

The City Incorporation Process





Village of Jonesville

- The Village of Jonesville is a full-service municipality providing professional administration, police, fire, public works, streets, water, waste water, parks, recreation, planning and zoning services.
- Council-Manager form of government since 1988.
- Population: 2,258
- Downtown Development Authority and Local Development Finance Authority.
- Taxable Value: approx. \$60 million
- Annual Budget: approx. \$5 million
- 16 full time & 26 part time employees

Jonesville Part VII Boundary Map



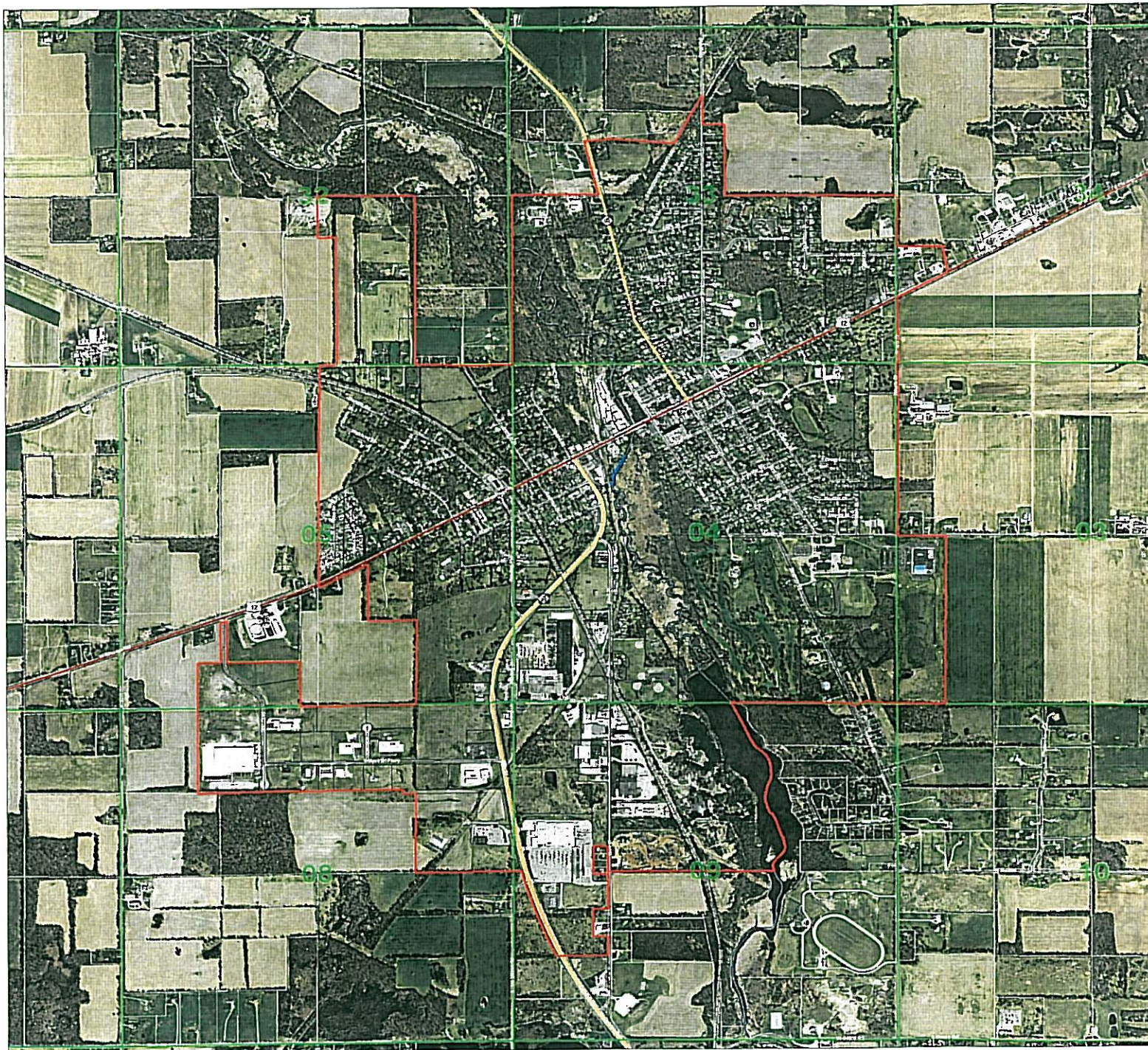
0 500 1,000 2,000 Feet

Legend

- Village Boundary
- Section Lines
- State Highway
- US Highway
- Roads/Street
- Village Parcels
- Township Parcels
- St Joseph River



Created by: Hillsdale County GIS
This map is not a survey!



Downtown Jonesville





The Process Begins....

- February 2011- Village Council adopts Strategic Objective to evaluate city incorporation.
- June 2011- Village solicits services of Dr. Lynn Harvey, Professor Emeritus of Michigan State University to inform the Village of the city incorporation process.
- July 2011-The first public meeting on city incorporation is held at Jonesville High School.
- August 2011-Council appoints a 9 member citizen committee to evaluate advantages and disadvantages of city incorporation.
- August-November 2011-Citizen Advisory Committee on Cityhood meets several times to assess city incorporation. All meetings are publicly promoted and Township officials are invited to all meetings.



The Process Continues....

- October 2011-Fact Sheet on incorporation is released.
- November 2011-Village Council votes unanimously to accept the Citizen Advisory Committee's recommendation to proceed with city incorporation initiative.
- November 2011-Village Council and the Citizen Advisory Committee begin to circulate petitions among residents in support of incorporation.
- 5% of Village residents must sign the petition in order for it to be valid. Signers must be a registered voter and a freeholder (property owner) within Village limits. Jonesville population is 2,258, which translates to a minimum of 113 signatures.

The Process Continues....

- December 2011-Village Council and Fayette Twp officials hold a joint Committee of the Whole meeting to discuss the incorporation process and to answer additional citizen questions.
 - If Jonesville becomes a city, assessing, tax collection and elections services must be provided.
 - Township currently administers the local cemetery, which is located in Village limits and is a grey area. The creation of a joint cemetery authority is discussed. The Home Rule City Act maintains that access to the cemetery must be provided. The Michigan Association of Municipal Cemeteries is unable to provide clarity on this topic.
- December 2011-Engineering firm begins work on updated boundary map (last boundary map is from 1904 – \$\$).
- February 2012-Initial collection of signatures has been completed. 205 registered voters/freeholders sign (9% of population).



The Process Continues....

- March 2012-The boundary map is completed.
- March 2012-A mistake in the collection of signatures is discovered, circulators are required to show a copy of the boundary map to residents signing petition. To ensure compliance with state statute, petitions are again circulated; this time with the required map.
- April 2012-Re-collection of signatures has been completed and verified by Village and Township Clerks. 9% of Village residents who qualify to sign have done so.
- April 2012-With the criteria for legal sufficiency addressed (as established by the State Boundary Commission), the formal petition for incorporation and required boundary maps are submitted to the State Boundary Commission on April 18, 2012.



The Process Continues....

- July 2012-State Boundary Commission releases a memo stating the petition meets legal sufficiency requirements.
- August 2012-State Boundary Commission sends Village an extensive questionnaire relative to services, zoning, financing, and demographics with a mid-September due date.
- September 2012-Questionnaire is completed and submitted.
- October 17, 2012-The State Boundary Commission holds a public hearing in Jonesville to take public comments on city incorporation.
- October-November 2012-Following the public hearing, there is a 30 day period for submission of written public comment. Anyone in support or in opposition to incorporation can send letters to the State Boundary Commission.



The Process Continues....

- January 2013-Adjudicative hearing with State Boundary Commission to make a final recommendation to Director of Licensing & Regulatory Affairs (LARA). The Boundary Commission unanimously voted to recommend approval of petition to the Director of LARA as presented with no boundary changes.
- February 2013-State Boundary Commission approves the minutes from the January 2013 meeting, thus the LARA Director can take official action.
- February 2013-Director of LARA signs the order to approve the petition for incorporation. February 7, 2013 begins the 45 day period of referendum.
- March 2013-State Boundary Commission notifies relevant parties that referendum window has closed on March 25, 2013 with no petitions filed in opposition to incorporation.



The Process to Continue

- August 2013-Election of the Charter Commission is expected to take place on August 6 (results certified by August 7). Ballot language is due May 28, 2013.
- November 2013-The 90 day deadline for drafting the city charter and submitting to the Governor's Office would be November 5, 2013.
- November 2013-The Governor's Office will begin review of proposed city charter draft.
- May 2014 or August 2014-Anticipated vote to adopt the city charter.



Questions?

Thank you.