




**CITY OF JONESVILLE  
COUNCIL AGENDA  
NOVEMBER 4, 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. None
- 6. REPORTS AND RECOMMENDATIONS**
  - A. Receive June 30, 2015 Audit Report - Bailey, Hodshire & Co. P.C. [ROLL CALL][Action Item]
  - B. City, Village, and Township Revenue Sharing (CVTRS) Certification of Accountability and Transparency [Action Item]
  - C. Board and Commission Appointments [Action Item]
  - D. Fiscal Year 2015-16 1st Quarter Budget Comparison [Information Item]
  - E. January, February and March 2016 meeting dates [Discussion Item]
- 7. COUNCIL MINUTES**
  - A. Consider minutes of October 21, 2015 regular meeting [Action Item]
- 8. ACCOUNTS PAYABLE**
  - A. Accounts Payable for October 30, 2015 totalling \$32,041.78 [Action Item]
- 9. DEPARTMENT REPORTS**
  - A. Fire Department – Chief Adair
  - B. Water/Wastewater Treatment Plant – Superintendent Mahoney
  - C. Department of Public Works – Superintendent Kyser
  - D. Police Department – Chief Lance
  - E. Cash Report – Finance Director Spahr
  - F. Planning Commission Report – Assistant to the Manager McLean
- 10. ADJOURNMENT**



To: Jonesville City Council  
From: Jeffrey M. Gray, City Manager   
Date: October 30, 2015  
Re: Manager Report and Recommendations – November 4, 2015 Council Meeting

**6. A. Receive June 30, 2015 Audit Report – Bailey, Hodshire & Co. P.C. [ROLL CALL][Action Item]**

Greg Bailey will present the June 30, 2015 Audit Report. Per the opinion noted by Bailey, Hodshire & Co. P.C. in the auditor's report on page 1, *"In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Jonesville, as of June 30, 2015, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.* Following the presentation, I would recommend a motion to accept the June 30, 2015 Audit Report as presented. *Please refer to the enclosed Audit Report.*

**6. B. City, Village, and Township Revenue Sharing (CVTRS)**

**Certification of Accountability and Transparency**

**[Action Item]**

In 2015, the Michigan Legislature established the City, Village, and Township Revenue Sharing (CVTRS) program (a simplified version of the Economic Vitality Incentive Program (EVIP)). These programs replace the statutory revenue sharing program for eligible cities, villages and townships. To qualify for the CVTRS payments, eligible local units must certify and submit to the Department of Treasury by December 1, 2015 that the following have been made available to the public: 1) a citizen's guide to our most recent local finances; 2) a performance dashboard; 3) a debt service report; and 4) a projected budget report of revenues and expenditures comparing the current fiscal year with next fiscal year. Staff will provide an interactive demonstration of these documents and recommends a motion to authorize filing the Certification of Accountability and Transparency with the Department of Treasury. *Note the attached Certification of Accountability and Transparency form.*

**6. C. Board and Commission Appointments**

**[Action Item]**

Various Board and Commission appointments are necessary due to the expiration of terms in 2015.

Downtown Development Authority: Chris Fast and Don Germann – Reappoint to a four-year term through November 2019; one vacancy.

Local Development Finance Authority: Jim Parker, Chellie Broesamle, and Andy Welden – Reappoint to four-year terms through November 2019; one vacancy.

Planning Commission: Annette Sands and Robert Taylor – Appoint to a new three-year terms through November 2018. Current Commissioners Connie Hutchinson and Scott Leising are not seeking reappointment. *Please see the attached applications from Mrs. Sands and Mr. Taylor.*

Zoning Board of Appeals: Larry Jose and Todd Shroats – Reappoint to three year terms through November 2018. Reappoint Tim Bowman to a three-year term as Council representative to the ZBA. One vacancy, due to the appointment of Annette Sands to the Planning Commission.

**6. D. Fiscal Year 2015-16 1<sup>st</sup> Quarter Budget Comparison** **[Information Item]**

The Fiscal Year 2015-16 three month budget comparison (July 1, 2015-September 30, 2015) will be provided at the meeting for review and discussion.

**6. E. January, February and March 2016 Meeting Dates** **[Discussion Item]**

The 2016 meeting calendar will be approved at the December meeting. In light of winter travel schedules and to assure that we will have a quorum at our meetings, this item will be reserved for discussion of any necessary changes to the meeting calendar.

**9. Department Reports**

Written reports for October and November activities will be provided in the December meeting packet. Department Heads will provide brief verbal reports of any notable activities since our meeting two weeks ago.

# City, Village, and Township Revenue Sharing/County Incentive Program Certification of Accountability and Transparency

Issued under authority of 2015 Public Act 84. Filing is mandatory to qualify for payments.

Each city/village/township/county applying for City, Village, and Township Revenue Sharing or County Incentive Program payments must:

1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below has produced and made available to the public, a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report as required by 2015 Public Act 84. The Citizen's Guide, Performance Dashboard, Debt Service Report, and Projected Budget Report shall be made available for public viewing in the clerk's office or posted on a publicly accessible Internet site. The local unit must include in any mailing of general information to its citizens, the physical location or Internet website address where all the documents are available for viewing.
2. Submit to Treasury a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report.

This certification, along with a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report, **must be received by December 1, 2015**, (or the first day of a payment month) in order to qualify for that month's payment. Postmark dates will not be considered. For questions, call 517-373-2697.

PART 1: LOCAL UNIT INFORMATION			
Local Unit Name <b>City of Jonesville</b>		Local Unit County Name <b>Hillsdale</b>	
Local Unit Code <b>302015</b>		Contact E-Mail Address <b>manager@jonesville.org</b>	
Contact Name <b>Jeffrey M. Gray</b>	Contact Title <b>Manager</b>	Contact Telephone Number <b>(517) 849-2104</b>	Extension
Website Address, if reports are available online <b>www.jonesville.org</b>		Current Fiscal Year End Date <b>June 30, 2015</b>	
PART 2: CERTIFICATION			
<i>In accordance with 2015 Public Act 84, the undersigned hereby certifies to Treasury that the above mentioned local unit 1) has produced a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report; 2) has made the documents available for public viewing in the city, village, township, or county clerk's office or has posted them on a publicly accessible Internet site; and 3) will include in any mailing of general information to our citizens, the physical location or Internet website address where the documents are located. The Citizen's Guide, Performance Dashboard, Debt Service Report, and Projected Budget Report are attached to this signed certification.</i>			
Chief Administrative Officer Signature (as defined in MCL 141.422b)		Printed Name of Chief Administrative Officer (as defined in MCL 141.422b) <b>Jeffrey M. Gray</b>	
Title <b>Manager</b>		Date <b>11/13/2015</b>	

Completed and signed form (including required attachments) should be e-mailed to: **TreasRevenueSharing@michigan.gov**

If you are unable to submit via e-mail, fax to 517-335-3298 or mail the completed form and required attachments to:

Michigan Department of Treasury  
Office of Revenue and Tax Analysis  
PO Box 30722  
Lansing MI 48909

TREASURY USE ONLY		
CVTRS/CIP Eligible <b>Y      N</b>	Certification Received	CVTRS/CIP Notes
Final Certification	Citizen's Guide Received	
	Performance Dashboard Received	
	Debt Service Report Received	
	Projected Budget Report Received	

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

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

\_\_\_\_\_ Jonesville-Planning-Commission

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1. Name: Annette Sands
  2. Occupation: Administrative Coordinator
  3. Employer: Economic Development Partnership of Hillsdale County
  4. Email address: asands@hillsdaleedp.org
  5. Home Address: 205 Hillcrest Court Jonesville, MI 49250
  6. Home Telephone: 517-849-2473      7. Business Phone: 517-437-3200
  8. Length of residency in Jonesville: 10 years
  9. List other community organizations/commissions that you are a member.  
The Multimedia & Marketing Advisory Board for Hillsdale Technical Center  
Parent Forum at Will Carleton Academy
- 

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

I have a retail management background of 12 years, which involved setting up new stores, merchandising, inventory, ordering of product, customer service, quoting of merchandise, assisting with hiring new associates, overseeing 15-20 employees in department, assigned as turnaround person for failing stores. I also have worked in manufacturing sector responsible for accounts receivable, payable, front line customer service, invoicing and assisted with shipping paperwork as needed-ordering trucks etc. and currently work at the Economic Development Partnership of Hillsdale County. I have been married to my husband Roger for 15 years and we have 3 children that we chose to raise in Jonesville, for the quality of life. We enjoy the theater, parks, shopping and dining that downtown has to offer.

I am interested in serving on the planning committee to better understand and to be involved in our community. I am proud to live in Jonesville and am inspired by the positive direction that our city is headed and would be honored to assist if chosen.

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*Thank You!*

*10/28/15*

**Date of Application**

*Quetta Lewis*

**Signature**

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

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

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

PLANNING COMMISSION

1. Name ROBERT LANCE TAYLOR 2. Occupation MANAGER

3. Employer UNISORB 4. Email address lataylor1989@sbcglobal.net

5. Home Address 484 GREENBRIAR JONESVILLE 49250  
Street City Zip

6. Home Telephone 745-9417 7. Business Phone 517-764-6060

8. Length of residency in Jonesville 18 yrs

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

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

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

EXPERIENCE = HOME OWNER 22 YEARS

10/26/15  
Date of Application

Robert Lance Taylor  
Signature

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

**JONESVILLE CITY COUNCIL**  
**Minutes of October 21, 2015**

A meeting of the Jonesville City Council was held on Wednesday, October 21, 2015 at the Jonesville City Hall. Mayor 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, Attorney Lovinger, Chief Lance, Asst. to the Manager McLean, WWTP Supt. Mahoney, DPW Supt. Mike Kyser, Treasurer Spahr, Patrick Becker (Hawkins, Inc.), Susan Smith (EDP) and Scott & Wendy Whitaker.

Jonesville City Mayor Robert Snow led the Pledge of Allegiance.

The agenda was approved as presented.

The Public Hearing for Hawkins, Inc. PA 198 Industrial Tax Exemption was opened at 6:31 p.m. Patrick Becker of Hawkins, Inc. spoke briefly regarding the investment of \$1.5 million for the construction of a new building and related land improvements, \$474,000 in equipment investments and the creation of at least two (2) new jobs. Susan Smith of EDP spoke briefly also in regards to the investment to the community. No further comments were made. The public hearing was closed at 6:32 p.m.

A motion was made by Gerry Arno and supported by David Steel to approve Resolution 2015-18, Hawkins, Inc. Industrial Facilities Tax Exemption. Roll Call Vote: Ayes: Gerry Arno, Tim Bowman, Jerry Drake, Ron Hayes, Andy Penrose, David Steel and Robert Snow. Nays: None. Motion carried.

The Public Hearing for Special Assessment District No. 1 – 309 Highland Demolition was opened at 6:36 p.m. Manager Gray recalled that the assessment district will provide for reimbursement of costs associated with dumpsters for the abatement of the blighted structures on the property at 309 Highland Street. Manager Gray also advised that the project has been completed. Councilman Drake noted a typographical error in the Resolution that will be corrected. No further comments were made. The public hearing was closed at 6:38 p.m.

Andy Penrose made a motion to approve Resolution 2015-17, Special Assessment District No. 1 – Confirm Assessment Roll (309 Highland Demolition). The motion was supported by Gerry Arno. Roll Call Vote: Ayes: Gerry Arno, Tim Bowman, Jerry Drake, Ron Hayes, Andy Penrose, David Steel and Robert Snow. Nays: None. Motion carried.

A motion was made by Gerry Arno and supported by Andy Penrose to suspend the purchasing policy for the Department of Public Works and approve the purchase of a 2016 Ford F-150 XL Series 4X4 Regular Cab Pickup w/8ft Bed at a cost of \$21,794.00 from Stillwell Ford of Hillsdale. All in favor. Motion carried.



Gerry Arno made a motion and was supported by Jerry Drake to approve the Council minutes of September 24, 2015 with one correction noted. All in favor. Motion carried.

A motion was made by David Steel and supported by Jerry Drake to approve the Accounts Payable for October 2015 in the amount of \$82,508.88. All in favor. Motion carried.

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

A motion was made by Jerry Drake and supported by David Steel to adjourn at 7:13 p.m. All in favor. Motion carried.

Submitted by:

Lenore Spahr  
Deputy Clerk

Vendor	Description	Amount
AT&T MOBILITY	WWTP/WATER/JPD-CELL PHONES	139.86
BAILEY, HODSHIRE & CO, PC	FY2015 AUDIT	6,800.00
BAKER'S LAWN CARE, LLC	CEMETERY-OCTOBER SEXTON SERVICES	2,275.00
BECKER & SCRIVENS, INC.	PARKING LOT-CONCRETE SEALER	308.25
BLACK'S FORKLIFT SALES & SVC	MVP-LEAF VAC CLUTCH	1,584.74
BRINER OIL CO., INC.	MVP-BULK TANK	520.00
	MVP-OIL	460.90
	JVFD-GASOLINE	24.56
		1,005.46
C.E.M. SUPPLY, INC.	WWTP-MOTOR REPAIR	108.98
CCP INDUSTRIES, INC.	WWTP-SUPPLIES	96.12
CLEAR VIEW, B.R. LLC	CITY HALL/JVPD-WINDOW CLEANING	32.00
CONSUMERS ENERGY	STREETSCAPE LIGHTS	535.58
	DDA PKG LOT LIGHTS	21.86
	100 DEAL PKWY SPRINKLERS	34.13
	WWTP-ELECTRICITY	3,464.30
	WATER TOWER-ELECTRICITY	55.78
	598 IND PKWY SPRINKLERS	23.00
	WRIGHT ST PAVILLION-ELECTRICITY	24.28
	DPW GARAGE-ELECTRICITY	80.10
	CITY HALL-ELECTRICITY	283.77
	RADIO TOWER-ELECTRICITY	28.77
	JVFD TRUCK BAY-ELECTRICITY	114.03
	JVFD TRAINING RM-ELECTRICITY	106.24
	FIRE SIREN-ELECTRICITY	22.62
	CITY HALL 2ND FLR-ELECTRICITY	22.62
	G.CARL FAST PARK-ELECTRICITY	58.98
	METERED PKG LOT LIGHTS	77.28
	CEMETERY-ELECTRICITY	11.55
	JVPD-ELECTRICITY	301.44
	500 IND PKWY SPRINKLERS	36.82
	CITYWIDE ST LIGHTS	2,569.29
	DDA BUILDING-ELECTRICITY	691.41
	IRON REMOVAL PLANT-ELECTRICITY	1,174.37
		9,738.22
FASTENAL	STATE HIGHWAY-SIGN FASTENERS	18.80
	MVP-STEPLADDER	98.46
		117.26
GALLS	JVPD-UNIFORMS	124.17
	JVPD-UNIFORMS	108.93
		233.10
HAYES, RON	R2PC MEETING	41.40
HILLS CO ECON DEVEL PARTNERS	ANNUAL DINNER	100.00
	ANNUAL DINNER-TIM & CHRISTINE BOWMAN	100.00
		200.00
MICHIGAN GAS UTILITIES	IRON REMOVAL PLANT-ELECTRICITY	24.15
	JVFD-GAS	34.34
	JVPD-GAS	29.04
	DDA BUILDING-GAS	385.64
	CITY HALL-GAS	29.04
	WWTP-GAS	364.53
	DPW GARAGE-GAS	37.25
	GAS LIGHT	14.21
		918.20
MICHIGAN METER TECHNOLOGY GR	WATER-NEW METERS	900.35
NORM'S TIREMAN	MVP-TRACTOR #2/FRONT TIRES	417.46
OASIS CAR WASH	JVPD-SEPTEMBER CAR WASHES	24.00
PERRY CORPORATION	COPIER MAINTENANCE	106.29
POINT RENTAL & SALES	MVP-CHAIN SAW OIL	24.60
PRIORITY ONE EMERGENCY, INC	JVPD-16 FORD INTERCEPTOR ACCESSORIES	4,678.00
REGION 2 PLANNING COMMISSION	MEMBERSHIP DUES	609.66
REPUBLIC WASTE SERVICES	PARKS/DOWNTOWN-TRASH SERVICE	145.00
	WTP/DPW/CITY HALL-TRASH SERVICE	90.00

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User: TMCLEAN  
DB: Jonesville

CITY OF JONESVILLE  
INVOICE APPROVAL LIST  
10/30/2015

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<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	JVPD/JVFD-TRASH SERVICE	59.00
		294.00
SPEEDWAY SUPERAMERICA, LLC	GASOLINE	826.17
STILLWELL FORD-MERCURY, INC.	JVPD-14 FORD/OIL CHANGE	32.69
TACKETT & SONS MATERIALS, LL	WATER-REPAIRS & MAINTENANCE	342.44
TSC STORES-DEPT 30-120019316	OPERATING SUPPLIES	6.00
U.S. AUTOMOTIVE & EXHAUST LL	MVP-LEAF VAC MOTOR REPAIR	65.00
VERIZON WIRELESS	DPW-CELL PHONE	25.00
WALMART COMMUNITY	OFFICE/OPERATING SUPPLIES	91.53
	Total:	32,041.78