



City of
Jonesville

265 E. Chicago Street • Jonesville • MI 49250

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

**CITY OF JONESVILLE
COUNCIL AGENDA
MARCH 16, 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. Tammy Dow, Candidate for Hillsdale County Sheriff

5. PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION

A. None

6. REPORTS AND RECOMMENDATIONS

A. Jonesville Citizens of the Year

[ROLL CALL][Action Item]

B. Resolution 2016-06 – Poverty Exemption Guidelines

[ROLL CALL][Action Item]

C. Consider Bid Award – 2016/2017 Mowing Contract

[Action Item]

7. COUNCIL MINUTES

A. Consider minutes of the February 17, 2016 regular meeting

[Action Item]

8. ACCOUNTS PAYABLE

A. Accounts Payable for March 2016 totalling \$42,333.96

[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. Manager Report

10. ADJOURNMENT



City of Jonesville

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To: Jonesville City Council
From: Jeffrey M. Gray, City Manager 
Date: March 11, 2016
Re: Manager Report and Recommendations – March 16, 2016 Council Meeting

6. A. Citizens of the Year

[ROLL CALL][Action Item]

The Citizenship Awards Committee is providing a recommendation to Council for the 2016 Citizenship Awards. That recommendation includes the recognition of three outstanding individuals; two adults and one youth nomination. We are fortunate to have three outstanding examples of citizenship and service to the community. The Citizenship Committee will release the nominee names at the meeting. I would recommend that the Council concur with the Committee recommendation through the approval of Resolutions 2016-03, 04, and 05. A motion and roll call vote are necessary to approve the Resolutions. *Please refer to attached Resolutions.*

6. B. Resolution 2016-06 – Poverty Exemption Guidelines

[ROLL CALL][Action Item]

City Council is required to annually adopt Poverty Exemption Guidelines that the Assessor and Board of Review may use to determine individuals that are eligible for exemption from payment of property taxes due to income. The attached guidelines have been amended from last year's guidelines, as recommended by Assessors Chuck and Melissa Zemla, to follow Federal poverty guidelines for income and assets. In addition, the guidelines have been amended to assure that application deadlines are consistent with State statute. The Board of Review acted at their March 7th organizational meeting to recommend approval of these amendments. I recommend a motion to approve the attached Resolution adopting the Poverty Exemption Guidelines. A roll call vote is required on the Resolution. *Please refer to the attached Resolution 2016-06 and Guidelines.*

6. C. Consider Bid Award – 2016/2017 Mowing Contract

[ROLL CALL][Action Item]

Sealed bids were opened on March 10th for mowing services at 12 public spaces and leaf removal at the two parks. Three bids were received. The low bidder was Michigan Lawn and Landscape, the contractor that currently provides the service to the City. The proposed rates for the cost per mow of all 12 spaces is \$525.57; the cost for each leaf pickup at the two parks is \$260.34. These rates are the same as the rates under the 2014/2015 contract. The new contract would be for two years. DPW Superintendent Mike Kyser has been satisfied with the contractor's work and recommends award of the contract to the low bidder. I concur with his recommendation and recommend a motion to approve a two-year contract at the rates stated above. *Please refer to the attached bid documents.*

Correspondence:

- MDOT re: National Functional Classification change for Industrial Park
- Pipeline Emergency Response Training Certificates: Emala, Kyser, and Woolworth

RESOLUTION 2016-03

**A RESOLUTION OF THE CITY OF JONESVILLE RECOGNIZING
THE FAITHFUL AND DEDICATED SERVICE OF**

WHEREAS, _____ has faithfully served the Jonesville community through an array of community activities for numerous years; and

WHEREAS, _____ has demonstrated exceptional community involvement, leadership, volunteerism and has been a role model to Jonesville citizens in the demonstration of good moral conduct; and

WHEREAS, the City of Jonesville desires to formally recognize and appropriately honor said dedicated service of _____; and

NOW, THEREFORE BE IT RESOLVED THAT the City of Jonesville hereby recognizes _____ as a **2016 Jonesville Citizen of the Year**.

BE IT FURTHER RESOLVED THAT the City of Jonesville offers _____ its sincere gratitude and offers its best wishes for continued success in all endeavors and its most heartfelt hopes for sustained good health and prosperity.

This resolution was introduced by Councilperson _____ and supported by Councilperson _____.

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 16th day of March, 2016.

Robert E. Snow, Mayor

Cynthia D. Means, Clerk

RESOLUTION 2016-04

**A RESOLUTION OF THE CITY OF JONESVILLE RECOGNIZING
THE FAITHFUL AND DEDICATED SERVICE OF**

WHEREAS, _____ has faithfully served the Jonesville community through an array of community activities for numerous years; and

WHEREAS, _____ has demonstrated exceptional community involvement, leadership, volunteerism and has been a role model to Jonesville citizens in the demonstration of good moral conduct; and

WHEREAS, the City of Jonesville desires to formally recognize and appropriately honor said dedicated service of _____; and

NOW, THEREFORE BE IT RESOLVED THAT the City of Jonesville hereby recognizes _____ as a **2016 Jonesville Citizen of the Year**.

BE IT FURTHER RESOLVED THAT the City of Jonesville offers _____ its sincere gratitude and offers its best wishes for continued success in all endeavors and its most heartfelt hopes for sustained good health and prosperity.

This resolution was introduced by Councilperson _____ and supported by Councilperson _____.

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 16th day of March, 2016.

Robert E. Snow, Mayor

Cynthia D. Means, Clerk

RESOLUTION 2016-05

**A RESOLUTION OF THE CITY OF JONESVILLE RECOGNIZING
THE FAITHFUL AND DEDICATED SERVICE OF**

WHEREAS, _____ has faithfully served the Jonesville community through an array of community activities for numerous years; and

WHEREAS, _____ has demonstrated exceptional community involvement, leadership, volunteerism and has been a role model to Jonesville citizens in the demonstration of good moral conduct; and

WHEREAS, the City of Jonesville desires to formally recognize and appropriately honor said dedicated service of _____; and

NOW, THEREFORE BE IT RESOLVED THAT the City of Jonesville hereby recognizes _____ as the **2016 Jonesville Youth Citizen of the Year**.

BE IT FURTHER RESOLVED THAT the City of Jonesville offers _____ its sincere gratitude and offers its best wishes for continued success in all endeavors and its most heartfelt hopes for sustained good health and prosperity.

This resolution was introduced by Councilperson _____ and supported by Councilperson _____.

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 16th day of March, 2016.

Robert E. Snow, Mayor

Cynthia D. Means, Clerk

2016-06

CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN

RESOLUTION – POVERTY EXEMPTION GUIDELINES

At a Regular Meeting of the City Council of the City of Jonesville, County of Hillsdale, State of Michigan, held in the City Hall in said City on the 16th of March, 2016, at 6:30 p.m.

PRESENT:

ABSENT:

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

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Jonesville, Hillsdale County adopts the attached guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines for 2016 Assessments

| <u>Size of Family/Household</u> | <u>Maximum Total Income</u> |
|--|------------------------------------|
| 1 | \$11,770 |
| 2 | \$15,930 |
| 3 | \$20,090 |
| 4 | \$24,250 |
| 5 | \$28,410 |
| 6 | \$32,570 |
| 7 | \$36,730 |
| 8 | \$40,890 |
| Additional Person | \$4,160 |

NOW, THEREFORE BE IT HEREBY RESOLVED, that the Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

AYES: Council Members:

NAYS: Council Members:

ABSENT: Council Members:

Cindy Means, Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Jonesville, County of Hillsdale, Michigan at a Regular Meeting held on the 16th day of March, 2016, and that public notice was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

Cindy Means, Clerk

GUIDELINES FOR APPLICANTS REQUESTING POVERTY EXEMPTIONS

Adopted by Jonesville City Council on _____

BY LAW, ALL BOARD OF REVIEW MEETINGS AND INFORMATION DISCUSSED ARE OPEN TO THE PUBLIC. EVIDENCE GIVEN TO THE BOARD OF REVIEW OR THE ASSESSOR IS SUBJECT TO THE FREEDOM OF INFORMATION ACT. INFORMATION REQUESTED UNDER THIS ACT MAY BE RELEASED TO THE PUBLIC.

1. All applicants must obtain and fill out the attached application. The application and all requested documents must be given to the local Assessor **no later than one day prior to the last day of the March, July, or December Board of Review.**
2. Applicants must own and occupy the principal residence for which the exemption is requested. The principal residence exemption (PRE) percentage, as determined by General Property Tax Law 211.7dd, will determine the percentage of property that can be considered for exemption.

"Principal residence" means the 1 place where an owner of the property has his or her true, fixed, and permanent home to which, whenever absent, he or she intends to return and that shall continue as a principal residence until another principal residence is established. Except as otherwise provided in this subdivision, principal residence includes only that portion of a dwelling or unit in a multiple-unit dwelling that is subject to ad valorem taxes and that is owned and occupied by an owner of the dwelling or unit. Principal residence also includes all of an owner's unoccupied property classified as residential that is adjoining or contiguous to the dwelling subject to ad valorem taxes and that is owned and occupied by the owner. Beginning December 31, 2007, principal residence also includes all of an owner's unoccupied property classified as timber-cutover real property under section 34c that is adjoining or contiguous to the dwelling subject to ad valorem taxes and that is owned and occupied by the owner. Contiguity is not broken by boundary between local tax collecting units, a road, a right-of-way, or property purchased or taken under condemnation proceedings by a public utility for power transmission lines if the 2 parcels separated by the purchased or condemned property were a single parcel prior to the sale or condemnation. Except as otherwise provided in this subdivision, principal residence also includes any portion of a dwelling or unit of an owner that is rented or leased to another person as a residence as long as that portion of the dwelling or unit that is rented or leased is less than 50% of the total square footage of living space in that dwelling or unit. Principal residence also includes a life care facility registered under the living care disclosure act, 1976 PA 440, MCL 554.801 to 554.844. Principal residence also includes property owned by a cooperative housing corporation and occupied by tenant stockholders. Property that qualified as a principal residence shall continue to qualify as a principal residence for 3 years after all or any portion of the dwelling or unit included in or constituting the principal residence is rented or leased to another person as a residence if all of the following conditions are satisfied:

- (i) The owner of the dwelling or unit is absent while on active duty in the armed forces of the United States.
- (ii) The dwelling or unit would otherwise qualify as the owner's principal residence.
- (iii) Except as otherwise provided in this subparagraph, the owner files an affidavit with the assessor of the local tax collecting unit on or before May 1 attesting that it is his or her intent to occupy the dwelling or unit as a principal residence upon completion of active duty in the armed forces of the United States. In 2008 only, the owner may file an affidavit under this subparagraph on or before December 31. A copy of an affidavit filed under this subparagraph shall be forwarded to the department of treasury pursuant to a schedule prescribed by the department of treasury.

3. Applicants cannot be considered for exemption if their total household gross income exceeds the following amounts (Federal poverty guidelines for 2016 assessment year):

| HOUSEHOLD SIZE | ANNUAL HOUSEHOLD INCOME | MONTHLY HOUSEHOLD INCOME |
|--|----------------------------|-----------------------------|
| Household of -1- shall make no more than | \$11,770.00 | \$980.83 |
| Household of -2- shall make no more than | \$15,930.00 | \$1,327.50 |
| Household of -3- shall make no more than | \$20,090.00 | \$1,674.17 |
| Household of -4- shall make no more than | \$24,250.00 | \$2,020.83 |
| Household of -5- shall make no more than | \$28,410.00 | \$2,367.50 |
| Household of -6- shall make no more than | \$32,570.00 | \$2,714.17 |
| Household of -7- shall make no more than | \$36,730.00 | \$3,060.83 |
| Household of -8- shall make no more than | \$40,890.00 | \$3,407.50 |
| For each additional person add | \$4,160.00 | \$346.67 |

4. Cash assets for the total household may not exceed an amount equal to one month's Gross household income (see above table).
5. Maximum asset standards for the 2016 year may not exceed the levels listed below. The below asset levels DO NOT include the value of your homestead (per MTT ruling on 08/13/1997, Docket #236230, and the equity of the homestead should not be included within the asset test to be valid). Asset levels are increased by the Consumer Price Index (CPI) each year.

| | |
|------------------------------------|----------|
| 1 person under 65 years | \$26,466 |
| 1 person 65 years and over | \$26,466 |
| 2 persons under 65 years | \$32,794 |
| 2 persons with householder over 65 | \$32,794 |
| 3 persons | \$39,125 |
| 4 persons | \$45,365 |
| 5 persons | \$50,052 |
| 6 persons | \$57,998 |
| 7 persons | \$64,326 |
| 8 persons | \$70,656 |
| 9 persons or more | \$76,524 |

7. The Board of Review will consider all revenue and non-revenue producing assets of the owner, co-owner, and all members of the household. Any attempt to hide and/or shift income and/or assets to another person, business or corporation shall be grounds for immediate denial.
8. The Board of Review will consider the effect of all Michigan Income Tax Credits the applicant receives or can receive. Credits include Homestead Property Tax Credits, Senior Citizen Prescription Drug Credits and Home Heating Credits.
9. Applications must be filed every year. If granted, exemptions are in effect for the approved year only.

10. Applicants must produce a driver's license or other acceptable identification if asked by the Board of Review. Applicants must also produce a deed, land contract or other proof of property ownership if asked by the Board of Review.
11. The Board of Review and Assessor will review applications. The Board may ask applicants or their authorized agents to be physically present to answer questions.
12. Applicants or their authorized agents may have to answer questions regarding such subjects as financial affairs, health and/or the status of people living in their home at a meeting that is open to the public.
13. All applications will be evaluated based on data and statements given to the Board by the applicant. The Board can also use information gathered from any other source.
14. The Board of Review shall follow the policy and guidelines established by the Jonesville City Council in granting or denying an exemption.
15. The Board of Review may deviate from the guidelines if it determines there are substantial and compelling reasons. Compelling reasons include, but are not limited to, excessive medical expenses or excessive expenses necessary for the care of elderly or handicapped persons. Reasons will be communicated, in writing, to the applicant.
16. Applicants may be subject to investigation of their entire financial and property records by the Board of Review. This would be done to verify information given or statements made to the Board of Review or Assessor in regard to their poverty tax claim.
17. Household income limits are updated each year, using the poverty thresholds established by the Bureau of the Census.
19. Applicants will be sent a written notice of the Board's final decision. An applicant may appeal the Board's decision to the Michigan Tax Tribunal. An assessor may also appeal the Board's decision. Appeals must be filed with the Tribunal within 30 days of the Board's final decision.

DECLARATION OF POVERTY & REQUEST FOR TAX RELIEF APPLICATION

Adopted by Jonesville City Council on _____

Property ID Number: 30-____-____-____-____-____-____

Current State Equalized Value: \$_____ Current Taxable Value: \$_____

Property Address: _____

APPLICANT INFORMATION

IMPORTANT: It is necessary that you fill out this petition as carefully as you can. All questions must be answered. Please have supporting information such as contracts, mortgage receipts, tax receipts, bankbooks, etc. IMMEDIATELY available. An investigator may call at your home to examine your records. NOTE: Any person making a false petition for the purpose of exemption from taxation shall be guilty of the crime of perjury, and shall be punished accordingly.

I (We) hereby appeal to the Board of Review for a reduction of taxable valuation because of inability to contribute fully toward the public charges by reason of POVERTY.

Name of Owner & Co-Owners: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone Number: (____) _____ - _____

Was any person residing in the principal residence not required to file a federal or state income tax return? Yes _____ No _____

*If Yes and a federal or state income tax return was not filed, each person residing in the principal residence who did not file a federal or state income tax return must submit, along with this application, a signed **"Poverty Exemption Affidavit" – Form 4988.***

Did you or a co-owner apply for a Michigan Homestead Property Tax Credit? Yes _____ No _____

If YES, did you receive a refund or tax credit? Credit _____ Refund _____ Amount: \$ _____

If NO, reason why: _____

Has a *"Homeowner's Principal Residence Exemption Affidavit"* been filed for this property? Yes _____ No _____. If Yes, what percent (%) exemption was granted? _____%

Owner:

Are you over 65, paraplegic, quadriplegic, hemiplegics, or totally and permanently disabled as defined under Social Security Guidelines 42 USC 416? Yes _____ No _____

Co-Owner:

Are you over 65, paraplegic, quadriplegic, hemiplegics, or totally and permanently disabled as defined under Social Security Guidelines 42 USC 416? Yes _____ No _____

SUBSTANTIAL & COMPELLING REASONS

In the space below list any substantial and compelling reasons you feel the Board should consider during the evaluation of this petition.

GENERAL INFORMATION

How long have you been a resident of the Township/City? _____ Years

What year did you purchase this property? _____

Purchase Price? \$ _____ Down Payment \$ _____ Interest Rate _____ %

Total unpaid balance of mortgage as of December 31, 2014 \$ _____

Mortgage or Contract Holder:

Taxes: Delinquent years _____ Delinquent Amount \$ _____

Are your taxes included in your mortgage payment? Yes _____ No _____

Is your homeowner's insurance payment current? Yes _____ No _____

Is your homeowner's insurance included in your mortgage payment? Yes _____ No _____

Have you made any improvements to the property during the previous two years? Yes _____ No _____

List all persons living in the household (including yourself, attach additional sheets if necessary):

| <u>LAST NAME</u> | <u>FIRST NAME</u> | <u>Over 18 Yrs. Yes or No?</u> | <u>Source of Income</u> | <u>Monthly Amount</u> |
|-------------------------|--------------------------|---|--------------------------------|------------------------------|
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

INCOME & ASSETS

SECTION A: Schedule of Family Income

DO NOT INCLUDE THE FOLLOWING:

- ☒ Money received from the sale of property such as stocks, bonds, a house, or a car unless a person is in the business of selling such property.
- ☒ Withdrawals of bank deposits and borrowed money.
- ☒ Tax refunds, gifts, loans, and lump-sum inheritances, one-time insurance payments.
- ☒ Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- ☒ Federal non-cash benefit programs such as Medicare, Medicaid, food stamps, and school lunches.

INCLUDE INCOME OF ALL PERSONS RESIDING IN THE HOME:

| | |
|--|----|
| 1. Salaries, wages, tips & other employee compensation (include strike, sick & sub pay) | \$ |
| 2. All dividends & interest (including US., state & municipal bond interest) | |
| 3. Net rent, royalty, business, gambling or lottery income | |
| 4. Annuity & pension benefits; Name of Payer_____ | |
| 5. Net farm income | |
| 6. All Capital gains less capital losses | |
| 7. Alimony & other taxable income; Describe_____ | |
| 8. Other adjusted income | |
| 9. Social Security, supplemental income (SSI) or railroad retirement benefits | |
| 10. Unemployment compensation & trade readjustment allowance (TRA) benefits | |
| 11. Child Support, Military Family Allotments | |
| 12. College or university scholarships, grants, fellowships and assistant fellowships | |
| 13. Other non-taxable income; Describe_____ | |
| 14. Worker's compensation, veteran's disability compensation & pension benefits | |
| 15. ADC, GA or Emergency Assistance benefits | |
| 16. All other public assistance payments (food stamps, fuel assistance, etc.) Describe_____ | |
| 17. SUBTOTAL (add lines 1 through 16) | \$ |
| 18. Insurance premiums you paid for medical care for yourself and family | |
| 19. TOTAL HOUSEHOLD INCOME (subtract line 18 from line 17) | \$ |

SECTION B: Investments

On spaces below, list all stocks, bonds, mortgages, land contracts, annuities, US. Savings Bonds or any other investments you, the co-owner or any member of your household has.

| Description of Investment | Present Value | Income Earned Last Year |
|---------------------------|---------------|-------------------------|
| | \$ | \$ |
| | | |
| | | |
| | | |

SECTION C: Real Estate

In the spaces below, list all property owned in full or in part by you, the co-owner or any member of the household (houses, land, cottages, garages, stores, etc.) Do not list the property this application is being applied for.

| Address of Property | Owner | Market Value | Taxes | Income |
|---------------------|-------|--------------|-------|--------|
| | | \$ | \$ | \$ |
| | | | | |
| | | | | |
| | | | | |

SECTION D: Life Insurance Policies

In the spaces below, list all the insurance policies held by you the co-owner, or any member of the household.

| Insured | Amount of Policy | Amount Paid Monthly | Cash Value of Policy | Name of Beneficiary | Relationship to insured |
|---------|------------------|---------------------|----------------------|---------------------|-------------------------|
| | \$ | \$ | \$ | | |
| | | | | | |
| | | | | | |
| | | | | | |

SECTION E: Motor Vehicles

In the spaces below, list all automobiles, motorcycles, trucks, off-the-road vehicles, etc. owned by you, the co-owner or any member of the household.

| Make & Model | Year | License Number | Monthly Payment | Balance Owed |
|--------------|------|----------------|-----------------|--------------|
| | | | \$ | \$ |
| | | | | |
| | | | | |

SECTION F: All Other Assets

In the spaces below, list all other assets and their values that are owned or controlled by you, the co-owner or any member of the household. (For example, boats, coin collections, antiques, jewelry, etc.)

| Type of Asset | Value | Owner |
|---------------|-------|-------|
| | \$ | |
| | | |
| | | |

EXPENSES

SECTION A: Debts

In the spaces below, list all outstanding debts that you, the co-owner, or any member of the household may have. Include mortgages, home improvement loans, chattel mortgages, finance company loans, personal loans, credit cards, automobile loans, etc. Do not include the mortgage payments for the property being applied for.

| Creditor | Purpose of Debt | Date of Debt | Original Balance | Monthly Payment | Balance Owed |
|----------|-----------------|--------------|------------------|-----------------|--------------|
| | | | \$ | \$ | \$ |
| | | | | | |
| | | | | | |
| | | | | | |

SECTION B: Subsistence Costs

In the spaces below, list the actual monthly household costs where available and estimate the others as closely as possible. You may be asked to verify your estimates with copies of bills and receipts.

1. Land Contract or Mortgage payment for homestead only..... \$
Does this amount include an escrow amount for tax purposes? (Circle one) Yes No
2. Heating..... \$
Did you receive a State of Michigan Home Heating Credit? (Circle one) Yes No
2a. If yes, how much \$ (Enter this figure on Line 9)
3. Electricity..... \$
4. Water, Sewer, Garbage..... \$
5. Food (exclude alcohol beverages, cigarettes, pet food, pop, etc.)..... \$
6. Doctors & Medicine..... \$
Do you have medical insurance? (Circle one) Yes No If yes who is the provider
(Be prepared to provide a copy of your policy)
Did you receive a State of Michigan Senior Citizen Prescription Drug Claim Credit? (Circle one) Yes No
a. If yes, how much \$ (Enter this figure on Line 9)
7. Homeowner's Insurance..... \$
8. Total Subsistence Household Expenses..... (Add lines 1 thru 7)..... \$
9. Total Household Credits..... (2a) \$ + (6a) \$...=... \$
10. Net Total Subsistence Household Expenses..... (Subtract line 9 from Line 8)... \$

With this petition you will need to submit last year's copies of the following applicable documents for yourself, the co-owner, and every member of the household.

1. Federal, State and City Income Tax Returns - 1040 or 1040A and any schedules*
2. All W-2 and 1099 forms
3. Michigan Homestead Property Tax Credit Claim MI-1040CR
4. Michigan Home Heating Credit
5. Social Security Benefit Statement Form SSA-1099
6. DSS Year End Total Payments Report
7. Statement from Friend of the Court

***Please Note:** *If any persons residing in the principal residence were not required to file a Federal or State Income Tax Return, each person not required to file a Federal or State Income Tax Return, who did not file a Federal or State Income Tax Return must submit, along with this application, a signed "Poverty Exemption Affidavit"– Form 4988*

NOTE: DO NOT SIGN THIS PETITION UNTIL WITNESSED BY THE ASSESSOR, BOARD OF REVIEW MEMBER, OR NOTARY.

I (We), _____, being duly sworn, depose and state under the penalties for perjury, that the information contained in this petition and my (our) financial condition as above stated is true and correct and to the best of my (our) knowledge and belief.

I (We), the Co -Owner, or any member of the household have no money, income or property other than herein mentioned. I (We) hereby grant permission to review income tax files in order to process this petition.

I (We) authorize the _____ of _____ to obtain and utilize whatever documentation and/or information necessary.

Applicant

Applicant

Subscribed and sworn this _____ day of _____, _____.

Supervisor, Assessor, Board of Review Member, or Notary

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

CITY OF JONESVILLE
265 E. CHICAGO STREET
JONESVILLE MI 49250

BID FORM

MOWING

DUE THURSDAY, MARCH 10, 2016 AT 1:00 PM

NAME OF FIRM: MICHIGAN LAWN & LANDSCAPE

ADDRESS: 1100 HANOVER RD, HANOVER MI 49241

PHONE: 517-563-2231 CELL PHONE: 517-474-2231

NAME OF AUTHORIZED REPRESENTATIVE: KAL HOAG

The undersigned, having familiarized himself/herself with the local conditions and with the bid and contract documents, hereby proposes to perform everything required to be performed and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for mowing, trimming and general clean-up of the City properties listed below, for the City of Jonesville, Michigan, for the following prices:

BID PRICE FOR EACH MOWING:

- | | | |
|----|---|-----------------|
| 1. | Wright Street Park – Baseball Fields and Park Area | \$ <u>62.37</u> |
| 2. | G. Carl Fast Memorial Park | \$ <u>46.78</u> |
| 3. | Iron Removal Plant Grounds | \$ <u>31.19</u> |
| 4. | Wastewater Treatment Plant | \$ <u>88.36</u> |
| 5. | Police Department | \$ <u>29.79</u> |
| 6. | Fire Department | \$ <u>6.60</u> |
| 7. | Clinton St. and Crest Lane Island | \$ <u>25.99</u> |
| 8. | Oak St. and US-12 Area | \$ <u>24.75</u> |
| 9. | North Parking Lot – Green Areas in Parking Lot & Vacant Yard Lot | \$ <u>85.00</u> |

10. **Industrial Parkway**
Roadside Mowing – 3' beyond light poles where possible. Weed and trim around stationary objects (hydrants, light poles, utility boxes, fences, etc.) \$ 59.07
11. **Deal Parkway**
Roadside Mowing – Approximately 18' beyond light poles where possible. Weed and trim around stationary objects. (hydrants, light poles, utility boxes, fences, etc.) \$ 59.07
12. **Interdyne Drive (End)**
Roadside mowing – 3' beyond light poles where possible. Weed and trim around stationary objects (hydrants, light poles, utility boxes, fences, etc.) \$ 6.60
13. **Leaf Pick Up/Wright Street Park & Tennis Court**
Leaves must be brought out to Wright St. curb. Per Leaf Pick Up. \$ 106.22
14. **Leaf Pick Up/G. Carl Fast Memorial Park**
Leaves must be brought out to Park St. curb. Per Leaf Pick Up. \$ 154.12
15. **Weed Control Spring/Summer**
Supply Herbicide and apply to various Locations at discretion of DPW Supt. Per Hourly Rate. \$ 25.00/HR E' 5.00/GALLON

* NOTE: GALLON PER HOUR VARY ACCORDING TO METHOD USED. HAND PUMP-VS-MECHANICAL LARGE AREA SPRAYER.

TOTAL: \$ MOWING = 525.57
LEAF PICK-UP = 260.34

Attach a copy of the Proof of Worker's Compensation Insurance

Attach a copy of the Proof of Liability Insurance (\$500,000)

Attach a copy of State Certification for Pesticide Application Business License

REFERENCES:

NAME: POLASKI TWP, KRIS RUNYON PHONE: 517-524-6061

NAME: ORTHOPAEDIC REHAB, CAROL HAWKINS PHONE: 517-783-6670

SIGNATURE: Kal R. Hoag DATE: 2/29/16

Mark envelope "Mowing Bid". Sealed bids must be received by 1:00 PM on Thursday, March 10, 2016 at the City Office, 265 E. Chicago Street, Jonesville, MI 49250. The City retains the right to accept or reject any or all bids, and to waive any formality or technicality. For more information, call 517-849-9772 or 517-849-2104.

CITY OF JONESVILLE NOTICE TO BIDDERS

The City of Jonesville is accepting sealed proposals for the mowing, trimming, and general clean-up of the following City properties: 1) Wright Street Park – Baseball Fields and Park; 2) G. Carl Fast Memorial Park; 3) Iron Removal Plant; 4) Sewer Plant; 5) Police Department; 6) Fire Department; 7) Clinton Street and Crest Lane Island; 8) Oak Street and US-12 Area; 9) North Parking Lot – Green Areas in Parking Lot and Vacant Yard Lot; 10) Industrial Parkway Roadway; 11) Deal Parkway Roadway; 12) End of Interdyne Drive; 13) Leaf Pick Up in Wright Street Park; 14) Leaf Pick Up in G. Carl Fast Park and 15) Weed Control in Various Locations as needed in Spring/Summer. Bids shall be for 2016/2017.

Bids shall state that the bidder has Worker's Compensation Insurance. Proof of acceptable liability insurance (\$500,000) will be required upon bid award.

Contractor will be asked to certify that he/she is in compliance with all required Federal and State safety regulations (MIOSHA). All mowing equipment shall have deflectors and safety equipment in place at time of use.

Contractor must have a current State Certification for Pesticide Application Business License thru the State of Michigan.

Costs are to be stated per mowing for each property listed. Costs are to include mowing, trimming and pre-mowing clean-up. Bidder is to use own equipment. Mowing will typically be on a seven (7) to fifteen (15) day basis, but weather conditions may vary this schedule. Owner will advise when this schedule is to be altered.

The operator will operate the mower in a manner that park equipment, vehicles, people and landscapes are not damaged. Grass clippings shall not be blown into or onto streets or gutters. Grass clippings shall be removed from streets, sidewalks and tennis courts.

For questions and site examination, please call Mike Kyser, Superintendent of Public Works, at 849-9772 or 849-2104.

Sealed bids are due at the City Office, 265 E. Chicago Street, Jonesville, MI 49250 by 1:00 PM on Thursday, March 10, 2016. Mark envelope "MOWING BID".

The City of Jonesville may cancel this Contract for its convenience, in whole or part, if the City determines that such a cancellation is in the City's best interest. Reasons for such cancellation shall be left to the sole discretion of the City and may include, but not necessarily be limited to (a) the City no longer needs the services or products specified in this Contract, (b) relocation of office, program changes, changes in laws, rules or regulations make performance of the services under this Contract no longer practical or feasible, and (c) unacceptable prices for additional services requested by the City. The City may cancel this Contract for its convenience, in whole or in part, by giving the Contractor written notice 30 days prior to the date of cancellation. If the City chooses to cancel this Contract in part, the charges payable under this Contract shall be equitably adjusted to reflect those services that are cancelled. The City may at its sole discretion agree to extend the contract beyond one year where the contractor agrees to maintain the same rates.

The City of Jonesville retains the right to accept or reject any or all proposals, and to waive any formalities or technicalities.

****Subject for Council Approval****

**JONESVILLE CITY COUNCIL
Minutes of February 17, 2016**

A meeting of the Jonesville City Council was held on Wednesday, February 17, 2016 at the Jonesville City Hall. Mayor Pro-Tem Gerry Arno called the meeting to order at 6:30 p.m. Council members present were: Tim Bowman, Jerry Drake, Ron Hayes, Andy Penrose and David Steel. Absent: Robert Snow.

Also present: Manager Gray, Attorney Lovinger, Chief Lance, WWTP Supt. Mahoney, Fire Chief Adair, Tim Parker (Candidate for Hillsdale County Sheriff) and Corey Murray (Hillsdale Daily News).

Mayor Pro-Tem Gerry Arno led the Pledge of Allegiance.

The agenda was approved as presented with the following additions/changes: 6H: 2016-17 Budget Calendar and amount for Accounts Payable changed to \$154,972.54 per a motion by Andy Penrose and supported by David Steel. All in favor. Absent: Robert Snow. Motion carried.

Tim Parker, candidate for Hillsdale County Sheriff, gave a brief presentation.

A motion was made by David Steel and supported by Ron Hayes to approve Resolution 2016-01 – Meetings of the Board of Review. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Ron Hayes, Andy Penrose and David Steel. Nays: None. Absent: Robert Snow. Motion carried.

Ron Hayes made a motion to award the Jonesville Rail Trail Construction Bid to Parrish Excavating in the amount of \$349,136.00. The motion was supported by Andy Penrose. All in favor. Absent: Robert Snow. Motion carried.

A motion was made by Jerry Drake and supported by Ron Hayes to approve Resolution 2016-02 – Jonesville Rail Trail Maintenance which will require the City of Jonesville to maintain the pathway in the State of Michigan right-of-way. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Ron Hayes, Andy Penrose, David Steel and Gerry Arno. Nays: None. Absent: Robert Snow. Motion carried.

Tim Bowman made a motion to appoint Clerk Cindy Means, Finance Director Lenore Spahr, and City Manager Jeff Gray to serve on the Election Commission. The motion was supported by Jerry Drake. All in favor. Absent: Robert Snow. Motion carried.

A motion was made by Jerry Drake and supported by David Steel to approve the Planning Commission 2016 Work Plan. All in favor. Absent: Robert Snow. Motion carried.

A Fiscal Year 2016 six month budget comparison (July 1, 2015 thru December 31, 2015) was provided to council for their review.

Ron Hayes made a motion and was supported by Andy Penrose to approve the Fiscal Year 2016-17 Budget Calendar. All in favor. Absent: Robert Snow. Motion carried.

A motion was made by David Steel and supported by Ron Hayes to approve the Council minutes of January 6, 2016. All in favor. Absent: Robert Snow. Motion carried.

Jerry Drake made a motion to approve the Accounts Payable for February 2016 in the adjusted amount of \$154,972.54. Ron Hayes supported the motion. All in favor. Absent: Robert Snow. Motion carried.

A presentation was provided to Council by Manager Jeff Gray and Supt. of WWTP Rick Mahoney regarding the Public Water System Operations Jonesville has in place to assure that our community will not have a similar occurrence as is taking place in Flint, Michigan.

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

Congratulations were given to Councilman Jerry Drake for his recent retirement with the State of Michigan.

Andy Penrose made a motion and was supported by Ron Hayes to adjourn at 7:50 p.m. All in favor. Absent: Robert Snow. Motion carried.

Submitted by,

Cynthia D. Means
Clerk

| <u>Vendor</u> | <u>Description</u> | <u>Amount</u> |
|------------------------------|---|---------------|
| A & J COFFEE SERVICE | OPERATING SUPPLIES | 37.15 |
| | OPERATING SUPPLIES | 6.45 |
| | 43.60 | |
| ADAIR, DEAN | JFD - PAINT SUPPLIES | 128.93 |
| ALEXANDER CHEMICAL CORPORATI | WATER - SUPPLIES | 1,414.80 |
| | WATER - SUPPLIES | (400.00) |
| | 1,014.80 | |
| ARROW UNIFORM RENTAL | DPW/WWTP - UNIFORM RENTAL | 207.07 |
| AT&T MOBILITY | CELL PHONES | 3.10 |
| BAKER'S LAWN CARE, LLC | FEBRUARY CEMETERY CARE/SEXTON DUTIES | 2,275.00 |
| | CEMETERY - FEB BURIALS | 800.00 |
| | 3,075.00 | |
| BRINER OIL CO., INC. | DPW - BULK TANK | 256.79 |
| | DPW - REPAIRS | 44.17 |
| | DPW - BULK TANK | 109.52 |
| | MVP - BULK TANK | 30.00 |
| | MVP - BULK TANK | 266.00 |
| | 706.48 | |
| BROOKS, BETSY | CEMETERY - DATA ENTRY | 484.00 |
| | CEMETERY DATA ENTRY | 374.00 |
| | 858.00 | |
| BROOKS, JAMIE | JPD - CLEANING | 100.00 |
| | CITY HALL CLEANING | 100.00 |
| | 200.00 | |
| BSN SPORTS, INC | REC - EQUIPMENT | 1,390.74 |
| CITY OF JONESVILLE | CITY HALL WATER/SEWER | 43.72 |
| | DPW BLDG - WATER/SEWER | 43.72 |
| | JFD - WATER/SEWER | 52.34 |
| | WWTP - WATER/SEWER | 340.02 |
| | JPD - WATER/SEWER | 43.72 |
| | WRIGHT ST PARK - WATER/SEWER | 33.74 |
| | DPW BLDG - WATER/SEWER | 65.26 |
| | 622.52 | |
| CLEAR VIEW, B.R. LLC | JPD/CITY HALL WINDOW CLEANING | 32.00 |
| COMPASS MINERALS AMERICA | SALT | 3,158.65 |
| CONSUMERS ENERGY | DPW ELECTRICITY | 224.47 |
| | JPD - ELECTRICITY | 203.43 |
| | CEMETERY ELECTRICITY | 26.31 |
| | DDA - PARKING LOT LIGHTS | 83.66 |
| | FAST PARK ELECTRICITY | 55.50 |
| | CITY HALL SECOND FLOOR ELECTRICITY | 22.71 |
| | EMERGENCY SIREN ELECTRICITY | 22.71 |
| | JFD TRAINING ROOM ELECTRICITY | 80.19 |
| | JFD TRUCK BAY ELECTRICITY | 136.01 |
| | RADIO TOWER ELECTRICITY | 38.79 |
| | CITY HALL ELECTRICITY | 197.38 |
| | LDFA - SPRINKLER METER ELECTRICITY | 23.10 |
| | LDFA - SPRINKLER METER ELECTRICITY | 26.83 |
| | IRON REMOVAL PLANT ELECTRICITY | 65.79 |
| | 1,206.88 | |
| CRAIG WICKHAM TREE SERVICE | CEMETERY - TREE/BRANCH REMOVAL | 800.00 |
| CURRENT OFFICE SOLUTIONS | OFFICE - CASH DRAWER | 322.41 |
| FIRE SAFETY USA, INC | WATER - SUPPLIES | 180.00 |
| | JFD - NEW GEAR LOCKERS | 5,165.00 |
| | 5,345.00 | |
| FIRST ADVANTAGE OCC HEALTH S | DPW - CDL SCREENING | 54.75 |
| FISHER SCIENTIFIC | WWTP - BALANCE | 3,197.75 |
| GALLS | JPD - UNIFORMS | 26.00 |
| GALLS, LLC | JPD - UNIFORMS | 189.86 |
| GENPOWER PRODUCTS, INC. | WATER/WWTP - GENERATOR SERVICE AGREEMENTS | 1,297.50 |
| GODFREY BROS., INC. | MVP - CHAIN SAW CHAINS | 57.53 |
| HAYES, RON | HAYES - R2PC MEETING | 18.36 |

03/11/2016
User: LSPAHR
DB: Jonesville

CITY OF JONESVILLE
INVOICE APPROVAL LIST
03/17/2016

Page: 2/2

| <u>Vendor</u> | <u>Description</u> | <u>Amount</u> |
|------------------------------|--------------------------------------|---------------|
| HILLSDALE CO FIREFIGHTERS AS | JFD - ANNUAL DUES | 200.00 |
| HILLSDALE DAILY NEWS | AD - BOARD OF REVIEW MEETINGS | 68.25 |
| | AD - BOARD OF REVIEW MEETINGS | 118.95 |
| | AD - MOWING BIDS | 73.25 |
| | | 260.45 |
| HYDROCORP, INC | WATER-CROSS CONNECTION PROGRAM | 545.00 |
| IDEXX DISTRIBUTION CORP. | WATER - SUPPLIES | 1,008.01 |
| JONESVILLE COMMUNITY SCHOOLS | REC - REGISTRATION FORMS | 138.00 |
| JONESVILLE LUMBER | JFD - BUILDING REPAIRS | 22.99 |
| | JPD/WWTP - SUPPLIES/REPAIRS | 84.49 |
| | | 107.48 |
| KEN STILLWELL FORD-MERCURY, | JPD - 14 FORD OIL CHANGE/WIPERS | 56.71 |
| MICHIGAN DEPT OF ENVIRON QUA | WWTP - BIOSOLIDS APPLICATION FEE | 835.69 |
| MICHIGAN GAS UTILITIES | IRP - GAS/HEAT SERVICE | 204.05 |
| | DPW - GAS/HEAT SERVICE | 265.01 |
| | WWTP - GAS/HEAT SERVICE | 1,982.11 |
| | JFD - GAS/HEAT SERVICE | 233.05 |
| | JPD - GAS/HEAT SERVICE | 88.05 |
| | CITY HALL - GAS/HEAT SERVICE | 144.14 |
| | GAS LIGHT SERVICE | 10.48 |
| | DDA BUILDING - GAS/HEAT SERVICE | 3,729.18 |
| | | 6,656.07 |
| NORTH EAST FABRICATION CO, I | NEW PICKUP - LIGHT BAR | 392.60 |
| PERFORMANCE AUTOMOTIVE | JFD/DPW - SUPPLIES/REPAIRS | 189.59 |
| POSTMASTER | POSTAGE - WATER/SEWER BILLS | 268.48 |
| POWERS CLOTHING, INC. | JFD - UNIFORMS | 24.30 |
| | DPW - UNIFORMS | 910.80 |
| | | 935.10 |
| REPUBLIC WASTE SERVICES | CITY HALL/DPW/WWTP TRASH SERVICE | 102.60 |
| | DOWNTOWN/PARKS TRASH SERVICE | 105.00 |
| | JPD/JFD - TRASH SERVICE | 59.00 |
| | | 266.60 |
| SPEEDWAY SUPERAMERICA, LLC | GASOLINE | 450.20 |
| SPICER GROUP, INC | RAIL TRAIL BIDS | 1,250.50 |
| STOCKHOUSE CORPORATION | LETTERHEAD | 75.02 |
| | OFFICE - BENSCH/BUS CARDS | 52.50 |
| | PRINITNG - GARAGE SALE PERMITS | 43.89 |
| | | 171.41 |
| USA BLUEBOOK | WATER - SUPPLIES | 344.37 |
| | WWTP - SUPPLIES | 462.77 |
| | WWTP - SUPPLIES | 243.60 |
| | WWTP - SUPPLIES | 58.18 |
| | | 1,108.92 |
| VERIZON WIRELESS | JPD/DPW/WWTP-PHONES/JPD-IN CAR MODEM | 390.01 |
| | DPW CELL PHONE | 25.00 |
| | | 415.01 |
| WEST SHORE FIRE, INC. | JFD - TRUCK REPAIRS | 89.21 |
| WITMER PUBLIC SAFETY GROUP, | JPD - HELMETS | 1,048.00 |
| | JPD - HELMET SHIELDS/VISORS | 1,834.00 |
| | | 2,882.00 |
| WORKHEALTH | OFFICE - PHYSICAL | 150.00 |
| | Total: | 42,333.96 |

YEAR SUMMARY 2016

| Month | CITY | SARNO | PAVETTE | MUTUAL AID | TRAINING/MEETINGS |
|---------------|------|-------|---------|---------------|-------------------|
| JANUARY | 2 | 2 | 2 | 0 | 3 |
| FEBRUARY | 10 | 1 | 2 | 2 | 3 |
| MARCH | | | | | |
| QUARTER TOTAL | | | | | |
| APRIL | | | | | |
| MAY | | | | | |
| JUNE | | | | | |
| QUARTER TOTAL | | | | | |
| JULY | | | | | |
| AUGUST | | | | | |
| SEPTEMBER | | | | | |
| QUARTER TOTAL | | | | | |
| OCTOBER | | | | | |
| NOVEMBER | | | | | |
| DECEMBER | | | | | |
| QUARTER TOTAL | | | | | |
| YEAR TOTAL | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Notes:

Jonesville Fire Department Report

February

2016

| Date | Type of call | Location | # of members |
|-------|-------------------------------------|--------------------------------|--------------|
| EB-1 | Fire Alarm/ False | 5265 White Rd. (Fayette) | 6 |
| EB-3 | Business Meeting | Station (Meeting) | 12 |
| EB-4 | 2 car P.I. | Lk. Wilson/M-99 (City) | 11 |
| EB-6 | Vehicle Fire | 701 Olds st. (City) | 10 |
| EB-7 | Co Check | 609 Hemlock ct.(City) | 10 |
| EB-10 | CO Alarm | 421 Lewis Dr.(City) | 8 |
| EB-11 | Training | Station(training) | 6 |
| EB-15 | Lift assist | 335 Murphy St.(City) | 8 |
| EB-17 | Car vs Pole | Concord/ Sterling (Scipio) | 9 |
| EB-19 | Down Wires | 114 Maumee st.(City) | 8 |
| EB-19 | Power lines down | 330 Grant st. (City) | 8 |
| EB-20 | Gas Odor investigation | 307 West st (City) | 3 |
| EB-20 | Grass fire/ Unfound Litchfield call | 6720 Homer rd.(Mutual aid) | 6 |
| EB-21 | Fire Alarm | 260 Gaige St.(City) | 8 |
| EB-24 | P.I. Accident | Milnes/ Mauck (Fayette) | 12 |
| EB-24 | Clean-up | Station(Meeting) | 11 |
| EB-28 | Car fire | M-99/ Gaige st. (City) | 10 |
| EB-27 | Structure fire | 4450 Dawn dr. (Mutual aid)sta9 | 8 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Notes:

MONTHLY OPERATING REPORT

February 2016

SUBMITTED: March 9 , 2016

WATER FLOW

| | |
|---------|----------|
| MAXIMUM | 285,000 |
| MINIMUM | 130,000 |
| AVERAGE | 196,000 |
| TOTAL | 5.683 MG |

WASTEWATER FLOW

| | |
|---------|-----------|
| MAXIMUM | 279,800 |
| MINIMUM | 234,200 |
| AVERAGE | 258,100 |
| TOTAL | 7.4853 MG |

CALLOUTS: None

OPERATION & MAINTENANCE

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

Plant Staff attended the annual MWEA-AWWA Joint Conference in Lansing.

Changed the chlorine feed assembly at the iron removal plant.

Assembled a report for Council and a notebook for the general public outlining the results of analysis on the drinking water produced by the City.

Started and completed the preliminary 2016-2017 budget for the wastewater plant and the iron removal plant.

PLANT EFFICIENCY—February 2016

5-Day Biochemical Oxygen Demand

NPDES Permit Limit in February 2016—25 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—4.0 mg/l

Average Percent Removal from the Raw Wastewater—98.4%

Total Suspended Solids

NPDES Permit Limit in February 2016—30 mg/l Monthly Average

Suspended solids are very important in controlling the process in the plant. Suspended solids are removed via settling clarifiers and are pumped to the anaerobic digester for treatment. The digested biosolids are applied to farmland at agronomic rates as fertilizer.

Jonesville Monthly Average—1.8 mg/l

Average Percent Removal from the Raw Wastewater—97.6%

Total Phosphorus

NPDES Permit Limit in February 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—0.5 mg/l

Average Percent Removal from the Raw Wastewater—88.2%

Ammonia Nitrogen

NPDES Permit Limit in February 2016—Report Only

Ammonia Nitrogen is the result of bacterial decomposition of organic nitrogen. Examples of organic nitrogen include animal and plant protein, amino acids and urea from urine. Ammonia nitrogen is a very unstable form of nitrogen. In wastewater plants ammonia nitrogen is oxidized to form nitrite nitrogen. Further oxidation of nitrite nitrogen will form the stable compound called nitrate nitrogen. This process is called nitrification and occurs in the trickling filter towers. If nitrification does not occur in the treatment plant, it will occur in the receiving stream once again depriving oxygen from the aquatic population. Because of the sensitive nature of the microorganisms involved in the nitrification process, the ammonia nitrogen limits are about the hardest to hit.

Jonesville Monthly Average—0.320 mg/l

Average Percent Removal from the Raw Wastewater—99.0 %

Jonesville Daily Maximum—0.320 mg/l

Rick Mahoney

Jonesville Dept of Public Works

February 2016

Monthly Report

| | Maintenance | Salt | Sand | Chloride | COLD MIX |
|-----------------|---------------------|-----------|------|----------|----------|
| STATE HIGHWAYS | 4 HRS DT 0 HR OT | 15 Tons | 0 | 0 Bags | 1/2 Ton |
| MAJOR ROADS | 5 HRS DT 0 HR OT | 18 Tons | 0 | 0 Bags | 1/8 Ton |
| LOCAL ROADS | 1 HR DT 9 HR OT | 20 Tons | 0 | 0 Bags | 1/8 Ton |
| PARKING LOTS | 0 HR DT 0 HR OT | 3.85 Tons | 0 | 0 | 1/8 Ton |
| POLICE STATION | 0 HR OT | 0 | 0 | 0 | 0 |
| FIRE DEPARTMENT | 0 HR DT | 0 | 0 | 0 | 0 |
| DPW DEPT | 0 HR OT | | | | 0 |
| DDA SIDEWALKS | 0 HR OT | | | | |
| WATER | 0 HR DT 0 HR OT | | | | |
| State Police | 0 HR OT | .75 Tons | | | |

There were 5 call outs.

The 5 call outs and overtime on State, Major & Local Streets was for plowing & salting.

We hauled snow from State, Major, Local Streets & parking lots downtown.

Storm drains were cleaned on State, Major & Local Streets

We have been trimming tree's around town & in the Industrial Park.

Branches & limbs were picked up after the wind storm.

We have been cutting tree's & moving dirt at the back part of the old Cemetery.

We cold patched State, Major & Local Streets.

All of us attended the Joint Expo in Lansing put on by Michigan Water Environment Association.

Water meters were ordered for the water meter replacement program.

Bids are out for mowing as are 2 year contract with Michigan Lawn has expired, due March 10.

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 FEBRUARY 2016

Total Incidents: 51 written incident reports.

Non-Aggravated Assault: 1

Domestic Assault: 0

Family-Abuse-Neglect: 0

Theft from Motor Vehicle: 1

Retail Fraud: 0

Other Larceny: 1

Fraud: 0

Obstructing Justice: 1

Nuisance Animals: 0

Violation of Controlled Substance Act: 1

Malicious Destruction of Prop: 0

OWI: 0

Public Roadway Accidents: 4

Private Property Accidents: 2

Other Arrests: 6 (warrants, traffic, etc.)

Non Violent Domestic: 0

Civil Matter/Family Disputes: 2

Medical Emergency: 9

Alarms: 1

Suspicious Situations: 9

General Assistance: 15

Ordinance Violation: 1

Traffic/Moving Violations: 23

Warrants Received from Prosecutor: 4

Juvenile Petitions: 1

February Patrol Shift Coverage: 98%

MARCH FOCUS

2015/2016 Budget

April Scheduling



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

March 1, 2016

Mr. Jeffrey M. Gray
City Manager
City of Jonesville
265 E. Chicago St.
Jonesville, Michigan 49250

RECEIVED
MAR 1 1 2016

BY:_____

Dear Mr. Gray:

Federal Highway Administration approval of your agencies National Functional Classification proposal

The Michigan Department of Transportation (MDOT) is pleased to announce that the Federal Highway Administration (FHWA) has approved your National Functional Classification (NFC) proposal submitted to MDOT on August 27, 2015. The FHWA approved NFC revisions are effective February 23, 2016. The FHWA approved NFC revisions can be viewed on MDOT's web mapping application (<http://www.mcgi.state.mi.us/NFC/>). This application is the most up to date source for NFC route values in the state of Michigan. Be sure the "FHWA Approved NFC" layer is turned on for viewing.

If you have any questions, please contact me at (tothm@michigan.gov) or (517) 335-2932.

Sincerely,

Michael Toth, Transportation Planner
Data Inventory & Integration Division

CERTIFICATE OF COMPLETION

Awarded to:

JIM EMALA

for attendance of the following program:

Pipeline Emergency Response and Damage Prevention

Attended: February 17, 2016 Jackson, MI



Steve Roberts

Steve Roberts
Director of Corporate Training

This certificate may qualify for
Continuing Education Units in your state.

CERTIFICATE OF COMPLETION

Awarded to:

MIKE KYSER

for attendance of the following program:

Pipeline Emergency Response and Damage Prevention

Attended: February 17, 2016 Jackson, MI



Steve Roberts

Steve Roberts
Director of Corporate Training

This certificate may qualify for
Continuing Education Units in your state.

CERTIFICATE OF COMPLETION

Awarded to:

TODD RUDEN

for attendance of the following program:

Pipeline Emergency Response and Damage Prevention

Attended: February 17, 2016 Jackson, MI



Steve Roberts

Steve Roberts
Director of Corporate Training

This certificate may qualify for
Continuing Education Units in your state.

CERTIFICATE OF COMPLETION

Awarded to:

MIKE WOOLWORTH

for attendance of the following program:

Pipeline Emergency Response and Damage Prevention

Attended: February 17, 2016 Jackson, MI



Steve Roberts

Steve Roberts
Director of Corporate Training

This certificate may qualify for
Continuing Education Units in your state.