



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
DECEMBER 21, 2016 - 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. Purchase and Sale Agreement – Lot #5 Jonesville Industrial Park [Action Item]
- B. Resolution 2016-16 – Revoke Industrial Facilities Tax (IFT) Exemption #2015-252 for Hawkins, Inc. [ROLL CALL][Action Item]
- C. Appointments to LDFA [Action Item]
- D. Set Public Hearing – Amendments to Ordinance #201 [Action Item]
- E. Refer Council Applications to Personnel Committee [Action Item]
- F. Set Special Meeting Date [Action Item]
- G. Jonesville Freedom Memorial Fund Activity Statement [Information Item]
- H. 2017 City Council Meeting Calendar [Action Item]

7. COUNCIL MINUTES

- A. Consider minutes of the November 9, 2016 regular meeting [Action Item]

8. ACCOUNTS PAYABLE

- A. Accounts Payable for December 2016 totalling \$29,055.95 [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. Cemetery – City Manager

10. ADJOURNMENT



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manager@jonesville.org

To: Jonesville City Council
From: Jeffrey M. Gray, City Manager *JMG*
Date: December 16, 2016
Re: Manager Report and Recommendations – December 21, 2016 Council Meeting

6. A. Purchase and Sale Agreement – Lot #5 Jonesville Industrial Park [Action Item]

In the summer of 2015, Hawkins, Inc. acquired Lot 5 in the Industrial Park for the purpose of constructing a chemical warehouse and distribution facility. The company subsequently received the necessary approvals from the LDFA, Planning Commission, and County Building Department to construct the facility. Unfortunately, I have been informed that they no longer intend to build a facility in Michigan.

In accordance with the Deed Restriction for the park, the company is proposing sale of the property back to the City. The proposed purchase price is \$25,277.05, which is the original purchase price, less closing costs from the original sale and anticipated costs resulting from the repurchase. The attached Purchase and Sale Agreement was prepared by the City's legal counsel and is acceptable to the company.

The LDFA will consider the agreement on the morning of December 21st. I anticipate that they will recommend execution of the Purchase and Sale Agreement with Hawkins, Inc. A motion will be necessary to approve the agreement and to authorize the City Manager to execute the same and to proceed with closing on the sale. *Please refer to the attached letter and Purchase and Sale Agreement.*

6. B. Resolution 2016-16 – Revoke Industrial Facilities (IFT) Exemption [Action Item]
#2015-252 for Hawkins, Inc. [ROLL CALL]

The Public Act 198 IFT exemption that was previously issued to incent the construction of the facility on Lot #5 of the Industrial Park is no longer valid and should, therefore, be rescinded. I recommend approval of the attached resolution that would accomplish the revocation. A roll call vote is required to approve a resolution. *Please refer to the attached Resolution 2016-16.*

6. C. Appointments to the LDFA [Action Item]

Alyssa Binkowski, Accountant with Martinrea, has completed the attached application to fill the vacancy created by Steve Iles' recent resignation from the Local Development Finance Authority (LDFA) Board. Jim Parker, with Jonesville Tool, currently serves on the LDFA as one of two appointments from Jonesville Community Schools. However, Jim's service on the school board is ending in December. Jim is willing to continue service on the LDFA and would accept appointment to fill an at-large vacancy on the board. I anticipate that the LDFA will act on December 21st to recommend Council approve these appointments for terms to end in November of 2020. If so, a motion will be required to approve the two appointments. *Please refer to the attached application from Alyssa Binkowski.*

6. D. Set Public Hearing – Amendments to Ordinance #201 [Action Item]

Mayor Arno has determined that with a Council representative already serving on the Planning Commission, he would like to see another at-large appointment for the spot previously reserved for the Mayor. The Planning Commission has recommended amendments to the Planning Commission Ordinance (Ordinance #201) and the Planning Commission Bylaws to allow the change in the composition of the Commission. At the same time, the documents would be amended to update references to "Village" in the old documents to "City". There are also a couple of typographic corrections noted in the bylaws. An amendment to the Ordinance requires a public hearing. I recommend that a

public hearing be scheduled for the January 18, 2017 regular meeting at 6:30 p.m. in the Jonesville City Hall. At this time, amendments to both documents can be considered. *Please refer to the attached proposed amendments to Ordinance #201 and the Planning Commission Bylaws.*

6. E. Refer Council Applications to Personnel Committee

[Action Item]

Past practice has been to refer applications to fill vacancies on City Council for committee review and recommendation. Applications have been received from James Ackerson, Brenda Guyse, and David Windle and are attached for reference. The Personnel Committee currently includes Mayor Pro-Tem Tim Bowman and Mayor Gerry Arno. There is one vacancy. It is recommended that the Council consider a motion to appoint one council person to fill the vacancy on the Personnel Committee. It will be necessary to consider a second motion to refer the applications for the City Council vacancy to the Committee for review and recommendation. *Please refer to the attached applications for City Council.*

6. F. Set Special Meeting Date

[Action Item]

Section 5.9 of the City Charter requires that a vacancy on City Council be filled within 60 days of the date that the vacancy was created. In the case of the current vacancy, it must be filled by Sunday, January 8th. It will be necessary to schedule a special meeting for the purpose of acting on the vacancy. I would recommend a motion to set a special meeting for Wednesday, January 4, 2017 at 6:30 p.m. in the Jonesville City Hall.

6. G. Jonesville Freedom Memorial Fund Activity Statement

[Information Item]

The Fund Activity Statement from the Hillsdale County Community Foundation is attached and shows a 10.77% return over the year. Reimbursement of incurred expenses has not been requested to date, but is anticipated in the near future. *Please refer to the attached Fund Activity Statement.*

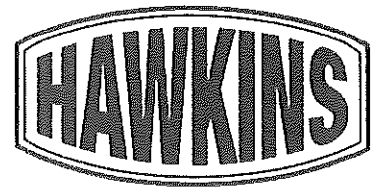
6. H. 2017 City Council Meeting Calendar

[Action Item]

Consistent with the current meeting schedule, the draft calendar proposes that meetings be held on the third Wednesday of each month at 6:30 p.m. at City Hall. Meeting dates and times may be adjusted, as deemed appropriate by the Council. It will be necessary to take up a motion to approve the 2017 meeting calendar. *Please refer to the attached draft calendar.*

Correspondence:

- Brian Boyle License Renewal
- Thank you from Don and Donna Playford
- Spicer Group Straight Lines (Rail Trail Article on p.10)



December 7, 2016

Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910
Fax: (612) 331-5304

Mr. Jeff Gray
City Planner
City of Jonesville
265 East Chicago Street
Jonesville, MI 49250

Dear Mr. Gray:

Hawkins, Inc. no longer intends to build a facility on the land it purchased in the Jonesville Industrial Park.

We hereby request that the City repurchase Lot #5 of Jonesville Industrial Park from Hawkins, Inc. since we no longer intend to build within the timeframe authorized in the purchase agreement and deed restrictions.

We propose a purchase price of \$25,277.05. This reflects the original purchase price (\$26,450), less the City's closing costs incurred to date and anticipated costs resulting from the repurchase.

We also request that the City revoke the Industrial Facilities Tax Abatement previously issued to Hawkins, Inc. for construction of the facility on Lot #5 of the Industrial Park.

Very truly yours,

A handwritten signature in black ink, appearing to read "Thomas J. Keller", written over a horizontal line.

Thomas J. Keller
Vice President—Water Treatment
Group

PURCHASE AND SALE AGREEMENT

I. DATE:

The effective date of this Purchase and Sale Agreement (hereinafter "Agreement") is December ____, 2016.

II. PARTIES:

- A. **Seller:** Hawkins, Inc., a Minnesota corporation, whose address is 2381 Rosegate, Roseville, MN 55113 (hereinafter referred to as "Seller" or "Hawkins").
- B. **Purchaser:** The City of Jonesville, a Michigan Municipal Corporation (hereinafter "Purchaser"), whose address is 265 East Chicago Street, Jonesville, Michigan 49250.

III. RECITATIONS:

Seller is the owner of Lot #5 the Jonesville Industrial Park, located in the City of Jonesville, County of Hillsdale and State of Michigan. Seller purchased said Lot #5 from the City of Jonesville LDFA in 2015 with the intent to develop the property for appropriate commercial purposes. Subsequent to the purchase, Seller has determined that it is no longer commercially advisable to develop the property and pursuant to the terms of certain restrictive terms and covenants that apply to the subject property in order to ensure that lots in the Industrial Park will be developed and maintained in a manner to promote the purposes for which the Industrial Park has been established, which provide in relevant part that a purchaser must commence construction on a purchased lot within a specified period of time after the expiration of which the City of Jonesville may repurchase the subject property.

In light of the failure of the Seller to develop the Lot and the request by Purchaser that the Seller convey the property back to the Purchaser, Seller has agreed, on the terms and conditions set forth in this Agreement, to sell to Purchaser Lot #5 of the Jonesville Industrial Park.

IV. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY:

Lot #5 of the Jonesville Industrial Park as more particularly described in Exhibit "A" which is attached hereto and incorporated herein by reference. The subject property shall include all easements and all tenements, hereditaments, privileges and appurtenances thereunto belonging or in any way appertaining and shall be subject to any restrictive

covenants or conditions or record as well as those outlined in Exhibit "B". This property consists of approximately 5.29 acres.

V. PURCHASE PRICE:

Seller agrees to sell property described in the last preceding paragraph to Purchaser for the sum of Twenty-Five Thousand Two Hundred Seventy Seven and 05/100 (\$25,277.05) Dollars, which shall be paid by Purchaser in certified funds, to Seller, at closing.

VI. TERMINATION OF TAX ABATEMENT:

Seller previously applied for and received a tax abatement in connection with its planned development of the property. Seller acknowledges and agrees that the approval of Tax Abatement is hereby terminated for the reason that the planned development which was the basis of the Abatement did not take place.

VII. SALE AND CLOSING EXPENSES AND OBLIGATIONS:

A. Expenses at Closing:

The Expenses at the closing contemplated by this Agreement shall be allocated between the parties in the following manner:

1. Seller shall pay the cost of preparing, executing and acknowledging any deeds to convey title to Purchaser pursuant to this Agreement.
2. Seller and Purchaser shall each pay 100% any real estate transfer taxes imposed on the conveyance to Purchaser of title to the real estate described in Exhibit "A".
3. Purchaser shall pay all recording expenses incurred in connection with recordation of title.
4. Each party shall pay its or its own attorney fees, accountant fees and other costs for services requested by either respectively.
5. Any other costs or expenses, not identified in the preceding subparagraphs, shall be paid by the Seller, such costs and expenses including, but not being limited to, any costs and expenses incurred in connection with the correction and/or removal of all defects in the title to any part of the subject property as is required to render title to said subject property defect free and unencumbered by any lien, assessment or other cloud on title, and, as to the subject property portion thereof, marketable within the meaning of Act 200 of the Public Acts of Michigan for 1945, as amended.

C. Date of Closing:

1. Closing shall take place no later than sixty (60) days from the date of this Purchase Agreement in Article I unless delayed by defects in title.
2. At closing, Seller shall deliver to Purchaser a good and sufficient warranty deed conveying marketable title to the subject property to Purchaser, subject only to any zoning ordinances and all conditions, restrictions and easements of record.

X. WARRANTIES OF SELLER:

The Seller represents and warrants to Purchaser as follows:

- A. There are no parties in possession of any part of the subject property, other than the Seller, whether as lessees, tenants at sufferance, trespassers or otherwise.
- B. There is no pending or threatened condemnation or similar proceeding or assessment affecting the subject property, or any part thereof, nor to the best knowledge and belief of the Seller, is any such proceeding or assessment contemplated or threatened by any governmental authority.
- C. There is no pending or threatened complaint, proceeding or process regarding claimed, asserted or actual violations of zoning ordinances, building codes, ADA provisions or regulations or environmental laws or regulations affecting the subject property, or any part thereof, whether by any governmental authority or private individual or entity.
- D. There are no defects known to or suspected by Seller regarding any aspect of the subject property.
- E. Seller believes that it has complied with, and the subject property and all parts thereof are in compliance with, all applicable laws, ordinances, regulations, statutes, rules, and restrictions relating to the subject property and all parts thereof.
- F. The subject property has full and free access to and from public highways, streets and roads and, and to the best knowledge and belief of the Seller, there is no pending or threatened governmental proceeding which would impair or result in the termination of such access.
- G. The Seller is the owner of, is vested with, has authority to and shall convey to Purchaser, title to the subject property which is unencumbered by any lien, mortgage or other obligation, interest, claim or encumbrance of any kind or nature.

- H. The Seller's title to the subject property to be conveyed to Purchaser hereunder is marketable title within the meaning of Act 200 of the Public Acts of Michigan for 1945, as amended.
- I. To the best of the Seller's knowledge, no toxic materials, hazardous wastes, hazardous substances, pollutants or contaminants or hazardous materials have been generated, released, stored or deposited over, beneath or on (or used in the construction of) the subject property or in any structures located on the subject property from any source whatsoever, nor has any part of the subject property been used for or as a land fill, the result of which could impose any liability under applicable federal, state or local laws and regulations. To the best of the Seller's knowledge, there are no underground storage tanks located on the subject property.

XI. ENTIRE AGREEMENT:

This Agreement constitutes the entire agreement between the parties with respect to the matters set forth herein, and there are no representations, warranties, covenants or obligations except as set forth herein. This Agreement supersedes all prior and contemporaneous agreements, understandings, negotiations, statements and discussions, written or oral of the parties hereto, relating to the matters contemplated by this Agreement.

XII. BENEFIT OF AGREEMENT:

The terms of this Agreement shall be binding upon and inure to the benefit of the assigns, heirs, agents and representatives of the parties hereto.

XIII. AMENDMENTS:

The terms of the Agreement may be amended or modified provided such amendments or modifications are made in writing and signed by both parties.

XIV. TIME:

The parties hereto agree that time is of the essence in this Agreement.

XV. WAIVER:

The failure of either party to complain of any act or omission on the part of the other party, no matter how long the same may continue, shall not be deemed to be a waiver by such party of any of its rights hereunder. No waiver by any party at any time expressed or implied,

of any breach of any provision of this Agreement shall be deemed a waiver of a breach of any other provision of this Agreement or a consent to any subsequent breach of the same or any other provision. If any action by any party shall require the consent or approval of another party, such consent or approval of such action on any one occasion shall not be deemed a consent to or approval of said action on any subsequent occasion.

XVI. GOVERNING LAW:

This Agreement shall be governed by the laws of the State of Michigan.

XVII. SURVIVAL OF THE TERMS:

The provisions of this Agreement shall survive the closing of the transaction contemplated herein.

XVIII. NOTICE:

Notice shall be deemed as given hereunder upon personal delivery to the addresses set forth below or, if properly addressed, one (1) day after depositing such notice with postage prepaid in a United States mailbox or one (1) day after depositing such notice in the custody of a nationally recognized overnight delivery service. Notice shall be deemed properly addressed if sent to the following addresses:

IF TO PURCHASER:

City Manager
City of Jonesville
265 East Chicago Street
Jonesville, Michigan 49250

WITH A COPY TO:

City Clerk
City of Jonesville
265 East Chicago Street
Jonesville, Michigan 49250

IF TO SELLER:

Hawkins, Inc. a _____ Corporation
2381 Rosegate
Roseville, MN 55113

IN WITNESS WHEREOF, the parties below have executed or caused this Agreement to be

executed by its duly authorized representatives on the date first set forth above.

Witnesses:

CITY OF JONESVILLE

By: _____

Its _____

HAWKINS, INC.

By: _____

Its: _____

Jeff Gray

From: Richard G. Erstad <richard.erstad@HawkinsInc.com>
Sent: Tuesday, December 13, 2016 8:54 AM
To: Jeff Gray
Cc: Tom Keller; Patrick Becker
Subject: RE: Jonesville Property

Mr. Gray-

I reviewed the agreement and it looks acceptable to us.

Rich

Richard G. Erstad
Vice President, General Counsel & Secretary
Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
612-617-8582

Begin forwarded message:

From: Patrick Becker <Patrick.Becker@HawkinsInc.com>
Date: December 12, 2016 at 2:41:19 PM CST
To: "Richard G. Erstad" <richard.erstad@HawkinsInc.com>
Cc: Tom Keller <Tom.Keller@HawkinsInc.com>, Kathleen Pepski <Kathleen.Pepski@HawkinsInc.com>, "Jeff Gray <JGray@jonesville.org> (JGray@jonesville.org)" <JGray@jonesville.org>
Subject: FW: RE: RE: Jonesville Property

Rich, please see the purchase agreement from the City of Jonesville. Look this over for your concurrence as to the agreed to terms of the re-purchase. If everything looks ok, please reply to Jeff Gray at the City of Jonesville. As a note, the LDFA and City Council meet on December 21st. They try to have all items that will be addressed one week prior so they may post the notice of the meeting and topics intended to be addressed. I would much appreciate it if you could have this back to Jeff by Wednesday, December 14th if at all possible.

Thanks much,

Patrick

From: Jeff Gray [mailto:JGray@jonesville.org]
Sent: Monday, December 12, 2016 2:03 PM
To: Patrick Becker
Cc: John Lovinger
Subject: Fwd: RE: RE: Jonesville Property

Patrick,

Here is a proposed purchase agreement for lot Lot #5 in the Jonesville Industrial Park. Would you please see to it that it goes to the appropriate individuals at Hawkins for consideration?

I intend to forward it to the LDFA and City Council next week when the boards meet on December 21st for their anticipated approval.

Please do not hesitate to contact me if you have any questions or need additional information.

Jeff

Sent from my Verizon Wireless 4G LTE DROID

----- Forwarded message -----

From: John Lovinger <phandlaw@sbcglobal.net>

Date: Dec 12, 2016 2:55 PM

Subject: RE: RE: Jonesville Property

To: Jeff Gray <JGray@jonesville.org>

Cc:

Jeff,

Attached is a draft of the Purchase Agreement.

John P. Lovinger

Parker, Hayes & Lovinger, P.C.

PO Box 358

Hillsdale, Michigan 49242

(517) 437-7210

phandlaw@sbcglobal.net

Of Counsel to **Marcoux Allen P.C.**

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2016-16

**CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN**

**RESOLUTION: TO REVOKE INDUSTRIAL FACILITIES TAX (IFT) EXEMPTION
#2015-252 FOR HAWKINS, INC.**

Partial minutes of a regular Meeting of the City Council of the City of Jonesville, County of Hillsdale, Michigan, held in the City Hall in said City on the 21st day of December, 2016 at 6:30 p.m.

PRESENT:

ABSENT:

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

WHEREAS, pursuant to Public Act 198, of 1974, M.C.L. 207.551 et seq., this Council has approved Industrial Facilities Exemption Certificates as requested by Hawkins, Inc., and;

WHEREAS, Hawkins, Inc. has requested the City re-purchase the property from them, and this Council finds the purposes for which the certificate was issued will not be fulfilled or in compliance with P.A. 198 of 1974.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Jonesville, pursuant to P.A. 198 of 1974, M.C.L. 207.565, does hereby request the revocation of Exemption Certificate #2015-252, as issued by the State Tax Commission, and approved by this Council, effective as of December 21, 2016.

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

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

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Cindy Means, Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Jonesville, County of Hillsdale, State of Michigan, at a regular meeting held on December 21, 2016, and that public notice was given pursuant to Act No. 267, Public Acts of Michigan, 1976, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

Cindy Means, Clerk

**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.)

Local Development Finance Authority

1. Name Alyssa Binkowski 2. Occupation Accountant
3. Employer Martinrea 4. Email address alyssa.binkowski@martinrea.com
5. Home Address 3120 Lake Dr Hillsdale MI 49242
Street City Zip
6. Home Telephone 269-547-3611 7. Business Phone _____
8. Length of residency in Jonesville 6 months

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

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.)

10/18/16
Date of Application

Alyssa Binkowski
Signature

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

VILLAGE OF JONESVILLE PLANNING COMMISSION ORDINANCE of 2010 – NO. 201
Effective April 1, 2010

WHEREAS, The People of the Village of Jonesville did establish the Village of Jonesville Planning Commission on May 8, 1972 (as documented in the Village of Jonesville Council Minutes) and it is now desired to adopt this ordinance to insure proper record of the action is created, NOW THEREFORE, THE PEOPLE OF THE VILLAGE OF JONESVILLE DO ORDAIN THAT SAID ORDINANCE SHALL READ AS FOLLOWS:

VILLAGE OF JONESVILLE PLANNING COMMISSION ORDINANCE
April 1, 2010

AN ORDINANCE to create a Planning Commission for the Village of Jonesville as authorized by P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, M.C.L. 125.3801 *et. seq.* for the purpose of having planning and zoning in the Village of Jonesville, to create, organize, enumerate powers and duties, and to provide for the regulation and subdivision of land, coordinated and harmonious development of the Village of Jonesville; and to function in cooperation with other constituted authorities of incorporated and unincorporated areas within the state where the Village of Jonesville exists.

THE PEOPLE OF THE VILLAGE OF JONESVILLE DO ORDAIN:

101. Creation: There shall be a Village of Jonesville Planning Commission pursuant to P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, M.C.L. 125.3801 *et. seq.*, hereinafter referred to as the Commission with the powers and duties as therein set forth and as hereinafter provided and staffed Planning Department. This ordinance shall be officially known and described as the "Village of Jonesville Planning Commission Ordinance."

102. Membership:

- A. The Commission shall consist of seven (7) members appointed by the Village of Jonesville Council. To be qualified to be a member and remain a member of the Planning Commission, the individual shall meet the following qualifications:
1. shall be a qualified elector of the Village of Jonesville, except that two members may be a non-qualified elector;
 2. *after an individual's first appointment and before reappointment the Commission member is encouraged to attend planning and zoning related training, pursuant to section 104 of this ordinance;*
 3. shall meet the conditions provided for each individual member in sections 102.C, 102.D, 102.E, and 102.F of this Ordinance, except the geographical location of the individual's residency may be considered optional.
- B. Members shall be appointed for three-year terms. However when first appointed a number of members shall be appointed to one-year, two-year, or three-year terms such that, as nearly as possible, the terms of 1/3 of all commission members will expire each year. If a vacancy occurs, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment such that, as nearly as possible, the terms of 1/3 of all commission members continue to expire each year.
- C. Ex officio members shall include the chief elected official of the Village of Jonesville and one (1) member of the Village of Jonesville Council. The terms of office of ex officio members shall coincide with their elected terms of office on the Village Council.

Amend - see attached

- D. The membership shall be representative of the important segments and in accordance with the major interests, as they exist in the Village of Jonesville. The interests segments shall be as follows:
 - 1. Natural Resources and Recreation
 - 2. Education
 - 3. Government
 - 4. Economic Development
 - E. The membership shall also be representative of the entire geography of the Village of Jonesville to the extent practicable, and as a secondary consideration to the representation of the major interests.
 - F. The chief elected official and the member of the Village Council appointment to the Village of Jonesville Planning Commission shall not be chair of the Commission.
 - G. Not more than 1/3 of the total membership of the Commission shall consist of members of the Village Council.
103. Training: Appointed members of the Commission shall attend educational programs designed for training members of Michigan planning commissions if the adopted Village of Jonesville budget for that fiscal year includes funds to pay for tuition, registration, and travel expenses for the training. The members shall make every effort to attend a core-training program on planning and zoning before the conclusion of their first term of office. The Commission shall include in its Bylaws what training programs qualify to meet this requirement.
104. Members, Appointment and Terms:
- A. In October of each year the Village of Jonesville Clerk shall determine which members' terms of office expire, shall determine which interest segment they represent and shall place an advertisement(s) in a newspaper with paid circulation in the Village of Jonesville to seek different applications.
 - B. In November of each year the Village of Jonesville Council shall consider the applications and nominations received, and appoint members to the Commission by a majority vote for a three year term of office which shall end December 1, at 9:00 a.m. of the respective year.
105. Removal from Office:
- A. The Village of Jonesville Council may remove a member of the Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Failure to disclose a potential conflict of interest shall be considered malfeasance in office.
 - B. Failure to repeatedly attend Commission meetings shall be considered nonfeasance in office and shall be grounds for the Village Council to remove a member from the Planning Commission for nonperformance of duty.
 - C. The secretary of the Planning Commission shall report any member who has missed three (3) regular meetings in a row to the Village of Jonesville Council. A planning commission member may seek special exemption from attending planning commission meetings from the legislative body for personal or medical reasons. The request for exemption and reason(s) for seeking exemption should be documented in a letter addressed to the legislative body. The legislative body will consider the request at their next regular meeting.
106. Membership; Vacancies: The Village of Jonesville shall fill any vacancy in the membership of the Commission for the unexpired terms in the same manner as the initial appointment.
107. Membership;

- A. Transition: The transition from the previous Village of Jonesville Planning Commission and the Commission established in this ordinance shall take place over the next one year. The Village of Jonesville shall continue to make annual appointments, appointing approximately 1/3 of the membership of the Commission as specified in this Ordinance, so that one year from the effective date of this ordinance the membership, membership representation, and number of members have completed the transition to fully comply with this Ordinance.
 - B. All other aspects of this ordinance shall have immediate effect.
- 108. Membership; Compensation: Members of the Planning Commission may be compensated for their services with compensation equal to, or less than, the per diem of the Village of Jonesville Council per meeting plus mileage.
- 109. Meetings:
 - A. The Commission shall meet at least once every three months or more frequently as needed and a majority of the Commission shall constitute a quorum for the transaction of the ordinary business of said Commission and all questions which shall arise at their meetings shall be determined by a vote of the majority of the members of the Planning Commission.
 - B. The affirmative vote of 2/3 of the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.
- 110. Powers and Duties:
 - A. The Commission shall have their powers and duties as set forth in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, M.C.L. 125.3801 *et seq.*; and P.A. 110 of the Public Acts of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 *et seq.*).
 - 1. Undertake studies of existing social, physical and economic conditions and probable growth;
 - 2. Prepare, adopt and maintain a plan for development;
 - 3. Cooperate and coordinate with other local units of government on planning;
 - 4. Review city, village, township (within and adjacent) plans;
 - 5. Review and comment on draft master plans of adjacent communities;
 - 6. Draft zoning ordinance, and amendments and review various zoning proposals.
 - 7. Review and comment on proposed infrastructure physical improvements in the government;
 - 8. Prepare and recommend subdivision regulations and rules to the Village Council for adoption (optional) and advise on proposed plats (if there are adopted subdivision regulations);
 - 9. Prepare annual report for Village Council;
 - 10. Prepare and submit budget for the next year;
 - 11. Prepare annual work program.
 - B. The Commission shall be exempt from M.C.L. 125.3865, the duty to prepare an annual capital improvements program of public structures and improvements. The duty to prepare an annual capital improvements program, as specified in M.C.L. 125.3865, is assigned to the Village of Jonesville Manager, separate from or as part of the annual budget, who shall proceed with the advice and consent of heads of the departments of the Village, the Village of Jonesville Council Members and Village of Jonesville Planning Commission, with final approval by the Village of Jonesville Council.
 - C. The commission shall have the power and duties to do anything else the Michigan Planning Enabling Act (P.A. 33 of 2208) allows a Village Planning Commission to do, and anything else delegated to the Village of Jonesville Planning Commission by the Village of Jonesville Council from time-to-time.

- D. The Commission shall have authority to apply for and receive grants from any government agency or the federal government and to receive gifts.

111. Staff:

- E. The Village Manager is delegated the authority to prepare job announcements for hiring a planning director, to be posted at the Village Office and in publications.
- F. The Village Manager is delegated the authority to review all applications and resumes and determine a pool of those to be interviewed for the position of planning director.
- G. At the conclusion of the interview process, the Village Manager shall have final authority regarding the hiring of all employees with the exception of Department Heads. In the case of Department Heads, at the conclusion of the interview process, the Village Manager shall make a recommendation to Council for approval.
- H. The appointment of the planning director and other such employees shall be subject to the same provisions of law, employment policies, employee roster, employee or union contracts, if any, as govern other employees of the Village of Jonesville.
- I. Employees that are assigned to work with the Commission shall follow the directives of the Commission in matters of planning and zoning public policy issues, but shall not be subject to Commission directives concerning employment provisions of law, employment policies, employee roster, employee or union contracts, if any.

112. Meetings; Records: The Commission shall adopt Bylaws for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which records shall be a public record.

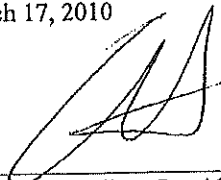
113. Approval, Ratification, and Reconfirmation. All official actions taken by all Village of Jonesville Planning Commission preceding the Commission created by this ordinance are hereby approved, ratified and reconfirmed. Any project, review, or process taking place at the effective date of this Ordinance shall continue with the Commission created by this ordinance, subject to the requirements of this Ordinance, and shall be deemed a continuation of any previous Village of Jonesville Planning Commission. This Ordinance shall be in full force and effect from and after its adoption and publication.

YEAS: David Steel, Gerry Arno, Dana Kyser, Ron Hayes, Jerry Drake, Brenda Guyse and Jim Marks

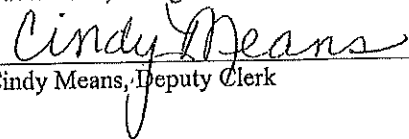
NAYS: None

ABSENT: None

ORDINANCE DECLARED ADOPTED ON March 17, 2010



David Steel, Village President

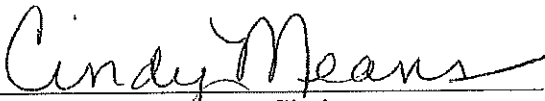


Cindy Means, Deputy Clerk

CERTIFICATION

I, Cindy Means, being the Deputy Clerk of the Village of Jonesville, do hereby certify that the foregoing is a true and correct copy of the Village of Jonesville Ordinance No. 201, adopted on the 17th day of March 2010. Further, I certify I caused the same to be published in the Hillsdale Daily News, Hillsdale, Michigan, within fifteen (15) days after adoption by the Village Council of the Village of Jonesville, pursuant to the General Law Village Act.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 17th day of March 2010.


Cindy Means, Deputy Clerk

Publication date: 3/19/10

Effective date: April 1, 2010

Proposed amendments to Ordinance No. 201 – Planning Commission Ordinance

102. Membership:

- A. The Commission shall consist of seven (7) members appointed by the Jonesville City Council. To be a qualified member of the Planning Commission, the individual shall meet the requirements of the Michigan Planning Enabling Act and bylaws approved by the Jonesville Planning Commission and City Council.

Also update references throughout from “Village” to “City”.

JONESVILLE PLANNING COMMISSION BYLAWS

Adopted June 1, 2010 _____

1. **Name Purpose.** The name shall be the VillageCity of Jonesville Planning Commission, hereafter known as the "Commission".
 - A. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 et seq.), hereinafter "the Planning Act."
 - B. These Bylaws are also adopted to facilitate the duties of the Commission for administration of a zoning ordinance as outlined in P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 et seq.), hereinafter "the Zoning Act."
2. **Membership.** ~~Members.~~ Members of the Commission are appointed by the Jonesville VillageCity Council pursuant to the VillageCity of Jonesville Planning Commission Ordinance #201 of April 1, 2010, as amended.
 - A. The Commission shall consist of seven (7) members appointed by the Jonesville VillageCity Council. To be qualified to be a member and remain a member of the Jonesville Planning Commission, the individual shall meet the following qualifications:
 1. shall be a qualified elector of the VillageCity of Jonesville, except that two members may be a non-qualified elector;
 2. after an individual's first appointment and before reappointment the Commission member is encouraged to attend planning and zoning related training, pursuant to section 104 of Ordinance #201;
 3. shall meet the conditions provided for each individual member in sections 102.C, 102.D, 102.E, and 102.F of Ordinance #201, except the geographical location of the individual's residency may be considered optional.
 - B. Members shall be appointed for three-year terms. However when first appointed a number of members shall be appointed to one-year, two-year, or three-year terms such that, as nearly as possible, the terms of 1/3 of all Commission members will expire each year. If a vacancy occurs, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment such that, as nearly as possible, the terms of 1/3 of all Commission members continue to expire each year.
 - C. ~~Ex-officio members shall include the chief elected official of the Village of Jonesville and~~ One (1) member of the VillageCity of Jonesville Council shall serve as an ex officio member. The terms of office of an ex officio members shall coincide with ~~their~~ his or her elected terms of office on the VillageCity Council.
 - D. The membership shall be representative of the important segments and in accordance with the major interests, as they exist in the VillageCity of Jonesville. The interests segments shall be as follows:
 1. Natural Resources and Recreation
 2. Education
 3. Government
 4. Economic Development
 - E. The membership shall also be representative of the entire geography of the VillageCity of Jonesville to the extent practicable, and as a secondary consideration to the representation of the major interests.

- F. ~~The chief elected official and the~~ member of the VillageCity Council ~~appointment~~ appointed to the VillageCity of Jonesville Planning Commission shall not be chair of the Commission.
- G. Not more than 1/3 of the total membership of the Commission shall consist of members of the VillageCity Council.
- H. Attendance. If any member of the Commission is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Jonesville VillageCity Council to remove a member from the Commission for nonperformance of duty, or misconduct. The Commission secretary shall notify the Jonesville VillageCity Council whenever any member of the Commission is absent from three consecutive regularly scheduled meetings, so the Jonesville VillageCity Council can consider further action allowed under law or excuse the absences.
- I. Training. Appointed members of the Commission shall attend educational programs designed for training members of Michigan planning commissions if the adopted VillageCity of Jonesville budget for that fiscal year includes funds to pay for tuition, registration, and travel expenses for the training. The members shall make every effort to attend a core-training program on planning and zoning before the conclusion of their first term of office. Training programs will be affiliated with state, local or university based planning organizations.
- J. Incompatibility of Office.
 - 1. Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - a. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
 - b. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her or which is adjacent to land owned by him or her.
 - c. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
 - d. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
 - e. Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, step-children, grandchildren, parents, brothers, sisters, grandparents, parents in-law, grandparents in-law, or members of his or her household.
 - f. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
 - (1). an applicant or agent for an applicant, or
 - (2). has a direct interest in the outcome.
 - 2. If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission.

3. When a conflict of interest exists, the member of the Commission, or committee, shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:
 - a. declare a conflict exists at the next meeting of the Commission or committee;
 - b. cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others, and
 - c. during deliberation of the agenda item before the Commission or committee, leave the meeting or remove one's self from the front table where members of the Commission sit, until that agenda item is concluded.
4. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

3. **Duties of All Members.**

A. *Ex Parte* contact

1. Members shall avoid *Ex Parte* contact about cases where an administrative decision is before the commission whenever possible.
2. Despite one's best efforts it is sometimes not possible to avoid *Ex Parte* contact. When that happens, the member should take detailed notes on what was said and report to the Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.

B. Site Inspections

1. Site inspections shall be done by the zoning administrator or other staff. A written report of the site inspection shall be orally presented to the Commission at a public meeting or hearing on the site.
2. If desired, no more than one member of the Commission may accompany the zoning administrator or staff on a site inspection.

C. Not Voting On the Same Issue Twice.

1. Any member of the Commission shall avoid situations where they are sitting in judgment and voting on a decision which they had a part in making. As used here, sitting in judgment and voting on a decision which they had a part in making, at a minimum shall include, but not necessarily be limited to, the following:
 - a. When the appeal is of an administrative or other decision by Commission and the member of the Commission sits both on the Commission and Zoning Board of Appeals.
 - b. When the appeal is of an administrative or other decision by any committee of the Commission, Jonesville ~~Village~~City Council, or other committee and the member of the Commission sits both on that

committee and Zoning Board of Appeals or both on the Commission and Zoning Board of Appeals.

- c. When the case is an administrative decision which was decided by the Commission and sent to the Jonesville VillageCity Council for further action, and the member of the Commission sits both on the Commission and Jonesville VillageCity Council.

D. Accepting gifts.

- 1. Gifts shall not be accepted by a member of the Commission or liaisons from anyone connected with an agenda item before the Commission.
- 2. As used here, gifts shall mean cash, any tangible item, or service, regardless of value; and food valued over \$10.
- 3. This section does not apply to the Commission accepting gifts for the exercise of its functions pursuant to M.C.L. 125.3823(3), §23(3) of the Planning Act.

E. Spokesperson for the Commission.

- 1. Free and open debate should take place on issues before the Commission. Such debate shall only occur at meetings of the Commission.
- 2. ~~2.~~ Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may take place only at an open meeting of the Commission.
- 3. From time-to-time or on a specific issue the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.

4. **Officers.**

- A. Selection. At the regular meeting in January of each year, the Commission shall select from its membership a Chair, Vice-Chair and Secretary. All officers are eligible for reelection. In the event the office of the Chair becomes vacant the Commission shall select a successor to the office of Chair for the unexpired term. The Commission may also designate another person who is not a member of the Commission to be the recording secretary.

- B. Tenure. The Chair, Vice-Chair and Secretary shall take office ~~January 1~~ at the meeting following their selection and shall hold office for a term of one year or until their successors are selected and assume office.

- C. Chair's Duties. The Chair retains his or her ability to discuss, make motions and vote on issues before the Commission. The Chair shall:

- 1. Preside at all meetings with all powers under parliamentary procedure;
- 2. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Commission;
- 3. Restate all motions before a vote is taken;
- 4. Appoint committees;
- 5. Appoint officers of committees or choose to let the committees select their own officers.
- 6. May call special meetings pursuant to Section 5.B of these Bylaws;
- 7. Act as an Ex-Officio member of all committees of the Commission;

8. Appoint an Acting-Secretary in the event the Secretary is absent from a Commission meeting.
 9. Review with the Secretary or staff, prior to a Commission meeting, the items to be on the agenda if he or she so chooses;
 10. Represent the Commission, along with the ~~Village~~City of Jonesville Council Commission member, before the Jonesville ~~Village~~City Council; and
 11. Perform such other duties as may be ordered by the Commission.
- D. Vice-Chair's Duties. The Vice-Chair shall:
1. Act in the capacity of Chair, with all the powers and duties pursuant to Section 4.C of these Rules, in the Chair's absence;
 2. Perform such other duties as may be ordered by the Commission.
- E. Secretary's Duties. The Secretary shall:
1. Be responsible for the minutes of each meeting, pursuant to section 7 of these Bylaws if there is not a recording secretary.
 2. Perform such other duties as may be ordered by the Commission.

5. **Meetings.**

- A. Regular meetings. Meetings of the Commission ~~will be held the first Tuesday of every month at 7 p.m. at the Village Hall, 265 E. Chicago Street, Jonesville, Michigan except when designated otherwise. When the regular meeting day falls on a legal holiday, the Commission shall select a suitable alternate day in the same month, shall be scheduled in advance, with a calendar approved annually by the Commission.~~ An annual notice or regularly scheduled Commission meetings shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*)
- B. Special Meetings. Special meetings shall be called in the following manner:
1. By the Chair.
 2. By any two members of the Commission.
 3. By the Chair at the request of any non member of the commission, upon payment of a non-refundable fee to cover costs of the special meeting.
 4. Notice of special meetings shall be given to members of the Commission at least forty eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year and location of the meeting). In addition notices shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act M.C.L. 15.261 *et seq.*).
- C. Quorum. More than half the total number of seats for members of the Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- D. Motions. Motions shall be restated by the Chair before a vote is taken.
- E. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present ~~or a majority of a quorum, whichever is greater,~~ shall be necessary for the adoption of motions. The affirmative vote of a majority of the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.

- F. Commission Action. Action by the Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.
- G. Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by *Roberts Rules of Order Newly Revised*, (10th Edition, Perseus Publishing, New York, 2000 (ISBN 0-7382-037-6)) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than *Robert's Rules of Order*, then these Bylaws control.
- H. Public Participation. All regular and special meetings, hearings, records, and accounts shall be open to the public.
 - 1. All public comment on all agenda items should be presented at the beginning of the meeting where provided in the printed agenda. After that point during the meeting, public comment is normally not allowed; however, sometimes the Commission may direct questions to members of the public. Public comment is at the beginning of the meeting so the Commission can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting.
 - 2. The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting without time limit or an extended time limit.

6. **Record.**

- A. Minutes and Record. The Secretary shall keep, or cause to be kept, a record of Commission meetings, which shall at a minimum include an indication of the following:
 - 1. Copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*)
 - 2. Copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence:
- B. Retention. Commission records shall be preserved and kept on file according to the following schedule:
 - 1. Minutes, bonds, oaths of officials, zoning ordinances, master or compressive plans, other records of decisions, Commission or department publications: Permanent.
 - 2. General ledger: 20 years.
 - 3. Account journals: 10 years.
 - 4. Bills and/or invoices, receipts, purchase orders, vouchers: 7 years.
 - 5. Correspondence: Permanent.

7. **Committees.**

- A. Ad Hoc Committees. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.

- B. Citizen Committees. The Commission or Chair may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Commission and to better represent various interest groups in the VillageCity of Jonesville.
8. **Rules of Procedure for All Committees.**
- A. Subservient to the Commission. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
 - B. Same Principles. The same principals of these Bylaws for the Commission also apply to all committees of the Commission.
9. **Per Diem.** Per diem shall be paid to members of the Commission at rates established by the Jonesville VillageCity Council for attending Commission meetings and Committee meetings, and other authorized meetings and trips to represent the VillageCity of Jonesville, if those Commission members bill the VillageCity of Jonesville for the same. No mileage or per diem is paid to any members of the Commission, unless authorized and budgeted by the Jonesville VillageCity Council.
10. **Hearings.** Plan Hearings. Before the adoption of any part of a plan, as defined in the Planning Act, or any amendment to a plan, or recommending approval of an amendment to the Jonesville VillageCity Council, the Commission shall hold a public hearing on the matter. Notice of the time and place of the hearing shall be given, not less than 15 days prior to such hearing, by at least one publication in each newspaper of general circulation.
11. **Zoning Responsibilities.**
- A. All powers of the zoning commission have been transferred to this Commission, pursuant to M.C.L. 125.3301 of the Zoning Act.
 - B. Zoning adoption or amendment (including PUD zoning amendments). The commission shall review and act on all proposed zoning ordinances, or zoning amendments pursuant to the Zoning Act. At least one hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a recommendation to the legislative body. At a minimum the recommendation shall include:
 - 1. Zoning plan for the areas subject to zoning, or zoning amendment of the local unit of government;
 - 2. The establishment of or modification of zoning districts, including the boundaries of those districts, if applicable;
 - 3. The text of a zoning ordinance or amendment with the necessary maps and zoning regulations to be adopted for a zoning district or the zoning jurisdiction as a whole; and
 - 4. The manner of administering and enforcing the zoning ordinance.
 - C. Special Use Permit (including PUDs). The Commission shall review and act on all special use permits pursuant to the Zoning Act and zoning ordinance. At least one hearing shall be held on each proposed zoning ordinance or amendment, with notices given as

specified in the zoning ordinance and the Zoning Act. After the hearing action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's action.

- D. Site Plan Review. The Commission shall review and act on all those site plans which the zoning ordinance requires Commission action. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's action.
 - E. Appeals. The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, non-use variances, or use variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.
 - F. Conflict of Interest. Pursuant to Section 2,J.
12. **Plan Reviews.** The Commission shall review all adjacent, contiguous, local government plans and the county plans in which the Commission service area is located.
13. **Capital Improvements Review.**
- A. The Commission shall review preliminary plans for the physical development of the VillageCity of Jonesville.
 - B. The Commission shall communicate its recommendations, including its reasons for approval or disapproval to the VillageCity Council.
14. **Adoption, Repeal, Amendments.** Upon adoption of these Bylaws ~~on June 1, 2010~~, they shall become effective and all previous Bylaws shall be repealed.
- A. The Commission may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.
 - B. These Bylaws may be amended at any regular or special meeting by a two-thirds vote of the members present.

Adopted June 1, 2010 at a regular meeting of the Jonesville Planning Commission.

Amendments recommended on December 14, 2016 at a regular meeting of the Jonesville Planning Commission.

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.)

1st City Council. 2nd City Planning

1. Name JAMES ACKERSON 2. Occupation MECH. ENGR. / BUSINESS OWNER

3. Employer Grholski Manufacturing 4. Email address ACKERSONjim@yahoo.com

5. Home Address 134 Pinecrest Dr Jonesville, MI 49250
Street City Zip

6. Home Telephone 517-849-2848 Business Phone Cell 517-474-2339 * Best #

8. Length of residency in Jonesville 21 years

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

Society of Automotive Engineers
Sons of American Legion Post 1776

10. Please indicate below the background or experience you have that 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.)

other pertinent information if so desired.)

BUSINESS OWNER (GMS - NATROWS Campground)

Really CARE ABOUT this community and want to give back
AS others have before me. Involved in coaching kids.
Den Leader Jonesville C/O Scouts.

12-08-16
Date of Application


Signature

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

QUALIFICATIONS SUMMARY

Seasoned Manufacturing Engineering / Quality Manager with proven leadership and diverse experience in manufacturing processes, Toyota Production System and setting and achieving engineering goals.

- Managed and completed multimillion dollar projects on time and within budget.
- Increase production and reduced manpower through reprocessing with net effect of reducing manufacturing costs.
- Implemented Toyota Production System on various lines.
- Trained and supervised manufacturing engineering, CAD design and tool room personnel.
- Set-up new manufacturing plant in San Luis Potosi, Mexico from plant selection to production.
- Proficient in Microsoft Office, AutoCAD, Microsoft Project, and other software.

EDUCATION

1985 B.S. Agricultural Engineering, Michigan State University, East Lansing, Michigan

PROFESSIONAL EXPERIENCE

Present	<u>GROHOLSKI MANUFACTURING SOLUTIONS - Coldwater, Michigan Plant</u>
Sept 2008	Senior Engineering Manager - A Design and Sales Company in the Food Industry Design and purchase parts for system improvements targeting food and beverage processors. Responsible for design and build to reduce overall true costs of a parts life cycle.
Sept 2008	<u>GENERAL PRODUCT CORPORATION - Angola, Indiana Plant</u>
Sept 2002	Engineering / Quality Manager Managed Quality, Engineering, Document Control and Tool Crib at a \$ 85 million facility Responsible for installing 3 Mazak Flexible Machine System with 17, FH-6800 horizontal systems Met or exceeded all durable and perishable tooling, scrap and production efficiency targets for 4 years Set up Kaizen events to remove waste with process mapping from order to shipping Set up stores system (Kanban) base on order history with customer on over 125 parts numbers Quantified Brown and Sharp CMM purchase upgrade based on OEE issues
Sept 2002	<u>EAGLE PICHER AUTOMOTIVE \ HILLSDALE TOOL - Hamilton, Indiana Plant</u>
April 2000	Engineering Manager Managed Manufacturing Engineering, Tool Room and CAD designer at a \$ 60 million facility... Responsible for developing new and existing processes to eliminate waste and improve costs... Launched 4 successful Multi-million dollar new projects and 2 major reprocessing projects for cost reduction and or increase customer demand...
2000 to 1998	<u>EAGLE PICHER AUTOMOTIVE \ HILLSDALE TOOL - Jonesville, Michigan Plant</u> Manufacturing / Engineering Manager Manufacturing manager for new start-up plant in Tamworth, England plant....Reorganized manufacturing and engineering to remove process inefficiency based off the Toyota Production System... Put systems in place to develop an employee based Continuous Improvement Teams....Set-up scrap reduction teams to reduce overall scrap by 42 % through product design and plant teams....Reduce scrap and in-process rework to increase available floor space by 25%
1998 to 1992	<u>EAGLE PICHER AUTOMOTIVE \ HILLSDALE TOOL - Jonesville, Michigan Plant</u> Corporate Manufacturing Engineer Set-up and quoted new manufacturing processes for vibration dampers, power steering pumps and power steering covers....Set-up and managed new start up in Mexico from site selection to production...Set up Engineering,Quality,Tooling systems for new plant.... Trouble-shooting new processes at other plants and worked on tooling, fixturing and gauging issues..
1992 to 1985	<u>GENERAL MOTORS POWERTRAIN - Lansing, Michigan</u> Manufacturing Engineer, Quality Engineer, and Facilities Engineer Processed cylinder block, connecting rod, crankshafts , cylinder heads and process handling equipment for production parts...

REFERENCES

References are available and will be furnished upon request.

**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.)

CITY COUNCIL

1. Name BRENDA GUYSE 2. Occupation RETIRED

3. Employer N/A 4. Email address bjguyse@yahoo.com

5. Home Address 313 PARK ST. JONESVILLE, MI 49250
Street City Zip

6. Home Telephone 517-917-4594 Business Phone N/A

8. Length of residency in Jonesville 602 YRS.

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

NONE - CURRENTLY

10. Please indicate below the background or experience you have that 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.)

See Attachments

11-23-14
Date of Application

Brenda J. Guyse
Signature

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

November 23, 2016

City of Jonesville
Jeff Gray, City Manager
265 E Chicago Street
Jonesville, MI 49250

RE: City Council Vacancy

Dear Jeff Gray,

My name is Brenda Guyse, and I am writing to apply for the City Council vacancy posted on the City of Jonesville website last week. I am writing to you to express my desire to apply for that position.

I have enclosed an attached list of my Jonesville experience, resume, references and copies of my certificates for your review.

Please don't hesitate to call me at 517-917-4591. I can also be reached by email at bjguyse@yahoo.com and I'm also a friend of the City of Jonesville Facebook page.

I look forward to hearing and meeting you in the near future.

Sincerely,

A handwritten signature in cursive script that reads "Brenda J. Guyse". The signature is written in dark ink and is positioned to the right of the word "Sincerely,".

Brenda J. Guyse

LIST OF JONESVILLE EXPERIENCE

- 1972–1982 Jonesville High School Alumni Association – Recording Secretary
- 1975–1985 Jonesville Junior Jill's Association – Member
- 2004–2011 Hillsdale Co. Domestic Harmony – House/Client Volunteer – (2, 8 hour shifts/mo.)
- 2004 Jonesville Planning Commission
- 2006-2008 Jonesville Village Clerk
- 2009 Regional Planning Commission Committee Member
- 2008-2011 Trustee Village of Jonesville Council

REFERENCES

Mr. Gerald Arno

856 Maumee Street
Jonesville, MI 49250
517-849-2205

Mr. Jerry Drake

404 Parkwood Drive
Jonesville, MI 49250
517-849-9176

Mr. David Steel

466 Salem Drive
Jonesville, MI 49250
517-849-7281

Ms. Cindy Means

Clerk/Deputy Treasurer
City of Jonesville

Ms. Lenore Spahr

Finance Director/Treasurer
City of Jonesville

BRENDA J. GUYSE – RETIRED March 1, 2016

313 Park Street, Jonesville, MI 49250

517-917-4591 biguyse@yahoo.com

WORK EXPERIENCE:

Tenneco – Litchfield, MI

Team Leader (2010-2016)

- Responsible for Coordination of shift production, reporting and daily scheduling.
- Inspection of part quality prior to and periodically during each shift.
- Coordination of job assignments based on production needs and attendance
- Monitoring and Maintenance of 5S in the work place/department.
- Providing daily updates on department operations to Supervisor.
- Software: Microsoft – Excel, Word and Tenneco Global.

Dow Automotive – Hillsdale, MI

Logistics Activity Scheduler (1998-2009)

- Schedule and arrange daily truck, ocean & air transportation, National and International
- Process road, ocean & air documents – DGI Certified Air Hazmat Preparer
- Focal Point and Site Auditor for International Shipments.
- System release & allocate batches to products for setting up shipments
- Responsible for creating spread sheets, monitoring and tracking of ocean containers
- Software: Microsoft – Outlook, Excel, Word and PowerPoint. Dow Global: SAP/Diamond

Armour Swift Eckrich – Quincy, MI

Customer Service/International Freight Scheduler (1997-1998)

- Responsible for International Customer Service calls
- Schedule and booked barge/steamer/container cargo transportation
- Processed documentation to related plants for ocean bills of lading
- Wrote the company's booking procedure
- Software: Lotus123, Professional Write and File

Target Directories – Manitou Beach, MI

Sales Assistant (1996-1997)

- Organized and made hourly appointments for outside sales representatives daily schedule
- Managed sales files, ad graphics and contacts for sales team.
- Responsible for daily sales reports and time expenditures
- Software: Company Specific Date Base

Education:

2009	Tenneco Team Leader Training
2007	DGI Air (IATA) (CFR-49) and Ocean Shipments Hazmat Training
1985-1986	Jackson Community College – Course Work in Information and Data Processing
1982-1984	Jackson Community College – Night Classes in Computer and Secretarial Science
1972	Jonesville High School Graduation – Top 10

CERTIFICATE OF ELECTION

STATE OF MICHIGAN

THE BOARD OF CANVASSERS of the COUNTY OF HILLSDALE
having ascertained and canvassed the votes in the
CITY OF HILLSDALE, for the ELECTION, held on the
Seventh Day of November, Two Thousand Six.

DO HEREBY CERTIFY and DETERMINE, that

BRENDA J. GUYSE

having received a sufficient number of votes is elected to the

OFFICE of

JONESVILLE VILLAGE CLERK

for the term of TWO YEARS expiring November 19, 2008.

IN WITNESS WHEREOF, we have hereunto set our hands and
affixed the seal of the County of Hillsdale this
Ninth Day of November, Two Thousand Six.

Attest:



Thomas C. Mohr

Thomas C. Mohr, County Clerk
Clerk-Board of Canvassers

Board of Canvassers

Beverly C. Brown

Beverly Brown, Chairperson

Marlin A. Field

Marlin A. Field

Mary Jo Godfrey

Mary Jo Godfrey

June E. Radabaugh

June E. Radabaugh

CERTIFICATE OF ELECTION

STATE OF MICHIGAN

THE BOARD OF CANVASSERS of the COUNTY OF HILLSDALE
having ascertained and canvassed the votes in the
CITY OF HILLSDALE, for the **GENERAL ELECTION**, held on the
fourth day of November, Two Thousand Eight.

DO HEREBY CERTIFY and DETERMINE, that

BRENDA J. GUYSE

having received a sufficient number of votes is elected to the

OFFICE of

TRUSTEE

VILLAGE OF JONESVILLE

for the term of **FOUR YEARS** expiring **November 20, 2012**.

IN WITNESS WHEREOF, we have hereunto set our hands and
affixed the seal of the County of Hillsdale this
fifth day of November, Two Thousand Eight.

Attest:



Thomas C. Mohr
Thomas C. Mohr, County Clerk
Clerk-Board of Canvassers

Board of Canvassers

Mary Jo Godfrey
Mary Jo Godfrey, Chairperson

Marlin A. Field
Marlin A. Field

Mary Jo Dunlap
Mary Jo Dunlap

Jane E. Radabaugh
Jane E. Radabaugh

**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.)

CITY COUNCIL
PLANNING COMMISSION

1. Name DAVID WINDLE 2. Occupation RETIRED

3. Employer _____ 4. Email address DAVID.WINDLE@COMCAST.NET

5. Home Address 402 E. CHICAGO JONESVILLE MI 49250
Street City Zip

6. Home Telephone 517-320-8955 7. Business Phone _____

8. Length of residency in Jonesville 2+ yrs.

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

HILLSDALE CHAMBER OF COMMERCE

10. Please indicate below the background or experience you have that 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.)

ALTHOUGH I HAVE LIVED IN JONESVILLE FOR A
LITTLE OVER 2 YEARS CURRENTLY, I GREW UP
HERE AND ATTENDED JONESVILLE HIGH SCHOOL (66)
AND TAUGHT BUSINESS CLASSES IN THE 1970'S.

(OVER)
11-23-2016

Date of Application

David E. Windle

Signature

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

I STILL TEACH BUSINESS CLASSES AT JACKSON COLLEGE - HILLSDALE CAMPUS - AND BAKER COLLEGE - JACKSON COLLEGE.

ALTHOUGH I HAVE NO EXPERIENCE IN MUNICIPAL GOVERNMENT, I DO HAVE AN EXTENSIVE BACKGROUND IN BUSINESS.

THANK YOU FOR YOUR CONSIDERATION.

DAVID WINDLE

P.O. Box 151, Jonesville, MI 49250 • (517) 320-8955 • david.windle@comcast.net

INSTRUCTOR

Student oriented Accounting/Management Instructor and Chairperson with over 10 years of experience at the college level teaching and computer software sales and trainer. Well-versed in computer-based systems including Blackboard. Extensive background in B2B and retail sales.

- Cost Accounting
- Tax for Corporations Accounting
- Managerial Accounting
- QuickBooks
- Management
- Beginning and Advanced Accounting

PROFESSIONAL EXPERIENCE

INSTRUCTOR-CHAIRPERSON MGT/HRM Sept. 2000 – Sept. 2013

BAKER COLLEGE – Jackson, Michigan
Managed Departments and Instructed Classes

Full-time Instructor and Department Chairperson for Management and Human Resources. Hired adjunct instructors, advised students and performed all duties required as Department Chair. Taught 4 classes per term in Accounting, Management, Computer Software, etc. Started as adjunct instructor in Fall of 2000. Moved to full-time in September 2008.

AUTO CLAIMS SPECIALIST April 2007 August 2008

FARMER'S INSURANCE
Inspection and estimating of auto claims

Worked as an auto claims specialist in an assigned territory. Duties include inspection of vehicle, completion of estimate, contact with parts suppliers, and customer service. This position is home-office based and requires an understanding of insurance, customer service and automobiles.

BUSINESS MANAGER, February 2002 – July 2006 **WINDLE'S – SEARS RETAIL DEALER STORE, Hillsdale, MI**

Lead retail dealer operation for major high-profile company.

Established business, built team of eight, and fostered "client-first" environment. Coached dedicated team to advanced company goals and build customer base. Interface directly with customers and suppliers. Oversaw business-management functions ranging from sales, scheduling, and resource allocation to inventory management, delivery and accounts payable / receivable.

Selected accomplishments:

- Realized revenue increase of \$800,000 to generate \$2 million in annual revenues in under three years.
- Invested time training sales professionals on product information and delivering sales presentations to effectively influence buying decisions of customers.

continued

*Professional Experience Continued***SALES REPRESENTATIVE, 2001 – 2002**
ANACOMP, INC., San Diego, CA*Penetrated territory to increase sales for storage document company.*

Developed sales plan to elevate software sales through new business development, territory management, and account acquisition / retention. Conducted cold calls, followed up on leads, and cultivated relationships to advance growth objectives. Orchestrated details of delivery between all essential parties.

Selected accomplishments:

- Maintained close contact with existing customers to determine future needs and respond expediently to issues, leading to continued loyalty to products and company.
- Continued to create and communicate opportunities to customers during difficult time for company.

SALES REPRESENTATIVE, 1999 – 2001
MESSAGEMEDIA, INC., Boulder, CO*Advanced sales for Internet-marketing company generating \$5 million.*

Grew sales for start-up business by identifying opportunities and promoting product benefits to create need / demand. Collaborated with potential customers to complete needs analysis based on environment and objectives. Analyzed sales trends / activity to continually improve on results. Maintained and reported essential sales information. Monitored activities of competition to maintain / gain competitive advantage.

Selected accomplishments:

- Drove initiatives to boost sales to over \$900,000 annual in two years.
- Defined customer needs and offered software solutions to spur sales.

SALES REPRESENTATIVE, 1997 – 1999
STERLING COMMERCE, Columbus, OH

Performed heavy prospecting and lead development to grow client base. Gained extensive product knowledge and conducted product presentations to educate potential and existing customers to fulfill needs. Oversaw sales from initial contact through to installation to maximize satisfaction. Track weekly sales to base future initiatives.

Selected accomplishment:

- Gained access to key decision makers to present products and negotiate sales to accelerate revenues.

EDUCATION & CREDENTIALS

Master of Arts in Business Education
WESTERN MICHIGAN UNIVERSITY, Kalamazoo, MI

Technical Proficiencies
Word, Excel, Access, Outlook Express; Windows and UNIX

Professional Affiliation
Chamber of Commerce

Hillsdale County Community Foundation

Fund Activity Statement
Through September 30, 2016

RECEIVED
DEC 16 2016
BY: _____

Jonesville Freedom Memorial Fund

	Year to Date
Beginning Fund Balance:	\$0.00
<u>Revenue</u>	
Gifts & Bequests	\$50,000.00
Investment Income	\$252.88
<i>Total Revenue</i>	\$50,252.88
<u>Expenses</u>	
Administrative Fees	\$0.00
<i>Total Expenses</i>	\$0.00
Total Change in Fund Balance	\$50,252.88
Ending Fund Balance:	\$50,252.88

Spendable Balance - Available to Grant (Endowed Funds):

Beginning Balance on 10/1/2015	\$0.00
Additions to Spendable Balance	\$25,152.15
Grants Disbursed through 9/30/2016	\$0.00
<i>Ending Balance - Available to Grant</i>	\$25,152.15

If you have questions about this statement, please contact us at 517-439-5101.



November 22, 2016

Dear Fund Representative:

We are pleased to provide you with the spending allowance for the Hillsdale County Community Foundation 2016-2017 fiscal year. The board has authorized a 4% spending allowance again this year, which is based on a rolling quarter average of the fund over the past three years.

We were grateful to see the upward turn of the market over the past year. Despite some ups and downs, the Foundation was able to finish our fiscal year with a 10.77% return. You will notice the positive effects of those returns in your year-end financial statement.

As a reminder, your spending percentage is based on the UPMIFA law and not the actual income growth experienced from your fund. This law allows for spending from your fund based on the total fund balance of the past three years, regardless of market return. This is a continuation of the adoption made by the HCCF Board of Trustees several years ago.

Please find listed below the details regarding the **Jonesville Freedom Memorial Fund**:

4 % Spendable based on a Twelve Rolling Quarter Average	Carry-Over	Total Available to Spend
\$0.00	\$25,152.15	\$25,152.15

Please feel free to contact the office at (517) 439-5101 should you have any questions regarding this letter. We appreciate the confidence you have placed in the Hillsdale County Community Foundation and look forward to continuing our relationship with you in the future.

Sincerely,

Sharon E. Bisher

Sharon E. Bisher
President/CEO



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 COUNCIL
ANNUAL MEETING CALENDAR
JANUARY - DECEMBER
2017
THIRD WEDNESDAY OF THE MONTH

WEDNESDAY	JANUARY 18, 2017	6:30 P.M.
WEDNESDAY	FEBRUARY 15, 2017	6:30 P.M.
WEDNESDAY	MARCH 15, 2017	6:30 P.M.
WEDNESDAY	APRIL 19, 2017	6:30 P.M.
WEDNESDAY	MAY 17, 2017	6:30 P.M.
WEDNESDAY	JUNE 21, 2017	6:30 P.M.
WEDNESDAY	JULY 19, 2017	6:30 P.M.
WEDNESDAY	AUGUST 16, 2017	6:30 P.M.
WEDNESDAY	SEPTEMBER 20, 2017	6:30 P.M.
WEDNESDAY	OCTOBER 18, 2017	6:30 P.M.
WEDNESDAY	NOVEMBER 15, 2017	6:30 P.M.
WEDNESDAY	DECEMBER 20, 2017	6:30 P.M.

All meetings are held at the City Hall – 265 E. Chicago Street, Jonesville, MI

Individuals with disabilities requiring auxilliary aids or services should contact the City of Jonesville office by writing or calling the following:

City of Jonesville
265 E. Chicago Street
Jonesville, MI 49250
(517) 849-2104
www.jonesville.org

Cindy Means, Clerk
clerk@jonesville.org

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

JONESVILLE CITY COUNCIL
Minutes of November 9, 2016

A meeting of the Jonesville City Council was held on Wednesday, November 9, 2016 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. Absent: Ron Hayes.

Also present: Manager Gray, Attorney Lovinger, Police Chief Lance, WWTP Supt. Mahoney, DPW Supt. Kyser, Treasurer Spahr, Shelly Snow, Christine Bowman, Dana Kyser, Greg Bailey (Bailey, Hodshire & Co.), Alicia Jones Lessard and Ernie Arno.

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

The Oath of Office was administered by Clerk Means to Councilmen Tim Bowman, Ron Hayes and Andy Penrose for their newly re-elected positions as Councilmen on the Jonesville City Council for four (4) year terms each.

A motion was made by Ron Hayes and supported by Andy Penrose to accept the resignation of Councilman Gerry Arno. Councilman Arno's resignation is due to his being recently elected as Mayor for the City of Jonesville. All in favor. Motion carried.

The Oath of Office was administered by Clerk Means to Gerry Arno for his newly elected position as Mayor on the Jonesville City Council for a two (2) year term.

Outgoing Mayor Bob Snow and the City of Jonesville recognized newly elected Mayor Gerry Arno for his 20 years of dedicated service to the City of Jonesville, and his continuing support of the community. Mr. Snow passed the gavel to Mayor Arno wishing him well with his new position.

Mayor Gerry Arno, along with the City of Jonesville, recognized Bob Snow for his 38 years of dedicated service to the City of Jonesville. Mr. Snow has served 14 years as Jonesville's Mayor/President, along with numerous years of service on different boards. Mayor Arno presented Mr. Snow with a gift from Councilmembers and City employees. WWTP Supt. Rick Mahoney also made a presentation to Mr. Snow for his years of service to the community.

The agenda was approved as presented with one addition: 8.H. – Authorize Payment to Thompson Construction Company, LLC.

A motion was made by David Steel and supported by Jerry Drake to nominate Tim Bowman for Mayor Pro-Tem. All in favor. Abstain: Tim Bowman. Motion carried.

Greg Bailey of Bailey, Hodshire & Co. presented the Fiscal Year 2016 audit report for the City of Jonesville. Mr. Bailey stated that the City had a clean audit with no issues being found. Mr. Bailey commended the Council and City staff for again having a commendable audit.

A motion was made by David Steel and supported by Andy Penrose to receive the Fiscal Year 2016 Audit Report as presented. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Ron Hayes, Andy Penrose, David Steel and Gerry Arno. Nays: None. Motion carried.

Tim Bowman made a motion to file the Certification of Accountability and Transparency with the Department of Treasury. Ron Hayes supported the motion. All in favor. Motion carried.

A motion was made by Jerry Drake and supported by Ron Hayes to approve authorizing the purchase agreement of a new dump truck from Tri County International Trucks at a cost not to exceed \$141,236.00. All in favor. Motion carried.

Tim Bowman made a motion to accept, with regret, the resignation of Steve Iles from the LDFA Board. The motion was supported by David Steel. All in favor. Motion carried.

A motion was made by Any Penrose and seconded by Ron Hayes to appoint and re-appoint the following board and commission members:

Cemetery Committee

Shea Dow	Re-Appoint	2 Year Term (2018)
Charles Pfau	Re-Appoint	2 Year Term (2018)
David Steel	Re-Appoint	2 Year Term (2018)
Kenneth Hodge	Re-Appoint	3 Year Term (2019)
Les Hutchinson	Re-Appoint	3 Year Term (2019)
Mike Kyser	Re-Appoint	3 Year Term (2019)
Barbara Smith	Re-Appoint	3 Year Term (2019)

Citizenship Committee

Tim Bowman	Re-Appoint	3 Year Term (2019)
Andy Penrose	Re-Appoint	3 Year Term (2019)

Downtown Development Authority (DDA)

Ron Gow	Re-Appoint	4 Year Term (November 2020)
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Local Development Finance Authority (LDFA)

Rick Schaerer	Re-Appoint	4 Year Term (November 2020)
Gary Kies	Re-Appoint	4 Year Term (November 2020)

Planning Commission

Jerry Drake	Re-Appoint	3 Year Term (November 2019)
Mike Venturini	Re-Appoint	3 Year Term (November 2019)

All in favor. Motion carried.

The Fiscal Year 2016-17 1st Quarter comparison (July 1, 2016 thru September 30, 2016) was presented to council for their review. The City of Jonesville is in compliance with the anticipated budgeted revenue and expenditures.

A motion was made by Ron Hayes and supported by Jerry Drake to approve payment of the invoice to Thompson Construction Company LLC in the amount of \$99,436.27. This amount includes 10% retainage of the project cost, to be paid upon completion of the corrections in the Spring of 2017. All in favor. Motion carried.

Jerry Drake made a motion to approve the Council minutes of October 19, 2016. Tim Bowman supported the motion. All in favor. Motion carried.

A motion was made by David Steel and supported by Andy Penrose to approve the Accounts Payable for November 2016 in the amount of \$41,274.90. All in favor. Motion carried.

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

Wishes of a Happy Thanksgiving were given by all.

Jerry Drake made a motion and was seconded by Tim Bowman to adjourn the meeting at 7:59 p.m.

Submitted by:

Cynthia D. Means
Clerk

Gerald E. Arno
Mayor

12/16/2016
User: LSPAHR
DB: Jonesville

CITY OF JONESVILLE
INVOICE APPROVAL LIST
12/22/2016

Page: 1/1

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
ACCUSHRED, LLC	OFFICE - DOCUMENT DESTRUCTION	389.36
BAKER'S LAWN CARE, LLC	NOV BURIALS/FOUNDATION REPAIRS	3,123.62
BRINER OIL CO., INC.	MVP - OIL	476.30
BRONNER'S CHRISTMAS WONDERLA	DDA - CHRISTMAS LIGHTS	94.88
CEM SUPPLY, INC.	MOTOR REPAIRS	99.58
CONSUMERS ENERGY	500 IND PKWY SPRINKLER METER	42.33
	WWTP ELECTRICITY	3,869.77
	100 DEAL PKWY SPRINKLER METER	28.29
	WATER TOWER ELECTRICITY	73.28
	598 IND PKWY SPRINKLER METER	22.96
	WRIGHT ST PARK ELECTRICITY	25.04
	DPW ELECTRICITY	224.90
	CITY HALL ELECTRICITY	211.46
	RADIO TOWER ELECTRICITY	29.85
	JFD ELECTRICITY	167.68
	JFD TRUCK BAY ELECTRICITY	88.10
	JFD - EMERGENCY SIREN ELECTRICITY	23.36
	CITY HALL SECOND FLOOR ELECTRICITY	25.95
	FAST PARK ELECTRICITY	193.82
	DDA - METERED PARKING LOT LIGHTS	105.13
	FREEDOM MEMORIAL ELECTRICITY	109.18
	CEMETERY ELECTRICITY	26.98
	JPD ELECTRICITY	227.07
		5,495.15
E.E. SPARKS	PUSH BACK DUMP/LEVEL CEMETERY	1,000.00
HAYES, RON	R2PC ANNUAL DINNER	39.42
HILLS CO CHAMBER OF COMMERCE	MEMBERSHIP RENEWAL	195.00
JONESVILLE HARDWARE	SUPPLIES/REPAIRS	204.31
JONESVILLE, CITY OF	DPW WATER/SEWER	43.99
	WRIGHT ST PARK WATER/SEWER	33.93
	WWTP WATER/SEWER	580.17
	JPD WATER/SEWER	43.99
	JFD WATER/SEWER	55.46
	CITY HALL WATER/SEWER	43.99
		801.53
KENNEDY INDUSTRIES, INC.	WWTP - REBUILD RAW SEWAGE PUMP 2	9,640.00
	WWTP - SERVICE TRICKLING FILTER PUMP 2	1,139.50
		10,779.50
OASIS CAR WASH	JPD - CAR WASHES	6.00
PERFORMANCE AUTOMOTIVE	JFD - SUPPLIES/TRUCK 572 REPAIRS	270.39
RUDEN JOHN	UB refund for account: 000792-07	596.05
USALCO	WWTP - SUPPLIES	4,482.23
VERIZON WIRELESS	IN CAR MODEM/CELL PHONES	166.47
WASTE MANAGEMENT OF MI, INC	STREET SWEEPING SOLIDS DISPOSAL	801.16
WELLS EQUIPMENT SALES, INC.	MVP - TRUCK REPAIRS	35.00
	Total:	29,055.95

MONTHLY OPERATING REPORT

November 2016

SUBMITTED: **December 6, 2016**

WATER FLOW

MAXIMUM	994,000
MINIMUM	0.57,000
AVERAGE	355,600
TOTAL	10.668 MG

WASTEWATER FLOW

MAXIMUM	472,000
MINIMUM	230,400
AVERAGE	262,600
TOTAL	7.8781 MG

Note: Calculated 4.938 MG to waste during Water Tower Maintenance.

CALLOUTS: One (Water Tower Communication Failure)

OPERATION & MAINTENANCE

The plant was in compliance with the NPDES permit limitations during the month of November 2016.

Plant Staff performed lagoon analysis for Camden, Reading, Merry Lake, North Adams, Litchfield, and Lake Diane.

The number two raw sewage pump was rebuilt and returned to service. The number three raw sewage pump was removed and sent in for overhaul. This completes the rebuilding process on all three raw sewage pumps.

The number one trickling filter pump was returned and reinstalled under warranty. We also had Kennedy Industries perform some extra testing on this pump to try to determine why it fails more often than the other two pumps. The results of these tests are pending.

The third quarter drinking water invoices were completed and submitted to City Hall. The total for the third quarter was \$3,020.00. Another \$730.00 in walk in business was also submitted to City Hall.

The water tower was drained and inspected by Utility Services. No major issues were apparent during the inspection, however the final report has not yet been received. We had some minor issues during the process that were resolved by plant staff.

Ed Hughes started working with us on November 14, 2016. Brian worked with him in the lab and he picked up the basics quickly. He has shown a lot of interest in plant operations in addition to the lab work.

PLANT EFFICIENCY—November 2016

5-Day Biochemical Oxygen Demand

NPDES Permit Limit in November 2016—20 mg/l Monthly Average

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

Jonesville Monthly Average—4.5 mg/l

Average Percent Removal from the Raw Wastewater—97.9 %

Total Suspended Solids

NPDES Permit Limit in November 2016—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—4.3 mg/l

Average Percent Removal from the Raw Wastewater—93.5%

Total Phosphorus

NPDES Permit Limit in November 2016—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—83.8%

Ammonia Nitrogen

NPDES Permit Limit in November 2016—7.0 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—0.523 mg/l

Average Percent Removal from the Raw Wastewater—97.8 %

Jonesville Daily Maximum—1.9 mg/l

Rick Mahoney

Jonesville Fire Department Report

November 2016

date	Type of call	Location	# of members
NOV-1	Structure fire	309 Wolcott St.(Mutual aid)3	12
NOV-2	Business meeting	Station (Meeting)	17
NOV-3	Fire Alarm/ false	781 Olds st.(City)	7
NOV-4	Vehicle fire	CNB Parking lot (City)	7
NOV-3	Car Vs Deer	US-12/ Halfmoon Lk. Rd.(Fayette)	9
NOV-6	1 Car rollover	Beck Rd./ Taylor (Fayette)	8
NOV-6	Lift assist	1551 E. Chicago Rd. (Mutual aid)REU	8
NOV-9	2 Car P.I.	US12/ N. Bunn Rd.(Fayette)	13
NOV-11	Car vs. Tree	W. Hastings Lk. Rd./Borden(Scipio)	9
NOV-15	2 Car PDC	Milnes/ Northadams Rd.(Fayette)	8
NOV-15	Grass fire/Unfound	Homer/ Moore (Fayette)	7
NOV-16	Clean-up	Station(Training)	12
NOV-18	P.I. Semi vs Car	Milnes/ Northadams Rd (Fayette)	10
NOV-18	Grass fire	8890 Stevens Dr.(Scipio)	7
NOV-18	Wires down/ Road	3330 Lk. Wilson Rd.(Fayette)	13
NOV-18	Wires down/Road	Reading Ave (City)	12
NOV-18	1 Car Accident/False	Milnes /Northadams rd.(Fayette)	12
NOV-22	Landing Zone	1507 E. Hastings Lk. Rd.(Mutual aid)REU	10
NOV-22	CPR Assist	302 Maumee St.(Mutual aid)REU	12
NOV-25	Truck vs Tree	Milnes/ Northadams Rd.(Fayette)	10
NOV-26	Lift Assist	519 East St.(Mutual aid)REU	7
NOV-29	Wires arching/Sparking	US12/E of Nylon Craft(Fayette)	8

Notes:

YEAR SUMMARY 2016

Month	CITY	SCIPIO	FAYETTE	MUTUAL AID	TRAINING/MEETINGS
JANUARY	2	2	2	0	3
FEBRUARY	10	1	2	2	3
MARCH	3	1	1	1	3
QUARTER TOTAL	15	4	5	3	9
APRIL	2	2	4	3	6
MAY	3	3	1	5	3
JUNE	4	2	1	4	8
QUARTER TOTAL	9	7	6	12	17
JULY	2	2	3	1	1
AUGUST	6	0	2	1	3
SEPTEMBER	7	0	2	3	3
QUARTER TOTAL	15	2	7	5	7
OCTOBER	2	0	5	1	5
NOVEMBER	3	2	10	5	2
DECEMBER					
QUARTER TOTAL					
YEAR TOTAL					

Notes:

Jonesville Dept of Public Works

November 2016

Monthly Report

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

There were no call outs

We are still picking up leaves & brush this month.

The drinking fountain in Fast park was winterized.

The American flags were put up & taken down for Veterans Day.

We have been doing maintenance on our equipment.

The water tower was drained & refilled for tank cleaning.

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

We installed a new cross buck sign at the railroad tracks on Beck St. for the rail trail.

We cleaned up a tree that fell on the rail trail north of US-12.

Wickham Tree Service took down a large tree that was hanging in the Cemetery.

Crouch Electric replaced a electric panel in the Industrial Park as it rusted out.

We started putting up the Christmas decorations for the DDA.

The Grosvenor House banner was put up for their Holiday Events.

Jeff & I attended the Traffic Summit in Hillsdale put on by MDOT.

The Small Urban grant was approved for Jermain & Jonesville Rd. in 2018.

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 NOVEMBER 2016

B&E: 1
Fraud: 2 (Bad Checks)
Theft from Motor Vehicle: 0
Domestic Assault: 1
Malicious Destruction of Property: 2
Drug Offense: 1
Other Larceny: 3
Nuisance Animals: 1
Retail Fraud: 1
Embezzlement: 0
Public Roadway Accidents: 3
Private Property Accidents: 3
Other Arrests: 7 (warrants, traffic, etc.)
Non Violent Domestic: 0
Civil Matter/Family Disputes: 4
Medical Emergency: 11
Alarms: 4
Suspicious Situations: 4
General Assistance: 13
Traffic/Moving Violations: 13

Warrants Received from Prosecutor: 3
Juvenile Petitions: 4

November Patrol Shift Coverage: 91%

DECEMBER EVENTS

Toys for Tots and Shop with a Hero- DEC. 3 and DEC. 16.
Elder Abuse Coalition Meeting

**CITY OF JONESVILLE
CASH BALANCES**

	November-2016	BANK BALANCE
GENERAL FUND:		
General Fund Now Checking	101-000-001	64,229.60
General Fund CLASS Acct	101-000-007	805,848.00
General Fund Cemetery CLASS Acct	101-000-007.100	87,584.39
General Fund Alloc of Assets CLASS	101-000-007.200	389,083.32
MAJOR STREETS:		
Major Streets Now Checking	202-000-001	23,795.47
Major Streets CLASS Acct	202-000-007	21,611.85
LOCAL STREETS:		
Local Streets Now Checking	203-000-001	20,200.26
Local Streets CLASS Acct	203-000-007	509,932.03
Local Streets Bond & Int CLASS	203-000-007.200	8,743.52
STATE HIGHWAY:		
State Highway Now Checking	211-000-001	7,651.56
L.D.F.A.:		
LDFA Operating Now Checking	247-000-001	189,344.97
LDFA Operating CLASS Acct	247-000-007	917,010.48
D.D.A.:		
DDA Now Checking	248-000-001	11,668.87
DDA Operating CLASS Acct	248-000-007	240,196.73
SEWER FUND:		
Sewer Receiving Now Checking	590-000-001	65,965.81
Sewer Bond & Interest Checking	590-000-001.300	10.00
Sewer General Purpose CD	590-000-003.100	16,360.48
Sewer Receiving CLASS Acct	590-000-007	220,420.67
Sewer Bond Reserve CLASS Acct	590-000-007.100	35,326.69
Sewer Plant Improv. CLASS Acct	590-000-007.200	820,724.03
Sewer Bond & Interest CLASS	590-000-007.300	16,583.22
WATER FUND:		
Water Receiving Now Checking	591-000-001	35,395.86
Water Receiving CLASS Acct	591-000-007	250,751.43
Water Plant Improvement CLASS Acct	591-000-007.100	176,913.38
Water Tower Maint CLASS Acct	591-000-007.300	43,979.50
Water Maint CLASS Acct	591-000-007.400	48,929.26
MOTOR VEHICLE POOL:		
Motor Vehicle Pool Now Checking	661-000-001	32,493.57
Equip. Replace CLASS - Police Car	661-000-007.301	24,494.99
Equip. Replace CLASS - Fire Truck	661-000-007.336	97,113.43
Equip. Replace CLASS - Turn Out Gear	661-000-007.337	2,213.93
Equip. Replace CLASS - DPW Equip	661-000-007.463	192,447.94
Equip. Replace CLASS - WWTP/Vactor	661-000-007.590	74,376.40
CURRENT TAX:		
Current Tax Checking	703-000-001	592.64
Current Tax Savings Account	703-000-002	433,121.47
PAYROLL FUND CHECKING:		
	750-000-001	5,799.43
GRAND TOTAL		5,890,915.18



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
NOVEMBER 2016**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	2	2	0	0	0	0	0	0
February	2	2	0	0	0	0	0	0
March	2	1	0	0	0	3	0	0
April	0	2	0	0	0	3	0	0
May	6	0	0	0	5	1	0	0
June	2	2	0	0	2	0	0	0
July	0	0	0	0	1	2	0	0
August	0	1	0	0	0	2	0	0
September	0	3	0	0	1	1	0	0
October	2	2	0	0	1	3	0	0
November	0	2	0	0	0	1	0	0
2016 Totals	16	17	0	0	10	16	0	0

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

Fall Activities:

- Tree pruning/removal
- Headstone Repair
- Vacant land grading

December/January Focus:

- Sexton/maintenance services

State of Michigan Department of Environmental Quality

This is to certify that

Brian E. Boyle

having submitted acceptable evidence of qualifications, in accordance with the requirements of the Rules Governing the Certification of Sewage Treatment Works Operators, is qualified to operate any sewage treatment works of any of the following classifications:

C, D

Issued
October 17, 2016

Expires
January 15, 2020

Operator I.D. Number
11405



ISSUED BY THE DIRECTOR OF THE DEPARTMENT OF ENVIRONMENTAL QUALITY
UNDER AUTHORITY OF ACT 451 P.A. 1984 AS AMENDED

EDP 3402
REV. 3/2011

Mr Gray

Jonesville City Manager

Jonesville, Mi. 49250

We wish to thank you (long over due) for allowing us to cut the ribbon at the dedication of the Jonesville Trail. This is the first time that such an honor has been bestowed upon us. We're still enjoying the proud comments we are receiving from our sons in Florida and nieces from as far away as Seattle, Wa. You have no idea how proud and happy this has made two 80 plus year olds feel.

Our next wish is to walk the trail if our legs will take us. This had been difficult since Don has had a minor stroke.

The ribbon is proudly in Don's work shop and is always given the history.

As the Holidays near we wish you and your family and co-workers a most enjoyable time.

Sincerely,

Don Playford
Donna Playford