



**CITY OF JONESVILLE
COUNCIL AGENDA
OCTOBER 19, 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. Trinity Bird, Executive Director of the Sauk Theatre

5. PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION

- A. None

6. REPORTS AND RECOMMENDATIONS

- A. Wastewater System Asset Management Plan Professional Services
B. Cemetery Sexton Services Agreement
C. Region 2 Planning Commission Membership
D. Service Agreement – Hillsdale County Equalization Department
E. MML Liability and Property Pool Board of Directors Ballot

[Action Item]
[Action Item]
[Action Item]
[Action Item]
[Action Item]

7. COUNCIL MINUTES

- A. Consider minutes of the September 21, 2016 regular meeting

[Action Item]

8. ACCOUNTS PAYABLE

- A. Accounts Payable for October 2016 totalling \$117,655.44

[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

10. ADJOURNMENT


- A. Reminder: the November meeting will take place on **Wednesday, November 9th at 6:30 p.m.**



City of Jonesville

265 E. Chicago Street • Jonesville • MI 49250

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

To: Jonesville City Council
From: Jeffrey M. Gray, City Manager 
Date: October 14, 2016
Re: Manager Report and Recommendations – October 19, 2016 Council Meeting

6. A. Wastewater System Asset Management Plan Professional Services [Action Item]

The City has received confirmation from the Michigan Department of Environmental Quality that we will be recipients of a \$242,694 Stormwater, Asset Management, and Wastewater (SAW) Grant. The grant application was completed in 2013 by Jones and Henry Engineers on our behalf. The grant will allow us to complete asset management activities for our Waste Water Treatment Plant and sanitary sewer collection system. Ken Kohs with Jones and Henry will be present to review the scope of work. I recommend approval of the Proposal for Professional Engineering Services and to authorize the City Manager to execute the same, subject to receipt of the grant agreement from MDEQ. *Please refer to the attached Notice of Grant Approval and Proposal for Professional Engineering Services.*

6. B. Cemetery Sexton Services Agreement [Action Item]

Our two-year agreement with Cemetery Sexton George Baker, with Baker's Lawn Care, is set to expire in October. Mr. Baker has informed us that he intends to retire from sexton work next year, and has proposed extension of the services agreement until April. Current costs for sexton services, which would be continued during the term of the extension, are attached. In addition, Mr. Baker's fee for services to mow and maintain the grounds have previously been \$25,500.00 per year. With less ground maintenance anticipated during the months of the extension, Mr. Baker has proposed a fee of \$3,000.00. Mr. Baker has indicated that he will assist with the process to identify potential candidates to provide sexton services and we will begin efforts to evaluate options over the coming month. I recommend a motion to extend the service agreement with Baker's Lawn Care for sexton services at the current rate and grounds maintenance in the amount of \$3,000 through April 1, 2017. *Please refer to the attached schedule of fees for sexton services.*

6. C. Region 2 Planning Commission Membership [Action Item]

The annual renewal of our membership in the Region 2 Planning Commission (R2PC) is attached. The organization provides assistance in all manner of planning and zoning matters and issues. Two-thirds of our dues payment is available to us to compensate for services provided and allowed us to complete the recent update to the Recreation Master Plan. The dues rate of \$609.66 remains unchanged from the last several years. Councilman Ron Hayes represents the City on the R2PC board. I recommend a motion to approve continued membership in R2PC and payment of the fiscal year 2017 dues. *Please refer to the attached dues request.*

6. D. Service Agreement – Hillsdale County Equalization Department [Action Item]

A three-year agreement is attached for assessing related services. The only change from our prior agreement is an increase in \$.05 per parcel for the printing of tax bills. This change will increase our fee for services by approximately \$100. I recommend a motion to approve the agreement, with the selection of Option 2, and authorize the Mayor and Clerk to execute the same. *Please refer to the proposed service agreement.*

6. E. MML Liability and Property Pool Board of Directors Ballot

[Action Item]

You will recall that the MML Liability and Property Pool is the City's liability insurance provider. Attached is the ballot for the Board of Director's election. Two incumbents are seeing re-election to two available spots. You may write in one or more candidates if you wish. A motion to cast the ballot is necessary. I would recommend that a vote be cast for the two incumbents for re-election to the MML Liability and Property Pool Board of Directors. *Please note the attached candidate profiles.*

Attachments:

Certificate of Complete and CE Credits for Brian Boyle, Kevin Collins, and Todd Ruden



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



C. HEIDI GRETHNER
DIRECTOR

September 23, 2016

Mr. Jeff Gray, Manager
Village of Jonesville
265 East Chicago Street
Jonesville, Michigan 49250

RECEIVED
SEP 30 2016

Dear Mr. Gray:

BY: _____

SUBJECT: Notice of Grant Application Approval
Village of Jonesville
Wastewater Asset Management Plan
SAW Grant Project Number 1556-01

The Michigan Department of Environmental Quality (DEQ), pursuant to Parts 52 and 53, Clean Water Assistance, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), has reviewed your Stormwater, Asset Management, and Wastewater (SAW) Grant Application received on December 2, 2013, and determined that the application is administratively complete. The DEQ has determined that the village of Jonesville is eligible to receive grant assistance as provided by Part 5204(4)(b), of the amended NREPA and hereby approves the application. Exhibit A, attached, identifies the DEQ approved grant amount along with the approved project scope, budget items with approved project costs, effective grant period (start/end dates), and ineligible services, if any.

By copy of this letter, we are requesting the Michigan Finance Authority (MFA), who will also receive a copy of your SAW Grant Application, to prepare a grant agreement for the amount stated in the attached exhibit for signature under the provisions set forth in Part 5204(4)(b), of the NREPA, as amended.

You may anticipate the grant award in November 2016. Should you have any questions about this project, please contact the project manager, Izabel Hartman, by phone at 517-284-5408, e-mail at HartmanI@michigan.gov, or by mail at DEQ, P.O. Box 30241, Lansing, Michigan 48909-7741, or you may contact me.

Sincerely,

Sonya T. Butler, Chief
Revolving Loan Section
Office of Drinking Water and Municipal Assistance
517-284-5433

Attachment

cc/att: Ms. Mary G. Martin, Executive Director, MFA (w/copy of SAW Grant Application)
Ms. Jamie Harmon, Jones & Henry Engineers, Ltd. - Kalamazoo
Mr. Alan J. Lambert, Assistant Attorney General, Office of Attorney General
Mr. Brent Bodnar, DEQ-WRD, Lansing District Office
Ms. Izabel Hartman and Ms. Debbie Martinson, DEQ-ODWMA

SAW Grant Program**Exhibit A**

Grantee: Village of Jonesville

Project Name: Wastewater Asset Management Plan

DEQ Approved Grant Amount: \$242,694 (Two Hundred Forty-two Thousand Six Hundred Ninety-four Dollars)

Time Period for Eligible Costs: Start Date January 2013

End Date November 2019

Description of Approved Project Scope:

Preparation of a wastewater asset management plan.

| DEQ Approved Project Costs | |
|--|-----------|
| 1. Project Planning Costs | \$0 |
| 2. Design Engineering Costs | \$0 |
| 3. User Charge System Development Costs | \$0 |
| 4. Wastewater Asset Management Plan Costs | \$269,660 |
| 5. Stormwater Asset Management Plan Costs | \$0 |
| 6. Stormwater Management Plan Costs | \$0 |
| 7. Innovative Wastewater and Stormwater Technology Costs | \$0 |
| 8. Disadvantaged Community Construction Costs | \$0 |
| 9. Eligible Cost Subtotal | \$269,660 |
| 10. LESS Local Match <i>(if applicable)</i> | \$26,966 |
| 11. Requested SAW Grant Amount (Line 9 minus Line 10) | \$242,694 |



Jones & Henry Engineers, Ltd.

4791 CAMPUS DRIVE, KALAMAZOO, MICHIGAN 49008 • 269/353-9650
www.jheng.com Fax • 269/353-9651

October 14, 2016

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

Subject: Proposal to Provide Professional Engineering Services
Wastewater System Asset Management Plan – Updated Proposal

Dear Mr. Gray:

Jones & Henry Engineers, Ltd. is pleased to provide this proposal to provide engineering services to the City of Jonesville for the above referenced project. The City has received a SAW Grant to develop an asset management plan for its wastewater system. Per the terms of the grant, Jones & Henry proposes to provide an inventory and condition assessment of major components at the Wastewater Treatment Plant (WWTP) and in the wastewater collection system with the intention to populate the data into an Asset Management program.

Each portion of the Asset Management Plan is identified below with a summary of work to be performed and costs broken down for each part. A summary of all professional service costs is provided at the end.

Inventory

Field Survey – Jones & Henry will have a surveyor locate the center of the wastewater system manholes and provide with each a rim elevation, pipe inverts and bottom of manhole elevation. The total estimated cost to perform the field survey is a not to exceed fee of \$12,000.

Master Collection System Drawing – The data compiled from the field survey will be incorporated into AutoCAD where pipes will be added with sizes and materials to provide an overall digital map of the City's collection system. A large display map of the system will be provided to the City. The total estimated cost to perform the master collection system drawing is a not to exceed fee of \$10,000.

Records Scanning – The sets of drawings that pertain to the original construction or improvements of the wastewater collection system and treatment plan will be scanned, except for those drawings that the City has digital copies of that can be provided to Jones & Henry. The data that is scanned will be provided to the City on CD's in an organized format. The total estimated cost to perform records scanning is a not to exceed fee of \$2,000.





Mr. Jeff Gray
Wastewater System Asset Management Plan – Updated Proposal
October 14, 2016
Page 2

Wastewater Treatment Plant Assets – Jones & Henry will provide a qualified representative to visit and catalogue major assets at the WWTP. The items will have pictures taken, and a sensible tag-name assigned to each. The total estimated cost to perform the inventory of wastewater treatment plant assets is a not to exceed fee of \$20,000.

Data Entry in Asset Management Program – The collection system and WWTP data will be incorporated into a digital Asset Management Program that will be provided to the City. Our firm will work with the City to ensure that inventory data can be easily updated by City employees. The total estimated cost to perform the data entry in Asset Management Program is a not to exceed fee of \$25,500.

The total estimated cost to perform all inventory engineering services as included in this section is a **not to exceed fee of \$69,500.**

Condition Assessment

Pipeline Assessment – Jones & Henry will review all videos, reports and recommendations following televising of the collection system. The total estimated cost to perform the pipeline assessment is a not to exceed fee of \$3,000.

Manhole Assessment – The sanitary manholes will be assessed by one of our representatives that are certified through NASSCO. Our costs to provide this service are based on 315 manholes within the City. The total estimated cost to perform the manhole assessment is a not to exceed fee of \$31,500.

I/I Investigation – The City has notified us of some areas where there are I/I concerns. Based on the information the City has provided, we have included costs to complete smoke testing in these areas and have assumed 2 full days of testing. Costs include a 3 man crew, travel and equipment. As part of this work we will also notify residents that may be affected in the work area and provide a final report with results, photos, maps and recommendations. The total estimated cost to perform the wastewater treatment plant assessment is a not to exceed fee of \$12,000.

Wastewater Treatment Plant Assessment – Jones & Henry will provide representatives to visit and assess the current condition of the major assets of the wastewater treatment plant following Inventory collection. Our firm will provide experienced and qualified personnel to evaluate the condition of all plant structures, process equipment and instrumentation. Our on-site evaluation team will include but not be limited to experts in the areas of structural engineering, mechanical engineering and HVAC, electrical engineering, and instrumentation and controls. The information that is collected through the overall assessment of the wastewater treatment plant will be compiled and evaluated as a whole. A summary report of findings with recommendations and costs will be provided to the City. The total estimated cost to perform the wastewater treatment plant assessment is a not to exceed fee of \$30,000.

The total estimated cost to perform all condition assessment engineering services as included in this section is a **not to exceed fee of \$76,500.**



Mr. Jeff Gray
Wastewater System Asset Management Plan – Updated Proposal
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Level of Service

The Level of Service can be described as the way the City wants its utility to perform over a long period of time. Jones & Henry will work with the City to develop a service agreement that will define goals that it wants to set for its wastewater system and help the City determine its current Level of Service. As part of this process, a representative from Jones & Henry will attend two group meetings to discuss and work on establishing goals for the City and attend a public meeting to summarize the efforts of developing a level of service agreement for the City. The total estimated cost to perform the level of service engineering services is a **not to exceed fee of \$4,500.**

Rate Structure Development (Rate Study)

The City has not had a formal independent Rate Study completed in recent years. An updated Rate Study performed at this time will allow for the development of a summary of the current financial status of the wastewater system. From the findings of the Rate Study, the City will be in a position to make informed short-term and long-term decisions regarding future planning and rate adjustments.

The Study will review the operation and maintenance of the system; capital improvements, including equipment replacement; debt service for capital projects; billing costs; general administration; and identify costs and assign or allocate the costs to the appropriate customer class for recovery through user charges. This will provide a logical basis, supported by actual data, for the fees needed by the wastewater system over a specified study period.

Requested Information – Following the authorization from the City to proceed with the Rate Study, Jones & Henry will set up a meeting to go over information that we will need. The information required for completing a wastewater cost of service (rate) study will be provided in advance.

Customer Base – The customer base for the wastewater system will be reviewed to determine billable quantities and the distribution of those billable quantities between various user classes. Future projections will be made.

Expense Breakdown – The expenses for the wastewater system will be reviewed and the costs broken down relative to various factors in setting rates. The review will examine fixed-cost plus the incremental cost of providing wastewater availability. We will develop a list of future capital expenditures to be paid for by user charges, and an estimate for when the expenditures are expected to occur.

We will also develop a breakdown of operation and maintenance expenses, equipment replacement fund requirements and debt service. Beginning with the most recent budget, we will project expenses based upon reasonable inflation factors plus anticipated special costs for a five-year period. We will include equipment replacement costs in our calculations. The breakdown of expenses will be presented in a “tree” type drawing for clarity.

Revenue Projections – We will estimate the future revenue needs to satisfy the operation, maintenance, replacement, capital expenses and reserve requirements of the City.



Mr. Jeff Gray
Wastewater System Asset Management Plan – Updated Proposal
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Rate Determination – After profiling the customer base and allocating the expenses to customers or components responsible for certain service requirements and the resulting costs, rates can then be established. We will separate projected expenses between demand costs, commodity costs, and any special costs, allocating these costs to the various customer classes.

The rate structure and brackets that are currently being used will be reviewed to see if they adequately reflect the proper accountability for costs. Charges and fees proposed will comply with State regulations, including the USEPA user charge requirements, if necessary. Any special bond requirements will be taken into consideration. Rates will be projected for five-years.

Balance Reports – Balance statements will be prepared to show the adequacy of the revenue, expenses and fund balances. This serves as a check of rates (current and future). If fund balances are inadequate, rates will be adjusted accordingly.

We will develop tables of typical bills and anticipated revenues for each user type. Results of the Study will be presented in a report, and copies of the final report will be provided to the City. In preparing the report, we anticipate a “kick-off meeting” to gather information and data, a review meeting, and once the studies are completed, a final presentation to the City Council. Jones & Henry proposes to perform the above-described wastewater system Rate Study for a **not-to-exceed fee of \$10,000.00**.

Asset Management Plan Collaboration and Report

Once the portions of the Asset Management Plan are complete, Jones & Henry will analyze and evaluate the data and incorporate into a Final Report that includes summaries of the work completed as part of the Asset Management Plan, professional recommendations and a 5-10 year Capital Improvement Plan for the City. The total estimated cost to perform these engineering services is a **not to exceed fee of \$40,000**.

Summary of Engineering Services and Costs

| | |
|--|---------------------|
| Inventory | \$69,500 |
| Condition Assessment | \$76,500 |
| Level of Service | \$4,500 |
| Rate Structure Development (Rate Study) | \$10,000 |
| Asset Management Plan Collaboration and Report | \$40,000 |
| TOTAL COST OF ENGINEERING SERVICES | \$200,500.00 |

The **total cost** for Jones & Henry to provide the previously described engineering services is a **not to exceed fee of \$200,500.00**. This cost is anticipated to be fully covered under the SAW grant minus a ten percent City match of \$20,050.00



Jones & Henry Engineers, Ltd.

Mr. Jeff Gray
Wastewater System Asset Management Plan – Updated Proposal
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Engineering services will be performed by or under the direct supervision of a professional engineer. The standard of care for all professional engineering performed by Jones & Henry Engineers, Ltd. will be the care and skill ordinarily used by members of the profession practicing under similar circumstances at the same time and in the same locality. Jones & Henry makes no warranties, express or implied, in connection with the services described in our agreement.

Please feel free to contact us regarding any aspect of the project and/or our submittal. Thank you for your consideration and we look forward to working with the City on this project. The City can authorize this proposal by countersigning below.

Sincerely,

JONES & HENRY ENGINEERS, LTD.

Paul S. Romano, P.E.
Office Director

(Authorized by)

PSR/sbr

(Title)

Attach: Jones & Henry Billing Rates

c: Steven L. Wordelman, P.E., President (J&H)
C. Ken Kohs, P.E., Project Manager (J&H)



Typical Hourly fee, including overhead - 2016

Schedule of Charges

| Classification | Hourly Rate |
|---|-------------|
| Senior Principal | \$145-\$160 |
| Principal | \$110-\$130 |
| Project Manager | \$110-\$135 |
| Senior Engineer | \$105-\$135 |
| Project Engineer | \$95-\$140 |
| Engineer | \$70-\$95 |
| O&M Specialists | \$80-\$105 |
| Senior Construction Services Specialist | \$80-\$95 |
| Construction Services Specialist | \$65-\$90 |
| Information Systems Specialist | \$70-\$110 |
| Senior I&C Specialist | \$95-\$110 |
| Designer, Senior Technician | \$80-\$95 |
| Technician | \$60-\$80 |
| CAD Operator | \$50-\$60 |
| Word Processor | \$40-\$55 |

For expenses incurred in the work for travel, subsistence, toll telephone calls, fax, printing, copying, etc., the actual cost plus ten percent (10%) thereof.

Computer CAD charges are based on \$10.00 per hour of use.

For services and supplies furnished by others at the expense of the Engineers beyond typical services, the actual cost plus thirty percent (30%) thereof.

The time and expense fees shall be payable monthly, each payment being equal to the amount earned during the preceding month.

Engineering services will be performed by or under the direct supervision of a professional engineer. The standard of care for all professional engineering performed by Jones & Henry Engineers, Ltd. will be the care and skill ordinarily used by members of the profession practicing under similar circumstances at the same time and in the same locality. Jones & Henry makes no warranties, express or implied, in connection with the services described in our agreement.

Baker's Lawn Care

George Baker
309 E Girard Rd
Coldwater MI 49036
517-278-8418
517-677-4072

City of Jonesville
265 Chicago St.
Jonesville Mi. 49250

Bid For Grave Opening & Closings

| | |
|-----------|----------|
| Audit | \$350.00 |
| Child | \$250.00 |
| Infant | \$150.00 |
| Cremation | \$150.00 |

Winter opening Nov. 1 thru Mar. 31
Add \$50.00

Foundations \$0.35 Per Sq. inch at depth of 24 inches
\$0.25 Per Sq. inch at depth of 6 inches

Repair of new grave sites at no cost
Repair of old grave sites will be at \$25.00 per man hour

Grass seed will be at cost of seed

Showing available grave sites & Locating Grave sites , Working with public
\$1800.00 per year.

George Baker

Region 2 Planning Commission

Serving Hillsdale, Jackson and Lenawee Counties

October 1, 2016

Ms. Cindy Means, Clerk
City of Jonesville
265 E. Chicago Street
Jonesville, MI 49250

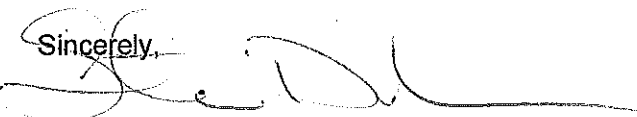
Dear Ms. Means,

I would like to take this opportunity to thank you for your membership in the Region 2 Planning Commission (R2PC) over this past fiscal year (October 2015 - September 2016). The R2PC, one of fourteen multi-county regional commissions covering the state of Michigan, is a voluntary association of local governments which provides a wide range of planning services to our member communities. These services include, but are not limited to, the preparation of land use/master plans; parks and recreations plans; zoning ordinances, zoning recommendations, and site plan reviews; and grant application assistance. Our staff also conducts area-wide planning activities such as preparing population and demographic analyses; coordinating state and federal transportation planning programs; preparing economic development plans and studies; as well as providing professional staff assistance to local boards and commissions.

Your continued support and participation has enabled the Region 2 Planning Commission to maintain the technical expertise required to assist local governments address both current and future planning issues and decisions. Dues for membership remain at the same level they have been for the past several years, \$0.27 per capita, applied to population based upon the 2010 U.S. Census. While a portion of the dues are used for area-wide planning activities, two-thirds of the dues are returned to your community in the form of direct services provided by R2PC staff. Membership also entitles your community to representation on the Region 2 Board of Commissioners and provides you the opportunity to participate in the decisions that govern our area-wide planning activities.

The staff of the Region 2 Planning Commission is available to discuss our planning services and how we can best assist your community in the new fiscal year. If you have any questions regarding your membership or the services the R2PC can provide, please call me at (517) 768-6706 or visit our website at www.region2planning.com.

Sincerely,


Steven M. Duke
Executive Director

Enclosure

RECEIVED
OCT 05 2016

BY: _____



Region 2 Planning Commission

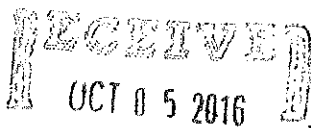
**120 W. Michigan Avenue
Jackson, MI 49201**

Invoice

DATE: September 26, 2016
INVOICE NO.: HC - 24
FOR: FY 2017 Membership
Dues

Cindy Means, Clerk
City of Jonesville
265 East Chicago Street
Jonesville, MI 49250-1002

| DESCRIPTION | AMOUNT |
|---|------------------|
| FY 2017 Membership Dues Based on the 2010 Census Population of 2,258 Membership Dues are calculated on \$.27 per capita | \$ 609.66 |
| TOTAL | \$ 609.66 |



Make all checks payable to the Region 2 Planning Commission.
If you have any questions concerning this invoice, please contact
Jill Liogghio, Bookkeeper at 517.768.6701 or email to jliogghi@co.jackson.mi.us

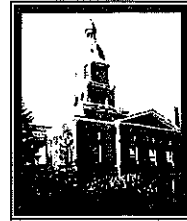
BY: _____

Thank you.

EQUALIZATION & LAND INFORMATION

HILLSDALE COUNTY, MICHIGAN

Courthouse – Room 12
29 N Howell St. Hillsdale MI 49242-1649
Phone: (517) 439-9166 Fax: (517) 439-9502
Email: nwheeler@co.hillsdale.mi.us



October 5, 2016

City of Jonesville
Cindy Means, Clerk
265 E. Chicago St
Jonesville MI 49250

Dear Clerk,

Enclosed are two signed original agreements for the various services provided by the Hillsdale County Equalization Department in assisting local assessing units in the assessment administration process. This agreement is a renewal of the current agreement that expires at the end of 2016 and is for a period of three (3) years commencing January 1, 2017 and ending December 31, 2019. The fees offered are the same fees that were associated with the prior agreement with the exception of a five cent (\$0.05) increase per parcel in the printing of tax bills for each of the tax collecting seasons (summer & winter).

I ask that you please review, sign the enclosed agreements, return one original to this office and retain the other for your records. We look forward to continuing the excellent relationship that we have enjoyed with the City and if you should have any questions or concerns please call me at (517) 439-9166 and I would be more than happy to address them.

Sincerely,

A handwritten signature in cursive script, reading "Nicolas L. Wheeler".

Nicolas L. Wheeler, Director
Hillsdale County Equalization

Enclosures

RECEIVED
OCT 7 2016

BY: _____

EQUALIZATION & LAND INFORMATION SERVICE AGREEMENT

COUNTY OF HILLSDALE, MICHIGAN

This agreement dated October 5, 2016 between Hillsdale County (*hereinafter referred to as the County*) and City of Jonesville (*hereinafter referred to as the City*) is to provide various services for a period of three (3) years commencing January 1, 2017 through December 31, 2019.

The County will provide all services for the option chosen below in accordance with Michigan Property Tax Law and the Michigan State Tax Commission Assessor's Manual. The County shall incur all normal expenses necessary while performing the services provided to the City under this agreement.

Under this agreement the City shall select one (1) of the following two (2) options and shall be billed annually the associated fee for the option chosen:

Note: Services offered in the option chosen by the City but not utilized by the City does not affect the fee for that option.

| Fee Schedule for Services to Townships and Cities | | |
|---|---------------|----------|
| Option 1 | | |
| - Parcel Mapping | | |
| - Splits and new descriptions (GIS & Assessing Software) | | |
| - Name & Address Changes (City Provided, Deeds and other sources) | | |
| - Availability of a mapping/description analyst to: | | |
| City Officials, Tax Payers & General Public | | |
| - Property tax description audits (generally from deeds) | | |
| - Millage Request Forms (L-4029) Filled out with Truth | | |
| in Taxation Hearing Information supplied | | |
| - Personal Property Statements | | |
| - Assessment Rolls | | |
| - Various Reports (L-4022, L-4025, etc.) (County sends | | |
| reports to State Tax Commission) | \$1.30 | / Parcel |
| Option 2 | | |
| - Includes all services in Option 1 plus | \$1.30 | / Parcel |
| - Winter Tax Bills & Tax Rolls (w/ alpha listings)* | \$0.30 | / Parcel |
| - Summer Tax Bills & Tax Rolls (w/ alpha listings)* | <u>\$0.30</u> | / Parcel |
| | \$1.90 | / Parcel |

* Tax Bills & Receipts are currently printed on 3 separate pieces of paper 1- (Green for Summer Bills & Pink for Winter Bills) 1-Yellow (Treasurer Copy) 1-White (Pre-Printed Receipt). Any units that do not have all three printed may deduct 5 cents a parcel for each form not used.

Parcel count is based on the post March Board of Review parcel count each year. Tax exempt parcels will not be charged a per parcel fee.



michigan municipal league

Liability & Property Pool

1675 Green Road
Ann Arbor, MI 48105

TEL 734.662.3246 800.653.2483
FAX 734.662.8083
WEB www.mml.org

| | | | |
|----|--|---------|--|
| to | Members of the MML Liability and Property Pool | from | Michael J. Forster, Pool Administrator |
| cc | | date | September 12, 2016 |
| | | subject | 2017 Pool Director Election |

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. Two (2) incumbent Directors have agreed to seek re-election. You also may write in one or more candidates if you wish.

A brief biographical sketch of each candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 8. You may also submit your ballot online by going to www.mml.org. Click on *Insurance*, then *Liability and Property Pool*; the official ballot is located in the left navigation bar under *Online Forms*.

The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,

Michael J. Forster
Pool Administrator

mforster@mml.org

RECEIVED
SEP 15 2016

BY: _____

THE CANDIDATES

Three-year terms beginning January 1, 2017



Penny Hill, Assistant City Manager, Traverse City

Penny has been a municipal government official since 1988, serving at various times as Clerk, Treasurer, and Manager. She currently serves as Traverse City's Assistant Manager. Penny is an active member of the Michigan Municipal League, having served on its Board of Directors, and as Vice-Chairperson of Region 6. Penny is also an active member of the Michigan Municipal Executives (formerly Michigan Local Government Manager's Association), serving as its President in 2013. She is a member of the Board of Directors for the Grand Traverse Regional Community Foundation. Penny is seeking re-election to her fourth term as director.



Jean Stegeman, Mayor, City of Menominee

Jean has more than six years of experience as a municipal official, currently serving as Mayor in the City of Menominee. She was a member of and served as chair of the Menominee planning commission for several years prior to becoming mayor. She is also active in several local civic organizations. Jean is seeking re-election to her second term as director.

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

JONESVILLE CITY COUNCIL
Minutes of September 21, 2016

A meeting of the Jonesville City Council was held on Wednesday, September 21, 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.

Also present: Manager Gray, Attorney Lovinger, Police Chief Lance, WWTP Supt. Mahoney, Fire Chief Adair, Treasurer Spahr, Matt Uetrecht (Thompson Construction Co, LLC) and Zachary Uetrecht.

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

The agenda was approved with two additions: Item 6F: Fiscal Year 2015/2016 Final Budget Amendment, and Item 6G: Rail Trail Change Order #1, Pay Request #4, and Pay Request #5.

A motion was made by David Steel and supported by Jerry Drake to award the 2016 Street Paving Bid to Thompson Construction Co, LLC, of Coldwater, in the amount of \$90,337.60. Given that the bid was well below the amount budgeted, Council agreed to add Chatham Drive and Cabot Circle to the project. The cost for those two streets is \$18,406.20. All in favor. Motion carried.

A motion was made by Gerry Arno and supported by Andy Penrose to award the bid for a Multifunction Printer/Copier to Current Office Solutions, in the amount of \$5,315.00, less a \$300 credit for rental expenses on the machine being temporarily leased from them. All in favor. Motion carried.

A motion was made by Andy Penrose and supported by Jerry Drake to approve Resolution 2016-15 – Record Retention and Disposal Schedule. Roll Call Vote: Ayes: Gerry Arno, Tim Bowman, Jerry Drake, Ron Hayes, Andy Penrose, David Steel and Robert Snow. Nays: None. Motion carried.

A motion was made by Jerry Drake and supported by Ron Hayes to approve the Council Minutes of August 17, 2016 as presented. All in favor. Motion carried.

A motion was made by Gerry Arno and supported by Andy Penrose to approve the Accounts Payable for September 2016, in the amount of \$80,661.01. All in favor. Motion carried.

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

The meeting adjourned at 7:39 p.m.

Submitted by,

Lenore M. Spahr
Deputy Clerk

Robert Snow
Mayor

10/13/2016
User: LSPAHR
DB: Jonesville

CITY OF JONESVILLE
INVOICE APPROVAL LIST
10/20/2016

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| <u>Vendor</u> | <u>Description</u> | <u>Amount</u> |
|------------------------------|--|---------------|
| ALEXANDER CHEMICAL CORPORATI | WATER - OPERATING SUPPLIES | 1,454.80 |
| | WATER - OPERATING SUPPLIES | (375.00) |
| | | 1,079.80 |
| ARROW UNIFORM RENTAL | UNIFORM RENTAL | 199.80 |
| AT&T | LOCAL/LONG DISTANCE | 1,243.75 |
| BAILEY, HODSHIRE & CO, PC | 2016 AUDIT - PROGRESS BILL | 3,450.00 |
| BAKER'S LAWN CARE, LLC | SEPT LAWN CARE/SEXTON DUTIES | 2,275.00 |
| | CEMETERY - SEPT BURIALS/FOUNDATIONS | 1,501.60 |
| | | 3,776.60 |
| BRINER OIL CO., INC. | JFD - GASOLINE | 32.11 |
| | DPW - BULK TANK | 262.40 |
| | | 294.51 |
| BROOKS, JAMIE | CLEANING - POLICE DEPT | 100.00 |
| | CLEANING - CITY HALL | 100.00 |
| | | 200.00 |
| CLEAR VIEW, B.R. LLC | JPD/CITY HALL WINDOW CLEANING | 33.00 |
| CONSUMERS ENERGY | JFD TRUCK BAY ELECTRICITY | 143.09 |
| | JFD TRAINING ROOM ELECTRICITY | 110.72 |
| | FREEDOM MEMORIAL ELECTRICITY | 87.73 |
| | JPD ELECTRICITY | 385.92 |
| | FAST PARK ELECTRICITY | 70.50 |
| | DDA - PARKING LOT LIGHTS | 87.56 |
| | 500 IND PKWY SPRINKLER METER ELECTRICITY | 31.77 |
| | WRIGHT ST PARK ELECTRICITY | 24.47 |
| | RADIO TOWER ELECTRICITY | 34.35 |
| | CITY HALL ELECTRICITY | 348.15 |
| | DDA BUILDING ELECRCITY | 432.24 |
| | IRON REMOVAL PLANT ELECTRICITY | 1,291.43 |
| | DDA - UNMETERED PARKING LOT LIGHTS | 20.13 |
| | CITY-WIDE STREET LIGHTS | 2,394.99 |
| | DOWNTOWN/PARKING LOT LIGHTS | 514.63 |
| | 100 DEAL PKWY SPRINKLER METER | 26.50 |
| | WATER TOWER ELECTRICITY | 60.75 |
| | 598 IND PKWY SPRINKLER METER | 22.97 |
| | DPW BUILDING ELECTRICITY | 77.96 |
| | CEMETERY ELECTRICITY | 26.91 |
| | EMERGENCY SIREN ELECTRICITY | 22.70 |
| | CITY HALL SECOND FLOOR ELECTRICITY | 22.70 |
| | | 6,238.17 |
| CRAIG WICKHAM TREE SERVICE | CEMETERY - TREE/STUMP REMOVAL | 4,050.00 |
| | MAJOR ST - CUT TREES/GRIND STUMPS | 400.00 |
| | LOCAL ST - CUT TREES/GRIND STUMPS | 900.00 |
| | | 5,350.00 |
| CROUCH ELECTRIC, LLC | JPD/JFD - GENERATOR REPAIRS | 499.95 |
| CSZ SERVICES, LLC | ASSESSING QUARTERLY INVOICE | 5,400.00 |
| CURRENT OFFICE SOLUTIONS | CITY HALL MULTIFUNCTION PRINTER | 5,315.00 |
| | OFFICE SUPPLIES | 83.98 |
| | CITY HALL - LEASED COPIER DELIVERY | 165.32 |
| | CITY HALL - LEASED COPIER RENTAL CREDIT | (150.00) |
| | CITY HALL LEASED COPIER CREDIT | (65.32) |
| | CITY HALL COPIER LEASE | 144.79 |
| | OFFICE SUPPLIES | 7.60 |
| | OFFICE SUPPLIES | 73.56 |
| | OFFICE SUPPLIES | 100.56 |
| | | 5,675.49 |
| EAST JACKSON COMM SCHOOLS | REFUND DUPLICATE PAYMENT - WATER TESTS | 440.00 |
| FASTENAL | STREETS - PAINT | 26.76 |
| | JFD - OPERATING SUPPLIES | 193.50 |
| | | 220.26 |
| FIRST NATIONAL BANK OMAHA | SUPPLIES/CONFERENCES | 846.73 |
| | MML CONVENTION | 1,664.88 |
| | | 2,511.61 |

| Vendor | Description | Amount |
|------------------------------|--------------------------------------|-----------|
| FRIZZELL LEWIS | UB refund for account: 000131-00 | 43.99 |
| GALLS | JPD - UNIFORMS | 145.98 |
| GENPOWER PRODUCTS, INC. | WWTP - GENERATOR REPAIR | 1,409.79 |
| GRIFFITHS MECH CONTRACTING, | WWTP - BOILER REPAIR | 216.00 |
| HAYES, RON | MML CONVENTION | 141.46 |
| HYDROCORP, INC | CROSS CONNECTION PROGRAM | 545.00 |
| I.T. RIGHT | JPD - NEW PRINTER | 510.00 |
| | NEW BSA/CEMETERY SERVER | 2,210.00 |
| | BSA/CEMETERY SERVER INSTALLATION | 1,215.00 |
| | | 3,935.00 |
| IDEXX DISTRIBUTION CORP. | WATER - OPERATING SUPPLIES | 1,008.01 |
| JONESVILLE HARDWARE | SUPPLIES/REPAIRS | 185.43 |
| JONESVILLE LUMBER | SUPPLIES/REPAIRS | 157.03 |
| JONESVILLE, CITY OF | DPW BUILDING - WATER/SEWER | 54.55 |
| | WWTP WATER/SEWER | 115.14 |
| | LDFA - 500 IND PKWY SPRINKLERS | 210.11 |
| | LDFA - 598 IND PKWY SPRINKLERS | 65.60 |
| | DDA BLDG WATER/SEWER | 76.09 |
| | WRIGHT ST PARK WATER/SEWER | 28.45 |
| | CITY HALL WATER/SEWER | 43.99 |
| | DDA - DRINKING FOUNTAIN | 34.44 |
| | JFD - WATER/SEWER | 46.52 |
| | JPD - WATER/SEWER | 43.99 |
| | LDFA - 100 DEAL PKWY SPRINKLERS | 271.91 |
| | DDA - STREETSCAPE SPRINKLERS | 181.25 |
| | | 1,172.04 |
| KEN STILLWELL FORD-MERCURY, | JPD - 14 FORD OIL CHANGE/REPAIRS | 276.40 |
| | JPD - 14 EXPLORER/REPLACE HEADLIGHT | 77.58 |
| | | 353.98 |
| LAPEW SANITATION | REC - JUNE PORTABLE TOILET RENTAL | 85.00 |
| MCGOWAN ELECTRIC SUPPLY, INC | FREEDOM MEMORIAL REPAIR PARTS | 420.73 |
| | DDA - THEATRE PARK LIGHT | 48.87 |
| | DPW - CREDIT/DEFECTIVE LIGHT | (319.86) |
| | DPW - REPLACEMENT LIGHT | 323.13 |
| | DPW - CREDIT/DEFECTIVE LIGHT | (110.00) |
| | DPW - REPLACEMENT LIGHT | 110.00 |
| | | 472.87 |
| MICHIGAN GAS UTILITIES | IRON REMOVAL PLANT - GAS SERVICE | 20.39 |
| | JPD - GAS SERVICE | 39.44 |
| | DDA BUILDING - GAS SERVICE | 556.15 |
| | WWTP GAS SERVICE | 802.46 |
| | DPW BUILDING - GAS SERVICE | 42.36 |
| | CITY HALL - GAS SERVICE | 23.47 |
| | GAS LIGHT SERVICE | 14.51 |
| | | 1,498.78 |
| MICHIGAN LAWN & LANDSCAPE | MOWING | 2,242.28 |
| OASIS CAR WASH | JPD - CAR WASHES | 18.00 |
| PARKER, HAYES & LOVINGER, P. | LEGAL FEES | 285.00 |
| PARRISH EXCAVATING, INC | RAIL TRAIL CONSTRUCTION | 13,970.06 |
| | RAIL TRAIL CONSTRUCTION FINAL BILL | 22,177.99 |
| | | 36,148.05 |
| POSTMASTER | POSTAGE - ZBA HEARING NOTICE | 44.20 |
| | POSTAGE - WATER/SEWER BILLS | 247.91 |
| | | 292.11 |
| POWERS CLOTHING, INC. | JPD - UNIFORM ALTERATIONS | 18.00 |
| R.S. CONTRACTING INC. | ST HWY - RUMBLE STRIPS AT RAIL TRAIL | 2,950.00 |
| REPUBLIC WASTE SERVICES | CITY HALL/WWTP/DPW TRASH SERVICE | 90.00 |
| | JPD/JFD TRASH SERVICE | 59.00 |
| | PARKS/DOWNTOWN TRASH SERVICE | 105.00 |
| | | 254.00 |
| ROE-COMM INC | JFD - NEW RADIOS | 2,245.00 |
| | JFD - PAGER BATTERIES | 187.00 |

10/13/2016
User: LSPAHR
DB: Jonesville

CITY OF JONESVILLE
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10/20/2016

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| <u>Vendor</u> | <u>Description</u> | | <u>Amount</u> |
|-------------------------------|--|------------|---------------|
| | | 2,432.00 | |
| RS TECHNICAL SERVICES, INC. | WWTP - PLC REPAIR | | 1,038.63 |
| SOUTHERN MICHIGAN SEALCOATING | CRACK FILL/SEAL/STRIPE NORTH PARKING LOT | | 6,150.00 |
| | RAIL TRAIL CROSSWALK LINES | | 450.00 |
| | | 6,600.00 | |
| SPEEDWAY SUPERAMERICA, LLC | GASOLINE | | 902.21 |
| SPICER GROUP, INC | RAIL TRAIL CONTSTRUCTION | | 232.50 |
| STATE OF MICHIGAN | BOYLE - WASTEWATER OPERATOR RENEWAL | | 95.00 |
| STOCKHOUSE CORPORATION | RAIL TRAIL - INTERPRETIVE SIGNS | | 770.00 |
| | STREET PAVING DOOR HANGERS | | 19.50 |
| | | 789.50 | |
| SUPERIOR SWEEPING SERVICE IN | STREET SWEEPING | | 2,791.92 |
| TACKETT & SONS MATERIALS, LL | DDA - PARKING LOT REPAIRS | | 222.32 |
| TSC STORES-DEPT 30-120019316 | CEMETERY - SUPPLIES | | 299.99 |
| UNIQUE PAVING MATERIALS CORP | COLD PATCH | | 280.28 |
| USALCO | WWTP - OPERATING SUPPLIES | | 4,393.85 |
| UTILITY SERVICE CO, INC | WATER TOWER CONTRACT | | 6,694.75 |
| VERIZON WIRELESS | IN CAR MODEMS/CELL PHONES | | 167.47 |
| | DPW CELL PHONE | | 25.00 |
| | | 192.47 | |
| WALMART COMMUNITY | OPERATING SUPPLIES | | 318.28 |
| WORKHEALTH | WWTP - PHYSICAL | | 191.00 |
| | Total: | 117,665.44 | |

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 | | | | | |
| NOVEMBER | | | | | |
| DECEMBER | | | | | |
| QUARTER TOTAL | | | | | |
| YEAR TOTAL | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Notes:

Jonesville Fire Department Report

September 2016

[illegible]

Notes:

MONTHLY OPERATING REPORT

September 2016

SUBMITTED: October 12, 2016

WATER FLOW

| | |
|---------|----------|
| MAXIMUM | 297,000 |
| MINIMUM | 123,000 |
| AVERAGE | 228,100 |
| TOTAL | 6.844 MG |

WASTEWATER FLOW

| | |
|---------|-----------|
| MAXIMUM | 290,800 |
| MINIMUM | 228,700 |
| AVERAGE | 253,700 |
| TOTAL | 7.6118 MG |

CALLOUTS: None

OPERATION & MAINTENANCE

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

The generator was repaired after a voltage regulator caused it to shut down. The voltage irregularities caused the PLC to malfunction. Brian & I had to operate the plant in the hand mode until RS Technical could make the repair. The plant was back in the automatic mode by 6:00 PM.

The concrete bases and platform were power washed.

Lagoon analysis was performed for the Merry Lake lagoon system.

PLANT EFFICIENCY—September 2016

5-Day Biochemical Oxygen Demand

NPDES Permit Limit in September 2016—4 mg/l Monthly Average

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

Jonesville Monthly Average—3.9 mg/l

Average Percent Removal from the Raw Wastewater—98.2 %

Total Suspended Solids

NPDES Permit Limit in September 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— 2.9 mg/l

Average Percent Removal from the Raw Wastewater—96.2%

Total Phosphorus

NPDES Permit Limit in September 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—0.4 mg/l

Average Percent Removal from the Raw Wastewater—90.7%

Ammonia Nitrogen

NPDES Permit Limit in September 2016—0.5 mg/l Monthly Average

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

Jonesville Monthly Average—0.348 mg/l

Average Percent Removal from the Raw Wastewater—98.4 %

Jonesville Daily Maximum—0.794 mg/l

Rick Mahoney

Jonesville Dept of Public Works

September 2016

Monthly Report

| | Maintenance | Yellow Paint | White Paint | Pros. Gravel | COLD MIX |
|------------------------|--------------------|--------------|-------------|--------------|----------|
| STATE HIGHWAYS | 0 HR DT 0 HR OT | 0 | 0 | 0 Ton | 1/2 Ton |
| MAJOR ROADS | 0 HR DT 0 HR OT | 3 1/2 Gal. | 5 Gal. | 0 Ton | 0 Ton |
| LOCAL ROADS | 0 HR DT 0 HR OT | 1 Gal. | 2 Gal. | 0 Ton | 0 Ton |
| PARKING LOTS | 0 HR DT 0 HR OT | 0 | 0 | 0 | 0 Tons |
| POLICE STATION | 0 HR OT | 0 | 0 | 0 | 0 |
| FIRE DEPARTMENT | 0 HR DT | 0 | 0 | 0 | 0 |
| DPW DEPT | 0 HR OT | | | | |
| DDA SIDEWALKS | 0 HR OT | | | | |
| WATER | 0 HR DT 0 HR OT | | | | |
| LDFA | 6 HRS OT | | 2 Gal. | | |

There were no call outs

The overtime on water was for changing water valve's at Klein Tools.
 We have been picking up brush for the weekly Yard Waste Program.
 We have been watering all of the flowers & tree's and bushes for DDA, Parks & the Rail Trail.
 The Rail Trail was mowed & weed eated.
 The vacant property's at 448 E. Chicago St. & 394 W. Chicago St. were mowed
 Painting on the cross walks & curbs was finished.
 Two 25mph signs were installed on West Street.
 American Flags were put up & taken down for Labor Day & 9-11.
 The parking lots for the Police & Fire Dept. was crack filled, sealed & restriped.
 The n. parking lot was crack filled, sealed & restriped.
 Crouch Electric repaired the generator at the Police Dept. as 2 electric boards went bad.
 We mowed all of the road edges on State, Major & Local Streets.
 We cleaned up all of the stump grindings, put top dirt down & grass seeded at the Cemetery
 All of the flower baskets on the DDA light poles were taken down.
 We deleted the 2" & 4" water services at the Manor on Oak St. for the school.
 The 6" & 8" valve's were replaced for the Klein Tools building.
 The fire suppression for Klein Tools was drained.
 Water meters were read for the month of September.
 State Hyw. was cold patched.

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 SEPTEMBER 2016

Total Incidents: 82 written incident reports.

CSC: 1

Non-Aggravated Assault: 1

B&E: 0

Fraud: 1

Theft from Motor Vehicle: 0

Domestic Assault: 0

Malicious Destruction of Property: 0

Drug Offense/Overdose: 0

Other Larceny: 4

Nuisance Animals: 0

Retail Fraud: 1

Embezzlement: 0

Public Roadway Accidents: 6

Private Property Accidents: 5

Other Arrests: 12 (warrants, traffic, etc.)

Non Violent Domestic: 1

Civil Matter/Family Disputes: 2

Medical Emergency: 16

Alarms: 5

Natural Death: 1

Suspicious Situations: 6

General Assistance: 20

Traffic/Moving Violations: 6

Warrants Received from Prosecutor: 11

Juvenile Petitions: 1

September Patrol Shift Coverage: 94%

OCTOBER FOCUS

Jonesville H.S. Homecoming

Halloween Patrol

Employee Evaluation

**CITY OF JONESVILLE
CASH BALANCES**

| | | September-2016 | BANK BALANCE | FUND TOTAL | DIFF |
|-------------------------------|--------------------------------------|-----------------|--------------|------------|--------------|
| GENERAL FUND: | | | | | |
| | General Fund Now Checking | 101-000-001 | 104,242.91 | | 104,242.91 |
| | General Fund CLASS Acct | 101-000-007 | 605,011.74 | | 605,011.74 |
| | General Fund Cemetery CLASS Acct | 101-000-007.100 | 87,480.27 | | 87,480.27 |
| | General Fund Alloc of Assets CLASS | 101-000-007.200 | 388,620.78 | | 388,620.78 |
| MAJOR STREETS: | | | | | |
| | Major Streets Now Checking | 202-000-001 | 52,275.98 | | 52,275.98 |
| | Major Streets CLASS Acct | 202-000-007 | 81,547.02 | | 81,547.02 |
| LOCAL STREETS: | | | | | |
| | Local Streets Now Checking | 203-000-001 | 50,960.28 | | 50,960.28 |
| | Local Streets CLASS Acct | 203-000-007 | 539,245.68 | | 539,245.68 |
| | Local Streets Bond & Int CLASS | 203-000-007.200 | 8,732.06 | | 8,732.06 |
| STATE HIGHWAY: | | | | | |
| | State Highway Now Checking | 211-000-001 | 4,186.07 | | 4,186.07 |
| L.D.F.A.: | | | | | |
| | LDFA Operating Now Checking | 247-000-001 | 13,601.00 | | 13,601.00 |
| | LDFA Operating CLASS Acct | 247-000-007 | 915,852.04 | | 915,852.04 |
| D.D.A.: | | | | | |
| | DDA Now Checking | 248-000-001 | 13,527.68 | | 13,527.68 |
| | DDA Operating CLASS Acct | 248-000-007 | 239,893.23 | | 239,893.23 |
| SEWER FUND: | | | | | |
| | Sewer Receiving Now Checking | 590-000-001 | 53,461.60 | | 53,461.60 |
| | Sewer Bond & Interest Checking | 590-000-001.300 | 10.00 | | 10.00 |
| | Sewer General Purpose CD | 590-000-003.100 | 16,360.48 | 16,360.48 | 0.00 |
| | Sewer Receiving CLASS Acct | 590-000-007 | 170,147.49 | | 170,147.49 |
| | Sewer Bond Reserve CLASS Acct | 590-000-007.100 | 35,282.91 | | 35,282.91 |
| | Sewer Plant Improv. CLASS Acct | 590-000-007.200 | 819,706.88 | | 819,706.88 |
| | Sewer Bond & Interest CLASS | 590-000-007.300 | 16,562.67 | | 16,562.67 |
| WATER FUND: | | | | | |
| | Water Receiving Now Checking | 591-000-001 | 41,246.20 | | 41,246.20 |
| | Water Receiving CLASS Acct | 591-000-007 | 230,439.70 | | 230,439.70 |
| | Water Plant Improvement CLASS Acct | 591-000-007.100 | 176,693.45 | | 176,693.45 |
| | Water Tower Maint CLASS Acct | 591-000-007.300 | 43,924.83 | | 43,924.83 |
| | Water Maint CLASS Acct | 591-000-007.400 | 48,868.43 | | 48,868.43 |
| MOTOR VEHICLE POOL: | | | | | |
| | Motor Vehicle Pool Now Checking | 661-000-001 | 22,402.64 | | 22,402.64 |
| | Equip. Replace CLASS - Police Car | 661-000-007.301 | 24,464.04 | | 24,464.04 |
| | Equip. Replace CLASS - Fire Truck | 661-000-007.336 | 96,990.74 | | 96,990.74 |
| | Equip. Replace CLASS - Turn Out Gear | 661-000-007.337 | 2,211.13 | | 2,211.13 |
| | Equip. Replace CLASS - DPW Equip | 661-000-007.463 | 192,204.82 | | 192,204.82 |
| | Equip. Replace CLASS - WWTP/Vactor | 661-000-007.590 | 74,282.44 | | 74,282.44 |
| CURRENT TAX: | | | | | |
| | Current Tax Checking | 703-000-001 | 1,822.72 | | 1,822.72 |
| | Current Tax Savings Account | 703-000-002 | 465,047.09 | | 465,047.09 |
| PAYROLL FUND CHECKING: | | | | | |
| | | 750-000-001 | 5,475.50 | | 5,475.50 |
| GRAND TOTAL | | | 5,642,782.50 | 16,360.48 | 5,626,422.02 |

Certificate of Completion

Brian Boyle
City of Jonesville

Has attended the

2016 MRWA Annual Outdoor Equipment Expo

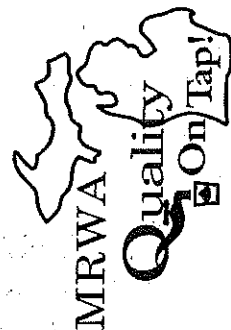
as presented by the Michigan Rural Water Association
August 31, 2016
Michigan International Speedway, Brooklyn, MI

Course Code: 1866

Water: 0.2 M, 0.1 T, 0.1 O
Wastewater: 0.2 M, 0.1 T, 0.1 O

Course Code: 1867

Water: 0.1 Other
Wastewater: 0.1 Other



Melisa Lincoln

Melisa Lincoln, MRWA Membership & Marketing Director

Certificate of Completion

Kevin Collins
City of Jonesville

Has attended the

2016 MRWA Annual Outdoor Equipment Expo

as presented by the Michigan Rural Water Association
August 31, 2016

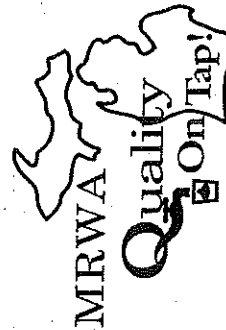
Michigan International Speedway, Brooklyn, MI

Course Code: 1866

Water: 0.2 M, 0.1 T, 0.1 O
Wastewater: 0.2 M, 0.1 T, 0.1 O

Course Code: 1867

Water: 0.1 Other
Wastewater: 0.1 Other



Melisa Lincoln

Melisa Lincoln, MRWA Membership & Marketing Director

Certificate of Completion

Todd Ruden
City of Jonesville

Has attended the

2016 MRWA Annual Outdoor Equipment Expo

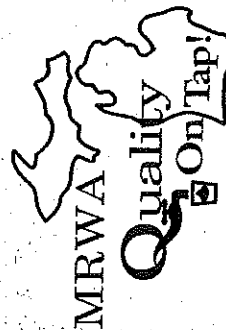
as presented by the Michigan Rural Water Association
August 31, 2016
Michigan International Speedway, Brooklyn, MI

Course Code: 1866

Water: 0.2 M, 0.1 T, 0.1 O
Wastewater: 0.2 M, 0.1 T, 0.1 O

Course Code: 1867

Water: 0.1 Other
Wastewater: 0.1 Other



Melisa Lincoln

Melisa Lincoln, MRWA Membership & Marketing Director