenance and protection of such work until the time of the final acceptance of the entire job by the owner.

It is further agreed that no claim against the owner on account of alterations shall be valid

unless such work has been previously ordered in writing and unless such claim has been presented for payment as soon as practicable after the completion of such work and before the making up of the final estimate.

Article 3 - Time - It is agreed that the contractor shall begin work under this contract as agreed upon with the city after the delivery of the signed contract to the contractor and that he shall prosecute it in such manner as will bring the entire work be ready for Substantial Completion by ***date*** and Final Completion by ***date*** prior to the beginning of work, with consideration to Article 4 of this contract. The time of beginning, rate of progress, and date of completion are considered essential elements of the contract.

Article 4 - Extension of Time - It is agreed that if the contractor shall be avoidably delayed in beginning or fulfilling this contract by reason of excessive storms or floods, or by acts of providence, or by general strikes, or by court injunction, or by stopping of work by the owner because of any emergency or public necessity, or by reason of alterations ordered by the owner, the contractor shall have no valid claim for damages on account of any cause or delay; but he shall in such case be entitled to such an extension of the time limits specified in Article 3 herein, as the superintendent shall adjudge to be just and reasonable; provided, however, that formal claim for such extension shall be made in writing by the contractor within a week after the date upon which such alleged cause or delay shall have occurred.

Article 5 - Liquidated Damages - It is expressly covenanted and agreed that time is and shall be considered of the essence of the contract. In the event that the contractor shall fail to perform the entire work agreed to be performed under this contract or to perform any certain portions thereof for which definite stipulations have been agreed to by or at times herein mentioned or referred to in Article 3, or within some other certain date subsequent to this to which the time limit for the completion of the work may have been advanced under the provisions of Article 4, the contractor shall pay unto the owner for liquidated damages and not as a penalty. Liquidated damages are as stipulated in Table 108-1 of the Michigan Department of Transportation 2020 Standard Specifications for Construction.

It is also understood and agreed that the liquidated damages hereinbefore mentioned are in lieu of the actual damages arising from such breaches of this contract, which said sums the owner shall have the right to deduct from any monies in his hands otherwise due, or to become due the contractor, or to sue for and recover compensation or damages for

non-performance of this contract at the time stipulated herein and provided for.

Article 6 - Assignment of Contract - It is agreed that the contractor shall not assign or transfer this contract or sublet any part of the work embraced in it, except with the written consent of the owner to do so.

It is further agreed that all parts of the work which may be performed by a subcontractor shall be done in conformity with and be subject to all the provisions of the contract documents exactly as if performed by the contractor and his immediate employees and workmen. No sub-letting of the work shall in any way diminish or weaken the responsibility of the contractor for all parts of the work or lessen his obligations and liabilities under this contract.

It is likewise agreed that the contractor shall not assign, either legally or equitably, any of the monies payable to him under this contract, or his claim thereto, except with the written consent of the owner to do so.

Article 7 - Permits and Regulations - The contractor shall secure and bear the cost of any permits or licenses of a temporary nature necessary for the prosecution of the work. In particular, he shall secure and bear the cost of shutting off and turning on public services of every nature which may be required by his operations. Where such discontinuance of services affects consumers, due and sufficient notice shall be served upon those so affected.

Article 8- Insurance

Compensation Insurance - The contractor shall take out and maintain during the life of this contract worker's compensation insurance for all of his employees employed at or in the vicinity of the owner's property, and in case any work is sublet, the contractor shall require the subcontractor similarly to provide worker's compensation insurance for all of the latter's employees unless such employees are covered by the protection offered by the contractor. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the worker's compensation statute, the contractor shall provide and shall cause each subcontractor to provide adequate insurance coverage for the protection of his employees not so protected. All necessary bonds and certificates of insurance shall be filed with the City Clerk before work is begun.

Public Liability and Property Damage Insurance - The contractor shall take out and maintain during the life of this contract such public liability and property damage insurance as shall protect him and any subcontractor performing work covered by this contract from claims for damages for personal injury including accidental death, as well as from claims for property damages which may arise from operations under this contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. The minimum amounts of such insurance shall be as follows:

The Contractor shall, at its own expense, carry and maintain Comprehensive General Public Liability Insurance with minimum limits of Bodily Injury of \$500,000 per person, \$1,000,000 per accident, \$250,000 per occurrence of property damage and \$2,000,000 Excess Liability. Blanket contractor and completed operations coverage shall be included with the same minimums.

The Contractor shall, at its own expense, carry and maintain Comprehensive Auto Liability with the same limits as for General Public Liability. Liability coverage shall name City of Hillsdale as an additional insured.

The contractor shall require subcontractors, if any, not protected under the contractor's insurance policies, to take out and maintain public liability insurance and property damage insurance in the amounts set forth above. The contractor shall furnish the owner with satisfactory proof of coverage of the insurance required.

Performance, Maintenance, Labor and Material Bonds - The contractor shall furnish a satisfactory Performance Bond and Maintenance and guarantee Bond in the amount of 100% of the Bid, and Labor and Material Bond in the amount of 50% of the Bid.

Labor Laws and Ordinances - The contractor shall obey and abide by all the laws of the State of Michigan relating to the employment of labor on public work, and all the laws and requirements of the owner regulating or applying to public improvements.

Local Sources for Labor and Materials - It is understood and agreed by and between the parties of this contract that all labor employed on this work shall be obtained from residents of the City insofar as this is available. It is further agreed that all materials and supplies used in the construction work shall be purchased through dealers in the City insofar as practicable.

Patents and Patent Rights - The contractor shall protect and save the owner harmless against all claims or actions brought against the owner by reason of any actual or alleged infringement upon patent rights in any article, material, process, machine or appliance used by him in this work.

Article 9 - Payment - And it is hereby agreed that, in consideration of the faithful and entire performance by the contractor of his obligations under this contract, the owner shall pay to The Contractor, at the time and in the manner hereinafter stipulated, the amount quoted **on *bid date* as unit price bid of \$*dollar amount***. Final payment will be based on actual quantities measured and/or placed on the project and mutually agreed upon.

At about the close of each month during which satisfactory progress has been made toward the final completion of the work, the engineer will make an estimate of the amount and value of the work which has been done under this contract during the month, or since the date of the last preceding estimate. Such estimate shall not be required to be made by strict measurement or with exactness, but may be made either wholly or in part by appraisement or estimation or by a consideration of accounts for labor and materials and it shall be sufficient if it is approximate only. Any error or inaccuracy which may occur in any such progress estimate may be allowed for or corrected in any subsequent estimate.

It is agreed that before the contractor shall demand partial or final estimates or payments he shall furnish to the owner, if and when requested to do so, supported, if requested, by sworn statements, satisfactory evidence that all persons, who have supplied labor, materials or equipment for the work embraced under this contract have been fully paid for the same; and that in case such evidence be not furnished as aforesaid, such sums as the owner shall deem necessary to meet the lawful claims of such persons may be retained by the owner from any monies that may be due or become due to the contractor under this contract until such liabilities shall be fully discharged and the evidence thereof be furnished to the owner.

As soon as practicable after such estimate is made up and certified and upon its approval by the owner, the owner shall pay to the contractor, on account, a sum equal to ninety percent (90%) of the amount of such estimate; except that the owner may deduct and retain out of any such partial payment of sum sufficient to meet any undischarged obligations of the contractor for labor, materials or equipment furnished for the work.

As soon as practicable after the satisfactory completion of all work covered by this agreement, the engineer will make a final inspection of the work as a whole, and will make up a final estimate of the total amount due the contractor under the terms of the agreement. Upon the acceptance of the completed work, the owner will pay to the contractor the entire amount of such final estimate, less the sums previously paid, and less such sums as the owner may deem to be necessary to meet the undischarged obligations of the contractor for labor, materials or equipment furnished for the work. The contractor shall file with the owner a sworn statement that claims for amounts due for labor, materials and equipment furnished for this work have been paid in full, or he shall so file in lieu thereof, a sworn statement showing in detail the nature and amount of all unpaid claims for said labor, materials and equipment.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, in quadruplicate, the date and year first above written.

WITNESSES

CITY OF HILLSDALE, MICHIGAN

By _____

City Manager – David Mackie

WITNESSES

NAME OF CONTRACTOR

name

address

city

By _____



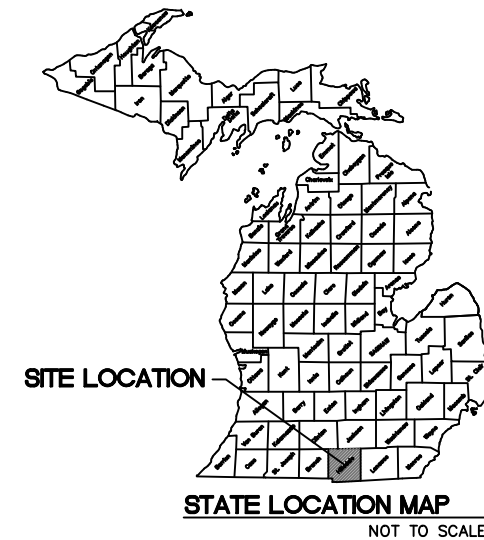
Know what's below.
Call before you dig.

CITY OF HILLSDALE

ARCH AVENUE

STREET IMPROVEMENTS

MECHANIC ST TO CARLETON RD

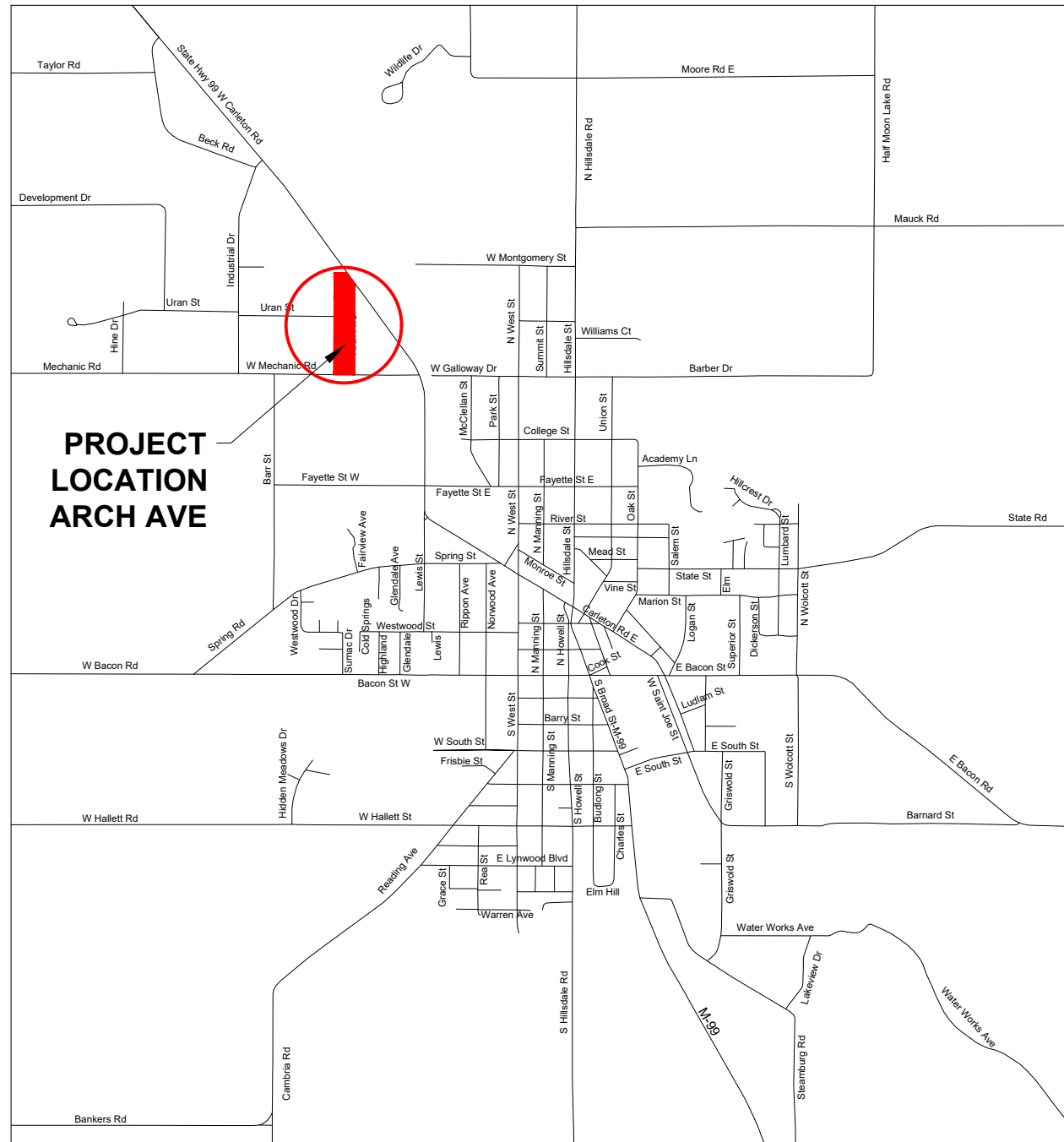


REVISIONS	DATE
DATE OF PLAN	10/27/25

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

THE UTILITY LOCATIONS AS HEREON SHOWN ARE BASED ON FIELD OBSERVATIONS AND A CAREFUL REVIEW OF MUNICIPAL AND UTILITY RECORDS. HOWEVER, IT IS NOT POSSIBLE TO DETERMINE THE PRECISE SIZE, LOCATION, DEPTH, PRESSURE, OR ANY OTHER CHARACTERISTICS OF UNDERGROUND UTILITIES, TANKS OR SEPTIC FIELDS WITHOUT EXCAVATION. THEREFORE, WE CANNOT GUARANTEE THE ACCURACY OF COMPLETENESS OF THE BURIED UTILITY INFORMATION HEREON SHOWN.

IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THESE UTILITY LOCATIONS PRIOR TO CONSTRUCTION AND MAKE EVERY EFFORT TO PROTECT AND/OR RELOCATE THEM AS REQUIRED. THE CONTRACTOR SHALL NOTIFY THE ENGINEER/SURVEYOR AS SOON AS POSSIBLE IN THE EVENT A DISCREPANCY IS FOUND.



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

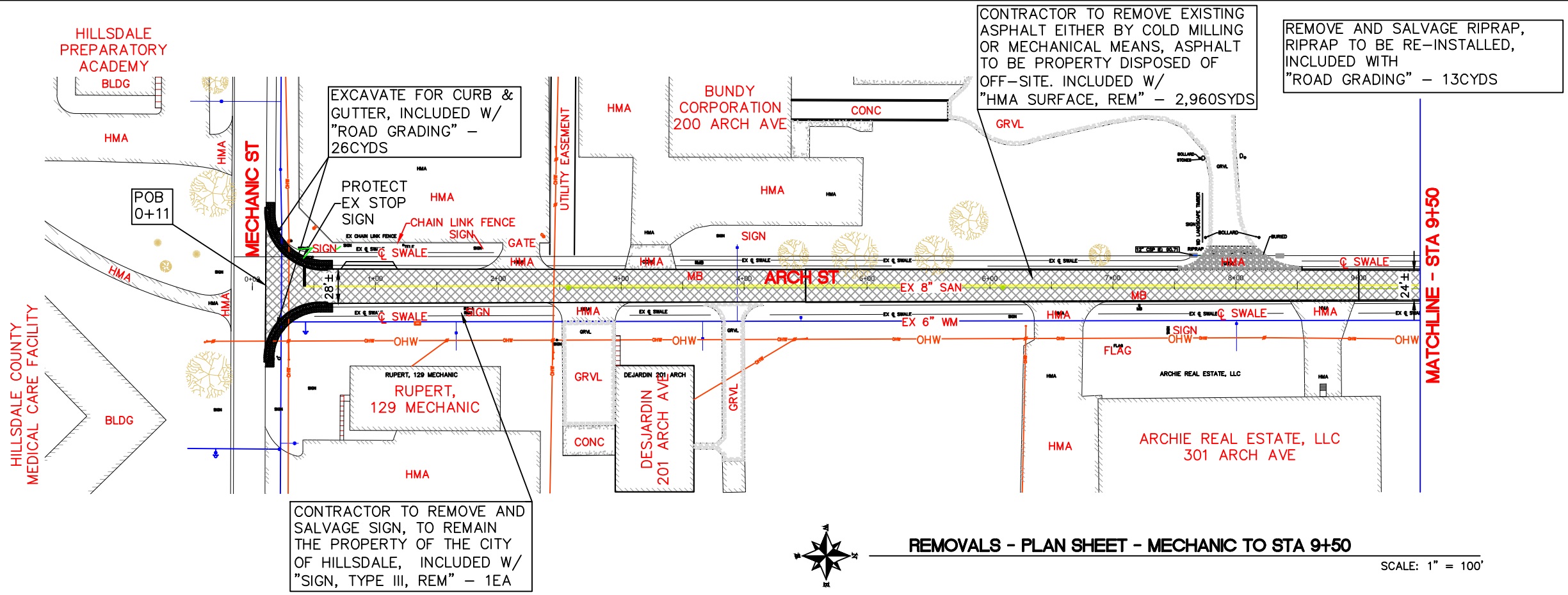
ALL TRAFFIC CONTROL DEVICES SHALL BE IN ACCORDANCE WITH THE MOST CURRENT VERSION OF THE MICHIGAN MANUAL OF TRAFFIC CONTROL DEVICES (MMUTCD)

SHEET NO.	DESCRIPTION
CS	COVER SHEET
C1	REMOVAL AND UTILITY PLAN
C2	CONSTRUCTION - STA. 0+11 TO 4+00
C3	CONSTRUCTION - STA. 4+00 TO 8+50
C4	CONSTRUCTION - STA. 8+50 TO 13+00
C5	CONSTRUCTION - STA. 13+00 TO 16+90
C6	PAV'T MARKINGS 1
C7	TRAFFIC CONTROL PLAN
C8	PAVEMENT DETAILS
C9	STORM SEWER DETAILS
C10	NOTE SHEET & LEGEND

ARCH STREET MECHANIC TO M-99 CITY OF HILLSDALE HILLSDALE COUNTY, MICHIGAN COVER SHEET		
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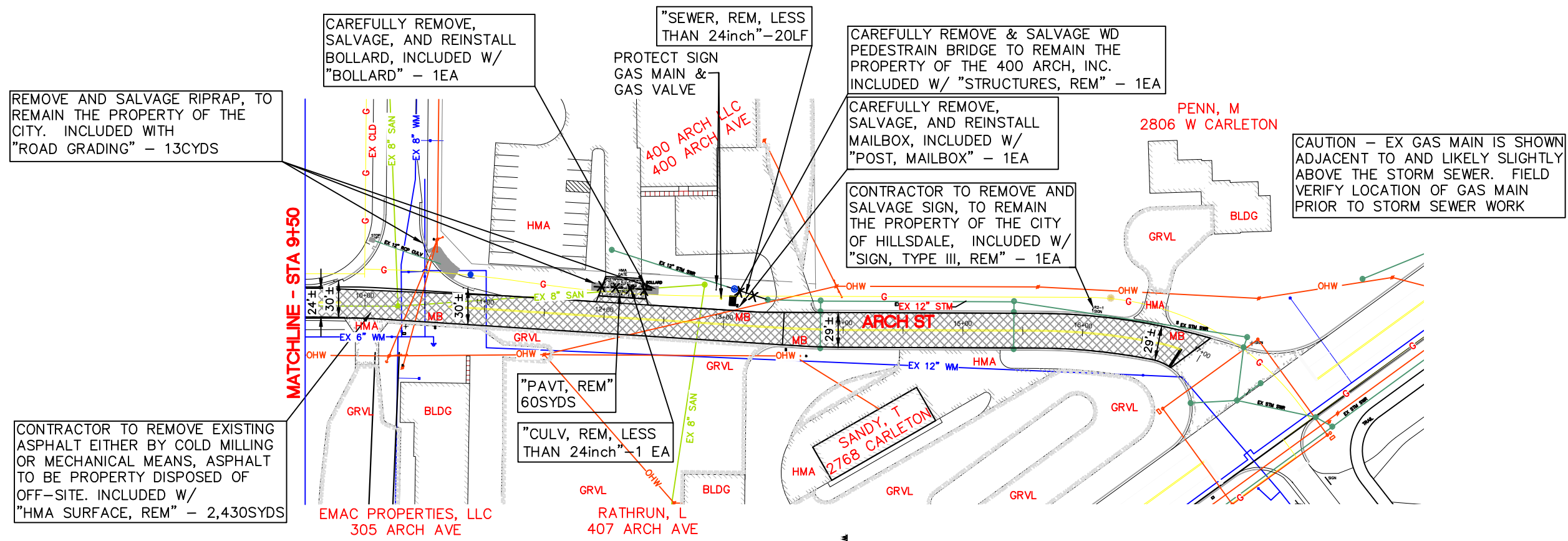
SCALE		
	NAME	DATE
DESIGNED	KLB	7/28/23
DRAWN	ES/RDS	10/27/25
CHECKED		

DRAWING NO.
CS



REMOVALS - PLAN SHEET - MECHANIC TO STA 9+50

SCALE: 1" = 100'



REMOVALS - PLAN SHEET - STA 9+50 TO CARLETON ST

SCALE: 1" = 100'

REVISIONS	DATE
DATE OF PLAN	10/27/25

ARCH STREET
MECHANIC TO M-99

CITY OF HILLSDALE
HILLSDALE COUNTY, MICHIGAN

REMOVALS AND
UTILITIES

SCALE	1" = 100'	
	NAME	DATE
DESIGNED	KLB	7/28/23
DRAWN	ES/RDS	10/27/25
CHECKED		

REVISIONS	DATE
DATE OF PLAN	10/21/25

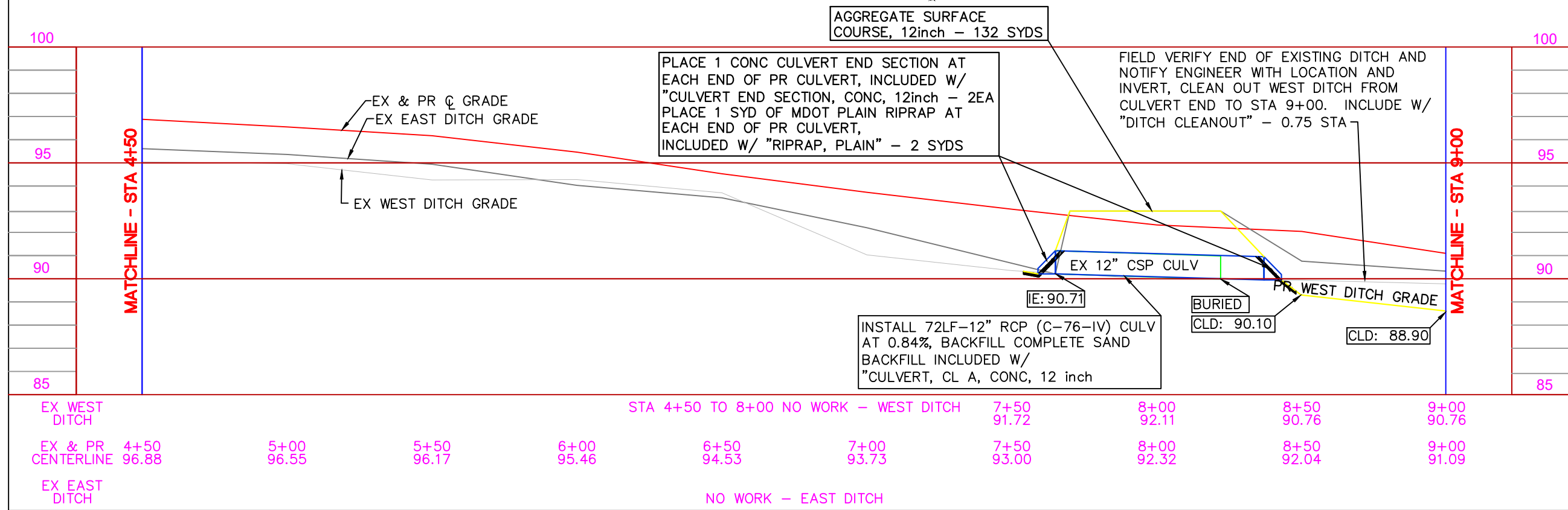
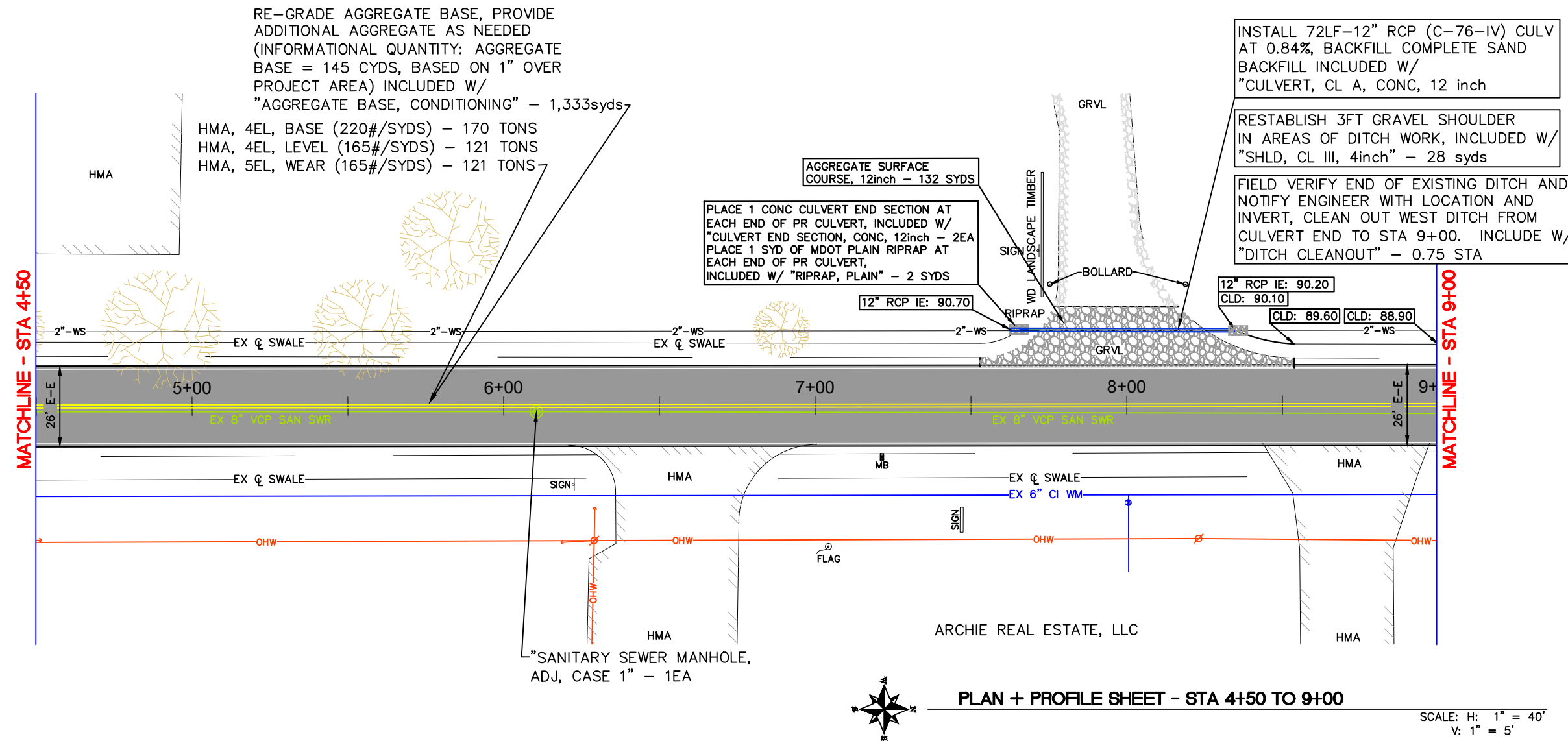
**ARCH STREET
MECHANIC TO M-99**

**CITY OF HILLSDALE
HILLSDALE COUNTY, MICHIGAN**

**PLAN AND PROFILE
STA 4+00 TO 8+50**

SCALE	H 1" = 40' / V 1" = 5'	
	NAME	DATE
DESIGNED	KLB	7/28/23
DRAWN	ES/RDS	10/21/25
CHECKED		

DRAWING NO.
C3



REVISIONS	DATE
DATE OF PLAN	10/21/25

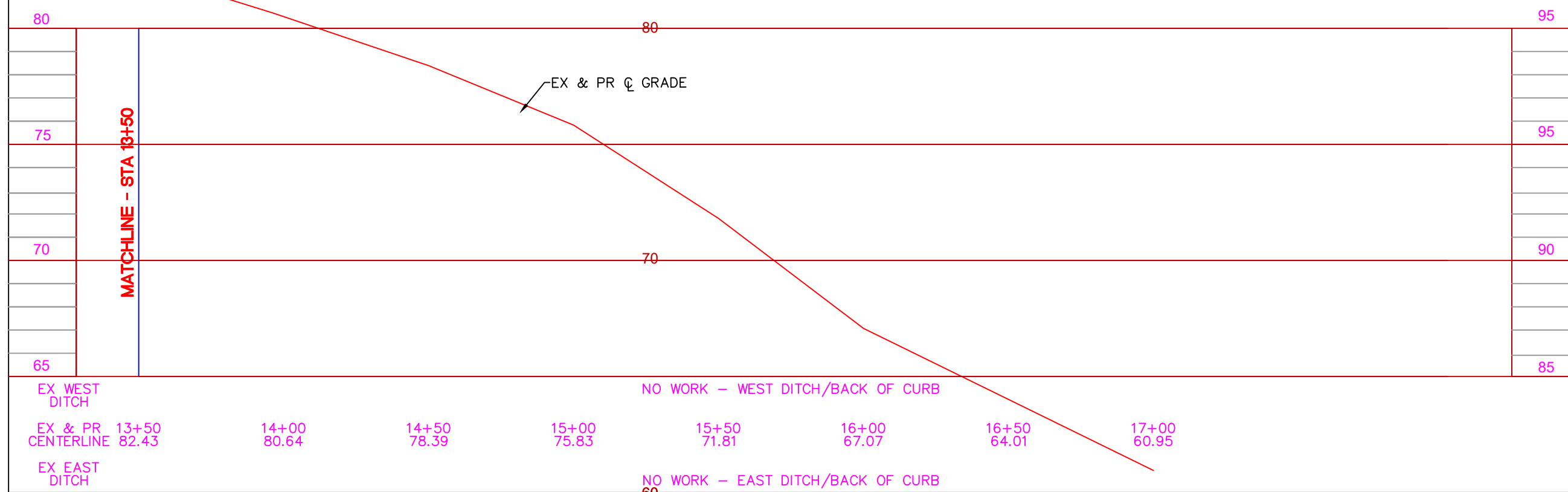
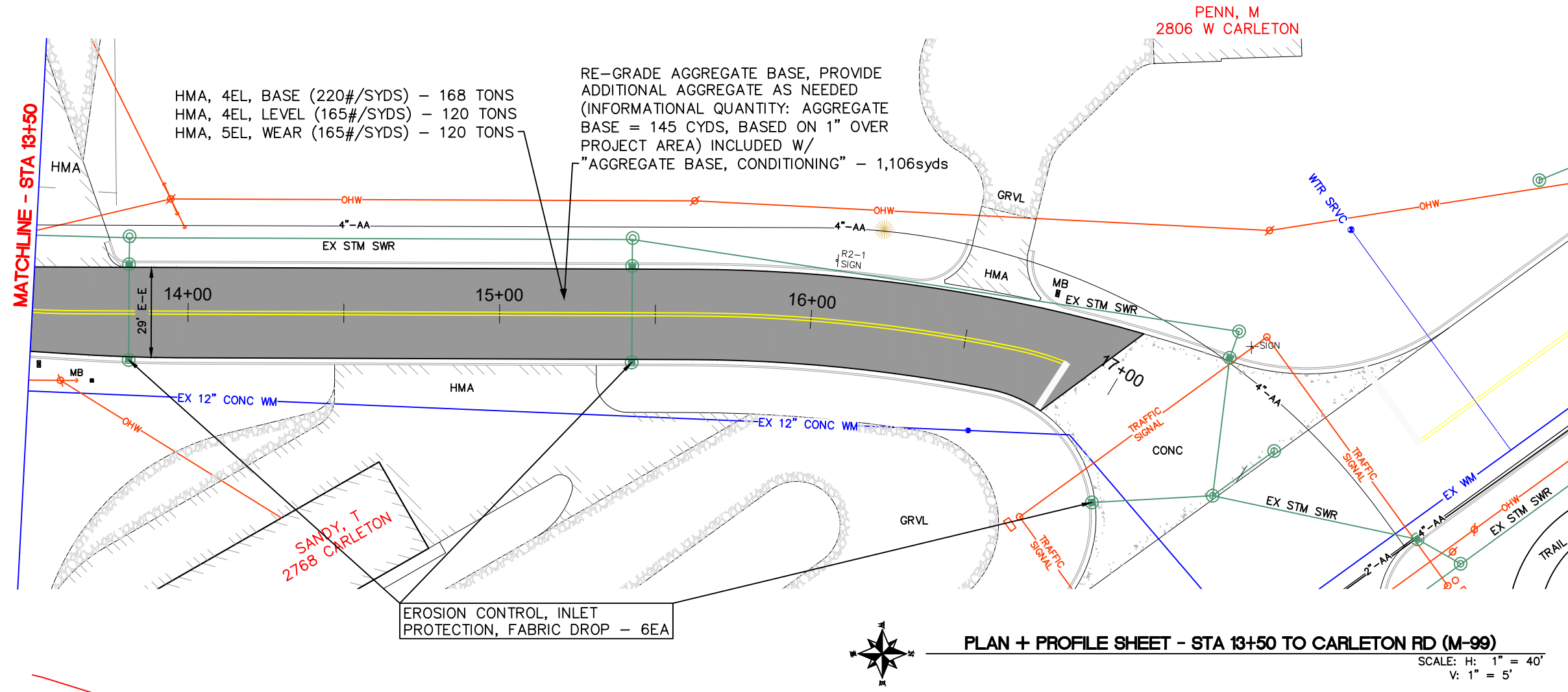
ARCH STREET
MECHANIC TO M-99

CITY OF HILLSDALE
HILLSDALE COUNTY, MICHIGAN

PLAN AND PROFILE
STA 13+00 TO CARLETON (M99)

SCALE	H 1" = 40' / V 1"=5'	
	NAME	DATE
DESIGNED	KL B	7/28/23
DRAWN	ES/RDS	10/21/25
CHECKED		

DRAWING NO.
C5



REVISIONS	DATE
DATE OF PLAN	10/21/25

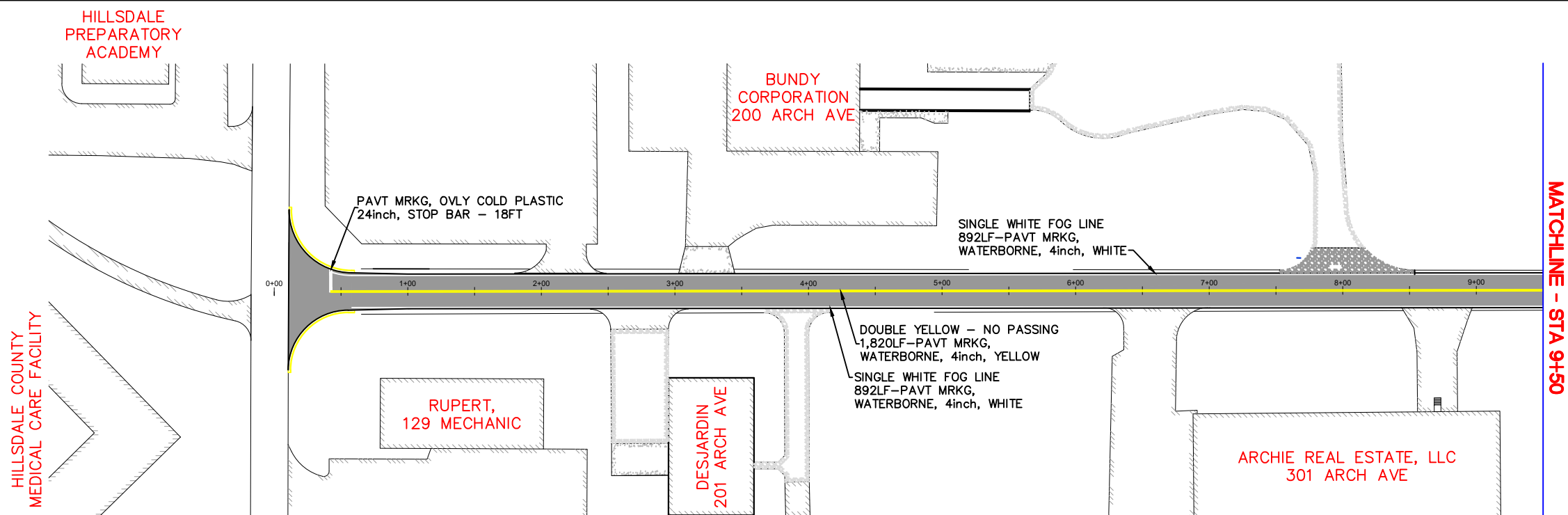
ARCH STREET
MECHANIC TO M-99

CITY OF HILLSDALE
HILLSDALE COUNTY, MICHIGAN

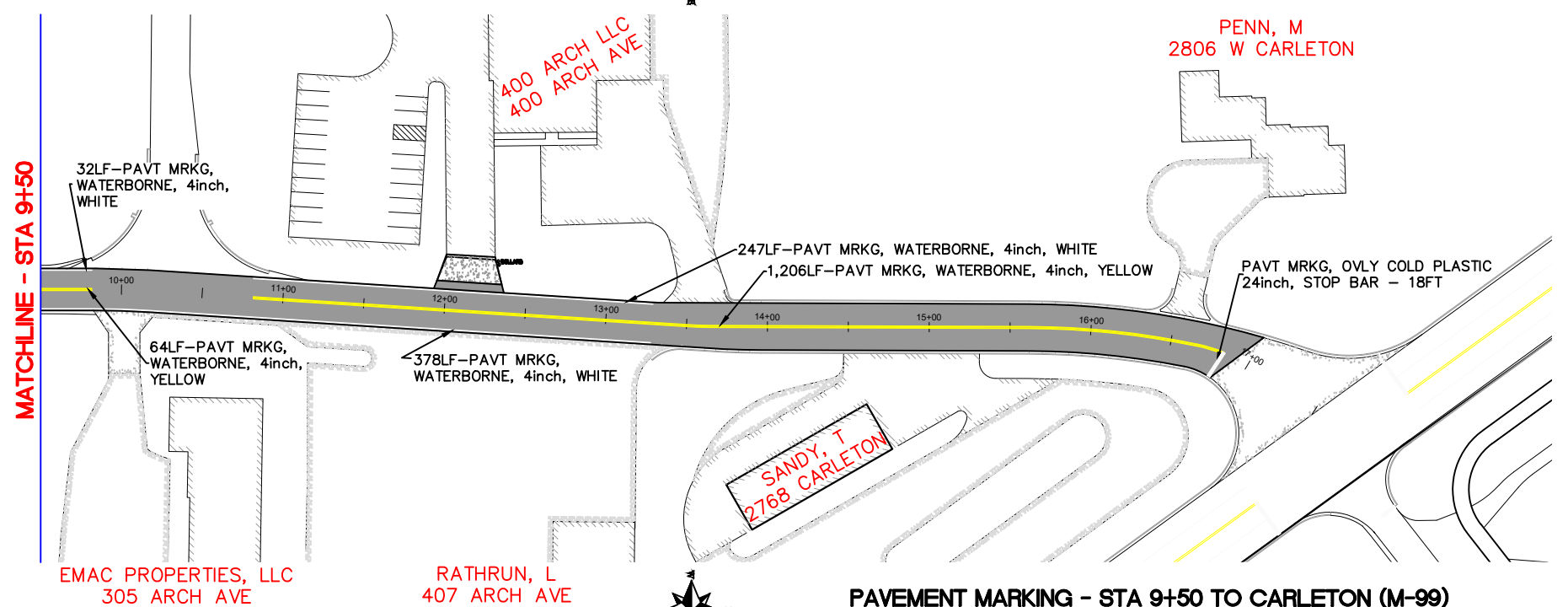
PAVEMENT MARKINGS
MECHANIC TO CARLETON

SCALE	H 1" = 100'	
	NAME	DATE
DESIGNED	KLB	7/28/23
DRAWN	ES/RDS	10/21/25
CHECKED		

DRAWING NO.
C6



PAVEMENT MARKING - MECHANIC STREET TO STA 9+50
SCALE: 1" = 100'



PAVEMENT MARKING - STA 9+50 TO CARLETON (M-99)
SCALE: 1" = 100'

PROJECT QUANTITIES - SHEETS C6 & C7

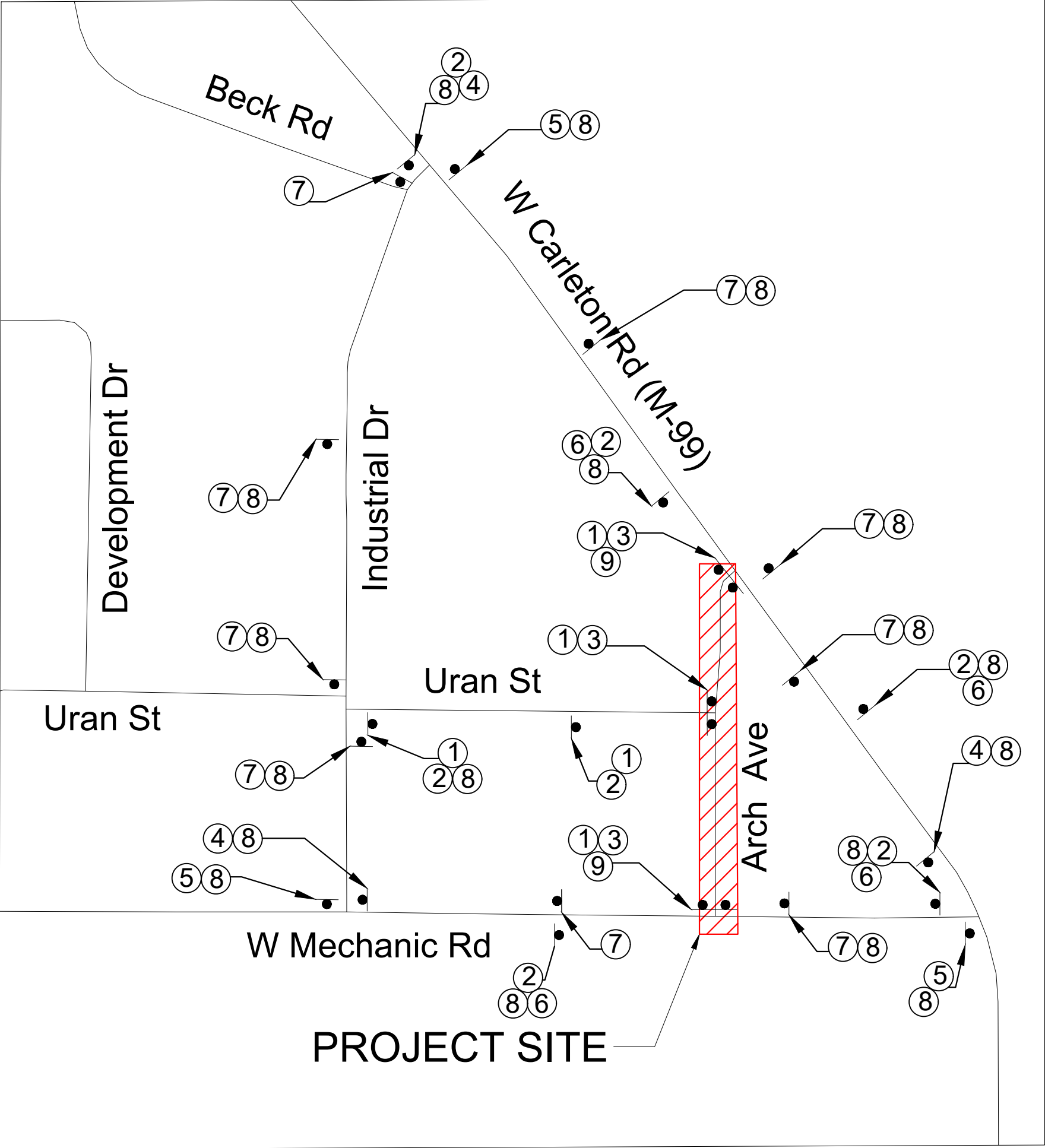
ITEM CODE	QUANTITY	UNIT	DESCRIPTION
8110045	34	FT	PAVT MRKG, OVLY COLD PLASTIC, 24 INCH, STOP BAR
8110231	2,440	FT	PAVT MRKG, WATERBORNE, 4 INCH, WHITE
8110232	3,090	FT	PAVT MRKG, WATERBORNE, 4 INCH, YELLOW

TRAFFIC CONTROL KEY			
KEY	CODE	SIGN	*QTY
①		TYPE III BARRICADE HIGH INTENSITY	5
②	W20-3	STREET CLOSED AHEAD	7
③	R11-4	STREET CLOSED TO THRU TRAFFIC	3
④	M4-9R	DETOUR ARROW RIGHT	3
⑤	M4-9L	DETOUR ARROW LEFT	3
⑥	W20-2	DETOUR AHEAD	4
⑦	M4-9S	DETOUR STRAIGHT	9
⑧	D3-1	"ARCH AVENUE" - PLAQUE	18
⑨	M4-100	DETOUR ARROW DOUBLE	2

* QUANTITIES ARE MINIMUM REQUIRED. CONTRACTOR
MAY INCREASE AS NEEDED FOR THEIR CONSTRUCTION
PLANS. LIGHTED BARRELS AND/OR GRABBER CONES
WILL BE NEEDED FOR FLAG CONTROL ZONES AND OVER
NIGHT ONE LANE SECTIONS.

PROJECT NOTES	
1.	ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH ALL APPLICABLE SECTIONS OF THE MDOT 2012 STANDARD SPECIFICATION FOR CONSTRUCTION.
2.	ALL TRAFFIC CONTROL SHALL CONFORM TO THE REQUIREMENTS OF THE MOST CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

NOT FOR
CONSTRUCTION



REVISIONS	DATE
DATE OF PLAN	10/21/25

ARCH STREET
MECHANIC TO M-99

CITY OF HILLSDALE
HILLSDALE COUNTY, MICHIGAN

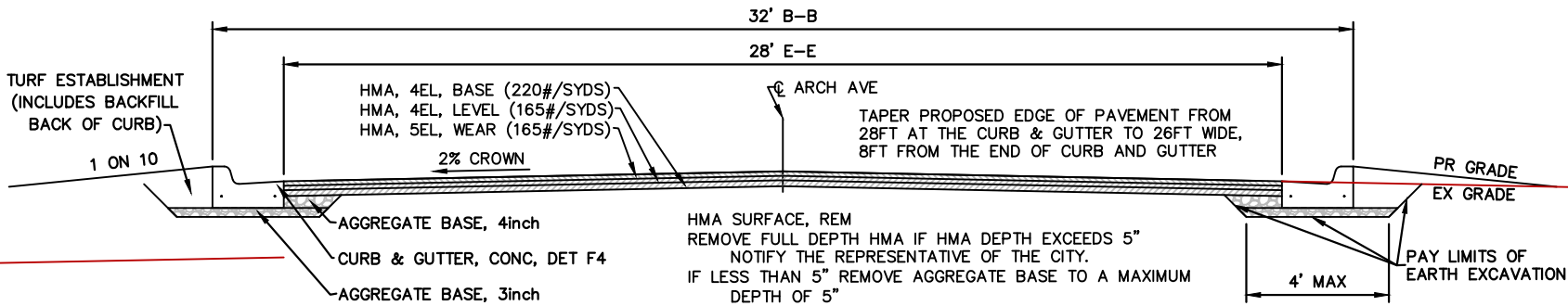
TRAFFIC
CONTROL

SCALE	H 1" = 100'	
	NAME	DATE
DESIGNED	KLKB	7/28/23
DRAWN	ES/RDS	10/21/25
CHECKED		

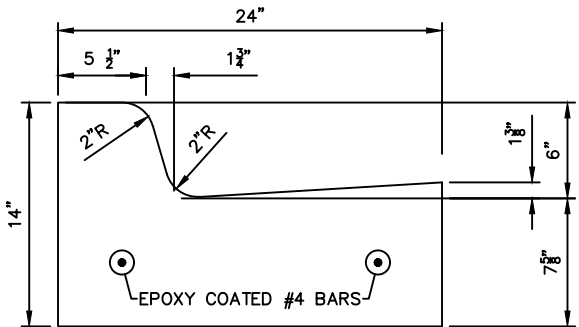
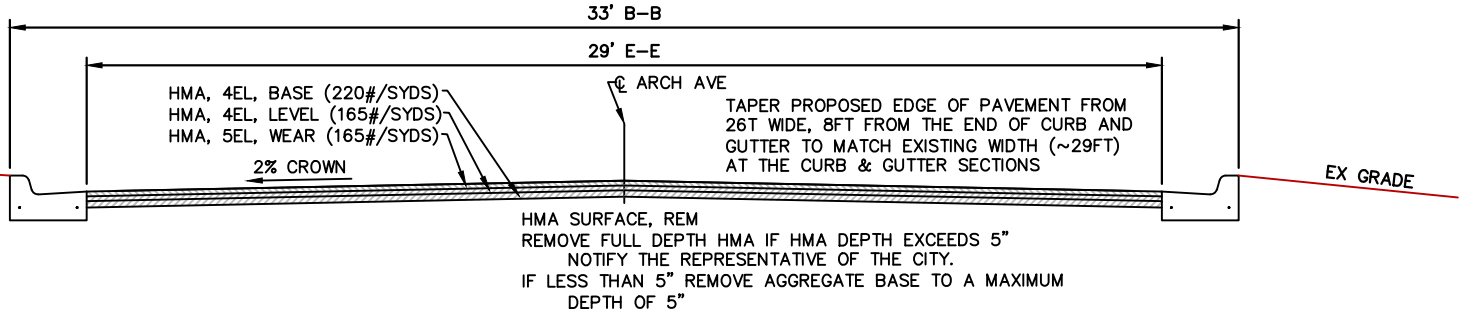
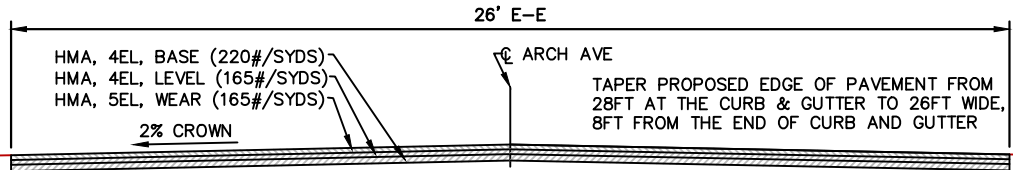
HMA APPLICATION TABLE					
COURSE	TYPE	ITEM	EST. YIELD	BINDER GRADE	AWI
①	BASE	4EL	220 LBS/SYD	PG 58-28	-
②	LEVELING	4EL	165 LBS/SYD	PG 58-28	-
③	TOP	5EL	165 LBS/SYD	PG 58-28	260

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

Project Quantities - Total		
Above Ground Video Survey	LSUM	1
Mobilization, Max 10%	LSUM	1
Culv, Rem, Less than 24 inch	Ea	2
Sewer, Rem, Less than 24 inch	Ft	18.5
Structures, Rem	LSUM	1
Ditch Cleanout	Sta	2
Road Grading	Sta	16.9
Erosion Control, Inlet Protection, Fabric Drop	Ea	9
Aggregate Base, 3 inch	Syd	77
Aggregate Base, 4 inch	Syd	20
Aggregate Surface Cse, 12 inch	Syd	132
Shld, Cl III, 4 inch	Syd	160
Culv, Cl A, Conc, 12 inch	Ft	72
Culv End Section, Conc, 12inch	Ea	2
Sewer, Cl A, 12 inch, Tr Det B	Ft	277
Dr Structure Cover, Adj, Case 2	Ea	1
Dr Structure Cover, Type G	Ea	2
Dr Structure, 48 inch dia	Ea	1
Dr Structure, 60 inch dia	Ea	1
Dr Structure, Tap, 12 inch	Ea	1
HMA Surface, Rem	Syd	5390
HMA, 4EL	Ton	1130
HMA, 5EL	Ton	470
Conc Pavt, Misc, Nonreinf, 8 inch	Syd	65
Curb and Gutter, Conc, Det F4	Ft	150
Post, Mailbox	Ea	1
Sign, Type III, Rem	Ea	2
_ Bollard	Ea	1
Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	Ft	34
Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	3090
Pavt Mrkg, Waterborne, 6 inch, White	Ft	2440
Traffic Control	LSUM	1
Riprap, Plain	Syd	2
Turf Establishment	Syd	1090
Gate Box, Adj, Case 2	Ea	1
Sanitary Structure Cover, Adj, Case 1	Ea	3



PROTECT EDGE OF EXISTING DRIVEWAYS FROM BREAKING, CONTRACTOR RESPONSIBLE FOR DAMAGES IF ADDITIONAL REMOVAL AND REPLACEMENT IS REQUIRED



MDOT F4 CURB GUTTER
SCALE: 1" = 1'

REVISIONS	DATE
DATE OF PLAN	10/21/25

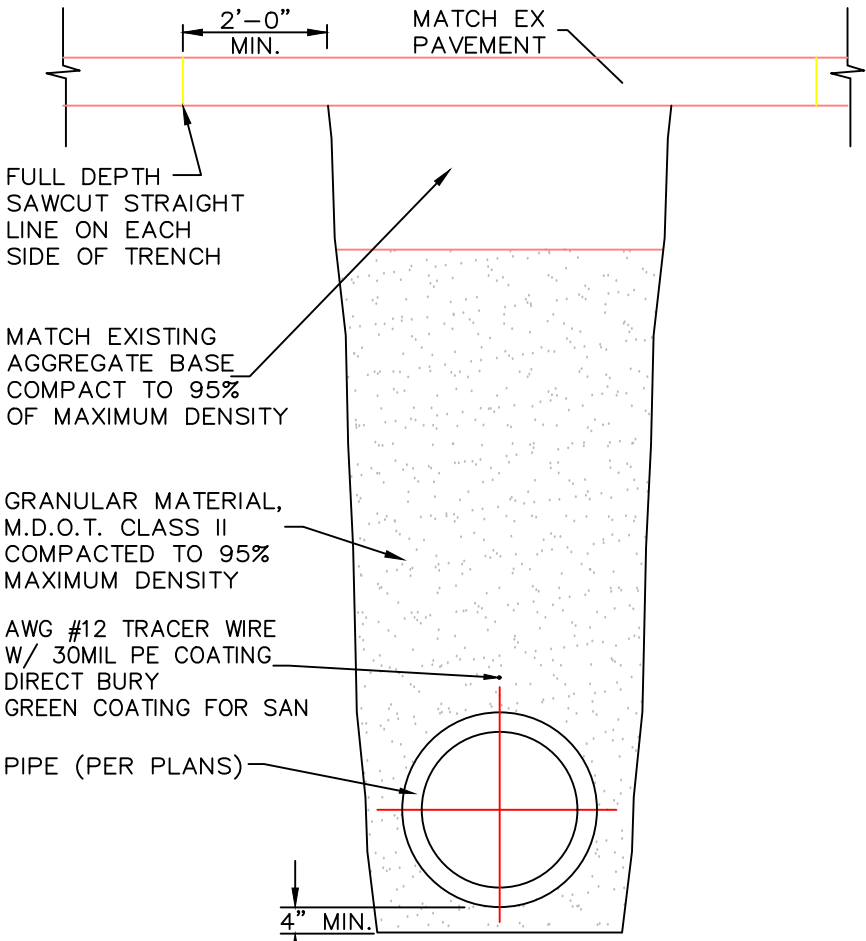
ARCH STREET
MECHANIC TO M-99

CITY OF HILLSDALE
HILLSDALE COUNTY, MICHIGAN

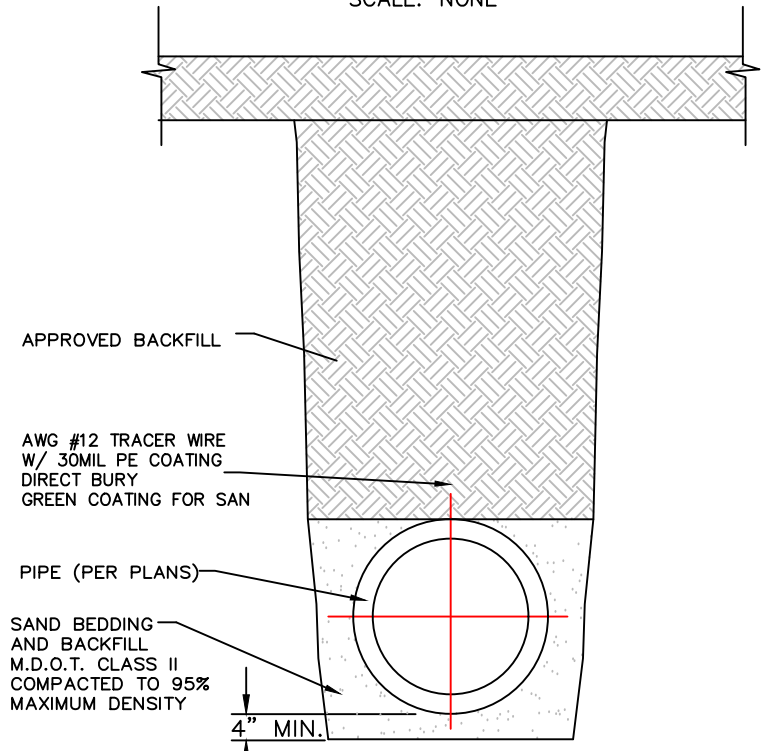
PAVEMENT SECTIONS
INFORMATIONAL QUANTITIES

SCALE	H 1" = 100'	
	NAME	DATE
DESIGNED	KLB	7/28/23
DRAWN	ES/RDS	10/21/25
CHECKED		

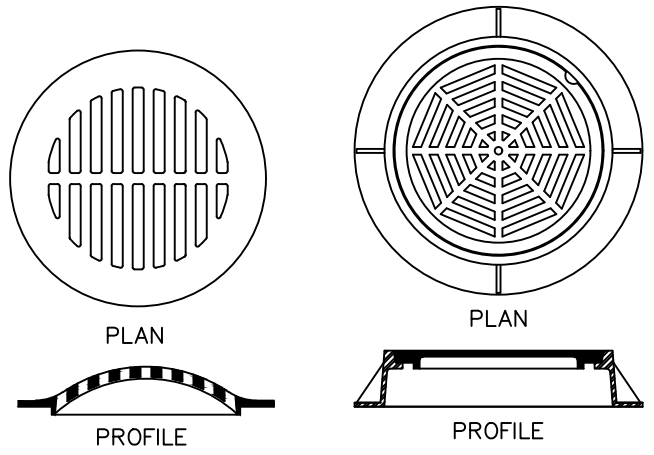
DRAWING NO.
C8



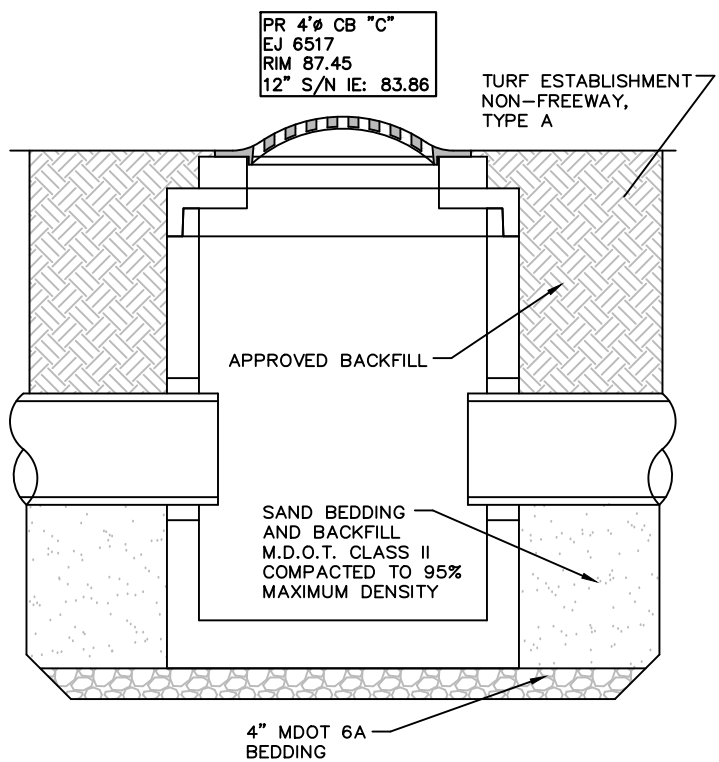
**STORM SEWER TRENCH DETAIL
UNDER EXISTING ROADWAY**
SCALE: NONE



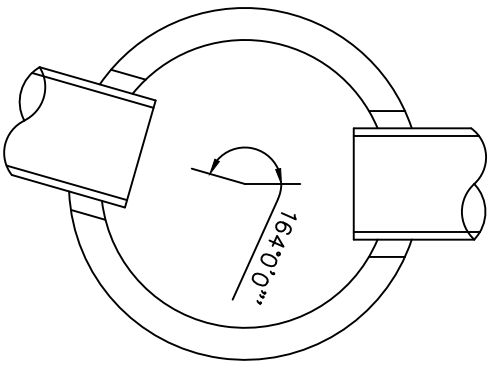
**STORM SEWER TRENCH DETAIL
UNDER LAWN OR DITCH AREA**
SCALE: NONE



CASTING EQUIVALENTS	
EAST JORDAN	M.D.O.T.
1040	"B"
6508	"E"
6517	"G"
7045	"K"
7065	"C"
1040 w/ "Sanitary"	"q"

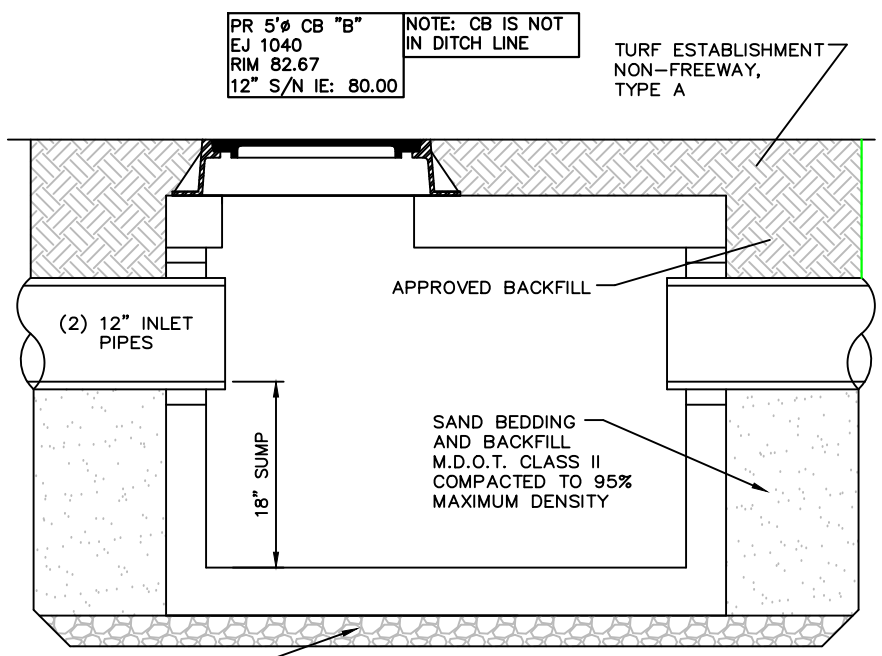


CB 'C' DETAIL
SCALE: NONE

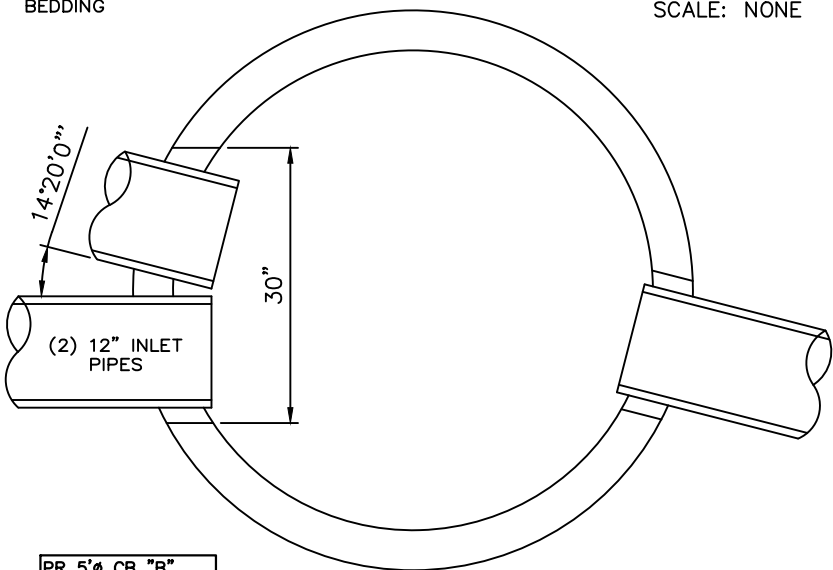


PR 4" CB "C"
EJ 6517
RIM 87.45
12" S/N IE: 83.86

CB 'C' DETAIL
SCALE: NONE



CB 'B' DETAIL
SCALE: NONE



PR 5" CB "B"
EJ 1040
RIM 82.67
12" S/N IE: 80.00

CB 'B' DETAIL
SCALE: NONE

REVISIONS	DATE
DATE OF PLAN	10/21/25

**ARCH STREET
MECHANIC TO M-99**
**CITY OF HILLSDALE
HILLSDALE COUNTY, MICHIGAN**
**STORM SEWER
DETAIL SHEET**

SCALE	H 1" = 100'	
DESIGNED	NAME	DATE
	KL B	7/28/23
DRAWN	ES/RDS	10/21/25
CHECKED		

SOIL EROSION CONTROL MEASURES

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

PLAN ELEVATIONS

ELEVATIONS IN THESE PLANS ARE BASED ON A LOCAL DATUM.

UNDERGROUND UTILITIES

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

EXISTING WATER MAINS AND SEWERS

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

ADJUSTMENT OF CATCH BASINS

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

PROPERTY CORNER PRESENTATION

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

SALVAGE

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

CURB DIMENSIONS

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

LAWN SPRINKLER SYSTEMS AND LANDSCAPING

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

CONCRETE WORK

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

SUBBASE (CIP)

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

DRIVEWAYS

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

NOTICE TO RESIDENTS

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

RELOCATION OF GUY ANCHORS

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

SAWCUTTING

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

SAWCUTTING PAVEMENT

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

ROADWAY GRADING

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

CURB AND GUTTER - F4

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

SURFACE RESTORATION

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

MAINTAINING TRAFFIC

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

WATER SERVICES

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

CONSTRUCTION NOTES (APPLICABLE TO ALL SHEETS, AS NEEDED):

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

CONCRETE CURB & GUTTER: NEW CURB & GUTTER SHALL BE F-4 TYPE CONSTRUCTED IN ACCORDANCE WITH MDOT STANDARD PLAN R-30-G. SECTIONS LONGER THAN 10'-0" WILL REQUIRE 2-#4 EPOXY COATED REINFORCING BARS.

ADJUSTMENT OF DRAINAGE STRUCTURES: IT IS THE CONTRACTOR'S RESPONSIBILITY TO PLACE THE LOCATION AND ELEVATION OF ALL CASTINGS PROPERLY ALIGNED WITH THE PROPOSED CURB OR WITHIN THE STREET. ADJUSTMENT OF CASTINGS ON EXISTING STRUCTURES WILL BE PAID AS DR STRUCTURE COVER, ADJ, CASE 1 OR 2. THESE ITEMS INCLUDE ALL BLOCK OR ADJUSTING RINGS AS NECESSARY FOR PROPER ADJUSTMENT.

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

LAWN SPRINKLERS: OWNERS OF EXISTING LAWN SPRINKLER SYSTEMS AND/OR LANDSCAPING SHALL BE NOTIFIED, IN WRITING WITH A COPY SENT TO THE CITY ENGINEER, BY THE CONTRACTOR TWO WEEKS IN ADVANCE OF ANY WORK THAT WILL EFFECT THOSE SYSTEMS/LANDSCAPING. IF THE OWNER FAILS TO RELOCATE THE ITEMS PRIOR TO THE BEGINNING OF WORK AND THE SYSTEM IS CUT THE CONTRACTOR SHALL CAP THE SYSTEM PIPE AND WITNESS THE LOCATION WITH A STAKE. SALVAGED SPRINKLER HEADS SHALL BE PLACE ON THE OWNERS PROPERTY. ANY LANDSCAPING ITEMS NOT MOVED SHALL BE CAREFULLY SALVAGED AND PLACED ON THE OWNERS PROPERTY.

NOTICE TO RESIDENTS: THE CONTRACTOR SHALL NOTIFY RESIDENTS 24 HOURS IN ADVANCE OF DISRUPTION TO SERVICE SUCH AS DRIVEWAYS CLOSING.

LANDSCAPE RETORATION: AREAS DISTURBED BY CONSTRUCTION SHALL BE GRADED SMOOTH AND RESTORED WITH 4" OF NEW TOPSOIL, SEEDED AND MULCHED PER THE SPECIFICATION REQUIREMENTS FOR TURF ESTABLISHMENT.

MAINTAINING TRAFFIC: CONTRACTOR SHALL MAINTAIN ACCESS TO LOCAL RESIDENTS AND EMERGENCY VEHICLES DURING CONSTRUCTION. IT IS UNDERSTOOD THAT THERE MAY BE TIMES WITH SEVERLY LIMITED

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

GAS:	MICHIGAN GAS UTILITY 70 SAUK RIVER DRIVE COLDWATER, MI 49036 P - 517-781-0511	ELECTRIC: CITY OF HILLSDALE BPU 45 MONROE STREET HILLSDALE, MI 49242 P - 517-437-6417
ATTN:	DONALD SEEKMAN donald.seekman@michigangasutilities.com	ATTN: David Mackie

CABLE TELEVISION:	COMCAST 25626 TELEGRAPH RD. SOUTHFEILD, MI 48034 P - 734-359-1669	TELEPHONE: AT&T 1041 HURST ROAD JACKSON, MI 49201 P - 517-750-0660
ATTN:	JEFF DOBIES	ATTN: KAREN TRUDGEN karen.m.trudgen@att.com

WATER/SEWER:	CITY OF HILLSDALE BPU 45 MONROE STREET HILLSDALE, MI 49242 P - 517-437-6412	PUBLIC WORKS: CITY OF HILLSDALE 149 WATER WORKS AVE HILLSDALE, MI 49242 517-437-6491
ATTN:	CRAIG WICKHAM cwickham@cityofhillsdale.com	ATTN: JASON BLAKE jblake@cityofhillsdale.org

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



Know what's below.
Call before you dig.

LEGEND	
	MONUMENT / SECTION CORNER
	FOUND PROPERTY IRON
	SECTION LINE
	EXISTING PROPERTY LINE
	EXISTING RIGHT OF WAY LINE
	EXISTING EASEMENT LINE
	EXISTING CENTERLINE
	EXISTING DITCH CENTERLINE
	EXISTING SWALE CENTERLINE
	EXISTING DECORATIVE FENCE
	EXISTING FENCE LINE/CHAINLINK
	EXISTING CONTOURS
	BOLLARD / POST
	EXISTING SIGN
	UTILITY POWER POLE
	GUY WIRE
	EXISTING LIGHT POLES/STREET LIGHTS
	UNDERGROUND ELECTRIC LINE
	OVERHEAD ELECTRICAL WRES
	UNDERGROUND GAS LINE
	UNDERGROUND TELEPHONE LINE
	TELEPHONE RISER
	EXISTING DECIDUOUS TREES
	EXISTING CONIFEROUS TREES
	EXISTING SANITARY MANHOLE
	SANITARY CLEAN-OUT
	EXISTING SANITARY SEWER
	EXISTING STORM MANHOLE
	EXISTING CURB CATCHBASIN
	EXISTING MANHOLE/CATCHBASIN
	EXISTING STORM SEWER
	EXISTING HYDRANT
	EXISTING VALVE / CURB STOP
	EXISTING WATERMAIN
	EXISTING CURB & GUTTER
	EXISTING HMA/BIT SURFACE
	EXISTING CONCRETE SURFACE
	EXISTING GRAVEL SURFACE
	EXISTING SIDEWALK
	EXISTING TRAFFIC ARROWS
	SOIL BORING
	FLAGPOLE
	HANDICAP PARKING SYMBOL

LEGEND - PROPOSED FEATURES	
	PROPOSED SANITARY SEWER
	PROPOSED MANHOLE
	SANITARY CLEAN-OUT
	PROPOSED STORM SEWER
	PROPOSED CURB CATCHBASIN
	PROPOSED MANHOLE/CATCHBASIN
	PROPOSED MANHOLE
	PROPOSED WATERMAIN
	PROPOSED HYDRANT
	PROPOSED VALVE
	WATER SERVICE SHUT-OFF
	UNDERGROUND ELECTRIC LINE
	OVERHEAD ELECTRICAL WRES
	PROPOSED LIGHT POLES
	PROPOSED CURB & GUTTER
	PROPOSED HMA/BIT SURFACE
	EXISTING CONCRETE SURFACE
	EXISTING GRAVEL SURFACE
	EXISTING SIDEWALK
	PROPOSED FLOW ARROW
	PROPOSED CONTOURS
	PROPOSED MODIFIED CURB AND GUTTER

The City of

HILLSDALE

MICHIGAN

BPU

Board of Public Utilities

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

REVISIONS	DATE
DATE OF PLAN	10/27/25

ARCH STREET
MECHANIC TO M-99

CITY OF HILLSDALE
HILLSDALE COUNTY, MICHIGAN

NOTE SHEET
LEGEND

SCALE	N/A	
DESIGNED	NAME	DATE
DRAWN	RDS	10/27/25
CHECKED		

DRAWING NO.

C10

City of Hillsdale

Agenda Item Summary

Meeting Date: December 1, 2025

Agenda Item: New Business

Subject: Resolution of Necessity, Set Public Hearing
2026 Special Assessment District – SAD# 2026-1, Arch Avenue

BACKGROUND PROVIDED BY STAFF (Jason Blake, Director of Public Services; Kimberly Thomas, City Assessor and Rob Stiverson, City Engineer):

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

Before ordering any public improvements, any part of the expense of which is to be defrayed by special assessment, the council shall determine by resolution the necessity and propriety thereof and shall file such resolution with the plans and specifications, estimate of costs and a description of the lands or districts to be affected with the city clerk for public examinations. In the same resolution, the council shall direct that notice thereof be given by publications once each week for two successive weeks in a newspaper published and circulated within the city, stating the time and place when the council will meet and consider any objections thereto. Notice shall also be given as required by Public Act 162 of 1962 (MCL 211.741 et seq.).

Plans and cost estimates for this Special Assessment District (SAD #2026-1) were presented to City Council at their December 1, 2025 meeting.

The estimated cost for the street portion of the overall construction projects is \$448,000.

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

RECOMMENDATION:

City staff recommends City Council adopt the attached resolution setting January 5, 2026 as the public hearing date for consideration to establish Special Assessment District (SAD# 2026-1) – Arch Avenue and directing notice by publications and mailing thereof. Drawings and estimates will be placed on the City’s Website and available for review at the City Clerk’s office.

City of Hillsdale
Resolution #_____

Whereas, The City Council of the City of Hillsdale has authorized the City Engineer to prepare plans and specifications, estimate of cost and description of the lands or districts to be affected for improvements to the Arch Avenue area, which improvements include milling and resurfacing of Arch Avenue from Carleton Road (M99) to Mechanic Road, and

Whereas, the Council has determined district boundaries of Special Assessment District 2026-1 to be described to wit:

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

All those properties laying directly adjacent to or exclusively accessed for vehicular traffic by Arch Avenue Right of Way.

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

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

Be it further resolved, that a Public Hearing will be held on January 5, 2026 at 7:00 p.m. at the City Hall Council Chambers, at which time the City Council will meet to consider any objections to the improvements, and

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

Passed in open Council this day 1st day of December, 2025

Scott Sessions, Mayor

Katy Price, City Clerk

City of Hillsdale

Agenda Item Summary

Meeting Date: December 1, 2025

Agenda Item: New Business

SUBJECT: 2025 Council Meeting Dates

BACKGROUND PROVIDED BY STAFF (Katy Price, City Clerk)

Attached are the recommended regular meeting dates for the Hillsdale City Council for 2026.

January 19, 2026 and September 8, 2026 Council meetings would be held on Tuesday's of Martin Luther King, Jr. and Labor Day holidays unless Council decides to cancel these dates.

January	5 & 19
February	2 & 36
March	2 & 36
April	6 & 20
May	4 & 18
June	1 & 15
July	6 & 20
August	3 & 17
September	8 & 21
October	5 & 19
November	2 & 36
December	7 & 21

RECOMMENDATION:

I recommend Council discuss and approve the meeting dates.

Katy Price

From: David Mackie
Sent: Monday, November 24, 2025 2:12 PM
To: 'mayor_scott_sessions@yahoo.com'; Katy Price; Sam Fry
Subject: FW: HOPE Harbor

FYI

David E. Mackie
City Manager / BPU Director
97 N. Broad St.
Hillsdale, MI 49242
Phone: (517) 437-6444
dmackie@cityofhillsdale.org



From: David Mackie
Sent: Monday, November 24, 2025 2:11 PM
To: 'hopeharbormd@yahoo.com' <hopeharbormd@yahoo.com>
Subject: RE: HOPE Harbor

Hope Harbor,

Thank you for sending me this email. I will place your request on the December 1st City Council agenda for consideration.

David E. Mackie
City Manager / BPU Director
97 N. Broad St.
Hillsdale, MI 49242
Phone: (517) 437-6444
dmackie@cityofhillsdale.org



From: hopeharbormd@yahoo.com [<mailto:hopeharbormd@yahoo.com>]

Sent: Friday, November 21, 2025 4:42 PM

To: mayor_scott_sessions@yahoo.com; bruns.ward1@gamil.com; Robert Stuchell <rgstuchell@outlook.com>; hillsdalecc_mbentley@protonmail.com; William Morrissey - City Council Rep <wmorrissey@outlook.com>; flynn.robert.d@gmail.com; gleewolftram@gmail.com; Robert Socha <sochaforhillsdale@gmail.com>; joshuapaladino04hillsdale@gmail.com; David Mackie <dmackie@cityofhillsdale.org>; Assessor <assessor@cityofhillsdale.org>; Kim Thomas <ktthomas@cityofhillsdale.org>; Zoning <zoning@cityofhillsdale.org>; Olivia Smith <osmith@cityofhillsdale.org>

Subject: HOPE Harbor

We are writing you today to request the fines/penalties from the tent removal to be forgiven located at 388 W. Carleton Rd. Having to pay these fines would cause a financial hardship for the future of HOPE Harbor and Hillsdale Community Thrift. Hillsdale Community Thrift sales within the store cover all the overhead costs and provides over 700 families per year of essential items of need. Since April of 2023 to September of 2025, it also covered the costs for Camp Hope which housed over 300 individuals. This request does not include the fees for the labor from the city employees for \$689.00. We are currently raising money for that portion of the bill as the residence of Hillsdale shouldn't be responsible for any additional costs to the city.

Most recently we have seen this kind of forgiveness/penalty relief granted to the Hillsdale Mobil Home Park for over \$100,000. They had expressed that having to pay those fines/penalty would be detrimental to addressing the needs in the park. We feel that it would impact us in the same way.

With this request we would like to speak in the next city council meeting about this request. In the meantime, we are also asking for an extension on the placement of the invoice on the property as a tax lien until this can be discussed and decided by city council.

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

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



CITY OF
HILLSDALE

RECEIVED

NOV 18 2025

CITY OF HILLSDALE
CITY CLERK'S OFFICE

97 NORTH BROAD STREET
HILLSDALE, MICHIGAN 49242-1695
(517) 437-6442 FAX: (517) 437-6448
cityofhillsdale.org

PLANNING COMMISSION

Name: Cathy Kelemen

Address: XXXXXXXXXXXXXXXXXXXX Hillsdale 49242
Street City Zip

Phone: Home XXXXXXXXXXXX Work _____

E-Mail XXXXXXXXXXXXXXXXXXXX

Are you a resident of City of Hillsdale? Yes Yes No _____

Occupation: (if retired, former occupation) Director of Disputes

Please check the expertise and skills you can contribute:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Accounting | <input checked="" type="checkbox"/> Planning | <input type="checkbox"/> Community Relations |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Computers | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Knowledge of the Cause | <input checked="" type="checkbox"/> Finance |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Public Relations | <input checked="" type="checkbox"/> Management |
| <input checked="" type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Legal | <input type="checkbox"/> Other _____ |

Brief Educational Background:

Associate in Applied Science - Paralegal, Perry School of Banking, Certified National Check Professional & NCP

What charitable or community activities have you **actively** participated in? Please describe any leadership role(s) you have (had) in the organization(s):

I'm on the board of Purposed with Autism.
I served on the Election Commission
I am an Election Inspector.

On what other volunteer boards/committees have you served? See above.

I also used to serve on the Ayso Board.

Describe any previous activities related to government: None

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

I want to serve my community in some capacity
and see this as an opportunity.

Please explain your understanding of the City of Hillsdale:

Located in Southern Michigan. Safe community. College
town. Mayor + Council ran government.

Additional comments: Thank you in advance for your consideration.

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

Cathy S. Kelemen
Applicant Signature

11/17/25
Date

RECEIVED

OCT 28 2025



CITY OF
HILLSDALE

CITY OF HILLSDALE
CITY CLERK'S OFFICE

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

ZBA BOARD

What Board/Commission would you like to serve? ANY THAT I CAN LEARN & HELP WITH

Name: John C KAST

Address: [REDACTED] STREET Hillsdale 49242
Street City Zip

Phone: Home [REDACTED] Work _____

E-Mail [REDACTED]

Residency is required for most Boards & Commissions.

Are you a resident of City of Hillsdale? Yes X No _____ If so, for how long? 58 YRS

Occupation: (if retired, former occupation) MAINTENANCE SUPERVISOR.

Please check the expertise and skills you can contribute:

- | | | |
|---------------------------------------|--|---|
| <input type="radio"/> Accounting | <input checked="" type="radio"/> Planning | <input type="radio"/> Community Relations |
| <input type="radio"/> Fund Raising | <input type="radio"/> Computers | <input type="radio"/> Public Speaking |
| <input type="radio"/> Marketing | <input type="radio"/> Knowledge of the Cause | <input type="radio"/> Finance |
| <input type="radio"/> Advocacy | <input type="radio"/> Public Relations | <input checked="" type="radio"/> Management |
| <input type="radio"/> Human Resources | <input type="radio"/> Legal | <input type="radio"/> Other _____ |

Brief Educational Background:

JACKSON COLLEGE, SIX SIGMA LEADERSHIP TRAINING
LEAN MFG LEADERSHIP TRAINING,

What charitable or community activities have you **actively** participated in? Please describe any leadership role(s) you have (had) in the organization(s):

On what other volunteer boards/committees have you served? Served ON PLANNING COMMISSION, WAS NOT ABLE TO COMPLETE TERM DUE TO SCHEDULE CONFLICTS WITH MY EMPLOYMENT.

Describe any previous activities related to government: None would like to learn

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

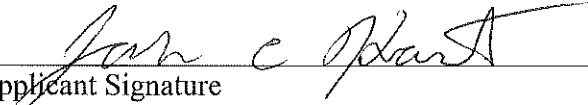
would like to start getting involved in city functions
and learn how city government works

Please explain your understanding of the City of Hillsdale:

Lived here all my life and love the city of Hillsdale's
small town feeling

Additional comments:

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


Applicant Signature

10-26-25
Date

RECEIVED



CITY OF
HILLSDALE

CITY OF HILLSDALE
CITY CLERK'S OFFICE

NOV 25 2025 KP

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

What Board/Commission would you like to serve?

Cemeteries

Name:

Ronald Spence

Address:

Street

City

Zip

~~XXXXXXXXXXXXXXXXXXXX~~

Hillsdale

49242

Phone:

Home

Work

~~XXXXXXXXXXXXXXXXXXXX~~

~~XXXXXXXXXXXXXXXXXXXX~~

E-Mail

~~XXXXXXXXXXXXXXXXXXXX~~

Residency is required for most Boards & Commissions.

Are you a resident of City of Hillsdale?

Yes ☒

No ☐

If so, for how long?

35+ years

Occupation: (if retired, former occupation)

Mich. Dept. of Corrections

Please check the expertise and skills you can contribute:

- | | | |
|---------------------------------------|---|---|
| <input type="radio"/> Accounting | <input type="radio"/> Planning | <input type="radio"/> Community Relations |
| <input type="radio"/> Fund Raising | <input type="radio"/> Computers | <input type="radio"/> Public Speaking |
| <input type="radio"/> Marketing | <input checked="" type="radio"/> Knowledge of the Cause | <input type="radio"/> Finance |
| <input type="radio"/> Advocacy | <input type="radio"/> Public Relations | <input type="radio"/> Management |
| <input type="radio"/> Human Resources | <input type="radio"/> Legal | <input checked="" type="radio"/> Other |

Brief Educational Background:

AHS grad, 1972 Assoc. Degree

What charitable or community activities have you **actively** participated in? Please describe any leadership role(s) you have (had) in the organization(s):

Volunteered when children were of age

Coached / ran girls softball in Hillsdale (mid 90's)

On what other volunteer boards/committees have you served?

Describe any previous activities related to government: _____

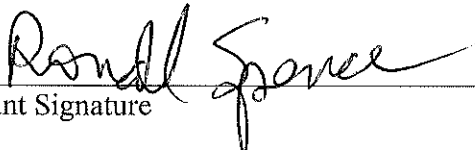
Please explain why you would be interested in serving on the council or committee: _____

interested in care of cemeteries
have cleaned stones for friends & families

Please explain your understanding of the City of Hillsdale: _____

Additional comments: _____

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


Applicant Signature

11-24-25
Date

Nov 25 2025 KP



CITY OF HILLSDALE CITY CLERK'S OFFICE

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

Name:

Rachel C. Doty

Address:

XXXXXX XXXXXX
Baker Blvd Box, Osseo, MI 49266

Street	City	Zip
--------	------	-----

Phone:

[Home](#)

Work

E-Mail

Are you a resident of City of Hillsdale? Yes _____ No ☒ If so, for how long? _____

Occupation: (if retired, former occupation)

Bank Executive,
County National Bank

Please check the expertise and skills you can contribute:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Accounting | <input type="checkbox"/> Planning | <input checked="" type="checkbox"/> Community Relations |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Computers | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Knowledge of the Cause | <input checked="" type="checkbox"/> Finance |
| <input checked="" type="checkbox"/> Advocacy | <input checked="" type="checkbox"/> Public Relations | <input checked="" type="checkbox"/> Management |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Legal | <input type="checkbox"/> Other _____ |

Brief Educational Background:

BA Hillsdale College - Business Administration

What charitable or community activities have you actively participated in? Please describe any leadership role(s) you have (had) in the organization(s): CURRENT

- * Hillsdale Rotary: Secretary - Exec Board; Past President
- * Salvation Army: Advisory Board
- * Hillsdale College Women Commissioners: Board & Finance Committee

On what other volunteer boards/committees have you served? Kiwanis (Past President)
Hillsdale County Chamber of Commerce (Treasurer)
Jonesville DPA

Describe any previous activities related to government: Minimal. Presenting
attending city council meetings on behalf of
Rotary and/or bank RFP responses.

Please explain why you would be interested in serving on the council or committee:
Desire to engage with community-minded
individuals to ensure downtown business
remains heard; relevant & strong.

Please explain your understanding of the City of Hillsdale:
*Spouse 30 year employee City
* 25 years personal experience working
with finances of residents and business owners
of the City

Additional comments: _____

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

Deell Darty
Applicant Signature

Nov 24, 2025
Date