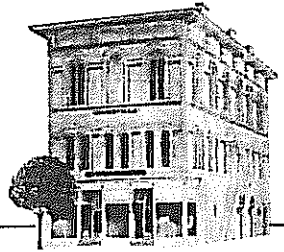




VILLAGE OF JONESVILLE

265 E. CHICAGO ST.
JONESVILLE, MI 49250
www.jonesville.org

(517) 849-2104
Fax (517) 849-9037
email: manager@jonesville.org



VILLAGE OF JONESVILLE COUNCIL AGENDA FEBRUARY 19, 2014 - 6:30 P.M. VILLAGE HALL

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

2. PRESENTATIONS AND RECOGNITIONS

A. Terry Vear, Executive Director, Hillsdale County Senior Services (Informational)

3. APPROVAL OF AGENDA

4. 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 President.

5. PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION

A. Receive public comments to close out CDBG Grant #210048 – North Parking Lot

6. REPORTS AND RECOMMENDATIONS

A. Village Hall Hours of Operation

[Action Item]

B. Rail Trail Design and Engineering Services

[Action Item]

C. Consider Bond Rating Expenditure

[Action Item]

7. COUNCIL MINUTES

A. Consider minutes of January 15, 2014 regular meeting and closed session [Action Item]

8. ACCOUNTS PAYABLE

A. Accounts Payable for February 2014 totalling \$60,894.03

[Action Item]

9. DEPARTMENT REPORTS

A. Fire Department – Chief Adair

B. Water/Wastewater Treatment Plant – Superintendent Mahoney

C. Department of Public Works/Zoning Permit Report – Superintendent Kyser

D. Police Department – Chief Lance

E. Cash Report – Finance Director Spahr

F. Planning Commission – Assistant to the Manager McLean

10. ADJOURNMENT




VILLAGE OF JONESVILLE

265 E. CHICAGO ST.
JONESVILLE, MI 49250
www.jonesville.org

(517) 849-2104
Fax (517) 849-9037
email: manager@jonesville.org



To: Jonesville Village Council
From: Jeffrey M. Gray, Village Manager 
Date: February 14, 2014
Re: Manager Report and Recommendations -- February 19, 2014 Council Meeting

5. A. Public Hearing - Receive public comments to close CDBG Grant #210048 – North Parking Lot

The State of Michigan requires that the Council gather public comments as one of the necessary steps to close the grant for the improvements to the North Parking Lot. Notice of the required hearing was advertised in the newspaper and posted on the Village website. This agenda item is reserved to receive comments. Comments received will be shared with the State of Michigan. *Please refer to the attached notice of public hearing.*

6. A. Village Hall Hours of Operation [Action Item]

In November of 2009, Council approved modification to the Village Hall hours of operation, closing the office on Mondays and extending the operational hours from 7:30 a.m. to 6:00 p.m. Tuesday through Friday. The purposes of the change were to better serve the residents, reduce operational costs, and provide an employee benefit that does not affect the bottom line of the budget.

Anecdotally, however, there are very few days each month that any significant number of residents comes in for early morning or late afternoon service. And there are often a number of phone messages from those who attempted to contact us during the day on Monday. In order to restore Monday service and retain consistent hours of operation to the public, I am recommending that the Council consider changing the hours of operation to Monday through Friday from 8:00 a.m. to 4:30 p.m.

These hours will allow the staff to continue to stagger their half-hour lunches to assure that we have coverage during our busier mid-day hours. In addition, the 4:30 close time will retain an employee benefit during a time of the day that is generally not busy. Service to the public will be improved with the addition of Monday hours and increase in the total time open to the public each week from 42 to 42.5 hours. A motion is necessary to change the operating hours.

6. B. Rail Trail Design and Engineering Services [Action Item]

Attached is a proposed letter agreement for design and engineering services from the Spicer Group. The cost of services is generally as expected from the original grant application. Spicer will be providing a typographical correction to page 4 of the document to clarify that construction administration will be provided in a *cost not to exceed* \$19,300, rather than hourly.

The agreement also includes an additional charge of \$8,500 for a topographical survey. Based on correspondence between Spicer Group and former Manager Smith, it was known that this cost

would not be included in the grant application. It is recommended that Council approve the agreement with the correction noted above and authorize the Village Manager to execute it. *Please refer to the attached services agreement.*

6. C. Consider Bond Rating Expenditure

[Action Item]

Council will recall that we began the process of obtaining a bond rating several months ago for the purpose of refinancing our sewer plant debt. Once we obtained a rating assessment, interest rates went up and we did not pursue the full bond rating. Interest rates have dropped so that it is once again worthwhile to consider a full bond rating.

Unfortunately, the rating assessment that we previously received has expired so we will have costs to renew the assessment and complete the rating. That total cost is expected to be \$9,700. At current interest rates, the refinance would allow us to shorten the term of the loan reducing our overall principal and interest payments by about \$750,000. Debt closing is expected to be possible within 5 to 6 weeks. Although it is possible for interest rates to increase in the meantime, it is my recommendation that the potential savings are worth the cost to pursue the full rating. A motion from Council to approve the expenditure to pursue the bond rating is requested.

VILLAGE OF JONESVILLE

NOTICE OF PUBLIC HEARING

The Jonesville Village Council will hold a public hearing on Wednesday, February 19, 2014 at 6:30 p.m. at Village Hall, 265 E. Chicago Street, Jonesville, Michigan to close CDBG grant #210048/North Parking Lot. Public comment is requested.

Individuals with disabilities requiring auxiliary aids or services should contact

Village of Jonesville
At 517-849-2104 or
clerk@jonesville.org

Cindy Means, Clerk
Village of Jonesville

January 31, 2014

Jeff Gray, Manager
Village of Jonesville
265 East Chicago Street
Jonesville, MI 49250



RE: Jonesville Linear Park System Development
Village of Jonesville, Hillsdale County, Michigan

Jeff:

We are very pleased your project has been awarded a Michigan DNR Trust Fund (MNRTF) grant! The next step is to begin the design and bidding process. It is our understanding that the Village would like to construct this project in the summer of 2014. That means completing the plans this winter in able to secure competitive bids in late spring/early summer. With this in mind, we have developed our proposal to furnish professional engineering services regarding the park expansion project.

PROJECT BACKGROUND

The Village of Jonesville has been working on a goal of building a multi-use trail on an abandoned railroad spur for over five years. The Village now has ownership of the rail spur from MDOT. The proposed project has been identified as a priority project in the Village's Recreation Plan. The entire project has a number of proposed phases. The Village was awarded a MNRTF grant for Phase I. At this time the Village would like to move forward with the design from Gaige Street to the existing rail bridge north of Chicago Street. *See attached map.*

The grant also included a few trail amenities for the rail trail project, including an interpretive sign, two benches, a trash receptacle, and some landscaping.

The County applied for a grant through the Michigan Department of Natural Resources (DNR) Trust Fund program. This grant was awarded in December.

SCOPE OF WORK

Our professional services will consist of the following:

I. Grant Administration

Spicer Group will assist the Village of Jonesville with grant administration throughout the project. This will include:

- A. Assistance with executing DNR Project Agreement.
- B. Submission of Plans and Specifications to DNR with Professional Services Certification Form, itemized project cost estimate, and implementation schedule.
- C. Assistance with the Contactor/Vendor Selection Form and process with the DNR.
- D. Assistance with any special requests to DNR such as significant changes to the project or extensions to the project period.
- E. Assist with the completion of reimbursement requests.

II. Design Phase

During the Design Phase we will develop plans and specifications for the linear park improvements. More specifically, we will:

- A. Meet with the Village to kick-off the project.
- B. Design the dimensional layout requirements for the rail trail path which runs from M-99, along the south side of Gaige Street, to Beck Street, along the west side right-of-way (ROW) to the rail bed, north to the rail bridge. *See attached map.*
- C. Determine the clearing, excavation and grading limits of the path.
- D. Design the path road crossing and signage details at Beck Street and at US-12.
- E. Determine the grading and drainage requirements including necessary culverts for proper drainage along the proposed trail.
- F. Develop a Soil Erosion and Sedimentation Control Plan meeting the requirements of the County.
- G. Determine the traffic regulation requirements with the Hillsdale County Road Commission and incorporate them into the plans and specifications.
- H. Determine which utilities might be in the project area and work with each utility company to relocate the utility, if necessary.
- I. Work with the Hillsdale County Road Commission to determine the requirements for the project.
- J. Design the proposed bench areas.
- K. Develop plans for the interpretive sign.
- L. Update the preliminary estimate of cost for the project.
- M. Meet with the Village at approximately 50% and 90% completion to review the project.
- N. Incorporate feedback and review comments into the project.
- O. Submit a final sealed set of plans, bid documents and preliminary estimate of cost to the DNR for approval to bid.
- P. Submit a final set of plans, bid documents and preliminary estimate of cost to the Village and Road Commission.

III. Bidding Phase

During the bidding phase we will assist you with the bidding process including:

- A. Produce 20 sets of plans and bidding documents.
- B. Prepare the advertisement for placing in the newspaper.
- C. Answer any questions from contractors preparing their bids.
- D. Issue addenda if required.
- E. Hold the pre-bid meeting.
- F. Open bids with you.

IV. Construction Administration

During the Construction Administration phase, we will assist you with the following tasks:

- A. Prepare a tabulation of the bids received and prepare a letter of recommendation of award to the Village.
- B. Prepare contracts and circulate for signatures.
- C. Make periodic site visits to observe the construction process, estimated at approximately one (1) time per week.
- D. Prepare the progress payments and any change orders necessary for the project.
- E. Attend a final walk through of the project and develop the final construction punch list.
- F. Review contract closeout.

V. Topographical Survey

The following tasks will be completed in the Survey phase of the project, to give us an accurate starting drawing for the design.

- A. Set control points and benchmarks for construction at approximately 1,500-ft. intervals.
- B. Collect topographic mapping data at 100-ft. intervals from M-99 to Rail Bridge for an approximate 40-ft. swath along the proposed trail.
- C. Survey in features, such as mailboxes, utilities, power poles, driveways, culverts and other drainage features within the project area.
- D. Survey in all trees that are 6 inches or greater.
- E. Determine the ROW of Gaige Street and Beck Street.
- F. Prepare a base map with the topographical survey data.

SERVICES NOT INCLUDED

The following services are not included in this proposal, however may be necessary to complete. If we find this to be the case, we will notify you, discuss it and seek your approval prior to commencing with the work.

- A. Geotechnical Investigation: Soil borings are not included in this proposal. Since the work does not include any structural work, it was determined that soil borings are not needed at this time.
- B. Permit Fees: Permit fees are not included in this proposal. Any permit fees would be paid by the municipal agency.

FEE

We will submit monthly invoices to you for services furnished and for any reimbursable expenses. The fee for the Grant Administration, Design and Bidding Phases is a lump sum so the invoices will be based on our estimate of the proportion of total services actually completed at the time of billing. The fee for the Construction Administration Phase is an estimated hourly fee where the invoices will be based on the current standard hourly rates of our personnel assigned to this project applied to the time they spend on it.

The fees below reflect the costs for these services shown in our original cost estimates submitted with the DNR grant application (see attached estimate). Our proposed fee shall be as follows:

- I. **Grant Administration Phase:** A lump sum amount of \$1,800.00.
- II. **Design Phase:** A lump sum amount of \$28,500.00.
- III. **Bidding Phase:** A lump sum amount of \$2,500.00.
- IV. **Construction Administration Phase:** An estimated hourly amount of \$19,300.00.


Survey work (topographical) is not an allowable cost in the grant, however it is a necessary task that must be undertaken to properly design your project. For this reason, you will not see this cost included on the attached estimate, or on the grant application. Our proposed fee for this work will be as follows:

- V. **Topographical Survey:** A lump sum amount of \$8,500.00.

If this proposal meets with your approval, please acknowledge with an authorized signature below. Please return one executed copy to us and maintain the other for your records.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



Robert R. Eggers, AICP
Senior Planner / Principal

SPICER GROUP, INC.
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717 ext. 5568
Fax: (989) 754-4440
mailto: robe@spicergroup.com

Cc: SGI File 121243SG2014
ALM, Acctg.

Above proposal accepted and approved by Owner.

VILLAGE OF JONESVILLE

By: _____

Authorized Signature

Printed Name

Title

Date: _____

Parcel Information Table

Itemize estimated cost information for each parcel. For phased projects, the parcels and dollar amounts provided should include all phases.

LANDOWNER	ACREAGE	STATE EQUALIZED VALUE (SEV)	(1) ESTIMATED APPRAISED VALUE (\$)	(2) ESTIMATED RELOCATION COSTS (\$)
Parcel 1		00.00	00.00	00.00
Parcel 2		00.00	00.00	00.00
Parcel 3		00.00	00.00	00.00
TOTALS		00.00	00.00	00.00

(3)
**ESTIMATED
INCIDENTAL COSTS**

Prorated Taxes	\$	00.00
Recording Fees	\$	00.00
Transfer Tax	\$	00.00
Title Insurance	\$	00.00
Appraisal Fees	\$	00.00
Closing Fees	\$	00.00
Environmental Assessment Costs	\$	00.00
TOTAL	\$	00.00

TOTAL APPRAISED VALUE (1)	\$	00.00
TOTAL RELOCATION COSTS (2)	\$	00.00
TOTAL INCIDENTAL COSTS (3)	\$	00.00
TOTAL ACQUISITION COSTS	\$	00.00

Total Acquisition Costs must match item i. of Section A2 of this form

Section A4: Project Details – Development Applications ONLY

Applicant's current control of the site: ☒ Fee Simple ☐ Lease ☒ Easement ☐ Other ☒ Age of Park NA ☒ Acres Trail

**Development Project Cost Estimate Table IMPORTANT! PLEASE ROUND ALL
AMOUNTS TO THE NEAREST \$100.00**

SCOPE ITEMS <small>Limit each item description to 25 characters. Do Not Abbreviate.</small>	IS SCOPE ITEM OF UNIVERSAL DESIGN?		SIZE OR QUANTITY	\$	COST
	NO	YES			
1. 10' Wide Path	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7,330'	\$	283,000.00
2. 2 Benches & Trash Receptacles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	lump sum	\$	3,300.00
3. 1 Interpretive Sign	<input type="checkbox"/>	<input checked="" type="checkbox"/>	lump sum	\$	1,100.00
4. Plantings	<input type="checkbox"/>	<input type="checkbox"/>	lump sum	\$	2,800.00
5. Directional Signs & Pavement Markings	<input type="checkbox"/>	<input type="checkbox"/>	lump sum	\$	4,400.00
6. Culvert	<input type="checkbox"/>	<input type="checkbox"/>	lump sum	\$	13,100.00
7. Utility Relocation	<input type="checkbox"/>	<input type="checkbox"/>	lump sum	\$	11,000.00
8. Staking/Material Testing	<input type="checkbox"/>	<input type="checkbox"/>	lump sum	\$	7,100.00
9. Restoration	<input type="checkbox"/>	<input type="checkbox"/>	lump sum	\$	16,400.00
10. _____	<input type="checkbox"/>	<input type="checkbox"/>		\$	00.00
Permit Fees				\$	5,500.00
MNRTF Sign				\$	200.00
SUBTOTAL				\$	347,900.00
ENGINEERING (These fees may not exceed 15% of subtotal)				\$	52,100.00
TOTAL ESTIMATED COST				\$	400,000.00

Total Estimated Cost must match item i. of Section A2 of this form

Section A5: Explanation of Match Sources

Complete only if you entered a value for any or all of items c, d, e, or f in Section A2 of this application.

- c. **Federal or other state funds** - Provide the information requested below for each federal or state program from which matching funds will be provided.



Conceptual Plan

Jonesville Rail-Trail Village of Jonesville

Proposed Multi-Use Path & Amenities
2013 MNRTF Grant Application



March 8, 2013
125461532013



www.spicergroup.com
(989)754-4717

**** Subject to Council Approval**

**JONESVILLE VILLAGE COUNCIL
Minutes of January 15, 2014**

A meeting of the Jonesville Village Council was held Wednesday, January 15, 2014, at the Jonesville Village Hall. President Robert Snow called the meeting to order at 6:30 p.m. Council members present were: Tim Bowman, Jerry Drake, Ron Hayes, Jim Marks, and Andy Penrose. Gerry Arno was absent.

Also present: Manager Gray, Asst. to the Manager McLean, Treasurer Spahr, DPW Supt. Kyser, Police Officer Sherman and State Representative Ken Kurtz.

President Snow led the Pledge of Allegiance and moment of silence.

The agenda was approved with the following changes: Add 6.E. – Schedule Public Hearing/North Parking Lot/CDBG Grant #210048. Add 9.G. – Periodic Personnel Evaluation – Village Manager - closed session.

Kenneth Kurtz gave a brief update to the Council as he enters into his final year serving as State Representative.

A motion was made by Ron Hayes to adopt the 2014 Cooperation, Collaboration and Consolidation Plan and submit said plan to the Department of Treasury by February 1, 2014. Motion was seconded by Jim Marks. All in favor. Absent: Gerry Arno. Motion carried.

Andy Penrose made a motion to adopt the Certification of No Unfunded Accrued Liabilities and submit said plan to the Department of Treasury which will complete the obligations to comply with the EVIP program requirements for this fiscal year. Jerry Drake seconded this motion. All in favor. Absent: Gerry Arno. Motion carried.

A motion was made by Ron Hayes and seconded by Andy Penrose to adopt the Fiscal Year 2015 Budget Calendar as presented. All in favor. Absent: Gerry Arno. Motion carried.

Ron Hayes made a motion and was seconded by Tim Bowman to accept the Fiscal Year 2014 Six-Month Budget Amendments as presented. All in favor. Absent: Gerry Arno. Motion carried.

A motion was made by Jim Marks to schedule a Public Hearing at the February 19, 2014 Council Meeting to hear further comments re: North Parking Lot/CDBG Grant #210048. Andy Penrose seconded the motion. All in favor. Absent: Gerry Arno. Motion carried.

A motion was made by Jerry Drake and seconded by Ron Hayes to approve the regular minutes of December 18, 2013. All in favor. Absent: Gerry Arno. Motion carried.

Ron Hayes made a motion to approve the Accounts Payable for January 2013 in the amount of \$52,149.87. Andy Penrose seconded the motion. All in favor. Absent: Gerry Arno. Motion carried.

Updates were given by department heads, council members, and Manager Gray.

At 7:14 p.m., a motion was made by Andy Penrose and seconded by Jim Marks to go into closed session in accordance with the Michigan Open Meetings Act Section 8a, to consider the periodic personnel evaluation of Manager Jeffrey Gray per his request. All in favor. Absent: Gerry Arno. Motion carried.

The meeting returned to open session at 7:41 p.m.

A motion was made by Jim Marks and seconded by Ron Hayes to accept the recommendation from the manager Contract Committee which establishes the Village Manager's base salary at \$68,500, and effective February 6, 2014, the annual base salary to be increased to \$69,500. All in favor. Absent: Gerry Arno. Motion carried.

The regular meeting of the council adjourned at 7:58 p.m.

Submitted by,

Cynthia D. Means
Clerk

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
A & J COFFEE SERVICE	OPERATING SUPPLIES	33.05
	OPERATING SUPPLIES	4.10
	37.15	
AMERICAN COPPER & BRASS, LLC	JVFD-LIGHT BULBS	50.64
ARROW UNIFORM RENTAL	UNIFORM RENTAL/OPERATING SUPPLIES	394.00
	UNIFORM RENTAL/OPERATING SUPPLIES	281.69
	675.69	
AT&T	VILLAGE PHONE SERVICE	674.27
AT&T MOBILITY	WWTP/WATER/JPD-CELL PHONES	133.53
BEAVER RESEARCH COMPANY	MVP-OPERATING SUPPLIES	79.82
BRINER OIL CO., INC.	MVP-BULK TANK	490.96
	MVP-BULK TANK	344.40
	MVP-BULK TANK	240.10
	MVP-OIL	503.50
	JVFD-GASOLINE	110.47
	MVP-BULK TANK	801.77
	MVP-BULK TANK	366.04
	MVP-BULK TANK	792.78
	MVP-BULK TANK	448.88
	JVFD-GASOLINE	248.95
	4,347.85	
BROOKS, JAMIE	JVPD-CLEANING SERVICES	100.00
	VILLAGE HALL-CLEANING SERVICES	100.00
	200.00	
COLOTTI, JEFFREY J.	TRUCK 535-DOOR HANDLE	91.08
CONSUMERS ENERGY	G.CARL FAST PARK-ELECTRICITY	391.09
	METERED PKG LOT LIGHTS	109.78
	WWTP-ELECTRICITY	4,478.43
	500 IND PKWY SPRINKLERS	58.62
	JVPD-ELECTRICITY	265.92
	100 DEAL PKWY SPRINKLERS	41.38
	WATER TOWER-ELECTRICITY	80.35
	WRIGHT ST PAVILLION-ELECTRICITY	25.45
	DPW GARAGE-ELECTRICITY	359.78
	VILLAGE HALL-ELECTRICITY	298.97
	RADIO TOWER-ELECTRICITY	30.72
	JVFD TRUCK BAY-ELECTRICITY	184.36
	JVFD TRAINING ROOM-ELECTRICITY	93.72
	VILLAGE HALL 2ND FLR-ELECTRICITY	24.56
	FIRE SIREN	23.52
	598 IND PKWY SPRINKLERS	23.52
	IRON REMOVAL PLANT-ELECTRICITY	1,995.07
	DDA BUILDING-ELECTRICITY	924.04
	WWTP-ELECTRICITY	4,205.60
	598 IND PKWY-SPRINKLERS	23.52
	WRIGHT ST PAVILLION-ELECTRICITY	23.52
	FIRE SIREN-ELECTRICITY	23.52
	VILLAGE HALL 2ND FLR-ELECTRICITY	23.52
	500 IND PKWY-SPRINKLERS	51.18
	JVPD-ELECTRICITY	221.75
	100 DEAL PKWY-SPRINKLERS	37.15
	WATER TOWER-ELECTRICITY	65.45
	DPW GARAGE-ELECTRICITY	306.25
	VILLAGE HALL-ELECTRICITY	226.01
	RADIO TOWER-ELECTRICITY	29.05
	JVFD TRUCK BAY-ELECTRICITY	160.11
	JVFD TRAINING RM-ELECTRICITY	81.65
	G.CARL FAST PARK-ELECTRICITY	61.47
	METERED PKG LOT LIGHTS	83.71
	15,032.74	
CROUCH ELECTRIC, LLC	DDA-LIGHT REPAIRS	353.82
CURRENT OFFICE SOLUTIONS	OFFICE SUPPLIES	17.33
	W2/1099 FORMS	83.14

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	OFFICE/REC-SUPPLIES	27.47
	REC-SUPPLIES	40.40
		168.34
CUTLER-DICKERSON CO.	CALCIUM CHLORIDE	125.00
	ICE MELT	49.75
		174.75
DETROIT AIR COMPRESSOR COMPA	WWTP-REPAIRS	2,780.83
DETROIT SALT COMPANY	ROAD SALT	1,801.41
	ROAD SALT	1,848.99
	ROAD SALT	1,956.24
		5,606.64
D-P EQUIPMENT CO.	MVP-TRACTOR REPAIRS	463.87
ENMET CORPORATION	SEWER-REPAIRS	97.35
FASTENAL	WWTP-REPAIRS	12.59
	MVP-REPAIRS	19.26
	MVP-REPAIRS	19.26
		51.11
FIRST NATIONAL BANK OMAHA	CONFERENCE/MEMBERSHIPS/REP & MAINT	389.33
GALLS	JVPD-UNIFORMS	91.98
	JVPD-UNIFORMS	91.98
	JVPD-UNIFORMS	49.99
		233.95
GODFREY BROS., INC.	MVP-REPAIRS	45.80
	MVP-REPAIRS	34.18
	MVP-CAB HEATER/J.DEERE	425.00
		504.98
GRIFFITHS MECH CONTRACTING,	GAS LIGHT-REPAIR & MAINTENANCE	220.00
HAYES, RON	R2PC MEETING	18.70
	R2PC MEETING	39.60
		58.30
HENNING, DARCY	OFFICE SERVICES-1/9-1/16	88.00
	OFFICE SERVICES-1/23-1/28	88.00
	OFFICE SERVICES-2/6-2/13	88.00
		264.00
HILLSDALE CO SHERIFF DEPT	RANGE FEE-2014	100.00
HILLSDALE COUNTY TREASURER	DDA-DBOR REFUND 2012	396.73
	DDA-MTT REFUND 2012	1,550.57
		1,947.30
HILLSDALE DAILY NEWS	AD-AUDIT AVAILABILITY	65.25
	HEARING NOTICE-FY14 BUDGET	68.25
		133.50
HOWELLS MECHANICAL SERVICE I	JVPD-FURNACE REPAIRS	165.00
IDEXX DISTRIBUTION CORP.	IRON REMOVAL PLANT-OPERATING SUPPLIES	932.27
JONESVILLE GLASS WORKS LLC	MVP-REPAIRS	35.00
KONOPASKE GROUP, THE	DDA-2014 VISITOR GUIDE	2,700.00
LIVINGSTON MICROGRAPHICS, LL	WWTP-UV LAMPS	945.76
MICH ASSOC OF MUNICIPAL CLER	MEANS-CONFERENCE REGISTRATION	450.00
MICHIGAN DOWNTOWN ASSOCIATIO	MDA-CONFERENCE	75.00
MICHIGAN GAS UTILITIES	DDA BUILDING-GAS	36.31
	GAS LIGHT	12.25
	DPW GARAGE-GAS	294.29
	WWTP-GAS	2,568.07
	VILLAGE HALL-GAS	168.93
	JVPD-GAS	210.59
	JVFD-GAS	684.37
	IRON REMOVAL PLANT-GAS	147.02
		4,121.83
MICHIGAN METER TECHNOLOGY GR	NEW WATER METERS	2,078.00
	WATER-SUPPLIES	464.54
		2,542.54
MML WORKERS COMPENSATION FUN	WORKERS COMP-QUARTERLY INVOICE	3,115.00
NORTH EAST FABRICATION CO, I	MVP-SUPPLIES	86.27

02/14/2014
User: TMCLEAN
DB: Jonesville

VILLAGE OF JONESVILLE
INVOICE APPROVAL LIST
02/14/2014

Page: 3/3

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
NYE UNIFORM COMPANY	JVPD-UNIFORMS	307.22
PARKER, HAYES & LOVINGER, P.	LEGAL SERVICES	130.00
PERFORMANCE AUTOMOTIVE	MVP-O-RINGS	2.09
	JVFD-TRUCK 561/BATTERY	158.78
	MVP-REPAIRS	9.19
	MVP-REPAIRS	17.76
	MVP-REPAIRS	3.39
	MVP-REPAIRS	11.38
	MVP-HEAD LIGHT	16.48
	MVP-HEADLAMP	21.58
	MVP-OPERATING SUPPLIES	36.78
	JVFD-OIL	11.60
		289.03
PERRY CORPORATION	COPIER MAINTENANCE	94.07
POSTMASTER	POSTAGE-WATER/SEWER	218.77
PURITY CHEMICALS, INC.	MVP-SUPPLIES	179.00
REPUBLIC WASTE SERVICES	WWTP/DPW/VILLAGE HALL-TRASH SERVICE	90.00
	JVPD/JVFD-TRASH SERVICE	59.00
	PARKS/DOWNTOWN-TRASH SERVICE	105.00
		254.00
RESCUE EQUIPMENT SALES & SVC	JAWS-REPAIRS & MAINTENANCE	1,416.00
ROE-COMM INC	JVPD-BASE RADIO	503.00
ROOT SPRING SCRAPER CO.	MVP-REPAIRS	428.78
SPEEDWAY SUPERAMERICA, LLC	GASOLINE	1,180.34
STATE OF MICHIGAN	MAHONEY-LICENSE RENEWAL	95.00
	GAIGE/READING-FINAL AUDIT	190.00
	JVFD-RADIO FEES	25.00
	MAUMEE ST-CONSTRUCTION	3,143.33
		3,453.33
STOCKHOUSE CORPORATION	WATER QUALITY REPORT	155.80
TROUP ELECTRONICS, INC.	JVPD-RADIO BATTERIES	116.00
UNIQUE PAVING MATERIALS CORP	COLD MIX	137.00
UNIVERSAL URETHANE PRODUCTS,	MVP-TRACTOR #1 BOX BLADES	688.45
USA BLUEBOOK	IRP/WWTP-SUPPLIES	126.85
VERIZON WIRELESS	DPW-CELL PHONE	25.00
VILLAGE OF JONESVILLE	DDA BUILDING-WATER/SEWER	63.69
	DPW GARAGE-WATER/SEWER	42.15
	WWTP-WATER/SEWER	630.95
	WRIGHT ST PAVILLION-WATER/SEWER	31.90
	JVFD-WATER/SEWER	47.24
	VILLAGE HALL-WATER/SEWER	42.15
	JVPD-WATER/SEWER	42.15
		900.23
WALMART COMMUNITY	OPERATING SUPPLIES	251.65
	Total:	60,894.03

YEAR SUMMARY 2014

Month	VILLAGE	SCIPIO	FAYETTE	MUTUAL AID	WEATHER
JANUARY	4	3	4	4	0
FEBRUARY					
MARCH					
QUARTER TOTAL					
APRIL					
MAY					
JUNE					
QUARTER TOTAL					
JULY					
AUGUST					
SEPTEMBER					
QUARTER TOTAL					
OCTOBER					
NOVEMBER					
DECEMBER					
QUARTER TOTAL					
YEAR TOTAL					

Notes:

Jonesville Fire Department Report

January 2014

Date	Type of call	Location	# of members
JAN-3	Lift assist	502 East st.(Mutual aid) R.E.U	8
JAN-5	Lift assist	335 Murphy st.(Mutual aid) R.E.U	9
JAN-6	Lift assist	Spruce ct.(Mutual aid) R.E.U	10
JAN-6	Transformer fire	1400 E. Litchfield rd.(Scipio)	8
JAN-6	Vehicle fire	401 W. chicago st.(Village)	10
JAN-8	Business meeting	Station(Meeting)	10
JAN-9	C.O Alarm	124 Jermaine st.(Village)	4
JAN-9	Hydrant Training(Snow removal)	Village hydrants(Training)	4
JAN-10	3 Car P.I.	Us-12/ Front of fire station(Village)	9
JAN-12	Structure fire	Moscow Bleach rd.(Mutual aid) 8	9
JAN-14	Sparking wires under house	7370 Cranberry lk. rd. (Scipio)	9
JAN-14	Training(SCBA)	Station(Training)	9
JAN-17	Structure fire	9495 Borden rd.(Scipio)	12
JAN-19	1 Car Rollover	Us-12/Sand lk. rd.(Fayette)	12
JAN-21	Vehicle fire	Lk. Wiloson rd./M-99(Fayette)	9
JAN-21	County fire meeting	Station 8(Meeting)	2
JAN-22	Structure fire	315 Wright st.(Village)	12
JAN-22	Station Clean-up	Station(Training)	8
JAN-25	2 Car Minor P.I.	Us 12/ Bunn Rd.(Fayette)	7
JAN-31	Structure fire	1869 Northadams Rd.(Fayette)	13

Notes:

MONTHLY OPERATING REPORT

January 2014

SUBMITTED: February 6, 2014

WATER FLOW

MAXIMUM	379,000
MINIMUM	141,000
AVERAGE	245,000
TOTAL	7.605 MG

WASTEWATER FLOW

MAXIMUM	3291,100
MINIMUM	261,900
AVERAGE	285,500
TOTAL	8.8511 MG

CALLOUTS: None

OPERATION & MAINTENANCE

The plant was in compliance with the NPDES permit limitations during the month of January 2013.

We used the sewer camera at Deem Insurance to assess the condition of their sewer lateral.

Fourth quarter drinking water invoices totaling \$2,000.00 were prepared.

We met with County Emergency Services and reviewed the hazardous chemical list. It was determined that all chemicals used at the wastewater plant and the iron removal plant was below threshold limits. Therefore, no further action will need to be taken at this time.

The suction and discharge hoses on the digester mixing system were removed and cleaned. The ne gas mixer was received and installed. It is back on line.

The results of the drinking water proficiency testing were received and the results forwarded to the Michigan Department of Environmental Quality. The results were acceptable.

The gas meter for confined space entry was returned for calibration. This is required every six months.

The 2013 Consumers Confidence Reports were prepared and will be mailed to Village water customers. The report is also available on the Jonesville web site.

We shoveled a lot of snow.

PLANT EFFICIENCY—January 2014

5-Day Biochemical Oxygen Demand

NPDES Permit Limit in January 2014—20 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—2.1 mg/l

Average Percent Removal from the Raw Wastewater—98.1%

Total Suspended Solids

NPDES Permit Limit in January 2014—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—1.3 mg/l

Average Percent Removal from the Raw Wastewater—96.8%

Total Phosphorus

NPDES Permit Limit in January 2014—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—0.3 mg/l

Average Percent Removal from the Raw Wastewater—93.9%

Ammonia Nitrogen

NPDES Permit Limit in January 2014-Report Only

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—0.197 mg/l

Average Percent Removal from the Raw Wastewater—99.9%

Jonesville Daily Maximum—0.5 mg/l

Rick Mahoney

Jonesville Dept of Public Works

January 2013

Monthly Report

	Maintenance	Salt	Sand	Chloride	COLD MIX
STATE HIGHWAYS	18 HRS DT 14.50 HRS OT	27.25 Tons	8 Tons	7.25 Bags	0 Tons
MAJOR ROADS	20 HRS DT 21.50 HRS OT	35.44 Tons	12 Tons	8.50 Bags	0 Tons
LOCAL ROADS	0 HR DT 28.50 HRS OT	20 Tons	8 Tons	8 Bags	0 Tons
PARKING LOTS	2 HRS DT 31.50 HRS OT	4.48 Tons	0 Tons	0 Bags	0 Tons
POLICE STATION	0 HR OT	0 Tons	0 Tons	0 Bags	0
FIRE DEPARTMENT	0 HR OT	0 Tons	0 Tons	0 Bags	0
DPW DEPT	0 HR OT		0		0
WWTP	0 HR DT		0		0
WATER	6 HRS DT 3 HRS OT		0 Tons		
ALLEN	2.50 HRS OT	1 Ton	0	0	0

There were 23 call outs.

20 of the call outs were for plowing & salting and hauling snow.

We had three call outs on water.

2 of the call outs for water were to turn water off at two house's as their pipe inside froze & broke.

1 of the call outs for water was to repair a broken water main on Fayette St.

We had two water shut off's for non pay.

The water meter replacement program is completed for 2014.

The Christmas lights in Fast park were unplugged as they are frozen to the ground.

The snow flakes on the DDA light poles were taken down.

Water meter were not read for the month of January as we didn't get to them, we will read them in February & March.

Mike Kyser

Jonesville Police Department

116 West Chicago Road
Jonesville, Michigan. 49250-1106

911 Police Service Administration (517) 849-2101

FAX (517) 849-2520

ACTIVITY SUMMARY FOR JANUARY 2014

Total Incidents: 70 written incident reports.

Robbery: 0

Intimidation/Stalking: 2

Aggravated Assault: 0

Non-Aggravated Assault: 1

Break and Enter: 1 (Business)

Theft from Motor Vehicle: 0

UDAA: 0

Retail Fraud: 4

Other Larceny: 2

Obscenity: 0

Fraud: 3

Malicious Destruction of Prop: 0

Public Roadway Accidents: 5

Private Property Accidents: 1

OWI and OUID Arrests: 0

Other Arrests: 6 (warrants, etc.)

Domestic Assault: 0

Liquor Violations: 0

Civil Matter/Family Disputes: 3

Medical Emergency: 9

Alarms: 4

Suspicious Situations: 11

General Assistance: 15

Traffic/Moving Violations: 5

Warrants Received from Prosecutor: 6

January Patrol Shift Coverage: 73%

FEBRUARY FOCUS

New Hire Training

2014-15 Budget

Part-time interviews

**VILLAGE OF JONESVILLE
CASH BALANCES**

	January-2014	BANK BALANCE
GENERAL FUND:		
General Fund Now Checking	101-000-001	48,348.37
General Fund CLASS Acct	101-000-007	857,895.60
MAJOR STREETS:		
Major Streets Now Checking	202-000-001	9,224.93
Major Streets CLASS Acct	202-000-007	300.55
LOCAL STREETS:		
Local Streets Now Checking	203-000-001	5,524.40
Local Streets CLASS Acct	203-000-007	521,007.14
Local Streets Bond & Int CLASS	203-000-007.200	8,680.04
STATE HIGHWAY:		
State Highway Now Checking	211-000-001	1,516.64
L.D.F.A.:		
LDFA Operating Now Checking	247-000-001	28,175.31
LDFA Operating CLASS Acct	247-000-007	401,583.39
D.D.A.:		
DDA Now Checking	248-000-001	26,774.78
DDA Operating CLASS Acct	248-000-007	327,922.23
SEWER FUND:		
Sewer Receiving Now Checking	590-000-001	101,794.34
Sewer Bond & Interest Checking	590-000-001.300	10.00
Sewer General Purpose CD	590-000-003.100	16,360.48
Sewer Receiving CLASS Acct	590-000-007	64,604.61
Sewer Bond Reserve CLASS Acct	590-000-007.100	263,041.35
Sewer Plant Improv. CLASS Acct	590-000-007.200	670,387.46
Sewer Bond & Interest CLASS	590-000-007.300	13,463.85
WATER FUND:		
Water Receiving Now Checking	591-000-001	49,467.05
Water Receiving CLASS Acct	591-000-007	115,833.87
Water Tower Maint CLASS Acct	591-000-007.300	94,309.61
Water Meter Repl CLASS Acct	591-000-007.400	32,906.98
MOTOR VEHICLE POOL:		
Motor Vehicle Pool Now Checking	661-000-001	75,751.59
Equip. Replace CLASS - Police Car	661-000-007.301	23,906.62
Equip. Replace CLASS - Fire Truck	661-000-007.336	192,343.53
Equip. Replace CLASS - Turn Out Gear	661-000-007.337	2,197.90
Equip. Replace CLASS - DPW Equip	661-000-007.463	140,990.29
Equip. Replace CLASS - WWTP/Vactor	661-000-007.590	57,372.59
CURRENT TAX CHECKING:		
	703-000-001	10.00
PAYROLL FUND CHECKING:		
	750-000-001	12,638.78
GRAND TOTAL		4,164,344.28

Jonesville Planning Commission

February 2014

Monthly Report

At the regularly scheduled meeting of the Jonesville Planning Commission, the meeting began with continued discussion on medical marihuana. The focus on the discussion centered on possible tiers of local enforcement of medical marihuana. The goal of the meeting was to present the Planning Commission with a breakdown of the four potential tiers of enforcement; providing the intent, benefits, and drawbacks of each tier so that one or two could be identified with the purpose of moving forward.

A very recent decision by the Michigan Supreme Court upheld the decision of the Appeals Court that federal law does not preempt the Michigan Medical Marihuana Act. Previously, a number of municipalities had enacted language forbidding any activity that is deemed illegal under federal law. This was essentially a ban on medical marihuana. The option of waiting to see what these municipalities will do as a contingency plan was presented. At this time, the Planning Commission opted not to adopt a "wait and see" approach.

There were two possible tiers under home occupations that could be utilized to deal with medical marihuana caregivers. One was to permit only a certain number of caregivers within a particular population. For example, the Village of Sheridan allows one caregiver per thousand residents. With its current population, no caregivers would be permitted. There is also the option to treat caregivers as a minor home occupation. However, with the conditions necessary to grow medical marihuana, studies indicate there are health risks associated with this activity; particularly the potential for mold within a household. With the type of lighting required to grow medical marihuana, there is also the increased risk for fires. Modifications to a home that would be necessary to have a safer caregiver operation would be moving beyond the parameters of a home occupation.

The tier the Planning Commission is interested in pursuing permits medical marihuana caregivers to operate within industrial zoned areas. The activity of growing medical marihuana is most consistent with permitted activities under existing zoning in industrial areas. Language provided by the municipal attorney and Region 2 Planning Commission will be used as a starting point in terms of drafting an ordinance for the Village of Jonesville. The Planning Commission has asked for staff to begin preparing draft language to discuss at the March meeting.

Respectfully submitted,

Tim McLean, Assistant to the Manager



United States Department of Agriculture

February 12, 2014

Village of Jonesville
ATTN: Lenore Spahr
265 E. Chicago St.
Jonesville, MI 49259

RECEIVED
FEB 14 2014
BY: _____

RE: Audit Review Year End 6/30/13

Dear Board Members:

We have reviewed your audit reports for the period of July 1, 2012 to June 30, 2013.

This review was made in accordance with the current Rural Development Instructions. Based upon the review, your audit substantially met all the requirements for year-end reporting.

If you have any questions please do not hesitate to contact me at (517) 242-5844.

Sincerely,


B. J. Haire
Area Specialist
P.O. Box 703180 | 47526 Clipper St
Plymouth, MI 48170-9998

Rural Development

PO Box 703180, Plymouth, MI 48170
Voice (517) 242-5844 • Fax (734) 468-8500

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