



City of
Jonesville

265 E. Chicago Street • Jonesville • MI 49250

(517) 849-2104 Ph
(517) 849-9037 Fx
www.jonesville.org
manager@jonesville.org

**CITY OF JONESVILLE
COUNCIL AGENDA
JUNE 17, 2015 - 6:30 P.M.
CITY HALL**

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. Ordinance #212: Establish Tax Payment Schedule, Collection Charges, Penalties and Interest – Public Hearing

B. Consider Ordinance #212

[ROLL CALL][Action Item]

6. REPORTS AND RECOMMENDATIONS

A. Agreement for Professional Assessor Services

[Action Item]

B. Resolution 2015-12 – Meeting of the July Board of Review

[ROLL CALL][Action Item]

C. Award Bid – PLC Upgrade

[Action Item]

D. Police Patrol Vehicle Replacement

[Action Item]

E. Fiscal Year 2014-2015 Budget Amendments

[Action Item]

F. Resolution 2015-13 – Freedom of Information Act (FOIA) Policies, Procedures and Guidelines

[ROLL CALL][Action Item]

7. COUNCIL MINUTES

A. Consider minutes of May 20, 2015 regular meeting

[Action Item]

8. ACCOUNTS PAYABLE

A. Accounts Payable for June 2015 totalling \$70,039.79

[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/Code Enforcement Update – Chief Lance

E. Cash Report – Finance Director Spahr

F. Planning Commission – Assistant to the Manager McLean

G. Cemetery – Manager Gray

10. ADJOURNMENT



City of Jonesville

265 E. Chicago Street • Jonesville • MI 49250

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(517) 849-9037 Fx
www.jonesville.org
manager@jonesville.org

To: Jonesville City Council
From: Jeffrey M. Gray, City Manager *JMG*
Date: June 12, 2015
Re: Manager Report and Recommendations – June 17, 2015 Council Meeting

5. A. Ordinance #212: Establish Tax Payment Schedule, Collection Charges, Penalties and Interest – Public Hearing

The purpose of the public hearing is to hear comments on a proposed ordinance to establish the property tax payment schedule, administrative charges, and penalties and interest. Section 10.19 of the City Charter requires that the schedule and charges be established by ordinance. Consistent with the Charter, summer tax payments will be payable beginning July 1st and delinquent after September 15th. Winter taxes will be payable December 1st and delinquent after February 28th. An administrative fee of 1% will be charged, as has been charged in the past to offset assessment and collection costs. Late charges of 1% per month and 3% after February 15th would be assessed, as permitted by law. *Please refer to the attached Ordinance and hearing notice.*

5. B. Consider Ordinance #212

[ROLL CALL][Action Item]

This is the action item associated with the public hearing on the Ordinance. I recommend a motion to approve Ordinance #212. A roll call vote is required to act on an Ordinance.

6. A. Agreement for Professional Assessor Services

[Action Item]

The current short term contract with the Hillsdale County Equalization Department expires on June 30th. Staff solicited sealed bids from qualified firms, individuals, and units of government. We made direct contact with various firms to seek proposals and a representative of the Michigan Assessors Association assisted with distribution of the Request for Proposals. One proposal was received from CSZ Services, LLC, located in St. Johns. The proposal is for a two-year contract with an annual cost of \$21,600. At an average monthly expense of \$1,800, the contract is slightly higher than the \$1,600 per month we are currently paying the County, but is well within the \$25,000 that is budgeted. Finance Director Spahr and I have had the opportunity to interview Chuck and Melissa Zemla, the owners of the company. We are very comfortable with their fit with the staff and community. The firm is highly recommended by Equalization Director Nick Wheeler. We are working with the firm to finalize terms on an agreement. I recommend a motion to enter into an agreement with CSZ Services, LLC for Professional Assessing Services for a term of July 1, 2015 through June 30, 2017 at an annual cost of \$21,600 and to authorize the City Manager and City Clerk to execute the same. Chuck Zemla will attend the July meeting to introduce himself.

6. B. Resolution 2015-12 – Meeting of the July Board of Review

[ROLL CALL][Action Item]

The attached resolution would establish July 20, 2015 at 5:00 p.m. as the meeting date and time for the Board of Review, to occur in City Hall. The meeting must be established by resolution, per City Charter. I recommend approval of the resolution. A roll call vote is required. *Please refer to the attached Resolution 2015-12.*

6. C. Award Bid – PLC Upgrade

[Action Item]

Sealed bids were opened for the proposed upgrade to the PLC, or control system, at the Waste Water Treatment Plant. The low bid was received from RS Technical Services, Inc. located in Lowell, MI in the amount of \$43,156.75. A bid was also received from Michigan Rebuild and Automation, Inc. located in Litchfield in the amount of \$47,500. \$51,500 was budgeted in the 2015-16 FY budget for the project.

Superintendent Mahoney is familiar with the low bidder, who has completed previous work for us. The bidder has proposed an optional change to the project that would further reduce costs by over \$2,000. We are currently evaluating the pros and cons of their recommendation that the Panel View be eliminated and replaced with a desktop computer. We will have a recommendation on consideration of the option at the meeting. I recommend a motion awarding the contract to the low bidder, RS Technical Services, Inc. *Please refer to the attached low bid.* The competitor bid is available in City Hall and will be provided if requested.

6. D. Police Patrol Vehicle Replacement

[Action Item]

We are scheduled to replace the 2010 Police Patrol Vehicle in FY 2015-16. Chief Lance is recommending that we proceed to order a vehicle, as the build and delivery time will be approximately 3-4 months after the order is placed. The new vehicle would be identical to the Ford SUV that we purchased approximately 2 years ago. Chief has solicited a bid under the MI-Deal pricing, which provides us with State contract bid prices for unique equipment. The MI-Deal price for the vehicle is \$26,763 and would be supplied by Signature Ford of Owosso. Stillwell Ford can supply the same vehicle for \$26,832.08, or 0.25% over the MI-Deal price. I recommend a motion to suspend the purchasing policy and purchase the vehicle from the local vendor. With additional charges for the State documentation fee and third party equipment costs to outfit the vehicle, total costs will be within the \$33,000 budgeted. *Please refer to the proposal from Stillwell Ford.*

6. E. Fiscal Year 2014-15 Budget Amendments

[Action Item]

Proposed amendments to the 2014-15 budget are attached. You will note that the amendments will result in a \$75,117 increase to the General Fund fund balance. Most of the increase results from the postponement of the Rail Trail construction to the coming fiscal year. In addition, the PLC project and sewer televising were postponed to the upcoming fiscal year. Finance Director Spahr and I can answer any additional questions. *Please refer to the attached 2014-15 Fiscal Year budget amendments.*

6. F. Resolution 2015-13 Freedom of Information Act (FOIA) Policies, Procedures, and Guidelines

[ROLL CALL][Action Item]

Public Act 563 of 2014 amended the State's Freedom of Information Act regulations. The changes are summarized on the attached "One Pager Plus" from the Michigan Municipal League. In short, there have been changes to the amounts that local units of government may charge and there are obligations that we provide a written policy and a summary of the written policy and post these on our website. The requirements of the Act go into effect on July 1, 2015. The MML, Michigan Townships Association and others have developed template documents so that local governments can remain in compliance with the Act. It is not anticipated that these changes will have a significant impact on us, as we average less than one FOIA request per year. I recommend approval of Resolution 2015-13 to establish FOIA policies, procedures, and guidelines in accordance with PA 563 of 2014, to be effective July 1, 2015. The resolution requires a roll call vote. *Please refer to the attached One Pager Plus, Resolution 2015-13, Summary of FOIA Procedures and Guidelines, FOIA Procedures and Guidelines, and associated forms.*

CITY OF JONESVILLE
ORDINANCE #212

AN ORDINANCE TO ESTABLISH A TAX PAYMENT SCHEDULE AND THE
AMOUNT OF COLLECTION CHARGES, PENALTIES AND INTEREST TO BE
ADDED TO TAXES, CHARGES, AND ASSESSMENTS ON THE CITY TAX ROLL.

WHEREAS; the City of Jonesville, Michigan is responsible for assessing ad valorem property taxes, collection of property tax levies, and handling review and appeal matters, and;

WHEREAS; the Charter for the City of Jonesville states that the City Council shall, provide by ordinance, for a tax payment schedule and the amount of collection charges, penalties and interest to be added to taxes, charges, and assessments on the city tax roll.

WHEREAS; the Charter for the City of Jonesville states that city taxes shall be due and payable on the first day of July each year and be delinquent after September 15. Other property taxes as permitted by law shall be due December 1, and be delinquent after February 28.

WHEREAS; Public Act 206 of 1893, MCL 211.44(3) provides for the imposition of a property tax administrative fee, not to exceed 1% of the total amount of taxes billed per parcel; and

WHEREAS; Public Act 206 of 1893, MCL 211.44(3) also provides for the imposition of a 1% late payment penalty to be added September 16, and the first day of each month thereafter, and an additional 3% between February 15 and the end of the month, until payment is received in full; and

WHEREAS, it is the desire of this City Council to encourage the timely payment of taxes;

THEREFORE, THE CITY OF JONESVILLE ORDAINS:

- 1) that the City of Jonesville hereby establishes a tax payment schedule stating that the Summer tax due date is September 15, and the Winter tax due date is February 28; and
- 2) that the City of Jonesville hereby establishes a property tax collection charge, or administrative fee, in the amount of 1% on all City, State, County, and School taxes and assessments collected; and
- 3) that the City of Jonesville hereby establishes a late payment fee of 1% for all City taxes collected beginning September 16, an additional 1% per month on the first day of each month thereafter, and an additional 3% between February 15 and the end of the month, until taxes are paid in full.

This Ordinance shall become effective immediately upon a synopsis being published in a newspaper of general circulation within the City. All ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of such conflict.

YEAS:

NAYS:

ABSENT:

ORDINANCE DECLARED ADOPTED ON June 17, 2015.

Robert Snow, Mayor

Cynthia D. Means, Clerk

CERTIFICATION

I, Cynthia Means, being the Clerk of the City of Jonesville, do hereby certify that the foregoing is a true and correct copy of the City of Jonesville Ordinance #212, passed on the 17th day of June, 2015. Public notice of said meeting was given pursuant to and in compliance with the State of Michigan Open Meetings Act No. 267 of 1976. I further certify that I caused a synopsis to be published in the Hillsdale Daily News, Hillsdale, Michigan, within fifteen (15) days after adoption by the City Council of the City of Jonesville, Michigan, County of Hillsdale, and State of Michigan.

In witness whereof, I have hereunto set my hand and seal on this 17th day of June, 2015.

Cynthia D. Means, Clerk

CITY OF JONESVILLE

NOTICE OF PUBLIC HEARING

The Jonesville City Council will hold a public hearing on Wednesday, June 17, 2015, at 6:30 p.m. at the Jonesville City Hall, 265 E. Chicago Street, Jonesville, Michigan, for the purpose of hearing comments regarding an ordinance to establish a tax payment schedule and the amount of collection charges, penalties and interest to be added to taxes, charges, and assessments on the city tax roll.

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

CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN

RESOLUTION – MEETING OF THE JULY BOARD OF REVIEW

At a Regular Meeting of the City Council of the City of Jonesville, County of Hillsdale, State of Michigan, held in the City Hall in said City on the 17th day of June, 2015, at 6:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by Councilperson _____ and supported by Councilperson _____.

WHEREAS, Chapter 10 of the Jonesville City Charter provides the minimum meeting requirements of the Board of Review; and

WHEREAS, Section 10.10 of said Charter states that the City Council shall designate the sessions and place of said meetings.

NOW, THEREFORE BE IT HEREBY RESOLVED that the Board of Review shall convene in City Hall, located at 265 E. Chicago Street, Jonesville, Michigan, on Monday, July 20, 2015, commencing at 5:00 p.m., and continuing for as long as necessary, for the purpose of correcting clerical errors, and considering principal residence, poverty, veteran's, and elderly or disabled exemption requests.

AYES: Council Members:

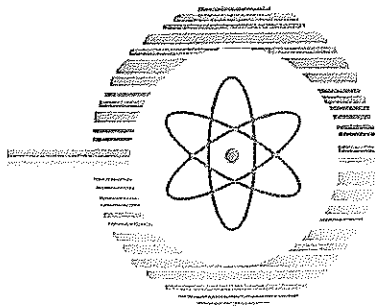
NAYS: Council Members:

ABSENT: Council Members:

Lenore M. Spahr, Deputy Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Jonesville, County of Hillsdale, Michigan at a Regular Meeting held on the 17th day of June, 2015, and that public notice was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

Lenore M. Spahr, Deputy Clerk



RS TECHNICAL SERVICES, INC.

695 Lincoln Lake Ave. NE • LOWELL, MI 49331

PH: 616-897-7041 • FAX: 616-897-3015

June 8, 2015

City of Jonesville W.W.T.P.
265 East Chicago Street
Jonesville, MI 49250

Waste Water Treatment Plant PLC Upgrade Project
Request For Proposal # RFP2015-05

To Whom It May Concern:

Please find attached to this letter are two proposals, one is per spec of the RFP and an optional proposal to use the existing SCADA PC for the HMI.

Summary of Approach:

Install new Cat6 cable to the five PLC enclosures, install and wire the power supplies and network switches to include fuse holders and fuses for each enclosure. Install and wire the new Compact Logic PLC processor with new fuse holder and fuse.

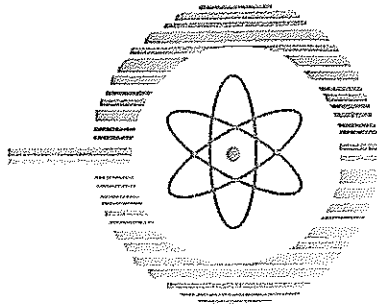
Off site work will be converting the SLC500 PLC logic to the new compact logic processors to include screen conversion from the Panel View 1400 to the new Panel View Plus 6. Once conversion is complete and fully tested in our shop a day will be scheduled to converted the W.W.T.P. over to the new system. It will be recommended that the conversion take place on a Tuesday when the WWTP has a full staff. We will be prepared to have up to 4 technicians on site to expedite the conversion and to complete in 8 hours.

Construction Schedule:

Installing the Cat6 cable, power supplies, network switches, and processors can begin with 14 days (due to equipment availability) of acceptance of this proposal and issue of a purchase order. Allow an additional 14 days to complete conversion and testing of PLC logic and Panel View Screens.

Expected completion of upgrade is 30 days from date of receiving the purchase order.

RECEIVED
JUN 10 2015
BY: 1:27 PM



RS TECHNICAL SERVICES, INC.

695 Lincoln Lake Ave. NE • LOWELL, MI 49331

PH: 616-897-7041 • FAX: 616-897-3015

Cost Proposal:

Option 1 - As per RFP to Specification.

Materials equals cost plus 15% =	\$27,065.75
Labor =	\$16091.00
Total =	\$43,156.75

Option 2 - Using the Existing SCADA PC - Upgrading to Windows 7 64 bit Adding Factory Talk Client HMI Software 25 Screen (Deleting the Panel View Plus 6)

Materials equals cost plus 15% =	\$24,953.20
Labor =	\$16091.00
Total =	\$41,044.20

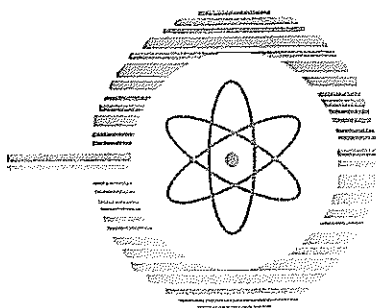
Note: The above options assume that the existing conduit that will house the new Cat6 cable is in usable condition, is not plugged, sealed or broken and that the new Cat6 cable can be pulled in between the enclosures as specified.

Please feel free to contact me with any questions or concerns regarding RS Technical Services' instrumentation & controls recommendations or qualifications. Thank you for this opportunity to bid.

Very truly yours,

RS Technical Services, Inc.

Rod Parks
Systems Integrator



RS TECHNICAL SERVICES, INC.

695 Lincoln Lake Ave. NE • LOWELL, MI 49331

PH: 616-897-7041 • FAX: 616-897-3015

Statement of Qualifications:

RS Technical Services, Inc. designed and built SCADA Systems for the following clients.

Williamston Water SCADA System: 2011-2012

Scott De Vries

Williamston Director of Public Works

Office # (517) 655-2221

Designed and built new SCADA System for new Williamston Water Treatment Plant and rebuilt Well Houses. Two SCADA Computers provide operator interface. WTP monitors Elev. Tank level and transmits alarms to the DPW Building using FCC-licensed radio telemetry. Operators can remotely access SCADA Computers and SCADA Sys. automatically generates part of Williamston's Monthly Operation Report.

Williamston WWTP and Collection System SCADA 2011-2012

Leroy Smith

Superintendent, Williamston WWTP

Cell # (517) 490-5364

Designed and built improved SCADA System for Williamston WWTP and Lift Stations. WWTP communicates with seven lift stations using FCC-licensed radios. SCADA System automatically generates part of Williamston WWTP's Monthly Operation Report. Operators monitor and control most parts of WWTP and Lift Station processes at central SCADA Computer. Operators can remotely access SCADA Computer.

Delhi Charter Township POTW SCADA System 2012

Sandra Diorka

Director of Public Services

Office # (517) 699-3874

Designed, built and installed new SCADA System to monitor and control Delhi TWP's new POTW Fine Screen and Lift Station D. This project also included video surveillance using IP cameras. Recently migrated all POTW HMI programming from RSView32 to FactoryTalk View HMI software.

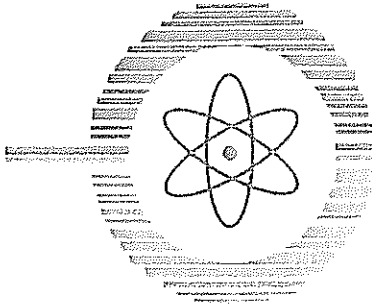
Ionia Water SCADA System 2010

Chris Kenyon

Director of Public Utilities

Office # (616) 527-0370

Designed, built and installed new SCADA System to monitor and control Ionia's water wells tank levels and pressure readings. This included FCC-licensed radio telemetry to monitor and control the wells locally at the Well Field SCADA Computer and remotely at the WWTP building.



RS TECHNICAL SERVICES, INC.

695 Lincoln Lake Ave NE • LOWELL, MI 49331

PH: 616-897-7041 • FAX: 616-897-3015

Lake Odessa Water SCADA System 2010

Tom Pollock

Superintendent, Lake Odessa DPW (now City of Greenville Director of Public Services)

Office # (616) 754-5098

Designed, built and installed new SCADA System to monitor Lake Odessa's two elevated tanks, and control WTP Wells and Aeralater Filters. This included FCC-licensed radio telemetry to monitor and log tank levels, chemical usage, and flows at both the DPW and WTP buildings.

Caledonia Wastewater Treatment Plant SCADA System 2013

Josh Mannard (Infrastructure Alternatives, current Caledonia WWTP Superintendent)

Cell # (616) 889-7937

Upgraded existing Main Control Panel PLC and added new SCADA Computer. Developed new SCADA Screens to show WWTP process, Alarms, Alarm Settings, Flow Trends and Daily Totals. Revised Caledonia WWTP process to use new Dissolved Oxygen Analyzers for blower start / stop control instead of strictly time-based blower operation to reduce blower electrical usage.

Other recent SCADA System clients include: Lakewood WWTP, City of Ionia WWTP, Village of Muir, Village of Lyons, Delhi Charter Township, Bingham Township, City of St Johns, City of Gladwin, and the Village of Farwell. Additional references are available upon request.

RS Technical Services, Inc. has been designing, selling, and servicing instrumentation, controls and chemical feed systems to the water and wastewater treatment industries throughout Michigan and the USA since 1975. RSTS designs and builds the control panels that form the heart of its SCADA Systems and is certified by Underwriters Laboratories to build UL508A- and UL698A-certified control panels. RSTS is also a Rockwell Automation Systems Integrator with many years of experience programming Allen Bradley-based SCADA Systems. RSTS has been continuously operating since its start in 1975 under the original owners and we have four full-time technicians plus support staff. We are located in Lowell, Michigan, with two technicians close to Lansing, Michigan.



Everything we do is driven by you

M-99 Highway • P.O. Box 288
Hillsdale, Michigan 49242
Telephone (517) 849-2121
Fax No. (517) 849-9198
E-Mail: stillwell@dmci.net

**JONESVILLE POLICE DEPARTMENT
116 W CHICAGO
JONESVILLE MI 49250**

**QUOTE FOR ONE 2016 FORD POLICE INTERCEPTOR UTILITY
ALL WHEEL DRIVE
3.7 LITER V6 WITH 6 SPEED AUTOMATIC TRANSMISSION
OXFORD WHITE WITH BLACK INTERIOR
DOME LAMP RED/WHITE
COURTESY LAMPS DISABLED
DUAL SPOTLAMPS
GRILL PRE-WIRING
REAR CONSOLE PLATE
REAR VIEW CAMERA
REAR DOOR HANDLES/LOCKS INOP
FRONT LAMP HOUSING
REAR LAMP HOUSING
REFLECTIVE POLICE WORD WRAP IN BLACK**

**YOUR GOVERNMENTAL STILLWELL PRICE
\$26832.08 PLUS STATE FEES**

**THANKS FOR THE OPPORTUNITY
ANY QUESTIONS, PLEASE CONTACT ROGER KARR OR JEFF HESS AT
517-849-2121**

CITY OF JONESVILLE
2014 - 2015 BUDGET AMENDMENTS
June 17, 2015

		CURRENT BUDGET	AMENDED BUDGET	+ OR (-) CHANGE
GENERAL FUND				
<u>REVENUE</u>				
539	Grant Funds	\$ 296,000	\$ -	\$ (296,000)
<u>EXPENSE</u>				
257	ASSESSOR			
977	Equipment (File cabinets)	\$ 4,300	\$ 5,310	\$ (1,010)
258	DATA PROCESSING			
977	Equipment (Server/PC upgrade project)	\$ -	\$ 8,000	\$ (8,000)
977.100	Equipment - Software (Reclass budget)	\$ 11,000	\$ 7,000	\$ 4,000
977.200	Equipment - Hardware (Reclass budget)	\$ 4,000	\$ -	\$ 4,000
276	CEMETERY			
977	Equipment (File cabinet)	\$ -	\$ 900	\$ (900)
301	POLICE DEPARTMENT			
702.300	Salaries/Wages - Relief (Increase - full-time reduction)	\$ 32,052	\$ 56,500	\$ (24,448)
702.301	Salaries/Wages - Relief Overtime (Incr - full-time reduction)	\$ 1,500	\$ 5,000	\$ (3,500)
702.400	Salaries/Wages - Sergeant (Full-time reduction)	\$ 74,575	\$ 39,100	\$ 35,475
716	Health Insurance (Full-time reduction)	\$ 30,400	\$ 12,500	\$ 17,900
719	Retirement - Employer Portion (Full-time reduction)	\$ 12,000	\$ 8,300	\$ 3,700
723	Dental Insurance (Full-time reduction)	\$ 2,600	\$ 1,450	\$ 1,150
977	Equipment (New Server/New Taser)	\$ 2,000	\$ 4,100	\$ (2,100)
444	DEPARTMENT OF PUBLIC WORKS			
702	Salaries & Wages (Under-budgeted)	\$ 7,550	\$ 10,000	\$ (2,450)
770	PARK			
975	Additions & Improve (Move Rail/Trail budget)	\$ 397,300	\$ 10,500	\$ 386,800
780	RAIL/TRAIL			
702	Salaries & Wages - DPW (Clear brush/railroad ties)	\$ -	\$ 7,000	\$ (7,000)
818	Contractual (Rail/Trail Engineering)	\$ -	\$ 26,000	\$ (26,000)
940	Equipment Rent (Clear brush/railroad ties)	\$ -	\$ 6,500	\$ (6,500)
GENERAL FUND CHANGE IN ESTIMATED YEAR END FUND BALANCE				\$ 75,117
STATE HIGHWAY				
<u>REVENUE</u>				
677	State Highway Contract Reimbursement (add'l budget)	\$ 23,900	\$ 25,850	\$ 1,950
<u>EXPENSE</u>				
474	TRAFFIC CONTROL			
702	Salaries and Wages (City limit signs)	\$ 100	\$ 155	\$ (55)
740	Operating Supplies (Budget not necessary)	\$ 100	\$ -	\$ 100
818	Contractual (Haul and dispose of street sweepings)	\$ -	\$ 435	\$ (435)
940	Equipment Rent (Under-budgeted)	\$ 100	\$ 40	\$ 60
900	ADMINISTRATION			
965.101	Contrib to Gen Fund - Overhead (additional budget)	\$ 2,310	\$ 3,930	\$ (1,620)
ST HWY CHANGE IN ESTIMATED YEAR END FUND BALANCE				\$ -
SEWER FUND				
<u>EXPENSE</u>				
527	SEWAGE DISPOSAL			
818.100	Contractual - Televiser Sewer Lines (Budgeted in FY 2016)	\$ 25,000	\$ -	\$ 25,000
975	Additions & Improvements (PLC Upgrade in FY 2016)	\$ 66,000	\$ -	\$ 66,000
977	Equipment (Channel Monster/Spectrophotometer)	\$ 3,500	\$ 19,500	\$ (16,000)
SEWER FUND CHANGE IN ESTIMATED YEAR END FUND BALANCE				\$ 75,000

Introduction

Michigan governmental entities will face significant new regulations on how they charge for responses to Freedom of Information Act (FOIA) requests beginning July 1, 2015. New legislation approved during the Legislature's final session day of 2014 will require public bodies to establish specific written procedures and guidelines for FOIA requests, including a separate written summary informing the public on how to submit FOIA requests, how to understand the public body's responses to FOIA requests, deposit requirements, fee calculations, and avenues for challenging and appealing the public body's denial of a request. The governor signed the new legislation into law as PA 563 of 2014.

Summary of the legislation

If a public body administers or maintains an internet presence, then it is required to post the procedures, guidelines, and written summary on its website. Public bodies are also required to provide free copies of the procedures, guidelines, and written summary upon request, and are required to include a free copy, or a website link to the policies, in all FOIA responses.

The procedures and guidelines must include a standard form to detail the itemization of any fee the public body estimates or charges under FOIA. The itemization must clearly list and explain each of the six fee components authorized under the new legislation, which include several categories of labor costs associated with producing public records, whether in paper or electronic form; costs of non-paper physical media used to produce public records (e.g., DVDs, flash drives); copying costs; and postage costs.

The new legislation also:

- Allows FOIA requestors to require that the public body provide records on non-paper physical media, by e-mail, or otherwise electronically provided, so long as the public body has the technological capability necessary to provide records on the particular media stipulated by the requestor.
- Prohibits a public body from charging more than \$0.10/sheet for paper copies of public records (excluding labor costs).
- Allows a public body to charge for contractual services required to perform separation and deletion of exempt information from nonexempt information if the public body does not employ a person capable of such activity. The public body may not charge more than an amount equal to six times the state minimum hourly wage rate for such contractual services.
- Allows a public body to add up to 50 percent to the applicable labor charge to cover or partially cover the cost of employee fringe benefits.
- Allows a public body to inform a FOIA requestor that requested information is available on the public body's website, in lieu of providing the public records, so long as the records were available on the website at the time of the request.
- Requires public employees receiving verbal requests for information that is available on the public body's website, to inform the requestor of the pertinent website address.
- Requires a public body, in certain circumstances, to reduce its charges for labor costs in responding to FOIA request if the public body has not responded in a timely manner.

- Allows a public body, under certain circumstances, to require a 100 percent deposit before processing a request from individuals who have not paid the public body for public records acquired pursuant to previous FOIA requests.
- Increases mandatory punitive damages to be awarded to a plaintiff from \$500 to \$1,000, and mandates a new \$1,000 civil fine which a court must award if it finds the public body has arbitrarily and capriciously violated the Act.
- Requires a court to impose an additional civil fine of \$2,500 to \$7,500 if it finds the public body willfully and intentionally failed to comply with the Act or otherwise acted in bad faith.

This publication was provided by the law firm of Miller Canfield.

2015-13

CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN

**RESOLUTION – TO ESTABLISH FREEDOM OF INFORMATION ACT (FOIA) POLICIES
AND GUIDELINES, PUBLIC SUMMARY OF PROCEDURES AND GUIDELINES**

At a Regular Meeting of the City Council of the City of Jonesville, County of Hillsdale, State of Michigan, held in the City Hall in said City on the 17th day of June, 2015, at 6:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by Councilperson _____ and supported by Councilperson _____.

WHEREAS, the Michigan legislature adopted 2014 Public Act 563 enacting numerous amendments to the Michigan Freedom of Information Act (FOIA), being MCL 15.231 et seq, that require revision of the current FOIA Policy; and

WHEREAS, from time to time the City of Jonesville will receive Freedom of Information Act (FOIA) requests; and

WHEREAS, it is necessary to adopt, and to post online, “FOIA Policies and Guidelines” and a “FOIA Policy Summary” to ensure that the FOIA requests are addressed in an efficient and consistent manner, and to comply with these FOIA statutory amendments.

NOW, THEREFORE BE IT HEREBY RESOLVED, that the Jonesville City Council hereby adopts, effective from and after July 1, 2015, the attached:

1. “City of Jonesville FOIA Policies and Guidelines,” including the FOIA Forms attached to these Policies and Guidelines; and
2. “City of Jonesville FOIA Public Summary of Procedures and Guidelines”;

BE IT FURTHER RESOLVED that copies of the “City of Jonesville FOIA Policies and Guidelines,” including the attached FOIA forms, and the “City of Jonesville FOIA Public Summary of Procedures and Guidelines” shall be posted on the city’s website.

BE IT FURTHER RESOLVED that the City Clerk is the City of Jonesville FOIA Coordinator per the designation by the City’s Chief Administrative Officer.

BE IT FURTHER RESOLVED that the attached City of Jonesville FOIA Policies and Guidelines, including the attached FOIA Forms, and the City of Jonesville FOIA Public Summary of Procedures and Guidelines will be effective July 1, 2015, and will supersede any previous resolutions setting FOIA policies or establishing formulas for the cost of FOIA requests.

AYES: Council Members: _____

NAYS: Council Members: _____

ABSENT: Council Members: _____

Lenore M. Spahr, Deputy Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Jonesville, County of Hillsdale, Michigan at a Regular Meeting held on the 17th day of June, 2015, and that public notice was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

Lenore M. Spahr, Deputy Clerk

City of Jonesville Public Summary of FOIA Procedures and Guidelines

**It is the public policy of this state that all persons
(except those persons incarcerated in state or local correctional facilities)
are entitled to full and complete information regarding the affairs of government and
the official acts of those who represent them as public officials and public employees.**

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the City of Jonesville's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the City's FOIA Procedures and Guidelines. For more details and information, copies of the City of Jonesville's FOIA Procedures and Guidelines are available at no charge at any City office and on the City's website: www.jonesville.org.

1. How do I submit a FOIA request to the City of Jonesville?

- A request must sufficiently describe a public record so as to enable the City to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the City in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City may be submitted on the City's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
 - Any verbal request will be documented by the City on the City's FOIA Request Form.
 - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the City's website at www.jonesville.org, and at City Hall, 265 E. Chicago Street, Jonesville, MI 49250.
- Written requests may be delivered to City Hall in person or by mail: Attn: Cindy Means, FOIA Coordinator, 265 E. Chicago Street, Jonesville, MI 49250
- Requests may be faxed to: (517) 849-9037. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to: clerk@jonesville.org. To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the City will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The City will respond to your request in one of the following ways:

- Grant the request,
 - Issue a written notice denying the request,
 - Grant the request in part and issue a written notice denying in part the request,
 - Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond, or
 - Issue a written notice indicating that the public record requested is available at no charge on the City's website
- If the request is granted, or granted in part, the City will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
 - If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the City will require a deposit before processing the request.

3. What are the City of Jonesville's deposit requirements?

- If the City has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the City will require that you provide a deposit in the amount of 50% of the total estimated fee. When the City requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the City receives a request from a person who has not paid the City for copies of public records made in fulfillment of a previously granted written request, the City will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee;
 - The public records made available contained the information sought in the prior written request and remain in the City's possession;
 - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the City to provide the records;
 - Ninety (90) days have passed since the City notified the individual in writing that the public records were available for pickup or mailing;
 - The individual is unable to show proof of prior payment to the City; and
 - The City has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The City will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request is able to show proof of prior payment in full to the City;
 - The City is subsequently paid in full for all applicable prior written requests; or
 - Three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the City.

4. How does the City of Jonesville calculate FOIA processing fees?

The Michigan FOIA statute permits the City to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the City.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the City.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost to mail or send a public record to a requestor.

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. City may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in the particular instance. The City must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

The City must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The City Council may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

The City will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the City twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience, the City has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the City FOIA Request Form, which is available on the City's website: www.jonesville.org.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

7. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the City Council by filing a written appeal of the denial with the office of the City Council.

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial. You may use the City FOIA Appeal Form (To Appeal a Denial of Records), which is available on the City's website: www.jonesville.org.

The City Council is not considered to have received a written appeal until the first regularly scheduled City Council meeting following submission of the written appeal. Within 10 business days of receiving the appeal the City Council will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the City Council, you may file a civil action in the County Circuit Court within 180 days after the City's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by the City to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the City Council by filing a written appeal for a fee reduction to the office of the City Council.

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. You may use the City FOIA Appeal Form (To Appeal an Excess Fee), which is available at the City Building and on the City's website: www.jonesville.org.

The City Council is not considered to have received a written appeal until the first regularly scheduled City Council meeting following submission of the written appeal. Within 10 business days after receiving the appeal, the City Council will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Council will respond to the written appeal.

Within 45 days after receiving notice of the City Council's determination of the processing fee appeal, you may commence a civil action in the County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

City of Jonesville FOIA Procedures and Guidelines

Preamble: Statement of Principles

It is the policy of City of Jonesville that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The City of Jonesville's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The City of Jonesville acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The City of Jonesville acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

City of Jonesville will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The City of Jonesville's policy is to disclose public records consistent with and in compliance with State law.

The City Council has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

Section 1: General Policies

The City Council, acting pursuant to the authority at MCL 15.236, designates the City Clerk as the FOIA Coordinator. He/She is authorized to designate other City of Jonesville staff to act on his/her behalf to accept and process written requests for the City of Jonesville's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a City of Jonesville spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review City of Jonesville spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with City of Jonesville Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect City of Jonesville systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his/her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The City of Jonesville is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other City of Jonesville staff are

obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the City of Jonesville on file for a period of at least one year.

The City of Jonesville will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the City of Jonesville cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the City of Jonesville's Written Public Summary must be publicly available by providing free copies both in the City of Jonesville's response to a written request and upon request by visitors at City of Jonesville offices.

This Procedures and Guidelines document and the City of Jonesville's Written Public Summary will be maintained on the City of Jonesville's website at: www.jonesville.org, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2: Requesting a Public Record

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City of Jonesville may be submitted on the City of Jonesville's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the City of Jonesville on the City of Jonesville's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the City of Jonesville's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable City of Jonesville personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any City of Jonesville office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The City of Jonesville will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by City of Jonesville on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the City of Jonesville will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The City of Jonesville will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the City of Jonesville needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the City of Jonesville's website.

When a request is granted:

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the City of Jonesville's website at: www.jonesville.org, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the City of Jonesville will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the City of Jonesville to process the request and also provide a best efforts estimate of a time frame it will take the City of Jonesville to provide the records to the requestor. The best efforts estimate shall be nonbinding on the City of Jonesville, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the City of Jonesville; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and

- An explanation of the person's right to submit an appeal of the denial to either the City Council, or seek judicial review in the Hillsdale County Circuit Court; and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

The City of Jonesville shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect City of Jonesville records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal City of Jonesville operations.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the City of Jonesville in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the City of Jonesville's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the City of Jonesville to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the City of Jonesville; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the City of Jonesville;
- The City of Jonesville is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the City of Jonesville.

Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will *not* be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information *unless* failure to charge a fee would result in unreasonably high costs to the City of Jonesville because of the nature of the request in the particular instance, and the City of Jonesville specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are “unreasonably high” when they are excessive and beyond the normal or usual amount for those services compared to the costs of the City of Jonesville’s usual FOIA requests, not compared to the City of Jonesville’s operating budget.

The following factors shall be used to determine an unreasonably high cost to the City of Jonesville:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one City of Jonesville department or whether various City of Jonesville offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the City of Jonesville to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the City of Jonesville.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the City of Jonesville.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City of Jonesville’s website if you ask for the City of Jonesville to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the City of Jonesville’s website if you ask for the City of Jonesville to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid City of Jonesville employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.

- The City of Jonesville may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the City of Jonesville has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The City of Jonesville will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the City of Jonesville's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The City of Jonesville will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The City of Jonesville may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the City of Jonesville must:

- Reduce the labor costs by 5% for each day the City of Jonesville exceeds the time permitted under FOIA up to a 50% maximum reduction, if **any** of the following applies:
 - The City of Jonesville's late response was willful and intentional,
 - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
 - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The City Council may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the City of Jonesville twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients.
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
 - Is accompanied by documentation of its designation by the state, if requested by the public body.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the City Council, by filing an appeal of the denial with the office of the City Council.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The City of Jonesville FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The City Council is not considered to have received a written appeal until the first regularly scheduled City Council meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the City Council will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or

- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the City Council shall respond to the written appeal. The City Council shall not issue more than 1 notice of extension for a particular written appeal.

If the City Council fails to respond to a written appeal, or if the City Council upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the City Council, he or she may file a civil action in Hillsdale County Circuit Court within 180 days after the City of Jonesville's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the City of Jonesville to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or City of Jonesville prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the City of Jonesville has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the City of Jonesville to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the City of Jonesville to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the City Council by submitting a written appeal for a fee reduction to the office of the City Council.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The City of Jonesville FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The City Council is not considered to have received a written appeal until the first regularly scheduled City Council meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the City Council will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or

- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Council will respond to the written appeal. The City Council shall not issue more than 1 notice of extension for a particular written appeal.

Where the City Council reduces or upholds the fee, the determination must include a certification from the City Council that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the City Council's determination of an appeal, the requesting person may commence a civil action in Hillsdale County Circuit Court for a fee reduction.

If a civil action is commenced against the City of Jonesville for an excess fee, the City of Jonesville is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The City of Jonesville does not provide for appeals of fees,
- The City Council failed to respond to a written appeal as required, or
- The City Council issued a determination to a written appeal.

If a court determines that the City of Jonesville required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the City of Jonesville has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the City of Jonesville to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by City Council or the City of Jonesville Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the City Council or the City of Jonesville Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the City Council or the City of Jonesville Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the City Council of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

Section 11: Appendix of City of Jonesville FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form
- Detailed Cost Itemization Form

(Complete both sides)

Records Located on Website

If the City directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the City must notify the Requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the City must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the City has included the website address for a record in its written response to the Requestor and the Requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the City must provide the public records in the specified format (if the City has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on City Website

I hereby stipulate that, even if some or all of the records are located on the City website, I am requesting that the City make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the City using overtime wages in calculating the following labor costs as itemized in the following categories:

1. ☐ Labor to copy/duplicate 2. ☐ Labor to locate 3a. ☐ Labor to redact 3b. ☐ Contract labor to redact
6b. ☐ Labor to copy/duplicate records already on City's website

Requestor's Signature

Date

Request for Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a Requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: ☐ Affidavit Received ☐ Eligible for Discount ☐ Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

Request for Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
(iii) Is accompanied by documentation of its designation by the state, if requested by the City.

Office Use: ☐ Documentation of State Designation Received ☐ Eligible for Discount ☐ Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

Date:

Requestor's Signature:

City: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.

City of Jonesville
265 E. Chicago Street, Jonesville, MI 49250
Phone: (517) 849-2104

Extension Form

Notice to Extend Response Time for FOIA Request
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ **Check if received via:** ☐ Email ☐ Fax ☐ Other Electronic Method
Date of This Notice: _____ **Date delivered to junk/spam folder:** _____
(Please Print or Type) **Date discovered in junk/spam folder:** _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis
Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above
☐ Deliver on digital media provided by the City: _____

Record(s) You Requested: (Listed here or see attached copy of original request) _____

We are extending the date to respond to your FOIA request for no more than 10 business days, until _____ (month, day, year).
Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact
_____ at _____

Estimated Time Frame to Provide Records: _____ (days or date)
The time frame estimate is nonbinding upon the City, but the City is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

Reason for Extension:

☐ 1. The City needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the City must:

☐ 2. The City needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the City office. Specifically, the City must coordinate documents from the following locations:

☐ 3. Other (describe): _____

Signature of FOIA Coordinator:

Date:

[This page left blank on purpose.]

City: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.

City of Jonesville

265 E. Chicago Street, Jonesville, MI 49250

Phone: (517) 849-2104

Denial Form

Notice of Denial of FOIA Request

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ Date Received: _____ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method
Date of This Notice: _____ Date delivered to junk/spam folder: _____
(Please Print or Type) Date discovered in junk/spam folder: _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above
☐ Deliver on digital media provided by the City: _____

Record(s) You Requested: (Listed here or see attached copy of original request) _____

☐ All OR ☐ Part of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact _____ at _____

Reason for Denial:

☐ 1. **Exempt from Disclosure:** This item is exempt from disclosure under FOIA Section 13, Subsection _____ (insert number), because: _____

☐ 2. **Record Does Not Exist:** This item does not exist under the name provided in your request or by another name reasonably known to the City. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, provide a description that will enable us to locate the record: _____

☐ 3. **Redaction:** A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection _____ (insert number), because: _____

A brief description of the information that had to be separated or deleted: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the City Council or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the Court determines that the City has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____

Date: _____

FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

c. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection

(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body it is not an individual and that kept or maintained the public record as part of its public function.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015

City: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.

City of Jonesville
265 E. Chicago Street, Jonesville, MI 49250
Phone: (517) 849-2104

Denial Appeal Form

FOIA Appeal Form—To Appeal a Denial of Records
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ **Check if received via:** ☐ Email ☐ Fax ☐ Other Electronic Method
Date of This Notice: _____ **Date delivered to junk/spam folder:** _____
(Please Print or Type) **Date discovered in junk/spam folder:** _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis
Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above
☐ Deliver on digital media provided by the City: _____

Record(s) You Requested: (Listed here or see attached copy of original request) _____

Reason(s) for Appeal:

The appeal must identify the reason(s) for the denial. You may use this form or attach additional sheets:

Requestor's Signature: _____ **Date:** _____

City Response:

The City must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

City Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _____
(month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: _____

City Determination:

☐ Denial Reversed ☐ Denial Upheld ☐ Denial Reversed in Part and Upheld in Part

The following previously denied records will be released: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the City Council or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the Court determines that the City has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____

Date: _____

FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a).

(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015.

City: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.

City of Jonesville
265 E. Chicago Street, Jonesville, MI 49250
Phone: (517) 849-2104

Fee Appeal Form

FOIA Appeal Form—To Appeal an Excess Fee
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ **Check if received via:** ☐ Email ☐ Fax ☐ Other Electronic Method
Date of This Notice: _____ **Date delivered to junk/spam folder:** _____
(Please Print or Type) **Date discovered in junk/spam folder:** _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis
Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above
☐ Deliver on digital media provided by the City: _____

Record(s) You Requested: *(Listed here or see attached copy of original request)* _____

Reason(s) for Appeal:

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

Requestor's Signature: _____ **Date:** _____

City Response:

The City must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

City Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _____ (month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: _____

City Determination: ☐ Fee Waived ☐ Fee Reduced ☐ Fee Upheld

Written basis for City determination: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the City's written Procedures and Guidelines to the City Council or to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the City Council. If a civil action is commenced in court, the City is not obligated to compete processing the request until the Court resolves the fee dispute. If the Court determines that the City required a fee that exceeded the permitted amount, the Court shall reduce the fee to a permissible amount. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____

Date: _____

FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240a.added Fee in excess of amount permitted under procedures and guidelines or MCL 15.234.
Sec. 10a.

If a public body requires a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4, the requesting person may do any of the following:

(a) If the public body provides for fee appeals to the head of the public body in its publicly available procedures and guidelines, submit to the head of the public body a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the public body's available procedures and guidelines or section 4.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, in the court of claims, for a fee reduction. The action must be filed within 45 days after receiving the notice of the required fee or a determination of an appeal to the head of a public body. If a civil action is commenced against the public body under this subdivision, the public body is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. An action shall not be filed under this subdivision unless 1 of the following applies:

(i) The public body does not provide for appeals under subdivision (a).

(ii) The head of the public body failed to respond to a written appeal as required under subsection (2).

(iii) The head of the public body issued a determination to a written appeal as required under subsection (2).

(2) Within 10 business days after receiving a written appeal under subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Waive the fee.

(b) Reduce the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the remaining fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and section 4.

(c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with the public body's publicly available procedures and guidelines and section 4.

Issue a notice extending for not more than 10 business days the period during which the head of the public body must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a).

(4) In an action commenced under subsection (1)(b), a court that determines the public body required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 shall reduce the fee to a permissible amount. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located. The court shall determine the matter de novo, and the burden is on the public body to establish that the required fee complies with its publicly available procedures and guidelines and section 4. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

(8) As used in this section, "fee" means the total fee or any component of the total fee calculated under section 4, including any deposit.

History: Add. 2014, Act 563, Eff. July 1, 2015

City: Keep original and provide copies of both sides of each sheet, along with Public Summary, to Requestor at no charge.

City of Jonesville
265 E. Chicago Street, Jonesville, MI 49250
Phone: (517) 849-2104

**Detailed Cost
Itemization**

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ Prepared for Request No.: _____ Date Request Received: _____

The following costs are being charged / estimated in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the City of Jonesville's FOIA Policies and Guidelines.
If the City is seeking a 50% deposit prior to providing the public records sought, the estimate is itemized on this form, lines 1-5 below.

If all or a portion of the requested information is available on the City's website, the City is required to tell you it is available on the website and, where practicable, include a specific webpage address where the information is available. In this case

- ☐ None
- ☐ Some
- ☐ All

of the requested material can be found at the following webpage(s):

If the webpage is all the information you need, it is provided without charge. If, however, you still wish to receive a copy of material from the webpage, please let us know. The FOIA charges will apply if the City is required to produce copies of material from the webpage.

☐ Requestor has stipulated that some / all of the requested records that are already available on the City's website but requests they be provided in a paper or non-paper physical digital medium and acknowledges that providing the records in that format shall be subject to the City's normal charges outlined below.

1. Labor Cost to Locate:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to the City because of the nature of the request in this particular instance, specifically:** _____

The City will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____

Charge per ¼ hour: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

Multiply the hourly wage by the percentage multiplier: _____ %
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per ¼ hour: \$ _____

[For records already available on the City's website that Requestor has requested in a paper or non-paper digital medium, greater than the 50% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage].

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: _____, divide by 15-minute increments, and round down.
Enter below:

Number of increments

x _____ =

1.
Labor Cost

\$ _____

2. Labor Cost for Copying / Duplication

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.

This shall not be more than the hourly wage of the City's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments as set by the City Council** (for example: 15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than one increment, there is no charge.*

Hourly Wage Charged: \$ _____

Charge per ¼ hour: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

Multiply the hourly wage by the percentage multiplier: _____ %
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per ¼ hour: \$ _____

[For records already available on the City's website that Requestor has requested in a paper or non-paper digital medium, greater than the 50% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage].

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: _____, divide by 15-minute increments, and round down.
Enter below:

Number of increments

x _____ =

2.
Labor Cost

\$ _____

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a City employee. If contracted, use No. 3b instead).

The City will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the City that are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

This is the cost of labor of a **City employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the City's **lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____

Charge per ¼ hour: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

Multiply the hourly wage by the percentage multiplier: _____%
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per ¼ hour: \$ _____

[For records already available on the City's website that Requestor has requested in a paper or non-paper digital medium, greater than the 50% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage].

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the *number of minutes*: _____, divide by 15-minute increments, and round down.
Enter below:

Number of increments

x _____ =

3a. Labor Cost

\$ _____

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

The City will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the City that are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in this particular instance, specifically:

As this City does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of _____ (currently \$8.15).

Name of contracted person or firm: _____

These costs will be estimated and charged in **15-minute time increments** (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: \$ _____ Charge per increment: \$ _____

To figure the number of increments, take the *number of minutes*: _____, divide by *15-minute increments*, and round down to: _____ increments. Enter below:

Number of increments

x _____ =

3b. Labor Cost

\$ _____

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (*for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection*).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 ½ x 11-inch, single and double-sided): _____ cents per sheet
- Legal (8 ½ x 14-inch, single and double-sided): _____ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: _____

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot** exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. The City must utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of Sheets:

x _____ =

Costs:

\$ _____

x _____ =

\$ _____

x _____ =

\$ _____

No. of Items:

x _____ =

\$ _____

4. Total Copy Cost

\$ _____

5. Mailing Cost:

The City will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The City **may** charge for the least expensive form of postal delivery confirmation.
- The City **cannot** charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp

\$ _____ per pound

\$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

Number of
Envelopes or
Packages:

Costs:

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

5. Total
Mailing Cost

\$ _____

☐ * Requestor has requested expedited shipping or insurance

Subtotal Fees Before Waivers, Discounts or Deposits:

Estimated Time Frame to Provide Records:

_____ (days or date)

The time frame estimate is nonbinding upon the City, but the City is providing the estimate in good faith. Providing an estimated time frame does not relieve the City from any of the other requirements of this act.

- ☐ Cost estimate
☐ Bill

1. Labor Cost to Locate: \$ _____
2. Labor Cost for Copying: \$ _____
3a. Labor Cost to Redact: \$ _____
3b. Contract Labor Cost to Redact: \$ _____
4. Copying/Duplication Cost: \$ _____
5. Mailing Cost: \$ _____

Subtotal Fees: \$ _____

Waiver: Public Interest

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the City determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

☐ All fees are waived OR ☐ All fees are reduced by:

_____ %

Subtotal Fees
After Waiver:

\$ _____

Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge** for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, **OR**

(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

☐ Eligible for Indigence Discount

Subtotal Fees
After Discount
(subtract \$20):

\$ _____

Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge** for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

(i) Is made directly on behalf of the organization or its clients.

(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.

(iii) Is accompanied by documentation of its designation by the state, if requested by the City.

☐ Eligible for Nonprofit Discount

Subtotal Fees
After Discount
(subtract \$20):

\$ _____

Deposit: Good Faith

The City may require a good-faith deposit before providing the public records to the Requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit: _____%

Date Paid:

Deposit
Amount
Required:

\$ _____

Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full

After the City has granted and fulfilled a written request from an individual under this Act, if the City has not been paid in full the total amount of fees for the copies of public records that the City made available to the individual as a result of that written request, **the City may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:**

- (a) The final fee for the prior written request was not more than 105% of the estimated fee.
- (b) The public records made available contained the information being sought in the prior written request and are still in the City's possession.
- (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.
- (d) Ninety (90) days have passed since the City notified the individual in writing that the public records were available for pickup or mailing.
- (e) The individual is unable to show proof of prior payment to the City.
- (f) The City calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.

The City **can no longer require an increased estimated fee deposit** from an individual if **ANY** of the following apply:

- (a) The individual is able to show proof of prior payment in full to the City, **OR**
- (b) The City is subsequently paid in full for the applicable prior written request, **OR**
- (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the City.

Percent
Deposit
Required:

_____ %

Date Paid: _____

Deposit
Required:

\$ _____

Late Response Labor Costs Reduction

If the City does not respond to a written request in a timely manner as required under MCL 15.235(2), the City must do the following:

- (a) **Reduce the charges for labor costs** otherwise permitted by 5% for each day the City exceeds the time permitted for a response to the request, **with a maximum 50% reduction.**

Number of
Days Over
Required
Response
Time:

Multiply by 5%

Total
Reduction:

\$ _____

15. Balance Due (Subtotal fees, less discounts, deposit and reductions)

Date
Paid _____

Total
Balance
Due:

\$ _____

The Public Summary of the City's FOIA Procedures and Guidelines is available free of charge from:

Website: www.jonesville.org

Email: clerk@jonesville.org

Phone: (517) 849-2104

Address: 265 E. Chicago Street, Jonesville, MI 49250

Request Will Be Processed, But **Balance Must Be Paid Before** Copies May Be Picked Up, Delivered or Mailed

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

**JONESVILLE CITY COUNCIL
Minutes of May 20, 2015**

A meeting of the Jonesville City Council was held on Wednesday, May 20, 2015 at the Jonesville City Hall. President Robert Snow called the meeting to order at 6:30 p.m. Council members present were: Gerry Arno, Tim Bowman, Jerry Drake, Ron Hayes, Andy Penrose and David Steel.

Also Present: Manager Gray, Assistant to the Manager McLean, Finance Director Spahr, DPW Supt. Kyser, WWTP Supt. Mahoney, Police Chief Lance, Attorney Jack Lovinger, Patrick Becker of Hawkins, Inc., Nick Wheeler (Assessor), Mr. and Mrs. Wayne Swander, Tom Magda and Jason Dafnis (Hillsdale Daily News).

President Snow led the Pledge of Allegiance.

The agenda was approved with the following additions: 6F: LDFA Appointment and 6I: Headwater Recreation Authority.

Tom Magda of Jonesville spoke briefly to the council regarding the public notice that was published in the Hillsdale Daily News.

The Public Hearing for Truth in Taxation and Fiscal Year 2016 Budget was opened at 6:35 p.m. The property tax rate of 16.388 mills (unchanged) is proposed to be levied to support the proposed budget. No further comments were made. The public hearing was closed at 6:37 p.m.

A motion was made by Andy Penrose and seconded by David Steel to approve Resolution 2015-10 to Adopt July 2015 – June 2016 Budget, General Appropriations Act and Ad Valorem Tax Levy. Roll Call Vote: Ayes: Gerry Arno, Tim Bowman, Jerry Drake, Ron Hayes, Andy Penrose, David Steel and Robert Snow. Nays: None. Motion carried.

Patrick Becker, the Eastern Regional Manager of Hawkins, Inc., spoke briefly regarding the company and the potential purchase of Lot #5 in the Jonesville Industrial Park.

A motion was made by Andy Penrose and seconded by Ron Hayes to approve the purchase and sale agreement for Lot #5 in the Jonesville Industrial Park for Hawkins, Inc. of Roseville, MN, as recommended by the LDFA on this date. All in favor. Motion carried.

Resolution 2015-11, Utility Billing Rates and Fees, was approved with a motion by Gerry Arno and seconded by Tim Bowman. Roll Call Vote: Ayes: Gerry Arno, Tim Bowman, Jerry Drake, Ron Hayes, Andy Penrose, David Steel and Robert Snow. Nays: None. Motion carried.

Ron Hayes made a motion to approve the Fiscal Year 2015-16 Employee Wage Schedule effective July 1, 2015. Supported by David Steel. All in favor. Motion carried.

A motion was made by Gerry Arno and supported by Ron Hayes to approve the Fiscal Year 2016-2021 Capital Improvement Plan. All in favor. Motion carried.

Nick Wheeler, City Assessor and Hillsdale County Equalization Director, presented the 2015 Assessing Report to the Jonesville City Council.

A motion was made by David Steel and supported by Andy Penrose to appoint Council Member Tim Bowman to the Personnel Committee, filling Jim Marks' vacancy and to appoint Steven Isles to the LDFA to fill Pete Bertolini's vacancy. All in favor. Motion carried.

A Public Hearing was scheduled for June 17, 2015 at 6:30 p.m., Ordinance for Tax Payment Schedule with a motion by Jerry Drake and supported by Ron Hayes. All in favor. Motion carried.

A Fiscal Year 2014 nine-month budget review was provided for council. Overall, revenues and expenditures to date are in line with budgeted figures.

A motion was made by Gerry Arno and seconded by Jerry Drake to approve the Headwater Recreation Authority request of \$750.00, ¼ of the fee required by the Spicer Group, provided that all four governmental offices approve the same (Hillsdale City, Hillsdale Township and Fayette Township). All in favor. Motion carried.

A motion was made by Ron Hayes and supported by Gerry Arno to approve the Council minutes of April 15, 2015. All in favor. Motion carried.

A motion was made by Ron Hayes and seconded by Jerry Drake to approve the Council minutes of May 6, 2015. All in favor. Motion carried.

A motion was made by David Steel and supported by Ron Hayes to approve the Accounts Payable for May 2015 totaling \$53,564.71. All in favor. Motion carried.

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

Councilman Gerry Arno reminded everyone of the Memorial Day Parade and pancake breakfast being held Monday, May 25th. The pancake breakfast begins at 7:00 a.m. at Jonesville Middle School Wright Street Gym and is hosted by the Jonesville American Legion. Line up for the Memorial Day Parade begins at 8:30 a.m. and the parade starts at 9:00 a.m.

A motion was made by Jerry Drake and supported by Ron Hayes to adjourn at 8:00 p.m.

Submitted by,

Cynthia D. Means
Clerk

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
AT&T	CITY PHONE SERVICE	936.85
AT&T MOBILITY	WWTP/WATER/JPD-CELL PHONES	135.06
1 3'S LAWN CARE, LLC	CEMETERY-MAY SERVICES	2,275.00
	CEMETERY-BURIALS	550.00
	CEMETERY-FOUNDATIONS/BURIALS	2,480.40
		5,305.40
BEAVER RESEARCH COMPANY	WWTP-SUPPLIES	256.00
BIOLOGICAL RESEARCH SOLUTION	WATER-TESTING	50.00
BOAK, NICHOLAS	UMPIRE SERVICES	100.00
	REC-UMPIRE SERVICES	100.00
		200.00
BRINER OIL CO., INC.	JVFD-GASOLINE	62.51
	JVFD-GASOLINE	87.40
		149.91
BRINER, NATHAN	CONCESSION STAND SERVICES	175.00
	CONCESSION STAND SERVICES	100.00
		275.00
BROOKS, JAMIE	JVPD-CLEANING SERVICES	100.00
	CITY HALL-CLEANING SERVICES	100.00
		200.00
BROWN, LEAH	CONCESSION STAND SERVICES	87.50
	CONCESSION STAND SERVICES	100.00
		187.50
CDW GOVERNMENT, INC.	JVPD-PRINT CARTRIDGE	75.19
CITY OF JONESVILLE	CITY HALL-WATER/SEWER	48.08
	DDA BUILDING-WATER/SEWER	64.42
	JVPD-WATER/SEWER	48.08
	JVFD-WATER/SEWER	81.53
	DPW GARAGE-WATER/SEWER	58.50
	WWTP-WATER/SEWER	185.85
	DDA DRINKING FTN-WATER/SEWER	33.36
	WRIGHT ST PAVILLION-WATER/SEWER	32.46
		552.28
CLARK ELECTRIC, INC.	WWTP-TRICKLING FILTER MOTOR	1,753.64
CLEAR VIEW, B.R. LLC	CITY HALL/JVPD-WINDOW CLEANING	32.00
CLEMENTS, MADISEN S.	CONCESSION STAND SERVICES	100.00
	CONCESSION STAND SERVICES	75.00
		175.00
CONRAD, TYLER	UMPIRE SERVICES	100.00
	REC-UMPIRE SERVICES	100.00
		200.00
CONSUMERS ENERGY	500 IND PKWY-SPRINKLERS	52.65
	WRIGHT ST PAVILLION-ELECTRICITY	25.59
	598 IND PKWY-SPRINKLERS	22.61
	DPW GARAGE-ELECTRICITY	83.08
	CITY HALL-ELECTRICITY	191.99
	RADIO TOWER-ELECTRICITY	29.11
	JVFD TRUCK BAY-ELECTRICITY	117.59
	JVFD TRAINING RM-ELECTRICITY	71.32
	FIRE SIREN-ELECTRICITY	22.75
	CITY HALL 2ND FLR-ELECTRICITY	22.61
	G.CARL FAST PARK-ELECTRICITY	50.48
	METERED PKG LOT LIGHTS	74.85
	CEMETERY-ELECTRICITY	33.44
	JVPD-ELECTRICITY	263.15
	WWTP-ELECTRICITY	3,817.53
	IRON REMOVAL PLANT-ELECTRICITY	1,283.58
	DDA BUILDING-ELECTRICITY	616.87
	DDA PKG LOT LIGHTS	21.04
	CITYWIDE ST LIGHTS	2,489.55
	STREETSCAPE LIGHTS	404.57
	WATER TOWER-ELECTRICITY	59.01
	100 DEAL PKWY-SPRINKLERS	33.29

<u>Vendor</u>	<u>Description</u>		<u>Amount</u>
		9,786.66	
C BERRY CORNERS	REC-UNIFORMS		669.80
	REC-UNIFORMS		8,115.50
	REC-UNIFORMS		30.20
	REC-UNIFORMS		156.80
		8,972.30	
CROWLEY CONSTRUCTION LLC	WATER/PKG LOT-SIDEWALK REPAIRS		2,102.50
CURRENT OFFICE SOLUTIONS	OFFICE/REC-SUPPLIES		65.87
	REC-SUPPLIES		(42.59)
	OPERATING SUPPLIES		230.44
		253.72	
DANIEL JERMAN CO, INC.	WATER-LAWN METERS		1,005.40
FIRST NATIONAL BANK OMAHA	MEETINGS		90.40
	CONFERENCE/OPERATING SUPPLIES		122.51
	CONFERENCES/OPERATING SUPPLIES		2,350.97
		2,563.88	
FLEIS & VANDENBRINK ENG, INC	WATER-PLANT EVALUATION		750.00
GERKEN MATERIALS	PARKS-DIRT FOR BALLFIELD		111.83
	GRAVEL-WRIGHT ST PARKING LOT		170.46
		282.29	
HESS, LISA	REC-REFUND		35.00
HILLSDALE CO FIREFIGHTERS AS	JVFD-2015 ASSOCIATION DUES		200.00
	JVFD-FIREFIGHTER TRAINING		250.00
		450.00	
HILLSDALE COUNTY EQUALIZATIO	ASSESSOR AGREEMENT		1,600.00
HILLSDALE DAILY NEWS	PUBLIC HEARING NOTICE-212 MAUMEE		68.25
	PUBLIC NOTICE-TAXATION HEARING/2015		291.80
	PUBLIC NOTICE-BUDGET HEARING/FY 2016		68.25
		428.30	
H LISTER, RYAN J	UMPIRE SERVICES		40.00
HYDROCORP, INC	WATER-CROSS CONNECTION PROGRAM		545.00
IDEXX DISTRIBUTION CORP.	WWTP-OPERATING SUPPLIES		278.20
	WWTP-OPERATING SUPPLIES		278.92
		557.12	
JONESVILLE AMERICAN LEGION P	CEMETERY-VETERAN FLAGS		121.95
JONESVILLE COMMUNITY PTA	CONCESSION STAND SUPPLIES		100.00
JONESVILLE HARDWARE	SUPPLIES/CEMETERY REPAIRS		235.12
JONESVILLE LUMBER	SUPPLIES/REPAIRS & MAINTENANCE		111.36
LAPEW SANITATION	REC-PORTABLE TOILET RENTAL		50.00
MALONE, TIARRA	REC-UMPIRE SERVICES		175.00
	UMPIRE SERVICES		300.00
	REC-UMPIRE SERVICES		275.00
		750.00	
MICHIGAN GAS UTILITIES	IRON REMOVAL PLANT-GAS		52.17
	JVPD-GAS		69.84
	JVFD-GAS		70.35
	DDA BUILDING-GAS		641.99
	CITY HALL-GAS		43.94
	WWTP-GAS		282.61
	DPW GARAGE-GAS		54.73
	GAS LIGHT		15.49
		1,231.12	
MICHIGAN LAWN & LANDSCAPE	MOWING SERVICES		2,102.28
MICHIGAN MUNICIPAL LEAGUE	MML MEMBERSHIP RENEWAL		1,714.00
MICHIGAN WATER ENVIRONMENT A	BOYLE-MEMBERSHIP RENEWAL		65.00
MILL RACE GOLF COURSE	REC-GOLF INSTRUCTION		1,020.00
M 3, AMANDA	REC-REFUND		25.00
M WORKERS COMPENSATION FUN	WORKERS COMP-QUARTERLY INVOICE		3,130.00
MULLALY, BILL	REC-SANDY KOUFAX/3 TEAMS		210.00
NORTH EAST FABRICATION CO, I	JVFD-LIGHT BAR BRACKETS		464.00
OASIS CAR WASH	JVPD-APRIL CAR WASHES		24.00
PAGE, BRITTANY	REC-UMPIRE SERVICES		300.00

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	UMPIRE SERVICES	390.00
	REC-UMPIRE SERVICES	450.00
		1,140.00
PARKER, HAYES & LOVINGER, P.	LDFA-LEGAL SERVICES	185.00
	ANNUAL RETAINER FEE	2,800.00
		2,985.00
PERFORMANCE AUTOMOTIVE	REPAIRS & MAINTENANCE	578.21
PERRY CORPORATION	COPIER MAINTENANCE	236.18
PITTSFORD SUMMER BALL LEAGUE	REC-HILLS CO SOFTBALL/5 TEAMS	250.00
POSTMASTER	POSTAGE-WATER/SEWER	264.83
POWERS CLOTHING, INC.	JVPD-ALTERATIONS	20.00
REPUBLIC WASTE SERVICES	WWTP/DPW/CITY HALL-TRASH SERVICE	101.70
	PARKS/DOWNTOWN-TRASH SERVICE	105.00
	JVPD/JVFD-TRASH SERVICE	60.77
	SPRING CLEANUP	4,684.49
		4,951.96
ROE-COMM INC	JVFD-PAGER REPAIR	221.60
	JVFD-PAGER REPAIR	154.00
	JVFD-PAGER REPAIR	130.00
	JVFD-PAGER REPAIR	126.80
	JVFD-RADIO BATTERIES	235.00
		867.40
RYAN AND BRADSHAW, INC.	WWTP-BFP TESTING	280.00
SPANGLER, RANDY	REC-MICKEY MANTLE/1 TEAM	100.00
SPEEDWAY SUPERAMERICA, LLC	GASOLINE	887.19
STATE OF MICHIGAN	WATER-BUDA LICENSE RENEWAL	95.00
	MAJOR/LOCAL STS-SIGNAL ELECTRICITY	125.69
		220.69
ST KHOUSE CORPORATION	WATER/WWTP-IN/OUT FORMS	35.80
ST KHOUSE CORPORATION	STREET SWEEPING	2,791.92
TSC STORES-DEPT 30-120019316	SUPPLIES/REPAIRS & MAINT	126.88
TUCKERS SALES & SERVICE INC	CEMETERY-WATER REPAIRS	1,120.42
USA BLUEBOOK	WWTP-OPERATING SUPPLIES	117.70
VERIZON WIRELESS	DPW-CELL PHONE	25.00
WALMART COMMUNITY	OPERATING SUPPLIES	385.78
WOLCOTT, KEVIN	UMPIRE SERVICES	150.00
	UMPIRE SERVICES	150.00
	REC-UMPIRE SERVICES	175.00
		475.00
WORKHEALTH	DPW-DOT PHYSICAL	70.00
YOUNG, ALYSSIA	UMPIRE SERVICES	275.00
	REC-UMPIRE SERVICES	200.00
		475.00
YOUNG, HUNTER J	UMPIRE SERVICES	200.00
	REC-UMPIRE SERVICES	225.00
		425.00
Total:		70,039.79

YEAR SUMMARY 2015

Month	CITY	SAIPHO	FAYETTE	MUTUAL AED	TRAINING/MEETINGS
JANUARY	4	0	2	3	5
FEBRUARY	3	0	2	1	3
MARCH	3	1	3	5	2
QUARTER TOTAL	10	1	7	9	10
APRIL	2	3	3	5	7
MAY	0	4	2	3	5
JUNE					
QUARTER TOTAL					
JULY					
AUGUST					
SEPTEMBER					
QUARTER TOTAL					
OCTOBER					
NOVEMBER					
DECEMBER					
QUARTER TOTAL					
YEAR TOTAL					

Notes:

Jonesville Fire Department Report

Me 2015

[illegible]

Notes:

MONTHLY OPERATING REPORT

May 2015

SUBMITTED: June 10, 2015

WATER FLOW

MAXIMUM	377,000
MINIMUM	168,000
AVERAGE	259,000
TOTAL	8.030 MG

WASTEWATER FLOW

MAXIMUM	338,500
MINIMUM	237,100
AVERAGE	263,200
TOTAL	8.1856 MG

CALLOUTS: Two (2)—Water Department Communication Failure & Power Surge

OPERATION & MAINTENANCE

The plant was in compliance with the NPDES permit limitations during the month of May 2015. The plant is expected to meet summer limits until October.

Lagoon analysis was performed for Quincy, Lake Diane, Reading, North Adams, Litchfield and Camden in May.

The trickling filter sidewalls and distribution mechanism were power washed and the motor on the north filter was replaced.

The old digester bases were power washed and repainted. The entrance sign was disassembled and painted. The spelling was corrected.

The Michigan Department of Environmental Quality showed up in force for a tour of the facility. Other than one slightly misspelled word, everything went well.

The service water tank was power washed.

Submitted \$510.00 to City Hall for total coliform drinking water samples.

PLANT EFFICIENCY—May 2015

5-Day Biochemical Oxygen Demand

NPDES Permit Limit in May 2015—4 mg/l Monthly Average

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

Jonesville Monthly Average—2.3 mg/l

Average Percent Removal from the Raw Wastewater—99.0%

Total Suspended Solids

NPDES Permit Limit in May 2015—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—1.0 mg/l

Average Percent Removal from the Raw Wastewater—98.9%

Total Phosphorus

NPDES Permit Limit in May 2015—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—0.7 mg/l

Average Percent Removal from the Raw Wastewater—84.4%

Ammonia Nitrogen

NPDES Permit Limit in May 2015—0.5 mg/l Monthly Average

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—0.179 mg/l

Average Percent Removal from the Raw Wastewater—99.5%

Jonesville Daily Maximum—0.383 mg/l

Rick Mahoney

Jonesville Dept of Public Works

May 2015

Monthly Report

	Maintenance	Salt	Sand	Chloride	COLD MIX
STATE HIGHWAYS	0 HR DT 0 HR OT	0 Ton	0 Ton	0 Bags	0 Ton
MAJOR ROADS	0 HR DT 0 HR OT	0 Ton	0 Ton	0 Bag	0 Ton
LOCAL ROADS	0 HR DT 0 HR OT	0 Ton	0 Ton	0 Bag	0 Ton
PARKING LOTS	0 HR DT 0 HR OT	0 Ton	0 Ton	0 Bag	0 Ton
POLICE STATION	0 HR OT	0 Ton	0 Ton	0 Bag	0
FIRE DEPARTMENT	0 HR DT	0 Ton	0 Ton	0 Bag	0
DPW DEPT	0 HR OT				0
DDA SIDEWALKS	0 HR OT				0
	1 HR DT				
WATER	0 HR OT				
State Police	0 HR OT	0 Ton	0 Ton	0 Bags	

There was 1 call out.

The call out was for a leaking water meter that turned out not to be leaking.

We picked up brush with our tractor & dump trucks before our regular collection started.

We started our Yard Waste Collection this month.

Storm drains were cleaned on State, Major & Local Streets.

Spring flushing of the fire hydrants was completed.

Mulch was put around the DDA tree's downtown.

The water was turned on at Wright St. Park bathrooms & the drinking fountain in Fast Park.

We set up & cleaned up everything for Riverfest.

We installed a new well pump & pressure tank at the Cemetery.

The ball fields at the Wright St. Park are ready for the Recreation Program.

The flower beds downtown are ready for Rakers to plant.

We turned on the sprinkler system for the DDA.

Superior Sweeping was in & swept all of the curbed streets in town.

Crowley Construction repaired 7 different spots of sidewalk in the north & south parking lots.

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 MAY 2015

Total Incidents: 91 written incident reports.

Non-Aggravated Assault: 0

Domestic Assault: 1

Break and Enter: 1

Theft from Motor Vehicle: 1

Retail Fraud: 1

Other Larceny: 3

Forgery: 1

Obstructing Police: 4

Malicious Destruction of Prop: 0

Violation of Controlled Substance Act: 1

Public Roadway Accidents: 6

Private Property Accidents: 4

Other Arrests: 13 (warrants, traffic, etc.)

Non Violent Domestic: 2

Natural Death: 0

Civil Matter/Family Disputes: 2

Medical Emergency: 14

Alarms: 1

Nuisance Animals: 0

Suspicious Situations: 13

General Assistance: 26

Ordinance Violation: 2

Traffic/Moving Violations: 33

Warrants Received from Prosecutor: 6

Juvenile Petitions: 0

May Patrol Shift Coverage: 98%

JUNE FOCUS

Grass Ordinance/Abandoned Vehicle Ordinance Enforcement

MIS Traffic Detail



City of
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

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

**SUNSET VIEW CEMETERY ACTIVITY REPORT
MAY 2015**

	Lot Sales*	Interments				Foundations Installed	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
October**	2	3	0	0	2	1	1	0
November	2	1	0	1	0	0	0	0
December	0	0	0	0	0	0	0	0
2014 Totals	4	4	0	1	2	1	1	0
January	2	0	0	0	0	0	0	0
February	-2	2	0	0	0	0	0	0
March	4	3	0	0	1	0	0	0
April	2	1	0	0	3	6	0	0
May	10	3	0	1	1	1	0	0
2015 Totals	16	9	0	1	5	7	0	0

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

** October is a partial month, beginning at the October 14th transfer of the property to the City

May Activities:

- Cemetery Deed
- Well repair
- Lots

June Focus:

- Software
- Signs