



City of
Jonesville

265 E. Chicago Street • Jonesville • MI 49250

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

**CITY OF JONESVILLE
COUNCIL AGENDA
DECEMBER 20, 2017 - 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

5. PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION

A. None

6. REPORTS AND RECOMMENDATIONS

A. Professional Services Agreement – Water Cross Connection Control Program

[Action Item]

B. Board and Commission Appointments

[Action Item]

C. Resolution 2017-16 – Wastewater Level of Service Goals

[ROLL CALL][Action Item]

D. Resolution 2017-17 – Water Level of Service Goals

[ROLL CALL][Action Item]

E. Resolution 2017-18 – Intent to Participate in the Redevelopment Ready Communities Program

[ROLL CALL][Action Item]

F. Proclamation – Recognition of Service

[Action Item]

G. 2018 City Council Meeting Calendar

[Action Item]

H. Active Shooter Awareness

[Information Item]

I. Jonesville Freedom Memorial Fund Activity Statement

[Information Item]

7. COUNCIL MINUTES

A. Consider minutes of the November 15, 2017 Regular Meeting

[Action Item]

8. ACCOUNTS PAYABLE

A. Accounts Payable for December 2017 totalling \$69,002.66

[Action Item]

9. DEPARTMENT REPORTS

A. Fire Department – Chief Adair

B. Water/Wastewater Treatment Plant – Superintendent Mahoney

C. Department of Public Works – Superintendent Kyser

D. Police Department – Chief Lance

E. Cash Report – Finance Director Spahr

F. Cemetery Report – Manager Gray


10. ADJOURNMENT



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To: Jonesville City Council
From: Jeffrey M. Gray, City Manager 
Date: December 15, 2017
Re: Manager Report and Recommendations – December 20, 2017 Council Meeting

6. A. Professional Services Agreement – Water Cross Connection Control Program

[ROLL CALL][Action Item]

HydroCorp (formally HydroDesigns) has been providing inspection services for the City's water cross connection and backflow prevention program. The program is mandated as a part of our licensing as a public water supply. It involves inspection of commercial and industrial buildings, as well as irrigation systems to assure that they are appropriately designed to prevent the backflow of contaminants into the public drinking water. The initial contract for services was for a three year period and is set to expire.

HydroCorp has provided the attached report of their activities to date. In addition, they have provided a proposed three year contract for services. Having completed three years of inspections, they are able to reduce the contract amount slightly from \$6,540 per year to \$6,240 per year. Department of Public Works Superintendent Mike Kyser has been satisfied with the inspections to date. We recommend a motion to approve a three-year contract for services in the amount of \$6,240 per year. Paul Patterson, Vice President of HydroCorp, will be present at the December meeting to address any questions of Council. *Please refer to the attached report of activities and proposed contract for services.*

6. B. Board and Commission Appointments

[Action Item]

Various Board and Commission appointments are necessary due to the expiration of terms in 2017.

Library Board: The Library Board is recommending the appointment of Allison Hutchinson to fill a four-year term on the District Library Board. Marcia Gensterblum, who has served on the board for several years, is not seeking an additional term. Allison Hutchinson would serve a term to end on December 31, 2021.

Connie Hutchinson's current term on the board is set to end on December 31, 2017. The Library Board has recommended her reappointment for a four year term to end on December 31, 2021.

Council previously appointed Colleen Arney to serve on the board to fill an unexpired term that would end in February of 2021. However, in discussion with the Library Board, the appointment is not consistent with the current terms of office described in their bylaws. I recommend that her appointment be clarified to expire on December 31, 2020.

Citizenship Committee: Kathy Adams – Reappoint to a three-year term through September 2020.

6. C. Resolution 2017-16 – Wastewater Level of Service Goals

[ROLL CALL][Action Item]

The City has been awarded a Stormwater, Asset Management, and Wastewater (SAW) Grant from the Michigan Department of Environmental Quality (MDEQ) to assess the waste water plant and sanitary sewer collection system and to plan for future capital and operational needs. As a part of the completion of the Asset Management Plan, Jones and Henry Engineers has completed the attached Level of Service Goals and Performance Targets. Waste Water Superintendent Rick Mahoney has reviewed the document; we recommend Council approval of the attached Resolution 2017-16 adopting the Level of Service Goals and Performance Targets. Approval of the resolution requires a roll call vote. *Please refer to Resolution 2017-16.*

6. D. Resolution 2017-16 – Water Level of Service Goals

[ROLL CALL][Action Item]

Superintendent Mahoney is preparing an Asset Management Plan for submittal to MDEQ for the water supply and distribution system. The plan echoes the recommendations of Fleis and Vandenbrink from the Water Reliability Study and their assessment of the Iron Removal Plant. He has developed the attached Water Level of Service Goals and Performance Targets that will be submitted to MDEQ with the Asset Management Plan. We recommend approval of Resolution 2017-17 adopting the goals and performance targets. Approval of the resolution requires a roll call vote. *Please refer to Resolution 2017-17.*

6. E. Resolution 2017-18 – Intent to Participate in the Redevelopment Ready Communities Program

[ROLL CALL][Action Item]

Engagement in the State's Redevelopment Ready Communities (RRC) program permits the City to review its development practices and procedures and evaluate them against recommended best practices. Engagement also maintains eligibility for the receipt of incentive funds available for use in the Downtown from the Michigan Economic Development Corporation (MEDC).

Submittal of a Self-Evaluation and resolution of intent are required to complete engagement in the program. These documents were reviewed by the Planning Commission at their December 13th meeting and recommended for approval by Council. I recommend approval of Resolution 2017-18 to participate in the RRC and to authorize staff to indicate the same to the MEDC. Please refer to the attached Resolution 2017-18 and the RRC Self-Evaluation.

6. F. Proclamation – Recognition of Service

[Action Item]

A reception will be held on Friday, January 12th from 3:00 to 6:00 p.m. at the Police Department for Gordy Bigelow's retirement. The attached proclamation would be presented at the reception on behalf of Council in recognition of Gordy's record of service to the City. A motion is necessary to approve the proclamation. *Please refer to the attached proclamation.*

6. G. 2018 City Council Meeting Calendar

[Action Item]

Consistent with the current meeting schedule, the draft calendar proposes that meetings be held on the third Wednesday of each month at 6:30 p.m. at City Hall. Meeting dates and times may be adjusted, as deemed appropriate by the Council. It will be necessary to take up a motion to approve the 2018 meeting calendar. *Please refer to the attached draft calendar.*

6. H. Active Shooter Awareness

[Information Item]

Police Chief Lance will provide a presentation regarding the actions that individuals can take to improve their awareness and response if they should encounter an active shooter presentation. The presentation will take place on Thursday, January 11, 2018 at 6:30 p.m. at the Jonesville Presbyterian Church. The presentation is open to the public. An information flyer is attached. Press releases and other information to announce the event will be issued by staff in the near future. I appreciate the efforts of the Chief, Councilman David Steel, and Pastor Lynne McQuown for coordination and collaboration for this event. *Please refer to the attached information flyer.*

6. I. Jonesville Freedom Memorial Fund Activity Statement

[Information Item]

The Fund Activity Statement from the Hillsdale County Community Foundation is attached and shows a 12.75% return over the year. Reimbursement of incurred expenses during fiscal year 2016 is also noted. The reimbursement request for FY 2017 expenses was submitted in November and will appear on next year's statement. *Please refer to the attached Fund Activity Statement.*

Attachments:

- District Library Newsletter
- Notice of Intent to Release CDBG Funds, City of Hillsdale
- Correspondence from Comcast dated November 7, 2017



CITY OF JONESVILLE CROSS CONNECTION CONTROL PROGRAM

Executive Summary:

The City of Jonesville's Cross Connection Control Program was implemented in January, 2015. Since the inception of the program, HydroCorp has performed cross-connection control inspections at individual commercial and industrial facilities per a water customer list provided by the City. The primary goal is to assist in protecting the public water supply and to comply with the Michigan Safe Drinking Water Act.

Both "isolation" and "containment" hazards have been addressed by this program. "Containment" is the installation of a backflow prevention device or assembly between the facility and public water distribution system. Containment minimizes the chance for water of questionable quality to leave the facility and enter the public water distribution system, but does not alleviate the water customer from assuring their internal water system is properly protected from backflow. "Isolation" refers to point of use protection within a facility that is necessary to ensure the facility's internal potable water distribution system is protected against backflow.

To maintain compliance with the State of Michigan Department of Environmental Quality (MDEQ), Safe Drinking Water Act, Public Act 399, Administrative Rules R 325.11401 through R 325.11407, as amended pertaining to local cross connection control programs. The established MDEQ approved program must be maintained by the City of Jonesville and shall consist of on-going on-site inspections/re-inspections, backflow preventer testing, enforcement, awareness, education and training.

Current Cross Connection Control Program Status

- **Accounts** – There are 186 accounts/sites that are tracked in our data management software HydroSoft.
- **Inspections** – 135 on-site inspections have been completed between January, 2015 and November 2017. These include initial inspections, re-inspections and compliance reviews. The 30 inspections remaining to be completed will occur in December of 2017.
- **Re-Inspection Frequency** – All inspected facilities have been placed on a re-inspection frequency based on the degree of hazard associated with the facility. Water customers deemed to be a high hazard are re-inspected once every twelve months. All low hazard water customers are re-inspected once every five (5) years. Re-inspection frequencies are based upon guidance and recommended practices set forth by the MDEQ. There are currently five (5) high hazard accounts and eighty-four (84) low hazard accounts.



- **Backflow Prevention Assemblies** – There are currently forty-one (41) testable backflow prevention assemblies that require annual testing per the approved cross connection control program, local ordinance and Michigan Plumbing Code. As part of program management HydroCorp send annual testing notifications to water customers and manages all associated data.
 - Twenty-Nine (29) test reports have been processed for 2017
- **Reports** – The MDEQ required annual Cross Connection Control Report has been completed each year and submitted as required to the appropriate MDEQ District Engineer.
- **Customer Service** – All phone calls pertaining to the cross connection program are received at HydroCorp. Our administration team is equipped and trained to answer questions regarding backflow prevention, cross connection control and backflow assembly testing.
- **Notices** – There have been a total of 328 program notifications sent since 2005. In addition to these notices, some notices were sent more than once at the request of the water customer, surveyor or City representative:

<u>Notice</u>	<u>Number Sent</u>
Inspection Notice	101
Compliance Notice	55
Containment Compliance Notice	2
Non-Compliance Notice #1	35
Inspection Re-Schedule Notice #1	10
Inspection Non-Compliance Notice #2	30
Inspection Re-Schedule Notice #2	6
Inspection Non-Compliance Notice #3	3
Inspection Non-Compliance Notice – Shut-Off	10
Inspection Re-Schedule Notice - Shut-Off	4
Annual Test Notice	38
Test Notice #2	21
Test Notice – Shut-Off	13
Total:	328

HydroCorp is thankful for the support from all parties that have assisted with the CCC Program, especially Mr. Jeff Gray & Mr. Mike Kyser.

HYDR O CORP.

THE SAFE WATER AUTHORITY™

November 13, 2017

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

Dear Mr. Gray:

Based on your current program, we have prepared a proposal that will meet your specific Cross-Connection Control Program needs. Also, included within this package is our standard Professional Services Agreement. For your convenience, this presentation has been divided into three sections. They include:

- ◆ Scope of Work
- ◆ Professional Services Agreement
- ◆ Qualifications/Experience

This proposal is based upon completing a total of **150** initial inspections, compliance inspections/re-inspections of your residential, commercial, industrial & institutional facilities over the term of the contract.

High hazard non-residential facilities will be re-inspected on an annual basis with all remaining low hazard non-residential facilities being placed on a five-year re-inspection frequency. HydroCorp Inspectors will assess the degree of hazard of each facility and determined the re-inspection frequency during initial inspections.

If you have any questions, please feel free to contact me directly at 248.250.5022 or via email at ***ppatterson@hydrocorpinc.com***. We look forward to working with you and your staff again on this project.

Sincerely,



Paul M. Patterson
Vice President

CORPORATE OFFICE

5700 Crooks Road, Suite 100, Troy, MI 48098 ☎ 800.690.6651 248.250.5000 ✉ 248.786.1789 hydrocorpinc.com

PROPOSAL

DEVELOPED FOR

Jeffrey Gray

City of Jonesville, MI

265 E. Chicago Street

Jonesville, MI 49250

November 13, 2017

KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.

CROSS-CONNECTION
CONTROL / BACKFLOW
PREVENTION

WATER SYSTEM
SURVEYS / AUDITS

PIPE SYSTEM MAPPING
AND LABELING

WATER SAMPLING
AND ANALYSIS / RISK
ASSESSMENTS

PROGRAM
AND PROJECT
MANAGEMENT

COMPLIANCE
ASSISTANCE /
DOCUMENTATION

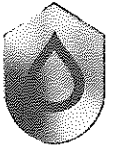
MICHIGAN CORPORATE OFFICE
5700 Crooks Road, Suite 100
Troy, MI 48098

800.690.6651 TOLL FREE

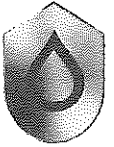
248.250.5000 PHONE

248.786.1788 FAX GENERAL

info@hydrocorpinc.com EMAIL



SCOPE OF WORK	3
PROFESSIONAL SERVICE AGREEMENT	4-10
QUALIFICATIONS	11



SCOPE OF WORK

Based on our conversations, HydroCorp™ will provide the following services to the City of Jonesville. This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the City with the necessary data and information to maintain compliance with the Michigan Department of Environmental Quality (DEQ) Water Bureau Cross Connection Control Regulations. Once this project has been approved and accepted by the City and HydroCorp, you may expect completion of the following elements within a three (3) year period. The components of the project include:

1. Perform a minimum of **150** initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities within the City served by the public water supply for cross-connections. Inspections will be conducted in accordance with the DEQ Water Bureau Cross Connection Control regulations.
2. Generate all backflow prevention assembly test notices, non-compliance notices and coordinate/monitor backflow prevention assembly testing compliance for all backflow prevention assemblies.
3. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of backflow prevention assembly tester credentials & proper testing results and general customer service and program education inquiries.
4. Generate and document the required program data for the facilities using the HydroCorp Software Data Management Program.
5. Submit comprehensive management reports on a quarterly basis.
6. Conduct an annual review meeting to discuss overall program status and recommendations.
7. Provide up to six- (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers, (i.e. combination) per facility as required, in order to place a facility into immediate compliance at the time of inspection.
8. Prepare the annual State of Michigan, DEQ Water Bureau Cross Connection Report.
9. Assist the City with a community wide public relations program including general awareness brochures and customized web site cross connection control program overview content and resources.
10. Provide ongoing support via phone, fax, internet, text or email.

The above services will be provided for:

Monthly Amount: \$ 520.00	Annual Amount: \$ 6,240.00	Contract Total: \$ 18,720.00
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Contract Amount is based upon a 36-month period. HydroCorp will invoice in 36 equal amounts of \$ 520.00

PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this DATE by and between the City of Jonesville, organized and existing under the laws of the State of Michigan, referred to as "Utility", and HydroCorp™ a Michigan Corporation, referred to as "HydroCorp".

WHEREAS, the Utility supplies potable water throughout its corporate boundary to property owners; and desires to enter into a professional services contract for cross connection control program inspection, reporting and management services.

WHEREAS, HydroCorp is experienced in and capable of supplying professional inspection of potable water distribution systems and cross connection control program management to the Utility and the Utility desires to engage HydroCorp to act as its independent contractor in its cross connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Michigan and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HydroCorp as an independent contractor to inspect and document its findings on its potable water distribution system in public, commercial and industrial facilities within the community. Each party to this Agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water users' facilities, complete and accurate data is not always available.

ARTICLE II. Scope of Services

The scope of services to be provided by HydroCorp under this Agreement will include the inspections/surveys, program administration, answering telephone call inquiries, scheduling of inspections, program compliance review, public education materials, preparation of quarterly management reports, and annual cross connection reports with respect to the facilities to the extent specifically set forth in this Article II (hereinafter the "Scope of Services"). Should other reports/services be included within the Scope of Services, the same shall be appended to this Agreement as Exhibit 1.

2.1 PROGRAM REVIEW/PROGRAM START UP MEETING. HydroCorp will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
 - Inspection Notice
 - Compliance Notice
 - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility
- Prioritize Inspections (Village buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities



- Establish facility inspection schedule
- Review/establish procedures and protocol for addressing specific hazards
- Review/establish high hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools
- Review/establish educational and public awareness brochures

2.2 INSPECTIONS. HydroCorp will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with the Michigan Department of Environmental Quality Cross Connection Control Rules.

- *Initial Inspection* – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard will be assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- *Compliance Inspection* – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
- *Re-Inspection* – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (one or five year re-inspection cycle).

2.3 INSPECTION SCHEDULE. HydroCorp shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility's designated contact person. The initial check in will include a list of inspections scheduled. An exit interview will include a list of inspections completed.

2.4 PROGRAM DATA. HydroCorp will generate and document the required program data for the Facility Types listed in the Scope of Services using the HydroCorp Software Data Management Program. Program Data shall remain property of the Utility; however, the HydroCorp Software Data Management program shall remain the property of HydroCorp and can be purchased for an additional fee. Data services will include:

- Prioritize and schedule inspections
- Notify users of inspections, backflow device installation and testing requirements if applicable
- Monitor inspection compliance using the HydroCorp online software management program.
- Maintain program to comply with all MDEQ regulations

2.5 MANAGEMENT REPORTS. HydroCorp will submit comprehensive management reports in electronic, downloadable format on a quarterly & annual basis to the Utility. Reports to include the following information:

- Name, location and date of inspections
- Number of facilities inspected/surveyed
- Number of facilities compliant/non-compliant

2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE. HydroCorp will review or assist in the development of a cross-connection control ordinance. Items for review include:

- Code adoption references, standard operational procedures, program notice documentation, reporting procedures and preference standards.
- Penalties for noncompliance.



- 2.7 VACUUM BREAKERS.** HydroCorp will provide up to six (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection if no other cross-connections are identified.
- 2.8 PUBLIC RELATIONS PROGRAM.** HydroCorp will assist the Utility with a community-wide public relations program including general awareness brochures and website cross connection control program content.
- 2.9 SUPPORT.** HydroCorp will provide ongoing support via phone, fax, text, website or email for the contract period.
- 2.10 FACILITY TYPES.** The facility types included in the program are as follows:
- Industrial
 - Institutional
 - Commercial
 - Miscellaneous Water users
 - Multifamily
- Complex Facilities.** Large industrial and high hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. (HydroCorp typically allows a maximum of up to three (3) hours of inspection time per facility.) An independent cross connection control survey (at the business owner's expense) may be required at these larger/complex facilities and the results submitted to the Utility to help verify program compliance.
- 2.11 INSPECTION TERMS.** HydroCorp will perform a minimum of **150** total inspections over a **three – (3)** year contract period. The total inspections include all initial inspections, compliance and re-inspections. *Vacant facilities that have been provided to HydroCorp, scheduled no show or refusal of inspection will count as an inspection/site visit for purposes of the contract.*
- 2.12 COMPLIANCE WITH DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ).** HydroCorp will assist in compliance with DEQ and Michigan Plumbing Code cross connection control program requirements for all commercial, industrial, institutional, residential, multifamily and public authority facilities.
- 2.13 POLICY MANUAL.** HydroCorp will review and/or develop a comprehensive cross connection control policy manual/plan and submit to the appropriate regulatory agency for approval on behalf of the Utility.
- 2.14 INVENTORY.** HydroCorp shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model and serial number if applicable.
- 2.15 DATA MANAGEMENT.** HydroCorp shall provide data management and program notices for all inspection services throughout the contract period.
- 2.16 ANNUAL YEAR END REVIEW.** HydroCorp will conduct an on-site annual year-end review meeting to discuss overall program status and specific program recommendations.
- 2.17 CROSS CONNECTION CONTROL BROCHURES.** HydroCorp will provide approximately **250** cross-connection control educational brochures for the duration of the Agreement.
- 2.18 INSURANCE.** HydroCorp will provide all required copies of general liability, workers' compensation and errors and omissions insurance naming the Utility as an additional insured if required.



ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative proceedings, investigations or other proceedings in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities to be inspected, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format such as Microsoft Excel, etc. is required. An additional one-time fee to manually enter facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high quality image format for printing.)

ARTICLE IV. Term, Compensation and Changes in Scope of Services

- 4.1 TERM AND TERMINATION TERM.** Services by HydroCorp under this Agreement shall commence on DATE and end three – (3) years from such date, unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. Failure to execute this Agreement within the ninety (90) day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this Agreement the utility will have the option to renew this contract for two (2) consecutive one (1) year periods. Any increases in fees during the renewal periods will be equal to increases in the consumer price index, or three percent (3%), whichever is less.
- 4.3 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.4 BASE COMPENSATION.** The Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, **\$520.00 per month, \$6,240.00 annually for a three –(3) year total of \$18,720.00.** Completed inspections shall consist of all initial inspections, re-inspections and compliance inspections as defined in section 2.2.
- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HydroCorp, all payments including base and other compensation shall be due and payable on the first day of each month (due date) after the month for which services have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this Agreement. For any payment to HydroCorp which is not



made within thirty (30) calendar days after the due date, HydroCorp, shall receive interest at one and one-half (1½) percent per month on the unpaid balance.

4.6 CHANGES IN SCOPE OF SERVICES. In the event that the Utility requests and HydroCorp consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility's water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HydroCorp shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility or additional costs incurred in meeting new or changed government regulations or reporting requirements.

4.7 CLIENT CONFIDENTIALITY. Disclosure of all communications between HydroCorp and the Utility regarding business practices and other methods and forms of doing business is subject to the provisions of Michigan Public Records Law. HydroCorp agrees to make available for inspection and copying all records in its possession created, produced, collected or otherwise related to this Agreement to the same extent as if the records were maintained by the Utility. HydroCorp expressly acknowledges and agrees that its obligations concerning Public Records Law and compliance under this Agreement should not be limited by copyright, license, privacy and/or confidentiality except as authorized under the Public Records Law.

4.8 ACCESSIBILITY. Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.

4.9 CONFINED SPACES. – HydroCorp personnel will not enter confined spaces.

ARTICLE V. Risk Management and General Provisions

5.1 INFORMATION. Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete to the best of their knowledge, yet due to the inaccessible nature of water piping or lack of access provided by property owner/water user, complete accurate data is not always available. Cross-connection control inspection and results are documented as of a specific date. The property owner and/or water user may make modifications to the potable water system after the inspection date that may impact compliance with the program.

5.2 LIMITATION OF LIABILITY. HydroCorp's liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not to exceed or within the limits of the insurance coverage provided hereunder. HydroCorp shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.

5.3 HYDROCORP INSURANCE. HydroCorp currently maintains the following insurance coverage's and limits:

	Occurrence	Aggregate
Comprehensive General Liability	\$1 Million	\$2 Million
Excess Umbrella Liability	\$5 Million	\$5 Million
Automobile Liability (Combined Single Limit)	\$1 Million	
Worker's Compensation/ Employer's Liability	\$1 Million	
Errors and Omissions	\$2 Million	\$2 Million

Within thirty (30) calendar days of the start of the project, HydroCorp shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given to the Utility while this Agreement is in effect. The Utility shall be named as an additional insured according



to its interest under the general liability policy during the term of this Agreement.

- 5.4 UTILITY INSURANCE.** The Utility will maintain liability insurance on an all risk basis and including extended coverage for matters set forth in this Agreement.
- 5.5 RELATIONSHIP.** The relationship of HydroCorp to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HydroCorp shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.
- 5.6 ENTIRE AGREEMENT AMENDMENTS.** This Agreement contains the entire Agreement between the Utility and HydroCorp, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.
- 5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS.** The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as integral parts of this Agreement.
- 5.8 WAIVER.** The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- 5.9 ASSIGNMENT.** This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.
- 5.10 FORCE MAJEURE.** A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires, explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.
- 5.11 AUTHORITY TO CONTRACT.** Each party warrants and represents that it has authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.
- 5.12 GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Michigan, venue by the presiding County. The parties hereby consent to the personal jurisdiction of said court within the State of Michigan.
- 5.13 COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.



- 5.14 NOTICES.** All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:

If to HydroCorp:

HydroCorp
c/o Mark Martin
5700 Crooks Road, Ste. 100
Troy, MI 48337
(248) 250-5005

If to Utility:

City of Jonesville
c/o Jeffrey Gray
265 E. Chicago Street
Jonesville, MI 49250
(517) 849-2104

- 5.15 SEVERABILITY.** Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

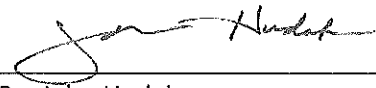
SIGNATURES

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

City of Jonesville

By:
Title:

HydroCorp



By: John Hudak
Its: President



Appendix

Specific Qualifications & Experience

HydroCorp™ is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost effective and professionally managed cross connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 30,000 Cross Connection Control Inspections *annually*.
- HydroCorp tracks and manages over 35,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely and courtesy manner. Our administrative staff can answer most technical calls related to the cross connection control program and have attended basic cross connection control training classes.
- HydroCorp currently serves over 200 communities in Michigan, Wisconsin, Maryland, Delaware, Virginia & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.



Jonesville District Library

Board of Trustees

December 5, 2017

To the City Council:

As members of the Board of Trustees of the Jonesville District Library, we would like to recommend to you the appointment of Allison Hutchinson to our board. Mrs. Hutchinson resides on East Street in our city. She and her family have been regular and enthusiastic users and supporters of our library since their arrival in town. She has experience in working with libraries, having done so during her student days at Hillsdale College. She also brings professional expertise in management and public administration that will no doubt be of benefit in enhancing the skills and function of our board.

The resignation from the board of long-time president Marcia Gensterblum necessitates the appointment of a new trustee to represent the city. We are confident that Mrs. Allison Hutchinson will fill this position very well. Please consider all of these as compelling reasons to agree to appoint her as new trustee to the Jonesville District Library Board of Trustees.

As always, we thank you for your attention in this matter as well as for your continued support of all matters concerning the library.

Sincerely,

A handwritten signature in cursive script that reads "Connie Hutchinson". The signature is written in dark ink and is positioned above the printed name of the signatory.

Connie Hutchinson, Secretary

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

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

Jonesville Community Library

1. Name Allison Hutchinson 2. Occupation Homemaker

3. Employer — 4. Email address ahutchinson5@yahoo.com

5. Home Address 315 East St., Jonesville, MI 49250
Street City Zip

6. Home Telephone (517) 797-3000 7. Business Phone —

8. Length of residency in Jonesville 3 years

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

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

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

As a mother of five children, libraries have played
an important role in the life of our family. We love
books and reading together and I would love to
contribute to the library with my time. (over)

11/27/17
Date of Application

Allison Hutchinson
Signature

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

My love of libraries runs deep - in highschool, working at the Portage Public Library occupied much of my time after school and in the summer. While a student at Hillsdale College I was employed by Mossey Library.

As a professional, I hold a Master's degree in Public Administration, but those years were worked in the nonprofit sector. Currently, I stay at home and homeschool my children. While it has been some years since I have looked at an organization's budget, I think the skills should come back quickly. It would be a pleasure to assist the Jonesville Library as a board member.

Jonesville District Library

Board of Trustees

December 5, 2017

To The City Council:

At its regular monthly meeting in December, the Jonesville District Library Board of Trustees made the recommendation to City Council that the term of Connie Hutchinson, set to expire on December 31, 2017, be renewed for another term.

Also, the board moved to recommend to City Council that the term of Colleen Arney be corrected to reflect an expiration at the end of December in 2020.

Thank you to the Council for your cooperation and support of our endeavors.

Respectfully,

A handwritten signature in cursive script that reads "Connie Hutchinson". The signature is written in black ink and is positioned above the printed name.

Connie Hutchinson, Secretary

2017-16

CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN

**RESOLUTION – LEVEL OF SERVICE GOALS AND PERFORMANCE TARGETS,
WASTEWATER ASSET MANAGEMENT**

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 20th day of December 2017, at 6:30 p.m.

PRESENT:

ABSENT:

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

WHEREAS, the City of Jonesville has been awarded a Stormwater, Asset Management, and Wastewater (SAW) Grant from the Michigan Department of Environmental Quality (MDEQ); and

WHEREAS, Jones & Henry Engineers Ltd. Is preparing a Wastewater Asset Management Plan for the City Water and Wastewater Department under the Grant; and

WHEREAS, MDEQ guidelines for preparing Asset Management Plans recommend Level of Service Goals and Performance Targets as the basis for determining the operations, maintenance, and capital improvements needed to provide utility service to the community.

NOW THEREFORE, IT IS RESOLVED that the City Council adopts the Level of Service Goals and Performance Targets element for Wastewater Asset Management developed by the Wastewater Asset Management Team.

AYES:

NAYS:

ABSENT:

Cynthia D. 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 20th day of December, 2017, 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.

Cynthia D. Means, Clerk

City of Jonesville

Wastewater Asset Management Plan

Level of Service

The residents and businesses of the City of Jonesville desire dependable water and wastewater services to support their daily lives and activities. The goals of the City's Water and Wastewater Department are to produce, treat, and distribute drinking water and to collect and treat wastewater to meet or exceed customer expectations and comply with Federal, State, and Local Regulations.

The characteristics of the utility's service performance such as "how much," "of what nature," and "how frequently" are described in its Level of Service goals. It is the foundation of an Asset Management Program. Performance Targets are developed to define how each Level of Service will be measured. A Utility can demonstrate how well it is meeting its Level of Service goals through the outcomes of its Performance Target measurements.

This section describes the City's Level of Service Goals and Key Performance Targets for its Wastewater System and reflects on its present and future performance expectations. The Level of Service expectations a community develops help determine the amount of funding that is required to maintain, renew, and upgrade the wastewater infrastructure to provide the customers with the levels of service specified. The Level of Service goals are defined across the four service areas identified below and Performance Targets are defined for each goal as measures for the Level of Service goals. Changes to the Level of Service goals and how the utility addresses the issues will affect funding requirements and how well the utility can provide proper service to the community. The utility's progress toward meeting those goals are generally reviewed and reported annually. The target Levels of Service that the utility has chosen to meet are presented in Table 1. This table lists the Level of Service goals and measures the success of each goal.

The Water and Sewer Department strives to combine Public Works resources for capital improvements to make the most effective use of available funds. Water lines and sewers pipes are evaluated prior to street projects to evaluate whether improvements should be coordinated. Conversely, street improvements are considered if water or sewer repair or replacement is being done.

In Jonesville, property owners are responsible for their own service connections to the sanitary sewer. When there are problems with services, the City will discuss getting repairs done with the property owners, especially when it involves a street reconstruction.

Table 1- Level of Service Goals

Service Area	Goal	Performance Targets	Achieved
Safe effluent water discharged into the St. Joseph River and safe biosolids applied to agricultural fields.	Meet MDEQ NPDES Permit requirements to control the discharge of pollutants into surface waters. Meet MDEQ General Permit requirements to land apply biosolids.	Wastewater Collection System and Treatment Plant are designed, constructed, operated, and maintained to collect, process, and treat wastewater to produce clean water and biosolids. Perform all required monitoring and reporting. Licensing and training requirements are met for wastewater personnel.	No permit violations in past several years. Regular training is provided to all operators and consideration is made for licensing training requirements. WWTP has SCADA system with alarms. MDEQ conducts unscheduled bench check every few years to verify permit compliance and meets with staff around NPDES Permit renewal time.
Collection System	Comply with MDEQ Sanitary Sewer Overflow Policy to eliminate or treat SSOs in conjunction with MDEQ NPDES Permit.	Sanitary sewers are designed, constructed, operated, and maintained to minimize the risk of SSOs. Clean and televise all sanitary sewers every 10 years (more frequently in known trouble areas). Prepare and maintain Capital Improvement Plan. Correct and report all SSOs to MDEQ within 24 hours. Develop Corrective Action Plan for recurring SSOs.	Adequate staffing and contractor assistance to accomplish all operation and maintenance. No SSOs in the past several years. Adequate funds budgeted annually to clean and televise sewers over 10-year period. CIP being developed as part of this plan.
Wastewater Plant	Conform with MDEQ NPDES Permit and MDEQ General Permit for Biosolids.	Facilities, processes, equipment, and other infrastructure are designed, constructed, operated, and maintained to treat wastewater and produce clean water and biosolids as byproducts. Follow Operations and Maintenance Manual. Inspect processes and equipment regularly and make repairs within 24 hours. Prepare and maintain Capital Improvement Plan. Correct and report all Permit violations.	Adequate staffing and contractor use to accomplish all operation and maintenance. WWTP rehabilitated in 2005. Staff intends to conduct a review of the Plant facilities, processes, and equipment in 2020. Pump maintenance contractor inspects pumps annually. Controls contractor helps them with SCADA issues and keeps the system updated. Standby power in place with ability to operate entire WWTP in emergency. There is only one permanent electric feed, two would be ideal.
Revenues and expenses adequate to perform O&M and CIP needs and requirements	Maintain emergency funds equivalent to 6 months operating expenses. Balanced budget, and operate within budget. Adequate funding for CIP.	Balanced budget, performing O&M within budget, and adequate funds available for CIP.	Revenues and expenses adequate to perform O&M and CIP needs and requirements are consistently provided. Conservative fund balance maintained. Annual rate increases have been implemented over the past several years. Rate Study being performed with this plan.

2017-17

CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN

**RESOLUTION – LEVEL OF SERVICE GOALS AND PERFORMANCE TARGETS,
WATER ASSET MANAGEMENT**

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 20th day of December 2017, at 6:30 p.m.

PRESENT:

ABSENT:

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

WHEREAS, the Michigan Department of Environmental Quality (MDEQ) requires that the City of Jonesville prepare an Asset Management Plan for the Water Department; and

WHEREAS, City staff is preparing a Water Department Asset Management Plan to meet the requirement for the City Water Department; and

WHEREAS, MDEQ guidelines for preparing Asset Management Plans recommend Level of Service Goals and Performance Targets as the basis for determining the operations, maintenance, and capital improvements needed to provide water utility service to the community.

NOW THEREFORE, IT IS RESOLVED that the City Council adopts the Level of Service Goals and Performance Targets element for Water Asset Management developed by City staff.

AYES:

NAYS:

ABSENT:

Cynthia D. 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 20th day of December, 2017, 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.

Cynthia D. Means, Clerk

CITY OF JONESVILLE

WATER DEPARTMENT ASSET MANAGEMENT PLAN

Level of Service

The residents and businesses of the City of Jonesville desire dependable water services to support their daily lives and activities. The goal of the City's Water Department is to produce, treat, and distribute potable drinking water that meets or exceeds customer expectations and that comply with all Federal, State, and Local Regulations.

This section describes the City's Level of Service Goals and Performance Targets for its Water System and reflects on its present and future performance expectations. The Level of Service expectations a community develops help determine the amount of funding that is required to maintain, renew, and upgrade the Water Department infrastructure. The Level of Service expectations can be described as follows:

- **Production**

The goal of The City's water system is to meet all requirements outlined by the Michigan Department of Environmental Quality. City Staff will perform all required monitoring and report all results to the appropriate MDEQ Staff Member. City Staff will monitor the performance of the water production system and make note of any deficiencies. Repairs will be made in a timely basis and records of all repairs and maintenance tasks will be maintained at the Wastewater Treatment Plant. The City will maintain at least one employee with the required license level. All department employees will be encouraged to obtain the required water license. The City has budgeted for training opportunities to aid in acquiring the license and also maintaining the required continuing education credits for maintaining the employee's license.

- **Distribution System**

The Distribution System is monitored on a regular basis by properly licensed City Staff. Water main breaks are repaired in a timely fashion, usually within 24 hours. Water main pressure and capacities are monitored during the Water Reliability Studies that is required every five years by the Michigan Department of Water Quality. Adequate staffing will be maintained to accomplish all operation and maintenance of the distribution system. All department employees are encouraged to obtain the proper water distribution licensing. Training is provided by the City to all employees so that the employee may obtain and maintain their licenses. Adequate funds are maintained to properly maintain and repair the distribution system. Capital Improvements are reviewed every year and funding is budgeted to make the predetermined improvements during specific budget years.

- **Iron Removal Plant**

The goal of the Iron Removal Plant is to provide high quality drinking water that meets all Federal, State, and Local requirements. The facilities, processes, and other infrastructure have been evaluated and the City is currently applying to USDA Rural Development for funding to upgrade the facilities. The City identified and addressed the Iron Removal Plant needs five years ago and began to set funds aside during the budget process. 2018 is the targeted year to begin the upgrade. Adequate, properly licensed staff is available to operate the facility before, during, and after the project is completed.

- **Required Revenues and Expenses**

The City maintains minimum emergency funds of at least six months of total operating expenses. The City is required to prepare and operate under a balanced budget by the State of Michigan. City Staff is required to operate the system within that budget. City Staff also prepares a capital improvement plan on an annual basis. The City has consistently operated within the budget for operations and maintenance and also for capital improvements. Annual rates increases are tied to the annual consumer price index. A formal rate study will be undertaken in the near future. The Water Department strives to combine Public Work resources for capital improvements to make the most effective use of available funds. Water lines are evaluated prior to street projects to evaluate whether improvements should be coordinated. In Jonesville, property owners are responsible for their own service connections from the valve box to the house.

- **Safety & Security**

The City provides a safe working environment for both the iron removal plant workers and also the distribution system workers. All employees have been trained through both seminars and on the job training. There have been no MIOSHA safety violations. The Iron Removal Plant is equipped with a locking door and is completely fenced.

- **Operator Certification**

The Michigan Department of Environmental Quality requires that the City employ an operator with a level D-3 and S-3 Water license. Currently, five City Staff members hold water licenses that meet or exceed these requirements. City Council encourages all employees pursue a water license as outlined in the production and distribution sections.

- **Customer Complaints and Response Time**

In order to provide excellent customer service, City Staff will respond to all customer complaints within two days of notification. Results of complaints will be transmitted to the customer verbally in person or by phone and to City Hall in writing. Customers will receive a warning via WCSR radio 24 hours in advance of a planned interruption.

- **Administrative**

The Administrative Staff will insure that customer water bills are accurate and will review any discrepancy. Any noticeable discrepancy will be followed up with an investigation by City Staff to insure accuracy. The City of Jonesville Staff will prepare and deliver, by mail, an Annual Consumer Confidence Report outlining water quality.

- **Wells-Supply Water**

The City of Jonesville operates two wells at the present time. Well number 1 was constructed in 1962 is 12 inches in diameter and is located at a depth of 81 feet. Well number 2 was constructed in 1972 is 14 inches in diameter and is at a depth of 80 feet. Each well is capable of providing for the needs of the community while the other well is out of service. The wells and well pumps are serviced and inspected annually by Peerless-Midwest. Peerless-Midwest provides a written report along with recommendations that are kept on file at the City of Jonesville Wastewater Plant. Any recommended maintenance or repairs are scheduled through City Staff. Funds are budgeted annually for this purpose. Additional information on the City wells may be found in the 2017 Water Reliability Study.

- **Maintenance-Distribution System**

The valves in the distribution system are exercised as time permits. Any valves found not operable are repaired as soon as possible. Valve maintenance and repairs are documented at the Department of Public Works, 111 Ecology Drive. Fire Hydrants are flushed on an annual or semiannual basis as needed. Hydrants that are not operational are replaced or repaired. Under normal conditions, pressures remain in the 60 to 90 psi range. The City Staff continually monitors for water loss. Water rates are adjusted on an annual basis to ensure funds are available for maintenance and repair.

- **Maintenance-Iron Removal Plant**

All maintenance and repairs at the Iron Removal Plant are conducted by licensed City Staff or Peerless-Midwest, a division of SUEZ. A complete record of maintenance and repairs are contained at the City Wastewater Plant, 150 Ecology Drive. The stand by generator is operated every other week and is professionally maintained by Gen Power. Replacement of the generator will be addressed during the Iron Removal Plant upgrade. Water rates are adjusted on an annual basis to ensure that funds are available for proper operation and maintenance.

- **Maintenance-Water Storage**

The City maintains a 500,000 gallon water tower that is located at 553 Industrial Parkway. The tower is professionally maintained by Utility Services. The tower receives a visual inspection on an annual basis and a drain down inspection every other year. The tower is painted on an as needed basis as determined by Utility Services. The City of Jonesville assesses a monthly fee on water customers to finance this service.

2017-18

CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN

**RESOLUTION – INTENT TO PARTICIPATE IN REDEVELOPMENT READY
COMMUNITIES**

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 20th day of December 2017, at 6:30 p.m.

PRESENT:

ABSENT:

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

WHEREAS, the Michigan Economic Development Corporation (MEDC) has established the statewide Redevelopment Ready Communities (RRC) program to empower communities to shape their future and maximize economic potential; and

WHEREAS, RRC is a program that provides technical assistance and recommends best practices that allow communities to implement development procedures that actively engage stakeholders and plan deliberate, fair and consistent procedures; and

WHEREAS, the City of Jonesville has begun an update of its Master Plan to incorporate certain elements required for RRC certification; and

WHEREAS, the City of Jonesville wishes to assess our development procedures to assure that they promote and encourage the redevelopment of unused and under-used existing buildings and parcels as a means to improve private property values and increase tax base.

NOW THEREFORE, IT IS RESOLVED that the City Council supports the efforts of the Planning Commission and staff to participate in the training and self-evaluation necessary to engage in the RRC program and looks forward to feedback from the MEDC on potential improvements to development procedures to benefit the City and its citizens.

AYES: Members:

NAYS: Members:

ABSENT: Members:

Cynthia D. 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 20th day of December, 2017, 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.

Cynthia D. Means, Clerk

RRC SELF-EVALUATION



A tool for Michigan communities
seeking RRC certification

RRC SELF-EVALUATION FORM

The Redevelopment Ready Communities' (RRC) best practices self-evaluation is a tool for communities seeking RRC certification¹. Any community looking to formally engage in the program must completely fill out¹ the self-evaluation to demonstrate that they are taking proactive steps to achieve certification. Communities who do not plan to pursue RRC certification can also use the self-evaluation document as a guide to measure and improve local development processes.

This tool should be used to determine which of the RRC best practices are being met, and those that are not. It can act as a guide to identify action items, and as a work plan to assign tasks and deadlines to accomplish evaluation criteria. Though the self-evaluation guide does assist communities to measure themselves to the RRC best practices, a community can only receive RRC certification through a formal evaluation by RRC staff.

Ideally, the self-evaluation is completed with input from all parties involved in development. A successful approach often involves an internal team including the manager or supervisor and staff from the planning, building, zoning, and economic development departments.

The following are instructions for completing the self-evaluation;

- Collaborate with all necessary departments to ensure the self-evaluation process goes smoothly.
- Review each criteria and check the box designating completion.
- Add a description in the comment box explaining how the criteria is being met, or if it is not, how the community plans to meet it.
- For completed tasks, provide a link and/or documentation of the work in the comments section. Attaching documents to an email is also acceptable.
- Identify next steps, key stakeholders and time lines to complete missing criteria.

The self-evaluation guide is broken up for each of the six best practices. Please refer to the RRC best practices document and follow along for maximum efficiency. If during the self-evaluation process something is unclear or a question arises, contact your CATeam specialist.

¹ Self-evaluations should be thoroughly completed and as detailed as possible. Completing a self-evaluation indicates that the community has filled out all sections in the self-evaluation. It does not mean that the community has to meet all of the criteria prior to formal engagement in the program.



RRC SELF-EVALUATION FORM

BEST PRACTICE ONE: Community plans and public outreach

Community name: City of Jonesville	
Name of person (s) completing self-evaluation: Jeff Gray, City Manager/Recording Secretary, Jonesville Planning Commission	
MASTER PLAN	
1	When was your <u>master plan</u> last updated? 2010
	Please provide a master plan PDF or web link: http://www.jonesville.org/Portals/50/planning/Master%20Plan%202010.pdf
	Does your community annually report on the master plan's progress to the governing body? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Describe when and how your community annually reports on master plan progress? <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">The Planning Commission approves an annual written report in January each year, detailing the prior year work. This plan is presented for acceptance by City Council soon after.</div>
3	When will you next update your master plan? We have engaged professional services and are currently updated. Completion anticipated in 2018.

DOWNTOWN PLAN AND CORRIDOR PLAN (if applicable)	
1	Do you have a downtown plan and/or a DDA/TIF plan? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Please provide a downtown plan and/or DDA/TIF PDF or web link: http://www.jonesville.org/Portals/50/dda/DDA%20Plan%20Amendment%20-%202009.pdf
2	When will you next update your downtown plan? The plan was last amended in 2009 and remains valid through 2034.
3	Do you have a corridor plan? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Please provide a corridor plan PDF or web link: N/A
4	When do you estimate you will adopt or update your corridor plan? N/A

CAPITAL IMPROVEMENTS PLAN	
1	Has the governing body adopted a <u>capital improvements plan (CIP)</u> detailing a minimum of six years of projects and improvements? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	If yes, please provide a PDF or web link: http://www.jonesville.org/Portals/50/council/Audit%20Reports%20and%20Budgets/CIP%202017-2022%20Final.pdf
2	Is the CIP reviewed annually? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	If yes, when: With the adoption of the fiscal year budget that begins on July 1 annually.
3	When do you estimate you will adopt or update your CIP? Update will be adopted in May or June of 2018.

RRC SELF-EVALUATION FORM

BEST PRACTICE ONE: Community plans and public outreach

PUBLIC PARTICIPATION											
1	Does your community have a documented <u>public participation strategy</u> for engaging a diverse set of community stakeholders?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes <input type="checkbox"/></td> <td style="width: 50%; text-align: center;">No <input checked="" type="checkbox"/></td> </tr> </table>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>							
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>										
If yes, please provide a PDF or web link: 											
2	Describe recent public engagement efforts in your community: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> We had great success with a Survey Monkey community survey for our recent Recreation Master Plan update. We intend to combine a similar survey for our Master Plan update with focus group meetings to get broad community input. We have an active social media presence. In a town with 2,200 residents, we have over 3,200 Facebook followers. We have found this to be an effective means of communicating community events, important news, job postings, etc. We have revamped our website to include a "News and Information" section on the main page. We are fortunate to have a local newspaper and radio station that will each run press releases regarding City events and meetings. Where appropriate, we have developed information fliers and mailings that have been distributed both electronically and by snail-mail to reach their intended audience. We tend to adjust our approach depending upon the nature of the communication and the anticipated audience. </div>										
3	Are third party consultants required to follow the public participation strategy?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes <input checked="" type="checkbox"/></td> <td style="width: 50%; text-align: center;">No <input type="checkbox"/></td> </tr> </table>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>							
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>										
4	What basic methods have your community used? <table style="width: 100%; margin-top: 5px;"> <tr> <td><input checked="" type="checkbox"/> Open Meetings Act</td> <td><input type="checkbox"/> Local cable notification</td> <td><input checked="" type="checkbox"/> Flier posting on community hall door</td> </tr> <tr> <td><input checked="" type="checkbox"/> Newspaper posting</td> <td><input checked="" type="checkbox"/> Postcard mailings</td> <td><input checked="" type="checkbox"/> Announcements at governing body meetings</td> </tr> <tr> <td><input checked="" type="checkbox"/> Website posting</td> <td><input checked="" type="checkbox"/> Attachments to water bills</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/> Open Meetings Act	<input type="checkbox"/> Local cable notification	<input checked="" type="checkbox"/> Flier posting on community hall door	<input checked="" type="checkbox"/> Newspaper posting	<input checked="" type="checkbox"/> Postcard mailings	<input checked="" type="checkbox"/> Announcements at governing body meetings	<input checked="" type="checkbox"/> Website posting	<input checked="" type="checkbox"/> Attachments to water bills	
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<input checked="" type="checkbox"/> Website posting	<input checked="" type="checkbox"/> Attachments to water bills										
5	What proactive methods have your community used? <table style="width: 100%; margin-top: 5px;"> <tr> <td><input checked="" type="checkbox"/> Individual mailings</td> <td><input checked="" type="checkbox"/> Focus groups</td> <td><input checked="" type="checkbox"/> One-on-one interviews</td> </tr> <tr> <td><input checked="" type="checkbox"/> Charrettes</td> <td><input checked="" type="checkbox"/> Social networking</td> <td><input type="checkbox"/> Crowd-sourcing</td> </tr> <tr> <td><input checked="" type="checkbox"/> Community workshops</td> <td><input type="checkbox"/> Canvassing</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/> Individual mailings	<input checked="" type="checkbox"/> Focus groups	<input checked="" type="checkbox"/> One-on-one interviews	<input checked="" type="checkbox"/> Charrettes	<input checked="" type="checkbox"/> Social networking	<input type="checkbox"/> Crowd-sourcing	<input checked="" type="checkbox"/> Community workshops	<input type="checkbox"/> Canvassing	
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<input checked="" type="checkbox"/> Charrettes	<input checked="" type="checkbox"/> Social networking	<input type="checkbox"/> Crowd-sourcing									
<input checked="" type="checkbox"/> Community workshops	<input type="checkbox"/> Canvassing										
6	How does your community track the success of community engagement efforts? <div style="border: 1px solid black; padding: 10px; margin-top: 5px; min-height: 60px;"> Generally speaking, by participation rate. Survey response rate was recorded in the Recrea </div>										
7	How does your community share the results of public participation processes? <div style="border: 1px solid black; padding: 10px; margin-top: 5px; min-height: 80px;"> Yes. An appendix of the Recreation Master Plan was devoted to survey results, for example. Further, those survey results were used to form the implementation priorities and recommendations in the plan. In instances where a meeting or workshop is held to share important information, a Powerpoint presentation will be posted to the City's website. This technique was used during the process to incorporate Jonesville from a village to a city. Results are also communicated at formal board and committee meetings. </div>										
8	Please list your key stakeholders for public participation: <div style="border: 1px solid black; padding: 10px; margin-top: 5px; min-height: 100px;"> We have a broad base of community leaders, business owners and residents on our formal boards and commissions. These include the City Council, Board of Review, Cemetery Committee, Citizenship Committee, Downtown Development Authority, District Library Board, Local Development Finance Authority, Planning Commission, and Zoning Board of Appeals. We have active and engaged civic and service organizations, including the Jonesville American Legion Post, Jonesville Business Association, Jonesville Lions Club, Jonesville Rotary Club, and Riverfest Committee. We also have a Presbyterian and a Methodist church in town with involved leaders. </div>										

RRC SELF-EVALUATION FORM

BEST PRACTICE TWO: Zoning regulations

ZONING REGULATIONS		
1	Please provide your community's zoning ordinance PDF or web link: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> http://www.jonesville.org/LinkClick.aspx?fileticket=dVWbly4Cz0c%3d&tabid=6689&portalid=50 </div>	
2	Has the community reviewed the <u>master plan's zoning plan</u> to determine if changes to the zoning map or ordinance text are necessary to implement the master plan vision?	<div style="display: inline-block; text-align: center; width: 40px;">Yes <input checked="" type="checkbox"/></div> <div style="display: inline-block; text-align: center; width: 40px;">No <input type="checkbox"/></div>
3	Has the community reviewed the zoning district intent statements to ensure they reflect the master plan's land-use recommendations?	<div style="display: inline-block; text-align: center; width: 40px;">Yes <input checked="" type="checkbox"/></div> <div style="display: inline-block; text-align: center; width: 40px;">No <input type="checkbox"/></div>
4	Does your community have a <u>complete streets policy</u> ? Please provide PDF or web link: <div style="border: 1px solid black; width: 500px; height: 20px; display: inline-block;"></div>	<div style="display: inline-block; text-align: center; width: 40px;">Yes <input type="checkbox"/></div> <div style="display: inline-block; text-align: center; width: 40px;">No <input checked="" type="checkbox"/></div>
5	Is the zoning ordinance user-friendly, portraying clear definitions and requirements?	<div style="display: inline-block; text-align: center; width: 40px;">Yes <input checked="" type="checkbox"/></div> <div style="display: inline-block; text-align: center; width: 40px;">No <input type="checkbox"/></div>
6	Is the zoning ordinance available in hard copies at convenient locations?	<div style="display: inline-block; text-align: center; width: 40px;">Yes <input checked="" type="checkbox"/></div> <div style="display: inline-block; text-align: center; width: 40px;">No <input type="checkbox"/></div>
7	<p>Are there any key challenges or issues with your existing zoning code?</p> <div style="border: 1px solid black; padding: 10px; margin: 5px 0;"> <p>We have addressed the primary update recommended in the 2008 Master Plan, a form-based code for Downtown. It is challenging to keep up with emerging trends and to educate the business and development community about those trends. The Planning Commission has appointed an ad-hoc Ordinance Amendment Committee to be responsive to needs. Recent reviews have included amendments to permit Accessory Dwelling Units and short term rentals in single family districts.</p> </div> <p>What would be included in your next update?</p> <div style="border: 1px solid black; padding: 10px; margin: 5px 0;"> <p>Future amendments will be subject to public input received during the current update to the Master Plan. It is anticipated that one topic of discussion will be the breadth of housing needed in our community and whether current ordinances adequately address these needs.</p> </div>	
8	When do you estimate you will next update your zoning ordinance?	Ad-hoc amendments will likely take place shortly after the adoption of the Master Plan in 2018.

RRC SELF-EVALUATION FORM

BEST PRACTICE THREE: Development review process

DEVELOPMENT REVIEW PROCESS	
1	Are your planning and zoning services done: <input checked="" type="checkbox"/> in-house <input type="checkbox"/> contracted out? Name of consultant:
2	Are your building services (i.e., plan review, inspections) done: <input type="checkbox"/> in-house <input checked="" type="checkbox"/> contracted out? Name of consultant: Hillsdale County Building Department
3	What departments/representatives engage in joint site plan reviews? <div style="border: 1px solid black; padding: 5px; min-height: 60px;"> Zoning Administrator/Department of Public Works Superintendent, Waste Water Treatment Plant, Fire Department, Police Department, City Manager, Michigan Department of Transportation, as applicable. Site plans are subject to approval by the Planning Commission. </div>
4	Where are internal development review roles, responsibilities and timelines documented? <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Guides and requirements associated with various applications are posted on the Zoning section of the Documents and Forms section of the City website. </div> Please provide a PDF or web link: http://www.jonesville.org/GeneralInformation/DocumentsForms.aspx
5	<div style="display: flex; justify-content: space-between; align-items: center;"> <div>Does the community define and offer conceptual site plan review meetings for applicants?</div> <div style="text-align: right;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Yes</div> <div style="border: 1px solid black; padding: 2px;">No</div> </div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div>Please explain in detail or provide a PDF or web link:</div> <div style="text-align: right;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Yes</div> <div style="border: 1px solid black; padding: 2px;">No</div> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Section 15.03 of the Zoning Ordinance provides authorization for preliminary review of plans. </div> </div>
6	How does the community inform potential applicants of required application materials? <input checked="" type="checkbox"/> Posted online <input type="checkbox"/> Internal checklist <input type="checkbox"/> It's only in the zoning ordinance <input type="checkbox"/> Other
7	<div style="display: flex; justify-content: space-between; align-items: center;"> <div>Does your community encourage applicants to solicit feedback from neighboring businesses, residents and/or community groups?</div> <div style="text-align: right;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Yes</div> <div style="border: 1px solid black; padding: 2px;">No</div> </div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div>If yes, please explain:</div> <div style="text-align: right;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Yes</div> <div style="border: 1px solid black; padding: 2px;">No</div> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Particularly where a proposed use is anticipated to be controversial, informal meetings with neighbors are encouraged. </div> </div>
8	Site plans for permitted uses are approved: <input checked="" type="checkbox"/> administratively <input checked="" type="checkbox"/> by the planning commission
9	How does community development staff coordinate with permitting and inspections staff to ensure a smooth and timely development process? <div style="border: 1px solid black; padding: 5px; min-height: 60px; margin-top: 5px;"> Yes. Approvals are communicated from the City to the County Building Department. Site visits and meetings will be held on an as-needed basis. </div>

RRC SELF-EVALUATION FORM

BEST PRACTICE THREE: Development review process

10	<p>What kind of tracking mechanism does the community use for projects through the site plan review and permitting/inspections process?</p> <div style="border: 1px solid black; padding: 5px;"><p>Tracking is informal through a case file. The Planning Commission will typically address 5 to 10 applications in a year, so progress is easily managed.</p></div>
14	<p>Who has your community identified and trained to perform project intake and point of contact responsibilities? <i>Responsibilities include: receiving and processing applications and site plans; maintaining contact with the applicant; facilitating meetings, processing applications after approval; and coordinating projects with permitting and inspections staff</i></p> <div style="border: 1px solid black; padding: 5px;"><p>Responsibilities are typically performed by the City Clerk and the Administrative Assistant to the City Manager.</p></div>
15	<p>Please list any challenges or key issues your community faces in regard to your development review process:</p> <div style="border: 1px solid black; padding: 5px;"><p>We have been steadily amending our applications to improve the information collected and to clarify the application requirements. It is challenging to find the time to prioritize these updates.</p></div>

RRC SELF-EVALUATION FORM

BEST PRACTICE THREE: Development review process

GUIDE TO DEVELOPMENT					
1	Does your community maintain an online guide to development that explains policies, procedures, and steps to obtain approvals?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
2	<p>Which of the following does your community's online guide to development include?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Relevant contact information <input checked="" type="checkbox"/> Relevant meeting schedules <input type="checkbox"/> Easy-to-follow step-by-step flowcharts <input type="checkbox"/> Conceptual meeting procedures <input checked="" type="checkbox"/> Relevant ordinances to review prior to site plan submission. <input checked="" type="checkbox"/> Site plan review requirements and application. <input type="checkbox"/> Clear explanation for site plans that can be approved administratively. </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Rezoning request process and application <input checked="" type="checkbox"/> Variance request process and application <input checked="" type="checkbox"/> Special land use request process and application <input checked="" type="checkbox"/> Fee schedule <input type="checkbox"/> Special meeting procedures <input type="checkbox"/> Financial assistance tools <input type="checkbox"/> Design guidelines and related processes <input type="checkbox"/> Building permit requirements and applications </td> </tr> </table>			<input checked="" type="checkbox"/> Relevant contact information <input checked="" type="checkbox"/> Relevant meeting schedules <input type="checkbox"/> Easy-to-follow step-by-step flowcharts <input type="checkbox"/> Conceptual meeting procedures <input checked="" type="checkbox"/> Relevant ordinances to review prior to site plan submission. <input checked="" type="checkbox"/> Site plan review requirements and application. <input type="checkbox"/> Clear explanation for site plans that can be approved administratively.	<input checked="" type="checkbox"/> Rezoning request process and application <input checked="" type="checkbox"/> Variance request process and application <input checked="" type="checkbox"/> Special land use request process and application <input checked="" type="checkbox"/> Fee schedule <input type="checkbox"/> Special meeting procedures <input type="checkbox"/> Financial assistance tools <input type="checkbox"/> Design guidelines and related processes <input type="checkbox"/> Building permit requirements and applications
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3	Does your community annually review the fee schedule?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
	When was it last amended? Prior to adoption of the July 1 fiscal year budget.				
4	Does your community accept credit card payments for services?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
5	<p>What are your key next steps to ensure the development review process meets the best practice criteria?</p> <div style="border: 1px solid black; padding: 10px; margin: 5px 0;"> Formally documenting our internal review procedures, and formalizing our online development guide. Currently, processes and applications are provided online, but the collective procedures could be improved. </div> <p>Provide PDFs or web links to the documents listed above:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> http://www.jonesville.org/GeneralInformation/DocumentsForms.aspx also, http://www.jonesville.org/Government/BoardsCommissions/PlanningCommission.aspx </div>				
6	<p>Please list any challenges or key issues your community faces in regard to having an online guide to development:</p> <div style="border: 1px solid black; padding: 10px; margin: 5px 0;"> Development of revised applications and flow charts takes time. We attempt to adjust these as time permits, considering other priorities that might require attention. </div>				

RRC SELF-EVALUATION FORM

BEST PRACTICE FOUR: Recruitment and education

NEW APPOINTED/ELECTED OFFICIALS		
1	Does the community outline expectations and <u>desired skill sets for open board and commission seats?</u>	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">Yes <input type="checkbox"/></div> <div style="text-align: center;">No <input checked="" type="checkbox"/></div> </div>
	If so, how: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
2	Are the applications for board and commission positions accessible online?	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">Yes <input checked="" type="checkbox"/></div> <div style="text-align: center;">No <input type="checkbox"/></div> </div>
	If so, please provide web link: <div style="border: 1px solid black; padding: 2px;">http://www.jonesville.org/Portals/50/forms/jonesville_application_to_city_boards.pdf</div>	
	Does the community provide orientation packets to all appointed and elected members of development related boards and commissions?	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">Yes <input checked="" type="checkbox"/></div> <div style="text-align: center;">No <input type="checkbox"/></div> </div>
3	If yes, please provide a list of all information provided in the orientation packet: <div style="border: 1px solid black; padding: 5px; min-height: 60px;"> List of board members; meeting calendar; committee bylaws (if applicable); online links to recent meeting minutes and agendas; list of any topical or hot-button issues facing the board; online link to applicable development, TIF, or Master Plan; conflict of interest policy; contact information for staff liaison (typically City Manager). </div>	
4	Does the community have an annual training budget allocated for elected and appointed officials and staff?	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">Yes <input checked="" type="checkbox"/></div> <div style="text-align: center;">No <input type="checkbox"/></div> </div>
5	How does your community track attendance for trainings for staff, elected and appointed officials? <div style="border: 1px solid black; padding: 5px; min-height: 40px;"> Not formally. </div>	
6	How does your community identify training needs and trainings that assist in accomplishing stated goals and objectives? <div style="border: 1px solid black; padding: 5px; min-height: 40px;"> Yes. Typically will provide notice of those trainings that are topical as staff receives them. </div>	
7	How does your community notify and encourage staff and elected and appointed officials to attend trainings? <div style="border: 1px solid black; padding: 5px; min-height: 40px;"> Yes. Will share notice of topical trainings as received. </div>	

RRC SELF-EVALUATION FORM

BEST PRACTICE FOUR: Recruitment and education

COMMUNICATION	
1	<p>How does the community share information between elected and appointed officials and staff?</p> <p>Yes. Every agenda includes an open report period where staff can provide updates and board and committee members can engage in discussion.</p>
2	<p>Does the community conduct collaborative work sessions and joint trainings on development topics?</p> <div style="float: right; text-align: right;"> <div style="display: inline-block; text-align: center;">Yes <input checked="" type="checkbox"/></div> <div style="display: inline-block; text-align: center;">No <input type="checkbox"/></div> </div>
3	<p>How is training information shared with those not in attendance?</p> <p>During the update section of the agenda. Occasionally, topical items will be included on the agenda for discussion. An example is recent attendance at medical marijuana training, and the Redevelopment Ready Communities training attended by staff, council and planning commission members.</p>
4	<p>Does the planning commission prepare an annual report for the governing body?</p> <div style="float: right; text-align: right;"> <div style="display: inline-block; text-align: center;">Yes <input checked="" type="checkbox"/></div> <div style="display: inline-block; text-align: center;">No <input type="checkbox"/></div> </div> <p>If yes, please provide a PDF or web link: PDF attached.</p>
5	<p>Please identify any challenges or key issues your community has in regard to training or collaboration:</p> <p>Proximity to training. Typically board members have full time jobs and other commitments. Have collaborated with neighbors to try and address. The City of Coldwater hosted planning and zoning training and invited others. We were fortunate to send both Planning Commission and Zoning Board of Appeals members. Staff attended medical marijuana facility training hosted in Morenci with our regional economic development staff person.</p>

RRC SELF-EVALUATION FORM

BEST PRACTICE FIVE: Redevelopment Ready Sites®

REDEVELOPMENT READY SITES®			
1	Does the community maintain a list of priority sites?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2	Is this priority site information available to the public?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If yes, please provide PDF or web link: <input style="width: 50%;" type="text"/>		
3	Has your community developed a vision for the priority redevelopment sites that includes outcomes and specific development criteria?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
4	Has the community identified champions for the redevelopment site(s)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Has the community deemed their priority redevelopment sites controversial?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5	If yes, how has the community required or provided additional public engagement: <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		
	Has the community identified negotiable development tools, resources and financial incentives for prioritized redevelopment sites?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6	If yes, how is the availability of these tools, resources and incentives made available to the public: <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		
7	Has your community assembled a "Property Information Package" (PIP) for at least one of your community's redevelopment sites—which includes or identifies the criteria listed in the best practices?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
8	If your community has compiled a PIP, how is it actively marketed? <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		
9	<p>Please describe any challenges or key issues related to redevelopment sites in your community:</p> <div style="border: 1px solid black; padding: 5px;"> <p>We have identified available sites and incentives in our Industrial Park on our website (http://www.jonesville.org/BusinessIndustry/Industrial/IndustrialPark.aspx). We also work with our real estate community and regional economic development organization to identify available real estate (http://www.jonesville.org/BusinessIndustry/AvailableRealEstate.aspx). We look forward to utilizing this program to better identify and prioritize our development sites. We have a City-owned Downtown site that is prime for marketing. A significant challenge to redevelopment of sites in our community is a lack of experienced developers that are well versed in addressing environmental and other concerns, and that are experienced in leveraging incentive programs.</p> </div>		

RRC SELF-EVALUATION FORM

BEST PRACTICE SIX: Community prosperity

ECONOMIC DEVELOPMENT STRATEGY						
1	Does your community have an approved <u>economic development strategy</u> ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
	If yes, please provide a PDF or web link: <input style="width: 60%;" type="text"/>					
2	Does your community annually report progress made on the economic development strategy to the governing body?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
3	Did your community participate in the development of your regional economic development strategy?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
MARKETING AND PROMOTION						
1	Does your community have a <u>marketing strategy</u> ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
	If yes, please provide a PDF or web link: <input style="width: 60%;" type="text"/>					
2	Please explain how your community coordinates marketing efforts with local, regional and state partners: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> City representatives serve on the boards of the Hillsdale County Economic Development Partnership (EDP) and the Region 2 Planning Commission. We have been actively engaged with our regional MEDC representatives, particularly through the EDP. We have also established relationships with our regional MDEQ representatives, especially as we have begun to focus on the marketing of our City-owned Downtown redevelopment site. </div>					
3	Please explain any challenges or key issues your community has regarding marketing and promotion: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Limited staff time to prioritize marketing and promotions. We have attempted to maximize the use of Facebook and the City website to market events. We have also engaged the Downtown Development Authority and the Jonesville Business Association for events like Christmas in Jonesville. </div>					
WEBSITE						
1	Does your community's website contain or link to the following planning, zoning and development information: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input checked="" type="checkbox"/> Master plan and amendments <input checked="" type="checkbox"/> Downtown plan <input type="checkbox"/> Corridor plan <input checked="" type="checkbox"/> Capital improvements plan </td> <td style="width: 33%; vertical-align: top;"> <input checked="" type="checkbox"/> Zoning ordinance <input type="checkbox"/> Guide to Development <input type="checkbox"/> Online payment option <input checked="" type="checkbox"/> Partner organizations </td> <td style="width: 33%; vertical-align: top;"> <input checked="" type="checkbox"/> Board and commission applications <input type="checkbox"/> Property information packages <input type="checkbox"/> Economic development strategy </td> </tr> </table>			<input checked="" type="checkbox"/> Master plan and amendments <input checked="" type="checkbox"/> Downtown plan <input type="checkbox"/> Corridor plan <input checked="" type="checkbox"/> Capital improvements plan	<input checked="" type="checkbox"/> Zoning ordinance <input type="checkbox"/> Guide to Development <input type="checkbox"/> Online payment option <input checked="" type="checkbox"/> Partner organizations	<input checked="" type="checkbox"/> Board and commission applications <input type="checkbox"/> Property information packages <input type="checkbox"/> Economic development strategy
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RRC SELF-EVALUATION FORM

I certify that the RRC self- evaluation has been completed accurately.

Signature

Now that you have completed the RRC self-evaluation, here are the next steps to become formally engaged in the program:

- Representative from your community attends all six of the RRC best practice training series sessions.
- Email this completed form to your CATeam specialist.
- Governing body adopts a resolution of intent to participate in the RRC program.



City of Jonesville Planning Commission 2016 Annual Report

This report is provided in accordance with the Michigan Planning Enabling Act, Public Act 33 of 2008. It reports the Commission's operations during the 2016 calendar year and the status of planning activities.

Development Activities

The Planning Commission reviewed one site plan request for new development in the City during 2016. The request from the **Ramshackle Brewing Company** for the construction of a brewery in the space along Chicago Street between Olivia's and the Hardware Store was approved by the Planning Commission in April. The applicant recently completed their fundraising for the project and is finalizing some changes to the site plan, which will be reviewed by the Planning Commission in January of 2017. Pending approval by the Planning Commission, the applicant anticipates construction in the spring of 2017.

Ordinance Amendments

The Planning Commission appointed an ad-hoc **Ordinance Subcommittee** for the review and recommendation for potential amendments on an as-needed basis. The members of the Subcommittee are Christine Bowman, Annette Sands, and Lance Taylor.

Three amendments to the Zoning Ordinance have been reviewed and recommended. These amendments will be considered at a public hearing before the Planning Commission on January 11, 2017. In summary the amendments are as follows:

- **Bed and Breakfast Establishments** – the current regulations for bed and breakfast dwellings would be amended to address other transient housing options, like AirBnBs and other house and room sharing arrangements. The amendments would assure that all such uses are reviewed by the same process and subject to the same standards, that there would be adequate disclosure of such proposed uses in neighborhoods, and would provide another option to encourage long term owner-occupancy of homes.
- **Accessory Dwelling Units** – if approved, Accessory Dwelling Units would provide another option to assure long-term owner occupancy in our residential neighborhoods and provide an affordable housing option. These units would be allowed within detached single family dwellings.
- **Site Plan Review** – this amendment would extend the length of site plan approvals, allowing applicants one year, rather than six months, to commence construction. This amendment is intended to facilitate construction and to allow a reasonable period for the due diligence that can often accompany new construction.

In addition to these amendment to the Zoning Ordinance, the Planning Commission has recommended changes to the **Planning Commission Bylaws** and the **Planning Commission Ordinance** to allow one seat on the Commission, previously filled by the Mayor to be open to an at-large appointment. Those recommendations will be considered by the City Council at their meeting on January 18, 2017.

Master Plan

The Planning Commission has begun preliminary discussion of the scope of the five-year review of the Master Plan. The guidance of the recommended components of the Michigan Economic Development Corporation's (MEDC) **Redevelopment Ready Communities** program have been discussed.

Funds are budgeted in the 2016-17 fiscal year City budget and further discussion will take place in early 2017 to commence the project, including public input through **community visioning**.

Other Activities

The Planning Commission completed a review of short and long term infrastructure projects, through the review of the 2016-17 through 2021-22 **Capital Improvement Program**. The review included a discussion of the interface of this planning document with the annual budget.

Educational presentations included information on local and regional **development trends**, **public water infrastructure**, and the history and operation of our local **Downtown Development Authority (DDA)** and **Local Development Finance Authority (LDFA)**.



PROCLAMATION

The City of Jonesville wishes to
formally recognize and appropriately honor

Gordon Bigelow

for the improvement of the well-being of the citizens of Jonesville
through more than 28 years of faithful and dedicated service
to the Jonesville Police Department.

You have consistently protected
the life and property of the citizens of Jonesville.
Your conduct and service have been an example to others
and garnered the respect of your peers in law enforcement.

On behalf of the people of the City of Jonesville,
the Jonesville City Council
hereby expresses its sincere gratitude for your service
and offers its best wishes for
your continued success and prosperity.

JONESVILLE CITY COUNCIL

Gerald Arno, Mayor



City of
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

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

**CITY COUNCIL
ANNUAL MEETING CALENDAR
JANUARY - DECEMBER
2018
THIRD WEDNESDAY OF THE MONTH**

WEDNESDAY	JANUARY 17, 2018	6:30 P.M.
WEDNESDAY	FEBRUARY 21, 2018	6:30 P.M.
WEDNESDAY	MARCH 21, 2018	6:30 P.M.
WEDNESDAY	APRIL 18, 2018	6:30 P.M.
WEDNESDAY	MAY 16, 2018	6:30 P.M.
WEDNESDAY	JUNE 20, 2018	6:30 P.M.
WEDNESDAY	JULY 18, 2018	6:30 P.M.
WEDNESDAY	AUGUST 15, 2018	6:30 P.M.
WEDNESDAY	SEPTEMBER 19, 2018	6:30 P.M.
WEDNESDAY	OCTOBER 17, 2018	6:30 P.M.
WEDNESDAY	NOVEMBER 21, 2018	6:30 P.M.
WEDNESDAY	DECEMBER 19, 2018	6:30 P.M.

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

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

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

Cindy Means, Clerk
clerk@jonesville.org



CIVILIAN RESPONSE TO ACTIVE SHOOTER EVENTS

ACTIVE SHOOTER PREPAREDNESS

Active shooter incidents, in many cases, have no pattern or method to the selection of victims, which results in an unpredictable and evolving situation. The goal of the presentation is to ensure awareness of actions that can be taken before, during and after an incident.

This audio & visual presentation will prepare civilians for active shooter incidents by providing resources and information. Individuals will learn what steps to prepare for and respond to being trapped inside a building during an active shooter incident.

Due to the nature of the presentation this is not suitable for children.

If you have any questions regarding the event, please contact Jonesville Police Department at 517.849.2101

Be Prepared

**Do you know how
to respond?**

**Do you have a
plan?**

**Threat of an Active
Shooter is rare;
but it is very real**

**Presented by:
Jonesville Police
Department
Chief of Police
Mike Lance**

**JONESVILLE
PRESBYTERIAN
CHURCH**

**300 E Chicago Street,
Jonesville, MI 49250**

**Thursday, January 11,
2018
6:30 pm**



November 7, 2017

Dear Fund Representative:

We are pleased to provide you with the spending allowance for the Hillsdale County Community Foundation 2017-2018 fiscal year. The board has authorized a 4% spending allowance again this year, which is based on a rolling quarter average of the fund over the past three years.

We were grateful to see the steady growth of the market over the past year. Despite some ups and downs, the Foundation was able to finish our fiscal year with a 12.75% return. You will notice the positive effects of those returns in your year-end financial statement.

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

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

4 % Spendable based on a Twelve Rolling Quarter Average	Carry-Over	Total Available to Spend
\$0.00	\$24,504.56	\$24,504.56

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

Sincerely,

Sharon E. Bisher

Sharon E. Bisher
President/CEO

Hillsdale County Community Foundation

Fund Activity Statement
Through September 30, 2017

RECEIVED
DEC 11 2017

BY: _____

Jonesville Freedom Memorial Fund

Year to Date

Beginning Fund Balance:

\$50,252.88

Revenue

Investment Income

\$242.77

Total Revenue

\$242.77

Expenses

Grants Expense

\$647.59

Administrative Fees

\$0.00

Investment Fees

(\$1.67)

Total Expenses

\$645.92

Total Change in Fund Balance

(\$403.15)

Ending Fund Balance:

\$49,849.73

Spendable Balance - Available to Grant (Endowed Funds):

Beginning Balance on 10/1/2016

\$25,152.15

Additions to Spendable Balance

\$0.00

Grants Disbursed through 9/30/2017

(\$647.59)

Ending Balance - Available to Grant

\$24,504.56

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

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

**JONESVILLE CITY COUNCIL
Minutes of November 15, 2017**

A meeting of the Jonesville City Council was held on Wednesday, November 15, 2017 at the Jonesville City Hall. Mayor Gerry Arno called the meeting to order at 6:30 p.m. Council members present were: Jerry Drake, Brenda Guyse, Ron Hayes, Andy Penrose and David Steel. Absent: Tim Bowman.

Also present: Manager Gray, Attorney Lovinger, Police Chief Lance, Fire Chief Adair, WWTP Supt. Mahoney, DPW Supt. Kyser, Treasurer Spahr, Greg Bailey (Bailey Hodshire & Co) and Corey Murray (HDN).

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

The agenda was approved as presented.

Greg Bailey of Bailey, Hodshire & Co. presented the Fiscal Year 2017 audit report for the City of Jonesville. Mr. Bailey stated that the City had a clean audit with no issues being found. Mr. Bailey commended the Council and City staff for again having a commendable audit.

A motion was made by Andy Penrose and supported by Ron Hayes to receive the Fiscal Year 2017 Audit Report as presented. Roll Call Vote: Ayes: Jerry Drake, Brenda Guyse, Ron Hayes, Andy Penrose, David Steel and Gerry Arno. Nays: None. Absent: Tim Bowman. Motion carried.

David Steel made a motion to file the Certification of Accountability and Transparency with the Department of Treasury. Jerry Drake supported the motion. All in favor. Absent: Tim Bowman. Motion carried.

A motion was made by Jerry Drake and supported by Brenda Guyse to appoint and re-appoint the following board and commission members:

Board of Review			
Clifford Shultz	Re-Appoint	3 Year Term (2020)	
Citizenship Committee			
Ron Hayes	Re-Appoint	3 Year Term (2020)	
Downtown Development Authority (DDA)			
Don Toffolo	Re-Appoint	4 Year Term (2021)	
Gale Fix	Re-Appoint	4 Year Term (2021)	
Abe Graves	Re-Appoint	4 Year Term (2021)	
Planning Commission			
Christine Bowman	Re-Appoint	3 Year Term (2020)	
Charles Crouch	Re-Appoint	3 Year Term (2020)	
Zoning Board of Appeals (ZBA)			
George Humphries Jr.	Re-Appoint	3 Year Term (2020)	

All in favor. Absent: Tim Bowman. Motion carried.

David Steel made a motion to approve the starting salary for the Police Sergeant position as \$20.39 to \$23.05 per hour (Steps F-7 through F-11 on the existing Salary Schedule). The motion was supported by Jerry Drake. All in favor. Absent: Tim Bowman. Motion carried.

A motion was made by Jerry Drake and supported by Andy Penrose to approve Resolution 2017-15 – Authorize Representatives for USDA-RD Loan Application, designating the City Manager and/or Finance Director as authorized representatives for the application to the United States Department of Agriculture – Rural Development (USDA-RD) for the loan for water system improvements. Roll Call Vote: Ayes: Jerry Drake, Brenda Guyse, Ron Hayes, Andy Penrose, David Steel and Gerry Arno. Nays: None. Absent: Tim Bowman. Motion carried.

The Fiscal Year 2017-18 three month budget comparison (July 1, 2017 thru September 30, 2017) was provided to council.

A motion was made by David Steel and supported by Ron Hayes to approve the Council Minutes of October 18, 2017 with one amendment being made. All in favor. Absent: Tim Bowman. Motion carried.

A motion was made by Brenda Guyse and supported by Andy Penrose to approve the Accounts Payable for November 2017 in the amount of \$54,574.13. All in favor. Absent: Tim Bowman. Motion carried.

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

A motion as made by Jerry Drake and supported by Brenda Guyse to adjourn at 7:45 p.m.

Submitted by,

Cynthia D. Means
Clerk

Gerald E. Arno
Mayor

12/15/2017
User: LSPAHR
DB: Jonesville

CITY OF JONESVILLE
INVOICE APPROVAL LIST
12/21/2017

Page: 1/2

Vendor	Description	Amount
AMERICAN COPPER & BRASS, LLC	WWTP - REPAIRS	31.68
APOLLO FIRE EQUIPMENT CO.	JFD - NEW SCBA BOTTLES	8,710.00
AT&T	LOCAL/LONG DISTANCE	1,530.06
BAKER'S LAWN CARE, LLC	NOVEMBER FOUNDATIONS/BURIALS	1,232.80
	NOVEMBER SEXTON SERVICES	150.00
	NOVEMBER CEMETERY MAINTENANCE	2,125.00
		3,507.80
BENSCH, TERESA	MILEAGE - BSA USER GROUP MEETING	40.66
BRINER OIL CO., INC.	MVP - BULK TANK	541.23
	JFD - GASOLINE	46.54
	MVP - BULK TANK	468.30
		1,056.07
BROOKS, JAMIE	JPD CLEANING SERVICE	100.00
	CITY HALL CLEANING SERVICE	100.00
		200.00
BSN SPORTS, INC	REC - BATTING HELMETS	702.00
CEM SUPPLY, INC.	WWTP - MOTOR REPAIR	185.00
CONSUMERS ENERGY	DDA BUILDING ELECTRICITY	441.92
	IRON REMOVAL PLANT ELECTRICITY	1,552.28
	FREEDOM MEMORIAL ELECTRICITY	96.53
	CEMETERY ELECTRICITY	27.26
	CITY HALL SECOND FLOOR ELECTRICITY	24.57
	EMERGENCY SIREN ELECTRICITY	24.01
	RADIO TOWER ELECTRICITY	35.87
	WRIGHT ST PARK ELECTRICITY	25.39
	FAST PARK ELECTRICITY	190.08
		2,417.91
COUNTRYSIDE TROPHIES	DDA - CHRISTMAS DECORATION TROPHY	21.00
CRANBERRY CORNERS	DPW - CHARLIE/UNIFORM SHIRTS	99.00
CROUCH ELECTRIC, LLC	LDFA - IND PARK SIGN REPAIRS	971.00
CURRENT OFFICE SOLUTIONS	COPIER MAINTENANCE	54.05
	OFFICE SUPPLIES	82.94
	OFFICE SUPPLIES	80.15
		217.14
DIVERSIFIED TREE DIGGING	FAST PARK TREE REPLACEMENT	400.00
FAMILY FARM AND HOME	DDA - HEATERS	239.91
FASTENAL	WATER - SUPPLIES	10.47
FIRST NATIONAL BANK OMAHA	MEMBERSHIP RENEWALS/STAMPED ENVELOPES	1,773.89
	DDA - FALL DISPLAY	204.85
	RRC PARKING	10.00
	SPAHR-CONFERENCE/HUGHES-EXAMP PREP CLASSES	471.45
		2,460.19
GLEI'S, INC.	DDA - WREATH	261.80
GODFREY BROS., INC.	JFD - CONCRETE SAW REPAIR	107.48
	MVP - REPAIRS	38.42
		145.90
HESCO	WWTP - REPAIRS	410.35
HILLSDALE MEDIA GROUP	NOTICE - AUDIT AVAILABILITY	65.25
HOLLISTER KATHLEEN	UB refund for account: 000962-01	35.72
HYDROCORP, INC	WATER CROSS CONNECTION PROGRAM	545.00
JONES & HENRY ENGINEERS, LTD	SEWER - ASSET MGMT PLAN	10,025.00
JONESVILLE HARDWARE	SUPPLIES/REPAIRS	131.22
JONESVILLE LUMBER	OPERATING SUPPLIES	9.58
JONESVILLE, CITY OF	CITY HALL WATER/SEWER	44.66
	JPD WATER/SEWER	44.66
	JFD WATER/SEWER	48.39
	WRIGHT ST PARK WATER/SEWER	34.40
	DPW WATER/SEWER	44.66
		216.77
KEN STILLWELL FORD-MERCURY,	DPW - BOOM TRUCK/REPLACE TIRE	328.65
LEISING ELISA J.	UB refund for account: 000583-02	90.26
LOVINGER & THOMPSON, P.C.	LEGAL FEES	235.00

12/15/2017
User: LSPAHR
DB: Jonesville

CITY OF JONESVILLE
INVOICE APPROVAL LIST
12/21/2017

Page: 2/2

Vendor	Description	Amount
MCNAIR CONSTRUCTION	DPW - SALT BARN REPAIR	6,613.00
MICHIGAN GAS UTILITIES	IRON REMOVAL PLANT GAS SERVICE	118.72
	JPD GAS/HEAT SERVICE	33.16
	CITY HALL GAS/HEAT SERVICE	85.52
	DPW GAS/HEAT SERVICE	114.11
	WWTP GAS/HEAT SERVICE	376.84
	GAS LIGHT SERVICE	60.65
	789.00	
MICHIGAN MUNICIPAL LEAGUE	JPD - SERGEANT AD	25.00
MISS DIG SYSTEM, INC.	MEMBERSHIP DUES	588.85
MML LIABILITY & PROPERTY POO	REFUND - SALT BARN CLAIM	1,058.76
MUNICIPAL SUPPLY CO.	WATER SUPPLIES	46.44
	WATER SUPPLIES	1,087.91
	1,134.35	
PERFORMANCE AUTOMOTIVE	MVP - SUPPLIES/REPAIRS	445.08
PETTY CASH	PETTY CASH REIMBURSEMENT	186.15
PM DOORS, LLC	DPW - NEW OVERHEAD DOORS	3,400.00
POSTMASTER	POSTAGE - WINTER TAX BILLS	246.43
	POSTAGE - WATER/SEWER BILLS	234.30
	480.73	
POWERS CLOTHING, INC.	DPW - UNIFORM PANTS	864.24
PROGRESSIVE	REFUND - SALT BARN CLAIM	1,701.24
REPUBLIC WASTE SERVICES #249	CITY HALL/WWTP/DPW - TRASH SERVICE	90.00
	JPD/JFD - TRASH/RAIL TRAIL - RECYCLING	95.00
	PARKS/DOWNTOWN - TRASH SERVICE	105.00
	290.00	
RS TECHNICAL SERVICES, INC.	WATER/WWTP - POWER SUPPLY/PRESSURE TRANSMITTER	2,903.50
SMITH, CHARLIE	CDL REIMBURSEMENT	143.00
SPARKS, E.E. & SONS	SAND	380.00
	STREET SWEEPINGS TO LANDFILL	480.00
	860.00	
STANTON JAMIE	UB refund for account: 000426-02	80.40
STATE OF MICHIGAN	WWTP - NPDES PERMIT FEE	1,950.00
STOCKHOUSE CORPORATION	ENVELOPES	163.86
	DDA - COMET BANNERS	1,111.50
	1,275.36	
THOMPSON-ROBERTS AGENCY	SPAHR - NOTARY BOND RENEWAL	60.00
TRACTOR SUPPLY CREDIT PLAN	MVP - TRUCK 2 TOOL BOX/STREETS/WWTP - TOOLS/SUPPL	559.43
TRUCK AND TRAILER SPECIALTIE	MVP - TRUCK 3/SALT SPREADER MOTOR	636.22
UNIFIRST CORPORATION	OPERATING SUPPLIES	27.47
	WWTP - UNIFORMS	32.44
	MVP - OPERATING SUPPLIES	27.47
	WWTP - UNIFORMS	32.44
	WWTP - UNIFORMS	32.44
	MVP - OPERATING SUPPLIES	27.47
	WWTP - UNIFORMS	32.44
	WWTP - UNIFORMS	44.20
	256.37	
USA BLUEBOOK	WATER/WWTP - SUPPLIES	876.75
	WWTP - SUPPLIES	72.15
	948.90	
USALCO LLC	WWTP - SUPPLIES	4,384.38
VERIZON WIRELESS	DPW - CELL PHONE	25.00
	JPD/WWTP/DPW-CELL PHONES/JPD IN-CAR MODEM	167.49
	JPD/WWTP/DPW-CELL PHONES/JPD IN-CAR MODEM	167.25
	359.74	
WALMART COMMUNITY/SYNCB	OPERATING SUPPLIES	76.03
WASTE MANAGEMENT OF MI, INC	STREET SWEEPING DISPOSAL	876.79
WICKHAM'S TREE SERVICE, LLC	DDA - LIGHTS ON TREE	300.00
WITMER PUBLIC SAFETY GROUP,	JFD AUXILIARY - JACKETS	455.75

Total: 69,002.66

Jonesville Fire Department Report

November

2017

[illegible]

Notes:

YEAR SUMMARY 2017

Month	CITY	SCIPIO	FAYETTE	MUTUAL AID	TRAINING/MEETINGS
JANUARY	3	2	5	4	5
FEBRUARY	2	1	3	4	3
MARCH	6	4	4	9	4
QUARTER TOTAL	11	7	12	17	12
APRIL	5	3	4	5	4
MAY	2	2	2	3	3
JUNE	2	1	0	3	5
QUARTER TOTAL	9	6	6	11	12
JULY	1	5	2	2	4
AUGUST	1	0	2	0	3
SEPTEMBER	7	2	1	2	3
QUARTER TOTAL	9	7	5	4	10
OCTOBER	4	2	0	5	3
NOVEMBER	1	0	4	2	3
DECEMBER					
QUARTER TOTAL					
YEAR TOTAL					

Notes:

MONTHLY OPERATING REPORT

November 2017

SUBMITTED: **December 8, 2017**

WATER FLOW

MAXIMUM	257,000
MINIMUM	144,000
AVERAGE	193,000
TOTAL	5.778 MG

WASTEWATER FLOW

MAXIMUM	332,100
MINIMUM	243,300
AVERAGE	263,800
TOTAL	7.9148 MG

CALLOUTS: Four (Water Plant Communication Failures)

OPERATION & MAINTENANCE

The plant was in compliance with the NPDES permit limitations during the month of November 2017.

The lab performed lagoon analysis for the Merry Lake, Lake Diane, Reading, Camden, Quincy, North Adams and Litchfield lagoon systems.

Plant Staff met with Fleis & Vandenbrink concerning the water plant upgrade. We also met with Jones & Henry concerning the Asset Management Plan that is part of the SAW grant.

The power source in the grit building failed and was replaced. We also had issues with the communication system at the water plant. RS Technical successfully addressed the problem.

The Jonesville Water Quality Book was updated. Copies are available for review at the Wastewater Plant and at City Hall. Plant Staff also arranged a notebook with the well and high service pump records. This will be a valuable resource during the Water Plant upgrade.

Plant Staff completed a number of repairs to unit heaters throughout the Wastewater Plant. Plant Staff also had to pull a raw sewage pump in order remove sanitary wipes from the impeller. The Channel Monster shreds up the wipes, however, they mat together once they get into a pump. Wipes are a major problem in Wastewater Plants all over the country. They should never be flushed down the toilet. The only thing that should be flushed down the toilet is what comes out of you and toilet paper!

PLANT EFFICIENCY—November 2017

5-Day Biochemical Oxygen Demand

NPDES Permit Limit in November 2017—20 mg/l Monthly Average

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

Jonesville Monthly Average—3.6 mg/l

Average Percent Removal from the Raw Wastewater—98.1 %

Total Suspended Solids

NPDES Permit Limit in November 2017—20 mg/l Monthly Average

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

Jonesville Monthly Average—1.8 mg/l

Average Percent Removal from the Raw Wastewater—97.7%

Total Phosphorus

NPDES Permit Limit in November 2017—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—0.6 mg/l

Average Percent Removal from the Raw Wastewater—88.7%

Ammonia Nitrogen

NPDES Permit Limit in November 2017—7.0 mg/l Daily Maximum

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—0.229 mg/l

Average Percent Removal from the Raw Wastewater—98.9

Jonesville Daily Maximum—1.05 mg/l

Rick Mahoney

Jonesville Dept of Public Works

November 2017

Monthly Report

	Maintenance	Salt	Chloride	Sand	COLD MIX
STATE HIGHWAYS	0 HR DT 0 HR OT	0 Ton	0 Bag	0 Yds.	0 Ton
MAJOR ROADS	0 HR DT 0 HR OT	0 Ton	0 Bag	0 Yds.	0 Ton
LOCAL ROADS	0 HR DT 0 HR OT	0 Ton	0 Bag	0 Yds.	1/8 Ton
PARKING LOTS	0 HR DT 0 HR OT	0 Ton	0 Bag	0 Yds.	1/8 Ton
POLICE STATION	0 HR OT	0 Ton	0 Bag	0 Yds.	
FIRE DEPARTMENT	0 HR OT	0 Ton	0 Bag	0 Yds.	
DPW DEPT	0 HR OT				
DDA SIDEWALKS	0 HR OT				
WATER	0 HR DT 0 HR OT				
State Police	0 HR OT	0 Ton	0 Bag	0 Yds.	

There were no call outs.

Local Streets and the south parking lot were cold patched.

We made one extra round of brush pickup this month.

We have been picking up leaves with the leaf-vac.

The drinking fountain in Fast Park was winterized.

We have been doing maintenance on the equipment when time permits.

Road edges were scraped on State, Major & Local Streets.

Water meters were read for the month of November.

Christmas decorations were put up for the DDA Street Scape & in Fast Park.

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

Mike Kyser

Jonesville Police Department

116 West Chicago Road
Jonesville, Michigan. 49250

911 Police Service Administration (517) 849-2101

FAX (517) 849-2520

ACTIVITY SUMMARY FOR NOVEMBER 2017

Total reports written: 70
Assault and Battery: 1
Fraud: 2
Motor Vehicle Theft: 1 (Recovered)
Theft from Motor Vehicle: 0
Domestic Assault: 2
Malicious Destruction of Property: 2
OWI: 0
Other Larceny: 2
Nuisance Animals: 0
Retail Fraud: 4
Obstructing Police: 1
Public Roadway Accidents: 7
Private Property Accidents: 5
Other Arrests: 5 (warrants, traffic, etc.)
Non Violent Domestic: 1
Civil Matter/Family Disputes: 2
Medical Emergency: 6
Alarms: 2
Suspicious Situations: 12
General Assistance: 14
Traffic/Moving Violations: 11
Warrants Received from Prosecutor: 8
Violation Controlled Substance Act: 1
Lost and Found Property: 1

November Patrol Shift Coverage: 84%

DECEMBER FOCUS

Shop with a Hero- Walmart
Sergeant Position Interviews



City of
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

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

**SUNSET VIEW CEMETERY ACTIVITY REPORT
NOVEMBER 2017**

	Lot Sales*	Interments				Foundations	Burial Rights	Disinterments
		Adult	Child	Infant	Cremation	Purchased	Transfers	
January	3	0	0	1	1	0	0	0
February	0	1	0	0	1	0	0	0
March	0	1	0	0	0	5	0	0
April	2	1	0	0	1	1	0	0
May	0	0	0	0	3	0	0	0
June	0	1	0	0	3	1	0	0
July	-1	2	0	0	1	2	0	0
August	-6	1	0	0	1	1	0	0
September	0	1	0	0	1	0	0	0
October	0	1	0	0	3	0	0	0
November	2	1	0	0	1	2	0	0
2017 Totals	0	10	0	1	16	12	0	0

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

October/November Activities:

- Fall Clean Up
- Sexton Services

December/January Focus:

- Sexton Services

December-February
2017

Jonesville District Library

310 Church St. Jonesville, MI 49250

<http://www.jonesvilledistrictlibrary.michlibrary.org/> T: 517-849-9701

Hours of Operation: 10-6pm Monday-Friday Saturday 10-2pm

Message from the Library Board of Trustees

This time of year is such a mixed bag! The lovely, sunny and warm weather has finally transitioned to the cold, gray days of autumn. Winter will soon be knocking on the door, bringing the blessings of the holidays along with the challenges of snow and deep freeze. Ah, Michigan!

The board of trustees for the library recognizes the dual nature of this time of year, too. We look forward to the joy of sharing the spirit of the holidays. Please plan to attend our annual Christmas Open House, details found elsewhere in this newsletter. Santa will be here!

Less pleasurable at this time of year is our annual budget planning process. As we set our proposed 2018 budget, we find ourselves faced with mounting challenges in funding. The state of Michigan's personal property tax reform, phasing in since its passage in 2012, has resulted in substantially less revenues on which we can plan. Coupled with significant reduction in funds distributed to libraries by the state from penal fines (monies collected for traffic fines), we find ourselves having to restrict our spending plans fairly drastically in the coming year.

We will work hard to continue to offer the books, programs and services that make us a top-notch community library. We thank you for the honor of serving you, just as we thank you for your amazing support always.

Opportunities for additional support are many. Note the message describing "book sponsorship" elsewhere on these pages. Please speak with staff or any board member for more information on how you can make gifts or donations of support. This board meets regularly on the second Monday of each month at 6:00 p.m. at the library (though this year's December meeting is on December 4, the first Monday, due to the coming holidays). The public is always welcome to these meetings.



Upcoming Events

Tuesdays @ 10am




Join us for a story, craft, snacks and fun. Please let us know if you will attend.

3rd Wednesday of the Month for 2018 Painting Classes

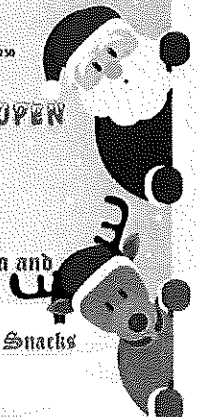


Important Announcement

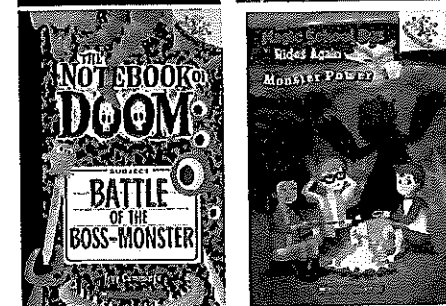
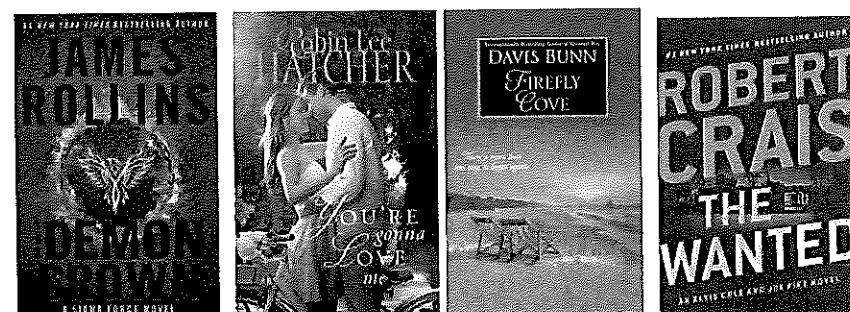
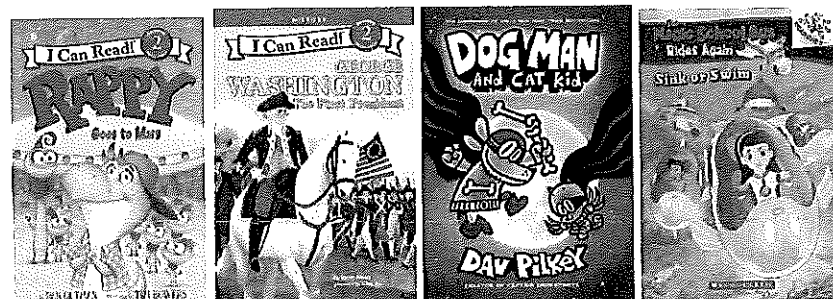
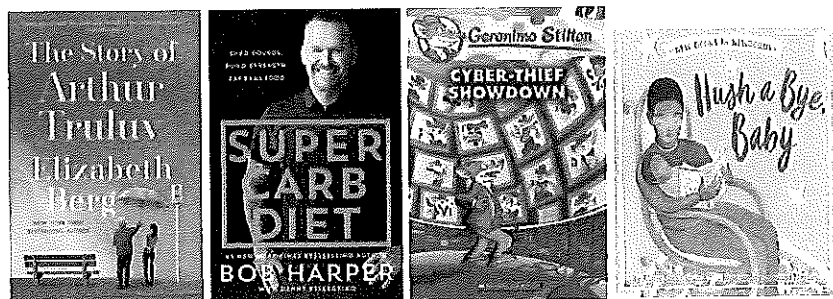
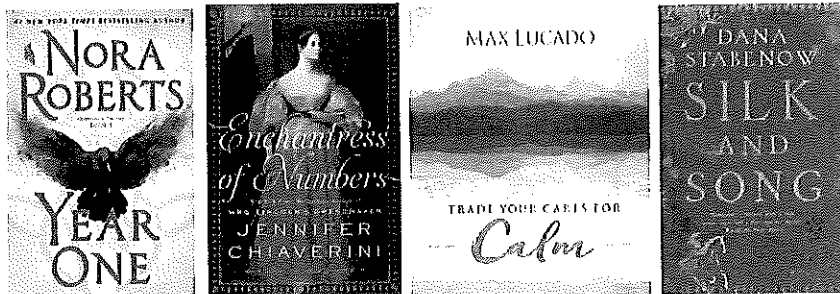

310 Church St. Jonesville, MI 49250
517-849-9701

CHRISTMAS OPEN HOUSE

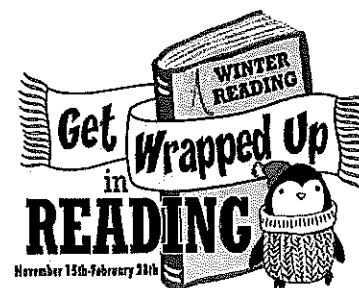
DATE: December 2nd
TIME: 11-12:30pm
EVENT: Meet Santa and Mrs. Claus!
Crafts, Cookies and Snacks



December New Titles



Season's Greetings
&
Happy New Year



Sign-Up for Winter Reading at the Circulation desk. All ages welcome. Prizes will be awarded.

In the Community

Hillsdale County Great Start Collaborative

PLAY (Parents Learning about Young Children)

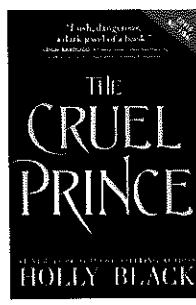
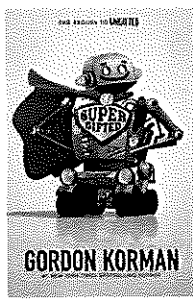
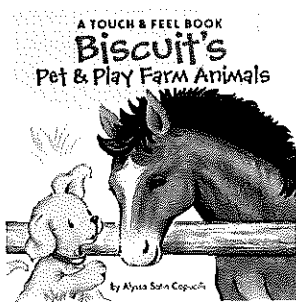
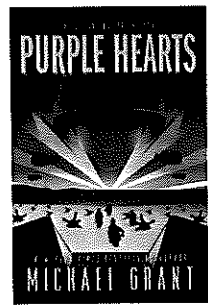
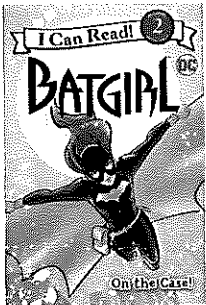
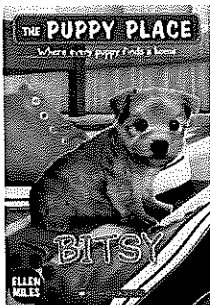
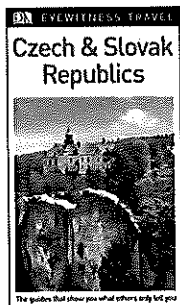
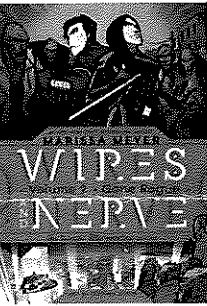
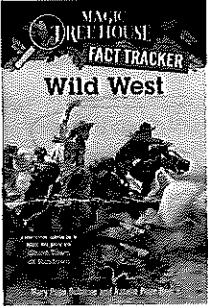
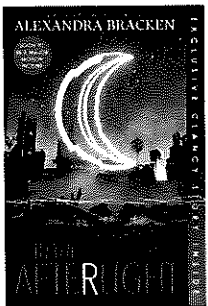
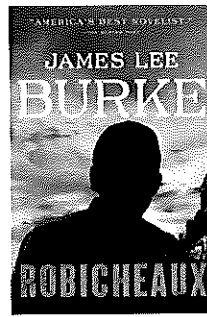
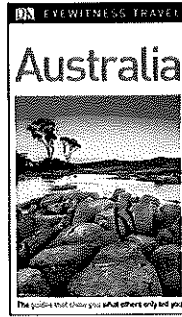
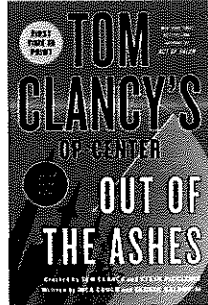
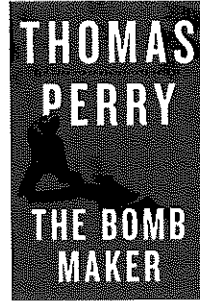
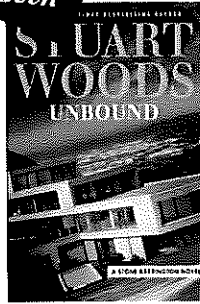
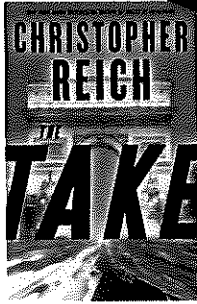
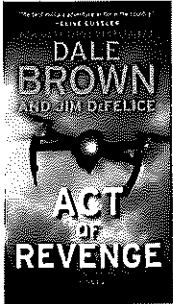
Guaranteed FUN for you & your family!

December 18th

- *hands-on learning
- *parent topics
- *music & movement
- *open to all Hillsdale County families!

All events are held at Greenfield School; 3471 Beck Rd. Hillsdale; 10 a.m. – Noon. Additional PLAY dates available in Camden, Litchfield, Reading & Waldron!

January New Titles



Upcoming Events

December 7-11th



During open hours. \$2 bag sale on final day.

December 11-15th

Holiday

Make a Space

DIY Gifts made by you.
Available during open hours.

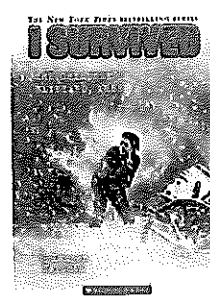
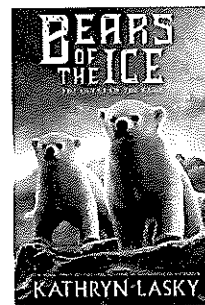
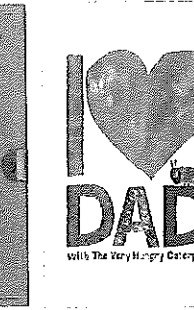
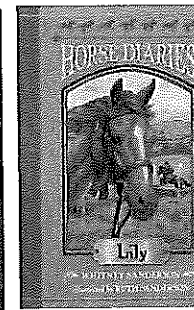
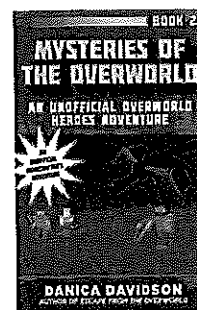
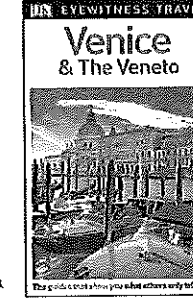
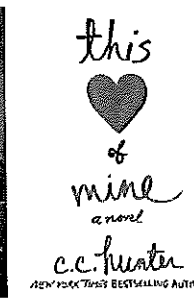
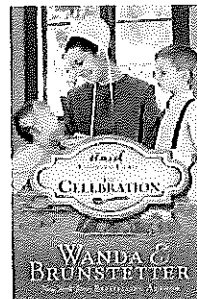
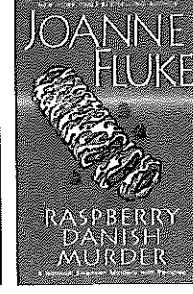
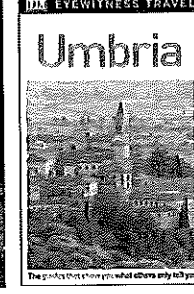
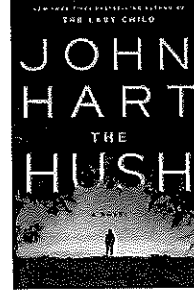
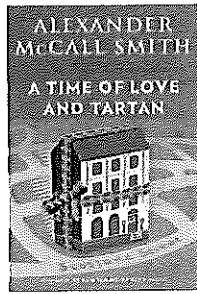
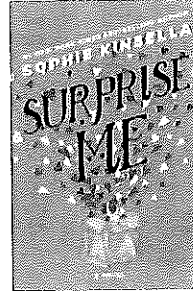
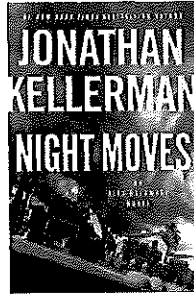
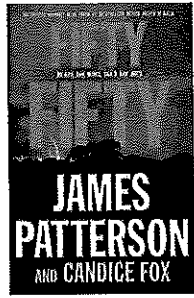
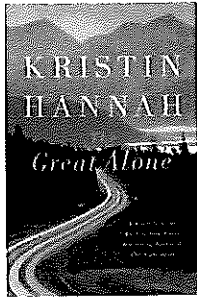
January 10

Author Visit

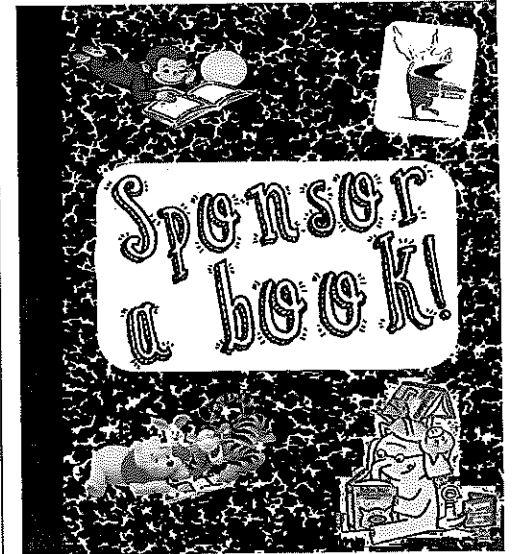
Local Historian and Author,
Ward Rearick to visit us
January 10th @ 5:30pm. He will
be discussing his new book
and have copies for sale.



February New Titles



BE A BOOK SPONSOR!



The chance to place a book in honor of or in memory of a loved one continues here at Jonesville District Library. Now there is another option available to patrons—Book Sponsorship. Read on!

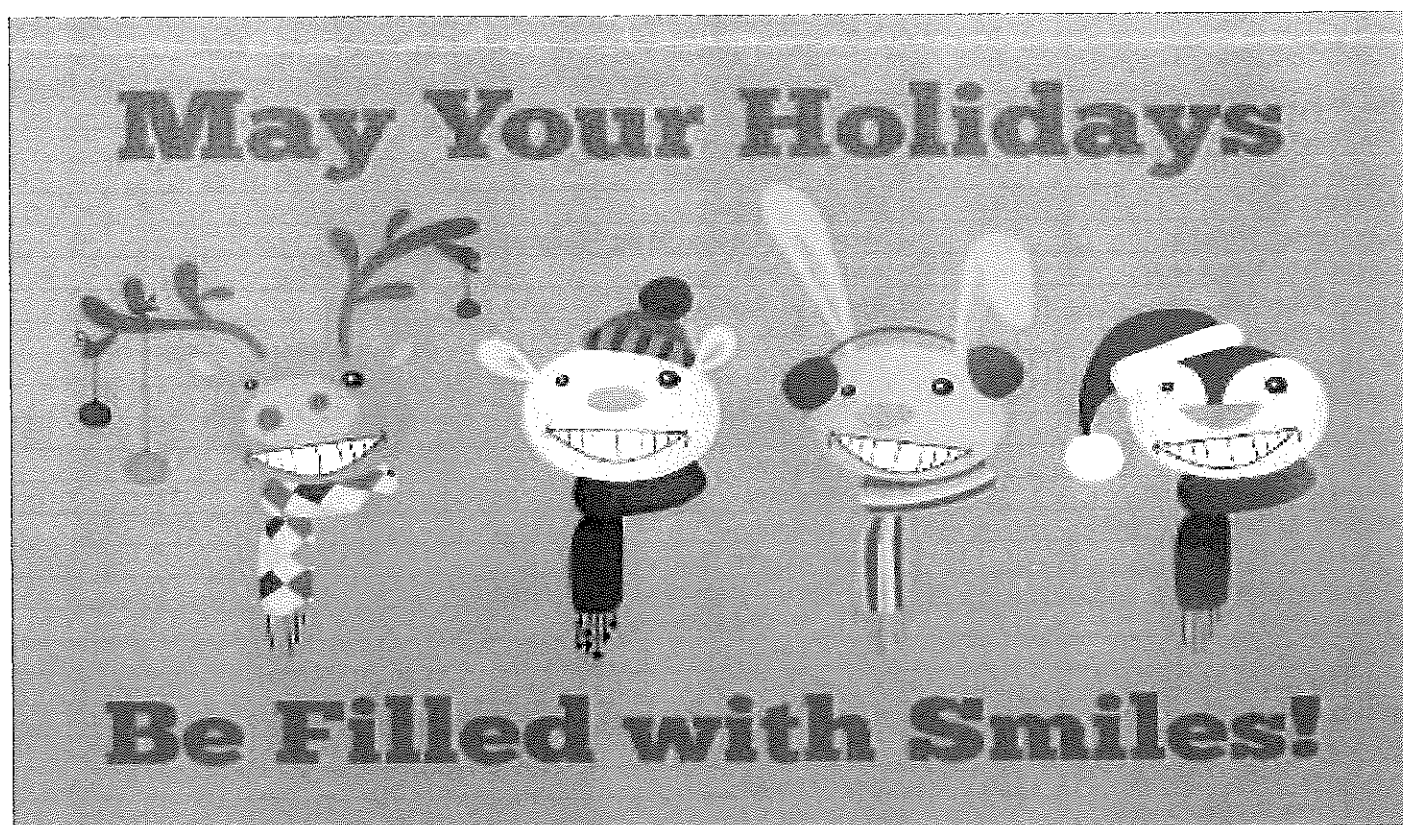
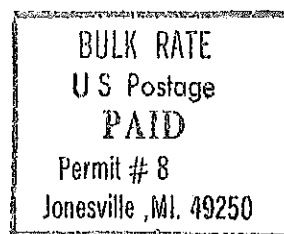
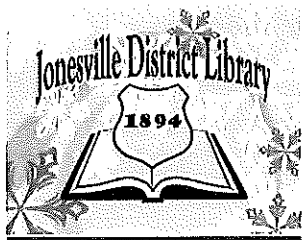
As noted in the message from the Board of Trustees in this newsletter, the state of Michigan has made cuts, presumed to be permanent, in state aid to public libraries. In order to avoid cutting services to our community while continuing to provide up-to-date reading materials for you, our valued patrons, we invite you to assist by “sponsoring” a book. If you are aware of a title that you would like added to the library’s collection, you could check with the library staff (to see that it is not already on order), purchase a hard copy of that book from your preferred source, read in a timely manner, then donate the book to the library. Alternately, check with staff for a list of books the library would like for its collection. Pick one (or more) out, donate the cost and the library will order it. When we receive the book, the sponsor/patron will get first rights to check it out. Acknowledgement of the sponsor could be placed in the book (or not) as the donor wishes.

Consider taking a part in this plan where everybody is a winner.

We would like to thank all 2017 donors who have donated in honor or memory:

Donor	In Memory/Honor
Betty Mize	Library Support
Bill & Diana Langs	Dorene Langs
Bob & Marilyn Bienz	John Betts
Bob & Shelly Snow	Janet E. Bowman
Bonnie & Jack Marsh and Brian Aker	Ray Denning
Carol Mann	Jay Winchel
Chris Spencer	Library Support
City of Tumwater, WA	Jay Winchel
Clem & Joyce McLain	Charles Packer
Connie Hutchison	Library Support
David & Sara Pope	Charles Packer, Jim Petrie, Walt Schray, Brenda Kyser Smith, Elaine Walker
Donna Mueller	R. J. Richards
Edwin & Sandra Korte	John Betts
Gary & Diana Fairbanks	John Betts
Gavin Holt, Kay Winchel	Jay Winchel
Howard & Mary Houchen	Jay Winchel
Jay Dennis Winchel (grandson), Gavin Brody Holt (great grandson) & Kay Winchel	Mary Louise Winchel
Jeanne Gee and Carol Civiello	Doris Flickinger
JHS Class of 1953	Douglas Alexander, Ken Alford, Bruce Beebe, Norman Blaker, Joyce Butler Boone, William Burnett, Shirley Depew Harrison, Betty Harris Kanonos, Elaine Lohness King, Vitold Kobrisz, Arliss Laux, Wilma Fisher Playford, Floyd Randall, Beverly Engle, Ann Sterling Fusco, Naomi Hergert Gochanour, Peggy Hill Gunnesch, Ellen Houseknecht Conklin, Norman Vance, Phyllis Donahue Warner, Fancellia Maine Wonders, Joan Strait Tittle, Keith Smith, Maynard Spotts, Mary Lou Brown Tanton, Helen Brow Taylor, Norma Kyser Speith
Jim & Penny Sarles & Family	Jim Fiebig
Jim Demkowski	Library Support
Judith Evers	Jay Dennis Winchel
John P. Lien	Library Support
Kay Cooley Winche	Mary Ann Cooley, Marg Walworth, Jay Winchel
Kenneth & Mona Holt	Jay Winchel
Larry Tomenga	Donna Dickey-Tomenga
Mahala Bohner	Susan Mills
Marilyn & Norman Beers	John Betts
Marsha & Ron Simmons	John Betts
Mary Miller and Family	Jerry Michael
Mary Piper	Carolyn Hall
Max & Margaret Jobe	Ray Denning
Michael & Sandra Seykell	Ray Denning
Mike & Betty Fast	Roger Adams, Dorene Langs
Mike & Cyndy Heath	Ray Means, Hazel Crall, Ray Denning
Mike Clerici	Dr. E. M. and Helen Clerici
Molly Briner	Roger Adams
Norman & Laurie Maxwell	John Betts
Red Hat Rosies	Roberta (Bobbi) Watkins, Susan Mills, Library Support
Richard Brewer	Reta Brewer
Shelley & Jeffrey Mercer	Ray Denning
The Frank Bechler Family	Bill Dunn





RECEIVED
DEC 04 2017

BY: _____

COMBINED NOTICE
NOTICE TO PUBLIC OF NO SIGNIFICANT IMPACT ON THE ENVIRONMENT
AND NOTICE TO PUBLIC OF REQUEST FOR RELEASE OF FUNDS

Date Published November 27, 2017

City of Hillsdale

(Name of Applicant)

97 N. Broad St., Hillsdale MI 49242

(Street, City, Zip Code)

517-437-6444

(Telephone Number)

TO ALL INTERESTED AGENCIES, GROUPS AND PERSONS:

On or about December 13, 2017 the above named the City of Hillsdale, Hillsdale County, Michigan, will request the Michigan Strategic Fund to release Federal funds under Title I of the Housing and Community Development Act of 1974 (P.L. 93-383) for the following project:

Garden, Mead & Vine Sts., and Rippon Ave. Utility Imprv

(Project Title or Name)

The overall project consists of utility improvements on Garden, Mead, and Vine Streets and Rippon Avenue. Utilities included are sanitary sewer, storm sewer, and watermain. The replacement of these utilities will entail the removal and replacement of the entire roadway including, concrete curb and gutter, drive approaches, sidewalk, sand subbase, gravel base, and HMA. An overall reduction in impervious area will meet the Green Infrastructure requirement.

The replacement of the various utilities are for several different reasons. The watermain is being replaced due to the current watermain being undersized and being made of cast iron or galvanized steel which are both prone to breaking and leakage. Also, lead water services have previously been found and replaced in the area. This project will eliminate any remaining lead water services in the project area. The replacement of the sanitary sewer is due to it's age and that it is made of vitrified clay pipe which is prone to breaking and leakage.

On Garden Street, several laterals come out of the rear of the houses and flow under the St. Joseph River. These laterals are not serviceable or accessible. Infiltration of river water into these laterals put an additional burden on the WWTP, which results in higher sewer rates for everyone in the City. Failure of these could result in the discharge of raw sewage directly into the river. At the north end of Rippon Avenue, there is a portion of the sanitary sewer that runs through a ravine behind several houses. This section of sanitary sewer has experienced backups and overflows in the past, which has resulted in raw sewage being discharged into the watercourse which flows in the bottom of the ravine. This watercourse is within a quarter mile of the St. Joseph River. The new sanitary sewer will be relocated to the Rippon Avenue right-of-way, and will allow the City to abandon the existing sanitary sewer in the ravine. This will eliminate the possibility of sewer overflows in the ravine in the future.

ICE - Utility Improvement

(Purpose or Nature of the Project)

Garden, Mead & Vine Sts., and Rippon Ave., Hillsdale,

Hillsdale County, MI

(Location - City, County, State - of Project)

\$2,146,960.00 (\$1,909,260 CDBG, \$237,700 local funds)

(Estimated Cost of Project)

Finding of No Significant Impact

It has been determined that such request for release of funds will not constitute an action significantly affecting the quality of the human environment and accordingly the above-named the City of Hillsdale, Hillsdale County, Michigan, has decided not to prepare an Environmental Impact Statement (EIS) under the National Environmental Policy Act of 1969 (P.L. 91-190).

The reasons for such decision not to prepare an EIS are as follows:

- 1.) The city has determined that the project will have a potentially (beneficial) significant impact on the physical/human environment.

2.)

3.)

An Environmental Review Record respecting the proposed project has been made by the above-named the City of Hillsdale, Hillsdale County, Michigan, which documents the environmental review of the project and more fully sets forth the reasons why an EIS is not required. This Environmental Review Record is on file at the above address and is available for public examination and copying upon request at 97 N. Broad St., Hillsdale MI between the hours of 8 and 5.

(If Applicable) No further environmental review of such project is proposed to be conducted prior to the request for release of federal funds.

Public Comments on Finding

All interested agencies, groups, and persons disagreeing with this decision are invited to submit written comments for consideration by the City of Hillsdale, Hillsdale County, Michigan, to the City Manager, David Mackie on or before December 12, 2017. All such comments so received will be considered and the City of Hillsdale, Hillsdale County, Michigan, will not request the release of federal funds or take any administrative action on the proposed project prior to the date specified in the preceding sentence.

Release of Funds

The City of Hillsdale will undertake the project described above with Community Development Block Grant funds from the Michigan Strategic Fund under Title I of the Housing and Community Development Act of 1974. The City of Hillsdale is certifying to the Michigan Strategic Fund that The City of Hillsdale and David Mackie in his official capacity as City Manager consent to accept the jurisdiction of the federal courts if an action is brought to enforce responsibilities in relation to environmental reviews, decision-making, and action; and that these responsibilities have been satisfied. The legal effect of the certification is that upon its approval The City of Hillsdale may use the Block Grant funds and the Michigan Strategic Fund will have satisfied its responsibilities under the National Environmental Policy Act of 1969.

Objections to Michigan Strategic Fund Release of Funds

The Michigan Strategic Fund will accept an objection to its approval only if it is on one of the following bases:

- (a) The certification was not in fact executed by the responsible entity's Certifying Officer.
- (b) The responsible entity has failed to make one of the two findings pursuant to 58.40 or to make the written determination required by 58.35, 58.47 or 58.53 for the project, as applicable.
- (c) The responsible entity has omitted one or more of the steps set forth at subpart E of this part for the preparation, publication and completion of an EA.
- (d) The responsible entity has omitted one or more of the steps set forth at subparts F and G of this part for the conduct, preparation, publication and completion of an EIS.
- (e) The recipient or other participants in the development process have committed funds, incurred costs

or undertaken activities not authorized by this part before release of funds and approval of the environmental certification by HUD (or the state).

(f) Another Federal agency acting pursuant to 40 CFR part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality.

Objections must be prepared and submitted to the Michigan Strategic Fund, c/o Michigan Economic Development Corporation, 300 North Washington Square, 4th Floor, Lansing, Michigan 48913.

Objections to the release of funds on bases other than those stated above will not be considered by the Michigan Strategic Fund. No objection received after December 29, 2017 will be considered by the Michigan Strategic Fund.



RECEIVED
NOV 16 2017

BY: _____

November 13, 2017

City Manager
City of Jonesville
265 East Chicago Street
Jonesville, MI 49250-1002

RE: Important Information—Price Changes

Dear City Manager:

We are committed to delivering the entertainment and services our customers in Jonesville rely on today, and the new experiences they will love in the future. As we continue to invest in our network, products and services, the cost of doing business rises. Among our largest increasing costs are the fees we pay to programmers so that we can continue to offer the best in entertainment, news and sports. As a result, starting January 1, 2018 prices for certain services and fees will be increasing, including the Broadcast TV Fee and Regional Sports Fee. Please see the enclosed Customer Notice for more information.

While some prices may have increased, we are always investing in technology to drive innovation. We are working hard to bring our customers great value every day and exciting new developments in the near future, including the following.

- The most TV shows and movies available On Demand
- Innovative X1 Voice Remote that makes searching for shows and movies easier
- Self-service options to save our customers time and adapt to their schedule
- Access to Netflix and YouTube content on XFINITY X1
- America's best internet provider, according to Speedtest.net
- The fastest internet and the most WiFi coverage throughout customers' homes
- A new way to personalize and control home networks with Xfinity xFi.

As always, feel free to contact me directly at 517-334-5686 with any questions you may have.

Sincerely,

John P. Gardner
Director, External Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911

Enclosure

IMPORTANT INFORMATION REGARDING YOUR XFINITY SERVICES AND RATES

RECEIVED
NOV 16 2017
BY: _____

Effective January 1, 2018

QUAD PLAY PACKAGES

	Current	New
X1 Starter Quad Play	\$189.95	\$194.95
X1 Preferred Quad Play	\$209.95	\$214.95
X1 Preferred Plus Quad Play	\$229.95	\$234.95
X1 Premier Quad Play	\$249.95	\$254.95

TRIPLE PLAY PACKAGES

	Current	New
X1 Starter Triple Play	\$150.00	\$155.00
X1 Preferred Triple Play	\$170.00	\$175.00
X1 Preferred Plus Triple Play	\$190.00	\$195.00
X1 Premier Triple Play	\$210.00	\$215.00
X1 Starter Secure Triple Play	\$150.00	\$155.00
X1 Preferred Secure Triple Play	\$170.00	\$175.00
X1 Preferred Plus Secure Triple Play	\$190.00	\$195.00
X1 Premier Secure Triple Play	\$210.00	\$215.00

XFINITY LATINO TRIPLE PLAY PACKAGES

	Current	New
X1 Economy Plus Latino Triple Play	\$135.00	\$140.00
X1 Starter Latino Triple Play	\$150.00	\$155.00
X1 Preferred Latino Triple Play	\$170.00	\$175.00
X1 Starter Secure Latino Triple Play	\$150.00	\$155.00
X1 Preferred Secure Latino Triple Play	\$170.00	\$175.00

DOUBLE PLAY PACKAGES

	Current	New
Internet Plus	\$74.95	\$79.95
Internet Plus Stream	\$74.95	\$79.95
Blast Plus	\$94.95	\$99.95
X1 Starter Double Play	\$130.00	\$135.00
X1 Preferred Double Play	\$150.00	\$155.00
X1 Preferred Plus Double Play	\$170.00	\$175.00
X1 Premier Double Play	\$190.00	\$195.00

XFINITY LATINO DOUBLE PLAY PACKAGES

	Current	New
Internet Plus Latino Double Play	\$74.95	\$79.95
X1 Economy Plus Latino Double Play	\$100.00	\$105.00
X1 Starter Latino Double Play	\$130.00	\$135.00
X1 Preferred Latino Double Play	\$150.00	\$155.00

SEASONAL CONVENIENCE PLAN

	Current	New
XFINITY TV	\$7.00	\$8.00
XFINITY Internet	\$7.00	\$8.00
XFINITY Voice	\$7.00	\$8.00

BASIC SERVICES

	Current	New
Broadcast TV Fee	\$6.75	\$7.75

DIGITAL SERVICES

	Current	New
Digital Starter	\$68.95	\$69.95
Digital Preferred	\$86.90	\$87.90
Digital Preferred Plus	\$108.95	\$109.95
Digital Premier	\$128.95	\$129.95

MISCELLANEOUS

	Current	New
Regional Sports Fee	\$5.00	\$6.75
Late Fee	\$9.50	\$10.00

OTHER CHARGES

	Current	New
Internet/Voice Equipment Rental	\$10.00	\$11.00

XFINITY Internet

	Current	New
Performance	\$64.95	\$69.95



November 17, 2017

RECEIVED
NOV 22 2017

BY: _____

City Manager
City of Jonesville
265 East Chicago Street
Jonesville, MI 49250-1002

Dear City Manager:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community. I am writing to notify some changes to the channel lineup. Customers are being notified of these changes via bill message.

On or around January 11, 2018, NBCS Bay Area, NBCS Boston, NBCS Chicago, Outside TV, SportsNet NY, and World Fishing Network will no longer be available on Sports Entertainment Package. Spike will move from Digital Preferred to Sports Entertainment Package. Please note that Spike is rebranding as "Paramount Network" on January 18, 2018.

As always, feel free to contact me directly at 517-334-5686 with any questions you may have.

Sincerely,

A handwritten signature in dark ink, appearing to read "John P. Gardner".

John P. Gardner
Director, External Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911