



**CITY OF JONESVILLE  
COUNCIL AGENDA  
DECEMBER 16, 2020 - 6:30 P.M.**


Pursuant to Section 3a of the Open Meetings Act, Act 267 of 1976, as amended, participation in this meeting will be by Zoom Meeting. The Board, staff and public wishing to participate may do so by logging onto the website or calling the telephone number below. When prompted enter the Meeting ID and Password.

**WEB ADDRESS:** [www.zoom.us](http://www.zoom.us)  
**CALL-IN TELEPHONE NUMBERS:**  
1-312-626-6799 or  
1-929-205-6099

**MEETING ID: 814 5052 5204  
PASSWORD: 845692**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / A MOMENT OF SILENCE**
- 2. APPROVAL OF AGENDA** [ROLL CALL][Action Item]
- 3. PUBLIC COMMENTS / AUDIENCE PRESENTATIONS**  
Citizens wanting to address the Council can do so at this time. Persons addressing the Council are requested to give their name and address for the record when called on by the Mayor.
- 4. PRESENTATIONS AND RECOGNITIONS**
  - A. None
- 5. PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION**
  - A. None
- 6. REPORTS AND RECOMMENDATIONS**
  - A. Consider Quote – Security Cameras [ROLL CALL][Action Item]
  - B. Board Appointments [ROLL CALL][Action Item]
  - C. 2021 Meeting Calendar [ROLL CALL][Action Item]
  - D. Indoor/Outdoor Facility Use Policy [ROLL CALL][Action Item]
  - E. Resolution 2020-17 – Interlocal Agreement: Designated Assessor [ROLL CALL][Action Item]
  - F. GIS Revenue Sharing [ROLL CALL][Action Item]
  - G. Resolution 2020-18 – MDOT Permit Applications [ROLL CALL][Action Item]
- 7. COUNCIL MINUTES**
  - A. Consider minutes of the November 18, 2020 Regular Meeting [ROLL CALL][Action Item]
- 8. ACCOUNTS PAYABLE**
  - A. Accounts Payable for December 2020 totalling \$122,317.54 [ROLL CALL][Action Item]
- 9. DEPARTMENT REPORTS**
  - A. Fire Department – Chief Adair
  - B. Water/Wastewater Treatment Plant – Interim Superintendent Boyle
  - C. Department of Public Works – Superintendent Kyser
  - D. Police Department – Chief Lance
  - E. Cash Report – Finance Director Spahr
  - F. Cemetery Report – City Manager Gray
- 10. ADJOURNMENT**



To: Jonesville City Council  
From: Jeffrey M. Gray, City Manager   
Date: December 11, 2020  
Re: Manager Report and Recommendations – December 16, 2020 Council Meeting

**6. A. Consider Quote – Security Cameras** [ROLL CALL][Action Item]

Attached is a quote from DMCI Broadband, LLC to install security cameras at various City facilities. The camera installations would provide exterior coverage in an effort to deter future incidents of vandalism; some interior cameras are also proposed in the Police Department to address officer safety in that facility. Chief Lance has reviewed all camera locations. Maps of those locations can be provided to Council for review, upon request.

The total quote to complete the entire installation at all locations is \$21,242.44; the quote is a not-to-exceed quote, with the contractor billing for only actual labor, up to the amount quoted. Staff is recommending that Council consider waiving the requirement to obtain sealed bids for this project, in part due to our long-standing relationship with DMCI; in addition, our IT service provider has reviewed the proposal and notes that the quoted price is fair and that quality equipment would be installed. Representatives of DMCI will join our meeting to answer any Council questions. I recommend that Council consider a motion to waive the competitive bid process and award a contract to DMCI for the installation of security cameras, in an amount not to exceed \$21,242.44. *Please refer to the quote and analysis by IT Right.*

**6. B. Board Appointments** [ROLL CALL][Action Item]

Colleen Armeý's term on the Jonesville District Library Board is set to expire on December 31<sup>st</sup>. The Library Board has recommended her reappointment for a four-year term to end on December 31, 2024.

Kayla Thompson has expressed her interest in filling the vacancy on the Zoning Board of Appeals. Her application was originally considered for Planning Commission. While she was well qualified, there were two outstanding candidates for the single vacancy. Her appointment to the Zoning Board of Appeals would be for a three-year term, ending in November of 2023.

A motion is necessary to make these appointments. *Please refer to the letter of recommendation from the Jonesville District Library Board and application from Kayla Thompson.*

**6. C. 2021 Meeting Calendar** [ROLL CALL][Action Item]

Consistent with the current meeting schedule, the draft calendar proposes that meetings be held on the third Wednesday of each month at 6:30 p.m. Meeting location will vary, depending on measures necessary to mitigate the spread of COVID-19. Meeting dates and times may be adjusted, as deemed appropriate by the Council. It will be necessary to take up a motion to approve the 2021 meeting calendar. *Please refer to the attached draft calendar.*

**6. D. Indoor/Outdoor Facility Use Policy** [ROLL CALL][Action Item]

At the September meeting, the City Council extended a temporary policy to discontinue reservation of City-owned indoor and outdoor facilities for non-city functions through December 31, 2020. It does not appear that conditions will change in the near future to permit indoor or outdoor gatherings. I recommend

Council consider a motion to continue the temporary policy through the Council meeting on March 17, 2021. If conditions change in the meantime, the Council may take up a motion to rescind, if deemed appropriate. A motion and vote are necessary to extend the temporary policy.

**6. E. Resolution 2020-17 – Interlocal Agreement: Designated Assessor** [ROLL CALL][Action Item]

Public Act 660 of 2018 made a number of changes to assessing processes in the State of Michigan. Among those is the requirement that each County Board of Commissioners and a majority of the assessing districts in each county must name a Designated Assessor. The Designated Assessor would only serve in the community in the event that it is found to be non-compliant with a State audit of its assessing responsibilities. I cannot anticipate a time that the City of Jonesville would require the services of the Designated Assessor. The Hillsdale County Equalization Department has reviewed the credentials of Edward VanderVries of V & V Assessing, LLC and has recommended his appointment for the position. A motion and vote are necessary to adopt Resolution 2020-17 adopting the Interlocal Agreement to appoint the Designated Assessor and to authorize the Mayor to execute the same. *Please refer to Resolution 2020-17 and the Interlocal Agreement.*

**6. F. GIS Revenue Sharing** [ROLL CALL][Action Item]

The Hillsdale County Equalization Department maintains an electronic mapping system, or Geographic Information System (GIS). This system is a tremendous asset to the City and has been made available to us through our annual Equalization Services agreement. Historically, fees charged by Equalization for customer services have been shared back to participating communities. As noted in the attached letter from Equalization Director Nick Wheeler, operational costs are rising and he is asking communities to forego their revenue sharing, beginning in 2021. The City's share in 2020 is just under \$250. I recommend a motion to forego GIS revenue sharing for 2021 so that those funds may be utilized for the operation of the countywide mapping system. The County has agreed to forego a matching amount of County revenue for each community that participates. *Please refer to the letter from Equalization Director Wheeler.*

**6. G. Resolution 2020-18 – MDOT Permit Applications** [ROLL CALL][Action Item]

The Michigan Department of Transportation (MDOT) requires that the City identify by resolution those positions authorized to make application for work or activities that might take place in MDOT rights-of-way in the City. MDOT has requested an updated resolution from the City for this purpose. I recommend a motion to approve the attached resolution identifying the City Manager, Police Chief and/or DPW Superintendent as authorized applicants for the City. A roll call vote is required to approve the resolution. *Please refer to the attached Resolution 2020-18.*

Correspondence:

- Thank you from Rick Mahoney
- 2019 CDC Fluoridation Award
- Comcast re: price changes

## Jeff Gray

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**From:** Robert Socha <rsocha@dmcibb.net>  
**Sent:** Tuesday, November 10, 2020 4:43 PM  
**To:** Jeff Gray  
**Subject:** DMCI Cameras  
**Attachments:** Quote - City of Jonesville - Water Tower - Cameras - 11102020.pdf; Quote - City of Jonesville - Wright St Park - Cameras - 10072020.pdf; Quote - City of Jonesville - WWTP - Cameras - 11102020.pdf; Quote - City of Jonesville - DPW - Cameras - 11102020.pdf; Quote - City of Jonesville - Iron Removal - Cameras - 11102020.pdf; Quote - City of Jonesville - Sunset View Cemetary - Cameras - 11102020.pdf; City of Jonesville Cameras Proposal Summary 2020.pdf

Jeff,

It was great to see you today. I especially enjoyed our conversation.

Attached are the digital copies of the quotes and updated them as we discussed.

I would like to take the opportunity to remind you that we will only bill the city for time worked up to the labor amount on each proposal.

Also, the contingency is just that, and if it is not used or only partially used, it will be removed.

Thank you again for the opportunity. We at DMCI hope to be installing your cameras soon.

Sincerely,  
Robert Socha  
DMCI Broadband, LLC  
Commercial Sales & Accounts  
Cell: 517-398-3955



# DMCI Broadband, LLC.

## Business Class Services Proposal

### City of Jonesville Camera Systems

	One Time	Monthly
<b>PD FD</b>		
Equipment	\$ 3,832.37	\$ -
Setup/Configuration	\$ 1,680.00	\$ -
<b>Subtotal</b>	<b>\$ 5,512.37</b>	<b>\$ -</b>
<b>WWTP</b>		
Equipment	\$ 4,270.06	\$ -
Setup/Configuration	\$ 1,680.00	\$ -
<b>Subtotal</b>	<b>\$ 5,950.06</b>	<b>\$ -</b>
<b>DPW</b>		
Equipment	\$ 1,709.49	\$ -
Setup/Configuration	\$ 560.00	\$ -
<b>Subtotal</b>	<b>\$ 2,269.49</b>	<b>\$ -</b>
<b>Water Tower</b>		
Equipment	\$ 602.00	\$ -
Setup/Configuration	\$ 140.00	\$ -
<b>Subtotal</b>	<b>\$ 742.00</b>	<b>\$ -</b>
<b>Iron Removal Station</b>		
Equipment	\$ 2,010.99	\$ -
Setup/Configuration	\$ 560.00	\$ -
<b>Subtotal</b>	<b>\$ 2,570.99</b>	<b>\$ -</b>
<b>Wright Street Park</b>		
Equipment	\$ 1,551.27	\$ -
Setup/Configuration	\$ 700.00	\$ -
<b>Subtotal</b>	<b>\$ 2,251.27</b>	<b>\$ -</b>
<b>Sunset View Cemetery</b>		
Equipment	\$ 1,386.26	\$ -
Setup/Configuration	\$ 560.00	\$ -
<b>Subtotal</b>	<b>\$ 1,946.26</b>	<b>\$ -</b>
<b>Total Project</b>	<b>\$ 21,242.44</b>	<b>Monthly \$ -</b>
<b>Total First Month</b>	<b>\$21,242.44</b>	



# QUOTE

**Number** DMCQ3559

**Date** Nov 3, 2020

**Sold To**

**City of Jonesville - PD|FD**  
 Jeff Gray  
 Jonesville, MI 49250

**Phone** 517-849-2150

Here is the quote you requested.

Line	Qty	Description	Unit Price	Ext. Price
1		<b>Camera Equipment and Installation Jonesville PD   FD</b>		
2	1	Unifi Protect Network Video Recorder (NVR)	\$373.75	\$373.75
3	4	WD Purple NV 4TB Surveillance Hard Disk Drive - Intellipower SATA 6 Gb/s 64MB Cache 3.5 Inch	\$123.03	\$492.12
4	1	Ubiquiti Networks US-16-150W Unifi Switch 16 150W 24V,802.3af/at PoE	\$338.00	\$338.00
5	6	UVC-G3-PRO 3X powered optical zoom lens	\$318.75	\$1,912.50
6	4	Ubiquiti Networks UVC-G3-Flex UniFi Video Camera G3 1080p IR	\$97.50	\$390.00
7	700	Indoor Cat5e cable/ft.	\$0.18	\$126.00
8	1	Misc. Parts, Zips, Screws, Anchors, Etc.	\$200.00	\$200.00
9	1	Standard Labor Charge	\$1,680.00	\$1,680.00
			<b>SubTotal</b>	\$5,512.37
			<b>Tax</b>	\$0.00
			<b>Shipping</b>	\$0.00
			<b>Total</b>	<b>\$5,512.37</b>

Please contact me if I can be of further assistance.

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOUR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS,



# QUOTE

**Number** DMCQ3482

**Date** Oct 6, 2020

**Sold To**

**City of Jonesville - WWTP**

Jeff Gray  
150 Ecology Dr.  
Jonesville, MI 49250

**Phone** 517-849-2104

Here is the quote you requested.

Line	Qty	Description	Unit Price	Ext. Price
1		<b>Camera System - Jonesville WWTP</b>		
2	1	V7 RMWC6U-1N 6U Wall Mount Rack Cabinet Enclosure	\$127.49	\$127.49
3	1	Unifi Protect Network Video Recorder (NVR)	\$373.75	\$373.75
4	4	WD Purple NV 4TB Surveillance Hard Disk Drive - Intellipower SATA 6 Gb/s 64MB Cache 3.5 Inch	\$123.03	\$492.12
5	1	ePMP 5 GHz Force 180 Integrated Radio	\$137.50	\$137.50
6	2	Ubiquiti Networks US-8-150W UniFi Switch 8 150W 24V,802.3af/at PoE	\$240.00	\$480.00
7	1	Patch Panel 24 Port Category 5e	\$58.95	\$58.95
8	1	2U Rack Shelf, Kendall Howard	\$43.00	\$43.00
9	7	UVC-G3-PRO 3X powered optical zoom lens	\$318.75	\$2,231.25
10	700	Indoor Cat5e cable/ft.	\$0.18	\$126.00
11	1	Contingency	\$200.00	\$200.00
12	1	Standard Labor Charge	\$1,680.00	\$1,680.00
			<b>SubTotal</b>	\$5,950.06
			<b>Tax</b>	\$0.00
			<b>Shipping</b>	\$0.00
			<b>Total</b>	<b>\$5,950.06</b>

Please contact me if I can be of further assistance.

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# QUOTE

**Number** DMCQ3488

**Date** Oct 7, 2020

**Sold To**

**City of Jonesville - DPW**  
 Jeff Gray  
 Jonesville, MI 49250

**Phone** 517-849-2104

Here is the quote you requested.

Line	Qty	Description	Unit Price	Ext. Price
1		<b>Cameras and Installation for Department of Public Works</b>		
2	1	V7 RMWC6U-1N 6U Wall Mount Rack Cabinet Enclosure	\$127.49	\$127.49
3	4	UVC-G3-PRO 3X powered optical zoom lens	\$318.75	\$1,275.00
4	1	Ubiquiti Networks US-8-150W UniFi Switch 8 150W 24V,802.3af/at PoE	\$235.00	\$235.00
5	400	Indoor Cat5e cable/ft.	\$0.18	\$72.00
6	1	Standard Labor Charge	\$560.00	\$560.00
7		<i>Note: This installation requires the installation of the NVR at the WWTP.</i>		
			<b>SubTotal</b>	\$2,269.49
			<b>Tax</b>	\$0.00
			<b>Shipping</b>	\$0.00
			<b>Total</b>	<b>\$2,269.49</b>

Please contact me if I can be of further assistance.

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# QUOTE

**Number** DMCQ3486

**Date** Oct 7, 2020

**Sold To**

**City of Jonesville - Water Tower**  
 Jeff Gray  
 Jonesville, MI 49242

**Phone** 517-849-2104

Here is the quote you requested.

Line	Qty	Description	Unit Price	Ext. Price
1		<b>Cameras and Installation for Jonesville Water Tower</b>		
2	1	UniFi Cloud Key NVR Gen2 Plus	\$237.50	\$237.50
3	1	UVC-G3-PRO 3X powered optical zoom lens	\$318.75	\$318.75
4	1	UBNT POE	\$20.75	\$20.75
5	1	Standard Labor Charge	\$140.00	\$140.00
6	1	Misc. Parts, Zips, Screws, Anchors, Etc.	\$25.00	\$25.00
			<b>SubTotal</b>	\$742.00
			<b>Tax</b>	\$0.00
			<b>Shipping</b>	\$0.00
			<b>Total</b>	<b>\$742.00</b>

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# QUOTE

**Number** DMCQ3485

**Date** Oct 7, 2020

**Sold To**

**City of Jonesville - Iron Removal Sta**  
 Jeff Gray  
 Jonesville, MI 49250

**Phone** 517-849-2104

Here is the quote you requested.

Line	Qty	Description	Unit Price	Ext. Price
1		<b>Cameras and Installation for Iron Removal Pump facility</b>		
2	1	V7 RMWC6U-1N 6U Wall Mount Rack Cabinet Enclosure	\$127.49	\$127.49
3	1	UniFi Cloud Key NVR Gen2 Plus	\$237.50	\$237.50
4	4	UVC-G3-PRO 3X powered optical zoom lens	\$318.75	\$1,275.00
5	1	Ubiquiti Networks US-8-150W UniFi Switch 8 150W 24V,802.3af/at PoE	\$235.00	\$235.00
6	200	Indoor Cat5e cable/ft.	\$0.18	\$36.00
7	1	Contingency	\$100.00	\$100.00
8	1	Standard Labor Charge	\$560.00	\$560.00
9				
			<b>SubTotal</b>	\$2,570.99
			<b>Tax</b>	\$0.00
			<b>Shipping</b>	\$0.00
			<b>Total</b>	<b>\$2,570.99</b>

Please contact me if I can be of further assistance.

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# QUOTE

**Number** DMCQ3489

**Date** Oct 7, 2020

**Sold To**

**Cameras and Installation for Wright**

Jeff Gray  
Jonesville, MI 49250

**Phone** 517-849-2104

Here is the quote you requested.

Line	Qty	Description	Unit Price	Ext. Price
1		<b>Cameras and Installation for Wright St. Park</b>		
2	1	UniFi Cloud Key NVR Gen2 Plus	\$237.50	\$237.50
3	1	Ubiquiti Networks UVC-G3-Flex UniFi Video Camera G3 1080p IR	\$97.50	\$97.50
4	1	UVC-G3-PRO 3X powered optical zoom lens	\$318.75	\$318.75
5	2	UniFi Video Camera, IR, 3rd Gen	\$168.75	\$337.50
6	2	Indoor/Outdoor 4 port POE layer 2 switch.	\$121.88	\$243.76
7	2	POE for USW-Flex (required if not using a POE switch for power.	\$20.63	\$41.26
8	2	ePMP 5 GHz Force 180 Integrated Radio	\$137.50	\$275.00
9	1	Standard Labor Charge	\$700.00	\$700.00
			<b>SubTotal</b>	\$2,251.27
			<b>Tax</b>	\$0.00
			<b>Shipping</b>	\$0.00
			<b>Total</b>	<b>\$2,251.27</b>

Please contact me if I can be of further assistance.

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# QUOTE

**Number** DMCQ3490

**Date** Oct 7, 2020

**Sold To**

**City of Jonesville - Sunset View Ceme**  
 Jeff Gray  
 Jonesville, MI 49250

**Phone** 517-849-2150

Here is the quote you requested.

Line	Qty	Description	Unit Price	Ext. Price
1		<b>Cameras and Installation for Sunset View Cemetary</b>		
2	1	UniFi Cloud Key NVR Gen2 Plus	\$237.50	\$237.50
3	3	UVC-G3-PRO 3X powered optical zoom lens	\$318.75	\$956.25
4	1	Indoor/Outdoor 4 port POE layer 2 switch.	\$121.88	\$121.88
5	1	POE for USW-Flex (required if not using a POE switch for power.	\$20.63	\$20.63
6	1	Contingency	\$50.00	\$50.00
7	1	Standard Labor Charge	\$560.00	\$560.00
			<b>SubTotal</b>	\$1,946.26
			<b>Tax</b>	\$0.00
			<b>Shipping</b>	\$0.00
			<b>Total</b>	<b>\$1,946.26</b>

Please contact me if I can be of further assistance.

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**From:** Randy Allen <rallen@itright.com>  
**Sent:** Tuesday, December 8, 2020 4:25 PM  
**To:** Lenore Spahr <financedirector@jonesville.org>; Tom Conway <tconway@itright.com>  
**Cc:** Jeff Gray <JGray@jonesville.org>  
**Subject:** RE: Security Systems

Hi all,

I finally got to look it over too. Prices look very fair to me. Even kind of on the low side.

It also appears that they are planning to keep these Security networks separate from the main networks at each location, which is ideal. Sharing only the Internet connection.

So yes, this looks good to me, as well. We use Ubiquiti wireless all the time and think it is a great product. I am sure their security equipment is as well.

Thx!

Randy

PS. I should note... Physical security of the AVR or DVR (where you actually store the video data) at each location is paramount. Thieves will, if they can, steal that too, in order to remove evidence. Just FYI.

**From:** Lenore Spahr <[financedirector@jonesville.org](mailto:financedirector@jonesville.org)>  
**Sent:** Tuesday, December 8, 2020 1:09 PM  
**To:** Tom Conway <[tconway@itright.com](mailto:tconway@itright.com)>  
**Cc:** Jeff Gray <[JGray@jonesville.org](mailto:JGray@jonesville.org)>; Randy Allen <[rallen@itright.com](mailto:rallen@itright.com)>  
**Subject:** RE: Security Systems

Tom –

Many thanks to you and Randy for your insight.

Have a great day!

Lenore Spahr, MiCPT, CPFA  
Finance Director/Treasurer  
City of Jonesville

**From:** Tom Conway <[tconway@itright.com](mailto:tconway@itright.com)>  
**Sent:** Tuesday, December 8, 2020 12:50 PM  
**To:** Lenore Spahr <[financedirector@jonesville.org](mailto:financedirector@jonesville.org)>  
**Cc:** Jeff Gray <[JGray@jonesville.org](mailto:JGray@jonesville.org)>; Randy Allen <[rallen@itright.com](mailto:rallen@itright.com)>  
**Subject:** RE: Security Systems

Hi Lenore,

I reviewed the quotes from DMCI and it looks very reasonable to me. The pricing is inline or better than most systems I have seen. The equipment proposed is of good quality.

We would be happy to work with DCMI with anything that we can.

Thank you,  
Tom

RECEIVED  
NOV 23 2020

BY: \_\_\_\_\_

Jonesville District Library

Board of Trustees

November 19, 2020

To the City Council:

At its regular monthly meeting of November 16, 2020, the Jonesville District Library Board of Trustees noted that the term of Colleen Arme as representative for the city to this Board is set to expire on December 31, 2020. It was determined to recommend to Jonesville City Council that Ms. Arme be re-appointed by your Council to another term of four years effective January 1, 2021 with that term expiring on December 31, 2024.

Thank you for your cooperation and support of our library.

Respectfully,



Connie Hutchinson, Secretary

**JONESVILLE CITY BOARDS & COMMITTEE  
APPLICATION FOR APPOINTMENT**

**Board or Committee to which appointment is desired. (If more than one, please list in order of preference.)**

Planning Commission

**1. Name** Kayla Thompson **2. Occupation** Attorney

**3. Employer** Hillsdale College **4. Email address** kaylamthompson1@gmail.com

**5. Home Address** 730 Wright Street, Jonesville, MI 49250

**6. Home Telephone** 517-610-3897 **7. Business Phone** 517-607-2302

**8. Length of residency in Jonesville** 8 months

**9. List other community organizations/commissions that you are a member.**

University of Michigan Club of Hillsdale County, Board Member

**10. Please indicate below the background or experience you have that will be of value if you are appointed. Also, indicate any reasons for desiring to serve on the requested board or committee.**

**(Please continue on reverse side if needed and be sure to sign and date. Please attach resume or other pertinent information if so desired.)**

As a new resident of Jonesville with prior residential history in similar community sizes,

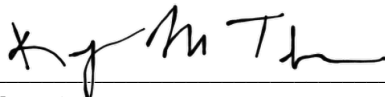
I believe my experience and vision could be beneficial to the growth and success of

the City of Jonesville. I was formerly a member of Rotary for 3 years and take pride in

giving back to my community.

08/01/2020

**Date of Application**



**Signature**

**PLEASE RETURN THIS APPLICATION TO:** City of Jonesville  
265 E. Chicago Street  
Jonesville, MI 49250  
Phone: 517-849-2104  
Fax: 517-849-9037



City of  
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

(517) 849-2104  
(517) 849-9037 Fax

[www.jonesville.org](http://www.jonesville.org)  
[manager@jonesville.org](mailto:manager@jonesville.org)

**CITY COUNCIL  
2021 ANNUAL MEETING CALENDAR  
THIRD WEDNESDAY OF THE MONTH**

<b>WEDNESDAY</b>	<b>JANUARY 20, 2021</b>	<b>6:30 P.M.</b>
<b>WEDNESDAY</b>	<b>FEBRUARY 17, 2021</b>	<b>6:30 P.M.</b>
<b>WEDNESDAY</b>	<b>MARCH 17, 2021</b>	<b>6:30 P.M.</b>
<b>WEDNESDAY</b>	<b>APRIL 21, 2021</b>	<b>6:30 P.M.</b>
<b>WEDNESDAY</b>	<b>MAY 19, 2021</b>	<b>6:30 P.M.</b>
<b>WEDNESDAY</b>	<b>JUNE 16, 2021</b>	<b>6:30 P.M.</b>
<b>WEDNESDAY</b>	<b>JULY 21, 2021</b>	<b>6:30 P.M.</b>
<b>WEDNESDAY</b>	<b>AUGUST 18, 2021</b>	<b>6:30 P.M.</b>
<b>WEDNESDAY</b>	<b>SEPTEMBER 15, 2021</b>	<b>6:30 P.M.</b>
<b>WEDNESDAY</b>	<b>OCTOBER 20, 2021</b>	<b>6:30 P.M.</b>
<b>WEDNESDAY</b>	<b>NOVEMBER 17, 2021</b>	<b>6:30 P.M.</b>
<b>WEDNESDAY</b>	<b>DECEMBER 15, 2021</b>	<b>6:30 P.M.</b>

**The meeting location is subject to change, and may be by electronic meeting to mitigate the spread of COVID-19. The meeting location will be shown on each meeting agenda.**

**The City of Jonesville will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon 20 days' notice to the City of Jonesville. Individuals with disabilities requiring auxiliary aids or services should contact the City of Jonesville by writing, calling, or e-mailing the following:**

**City of Jonesville  
265 E. Chicago Street  
Jonesville, MI 49250  
(517) 849-2104  
[www.jonesville.org](http://www.jonesville.org)**

**Cindy Means, Clerk  
[clerk@jonesville.org](mailto:clerk@jonesville.org)**



2020-17

CITY OF JONESVILLE  
COUNTY OF HILLSDALE  
STATE OF MICHIGAN

**RESOLUTION – INTERLOCAL AGREEMENT FOR  
HILLSDALE COUNTY DESIGNATED ASSESSOR**

At a Regular Meeting of the City Council of the City of Jonesville, County of Hillsdale, and State of Michigan, held via Zoom videoconference on the 16<sup>th</sup> day of December 2020, at 6:30 in the p.m.

**PRESENT:**

**ABSENT:**

The following preamble and resolution were offered by Council Member \_\_\_\_\_ and supported by Council Member \_\_\_\_\_.

**WHEREAS**, MCL 211.10g establishes the requirement for a designated assessor in each county and that such designation should be made before December 31, 2020; and

**WHEREAS**, to meet the requirement of appointing a Designated Assessor for Hillsdale County, the assessing districts in Hillsdale County and the County of Hillsdale have agreed to designate Edward L VanderVries as Designated Assessor; and

**WHEREAS**, the Interlocal Agreement naming the designated assessor shall be binding upon all assessing districts upon its approval by the County Board of Commissioners, Edward K. VanderVries, a majority of the assessing districts, and the State Tax Commission; and

**WHEREAS**, the Designated Assessor shall only act as the assessor of record for an assessing district when required to by the State Tax Commission pursuant to MCL 211.10g or upon direct action of the governing board of an assessing district.

**NOW, THEREFORE, BE IT RESOLVED** that the Jonesville City Council approves the Interlocal Agreement naming Edward K. VanderVries, an individual qualified and certified by the State Tax Commission as a Michigan Master Assessing Officer, to be the County Designated Assessor for Hillsdale County; and

**BE IT FURTHER RESOLVED** that the Mayor is authorized to sign the Interlocal Agreement.

Upon a roll call vote, the following voted:

AYES:           Members:

NAYS:           Members:

ABSENT:        Members:

**RESOLUTION DECLARED ADOPTED.**

---

Cynthia D. Means, Clerk

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Jonesville, County of Hillsdale and State of Michigan at a regular meeting held on the 16<sup>th</sup> day of December, 2020, and that public notice was given pursuant to Act 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

---

Cynthia D. Means, Clerk

## **Local Agreement for Hillsdale County to Approve the Designated Assessor for the period January 1, 2021 through December 31, 2025**

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter "AGREEMENT") has been executed by the Board of Commissioners for Hillsdale County, a majority of the assessing districts in Hillsdale County, and the individual put forth as the proposed Designated Assessor. Hillsdale County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the "Parties."

### **RECITALS**

WHEREAS, The Assessing Districts are Municipal Corporations located within the County of Hillsdale, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an AGREEMENT that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, based on the foregoing Recitals, and in consideration of the terms of this Agreement, the Members agree as follows:

### **BACKGROUND INFORMATION**

Hillsdale County proposes that Edward K. VanderVries (R-7530), who is an individual qualified and certified by the State Tax Commission as a Michigan Master Assessing Officer, IV serve as the Designated Assessor for the following assessing districts within Hillsdale County: Adams Township, Allen Township, Amboy Township, Cambria Township, Camden Township, Fayette Township, Hillsdale Township, Jefferson Township, Litchfield Township, Moscow Township, Pittsford Township, Ransom Township, Reading Township, Scipio Township, Somerset Township, Wheatland Township, Woodbridge Township, Wright Township, City of Hillsdale, City of Jonesville, City of Litchfield and City of Reading.

Included as Addendum "A" to this AGREEMENT are the 2020 Hillsdale County Ad-Valorem State Equalized Value totals and parcel count by class along with all special act values and parcel count within each assessing district. There were no properties in Hillsdale County deemed to be unique or complex that were included with the 2020 values, however starting in 2020 a Wind Energy Project was initiated that may be considered unique and/or complex beginning with the 2021 value determinations.

Once the designated assessor process is invoked, the Parties agree that the Designated Assessor will perform the duties associated with being the assessor of record for an assessing district at the following location: V&V Assessing LLC Main Office - 2910 Business One Drive, Kalamazoo MI 49048 or other local unit offices as agreed to between the Designated Assessor and local unit. The Parties further agree that specific hours will be negotiated as part of the employment contract to be executed in the event an assessing district is subject to the designated assessor process.

## QUALIFICATIONS OF DESIGNATED ASSESSOR

1. Edward K. VanderVries is currently certified as a Michigan Master Assessing Officer (MMAO). Certification number R-7530. Edward K. VanderVries is currently the CEO of V&V Assessing LLC.
2. Mr. VanderVries has been the assessor of record for many complex assessing jurisdictions and currently serves in that role for the Cities of Portage, Marshall, & Hart. He also serves in that role for the Townships of Union, Sheridan, Moran, Holton, & Laketon. Mr. VanderVries is also the Equalization Director for Oceana County.
3. There are no known conflicts of interest between the Designated Assessor and Hillsdale County or any Assessing Districts within the County.

It is understood that the individual identified as the Designated Assessor in this AGREEMENT will, during the length of this agreement, maintain their assessor certification in good standing with the State Tax Commission and when required to serve as the Designated Assessor for an assessing district in Hillsdale County shall act as the Assessor of Record for that assessing district.

Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Assessment Roll*.

## DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR

The Designated Assessor, while serving as the assessor of record for an assessing district within Hillsdale County, shall satisfy all requirements set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018 and included as Addendum "C". The Designated Assessor shall be capable of ensuring that the contracting Assessing Districts achieve and maintain substantial compliance with the requirements of MCL 211.10g(1).

Within 21 days of being appointed as the Designated Assessor for the assessing district, the Designated Assessor shall prepare and transmit to the assessing district's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the State Tax Commission's audit.

The Parties agree that the Designated Assessor, while serving as the assessor of record for an assessing district within Hillsdale County, shall:

1. Attendance at Board of Review Meetings

The Designated Assessor, or his designee, shall attend all March, July, and December Board of Review meetings. It is agreed that if an Assessing District does not have an existing resolution allowing for alternative dates for July and December Boards of Review, they will adopt one.

2. Duties and Responsibilities related to Assessment Appeals

The Designated Assessor, or his designee, shall defend all appeals to the Small Claims Division of the Michigan Tax Tribunal. This shall include, but not be limited to, answering and filing petitions, preparing and submitting evidence and other such information necessary to properly defend such appeal, and he or his designee appearing at all hearings or meetings as may be necessary for defending such appeals. All of the foregoing regarding appeals to the small claims division of the Michigan Tax Tribunal is deemed to be included the services compensated pursuant to the terms and provisions of this agreement.

All other appeals to the Entire Tribunal Division of the Michigan Tax Tribunal, State Tax Commission, or other court, the Assessing District shall obtain competent legal counsel at its expense. If counsel shall desire assistance of the Designated Assessor in the defense of such appeals, additional fees for preparing appraisals, analyses, and/or consultation, shall be reviewed and approved by the Assessing District and agreed upon in a case-by-case basis. The Designated Assessor shall be available to the Assessing District as an expert witness on behalf of the Assessing District in any proceedings. Compensation for travel associated with such proceedings shall be reimbursed by Assessing District.

3. Reporting Requirements and responsibility to meet with local unit officials  
On or before December 31 of each year, at the Assessing Districts request, the Designated Assessor shall prepare written recommendations and conclusions regarding the current state of the Assessing Districts Assessment Rolls, by class, together with specific recommendations concerning actions which, in the opinion of the Designated Assessor, should be taken to achieve maximum equity and uniformity in the assessment process and compliance with State Tax Commission guidelines and rules and regulations.
4. Any and all obligations of local unit assessing staff members  
If an Assessing Unit employs any certified or non-certified assessing staff other than the Assessor of Record, those staff members will remain employees of the Assessing District. Those staff members will continue to conduct their duties as they understand them under the supervision of the Designated Assessor. If changes in duties are identified as necessary by the Designated Assessor, those changes will be discussed with the employee and the Assessing District prior to implementation. No existing staff member will be terminated by the Designated Assessor without the prior approval of the Assessing District.
5. Responsibilities of Designated Assessor while not acting as an assessor of record for an Assessing District under this agreement  
The Designated Assessor will have no official duties of record pertaining to this agreement until such time as he is appointed the Designated Assessor of Record for an Assessing District under this agreement. Upon their request, the Designated Assessor will meet with an Assessing District to discuss potential solutions of any deficiencies identified by AMAR to avoid any formal action by the State Tax Commission. The Designated Assessor is not an employee or paid contractor of the County and shall have no responsibilities as Designated Assessor during the period in which he or she is not acting as an assessor of record for an Assessing District within the County, other than to remain certified and in good standing.
6. Requirement to remain certified and in good standing  
The Designated Assessor shall maintain his Michigan Master Assessing Officer certification and remain in good standing with the requirements of the State Tax Commission.
7. Non-exclusivity  
Nothing in this Agreement prevents or limits the Designated Assessor from serving as the Designated Assessor, Certifying Assessor, Assessor of Record, Equalization Director, or in any other assessing capacity in any City, Township, County, or Assessing District jurisdiction in Michigan.

#### **DUTIES AND RESPONSIBILITIES OF HILLSDALE COUNTY AND ASSESSING DISTRICTS WITHIN HILLSDALE COUNTY**

The Parties to this AGREEMENT understand and agree that the assessing districts identified in this AGREEMENT required to utilize the services of the Designated Assessor will, during and throughout the term of this AGREEMENT, do the following:

1. Provide the Designated Assessor with reasonable access to records, documents, databases and information in order to allow the Designated Assessor to serve as the assessor of record for the assessing district and satisfy all requirements as set forth in the *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
2. Furnish the Designated Assessor with any applicable policies and procedures that the Designated Assessor may be subject to during the period of time the Designated Assessor serves as the assessing district's assessor of record.
3. Provide any technology, equipment, and workspace necessary for the Designated Assessor to carry out their requirements under this Agreement.

## DESIGNATED ASSESSOR COMPENSATION

The Designated Assessor may charge an assessing district that is required to contract with the Designated Assessor and that assessing district shall pay, for the reasonable costs incurred by the Designated Assessor in serving as the assessing district's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The hourly fee schedule below will be utilized for all office staff requested by the assessing district and provided by the Designated Assessor

The Designated Assessor is a local assessing unit for purposes of the provisions in MCL 211.44 concerning the division and use of any collected property tax administration fees.

1. Fee Structure

Should the Designated Assessor process be invoked, the annual fees for providing oversight, preparation and administration of the annual assessment roll will be based on a per parcel basis with the following fee schedule:

<b>Agricultural Real</b>	<b>\$18.00 per parcel</b>
<b>Commercial Real</b>	<b>\$20.00 per parcel</b>
<b>Industrial Real</b>	<b>\$20.00 per Parcel</b>
<b>Residential Real</b>	<b>\$18.00 per parcel</b>
<b>Other Real</b>	<b>\$18.00 per parcel</b>
<b>Personal Property</b>	<b>\$17.00 per parcel</b>
<b>Special Act Parcels</b>	<b>\$22.00 per parcel</b>

Should the necessity of a re-appraisal be necessary to bring an Assessment District into AMAR compliance the per parcel fee for such service, for real property, is \$80.00 per parcel.

Hourly fee schedule for personnel are as follows:

<b>MMAO Assessor</b>	<b>\$175.00 per Hour</b>
<b>MAAO Assessor</b>	<b>\$100.00 per Hour</b>
<b>MCAO Assessor</b>	<b>\$65.00 per Hour</b>
<b>Support Staff</b>	<b>\$50.00 per Hour</b>

the fees above are for services performed by the Designated Assessor in 2021 and are subject to a 2% increase for subsequent years under this contract.

2. Payment Responsibility

All fees associated with serving as the Designated Assessor shall be paid directly by the Assessing District under contract within 30 days of invoicing.

3. Payment in the event of Death or Disability

In the event of Death or Disability of the Designated Assessor, only compensation for work performed and completed shall be made.

4. Identification of additional Costs

The following items are considered additional costs outside of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office and will be billed to the assessing district.

- Setting up Tax Database for Tax Collection
- Printing or mailing of Tax Bills
- Printing or mailing of Assessment Change Notices, or Personal Property forms
- Appraisal work for Full Tribunal Appeals & Expert Testimony

5. Contractor Relationship

All services provided by the Designated Assessor while under contract with the Assessing District will be further agreed to by contract with the Designated Assessor's company V&V Assessing LLC. V&V Assessing LLC will provide for general liability, workers' comp, professional errors and omissions insurance upon a mutually agreed amount indemnifying the Assessing District. The Designated Assessor is an employee of V&V Assessing LLC and any and all resources of V&V Assessing LLC provided to the Assessing District under this agreement would be further specified by contract subject to the fees and terms specified above.

6. Current V&V Assessing LLC Clients

The need to invoke the Designated Assessor is only necessary if an Assessing District is in substantial non-compliance with AMAR and a corrective action plan is not accepted or approved upon a follow up review. Should these events somehow occur with an existing client of V&V Assessing LLC, at the time of the execution of this agreement, V&V Assessing LLC would waive all costs associated with this agreement.

**MISCELLANEOUS**

1. Petition to State Tax Commission

Upon the execution of this Interlocal Agreement, the County shall petition the State Tax Commission to approve Edward K. VanderVries MMAO as the County Designated Assessor. The individual shall serve as the County Designated Assessor upon approval of the State Tax Commission. If the State Tax Commission rejects the County's petition, then the parties agree to enter into additional Interlocal agreements under MCL 211.10g(4)(a) until a suitable agreement and/or assessor is presented.

2. Nondiscrimination

The Parties shall adhere to all Federal, State, and local laws, ordinances and regulations prohibiting discrimination in the performance of this Interlocal Agreement. The Parties shall not be discriminated against a person to be served or applicant for employment because of race, color, religion, national origin, age, sex, disability that is unrelated to a individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this interlocal agreement.

This interlocal agreement shall become effective upon the execution hereof by the parties hereto.

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

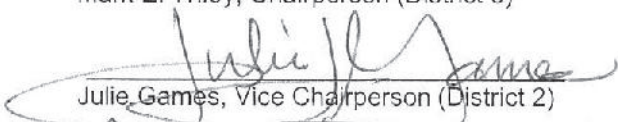
COUNTY OF HILLSDALE



Mark E. Wiley, Chairperson (District 3)

10-27-2020

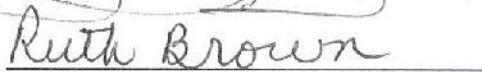
Date



Julie Games, Vice Chairperson (District 2)

10-27-2020

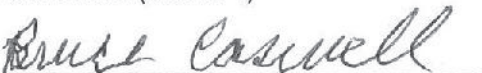
Date



Ruth Brown (District 1)

10-27-2020

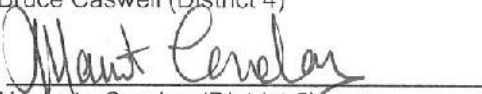
Date



Bruce Caswell (District 4)

10-27-2020

Date



Namrata Carolan (District 5)

10-27-2020

Date

ASSESSING DISTRICTS

ADAMS TOWNSHIP

\_\_\_\_\_  
Mark Nichols, Supervisor

\_\_\_\_\_  
Date

ALLEN TOWNSHIP

\_\_\_\_\_  
Larry Scholl, Supervisor

\_\_\_\_\_  
Date

AMBOY TOWNSHIP

\_\_\_\_\_  
Brad Smith, Supervisor

\_\_\_\_\_  
Date

CAMBRIA TOWNSHIP

\_\_\_\_\_  
Glen Frobel, Supervisor

\_\_\_\_\_  
Date

CAMDEN TOWNSHIP

\_\_\_\_\_  
Duane Carlson, Supervisor

\_\_\_\_\_  
Date

FAYETTE TOWNSHIP

\_\_\_\_\_  
Tony Baker, Supervisor

\_\_\_\_\_  
Date

HILLSDALE TOWNSHIP

\_\_\_\_\_  
Jacquelyn Sullivan, Supervisor

\_\_\_\_\_  
Date

JEFFERSON TOWNSHIP

\_\_\_\_\_  
Steve Wismar, Supervisor

\_\_\_\_\_  
Date

LITCHFIELD TOWNSHIP

\_\_\_\_\_  
Tom Beckner, Supervisor

\_\_\_\_\_  
Date

MOSCOW TOWNSHIP

\_\_\_\_\_  
William Petrie, Supervisor

\_\_\_\_\_  
Date



PITTSFORD TOWNSHIP

\_\_\_\_\_  
LeaAnn Zimmerman, Supervisor

\_\_\_\_\_  
Date

RANSOM TOWNSHIP

\_\_\_\_\_  
Clifford Fether, Supervisor

\_\_\_\_\_  
Date

READING TOWNSHIP

\_\_\_\_\_  
Andrew Barnhart, Supervisor

\_\_\_\_\_  
Date

SCIPIO TOWNSHIP

\_\_\_\_\_  
Harold Spencer, Supervisor

\_\_\_\_\_  
Date

SOMERSET TOWNSHIP

\_\_\_\_\_  
Tim Shaw, Supervisor

\_\_\_\_\_  
Date

WHEATLAND TOWNSHIP

\_\_\_\_\_  
David Stone, Supervisor

\_\_\_\_\_  
Date

WOODBRIIDGE TOWNSHIP

\_\_\_\_\_  
Brad Benzing, Supervisor

\_\_\_\_\_  
Date

WRIGHT TOWNSHIP

\_\_\_\_\_  
Fred Horwath, Supervisor

\_\_\_\_\_  
Date

CITY OF HILLSDALE

\_\_\_\_\_  
Adam Stockford, Mayor

\_\_\_\_\_  
Date

CITY OF JONESVILLE

\_\_\_\_\_  
Gerry Arno, Mayor

\_\_\_\_\_  
Date

CITY OF LITCHFIELD

\_\_\_\_\_  
O. R. Smith, Mayor

\_\_\_\_\_  
Date

CITY OF READING

\_\_\_\_\_  
Melani Matthews, Mayor

\_\_\_\_\_  
Date

DESIGNATED COUNTY ASSESSOR

*Ed M. V. V.*

\_\_\_\_\_  
Assessor

Thursday, October 22, 2020

\_\_\_\_\_  
Date

**R- 7530**

\_\_\_\_\_  
STC Certification Number

## Edward K. VanderVries

V&V Assessing LLC  
2910 Business One Drive  
Kalamazoo MI 49048  
(269) 720-1928

### EDUCATION:

**Michigan Master Assessing Officer - MMAO (IV)** June 2012. Certified Personal Property Examiner.  
Associates Degree from Kalamazoo Valley Community College May 2006.  
Graduated from Portage Central High School in 1981. Completed 4 years at Western Michigan University, College of Business,

### EXPERIENCE:

#### Assessment & Consulting Services 1996 to Present – DBA Edward K. VanderVries.

I provide contract assessment & consulting services. I am under contract to provide assessment services to the City of Albion, City of Marshall & City of Portage. Also, the Townships of Moran, Sheridan, Holton, Laketon, & Union. I serve the City of Zeeland & Niles (Power Plant Properties Only). I utilize personally trained and supervised personnel and provide certified assessors where required. I also consult with local units with large scale industrial properties. I provided assessment consultation to the City of Luna Pier for their decommissioned Coal Plant and Grayling Township for their new Particle Board Plant in 2018. I have provided taxpayer support and assessment consultation for Lakeshore Condominium properties both as membership shareholders and providing accurate assessment allocation for member share expense allocation and new construction taxable valuation additions. I assist with various property tax appeals and have been designated as an expert in the assessing field for Tax Tribunal matters.

#### Equalization Director – 6-2012 to 12-2017 – Van Buren County

#### Director of Land Services 7-2003 to 7-2016 – Van Buren County

#### Director Planning & Economic Development – 7-2005 to 7-2016

Supervisor for the preparation of state mandated reports such as the Equalization Report, Interim Report, Headlee Report, and Analysis for Equalized Valuation Report. Prepares all sales and appraisal studies by reviewing information for all assessing units within the County. Gathers data from various documents submitted by the townships and cities to compute and compile the annual Equalization Report. Performs real property appraisals as assigned. Performs audit verification for personal property accounts and participates in the appraisal of all types of personal property subject to the General Property Tax Law for equalization purposes. Makes determination of value for ad valorem personal property assessment and equalization purposes, including statement verification and checking utilities. Oversees the Planning and Land Management staff responsible for name and address information and parcel identification and GIS mapping. Staff Rep to the Van Buren County Brownfield Redevelopment Authority and the Economic Development Corporation.

#### Instructor 2011 to Present – Michigan Assessors Association & State Tax Commission (STC)

Instructor for the State Tax Commission - The Equalization Process semester as part of the STC MMAO 1 year program 2012 - 2017. Also, I taught this class with Laurie Spencer as a continuing education class offered by the MAA at their 2011, 2012, & 2013 schools.

#### Property Appraiser III 11-2001 to 7-2003 – City of Portage

Responsible for all residential appraisals, new construction, board of review & tribunal appeals. I prepared and updated warrant for City Treasurer throughout the year. I assisted Deputy Assessor with commercial and industrial appraisals, new construction, and board of review & tribunal appeals. I supervise and train level II appraisers with fieldwork and computer entry. I performed all land division approvals for the city and performed all land splits throughout the year. Prepared DDA and TIFA recapture reports annually for the finance director.

#### Assessor/Zoning Administrator 12-2000 to 11-2001 – Caledonia Township

Assessor/Zoning Administrator/Code Enforcement Officer: Responsible for all assessment duties and placing updated information into computer. I prepared all state, county and local reports required by the STC. I reviewed all zoning issues, logged complaints, did site inspections, sent warnings and citations as well as represented the township in all court matters. I was the staff representative to the Zoning Board of Appeals.

#### Assessor 6-1996 to 12-2000 - Ted Gruizinga, Inc.

Responsible for 3 Units of Government; Caledonia Township, Charleston Township, and the City of Galesburg. Updating assessment cards and placing updated information into computer programs (SAMS or Equalizer). I prepared all state, county and local reports required by the STC.  
(This was a sub-contractor position)

#### Owner 1989 to 2003 PC Training & Maintenance.

I taught and performed network installations. I employed additional teachers and taught for Davenport University. I personally installed many of the computer networks in Allegan, Kalamazoo, and Van Buren Counties along with the introduction of BS&A assessment software.

### REFERENCES:

References are available upon request. All past and current units of government noted may be contacted.

**EQUALIZATION & LAND INFORMATION**  
HILLSDALE COUNTY, MICHIGAN



33 McCollum St. - Suite 223  
Hillsdale MI 49242-1688  
Phone: (517) 439-9166  
Email: [nwheeler@co.hillsdale.mi.us](mailto:nwheeler@co.hillsdale.mi.us)

December 4, 2020

RECEIVED  
DEC 07 2020

Dear City/Township Officials,

BY: \_\_\_\_\_

In June of 2004 the Hillsdale County Board of Commissioners passed resolution 04-052 setting the distribution of revenue collected by the "reasonable fees" paid by commercial users in accordance with Hillsdale County's Enhanced Access to Public Records Policy. This distribution of revenue recognized the collaborative efforts of the County along with all local assessing units in Hillsdale County with the implementation of the Hillsdale County Geographic Information System (GIS). The distribution set forth in resolution 04-052 is:

- 25% refunded to the local units of government on their equalization bill
- 25% to the county general fund
- 25% to the flyover escrow fund
- 25% to the mapping office, and GIS program

With funds appropriated by the County Board during implementation of the GIS Program now exhausted and revenues generated annually no longer sufficient to fund the GIS the County Board of Commissioners is asking local assessing units to forgo their 25% share of the revenue collected. On November 10<sup>th</sup> the County Board of Commissioners passed resolution 20-099 (Copy Attached) that would, for each assessing unit approving to forgo their 25% share, reallocate the local units 25% share along with the County's matching 25% share to the GIS Program effective January 1, 2021.

Since this distribution has been in place, the 25% share has ranged between \$140 and \$400 per unit and for 2020 the share is \$249.96 and is reflected as a credit on the enclosed invoice. If your local unit agrees to this re-distribution of revenue we ask that a copy of the board/council resolution or minutes approving this action be forwarded to the Equalization Office.

In another matter relating to the GIS Program is a change to the GIS Interactive Map Application that was implemented back on April 1, 2020 after years of utilizing a different platform. With the new version, accounting of authorized users to the subscriber level is now locally administered and is more flexible to handle the number of subscriber level users we generally have utilizing the site. Historically we have had one log in assigned to each jurisdiction that has been passed on to new employees and officials of the jurisdictions over the years and plan to change this to specifically assigned named user accounts. With that, on or about February 1, 2021 we will purge those user accounts that were set up initially to cover the jurisdiction as a whole.

Over->

RECEIVED  
DEC 07 2020

20-099

BY: \_\_\_\_\_

November 10, 2020

**TO THE HONORABLE BOARD OF COMMISSIONERS:**

We recommend adoption of the following resolution:

**Whereas**, Resolution 04-052 sets forth a "Fee Distribution" for all revenues generated by the "reasonable fees" paid by commercial users to the County, in accordance with Hillsdale County's Enhanced Access to Public Records Policy and,

**Whereas**, Resolution 04-052 allocates the revenues generated as follows:

- 25% refunded to the local units of government on their equalization bill
- 25% to the county general fund
- 25% to the flyover escrow fund
- 25% to the mapping office, and GIS program

**Whereas**, Funds to support the County's GIS Program can no longer depend solely on the 25% allocated to the GIS Program set forth in Resolution 04-052.

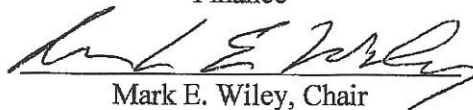
**Now, therefore, be it resolved** that a request be made to all of the Townships and Cities asking them to forego the 25% allocated to them and that portion be reallocated to the GIS Program effective January 1, 2021 for each Township and City approving the request by resolution of their respective board or council.

**Be it further resolved** that for each Township and City that approves to forego their 25% share of the revenue generated, the Hillsdale County Board of Commissioners will reallocate their matching 25% share allocated to the county general and distribute it to the GIS Program effective January 1, 2021.

Respectfully submitted,



Bruce Caswell, Chair  
Finance



Mark E. Wiley, Chair  
Board of Commissioners

Approved by the Board of Commissioners  
on November 10, 2020

## PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

### Resolution 2020-18

*This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way", or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the City of Jonesville  
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employees, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

- 5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
- 6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Title and/or Name:

\_\_\_\_\_

City Manager, Police Chief, and/or DPW Superintendent

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the City Council

(Name of Board, etc)

of the City of Jonesville of Hillsdale County

(Name of GOVERNMENTAL AGENCY) (County)

at a regular meeting held on the 16th day

of December A.D. 2020.

Signed \_\_\_\_\_ Title City Clerk

**JONESVILLE CITY COUNCIL**  
**Minutes of November 18, 2020**

**Pursuant to Section 3A of the Open Meetings Act, Act 267 of 1976, as amended, participation in this meeting was by Zoom Meeting. The Council staff and public were allowed to participate.**

A meeting of the Jonesville City Council was held on Wednesday, November 18, 2020 via Zoom Meeting. Mayor Gerry Arno called the meeting to order at 6:46 p.m. Council members present via Zoom Meeting were: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula and Andy Penrose.

Also present via Zoom Meeting: Manager Gray, Treasurer Spahr, DPW Supt. Kyser, WWTP Acting Supt. Boyle, Police Chief Lance, Fire Chief Adair, Attorney Lovinger, Greg Bailey (Bailey, Hodshire & Co.), and Bob Snow.

The Pledge of Allegiance and moment of silence was led by Mayor Gerry Arno.

The Oath of Office was administered by Clerk Means to Mayor Gerry Arno, and Councilmembers Tim Bowman, Delesha Padula and Andy Penrose.

A motion was made by Brenda Guyse and supported by Jerry Drake to approve the agenda as presented. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula, Andy Penrose and Gerry Arno. Nays: None. Motion carried.

A motion was made by Andy Penrose and supported by Brenda Guyse to appoint Councilman Tim Bowman as Mayor Pro Tem. Roll Call Vote: Ayes: Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula, Andy Penrose and Gerry Arno. Nays: None. Reserve: Tim Bowman. Motion carried.

Greg Bailey of Bailey, Hodshire & Co. presented the June 30, 2020 audit report for the City of Jonesville. Mr. Bailey stated that the City had a clean audit with no issues being found. Mr. Bailey commended the Council and City staff for again having a commendable audit.

Jerry Drake made a motion and supported by Brenda Guyse to receive the June 30, 2020 Audit Report as presented. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula, Andy Penrose and Gerry Arno. Nays: None. Motion carried.

Brenda Guyse made a motion to file the Certification of Accountability and Transparency with the Department of Treasury. Andy Penrose supported the motion. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula, Andy Penrose and Gerry Arno. Nays: None. Motion carried.



A motion was made by Andy Penrose and supported by Delesha Padula to adopt the Amended COVID-19 Preparedness and Response Plan and to authorize the City Manager to execute the certification. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula, Andy Penrose and Gerry Arno. Nays: None. Motion carried.

A motion was made by Tim Bowman and supported by Brenda Guyse to appoint and re-appoint the following board and commission members:

**Board of Review**

Joy Sutton	Appoint	3 Year Term (2023)
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**Citizenship Committee**

Kathy Adams	Re-Appoint	3 Year Term (2023)
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**Local Development Finance Authority (LDFA)**

Loretta Blank	Re-Appoint	4 Year Term (2024)
Scott Jones	Re-Appoint	4 Year Term (2024)
Jim Parker	Re-Appoint	4 Year Term (2024)
Rick Schaerer	Re-Appoint	4 Year Term (2024)
Kathleen Schmitt	Re-Appoint	4 Year Term (2024)

**Planning Commission**

Christine Bowman	Re-Appoint	3 Year Term (2023)
Charles Crouch	Re-Appoint	3 Year Term (2023)

Staff will be seeking applicants to fill vacancies on the DDA (replacing Ron Gow) and Zoning Board of Appeals (replacing David Steel). Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula, Andy Penrose and Gerry Arno. Nays: None. Motion carried.

A motion was made by Jerry Drake and supported by George Humphries Jr. to approve the continued membership in Region 2 Planning Commission and payment of the fiscal year 2021 dues in the amount of \$609.66. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula, Andy Penrose and Gerry Arno. Nays: None. Motion carried.

The Indoor/Outdoor Facility Use Policy will remain the same until December 31, 2020.

A motion as made by Brenda Guyse and supported by George Humphries Jr. to approve the minutes of the October 21, 2020 Regular Meeting. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula, Andy Penrose and Gerry Arno. Nays: None. Motion carried.

No action was taken on the Closed Session Minutes of October 21, 2020 at this time.

A motion was made by Andy Penrose and supported by Delesha Padula to approve Accounts Payable for November 2020 in the amount of \$46,820.66. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula, Andy Penrose and Gerry Arno. Nays: None. Motion carried.

Updates were given by Department Heads, Manager Gray and Council.

Mayor Arno adjourned the meeting at 7:47 p.m.

Submitted by:

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Cynthia D. Means  
Clerk

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Gerald E. Arno  
Mayor

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
ALANIZ PATSY	UB refund for account: 000535-00	73.65
AT&T	LOCAL/LONG DISTANCE	2,465.99
BAKER, VICKI/B & B CLEANING,	CLEANING SERVICES	470.00
	CLEANING SERVICES	470.00
		940.00
BIOTECH AGRONOMICS, INC.	WWTP - BIOSOLIDS LAND APPLICATION	12,280.80
BRINER OIL CO., INC.	MVP - BULK TANK	73.13
	MVP - BULK TANK	336.50
	MVP - BULK TANK	118.10
	JFD - GASOLINE	26.14
	JFD - GASOLINE	0.14
	JFD - GASOLINE	27.90
	JFD - GASOLINE	67.84
		649.75
BUTTERS EXCAVATING & LAWN CAFCEMETERY MAINT/SEXTON SERVICES		3,625.00
CMP DISTRIBUTORS, INC.	JPD - BULLETPROOF VEST	898.00
CONSUMERS ENERGY	CEMETERY ELECTRICITY	36.00
	DDA - UNMETERED PARKING LOT LIGHT	25.85
	100 DEAL PKWY SPRINKLER METER ELECTRICITY	33.34
	WATER TOWER ELECTRICITY	90.97
	598 IND PKWY SPIRNKLER METER ELECTRICITY	29.25
	WRIGHT ST PARK ELECTRICITY	30.31
	DPW ELECTRICITY	99.95
	CITY HALL ELECTRICITY	186.09
	RADIO TOWER ELECTRICITY	35.06
	JFD TRUCK BAY ELECTRICITY	136.30
	JFD TRAINING ROOM ELECTRICITY	60.96
	EMERGENCY SIREN ELECTRICITY	29.63
	CITY HALL SECOND FLOOR ELECTRICITY	28.85
	FAST PARK ELECTRICITY	56.48
	DDA - METERED PARKING LOT LIGHTS	89.12
	FREEDOM MEMORIAL ELECTRICITY	45.09
	CITY-WIDE LED LIGHT ELECTRICITY	562.21
	CITY-WIDE STREET LIGHT ELECTRICITY	1,635.35
	DOWNTOWN/STREETSCAPE LIGHT ELECTRICITY	618.34
	JPD ELECTRICITY	193.77
	LDFA - 500 IND PKWY SPRINKLER METER ELECTRICITY	31.75
	WWTP ELECTRICITY	4,916.16
	IRON REMOVAL PLANT ELECTRICITY	1,062.10
	DDA BUILDING ELECTRICITY	434.74
	FREEDOM MEMORIAL ELECTRICITY	45.62
	RADIO TOWER ELECTRICITY	35.52
	LDFA - 598 IND PKWY ELECTRICITY	29.25
	WATER TOWER ELECTRICITY	92.58
	LDFA - 100 DEAL PKWY SPRINKLER METER ELECTRICITY	33.67
	JPD ELECTRICITY	209.44
	DDA - METERED PARKING LOT LIGHT ELECTRICITY	91.53
	CITY HALL SECOND FLOOR ELECTRICITY	28.98
	EMERGENCY SIREN ELECTRICITY	29.51
	JFD TRAINING ROOM ELECTRICITY	73.38
	JFD TRUCK BAY ELECTRICITY	141.02
	CITY HALL ELECTRICITY	191.03
	DPW BUILDING ELECTRICITY	123.13
	FAST PARK ELECTRICITY	128.35
	WRIGHT ST PARK ELECTRICITY	31.19
	WWTP ELECTRICITY	5,031.83
	LDFA - 500 IND PKWY SPRINKLER METER ELECTRICITY	32.62
	DOWNTOWN/STREETSCAPE LIGHT ELECTRICITY	661.48
	CITY-WIDE STREETLIGHT ELECTRICITY	1,818.11
	CITY-WIDE LED STREETLIGHT ELECTRICITY	572.68
	DDA - UNMETERED PARKING LOT LIGHT ELECTRICITY	25.60
		19,894.19
CURRENT OFFICE SOLUTIONS	JPD - OFFICE SUPPLIES	39.56

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	JPD - OFFICE SUPPLIES	69.98
	OFFICE SUPPLIES	31.64
	COPIER MAINTENENANCE	49.79
		190.97
DMCI BROADBAND, LLC	WATER TOWER INTERNET SERVICE	870.30
	IRON REMOVAL PLANT INTERNET SERVICE	870.30
		1,740.60
DR LAB SERVICES, LLC	WWTP - LAB PREVENTIVE MAINTENANCE	1,420.00
DUNLAP BRYAN	UB refund for account: 000864-04	29.68
EDP OF HILLSDALE COUNTY	LDFA - MEMBERSHIP RENEWAL	15,000.00
ELHORN ENGINEERING COMPANY	WATER - SUPPLIES	324.00
FIRST NATIONAL BANK OMAHA	NOV ELECTION MEALS	52.69
	ZOOM SUBSCRIPTION/NOV ELECTION MEALS	49.78
	STAMPED ENVELOPES/SUPPLIES/MACP RENEWAL	2,022.23
	DDA - FALL DISPLAY	319.23
	SUPPLIES/ZOOM MEMBERSHIP	76.81
		2,520.74
FORMSMA GREG	UB refund for account: 000253-02	69.41
GREENMARK EQUIPMENT	MVP - REPAIRS	27.42
GRIFFITHS MECH CONTRACTING,	IWWTP - REPAIRS	125.00
HILLSDALE COUNTY TREASURER	2020 TAX ROLL MAINT/WINTER TAX BILLS	1,497.51
HILLSDALE MEDIA GROUP	ZBA HEARING NOTICE	53.70
	AUDIT AVAILABILITY/ZBA HEARING NOTICES	161.10
		214.80
HOUSER MELISSA	UB refund for account: 000416-03	48.43
HYDROCORP, INC	WATER - CROSS CONNECTION PROGRAM	520.00
IDEXX DISTRIBUTION CORP.	WATER - SUPPLIES	2,700.17
JONESVILLE HARDWARE	DECORATIONS/REPAIRS	83.35
JONESVILLE LUMBER	WATER - REPAIRS	56.86
JONESVILLE, CITY OF	CITY HALL WATER/SEWER	48.43
	JFD WATER/SEWER	64.52
	JPD WATER/SEWER	48.43
	DPW WATER/SEWER	48.43
	WWTP WATER/SEWER	217.12
	WRIGHT ST PARK WATER/SEWER	36.44
		463.37
KEN STILLWELL FORD-MERCURY,	IJPD - 2021 INTERCEPTOR POLICE VEHICLE	34,113.24
KENNEDY INDUSTRIES, INC.	WWTP - REPAIRS	182.98
LOVINGER & THOMPSON, P.C.	LEGAL FEES	231.25
MEANS, CINDY	DDA - CHRISTMAS DECORATIONS	437.61
MICH ASSOC OF MUNICIPAL CLERKS	MEANS - MEMBERSHIP RENEWAL	60.00
MICHIGAN GAS UTILITIES	JPD - GAS/HEAT SERVICE	62.06
	JFD - GAS/HEAT SERVICE	34.14
	CITY HALL GAS/HEAT SERVICE	68.39
	WWTP - GAS/HEAT SERVICE	1,019.73
	DPW GAS/HEAT SERVICE	84.89
	GAS LIGHT SERVICE	50.26
		1,319.47
MICHIGAN LAWN & LANDSCAPE	MOWING/LEAF PICK UP	735.24
MICHIGAN MUNICIPAL EXECUTIVES	GRAY - MEMBERSHIP RENEWAL	145.00
MICHIGAN STATE POLICE	JPD - LEIN ACCESS	33.00
MISS DIG SYSTEM, INC.	MEMBERSHIP RENEWAL	1,541.40
NORM'S TIRE & SERVICE	MVP - TIRES/TRUCK 2	59.39
NSI LAB SOLUTIONS	WATER - TESTING	298.00
PARRISH EXCAVATING, INC	WATER IMPROVEMENT PROJECT - PAY APP 14	2,146.80
PERFORMANCE AUTOMOTIVE	JFD/WWTP - REPAIRS	39.13
	SUPPLIES/AUTO REPAIRS	512.00
		551.13
PLAYFORD MUSIC COMPANY	PA SYSTEM SUPPLIES	524.98
POSTMASTER	POSTAGE - WATER/SEWER BILLS	230.00
	POSTAGE - WINTER TAX BILLS	235.98
		465.98

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
POWERS CLOTHING, INC.	WWTP - SHIP GAS METER	22.79
REGION 2 PLANNING COMMISSION	2021 MEMBERSHIP RENEWAL	609.66
STATE OF MICHIGAN	WWTP - NPDES ANNUAL PERMIT FEE	1,950.00
	JPD - LEIN ACCESS	33.00
		1,983.00
STOCKHOUSE CORPORATION	JPD - IMPOUND VEHICLE REPORTS	114.25
SUPERFLEET MASTERCARD PROGRAM	GASOLINE	470.52
THE HARTFORD	JFD - INSURANCE RENEWAL	636.41
TRACTOR SUPPLY CREDIT PLAN	MVP - REPLACE COMPRESSOR/VEHICLE REPAIRS	1,010.98
UNIFIRST CORPORATION	WWTP - UNIFORM RENTAL	29.97
	MVP - SHOP TOWELS	26.22
	WWTP - UNIFORM RENTAL	29.97
	CITY HALL/JPD - FLOOR MATS	29.50
	WWTP - UNIFORM RENTAL	29.97
	MVP - SHOP TOWELS	26.22
	WWTP - UNIFORM RENTAL	29.97
		201.82
USA BLUEBOOK	WWTP - SUPPLIES	294.36
	WWTP - SUPPLIES	37.86
	WWTP - REPAIRS	830.00
	WWTP - OPERATING SUPPLIES	147.88
		1,310.10
USALCO LLC	WWTP - OPERATING SUPPLIES	4,579.12
VERIZON WIRELESS	JPD/DPW-CELL PHONES/JPD IN-CAR MODEMS	251.17
	DPW CELL PHONE	25.00
		276.17
WALMART COMMUNITY/SYNCB	SUPPLIES/REPAIRS	50.07
	OPERATING SUPPLIES	341.91
		391.98
WRIGHT BIANCA	UB refund for account: 000801-16	5.58
	Total:	122,317.54

DATE	TYPE OF CALL	LOCATION	MEMBERS
2-Nov	1 car PI	E Ball rd/Hillsdale Rd (Fayette)	10
4-Nov	Meeting	Station (Meeting)	12
7-Nov	Brush Fire	3200 W Hastings Lake Rd (Scipio)	11
8-Nov	Structure Fire	1551 E. Chicago Rd (Fayette)	10
8-Nov	Lift Assist	1551 E. Chicago Rd (Mutual Aid) REU	7
8-Nov	Brush Fire	Near 3751 N Sand Lake (Fayette)	10
9-Nov	CPR	1425 Red Clover Hills Dr. (Mutual Aid) REU	8
10-Nov	1 Car PI	Concord RD/Hastings Rd (Scipio)	8
11-Nov	Training	Station (Training)	8
13-Nov	Vehicle Fire	420 Franklin St (City)	10
15-Nov	Wires Down	309 Village Lane (City)	8
15-Nov	Wires Down	3751 Genesee Rd (Fayette)	9
17-Nov	1 Car PI	W Chicago/Wise RD (Fayette)	6
17-Nov	Clean Up	Station (Training)	8
20-Nov	Grass Fire	121 West Chicago (City)	9
21-Nov	Wires Down	Pope/Jeffrey RD (Scipio)	4
25-Nov	Fire Alarm	701 Olds Street (City)	7
26-Nov	Medical Assist	2340 E Litchfield Rd (Mutual Aid) REU	8

Month	City	Scipio	Fayette	Mutual aid	Training/Meetings	Total
MONTH	CITY	Scipio	Fayette	Mutual aid	Training/Meeting	
JANUARY	6	3	1	3	3	16
FEBRUARY	5	0	2	8	3	18
MARCH	5	1	0	5	2	13
Quarter total						47
APRIL`	4	0	2	3	1	10
MAY	3	1	1	2	1	8
JUNE	7	0	5	3	5	20
Quarter total						38
JULY	4	1	0	2	3	10
AUGUST	4	3	2	7	3	19
SEPTEMBER	2	1	4	7	3	17
Quarter total						46
OCTOBER	3	0	5	5	4	17
NOVEMBER	4	3	5	3	3	18
DECEMBER`						0
Quarter total						35
YEAR TOTAL						166

# MONTHLY OPERATING REPORT

## October 2020

**SUBMITTED: November 13, 2020**

### **WATER FLOW**

MAXIMUM	203,000
MINIMUM	113,000
AVERAGE	158,000
TOTAL	4.888 MG

### **WASTEWATER FLOW**

MAXIMUM	253,600
MINIMUM	230,200
AVERAGE	245,300
TOTAL	7.605 MG

**CALLOUTS: none**

### **OPERATION & MAINTENANCE**

The plant was in compliance with the NPDES permit limitations during the month of October 2020.

All plant maintenance was completed.

The Vactor was dispatched to Hillsdale to assist Dubois excavating in repair of lateral

\$ 955.00 in walk in drinking water analysis was submitted to City Hall.

The lab performed lagoon analysis for Merry lake, Camden, Reading.

### **5-Day Biochemical Oxygen Demand**

#### **NPDES Permit Limit in September 2020—4 mg/l Monthly Average**

The BOD-5 test tells us how much of the oxygen in the water is being used up or demanded by the waste in the water. High oxygen demand will deplete the oxygen in the receiving water. This will have adverse effects on the quality of life (fish) in the Receiving stream.

*Jonesville Monthly Average—2.4 mg/l*

*Average Percent Removal from the Raw Wastewater—98.9 %*



### **Total Suspended Solids**

#### **NPDES Permit Limit in September 2020—20 mg/l Monthly Average**

Suspended solids are very important in controlling the process in the plant. Suspended solids are removed via settling clarifiers and are pumped to the anaerobic digester for treatment. The digested biosolids are applied to farmland at agronomic rates as fertilizer.

*Jonesville Monthly Average—1.8 mg/l*

*Average Percent Removal from the Raw Wastewater—98.8%*

### **Total Phosphorus**

#### **NPDES Permit Limit in September 2020—1 mg/l Monthly Average**

Phosphorus is a nutrient that promotes growth. In fact, farmers use phosphorus as a fertilizer on crop lands. Phosphorus is found in many cleaning agents and industrial processes. Excessive phosphorus in wastewater promotes the excessive growth of micro and macro-organisms in the receiving stream. In other words, phosphorus promotes excessive growth of algae and seaweed. These plants demand oxygen from the water and tend to decrease the quality of life in the receiving stream.

*Jonesville Monthly Average—0.50 mg/l*

*Average Percent Removal from the Raw Wastewater—89.1%*

### **Ammonia Nitrogen**

#### **NPDES Permit Limit in September 2020—0.5 mg/l Daily Maximum**

Ammonia Nitrogen is the result of bacterial decomposition of organic nitrogen. Examples Of organic nitrogen include animal and plant protein, amino acids and urea from urine. Ammonia nitrogen is a very unstable form of nitrogen. In wastewater plants ammonia nitrogen is oxidized to form nitrite nitrogen. Further oxidation of nitrite nitrogen will form the stable compound called nitrate nitrogen. This process is called nitrification and occurs in the trickling filter towers. If nitrification does not occur in the treatment plant, it will occur in the receiving stream once again depriving oxygen from the aquatic population. Because of the sensitive nature of the microorganisms involved in the nitrification process, the ammonia nitrogen limits are about the hardest to hit.

*Jonesville Monthly Average—0.131 mg/l*

*Average Percent Removal from the Raw Wastewater—99.4%*

*Jonesville Daily Maximum—0.490 mg/l*

Rick Mahoney

# MONTHLY OPERATING REPORT

## November 2020

**SUBMITTED: December 10, 2020**

### **WATER FLOW**

MAXIMUM	181,000
MINIMUM	116,000
AVERAGE	159,000
TOTAL	4.772 MG

### **WASTEWATER FLOW**

MAXIMUM	258,700
MINIMUM	226,600
AVERAGE	244,300
TOTAL	7.3297 MG

**CALLOUTS:        none**

### **OPERATION & MAINTENANCE**

The plant was in compliance with the NPDES permit limitations during the month of November 2020.

All plant maintenance was completed.

Lab equipment preventative maintenance and annual calibration was completed.

Lagoon analysis was performed for the communities of Lake Diane, Merry Lake, North Adams, Litchfield, Camden and Reading.

### **5-Day Biochemical Oxygen Demand**

#### **NPDES Permit Limit in November 2020—4 mg/l Monthly Average**

The BOD-5 test tells us how much of the oxygen in the water is being used up or demanded by the waste in the water. High oxygen demand will deplete the oxygen in the receiving water. This will have adverse effects on the quality of life (fish) in the receiving stream.

*Jonesville Monthly Average—2.7 mg/l*

*Average Percent Removal from the Raw Wastewater—98.9 %*

### **Total Suspended Solids**

#### **NPDES Permit Limit in November 2020—20 mg/l Monthly Average**

Suspended solids are very important in controlling the process in the plant. Suspended solids are removed via settling clarifiers and are pumped to the anaerobic digester for treatment. The digested biosolids are applied to farmland at agronomic rates as fertilizer.

*Jonesville Monthly Average—1.8 mg/l*

*Average Percent Removal from the Raw Wastewater—98.8%*

### **Total Phosphorus**

#### **NPDES Permit Limit in November 2020—1 mg/l Monthly Average**

Phosphorus is a nutrient that promotes growth. In fact, farmers use phosphorus as a fertilizer on crop lands. Phosphorus is found in many cleaning agents and industrial processes. Excessive phosphorus in wastewater promotes the excessive growth of micro and macro-organisms in the receiving stream. In other words, phosphorus promotes excessive growth of algae and seaweed. These plants demand oxygen from the water and tend to decrease the quality of life in the receiving stream.

*Jonesville Monthly Average—0.40 mg/l*

*Average Percent Removal from the Raw Wastewater—94.6%*

### **Ammonia Nitrogen**

#### **NPDES Permit Limit in November 2020—0.5 mg/l Daily Maximum**

Ammonia Nitrogen is the result of bacterial decomposition of organic nitrogen. Examples of organic nitrogen include animal and plant protein, amino acids and urea from urine. Ammonia nitrogen is a very unstable form of nitrogen. In wastewater plants ammonia nitrogen is oxidized to form nitrite nitrogen. Further oxidation of nitrite nitrogen will form the stable compound called nitrate nitrogen. This process is called nitrification and occurs in the trickling filter towers. If nitrification does not occur in the treatment plant, it will occur in the receiving stream once again depriving oxygen from the aquatic population. Because of the sensitive nature of the microorganisms involved in the nitrification process, the ammonia nitrogen limits are about the hardest to hit.

*Jonesville Monthly Average—0.319 mg/l*

*Average Percent Removal from the Raw Wastewater—99.4%*

*Jonesville Daily Maximum—0.490 mg/l*

Jonesville Dept of Public Works  
November 2020  
Monthly Report

	Maintenance	Salt	Sand	Chloride	COLD MIX
<b>STATE HIGHWAYS</b>	0 HR DT 0 HR OT	0 Ton	0 Ton	0 Bag	0 Ton
<b>MAJOR STREETS</b>	0 HR DT 0 HR OT	0 Ton	0 Ton	0 Bag	0 Ton
<b>LOCAL STREETS</b>	0 HR DT 0 HR OT	0 Ton	0 Ton	0 Bag	0 Ton
<b>PARKING LOTS</b>	0 HR DT 0 HR OT	0 Ton	0 Ton	0 Bag	0 Ton
<b>POLICE STATION</b>	0 HR OT	0 Ton	0 Ton	0 Bag	
<b>FIRE DEPARTMENT</b>	0 HR OT	0 Ton	0 Ton	0 Bag	
<b>DPW DEPT</b>	0 HR OT				
<b>LDFA</b>	0 HR OT				
<b>WATER</b>	0 HR DT 0 HR OT				0 Ton
<b>State Police</b>	0 HR OT	0 Ton	0 Ton	0 Bag	

**There were no call outs.**

We made two trips around town picking up brush.

We have been picking up leaves with the leaf vac.

We put up all of the Christmas Decorations for the DDA.

Road edges were scraped on State, Major and Local Streets.

We started are equipment maintenance on the vehicles.

We installed a GFI outlet in the radio tower for the new gateway box for the water meter reading system.

We installed a new air compressor in the DPW shop as the old one gave up.

Charlie took his S-3 water distribution test in Lansing, we are waiting for the results.

Mike Kyser

# Jonesville Police Department

116 West Chicago Road  
Jonesville, Michigan. 49250

911 Police Service Administration (517) 849-2101

FAX (517) 849-2520

## ACTIVITY SUMMARY FOR NOVEMBER 2020

Total reports written: 57

Assault and Battery: 0

Stolen Vehicle: 1

Recovered Stolen Vehicles: 3

Break & Enter: 1

Larceny from Building: 1

Larceny from Motor Vehicle: 0

Larceny- Other: 3

Non-Violent Domestic: 1

Retail Fraud: 1

Embezzlement: 1

Fraud: 1

Obstructing Justice: 6

Public Roadway Accidents: 4

Private Property Accidents: 2

Driving Law Violations: 10

Other Arrests: 6 (warrants, traffic-DWLS/Revoked, etc.)

Civil Matter/Family Disputes: 1

Medical Emergency: 4

Alarms: 1

Suspicious Situations: 10

Lost and Found Property: 1

General Assistance: 6

Traffic/Moving Violations: 77

Warrants Received from Prosecutor: 8

November Patrol Shift Coverage: 72%

**CITY OF JONESVILLE  
CASH BALANCES**

	October-2020	BANK BALANCE
<b>GENERAL FUND:</b>		
General Fund Now Checking	101-000-001	100,207.17
General Fund CLASS Acct	101-000-007	1,418,131.87
General Fund Cemetery CLASS Acct	101-000-007.100	93,068.17
General Fund Alloc of Assets CLASS	101-000-007.200	413,445.39
<b>MAJOR STREETS:</b>		
Major Streets Now Checking	202-000-001	40,762.49
Major Streets CLASS Acct	202-000-007	376,757.88
<b>LOCAL STREETS:</b>		
Local Streets Now Checking	203-000-001	31,851.76
Local Streets CLASS Acct	203-000-007	773,551.70
<b>STATE HIGHWAY:</b>		
State Highway Now Checking	211-000-001	12,525.45
<b>L.D.F.A.:</b>		
LDFA Operating Now Checking	247-000-001	8,069.56
LDFA Operating CLASS Acct	247-000-007	2,351,622.95
<b>D.D.A.:</b>		
DDA Now Checking	248-000-001	27,982.11
DDA Operating CLASS Acct	248-000-007	121,970.52
<b>SEWER FUND:</b>		
Sewer Receiving Now Checking	590-000-001	49,328.06
Sewer Bond & Interest Checking	590-000-001.300	10.00
Sewer Receiving CLASS Acct	590-000-007	427,194.72
Sewer Plant Improv. CLASS Acct	590-000-007.200	1,219,616.53
<b>WATER FUND:</b>		
Water Receiving Now Checking	591-000-001	79,689.94
Water Receiving CLASS Acct	591-000-007	308,931.68
Water Plant Improvement CLASS Acct	591-000-007.100	384,680.04
Water Bond Reserve CLASS	591-000-007.200	12,229.54
Water RR&I Reserve CLASS	591-000-007.250	10,274.80
Water Tower Maint CLASS Acct	591-000-007.300	52,152.11
Water Maint CLASS Acct	591-000-007.400	32,211.22
<b>MOTOR VEHICLE POOL:</b>		
Motor Vehicle Pool Now Checking	661-000-001	9,925.82
Equip. Replace CLASS - Police Car	661-000-007.301	40,831.03
Equip. Replace CLASS - Fire Truck	661-000-007.336	214,595.95
Equip. Replace CLASS - DPW Equip	661-000-007.463	101,110.73
Equip. Replace CLASS - WWTP/Vactor	661-000-007.590	28,580.97
<b>CURRENT TAX:</b>		
Current Tax Checking	703-000-001	8,813.75
Current Tax Savings Account	703-000-002	119,184.02
<b>PAYROLL FUND CHECKING:</b>		
	750-000-001	3,027.01
<b>GRAND TOTAL</b>		<b>8,872,334.94</b>



**SUNSET VIEW CEMETERY ACTIVITY REPORT  
NOVEMBER 2020**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January**	-10	0	0	0	0	0	0	0
February	2	0	0	0	0	0	0	0
March	0	2	0	0	0	1	0	0
April	0	0	0	0	1	1	0	0
May	1	3	0	0	2	4	0	0
June	0	0	0	0	4	4	0	0
July	4	2	0	0	2	1	0	0
August	0	0	0	0	1	4	0	0
September	4	1	0	0	1	7	0	0
October	4	2	0	0	0	4	0	0
November	0	1	0	0	1	0	0	0
<b>2020 Totals</b>	<b>5</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>26</b>	<b>0</b>	<b>0</b>

\* Number shows total burial spaces sold; may have been sold in lots of 1, 2, or 4 spaces

\*\* The City purchased 10 unused lots in the Annex during the month of January

October/November Activities:

- Fall maintenance
- Block storage building demolition

December/January Focus:

- Pole barn improvements – pending contractor schedule
- Database software provider



thank you

Hello,

I would like to Thank Council  
& staff for the great sendoff you  
gave me as I stumbe into retirement.

As I have said many times, you folks  
are the greatest. Once again,  
Thank you for the last 20 years. I  
Feel privileged to have worked  
with & for the City of Jonesville  
Sincerely, Rick Mahoney





STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ROBERT GORDON  
DIRECTOR

November 23, 2020

Greetings,

The Michigan Department of Health and Human Services Oral Health Program would like to congratulate your water system for achieving the CDC's Water Fluoridation Quality Award for 2019. This is a great honor for your city and for our state. This award recognizes those public water systems that adjust the fluoride concentration in drinking water and achieve a monthly average fluoride level that is in the optimal range for 12 consecutive months in a year, as documented in the Water Fluoridation Reporting System (WFRS).

WFRS is a national health surveillance tool that assists states in managing their water fluoridation program. The Water Fluoridation Quality Awards were initiated in 2002 to recognize outstanding performance in fluoridation management by public water systems. Over the past four years, 36 states have had at least one public water system in their state receive the award. In calendar year 2019, there were 1,523 adjusted systems in 29 states recognized by the CDC. In Michigan, 72 public water systems received the award.

Water utilities and their customers value the ability to demonstrate quality service. There are several award programs related to drinking water, including those conducted by the U.S. Environmental Protection Agency, the American Water Works Association, and state drinking water programs. CDC's Quality Awards can be a good opportunity to promote community water fluoridation. We hope you display your awards proudly!

Once again, congratulations on this outstanding award and for your continuing commitment to public health of all Michigan residents.

Christine Farrell, RDH, BSDH, MPA  
Oral Health Program Director

Sandy Sutton, RDH, BS  
Community Water Fluoridation Coordinator

RECEIVED  
DEC 07 2020

BY: \_\_\_\_\_



2019

# Water Fluoridation Quality Award

## JONESVILLE

Michigan

*The Centers for Disease Control and Prevention commends this water system for its consistent and professional adjustment of the fluoride content to the recommended level for oral health for 12 consecutive months in 2019. High quality water fluoridation, as demonstrated by this water system, is a safe and effective method to prevent tooth decay and improve the oral health of all community residents.*

Handwritten signature of Casey Hannan in blue ink.

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Casey Hannan, MPH  
Director, Division of Oral Health  
National Center for Chronic Disease Prevention and Health Promotion  
Centers for Disease Control and Prevention

Handwritten signature of Theresa "Tracy" J. Bohmer in blue ink.

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Theresa "Tracy" J. Bohmer, P.E.  
National Fluoridation Engineer, Division of Oral Health  
National Center for Chronic Disease Prevention and Health Promotion  
Centers for Disease Control and Prevention



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention



RECEIVED  
NOV 20 2020

November 17, 2020

BY: \_\_\_\_\_

City Manager  
City of Jonesville  
265 East Chicago Street  
Jonesville, MI 49250-1002

RE: Important Information—Price Changes

Dear City Manager,

At Comcast, we are always committed to delivering the entertainment and services that matter most to our customers in Jonesville, as well as exciting experiences they won't find anywhere else. We are also focused on making our 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. Rising programming costs, most notably for broadcast TV and sports, continue to be the biggest factors driving price increases. While we absorb some of these costs, these fee increases affect service pricing. As a result, starting January 1, 2021, prices for certain services and fees will be increasing, including the Broadcast TV Fee and the Regional Sports Network Fee. 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 734-359-2077.

Sincerely,

A handwritten signature in cursive script that reads "John P. Gardner".

John P. Gardner  
Director, External Affairs  
Comcast, Heartland Region  
1401 E. Miller Rd.  
Lansing, MI 48911

Enclosure

# Important Information Regarding Xfinity Services and Pricing

**Effective January 1, 2021**

<b>Xfinity TV</b>	Current	New
<b>Choice TV</b>	\$25.00	\$30.00
<b>Choice TV with TV Box (Flex upgrade)</b>	\$30.00	\$37.50
<b>Broadcast TV Fee</b>	\$14.00	\$15.10
<b>Regional Sports Fee</b>	\$8.25	\$9.10
<b>Service to Additional TV</b>	\$9.95	\$7.50

<b>On Demand Subscription Services</b>	Current	New
<b>AMC + On Demand</b>	\$4.99	\$6.99
<b>Docurama On Demand</b>	\$2.99	\$4.99
<b>Gaia On Demand</b>	\$9.99	\$11.99
<b>Gaiam TV Fit &amp; Yoga On Demand</b>	\$6.99	\$7.99
<b>UP Faith and Family On Demand</b>	\$4.99	\$5.99
<b>WE tv + On Demand</b>	\$4.99	\$5.99

<b>Xfinity Internet</b>	Current	New
<b>Performance Starter</b>	\$53.00	\$56.00
<b>Performance</b>	\$73.00	\$76.00
<b>Blast!</b>	\$83.00	\$86.00
<b>xFi Advantage</b>	\$20.00	\$25.00

<b>Xfinity Home</b>	Current	New
<b>Xfinity Home Security</b>	\$40.00	\$50.00
<b>Xfinity Home Security Plus</b>	\$50.00	\$60.00

<b>Xfinity Equipment</b>	Current	New
<b>TV Box</b>	\$5.00	\$7.50
<b>Customer-Owned Video Equipment Credit</b>	\$5.00	\$7.50

<b>Installation</b>	Current	New
<b>Professional Install</b>	\$70.00	\$100.00
<b>In-Home Service Visit</b>	\$70.00	\$100.00

RECEIVED

NOV 20 2020

BY: \_\_\_\_\_

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