

AGENDA

City Planning Commission
March 18, 2026, 5:30 PM
Council Chambers – Hillsdale City Hall

- I. Call to Order**
 - a. Pledge of Allegiance
 - b. Roll Call

- II. Public Comment**
 - a. Agenda items only – 3-minute limit

- III. Consent Agenda**
 - a. Approval of Agenda
 - b. Review and Approval of Draft Minutes
 - i. February 18, 2026

- IV. Public Hearing**
 - a. 2026 Capital Improvement Plan Update

- V. Consideration of Applications**
 - a. None

- VI. Old Business**
 - a. Bylaw Revision – Amended Language
 - i. Attendance

- VII. New Business**
 - a. None

- VIII. Staff Report**

- IX. Public Comment**
 - a. Commission-related items only

- X. Commissioner Comments**

- XI. Adjournment**
 - a. Next Meeting: April 15, 2026 at 5:30 PM

City Planning Commission
February 18, 2026, 5:30 PM
Council Chambers – Hillsdale City Hall
Minutes

Roll Call

All Commissioners Present.
8 members of the public present.

Consent Agenda

- a. Approval of Agenda
- b. Approval of January 21, 2026 minutes

Moved to approve by Commissioner Morrissey, Seconded by Kniffin. All in favor.

Public Hearing

Rezoning- 120 S Broad St

- No comment by the public.
- Moved for approval by Morrissey, Seconded by Kniffin. All in favor.

Special Conditional Use – 151 S West St

- Bob Flynn spoke in favor of the special conditional use, but requested that the business be good neighbors with those who live nearby.
- The husband of the applicant spoke in favor of the new use and explained how the parking situation would not be an issue.
- Moved for approval by Winter, Seconded by Shelley. All in favor.

Old Business

2025 Annual Review – Draft 2

- The commission was generally happy with the newest draft. Commissioner Laycock requested slightly modified language including the adding of verbs to the 2026 goals.

Calendar of Ordinance Review

- The commission decided to prioritize problematic ordinances (recommended by Olivia and city staff) for 2026 before commencing a multi-year full review of Article 36 in 2027.

Calendar of Bylaw Review

- The commission approved the 4-month proposed schedule for reviewing the Bylaws of the City Planning Commission to begin at the March meeting.

Ordinance Review – Sec. 36-596

- Commissioner Coykendall suggested adding “and trailers” to the end of 36-596(e).
- The Commission agreed to package recommended ordinance changes together to be proposed together to the City Council at a Council meeting close to the end of the calendar year.

Bylaw Revision – Amended Language

i. Attendance

- There was lengthy discussion of the particular wording proposed by Commissioner Laycock. Discussion centered around adding specific wording giving greater discretion to the Chair to decide whether absences would be excused or unexcused. Laycock committed to revisiting the language and returning a revised proposal.

ii. Order of Business/Agenda

- The Commission was in favor of adopting the changes proposed by Zoning Administrator Smith to match current practice. This will be packaged together with future proposals to amend the Bylaws.

New Business

Capital Improvement Plan 2026-2032

- Commissioner Winter expressed frustration that approval of the Capital Improvement Plan was part of the Planning Commission’s duties given the lack of control over the City budget.

- Moved for approval by Winter, Seconded by Morrissey. All in favor.

Commissioners' Comments

- Commissioner Laycock announced that he would be absent for the March meeting; Commissioner Kniffin will preside.

Public Comment

- Member of the public asked a vague question about rezoning and/or variances. Multiple members of the Commission referred her to city staff and stated that more specific information would be necessary to answer any questions.

Adjournment

Next meeting: Wednesday, March 18, 2026 at 5:30 PM

DRAFT



To: Planning Commission

From: Zoning Administrator

Date: March 10, 2026

Re: Public Hearing – 2026 Capital Improvement Update

Background:

MCL 125.3865 states the following:

- (1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

Recommendation

Staff recommends the Planning Commission do the following:

1. Conduct the public hearing;
2. Review the proposed projects, with specific attention to those for the 2026-2027 budget;
3. Score the projects by their ability to meet the following seven (7) criteria:
 - a. Maintain or improve standards of service;
 - b. Protect public health, safety, or welfare;
 - c. Result in economic development;
 - d. Reduce energy consumption and/or improve environmental stability;
 - e. Have an identified source of funding;
 - f. Be ready to proceed;
 - g. Be coordinated with other capital improvements; and
4. Recommend adoption to City Council by way of resolution



CAPITAL IMPROVEMENT PLAN

FY 2026-2032

RESOLUTION # _____

A RESOLUTION TO AMEND THE CITY OF HILLSDALE CAPITAL IMPROVEMENT PLAN

THE CITY OF HILLSDALE ORDAINS THAT:

WHEREAS, Michigan Public Act 33 of 2008, as amended, provides for a Municipal Planning Commission to prepare and adopt a Capital Improvement Plan for the physical development of the City; and,

WHEREAS, the City of Hillsdale Planning Commission has prepared a physical development plan for the City of Hillsdale in compliance with said P.A. 33 of 2008; including relevant charts, maps, and text; and,

WHEREAS, the City of Hillsdale Planning Commission has provided opportunity for public input into the Capital Improvement Planning Process; and,

WHEREAS, the City of Hillsdale Planning Commission held a Public Hearing on the draft Capital Improvement Plan on MARCH 18, 2026 in accordance with the notice requirements of said P.A. 33 of 2008 and other applicable State statutes; and,

WHEREAS, at the above referenced public hearing, the citizens of the City of Hillsdale were afforded the opportunity to provide oral and written comments on the draft plan, which comments have been carefully considered by the Planning Commission; and,

WHEREAS, the City of Hillsdale Planning Commission is now satisfied that the Capital Improvement Plan is ready for adoption:

NOW, THEREFORE, BE IT RESOLVED, that the City of Hillsdale Planning Commission does hereby recommend for adoption to the Council of the City of Hillsdale the City of Hillsdale Capital Improvement FY 2026-2032, said plan to be dated as adopted this day of APRIL 7, 2026; and,

BE IT FURTHER RESOLVED, that the Council of the City of Hillsdale does hereby direct the Mayor and City Clerk to sign this Resolution signifying adoption of the City of Hillsdale Capital Improvement Plan FY 2026-2032, to file attested copies of the Plan with the Hillsdale City Clerk and the Hillsdale County Planning Commission.

Passed at a regular meeting of the Council of the City of Hillsdale held on the APRIL 7, 2026

CITY OF HILLSDALE

By: _____
Scott Sessions, Mayor

By: _____
Katy Price, City Clerk

Date Proposed: 02/18/2026
Date Published as Proposed: 02/26/2026
Date Passed:
Date Published as Passed:
Effective Date:

ACKNOWLEDGEMENTS

CITY COUNCIL

Scott Sessions, Mayor
Jacob Bruns, Ward 1
Greg Stutchell, Ward 1
Matt Bentley, Ward 2
William Morrissey, Ward 2
Bob Flynn, Ward 3
Gary Wolfram, Ward 3
Robert Socha, Ward 4
Joshua Paladino, Ward 4, Mayor Pro-Tem

PLANNING COMMISSION

Kerry Laycock, Chair
Matt Kniffin, Vice Chair
Christian Winter, Secretary
William Morrissey, Ex Officio
Jack Shelley
Eric Coykendall
Cathy Kelemen

DEPARTMENT LEAD

Olivia Smith, Zoning Administrator

DEPARTMENT REPRESENTATIVES

Travis Stebelton, Airport Administrator
David Mackie, City Manager/Board of Public Utilities (BPU) Director
Kimberly Thomas, City Assessor
Katy Price, City Clerk
Ginny Blake, Dial-A-Ride (DART)
Sam Fry, Economic Development Coordinator/Assistant City Manager
Karen Lancaster, Finance Director
Scott Hephner, Police/Fire Chief
Rebekah Dobski, Library Director
Michelle Loren, Recreation Director
Jason Blake, Director of Public Services
Rob Stiverson, City Engineer

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INTRODUCTION

What is the Capital Improvement Plan?

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. It is the “programming of capital improvements based on relative urgency, together with definitive finance plans for the improvements to be constructed in the earlier years of the program” (MCL 125.3837(1)(b)).

P.A. 33 of 2008 further details the information the plan shall possess and how that information shall be presented:

“The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period.” (MCL 125.3865(1)).

Why is the CIP important?

It is a requirement of the Michigan Planning Enabling Act (Public Act 33 of 2008):

“To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program public structures and improvements.” (MCL 125.3865(1)).

Beyond being a requirement, the CIP also provides some important benefits to the municipality:

- Allows for the systematic and efficient evaluation of all potential projects
- Ensures the efficient use of public funds
- Fosters cooperation among departments and informs other units of government of priorities
- Focuses attention on community goals, needs and capabilities
- Guides future growth and development
- Helps maintain a sound and stable financial program
- Enhanced opportunities for federal and/or state grant programs

What is the relationship between the CIP and the Budget?

The preparation of the CIP and the annual budget are closely linked. The CIP is adopted in conjunction with the City’s annual operating budget. Projects and financing sources outlined for

subsequent years are not authorized until the annual budget for those years is legally adopted. They simply serve as a guide for future planning and are subject to further review and modification.

CIP ADOPTION AND ANNUAL UPDATE

The CIP is a dynamic document and should be reviewed and updated annually to reflect changing community needs, priorities, and funding opportunities. The process, in its entirety, requires collaboration between Department Heads, the Planning Commission, and City Council.

The Zoning Administrator, as the Department Lead, is responsible for coordinating amongst the different Department Heads and drafting the CIP to present to the Planning Commission.

The Zoning Administrator begins the process by scheduling a kickoff meeting with Department Heads. This meeting is an opportunity for the Department Lead to explain the reason for and the benefits of a capital improvement program. It is also an opportunity to explain to the Department Heads their role in the process.

IDENTIFICATION

“Each agency or department of the local unit of government with authority for public structures and improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements” (MCL 125.3865(1)).

Department Heads are tasked with reviewing and updating existing projects and requesting new items as another year is included in the forecasting. Decisions are guided by minimum cost and service life requirements.

The Michigan Planning Enabling Act requires that “the capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements.” (MCL 125.3865(1)). The City of Hillsdale defines a capital project as a project that results in the acquisition, addition, updating, or development of physical facilities. A capital improvement project may also include contractual or bonded indebtedness payments related to fixed assets, or any major expenditure for physical development, which meet the following criteria:

- Replacement and improvements greater than or equal to \$5,000
- A program of projects whose total is greater than or equal to \$5,000
- Equipment purchases greater than or equal to \$5,000 with a service life of at least 5 years

Using the above criteria, the Department Heads compile programs and expenditures they hope to see as part of the approved budget in the coming years.

REVIEW

Once a draft of the CIP is presented by the Department Lead, the Planning Commission is tasked with the following as part of the review process:

- Review the draft and rank programs and expenditures on the following seven (7) criteria:
 - Maintain or improve standards of service
 - Protect public health, safety, or welfare
 - Result in economic development
 - Reduce energy consumption and/or improve environmental sustainability
 - Have an identified source of funding
 - Be ready to proceed
 - Be coordinated with other capital improvements
- Hold a public hearing at a regularly scheduled meeting to allow for public comment and consideration of those comments
- Make revisions
- Make a recommendation to City Council to adopt the plan and consider incorporating funding for the first-year projects into the annual budget

The Michigan Economic Development Corporation’s *Redevelopment Ready Communities Capital Improvements Plan Guide* reminds municipalities that “priority rankings do not necessarily correspond to funding sequence... A project’s funding depends upon a number of factors – not only its merit, but also its location, cost, funding source, and logistics” ([rrc-guide-cip.pdf](#), 8).

ADOPTION

City Council will adopt, by resolution, the recommended CIP and use it as a tool in the adoption of the annual operating budget.

IMPLEMENTATION

The CIP is a powerful tool for implementing a community’s Master Plan and other planning documents. Capital investments such as utility extensions or road improvements can have substantial impact on development patterns. By providing funding for strategic investments at a given time and location, the CIP ensures that development occurs consistent with a community’s plans and visions.

THE CAPITAL IMPROVEMENT PLAN

**City of Hillsdale, Michigan - Capital Improvement Plan
Budget Year 1: July 1, 2026 - June 30, 2027**

Department	Project Description	Project Note	Estimated Cost	Funding Source	Funding Note	Score
BPU - Electric	Industrial Substain Construction - Continuation	See Footnote 1	\$1,682,000	Electric (582)		
BPU - Electric	Distribution Expansion and Upgrade	See Footnote 2	\$700,000	Electric (582)	See Footnote 3	
BPU - Sewer - Operations	Funds for Sewer Main Lining/Fix RFT Areas		\$300,000	Sewer (590)		
BPU - Sewer - Operations	Replace Vactor		\$300,000	Sewer (590)		
BPU - Sewer - Operations	Replace 2015 Service Truck		\$300,000	Sewer (590)	50/50 - Water & Sewer	
BPU - Sewer - Operations	South Lift Station Rebuild		\$175,000	Sewer (590)		
BPU - Sewer - Operations	Hallett Lift Station	New Pumps, Controls, Piping	\$175,000	Sewer (590)		
BPU - Sewer - WWTP	Replace Influent Pump #2		\$34,000	Sewer (590)		
BPU - Sewer - WWTP	Aerator Gear Box	4 of 4	\$10,000	Sewer (590)		
BPU - Sewer - WWTP	New Channel Monster		\$35,000	Sewer (590)		
BPU - Sewer - WWTP	Sludge Storage Pump		\$32,000	Sewer (590)		
BPU - Sewer - WWTP	Lab Repair		\$60,000	Sewer (590)		
BPU - Sewer - WWTP	Garage Doors x 3		\$24,500	Sewer (590)		
BPU - Sewer - WWTP	Concrete Repair on Oxidation Ditches		\$85,000	Sewer (590)		
BPU - Water - Distribution	Distribution System Improvements	Mains, Valves, Hydrants, LSL	\$450,000	Water (591)		
BPU - Water - Distribution	Replacement Water Meters/Nodes		\$85,000	Water (591)		
BPU - Water - Distribution	Pull Behind Compressor		\$48,000	Water (591)		
BPU - Water - Distribution	Valve Turing Trailer		\$90,000	Water (591)		
BPU - Water - Distribution	Replace 2015 Service Truck		\$40,000	Water (591)	50/50 - Water & Sewer	
BPU - Water - Distribution	Replace Vactor		\$300,000	Water (591)		
BPU - Water - Production	Well & HS Pump Maintenance		\$50,000	Water (591)		
BPU - Water - Purification	Start Piping Replacement		\$145,000	Water (591)		
BPU - Water - Purification	Replace Discharge Line		\$34,000	Water (591)		
DPS	SAD 2026-01 - Arch Ave, Industrial Dr, & Proctor Dr	See Footnote 4	\$1,326,500	MDOT TEDF Grant, 202, & SAD	Grant amount: \$375,000	
DPS	SAD 2026-2- South St	S Broad St (M99) to Reading Ave - 0.33 mi	\$775,000	Major Streets (202) & SAD		
DPS	SAD 2026-3 - Oak St & SAD 2026-3A	See Footnote 5	\$1,287,300	Major Streets (202) & SAD		
Fire	Replacement of 2 Turnout Gear Sets		\$11,000	Fire Vehicle and Equipment Fund (663)		
Library	Youth Area Redesign		\$30,000	Library Fund (271)		
Police	Replacement of 1 Marked Vehicle		\$75,000	General Fund (101)		
Technical Services	Replace Network Storage (NAS)		\$60,000	General Fund (101)	See Footnote 6	
Technical Services	Purchase AMI Relays	BPU	\$20,000	Electric (582)		
Budget Year 1 Total:			\$8,739,300			

Footnotes

- ¹ Replace 46kv to 13.2 transformer to match system voltage and add additional capacity to the system. Build out 4 additional additional feeders for a total of 5 to be fed out of the substation.
- ² Underground lines, line extensions, trans-closure, and upgrading electrical system.
- ³ This will encompass the combining of past categories into a combined fund
- ⁴ Arch Ave (M99 - Mechanic Rd, 0.34 mi), Industrial Dr (Mechanic St to Beck Rd, 0.62 mi), and Proctor Dr (Industrial Dr to cul-de-sac terminus, 0.09 mi)
- ⁵ Oak St (E Fayette St to St Joe River [bike path], 0.42 mi) and Optional Add-on (E Fayette St to E College St, 0.12 mi)
- ⁶ Approximate share: 40% City, 10% Library, 50% BPU

**City of Hillsdale, Michigan - Capital Improvement Plan
Budget Year 2: July 1, 2027 - June 30, 2028**

Department	Project Description	Project Note	Estimated Cost	Funding Source	Funding Note	Score
Airport	Parallel Taxiway Completion		\$160,000	Airport Improvement (481)		
BPU - Electric	Bucket Trucks	See Footnote 1	\$400,000	Electric (582)		
BPU - Electric	Primary Electric Metering Updates	See Footnote 2	\$25,000	Electric (582)		
BPU - Sewer - Operations	Funds for Sewer Main Lining/Fix RFT Areas		\$300,000	Sewer (590)		
BPU - Sewer - Operations	1/4 Backhoe #2		\$45,000	Sewer (590)		
BPU - Sewer - Operations	Oak Lift Station	New Pumps, Controls, Piping	\$180,000	Sewer (590)		
BPU - Sewer - WWTP	Replace Influent Pump #3		\$35,000	Sewer (590)		
BPU - Sewer - WWTP	1 of 2 Sludge Rotary Lobe Pumps Rebuild/Replacement		\$10,000	Sewer (590)		
BPU - Sewer - WWTP	Update SCADA		\$45,000	Sewer (590)		
BPU - Sewer - WWTP	Ox Ditch Parts		\$14,000	Sewer (590)		
BPU - Sewer - WWTP	Inline Primary Sludge Grinder Replacement		\$35,000	Sewer (590)		
BPU - Sewer - WWTP	Disk Filter Pumps		\$25,000	Sewer (590)		
BPU - Sewer - WWTP	Asphalt Driveway	Completed in 2002	\$125,000	Sewer (590)		
BPU - Sewer - WWTP	Add Sludge Storage	Blowers/Enclosure	\$500,000	Sewer (590)		
BPU - Sewer - WWTP	Structural Repair to Sludge Storage Tank (2003) & Possible Add.		\$350,000	Sewer (590)		
BPU - Water	Replace Water Entry Plant Doors		\$35,000	Water (591)		
BPU - Water - Distribution	Distribution System Improvements	Mains, Valves, Hydrants, LSL	\$475,000	Water (591)		
BPU - Water - Distribution	Replacement Water Meters/Nodes		\$30,000	Water (591)		
BPU - Water - Distribution	Replace 5 Well Watch Valves		\$200,000	Water (591)		
BPU - Water - Distribution	1/4 Backhoe #2		\$45,000	Water (591)		
BPU - Water - Production	Well & HS Pump Maintenance		\$60,000	Water (591)		
BPU - Water - Production	Replace Surge Valve		\$16,000	Water (591)		
BPU - Water - Purification	Concrete Repair on Detention Tanks		\$100,000	Water (591)		
BPU - Water - Purification	Scada Upgrade		\$45,000	Water (591)		
Clerk	HART InterCivic Vanguard	Election Equipment	\$50,000	General Fund (101)	State grants may cover part	
DART	Replace 2 Medium Duty Class 1 Busses		\$415,000	Dial-A-Ride (588)		
DPS	Exterior Repairs (Doors)		\$20,000	Capital Outlay (401)		
DPS	Generator Room Repairs/Sidewalk		\$17,000	Capital Outlay (401)		
DPS	M99 Traffic Calming Project		\$848,849	MDOT TAP Grant, TIFA, 202, & 401		
DPS	Reading Ave	South St to City Limit - 0.67 mi	\$1,474,000	Major Streets (202) & SAD		
DPS	Citywide Sidewalk Repair/Upgrade		\$50,000	Capital Outlay (401)		
DPS	Galloway St Culvert Replacement		\$1,500,000	Capital Outlay (401)		
DPS	Replace 1996 Wheel Loader		\$140,000	Revolving Motor Equipment Fund (640)		
DPS	New DPS Facility/Storage Design		\$100,000	Capital Outlay (401)		
DPS	HVAC Replacement, 2nd Floor - Mitchell Research Center		\$10,000	Capital Outlay (401)		
DPS	Oak Grove Scattering Garden		\$10,000	Capital Outlay (401)		
DPS	Oak Grove Layout and Survey		\$7,500	Capital Outlay (401)		
Fire	Replacement of 2 Turnout Gear Sets		\$11,000	Fire Vehicle and Equipment Fund (663)		
Parks/DPS	Bike Path Resurface	Barnard St to Short St	\$50,000	Capital Outlay (401)		
Parks/DPS	Millpond Dam - Continue Earthwork and Stump Removal		\$20,000	Capital Outlay (401)		
Police	Replacement of 1 Marked Vehicle		\$75,000	Fire Vehicle and Equipment Fund (663)		
Technical Services	Add Fiber At DART		\$6,500	Uncertain (Combination of 101 & 588?)		

City of Hillsdale, Michigan - Capital Improvement Plan

Budget Year 2: July 1, 2027 - June 30, 2028

Technical Services	Migrate All SCADA to a Single Platform	BPU	\$100,000	582, 590, & 591		
Budget Year 2 Total:			\$8,159,849			
Footnotes						
¹ BPU has a bucket truck that is a 2016 model. At present, it is a 3-5 year build time. ² Repair and update commercial and industrial metering to verify it matches customer load and billing						

**City of Hillsdale, Michigan - Capital Improvement Plan
Budget Year 3: July 1, 2028 - June 30, 2029**

Department	Project Description	Project Note	Estimated Cost	Funding Source	Funding Note	Score
BPU - Electric	Building and Facilities	See Footnote 1	\$250,000	Electric (582)		
BPU - Sewer - Operations	Funds for Sewer Main Lining/Fix RTF		\$325,000	Sewer (590)		
BPU - Sewer - Operations	Camera System		\$100,000	Sewer (590)		
BPU - Sewer - Operations	Standby Lift Station Generator	4 of 5	\$85,000	Sewer (590)		
BPU - Sewer - Operations	Carleton Lift Station	New Pumps, Controls, Piping	\$180,000	Sewer (590)		
BPU - Sewer - Operations	Carleton Lift Station	New Pumps, Controls, Piping	\$180,000	Sewer (590)		
BPU - Sewer - WWTP	Replace Influent Pump #4		\$36,000	Sewer (590)		
BPU - Sewer - WWTP	2 of 2 Sludge Rotary Lobe Pumps Rebuild/Replacement		\$15,000	Sewer (590)		
BPU - Sewer - WWTP	New RAS Pum	1 of 2	\$24,000	Sewer (590)		
BPU - Sewer - WWTP	SCADA Upgrade		\$200,000	Sewer (590)		
BPU - Water - Distribution	Distribution System Improvements	Mains, Valves, Hydrants	\$480,000	Water (591)		
BPU - Water - Distribution	Replacement Water Meters/Nodes		\$30,000	Water (591)		
BPU - Water - Production	Well & HS Pump Maintenance		\$62,000	Water (591)		
BPU - Water - Production	Source Water Study		\$100,000	Water (591)		
BPU - Water - Purification	New Aerator at WTO	1 of 2	\$84,000	Water (591)		
BPU - Water - Purification	New Aerator at WTO	2 of 2	\$84,000	Water (591)		
DART	Backup Generator		\$20,000	DART (588)	See Footnote 2	
DPS	Sidewalk Repairs/Upgrades		\$17,000	Capital Outlay (401)		
DPS	Willow St Reconstruction	Oak St to Logan St - 0.169 mi	\$371,800	Local Streets (203)& SAD		
DPS	Lake St Reconstruction	Willow St to E Carleton Rd - 0.024 mi	\$52,000	Local Streets (203) & SAD		
DPS	Galloway Dr Reconstruction	N West St to WWTP - 0.23 mi	\$506,000	Local Streets (203) & SAD		
DPS	Hillsdale St Culvert Replacement		\$1,500,000	Capital Outlay (401)		
DPS	Replace 1999 Vactor/Rodder		\$500,000	Revolving Motor Equipment Fund (640)		
DPS	Replace 2000 4x4 Q Ton HD Dump		\$110,000	Revolving Motor Equipment Fund (640)		
DPS	Replace 1998 4 Ton Asphalt Roller		\$45,000	Revolving Motor Equipment Fund (640)		
DPS	Oak Grove Chip and Seal		\$65,000	Capital Outlay (401)		
DPS	Lot E Reconstruction	Center City	\$60,000	Capital Outlay (401)		
DPS	Citywide Sidewalk Repair/Upgrade		\$50,000	Major Steets (202) & Local Streets (203)		
Fire	Replacement of 2 Turnout Gear Sets		\$11,000	Fire Vehicle and Equipment Fund (663)		
Parks/DPS	Bike Path Resurface	West St to Montgomery St	\$75,000	Capital Outlay (401)		
Parks/DPS	Millpond Dam Removal		\$3,000,000	EGLE Grant & Capital Outlay (401)		
Police	Replacement of 1 Marked Vehicle		\$75,000	Fire Vehicle and Equipment Fund (663)		
Police	6 New Model Axon Tasers, Batteries, and Holsters		\$15,000	Fire Vehicle and Equipment Fund (663)	\$10,000 - \$15,000	
Technical Services	Replace Backup Storage Array(s) at 2 Locations		\$18,000	See Footnote 3		

Budget Year 3 Total: \$8,725,800

Footnotes

¹ Replace the roof on the powerplant and build pole barn for storage of equipment

² % reimbursed by State and Federal government

³ Approximate share: 40% City, 10% Library, 50% BPU

**City of Hillsdale, Michigan - Capital Improvement Plan
Budget Year 4: July 1, 2029 - June 30, 2030**

Department	Project Description	Project Note	Estimated Cost	Funding Source	Funding Note	Score
BPU - Electric	Air Break Switches for 46Kv Lines	<i>See Footnote 1</i>	\$100,000	Electric (582)		
BPU - Sewer - Operations	South Lift Station	New Pumps, Controls, Piping	\$185,000	Sewer (590)		
BPU - Sewer - Operations	Standby Lift Station Generator	5 of 5	\$85,000	Sewer (590)		
BPU - Sewer - WWTP	Aerator Gear Box	1 of 4	\$11,500	Sewer (590)		
BPU - Sewer - WWTP	New Channel Monster		\$35,000	Sewer (590)		
BPU - Sewer - WWTP	New RAS Pump	2 of 2	\$24,000	Sewer (590)		
BPU - Sewer - WWTP	Ox Ditch Parts		\$13,000	Sewer (590)		
BPU - Sewer - WWTP	Inline Primary Sludge Grinder Replacement		\$28,000	Sewer (590)		
BPU - Sewer - WWTP	Replace Cl2 and SO2 Equipment		\$15,000	Sewer (590)		
BPU - Sewer - WWTP	Sludge Storage Pump		\$34,000	Sewer (590)		
BPU - Sewer - WWTP	Disk Filter Pumps		\$25,000	Sewer (590)		
BPU - Sewer - WWTP	Funds for Sewer Main Lining/Fix RTF Areas		\$350,000	Sewer (590)		
BPU - Water - Distribution	Distribution System Improvements	Mains, Valves, Hydrants	\$485,000	Water (591)		
BPU - Water - Distribution	Replacement Water Meters/Nodes		\$30,000	Water (591)		
BPU - Water - Production	Well & HS Pump Maintenance		\$63,000	Water (591)		
BPU - Water - Production	Engineer for New Wells		\$200,000	Water (591)		
DART	Roof Replacement		\$70,000	DART (588)	<i>See Footnote 2</i>	
DPS	Generator for City Hall and Fire Department		\$65,000	Capital Outlay (401)		
DPS	Oak St Culvert Replacement		\$1,500,000	Capital Outlay (401)		
DPS	Replace 1982 1835 Skid Steer		\$106,000	Revolving Motor Equipment Fund (640)		
DPS	Replace 2004 Trailer Mnt. Arrow Board		\$8,000	Revolving Motor Equipment Fund (640)		
DPS	Replace 2017 Gravelly Zero Turn		\$22,000	Revolving Motor Equipment Fund (640)		
DPS	Replace 2008 4x4 Pickup Truck		\$50,000	Revolving Motor Equipment Fund (640)		
DPS	New DPS Facility and Storage Building		\$3,500,000	Capital Outlay (401)		
DPS	Lakeview Chip and Seal		\$25,000	Capital Outlay (401)		
DPS	Lot H Reconstruction	Library Lower Lot	\$66,893	Capital Outlay (401)		
DPS	Citywide Sidewalk Repair/Upgrade		\$50,000	Major Streets (202) & Local Streets (203)		
Fire	Replacement of 2 Turnout Gear Sets		\$11,000	Fire Vehicle and Equipment Fund (663)		
Parks/DPS	Bike Path Resurface	<i>See Footnote 3</i>	\$50,000	Capital Outlay (401)		
Police	Replacement of 1 Marked Vehicle		\$75,000	Fire Vehicle and Equipment Fund (663)		
TIFA	Lot D Reconstruction	Ferris St	\$170,000	TIFA (247) & Capital Outlay (401)	50/50 - TIFA & City	
TIFA	Lot E Reconstruction	48 E Carleton Rd	\$54,205	TIFA (247) & Capital Outlay (401)	50/50 - TIFA & City	
Technical Services	Replacement of 2 Firewall Units		\$30,000	<i>See Footnote 4</i>		
Budget Year 4 Total:			\$7,536,598			

Footnotes

- ¹ Install load break air switches outside of Moore Rd substation to allow HBPU to shut down line 177 or 277 for maintenance without having to coordinate or wait for Consumers Energy to deenergize it.
- ² % reimbursed by State and Federal government
- ³ Montgomery St to M99 and Hillsdale St to Logan St
- ⁴ Approximate share: 40% City, 10% Library, 50% BPU

City of Hillsdale, Michigan - Capital Improvement Plan
Budget Year 5: July 1, 2030 - June 30, 2031

Department	Project Description	Project Note	Estimated Cost	Funding Source	Funding Note	Score
BPU - Electric	Transformers at Power Plant	<i>See Footnote 1</i>	\$400,000	Electric (582)		
BPU - Sewer - Operations	Bridge Replacement		\$1,400,000	Sewer (590)		
BPU - Sewer - Operations	Funds for Sewer Main Lining/Fix RTF Areas		\$350,000	Sewer (590)		
BPU - Sewer - WWTP	Influent Pump 1		\$37,000	Sewer (590)		
BPU - Sewer - WWTP	WAS Pump Replacement	1 of 2	\$19,500	Sewer (590)		
BPU - Sewer - WWTP	Grit Auger Wear Shoe		\$13,500	Sewer (590)		
BPU - Sewer - WWTP	Aerator Gear Box	2 of 4	\$12,000	Sewer (590)		
BPU - Water - Distribution	Distribution System Improvements	Mains, Valves, Hydrants	\$490,000	Water (591)		
BPU - Water - Distribution	Replacement Water Meters/Nodes		\$30,000	Water (591)		
BPU - Water - Production	Well & HS Pump Maintenance		\$64,000	Water (591)		
BPU - Water - Production	New Well at Industrial (1 of 2)		\$650,000	Water (591)		
DART	Parking Lot Replacement	Front Lot	\$25,000	DART (588) & Capital Outlay (401)	<i>See Footnote 2</i>	
DPS	HVAC Upgrades		\$50,000	Capital Outlay (401)		
DPS	Manning St Reconstruction	W Carleton Rd to Hallett St - 0.793 mi	\$2,656,550	Local Streets (202), Small Urban Program, & SAD	<i>See Footnote 3</i>	
DPS	Culvert Replacement		\$1,500,000	Capital Outlay (401)		
DPS	Replace 2006 Pull Behind Air Comp.		\$28,000	Revolving Motor Equipment Fund (640)		
DPS	Basement/Foundation Repairs	Mitchell Research Center	\$20,000	Capital Outlay (401)		
DPS	Lot B Reconstruction	Wilson Hall	\$60,000	Capital Outlay (401)		
DPS	Citywide Sidewalk Repair/Upgrade		\$50,000	Major Streets (202) & Local Streets (203)		
Fire	Replacement of 2 Turnout Gear Sets		\$11,000	Fire Vehicle and Equipment Fund (663)		
Police	Replacement of 1 Marked Vehicle		\$75,000	Fire Vehicle and Equipment Fund (663)		
Technical Services	Replace Mitel Phone System		\$55,000	<i>See Footnote 4</i>		
Budget Year 5 Total:			\$7,996,550			

Footnotes

- ¹ 2 transformers at the powerplant are approximately 50 years old or older and need to be gone through one at a time. After work is completed at the Industrial substation, BPU will be able to shut one transformer off at a time to allow for this.
- ² % reimbursed by State and Federal government
- ³ \$3.5M per mile due to storm improvements between Bacon St and Waldron St
- ⁴ Approximate share: 40% City, 10% Library, 50% BPU

**City of Hillsdale, Michigan - Capital Improvement Plan
Budget Year 6: July 1, 2031 - June 30, 2032**

Department	Project Description	Project Note	Estimated Cost	Funding Source	Funding Note	Score
BPU - Electric	Bucket Trucks	See Footnote 1	\$400,000	Electric (582)		
BPU - Sewer - Operations	Funds for Sewer Main Lining/Fix RTF Areas		\$375,000	Sewer (590)		
BPU - Sewer - Operations	Replace Vactor		\$350,000	Sewer (590)	50/50 - Water & Sewer	
BPU - Sewer - WWTP	Influent Pump 2		\$38,000	Sewer (590)		
BPU - Sewer - WWTP	WAS Pump Replacement	2 of 2	\$19,500	Sewer (590)		
BPU - Sewer - WWTP	Aerator Gear Box	3 of 4	\$12,500	Sewer (590)		
BPU - Sewer - WWTP	Ox Ditch Parts		\$14,000	Sewer (590)		
BPU - Sewer - WWTP	Sludge Storage Pump		\$35,000	Sewer (590)		
BPU - Water - Distribution	Distribution System Improvements	Mains, Valves, Hydrants	\$495,000	Water (591)		
BPU - Water - Distribution	Replacement Water Meters/Nodes		\$30,000	Water (591)		
BPU - Water - Distribution	Replace Vactor		\$350,000	Water (591)	50/50 - Water & Sewer	
BPU - Water - Production	Well & HS Pump Maintenance		\$65,000	Water (591)		
BPU - Water - Production	New Well at Industrial (2 of 2)		\$700,000	Water (591)		
DPS	Parking Lot Resurface & Striping		\$5,000	Capital Outlay (401)		
DPS	S Norwood Ave Reconstruction	E Bacon St to W South St - 0.25 mi	\$550,000	Major Streets (202) & SAD		
DPS	W South St Reconstruction	Norwood Ave to Reading Ave - 0.09 mi	\$198,000	Local Streets (203) & SAD		
DPS	Waldron St Reconstruction	West St to Budlong St - 0.27 mi	\$594,000	Major Streets (202) & SAD		
DPS	Culvert Replacment		\$1,500,000	Capital Outlay (401)		
DPS	Replace 2000 4x4 416 Backhoe		\$185,000	Revolving Motor Equipment Fund (RMEF)		
DPS	Citywide Sidewalk Repair/Upgrade		\$50,000	Major Streets (202) & Local Streets (203)		
Fire	Replacement of 2 Turnout Gear Sets		\$11,000	Fire Vehicle and Equipment Fund (663)		
Parks/DPS	DNR Boat Launch Rehabilitation		\$130,000	Capital Outlay (401)		
Parks/DPS	Lot D Reconstruction (Ferris St)		\$170,000	Capital Outlay (401)		
Police	Replacement of 1 Marked Vehicle		\$75,000	Fire Vehicle and Equipment Fund (663)		
Technical Services	Replace Fiber Loop		\$44,000	BPU		
Budget Year 6 Total:			\$6,396,000			

Footnotes
¹ BPU has a bucket truck that is a 2019 model. At present, it is a 3-5 year build time

**City of Hillsdale, Michigan - Capital Improvement Plan
Budget Year 7: July 1, 2032 - June 30, 2033**

Department	Project Description	Project Note	Estimated Cost	Funding Source	Funding Note	Score
BPU - Electric	Power Plan Switch Gear Upgrades	See Footnote1	\$500,000	Electric (582)		
BPU - Sewer - Operations	Funds for Sewer Main Lining/Fix RFT Areas		\$800,000	Sewer (590)		
BPU - Sewer - Operations	Replace Key Lift Station		\$190,000	Sewer (590)		
BPU - Sewer - Operations	Mini Excavator		\$50,000	Sewer (590)		
BPU - Sewer - Operations	Valve Turning Trailer		\$40,000	Sewer (590)		
BPU - Sewer - Operations	Service Pickup 50%		\$30,000	Sewer (590)		
BPU - Sewer - WWTP	Influent Pump 3		\$38,000	Sewer (590)		
BPU - Sewer - WWTP	Vactor Shed Lean To		\$100,000	Sewer (590)		
BPU - Sewer - WWTP	Sludge Storage Tank Repair/Expand		\$200,000	Sewer (590)		
BPU - Sewer - WWTP	Aerator Gear Box	4 of 4	\$13,000	Sewer (590)		
BPU - Sewer - WWTP	New Channel Monster		\$38,000	Sewer (590)		
BPU - Sewer - WWTP	New RAS Pump 1 of 2		\$26,000	Sewer (590)		
BPU - Sewer - WWTP	Ox Ditch Parts		\$14,000	Sewer (590)		
BPU - Sewer - WWTP	Influnet Auger		\$20,000	Sewer (590)		
BPU - Sewer - WWTP	Aerator Drive Motors (4)		\$15,000	Sewer (590)		
BPU - Sewer - WWTP	Disk Filter Bearings/Pumps		\$30,000	Sewer (590)		
BPU - Sewer - WWTP	CL2 Gas Handling Equipment		\$20,000	Sewer (590)		
BPU - Water - Distribution	Distribution System Improvements	See Footnote 2	\$900,000	Water (591)		
BPU - Water - Distribution	Replacement Water Meters/Nodes		\$50,000	Water (591)		
BPU - Water - Distribution	Service Pickup 50%		\$30,000	Water (591)		
BPU - Water - Distribution	Retention Pond Reclamation		\$10,000	Water (591)		
BPU - Water - Distribution	Install New Roofs on 2 Well Houses		\$40,000	Water (591)		
BPU - Water - Production	Well & HS Pump Maintenance		\$80,000	Water (591)		
BPU - Water - Production	Install New Roofs on 2 Well Houses		\$40,000	Water (591)		
BPU - Water - Production	Replace Surge Valve		\$20,000	Water (591)		
DPS	HVAC Upgrades		\$20,000	Capital Outlay (401)		
DPS	Highland Ave	Spring St to Dead End - 0.10 mi	\$222,000	Local Streets (203) & SAD		
DPS	Fairview Ave	Spring St to Dead End - 0.16 mi	\$352,000	Local Streets (203) & SAD		
DPS	Frisbie St	Spring St to Dead End - 0.11 mi	\$242,000	Local Streets (203) & SAD		
DPS	Citywide Sidewalk Repair/Upgrade		\$50,000	Major Streets (202) & Local Streets (203)		
DPS	Culvert Replacement		\$1,500,000	Capital Outlay (401)		
DPS	Replace 2009 6 YD Dump Truck		\$234,500	Revolving Motor Equipment Fund (640)		
Fire	Replacement of 2 Turnout Gear Sets		\$11,000	Fire Vehicle and Equipment Fund (663)		
Parks/DPS	Waterworks Parking Lot Rehabilitation		\$100,000	Capital Outlay (401)		
Police	Replacement of 1 Marked Vehicle		\$75,000	Fire Vehicle and Equipment Fund (663)		
Technical Services	Replace Technical Services Vehicles	BPU	\$34,000	582, 590, & 591		
Budget Year 7 Total:			\$6,134,500			
Footnotes						
¹ At present, the controls in the breaker house and all wiring is approaching 50 years of service. We should really be in the process of upgrading as parts are only going to be harder to find or repair.						
¹ Mains, Valves, Hydrants: Water mains on Marion, Barry, Dickerson, Lombard, and Wolcott. Water valves at Industrial and Carleton. Water valve in front of the old Wicker Works						



To: Planning Commission
From: Zoning Administrator
Date: March 18, 2026
Re: Old Business – Bylaw Revision

Background:

At the February 18, 2026 meeting, the Planning Commission reviewed an initial draft of amended language of the Attendance section of the bylaws. Chair Laycock revised the amended language based on requests from the Commission. Enclosed is the second amendment.

Recommendation:

Staff recommends the Planning Commission do the following:

1. Review the current draft;
2. Discuss and request further amendments (if needed); and
3. Approve the amended sections, if found satisfactory, by a two-thirds vote (to comply with the requirements of section XVI of the existing Bylaws).

II. Membership

B. Attendance (Current)

If any member of the Commission is absent without notice from three consecutive regularly scheduled meetings without written explanation, then that member may be considered delinquent. Delinquency may be grounds for the Council to remove a member from the Commission for nonperformance of duty, or misconduct. The Commission secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the Council whenever any member of the Commission is absent from three consecutive regularly scheduled meetings, so the Council can consider further action allowed under law or excuse the absences.

II. Membership

B. Attendance (Amended)

Commissioners are expected to attend all regularly scheduled meetings. If any Commissioner is absent for three (3) regularly scheduled or special meetings during any rolling 12-month period, and those absences are considered unexcused, this Commissioner may be considered “chronically absent.” To be excused, the Commissioner must notify the Chair of his or her reason for absence prior to the meeting. The Chair will make a determination of excused or unexcused and announce it during the roll call at the start of the Planning Commission meeting. As a courtesy, the absent Commissioner should also notify appropriate City of Hillsdale staff. The Secretary, or his or her staff designee, shall keep attendance records and shall notify the Chair when a member has three (3) unexcused absences. The Chair, at his or her discretion, may declare a member “chronically absent” and bring a motion to the Planning Commission to request of City Council replacement the chronically absent Commissioner. A simple majority vote of the present Commissioners shall be sufficient for the request to be made of City Council.