



**CITY OF JONESVILLE
COUNCIL AGENDA
SEPTEMBER 16, 2020 - 6:30 P.M.
WRIGHT STREET PARK, 416 WRIGHT STREET**

The Council intends to meet at Wright Street Park, 416 Wright Street, Jonesville, MI 49250 and the public is welcome to attend. Please bring a lawn chair and plan to practice appropriate social distancing. Masks are required where distance cannot be maintained.

In the event of inclement weather, participation in the meeting will be held by Zoom Meeting pursuant to Governor Whitmer's Executive Order 2020-154. The Board, staff and public wishing to participate may do so by visiting the web address on a computer or electronic device or by calling the following telephone number. When prompted enter the Meeting ID and Password.

WEB ADDRESS: www.zoom.us
CALL-IN TELEPHONE NUMBERS:
1-312-626-6799 or
1-929-205-6099

MEETING ID: 851 0182 8685
PASSWORD: 675483

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / A MOMENT OF SILENCE

2. APPROVAL OF AGENDA

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. 1. Public Hearing – Martinrea Jonesville LLC PA 198 Industrial Facilities Tax Exemption
2. Resolution 2020-16 – Approve Martinrea Jonesville LLC PA 198 Industrial Facilities Tax Exemption

[ROLL CALL][Action Item]

6. REPORTS AND RECOMMENDATIONS

- A. Indoor/Outdoor City Facility Use Policy
B. Park Use Request – Jonesville Lions Club
C. Meter Reading Technology
D. Consider Closed Session Pursuant to Section 15.268(e) of the Open Meetings Act

[Action Item]

[Action Item]

[Discussion/Action Item]

[ROLL CALL][Action Item]

7. COUNCIL MINUTES

- A. Consider minutes of the August 19, 2020 Regular Meeting
- B. Consider minutes of the August 19, 2020 Closed Session

[Action Item]

[Action Item]

8. ACCOUNTS PAYABLE

- A. Accounts Payable for September 2020 totalling \$167,741.13


[Action Item]

9. DEPARTMENT REPORTS

- A. Fire Department – Chief Adair
- B. Water/Wastewater Treatment Plant – Superintendent Mahoney
- C. Department of Public Works – Superintendent Kyser
- D. Police Department – Chief Lance
- E. Cash Report – Finance Director Spahr

10. ADJOURNMENT



To: Jonesville City Council
From: Jeffrey M. Gray, City Manager 
Date: September 10, 2020
Re: Manager Report and Recommendations – September 16, 2020 Council Meeting

PLEASE NOTE that we intend to meet at **Wright Street Park**. Staff will provide tables and chairs for Council and staff. The public is welcome to attend and is encouraged to bring a lawn chair. Social distancing will be observed and masks are required where distancing cannot be maintained.

In the event of inclement weather, the meeting will be held by Zoom meeting. If a Zoom meeting is necessary, we intend to provide notice around 3:00 p.m. on the afternoon of September 16th.

5. A. 1. Public Hearing – Martinrea Jonesville LLC PA 198 Industrial Facilities Tax Exemption

The subject of the hearing is an Industrial Facilities Tax Exemption Certificate Application from Martinrea Jonesville LLC. Martinrea has submitted the application under Public Act 198 of 1974, as amended. Martinrea has begun to make building improvements of \$1,560,908.00 for the addition of warehousing space and a machine lab, to retain 724 jobs and to create more than 50 new jobs as a result of the project. Granting the exemption would not substantially impede the operation of the City or impair the financial soundness of any affected taxing unit.

5. A. 2. Resolution 2020-16 – Approve Martinrea Jonesville LLC PA 198 Industrial Facilities Tax Exemption

[ROLL CALL][Action Item]

Resolution 2020-16 is the subsequent action item related to the public hearing. Pursuant to Public Act 198 of 1974, as amended, the resolution provides for a 50% abatement of real property taxes on the investment for a 12-year term. The City has established a strong pro-business climate and supported the full benefit of Industrial Facility Tax Exemption Certificates allowed by law to local industrial companies. The Certificate is intended to promote economic growth, increase capital investment, and reduce unemployment. I recommend approval of Resolution 2020-16. A roll call vote is required. *Please refer to draft Resolution 2020-16, Application for Industrial Facilities Tax Exemption Certificate, and hearing notice.*

6. A. Indoor/Outdoor Facility Use Policy

[Action Item]

At the June 17th meeting, the City Council adopted a temporary policy to discontinue reservation of City-owned indoor and outdoor facilities for non-city functions. Since it would be difficult for the American Legion to enforce occupancy, distance, and masking requirements of various Orders intended to slow the spread of COVID-19 for the US-12 Garage Sale at Carl Fast Park, the Council adopted this uniform policy affecting all use of all facilities; our liability insurance carrier has advised that if use of facilities is permitted, it should be with the understanding that the user is responsible for enforcing all orders that may relate to their event. The policy was adopted through the September Council meeting to allow the opportunity to consider whether to extend, expand or discontinue the policy based on current conditions regarding the virus.

The Governor's orders regarding occupancy, masking, and distancing are still largely the same as they were at the time of the adoption of the original policy. Pursuant to Executive Order 2020-160, indoor social gatherings and organized events are limited to 10 people and outdoor gatherings and events to 100; gatherings must be designed so that persons not part of the same household maintain six feet of distance from one another; parks may remain open provided that individuals are able to maintain six feet of distance. Executive Order 2020-153 details the requirements for masks in indoor public spaces and outdoors when distance cannot be maintained. I have not attached the full text of these orders, as they are quite lengthy; I will gladly forward them on request. There may be additional orders that apply to specific events.

If the temporary policy is extended, Council will want to consider the duration. Annual Halloween and Christmas events may be impacted. As in June, Council will want to assure that any policy is uniformly applied to all similar applicants. If Council determines that some facilities be made available, staff would recommend against public rental of the Fire Department at this time; the facility remains a workplace and will likely be utilized for public meetings. Additional resources would be needed for full disinfection after private rentals. *Please refer to the attached minutes of the June 17, 2020 City Council Meeting.*

6. B. Park Use Request – Jonesville Lions Club **[Action Item]**

The Jonesville Lions Club is requesting use of Carl Fast Park for the Lights of Love event. The event was a beautiful addition to the decorations at the Park during the 2019 Christmas season. Action on the request will, obviously, depend on Council's decision regarding the previous agenda item. Approval is required, as the applicant intends to occupy the Park for an extended period (November 20th - January 12th) and utilize the City's electricity. Council will want to consider the applicant's plan to take responsibility for compliance with Executive Orders and other directives regarding COVID-19. I have been informed that a revised COVID plan will be provided, but have not received it at the time of the writing of this report. *Please refer to the application for park usage.*

6. C. Meter Reading Technology **[Discussion/Action Item]**

This agenda item is reserved for an update regarding the recently installed meter reading technology. Staff is working with the installer and our project engineer to develop a solution to the several meters that are no longer being read. I expect additional developments between the writing of the report and the Council meeting.

**6. D. Consider Closed Session Pursuant to Section 15.268(e)
of the Open Meetings Act** **[ROLL CALL][Action Item]**

Section 15.268(e) of the Open Meetings Act allows the Council to meet in closed session "to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body." The purpose of the session will be to consult with Attorney Lovinger regarding Wal-Mart Real Estate Business Trust v. Jonesville. A roll call vote is necessary to enter into closed session.

Correspondence:

- Copy of Letter to Jason Snyder

2020-16

CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN

**RESOLUTION: TO APPROVE AN INDUSTRIAL FACILITIES TAX (IFT)
EXEMPTION FOR MARTINREA JONESVILLE, LLC**

Partial minutes of a regular Meeting of the City Council of the City of Jonesville, County of Hillsdale, State of Michigan, held in the Wright Street Park, in said City on the 16th day of September, 2020, at 6:30 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Councilperson _____ and supported by Councilperson _____.

WHEREAS, pursuant to Act 198, of the Michigan Public Acts of 1974, as amended, this council has authority to establish Plant Rehabilitation and Industrial Development Districts within the confines of the geographic boundaries of said City, and;

WHEREAS, the City of Jonesville, County of Hillsdale, Michigan did by resolution dated December 11, 1978, establish a Plant Rehabilitation District and did by resolution dated October 12, 1992, establish an Industrial Development District, and;

WHEREAS, Martinrea Jonesville, LLC has filed an application for an Industrial Facilities Exemption Certificate relative to real and/or personal property located within the afore described Plant Rehabilitation District and Industrial Development District, and;

WHEREAS, a public hearing was held by this City Council on September 16, 2020, at which time the applicant, the City Assessor, affected taxing units, and the general public were afforded an opportunity to be heard, and;

WHEREAS, certified mail notice of the aforesaid public hearing was duly made to the Jonesville Community Schools, Martinrea Jonesville, LLC, the Hillsdale County Intermediate School District, the Hillsdale County Board of Commissioners, Hillsdale County Economic Development Partnership, and the Jonesville City Assessor, all as more fully shown by the Affidavit of Mailing which is attached hereto and made a part thereof, and;

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Jonesville, after granting this certificate, will exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted; and

WHEREAS, this Council determines that the granting of this Industrial Facilities Exemption certificate will not substantially impede the operation of the City or impair the financial soundness of any affected taxing unit. This determination has been made after carefully considering the aggregate amount of Industrial Facilities Exemption Certificates previously issued and currently in force, and;

WHEREAS, it appears that Martinrea Jonesville, LLC has complied with all applicable requirements of Act No. 198 of the Michigan Public Acts of 1974, as amended;

NOW, THEREFORE, BE IT RESOLVED THAT the application of Martinrea Jonesville, LLC, seeking an Industrial Facilities Exemption Certificate be, and the same hereby is, approved for a 12-year period.

BE IT FURTHER RESOLVED THAT this resolution become a permanent part of the minutes of the City Council of the City of Jonesville and that copies hereof be forwarded to all pertinent departments and persons.

BE IT FURTHER RESOLVED THAT all resolutions and parts of resolutions insofar as they conflict with this resolution be and the same hereby are rescinded.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Cindy Means, City 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, State of Michigan, at a regular meeting held on September 16, 2020, and that public notice was given pursuant to Act No. 267, Public Acts of Michigan, 1976, 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.

Cindy Means, City Clerk

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and one copy of this form and the required attachments (two complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires one complete set (one original). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call 517-335-7460.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	▶ Date Received by Local Unit AUG 27 2020
STC Use Only	
▶ Application Number	▶ Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

▶ 1a. Company Name (Applicant must be the occupant/operator of the facility) Martinrea Jonesville	▶ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3469	
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 260 Gaige Street Jonesville, MI 49250	▶ 1d. City/Township/Village (Indicate which) City of Jonesville	▶ 1e. County Hillsdale County
▶ 2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment	▶ 3a. School District where facility is located Jonesville Schools	▶ 3b. School Code 30030
▶ 4. Amount of years requested for exemption (1-12 Years) 12 years		

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Martinrea Jonesville is extending their current building to provide additional warehousing space. They are also adding a Coordinate Measuring Machine Lab. The work is being done by local contractors. These particular investments will indirectly create jobs through improved building capacity and quality enhancement measures.

6a. Cost of land and building improvements (excluding cost of land)..... * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ <u>1,560,908.00</u> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures..... * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ _____ Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▶ <u>1,560,908.00</u> Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	<u>Begin Date (M/D/Y)</u>	<u>End Date (M/D/Y)</u>	
Real Property Improvements ▶	<u>04/27/2020</u>	<u>12/31/2020</u>	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶	_____	_____	▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased

▶ 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. Yes No

▶ 9. No. of existing jobs at this facility that will be retained as a result of this project. 724	▶ 10. No. of new jobs at this facility expected to create within 2 years of completion. This facility overall projects an additional 50+ jobs
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11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	_____
b. TV of Personal Property (excluding inventory)	_____
c. Total TV	_____

▶ 12a. Check the type of District the facility is located in:

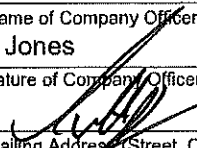
Industrial Development District Plant Rehabilitation District

▶ 12b. Date district was established by local government unit (contact local unit) 10/12/1992	▶ 12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Terry Thomas	13b. Telephone Number (517) 849-2195	13c. Fax Number	13d. E-mail Address terry.thomas@martinrea.co
14a. Name of Contact Person Terry Thomas	14b. Telephone Number (517) 849-2195	14c. Fax Number	14d. E-mail Address terry.thomas@martinrea.co
▶ 15a. Name of Company Officer (No Authorized Agents) Scott Jones			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number	15d. Date 8-24-20
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 260 Gaige Street Jonesville, MI 49250		15f. Telephone Number (517) 849-2195	15g. E-mail Address sjones@martinrea.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. School Code	
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original of the completed application and all required attachments to:

**Michigan Department of Treasury
 State Tax Commission
 PO Box 30471
 Lansing, MI 48909**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN

NOTICE OF HEARING

September 16, 2020

TAKE NOTICE, that the City Council of the City of Jonesville, Hillsdale County, Michigan, will hold a hearing pursuant to Section 5 (2) of the Plant Rehabilitation and Industrial Development Districts law of 1974, the same being Michigan Public Act 198 of 1974, on the 16th day of September, 2020, at 6:30 p.m., at the Wright Street Park, 416 Wright St., Jonesville, Michigan. In the case of inclement weather, please check www.jonesville.org for updates.

At the hearing, the City Council will consider a request from **Martinrea Jonesville LLC**, 260 Gaige Street, Jonesville, MI asking that part of their property, which is designated as an Industrial Development District, have issued to them an Industrial Facilities Exemption Certificate. An application has been filed with the City of Jonesville for the tax benefits available pursuant to Michigan Public Acts 198 of 1974, and a copy of the application may be reviewed at the office of the City of Jonesville during regular business hours at any time prior to the Public Hearing announced hereby.

Act 198 of 1974, pursuant to which this notice is given, provides that the Assessor of the City of Jonesville, the applicant, and a representative of any affected taxing unit with respect to said application shall have an opportunity to be heard before the Jonesville City Council prior to said Council acting upon the aforesaid application.

Individuals with disabilities requiring auxiliary aids or services should contact the City of Jonesville by writing to the above address or calling 517-849-2104.

Cindy Means, Clerk
City of Jonesville

****Subject to Council Approval****

**JONESVILLE CITY COUNCIL
Minutes of June 17, 2020**

Pursuant to Governor Whitmer's Executive Order 2020-75, participation in this meeting was by video Conference. The Council, staff and public were allowed to participate.

A meeting of the Jonesville City Council was held on Wednesday, June 17, 2020 via Zoom Meeting. Mayor Gerry Arno called the meeting to order at 6:30 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, WWTP Supt. Mahoney, Police Chief Lance, Attorney Lovinger and Julie Games (Hillsdale County Commissioner).

Mayor Arno led the Pledge of Allegiance.

Julie Games, Hillsdale County Commissioner, presented an update to Council.

A motion was made by Brenda Guyse and supported by Andy Penrose 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.

The Fiscal Year 2020-21 Budget Public Hearing was opened at 6:35 p.m. There were no comments or questions. The Public Hearing was closed at 6:36 p.m.

A motion was made by Andy Penrose and supported by Jerry Drake to approve Resolution 2020-12; Adopt July 2020 – June 2021 Budget, General Appropriations Act and Ad Valorem Mill Levy. 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 approve Resolution 2020-13 – Utility Billing Rates and Fees . The motion was supported by Jerry Drake. 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 George Humphries Jr. and supported by Jerry Drake to approve the 2020-21 to 2025-26 Capital Improvement Plan. 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 Brenda Guyse and supported by Delesha Padula to approve the Fiscal Year 2020-21 – Employee wage Scale. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula, Andy Penrose and Gerry Arno. Nays: None. Motion carried.

After lengthy discussion, a motion was made by Andy Penrose and supported by Tim Bowman to discontinue City Facility reservations for non-city functions in light of COVID-19 and social distancing guidelines until September 16, 2020. This includes parks, pavilions, Fire Department and Police Department meeting rooms. The American Legion will not be hosting vendors in Carl Fast Park on US-12 Heritage Trail Garage Sale weekend. 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 Brenda Guyse to approve the Water System Improvement Project – Contract No. 1 Pay Request in the amount of \$156,820.95. Payment is for costs associated with work completed and equipment purchased to date and is in accordance with the bid for the project. Supt. Mahoney gave an update on the project. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula, Andy Penrose and Gerry Arno. Nays: None. Motion carried.

Delesha Padula made a motion to amend the Vacation Policy as follows:

Full time employees may accrue vacation time that exceeds their maximum accrual through December 31, 2020 provided the following conditions are met:

- a. The total vacation accrual may not exceed 80 hours more than the employee's normal annual accrual.
- b. Employees shall not be permitted to carry more hours than their normal annual accrual after December 31, 2020.

Jerry Drake 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.

Brenda Guyse made a motion and was supported by George Humphries Jr. to approve Resolution 2020-14 - Reschedule the July Board of Review. The meeting will be rescheduled to Monday, July 20, 2020 at 1:00 p.m. at the Jonesville Police Department, so that appropriate social distancing can be accomplished. By Charter, the meeting date must be established by resolution. 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 George Humphries Jr. and Andy Penrose to approve the Council Minutes of May 20, 2020 and May 27, 2020 (Special 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.

Andy Penrose made a motion and was supported by Jerry Drake to approve Accounts Payable for May 2020 totaling \$92,177.49. 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 7:43 p.m.

Submitted by:

Cynthia D. Means
Clerk

Gerald E. Arno
Mayor



City of Jonesville

265 E. Chicago St., Jonesville, MI 49250

(517) 849-2104

Fax (517) 849-9037

email: clerk@jonesville.org

Park Usage Policy

Organizations, Groups, or Families (for reunion purposes) who desire to use or reserve a portion of G. Carl Fast Park or Wright Street Park for an organized function, must apply for a permit at the Jonesville City Office. The parks are available for organized group activities on a first come first serve basis. Applicants must state the date & time of park usage and provide a brief, but detailed description of the activities that will take place by the reserving group or organization.

All groups, families, and other organizations that seek a permit under this policy must strictly adhere to the following regulations:

1. No alcoholic beverages or non-prescription drugs are allowed in any of the City parks.
2. No stakes or posts shall be allowed to be placed or inserted upon or within park property without prior consent of the Department of Public Works.
3. Prior permission must be received for use of electrical outlets in either park.
4. Applicants must receive permission prior to using any type of vehicles in either park.
5. Music events shall be permitted in the parks between the hours of 12:00 P.M. and 7:00 P.M. Loudspeakers must be kept at a minimum low volume.
6. Hours are posted in each park and must be adhered to.
7. Organizations, Groups and Families that have within their membership, City residents may use the restroom facilities in the Wright Street Park, but must apply for, and pick up key at the City Office. Non-resident Organizations, Groups and families will be charged a \$50 security deposit which will be returned after satisfactory inspection of the facilities by the Department of Public Works. Those who secure the key are responsible for damages and will be assessed accordingly.
8. The name of the sponsoring organization or group that reserves a park under this policy shall be displayed prominently at the function as well as names and telephone numbers of the officers of such organization.
9. All trash used for the event must be removed from the park. Please bring your own garbage bags, none will be provided.

Park Usage Policy

Event Jonesville Lions Club - Lights of Love

Park Carl Fast Park

Date Requested November 20, 2020 to January 12, 2021

Time Requested open park hours

Applicant's Name Jonesville Lions Club - Don Germann

Address 228 East Chicago Street PO Box 8 Jonesville, MI 49250

Phone 517-849-0201

Signature Jonesville Lions Club - Don Germann Date SEPTEMBER 8, 2020



Accepted by _____

Jonesville Lions Club

Lights of Love 2020

Event Outline

- 1) Secure location for the Lights of Love event
- 2) Order fresh cut and live trees – by October 1st
- 3) Establish set-up dates with local groups for installation
 - a. Tree Delivery – November 20-22
 - i. Jonesville Boy Scouts
 - b. Tree Installation and lighting – November 23-24
 - i. Pending confirmation – Jonesville FFA
 - c. Tree Decoration – November 26 to December 5
 - i. Scheduled appointment times to allow for social distancing
- 4) Establish clean-up date – January 2 – 10

It is the intent of the Jonesville Lions Club to be as cautious as possible and to ask the groups to practice social distancing. Lions Club members, Parents, and Advisors will be utilized when available.

****Subject to Council Approval****

**JONESVILLE CITY COUNCIL
Minutes of August 19, 2020**

A meeting of the Jonesville City Council was held on Wednesday, August 19, 2020 at Wright Street Park, 416 Wright Street, Jonesville, MI. Mayor Gerry Arno called the meeting to order at 6:30 p.m. Council members present were: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., and Andy Penrose. Absent: Delesha Padula.

Also present: Manager Gray, Treasurer Spahr, WWTP Supt. Mahoney, DPW Supt. Kyser, Police Chief Lance, Fire Chief Adair, Attorney Lovinger, Jason Snyder and Olivia Stemen.

Councilwoman Guyse led the Pledge of Allegiance and moment of silence.

A motion was made by Brenda Guyse and supported by Jerry Drake to approve the agenda as presented with one addition, 6. F.: Consider Quotes – Cemetery Building Improvements. All in favor. Absent: Delesha Padula. Motion carried.

Jason Snyder of Jonesville, Michigan spoke briefly to Council regarding the possibility of adopting a golf cart friendly ordinance for the city.

A motion was made by George Humphries Jr. and supported by Jerry Drake to open the Public Hearing at 6:37 p.m. for public comments regarding the United States Department of Agriculture – Rural Development (USDA-RD) Community Facilities Grant to support the purchase of a new dump truck and fire tanker. The Public Hearing was closed at 6:38 p.m. with no public comments.

Olivia Stemen, applicant for Planning Commission vacancy, spoke briefly to the Council.

A motion was made by Jerry Drake and supported by Andy Penrose to appoint Olivia Stemen to the Planning Commission to serve the balance of a three-year term through November 2022 and would be eligible for reappointment. All in favor. Absent: Delesha Padula. Motion carried.

A motion was made by Tim Bowman and supported by George Humphries Jr. to approve the Water System Improvement Project – Contract No. 1 Pay Requests in the amount of \$28,541 for the final work completed on site and \$191,415.63 representing 10% retainage that has been held on the project. All in favor. Absent: Delesha Padula. Motion carried.

Brenda Guyse made a motion and George Humphries Jr. supported the motion to affirm staff's authorization to complete the street preventative maintenance, crack sealing of the City's streets. Originally the City had budgeted and planned to complete crack sealing with a portion completed in 2019-20 and the remainder in 2020-21. The contractor had planned to mobilize and complete the work over several days near the change in fiscal years, but was affected by COVID and was unable to complete the work until August 10th. The total project cost will not exceed the total budgeted in the two fiscal years, but the total expenditure will take place in the current fiscal year. All in favor. Absent: Delesha Padula. Motion carried.

A motion was made by George Humphries Jr. and was supported by Brenda Guyse to approve the Fiscal Year 2019-20 budget amendments. All in favor. Absent: Delesha Padula. Motion carried.

The Fiscal Year 2019-20 annual budget comparisons were provided to Council for their review.

Tim Bowman made a motion to consider quotes for work to improve the pole barn at the cemetery. The low quote came in from McNair Construction in the amount of \$17,480 with work to be scheduled in late fall of 2020. Brenda Guyse supported the motion. All in favor. Absent: Delesha Padula. Motion carried.

A motion was made by Jerry Drake and supported by George Humphries Jr. to approve the Council Minutes of July 15, 2020. All in favor. Absent: Delesha Padula. Motion carried.

Andy Penrose made a motion and was supported by Brenda Guyse to approve Accounts Payable for August 2020 totaling \$129,394.82. All in favor. Absent: Delesha Padula. Motion carried.

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

At 7:24 p.m. a motion was made by Jerry Drake and supported by George Humphries Jr. to move into closed session in accordance with the Michigan Open Meetings Act Section 8a, to consider the evaluation of Manager Gray, per his request. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., Andy Penrose and Gerry Arno. Nays: None. Absent: Delesha Padula. Motion carried.

The meeting returned to open session at 7:40 p.m.

The Personnel Committee recommended recognizing Manager Gray with “Outstanding Performance”, and recommended the following effective July 1, 2020:

- Increase the annual base salary from \$78,919 to \$83,157.

Andy Penrose made a motion and supported by Brenda Guyse to approve the above recommendation of the Personnel Committee. All in favor. Absent: Delesha Padula. Motion carried.

Mayor Arno adjourned the meeting at 7:41 p.m.

Submitted by:

Cynthia D. Means
Clerk

Gerald E. Arno
Mayor

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
AT&T	LOCAL/LONG DISTANCE	2,216.86
BAKER, VICKI/B & B CLEANING,	CLEANING SERVICES	545.00
BRINER OIL CO., INC.	MVP - BULK TANK	80.10
	WWTP - OIL	135.20
	JFD - GASOLINE	27.65
	JFD - GASOLINE	33.06
	JFD - GASOLINE	7.27
	JFD - GASOLINE	15.40
	JFD - GASOLINE	14.40
	JFD - GASOLINE	19.21
		332.29
BROWN RYAN	UB refund for account: 000362-05	112.95
BUTTERS EXCAVATING & LAWN CA	CEMETERY SEXTON/MAINT SERVICES	6,214.40
CENTURY A & E FACILITIES DES	WWTP - LAB DESIGN	7,910.50
CONSUMERS ENERGY	CEMETERY ELECTRICITY	11.75
	CITY-WIDE STREET LIGHT ELECTRICITY	2,048.48
	CITY-WIDE LED STREET LIGHT ELECTRICITY	456.64
	DDA - UNMETERED PKG LOT LT ELECTRICITY	25.95
	CITY-WIDE LED STREET LIGHT ELECTRICITY	14.08
	CITY-WIDE STREET LIGHT ELECTRICITY	1,936.22
	DOWNTOWN/STREETSCAPE LIGHT ELECTRICITY	457.18
	DDA BUILDING ELECTRICITY	437.45
	WRIGHT ST PARK ELECTRICITY	32.70
	DPW ELECTRICITY	86.03
	CITY HALL ELECTRICITY	314.40
	RADIO TOWER ELECTRICITY	37.45
	JFD TRUCK BAY ELECTRICITY	132.35
	JFD TRAINING ROOM ELECTRICITY	116.86
	EMERGENCY SIREN ELECTRICITY	29.52
	JPD ELECTRICITY	349.86
	FREEDOM MEMORIAL ELECTRICITY	41.47
	DDA - METERED PKG LOT LT ELECTRICITY	73.85
	FAST PARK ELECTRICITY	49.23
	CITY HALL SECOND FLOOR ELECTRICITY	28.85
	WATER TOWER ELECTRICITY	83.92
	598 IND PKWY SPRINKLER METER ELECTRICITY	29.25
	100 DEAL PKWY SPRINKLER METER ELECTRICITY	32.15
		6,825.64
CURRENT OFFICE SOLUTIONS	OFFICE SUPPLIES	48.59
	COPIER MAINTENANCE	97.22
		145.81
DETROIT SALT COMPANY	SALT	3,067.42
ELHORN ENGINEERING COMPANY	WATER - OPERATING SUPPLIES	928.00
GALLS	JPD - UNIFORMS	58.94
GRAINGER	WWTP - OPERATING SUPPLIES	48.08
	WWTP - REPAIRS	47.18
		95.26
HILLSDALE COUNTY CLERK	AUGUST PRIMARY ELECTION COSTS	1,067.66
HILLSDALE MEDIA GROUP	USDA/ZBA/IFT PUBLIC NOTICES	182.55
HYDROCORP, INC	WATER CROSS CONNECTION PROGRAM	520.00
	WATER CROSS CONNECTION PROGRAM	520.00
		1,040.00
JONESVILLE HARDWARE	SUPPLIES/REPAIRS	66.92
JONESVILLE LUMBER	SUPPLIES/REPAIRS	575.01
JONESVILLE, CITY OF	CITY HALL WATER/SEWER	48.43
	JFD WATER/SEWER	111.87
	JPD WATER/SEWER	51.19
	DPW WATER/SEWER	48.43
	WWTP WATER/SEWER	188.17
	WRIGHT ST PARK WATER/SEWER	50.09
		498.18
LOVINGER & THOMPSON, P.C.	LEGAL FEES	537.50

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
MICHIGAN GAS UTILITIES	CITY HALL GAS SERVICE	31.04
	DPW GAS SERVICE	16.94
		47.98
MICHIGAN LAWN & LANDSCAPE	MOWING/WEED SERVICES	2,456.97
MML LIABILITY & PROPERTY POO	ANNUAL PROPERTY & LIABILITY INSURANCE	42,153.00
MML WORKERS COMPENSATION FUN	QUARTERLY WORK COMP BILLING	2,222.00
	WORK COMP QUARTERLY BILLING	2,222.00
		4,444.00
MODERN WASTE SYSTEMS	CITY-WIDE CLEAN UP	6,407.85
PARRISH EXCAVATING, INC	WATER TOWER VALVE ADDITION	2,369.00
PAVEMENT SOLUTIONS, INC.	CRACK SEAL MAJOR/LOCAL STREETS/2019	11,779.30
	CRACK SEAL MAJOR/LOCAL STREETS/2020	12,001.60
	CRACK SEAL IND PARK STREETS	3,900.00
		27,680.90
PERFORMANCE AUTOMOTIVE	SUPPLIES/REPAIRS	160.59
POINT RENTAL & SALES	MVP - SUPPLIES	6.31
POSTMASTER	POSTAGE - WATER/SEWER BILLS	232.28
POWERS CLOTHING, INC.	JPD - UNIFORM ALTERATIONS	10.00
SHERWIN-WILLIAMS	PAINT	418.99
SLOVACEK, QUINTON B/DBA CLEA	CITY HALL/JPD - OUTSIDE WINDOW CLEANING	33.00
STATE OF MICHIGAN	DDA - TRAFFIC SIGNAL PROJECT	42,946.04
SUPERFLEET MASTERCARD PROGRA	GASOLINE	678.84
UNIFIRST CORPORATION	MVP -SHOP TOWELS	26.22
	WWTP - UNIFORM RENTAL	36.79
	WWTP - UNIFORM RENTAL	36.79
	WWTP - UNIFORM RENTAL	36.79
	MVP - SHOP TOWELS	26.22
	WWTP - UNIFORM RENTAL	36.79
	CITY HALL/JPD - FLOOR MATS	29.50
		229.10
USA BLUEBOOK	WWTP/WATER - SUPPLIES	203.19
USALCO LLC	WWTP - OPERATING SUPPLIES	4,622.23
VERIZON WIRELESS	DPW CELL PHONE	25.00
WORKHEALTH QUINCY	PRE-EMPLOYMENT PHYSICALS	194.97
	Total:	167,741.13

MONTHLY OPERATING REPORT

August 2020

SUBMITTED: September 9, 2020

WATER FLOW

MAXIMUM 708,000
MINIMUM 167,000
AVERAGE 264,500
TOTAL 802,010 MG

(High water flows due to water tower maintenance)

CALLOUTS: None

WASTEWATER FLOW

MAXIMUM 360,100
MINIMUM 245,200
AVERAGE 278,700
TOTAL 8.6392 MG

OPERATION & MAINTENANCE

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

All plant maintenance was completed.

The camera was used at the elementary school.

We spent a couple of days working on the chemical feed system at the water plant. The problem was solved with the help of Allied Mechanical.

The service water storage tank was power washed.

\$824.00 was submitted to City Hall for walk in water analysis.

The water tower was drained for maintenance. The water plant was operated in pressure mode for six days without incident. A new 12 inch valve was installed at the tower for increased isolation during tower maintenance.

5-Day Biochemical Oxygen Demand

NPDES Permit Limit in August 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—3.6 mg/l

Average Percent Removal from the Raw Wastewater—97.5 %

Total Suspended Solids

NPDES Permit Limit in August 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—2.7 mg/l

Average Percent Removal from the Raw Wastewater—98.0%

Total Phosphorus

NPDES Permit Limit in August 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—0.30 mg/l

Average Percent Removal from the Raw Wastewater—92.7%

Ammonia Nitrogen

NPDES Permit Limit in August 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—0.249 mg/l

Average Percent Removal from the Raw Wastewater—98.7%

Jonesville Daily Maximum—0.756 mg/l

Rick Mahoney

Jonesville Dept of Public Works

August 2020

Monthly Report

	Maintenance	White Paint	Yellow Paint	Sign Post	COLD MIX
STATE HIGHWAYS	0 HR DT 0 HR OT			4	0 Ton
MAJOR STREETS	0 HR DT 0 HR OT	1/2 Gal	0 Gal		0 Ton
LOCAL STREETS	0 HR DT 0 HR OT	1/2 Gal	0 Gal		0 Ton
PARKING LOTS	0 HR DT 0 HR OT	0 Gal	0 Gal		0 Ton
POLICE STATION	0 HR OT	0 Gal	0 Gal		
FIRE DEPARTMENT	0 HR OT	0 Gal	0 Gal		
DPW DEPT	0 HR OT				
LDFA	0 HR OT				
WATER	0 HR DT 0 HR OT				0 Ton
State Police	0 HR OT				

There were no call outs.

We have been doing the Yard Waste Collection Program.

The Rail Trail was mowed.

We been watering the DDA water pots downtown and the trees at the Rail Trail.

We moved top dirt around for the Rotary at the Rail Trail.

We installed posts and Fire Truck signs on US-12 for MDOT.

We installed posts and curve signs on Beck Road for MDOT.

The small building at the Cemetery was cleaned out, waiting on a dumpster to remove building.

The pavilion at the Wright Street Park was power washed.

We installed a new decorative rock over the well head at the Cemetery.

We cleaned up a large limb that fell during a wind storm at the Cemetery.

Ultimate Tree Service was in and cut 3 trees on Local Streets that were in bad shape.

Consumers Power installed the new electric service to the large pole building at the Cemetery.

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 AUGUST 2020

Total reports written: 62
Criminal Sexual Conduct: 1
B&E: 1
Embezzlement: 1
Larceny from Auto: 2
Larceny- other-: 2
Stolen Vehicle: 1
Non-Violent Domestic: 0
Larceny from Building: 2
Drug Law Violation: 0
Family Abuse/Neglect: 1
Retail Fraud: 4
Obstructing Justice: 1
Public Peace Disturbance: 1
Public Roadway Accidents: 5
Private Property Accidents: 11
Other Arrests: 4 (warrants, traffic-DWLS/Revoked, etc.)
Civil Matter/Family Disputes: 2
Medical Emergency: 5
Alarms: 1
Nuisance Animals: 0
Trespass: 1
Suspicious Situations: 8
General Assistance: 9
Traffic/Moving Violations: 11
Warrants Received from Prosecutor: 12

August Patrol Shift Coverage: 64 %



City of Jonesville

265 E. Chicago Street • Jonesville • MI 49250

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manager@jonesville.org

September 10, 2020

Jason Snyder
679 Langs Drive
Jonesville, MI 49250

Dear Mr. Snyder:

Thank you for your letter and recent presentation to the City Council requesting the adoption of an ordinance to allow operation of golf carts on City streets. We have reviewed the statute that you provided and have considered the other communities that you referenced.

We note that there is a significant difference in Jonesville, compared to the other communities. As you know, we are bisected in two directions by the State highways of US-12 and M-99. Beck Street (Old M-99) provides a third state highway in the City. The location of the river leaves us with no option other than US-12 to travel west to east through the town. It is difficult to believe that there will be a time where golf carts could safely travel with passenger vehicles on US-12, given the nature of recent traffic accidents on the roadway, including three fatalities.

Unfortunately, the adoption of an ordinance to allow golf carts on City streets would provide very limited mobility to only some residents. Residents on the west end of town would be unable to travel to downtown, for example. Travel to jobs in the industrial park would not be possible at all. Residents living on opposite ends of town would not be able to travel to one another. It seems unlikely that Jonesville would fully benefit from the advantages that other communities have experienced, due to our street network. With little or no community support, it is difficult to prioritize resources to developing an ordinance.

Again, thank you for taking the time to present a thoughtful proposal to the City Council.

Respectfully,

Gerald E. Arno
Mayor
garno@jonesville.org

Jeffrey M. Gray
City Manager
jgray@jonesville.org

cc: Jonesville City Council
Police Chief Mike Lance