



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
FEBRUARY 15, 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

- A. Jesse Smerdel, Manager of Heritage Lane Apartments

5. PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION

- A. Ordinance #213 – Amend the Zoning Ordinance to modify regulations associated with bed and breakfast establishments, to add regulations to permit Accessory Dwelling Units, and to amend the duration of site plan approval.

- 1. Public Hearing

- 2. Subsequent Action on the Ordinance Amendment

[ROLL CALL][Action Item]

6. REPORTS AND RECOMMENDATIONS

- A. Resolution 2017-01 – Meetings of the Board of Review

[ROLL CALL][Action Item]

- B. Fiscal Year 2017-2018 Budget Calendar

[Action Item]

- C. Consider Appointments – Local Development Finance Authority

[Action Item]

- D. Consider Appointment – Region 2 Planning Commission Representative

[Action Item]

- E. Six-Month Budget Comparison

[Informational Item]

7. COUNCIL MINUTES

- A. Consider minutes of the January 18, 2017 regular meeting

[Action Item]

8. ACCOUNTS PAYABLE

- A. Accounts Payable for February 2017 totalling \$68,793.63

[Action Item]

9. DEPARTMENT REPORTS

- A. Fire Department – Chief Adair

- B. Water/Wastewater Treatment Plant – Superintendent Mahoney

- C. Department of Public Works and Zoning Report – Superintendent Kyser

- D. Police Department – Chief Lance

- E. Cash Report – Finance Director Spahr

- F. Cemetery Report – City Manager Gray

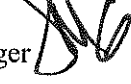
10. ADJOURN TO WORK SESSION: MASTER PLAN/COMMUNITY VISIONING



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To: Jonesville City Council
From: Jeffrey M. Gray, City Manager 
Date: January 13, 2017
Re: Manager Report and Recommendations – January 18, 2017 Council Meeting

5. A. Ordinance #213 – Public Hearing and Subsequent Action [ROLL CALL][Action Item]

This is the time reserved on the agenda for the purpose of hearing public comments on proposed Ordinance #213. Notice of the public hearing was published in the Hillsdale Daily News, as required by State law, and posted on the City's website.

In summary, the regulations would accomplish the following:

- 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.

The Planning Commission held a public hearing on the proposed amendment at their meeting on January 11th and have recommended its approval. The proposed Ordinance has been reviewed by the City Attorney. His comments were incorporated in the amendment recommended by the Planning Commission.

Following the receipt of comments at the public hearing, Council may act on the proposed Ordinance. A roll call vote is required. I recommend a motion to approve the proposed Ordinance #213. *Please refer to the attached notice of public hearing and Ordinance #213.*

6. A. Resolution 2017-01 – Meetings of the Board of Review [ROLL CALL][Action Item]

The attached resolution would establish the meeting dates and times for the Board of Review, to occur in City Hall in March, July, and December on the days and times noted. The purposes of each meeting is noted in the resolution, with the hearing of appeals to property assessments to take place on Monday, March 20th and Tuesday, March 21st, as stated. I recommend approval of the resolution. A roll call vote is required. *Please refer to the attached Resolution 2017-01.*

6. B. Fiscal Year 2017-18 Budget Calendar [Action Item]

The proposed calendar for the development of the Fiscal Year 2017-2018 Budget is attached. The calendar follows a similar time frame as has been utilized in prior years and will assure adoption of a

budget prior to the start of the next fiscal year. If the draft budget calendar is acceptable to Council, I would recommend a motion to approve it. *Please refer to the draft Fiscal Year 2017-2018 Budget Calendar.*

6. C. Consider Appointments – Local Development Finance Authority [Action Item]

It is anticipated that the LDFA will act at their meeting on the morning of February 15th to support the recommendation of the Hillsdale County Board of Commissioners to appoint Julie Games as their representative to the Board and the recommendation of Kathy Schmitt as one of the two Jonesville Community Schools representatives to the Board. It is recommended that Council approve the appointment of Julie Games to fill an unexpired term to end November of 2019 and Kathy Schmitt for a four year term to end November of 2020.

6. D. Consider Appointment – Region 2 Planning Commission Representative [Action Item]

As a dues paying member of the Region 2 Planning Commission (R2PC), the City is permitted one voting representative to the Board of the organization. Ron Hayes has recently submitted his resignation as our long serving representative to R2PC. I recommend Council appoint a representative to fill the vacancy. The appointment may be a member of Council or the Manager, as determined appropriate. The meetings take place on the second Thursday of each month at 2:00 p.m. The meeting location rotates monthly between Hillsdale, Lenawee, and Jackson Counties. Council may make the appointment for a fixed period or an indefinite length. *Please refer to the resignation from Ron Hayes.*

6. E. Six-Month Budget Comparison [Informational Item]

The Fiscal Year 2016 six month budget comparison (July 1, 2015-December 31, 2015) is attached for your review. Overall, we are in compliance with our anticipated budgeted revenue and expenditures. Finance Director Spahr will provide additional clarification as necessary regarding the line items that exceed half of the budgeted expense as of December 31st. *Please refer to the attached six month budget comparison summary.*

Adjournment to Work Session: Master Plan/Community Visioning

This portion of the agenda is reserved for discussion of the potential scope of the update to the Master Plan, preparations for community visioning and an orientation to our current plan. These topics were discussed last week by the Planning Commission, as well. If you wish to view our current Master Plan, you can find it on the City's website at www.jonesville.org. Under the Government menu, navigate to Boards and Commissions, then to Planning Commission. The 2010 Jonesville and Fayette Township Master Plan is listed under the documents. Let me know if you prefer a paper copy, and we will see that you get one.

Correspondence:

- Notice of Grant Award from The Andersons
- Michigan Department of State Police re: Toys for Tots
- Certificates of Completion: Brian Boyle, Ed Hughes, Rick Mahoney, Todd Ruden
- State Representative Eric Leutheuser re: Contact Information
- Hillsdale County Sheriff Timothy Parker re: Kennel Licensing
- Domestic Harmony re: Service Contract



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CITY OF JONESVILLE

NOTICE OF PUBLIC HEARING

The Jonesville City Council will hold a public hearing on Wednesday, February 15, 2017 at 6:30 p.m. at the Jonesville City Hall, 265 E. Chicago Street, Jonesville, Michigan, for the purpose of hearing comments on Ordinance #213, an amendment to the Zoning Ordinance that would modify regulations associated with Bed and Breakfast Establishments; add regulations for Accessory Dwelling Units; and amend the duration of Site Plan approval.. Copies of the proposed ordinance are available at City Hall or online at www.jonesville.org. Please submit written comments to City Hall, 265 E. Chicago Street, Jonesville, MI 49250 or via email to clerk@jonesville.org no later than February 14, 2017.

Individuals with disabilities requiring auxiliary aids or services should contact the City of Jonesville in writing at the above addresses or by calling (517) 849-2104.

Cindy Means, Clerk
City of Jonesville

**CITY OF JONESVILLE
ORDINANCE NO. 213**

AN ORDINANCE TO AMEND THE ZONING ORDINANCE TO MODIFY REGULATIONS ASSOCIATED WITH BED AND BREAKFAST ESTABLISHMENTS; TO ADD REGULATIONS ASSOCIATED WITH ACCESSORY DWELLING UNITS; AND TO AMEND THE DURATION OF SITE PLAN APPROVAL.

THE CITY OF JONESVILLE ORDAINS:

Section 1. Amend Chapter 1 “Definitions” to amend “Bed and Breakfast Establishment” and to add “Dwelling Unit, Accessory,” as follows:

BED AND BREAKFAST ESTABLISHMENT: A use within a detached, owner occupied, single family dwelling in which transient guests are provided a sleeping room, breakfast and access to bathing and lavatory facilities in return for payment. Such uses include traditional bed and breakfast dwellings, as well as other short-term lodging arrangements commonly referred to as AirBnBs, room sharing, house sharing, and other similar terms and uses. Such uses include those dwellings where lodging will take place more than 2 nights in any month.

DWELLING UNIT, ACCESSORY: A separate, complete housekeeping unit with a separate kitchen, sleeping area, and full bathroom facilities, and located within an existing detached single family dwelling.

Section 2. Amend Chapter 2, “General Provisions” to add Section 2.21a, as follows:

SECTION 2.21a ACCESSORY DWELLING UNITS

A. Intent and Purpose

These regulations are intended to provide an additional housing option that will preserve and enhance the character and value of residential neighborhoods. Accessory Dwelling Units are intended to increase the opportunity for owner-occupants to offset the costs associated with maintenance of their homes, allowing them to stay in place longer, and enhancing neighborhood stability. Such units will provide for additional affordable housing, as well as accommodations for extended families within existing single family neighborhoods.

B. Development Standards

An Accessory Dwelling Unit shall be located on the same premises as a single family detached dwelling in an R-1, R-2, or R-3, Residential zoning district. Accessory dwelling units shall be subject to the following conditions and requirements:

1. A property owner must reside in either the principal dwelling unit or the Accessory Dwelling Unit. The owner occupant shall meet the requirements for a principal residence tax exemption.
2. An Accessory Dwelling Unit may be placed in a principal building, or an attached accessory building.
3. The floor area of the Accessory Dwelling Unit shall not exceed 40 percent of the floor area of the principal dwelling unit, nor more than 800 square feet. The floor area shall not be less than 300 square feet. The Accessory Dwelling Unit shall not have more than 2 bedrooms.
4. Occupancy of an Accessory Dwelling Unit shall be limited to not more than 2 persons per bedroom. The Accessory Dwelling Unit shall not be leased for a period of less than twelve (12) months at a time. Upon request of the City, the owner of record shall provide a lease agreement evidencing the length of the lease and occupants of the unit.
5. At least one (1) off-street parking space shall be provided for the Accessory Dwelling Unit, in addition to those required for a single family dwelling. No garage or driveway shall be constructed to service only the Accessory Dwelling Unit.
6. All zoning district bulk and setback requirements shall apply to the site.
7. Accessory dwelling units shall be reviewed by the Planning Commission to ensure compliance to the following standards:
 - a. Architectural design, style and appearance of the principal residential building must be maintained;
 - b. If new construction, an addition, or other exterior building alterations are proposed as part of the creation of the Accessory Dwelling Unit, the construction or alterations must be consistent with the existing facade, roof pitch, building materials and colors, and proportion, type and location of windows in the building;
 - c. Windows facing an adjoining residential property must be aligned, oriented or screened with fencing or landscaping to protect the privacy of neighboring properties.
 - d. Access to an attached accessory dwelling unit shall be limited to a common entrance foyer or exterior entrance to be located on the side or rear of the building;
8. If public water and sewer are not available to the residence, the use of private water and septic systems for the Accessory Dwelling Unit shall be subject to the approval of the County Health Department.
9. The accessory dwelling unit shall comply with all applicable housing, building, fire and health code requirements.

C. Application Procedure

1. The applicant shall submit the following information for Planning Commission review:
 - a. A site plan drawn to scale and showing the location of the proposed Accessory Dwelling Unit, lot identification (address and property number), size of lot, dimension of lot lines, existing improvements, location of structures on adjacent lots within one hundred (100) feet, abutting streets, driveways, and parking areas.
 - b. Sufficient architectural drawings or clear photographs to show the exterior building alterations proposed.

- c. Interior floor plans showing the floor area of the proposed Accessory Dwelling Unit and principal dwelling unit.
- 2. The Planning Commission shall utilize the Review Standards listed in Section 15.05 of this Ordinance for the review of plans for Accessory Dwelling Units and may impose reasonable conditions to assure that Zoning Ordinance requirements will be met.
- 3. Following approval from the Planning Commission, and prior to receiving an occupancy permit or making the Accessory Dwelling Unit available for use, the applicant shall record a deed restrictions with the Hillsdale County Register of Deeds in a form acceptable to the City Attorney incorporating the following:
 - a. Approval of the Accessory Dwelling Unit shall be in effect only so long as either the principal dwelling unit or the Accessory Dwelling Unit is occupied as the homestead residence by the property owner of record.
 - b. The Accessory Dwelling Unit is restricted to the floor area, setbacks and height reflected on the site plan and other drawings submitted by the applicant and approved by the Planning Commission.
 - c. The Accessory Dwelling Unit shall not be sold separately.
 - d. The deed restrictions shall run with the land, and are binding upon any successor in ownership.
 - e. The deed restrictions shall lapse upon the removal of the Accessory Dwelling Unit.

D. Revocation

Approval for an Accessory Dwelling Unit issued hereunder shall be subject to revocation by the City upon a finding by the Planning Commission, that there is in fact noncompliance with the conditions of approval and/or the requirements of the Zoning Ordinance.

E. Sale of Residence

Upon sale of a residence containing an Accessory Dwelling Unit, the new owner of said residence shall file with the Zoning Administrator within thirty days of the transfer of title to such residence, a notice in a form acceptable to the City Attorney, stating whether or not such new owner intends to continue the Accessory Dwelling Unit use. Discontinuance of the use shall require the new owner to file the necessary zoning permit application to return the property to a single family detached dwelling, as well as the recording of a document at the Hillsdale County Register of Deeds extinguishing the Restrictions required by Section 2.21a(C)(3) of this Ordinance.

Section 3. Amend Section 6.02 to add the following to the list of Permitted Uses in the R-1 Residential District:

- G. Accessory Dwelling Units, in accordance with Section 2.21a.

Section 4. Amend Section 7.02 to add the following to the list of Permitted Uses in the R-2 Residential District:

G. Accessory Dwelling Units, in accordance with Section 2.21a.

Section 5. Amend Section 8.02 to add the following to the list of Permitted Uses in the R-3 Multiple Family Residential District:

I. Accessory Dwelling Units, in accordance with Section 2.21a.

Section 6. Amend Section 14.09 G. "Bed and Breakfast Establishments" to read as follows:

G. **Bed and breakfast establishments**, to include AirBnBs, room sharing, house sharing, and similar terms and uses.

1. The establishment shall be serviced by approved water and sanitary sewer services. The establishment shall be located on property with direct access to a paved public road.
2. Such uses shall only be established in a detached, single family dwelling that is the principal residence of the owner/operator. The owner/operator shall live on premises while the establishment is in operation.
3. Parking is required in accordance with Chapter 16 and shall be defined as such for guest parking and it shall be located to minimize negative impacts on adjacent properties.
4. The lot on which the establishment is located shall meet the minimum lot size requirements of the zone district.
5. The total number of guest rooms in the establishment shall not exceed seven (7), plus one (1) additional guest room for each ten thousand (10,000) square feet or fraction thereof by which the lot area of the use exceeds one (1) acre, not to exceed a total of ten (10) guest rooms.
6. Occupancy shall be limited to only registered guests, with not more than two (2) adults per room and children permitted as space and safety permits.
7. Guest bathing and lavatory facilities shall be separate from those of the owner/operator.
8. Exterior refuse storage facilities beyond what might normally be expected for a detached single family dwelling shall be screened from view on all sides by a six (6) foot solid, decorative fence or wall.
9. One (1) sign shall be required for identification and/or advertising purposes. Such sign shall not be less than six (6) square feet nor exceed sixteen (16) square feet in area. If illuminated, such illumination shall only be of an indirect nature; internally lighted signs are not permitted. The sign shall be visible from the street and may be wall mounted or a free standing ground sign. If a ground sign, such sign shall be set back at least one-half (½) of the front yard setback area setback of the zoning district in which the use is located and shall be located at least fifteen (15) feet from any side or rear lot line; it may not exceed four (4) feet in height.

10. The length of stay for any transient guest shall not exceed thirty (30) consecutive days.
11. Accessory retail or service uses to a bed-and-breakfast establishment shall be prohibited, including but not limited to gift shops, antique shops, restaurants, bakeries, and other similar uses.
12. Meals may be served only to the operator's family, employees, and overnight guests.
13. Applicants shall provide written approval from the Hillsdale County Building Inspection Department confirming that the building complies with all applicable, building, mechanical, plumbing, fire and other codes for the intended guest occupancy.
14. Applicants are advised that use of a residence to accommodate transient guests may modify principle residence exemption status, require the collection of sales and other taxes, require additional licenses and other approvals from other agencies, and/or result in changes to homeowner insurance policies. Approval of a use by the City shall not be construed as a waiver of these and other requirements that may apply.

Section 7. Amend Section 15.04 A. 4. "Site Plan Review and Decisions" to read as follows:

4. Each development shall be under construction within one (1) year after the date of approval of the site plan, except as noted below.
 - a. The Planning Commission may grant a one (1) year extension of such time period, provided the applicant requests, in writing, an extension prior to the date of the expiration of the site plan.
 - b. The extension may be approved if the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties, and there have been no substantive changes to the proposed site plan or the ordinances related to its approval.
 - c. If neither of the above provisions are fulfilled or a one (1) year extension has expired prior to construction, the site plan approval shall be null and void.

Section 8. Publication and Effective Date

This ordinance shall be in force and effect seven (7) days after its publication in a newspaper of general circulation within the City.

YEAS:

NAYS:

ABSENT:

ORDINANCE DECLARED ADOPTED ON _____

Gerald E. Arno, Mayor

Cynthia D. Means, Clerk

CERTIFICATION

I, Cynthia D. Means, being the Clerk of the City of Jonesville, do hereby certify that the foregoing is a true and correct copy of the City of Jonesville Ordinance No. 213, passed on the _____ day of _____, 2017. Further, I certify I caused the same to be published in a newspaper of general circulation within fifteen (15) days after adoption by the City Council of the City of Jonesville, County of Hillsdale and State of Michigan.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____ day of _____, 2017.

Cynthia D. Means, Clerk

2017-01

CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN

RESOLUTION – MEETINGS OF THE BOARD OF REVIEW

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 15th day of February, 2017, at 6:30 p.m.

PRESENT:

ABSENT:

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

WHEREAS, Chapter 10 of the Jonesville City Charter provides the minimum meeting requirements of the Board of Review; and

WHEREAS, Section 10.10 of said Charter states that the City Council shall designate the sessions and place of said meetings.

NOW, THEREFORE BE IT HEREBY RESOLVED, that the Board of Review shall convene in City Hall, located at 265 E. Chicago Street, Jonesville, Michigan, for the following sessions:

First Session: commencing on Monday, March 6th at 5:00 p.m. and continuing as much longer as may be necessary for the purpose of considering and correcting the roll.

Second Session: Monday, March 20th, from 3:00 p.m. to 9:00 p.m.; and Tuesday, March 21st from 9:00 a.m. to 3:00 p.m., and continuing as long as may be necessary for the purpose of hearing appeals of property assessments.

July Session: Friday, July 21st, commencing at 1:00 p.m., and continuing for as long as necessary, for the purpose of correcting clerical errors, and considering principal residence, poverty, veteran's, and elderly or disabled exemption requests.

December Session: Friday, December 15th, commencing at 1:00 p.m., and continuing for as long as necessary, for the purpose of correcting clerical errors, and considering principal residence, poverty, veteran's, and elderly or disabled exemption requests.

AYES: Council Members:

NAYS: Council Members:

ABSENT: Council Members:

Cynthia D. Means, City 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 15th day of February, 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, City Clerk

CITY OF JONESVILLE

2017 – 2018 BUDGET CALENDAR

Thursday, Feb 9, 2017	Distribute budget packages to Department Heads (Finance Director)
Friday, March 10, 2017	Budget requests from Department Heads due to Finance Director
Friday, March 10, 2017	Budget Narratives due to Finance Director by Department Heads
March 13 – 31, 2017	City Manager/Finance Director meetings with Department Heads
April 10 – 28, 2017	Budget Committee Discussions with Manager/Finance Director
Thurs-Fri, May 11-12, 2017	Put together budget binders for Council meeting (Finance Director)
Wed, May 17, 2017	Regular Council Meeting Budget Session covering: Local Streets Major Streets State Highway Motor Vehicle Pool
Wed, May 17, 2017	Set public hearing date for Wednesday, June 21, 2017
May 18 – 31, 2017	Adjustments based on May 17th session and Council Budget Committee Recommendations (Finance Director)
Thurs-Fri, June 1-2, 2017	Put together budget binders for Council meeting (Finance Director)
Wed, June 7, 2017	Special Council Meeting Budget Session covering: General Fund DDA LDFA Sewer Fund Water Fund Debt Service
June 8 – June 14, 2017	Adjustments based on June 7th session and Council Budget Committee Recommendations (Finance Director)
Thurs-Fri, June 15-16, 2017	Put together budget binders for Council meeting (Finance Director)
Wed, June 21, 2017	Regular Council Meeting – Final Budget Discussions (as necessary) Public Hearing – Set budget and ad-valorem mill levy [Resolution(s)]

* Note - Jeff will be on vacation April 3 - 7th

- Lenore will be at conferences March 31 and May 8 - 10th.

Jeff Gray

From: Ron Hayes <rhayes417@sbcglobal.net>
Sent: Thursday, February 09, 2017 11:26 AM
To: Steven Duke; Ron Hayes
Cc: Jeff Gray
Subject: MY RESIGNATIONS FROM R2PC & R-9 MGMT TEAM

Hi Steve,

To bring our communications current re membership, I am confirming that I have resigned from R2PC, R-9 MGMT TEAM, AND FROM THE EXECUTIVE COMMITTEE AND THE PERSONNEL AND BUDGET COMMITTEES. This is with with great regret, since I have enjoyed serving with you in these various roles. My health challenges have given me some big adjustments to make, but I will do what I can to continue to serve on our City Council. I have talked with Jeff and I know he will be talking with you regarding his own participation with R2PC and R-9 MGMT. TEAM.

Thanks for the opportunity to serve with you.

Ron

CITY OF JONESVILLE
REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 12/31/2016

DESCRIPTION	YTD BALANCE 12/31/2016 NORMAL (ABNORMAL)	2016-17 AMENDED BUDGET	% BDGT USED	COMMENTS
Fund 101 - GENERAL FUND				
TOTAL Revenues	839,783.82	1,185,902.77	70.81%	Summer tax collection
Expenditures				
101-CITY COUNCIL	14,228.70	25,100.00	56.69%	MML Convention
172-CITY MANAGER	48,567.83	102,345.00	47.46%	
191-ELECTIONS	3,376.86	8,000.00	42.21%	
218-GENERAL OFFICE	91,502.72	194,820.00	46.97%	
247-BOARD OF REVIEW	242.22	1,500.00	16.15%	
253-TREASURER	2,154.52	2,800.00	76.95%	Tax bills/envelopes
257-ASSESSOR	10,800.00	22,100.00	48.87%	
258-DATA PROCESSING/COMPUTER DE	14,114.06	19,025.00	74.19%	Server/copier purchases
265-CITY HALL	14,262.87	37,017.00	38.53%	
276-CEMETERY	33,514.88	51,828.00	64.67%	Tree/stump removal
285-FREEDOM MEMORIAL	1,529.51	2,400.00	63.73%	Extra ballasts ordered
301-POLICE DEPARTMENT	143,246.12	319,041.42	44.90%	
336-FIRE DEPARTMENT	42,950.39	120,229.00	35.72%	
410-PLANNING & ZONING COMMISSIO	2,763.95	11,876.00	23.27%	
441-RADIO TOWER PROPERTY	208.03	0.00		To be reclassified
442-PARKING LOTS	19,391.18	115,865.00	16.74%	
443-SIDEWALKS	0.00	4,780.00	0.00%	
444-DEPT. OF PUBLIC WORKS	6,748.44	17,920.00	37.66%	
448-STREET LIGHTING	14,782.33	36,000.00	41.06%	
526-SANITARY LAND FILL	617.03	5,799.00	10.64%	
751-RECREATION DEPARTMENT	5,640.37	43,415.00	12.99%	
770-PARKS	7,586.14	21,825.00	34.76%	
780-RAIL/TRAIL	50,372.25	5,000.00	1007.45%	Construction-to be reversed
858-FRINGE BENEFITS	11,956.86	34,250.00	34.91%	
865-INSURANCE	13,613.00	13,000.00	104.72%	Property/liability - complete
895-PROMOTIONS	91.87	-		
TOTAL Expenditures	554,262.13	1,215,935.42	45.58%	
NET OF REVENUES & EXPENDITURES	285,521.69	(30,032.65)		

CITY OF JONESVILLE
REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 12/31/2016

DESCRIPTION	YTD BALANCE 12/31/2016 NORMAL (ABNORMAL)	2016-17 AMENDED BUDGET	% BDGT USED	COMMENTS
Fund 202 - MAJOR STREETS FUND				
TOTAL Revenues	84,503.68	251,370.00	33.62%	
Expenditures				
451-STREET CONSTRUCTION	62,854.32	83,850.00	74.96%	Complete
465-ROUTINE MAINTENANCE	26,155.07	93,167.00	28.07%	
474-TRAFFIC CONTROL	2,844.50	4,950.00	57.46%	Lines painted
478-WINTER MAINTENANCE	5,858.37	21,865.00	26.79%	
900-ADMINISTRATION	38,353.00	47,801.00	80.23%	Bond payment
TOTAL Expenditures	136,065.26	251,633.00	54.07%	
NET OF REVENUES & EXPENDITURES	(51,561.58)	(263.00)		
Fund 203 - LOCAL STREETS FUND				
TOTAL Revenues	158,957.53	242,632.64	65.51%	
Expenditures				
451-STREET CONSTRUCTION	36,581.95	33,420.00	109.46%	Complete
465-ROUTINE MAINTENANCE	20,928.70	63,720.00	32.84%	
474-TRAFFIC CONTROL	211.94	3,064.00	6.92%	
478-WINTER MAINTENANCE	4,887.07	17,030.00	28.70%	
900-ADMINISTRATION	40,535.50	198,983.50	20.37%	
TOTAL Expenditures	103,145.16	316,217.50	32.62%	
NET OF REVENUES & EXPENDITURES	55,812.37	(73,584.86)		
Fund 211 - STATE HIGHWAY FUND				
TOTAL Revenues	16,213.54	25,851.00	62.72%	
Expenditures				
465-ROUTINE MAINTENANCE	9,437.33	11,650.00	81.01%	RR crossing/bike path
474-TRAFFIC CONTROL	0.00	550.00	0.00%	
478-WINTER MAINTENANCE	4,324.34	10,650.00	40.60%	
900-ADMINISTRATION	1,606.71	3,000.00	53.56%	11% of actual expenses
TOTAL Expenditures	15,368.38	25,850.00	59.45%	
NET OF REVENUES & EXPENDITURES	845.16	1.00		

CITY OF JONESVILLE
REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 12/31/2016

DESCRIPTION	YTD BALANCE 12/31/2016 NORMAL (ABNORMAL)	2016-17 AMENDED BUDGET	% BDGT USED	COMMENTS
Fund 247 - LOCAL DEVELOPMENT FINANCE AUTHORITY				
TOTAL Revenues	194,282.55	312,272.29	62.22%	Waiting on tax capture
Expenditures				
729-DEVELOPMENT ACTIVITIES	18,821.76	306,543.00	6.14%	
TOTAL Expenditures	18,821.76	306,543.00	6.14%	
NET OF REVENUES & EXPENDITURES	175,460.79	5,729.29		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
TOTAL Revenues	11,528.75	127,370.16	9.05%	Waiting on tax capture
Expenditures				
442-PARKING LOTS	656.52	117,165.00	0.56%	
443-SIDEWALKS	323.58	1,871.00	17.29%	
729-DEVELOPMENT ACTIVITIES	13,541.30	28,133.00	48.13%	
733-DOWNTOWN/STREETSCAPE	10,358.88	20,695.00	50.05%	Watering flowers
895-PROMOTIONS	4,344.16	7,565.00	57.42%	Put up/take down decorations
897-OTHER ACTIVITIES	7,229.50	57,271.00	12.62%	
TOTAL Expenditures	36,453.94	232,700.00	15.67%	
NET OF REVENUES & EXPENDITURES	(24,925.19)	(105,329.84)	23.66%	
Fund 301 - GENERAL DEBT SERVICE FUND				
TOTAL Revenues	49,372.00	159,023.50	31.05%	
Expenditures				
906-MAJOR STREET BOND	33,157.50	36,870.00	89.93%	Principal payment
907-D.D.A. BOND	7,229.50	57,271.00	12.62%	
908-LOCAL STREET BOND	8,985.00	64,882.50	13.85%	
TOTAL Expenditures	49,372.00	159,023.50	31.05%	
NET OF REVENUES & EXPENDITURES	-	-		

CITY OF JONESVILLE
REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 12/31/2016

DESCRIPTION	YTD BALANCE 12/31/2016 NORMAL (ABNORMAL)	2016-17 AMENDED BUDGET	% BDGT USED	COMMENTS
Fund 590 - SEWER SYSTEM FUND				
TOTAL Revenues	356,684.93	978,394.00	36.46%	
Expenditures				
527-SEWAGE DISPOSAL	347,028.86	1,207,420.34	28.74%	
TOTAL Expenditures	347,028.86	1,207,420.34	28.74%	
NET OF REVENUES & EXPENDITURES	9,656.07	(229,026.34)		
Fund 591 - WATER SUPPLY SYSTEM FUND				
TOTAL Revenues	167,401.90	323,950.00	51.68%	
Expenditures				
536-IRON REMOVAL PLANT	64,225.83	294,016.00	21.84%	
537-WATER DISTRIBUTION SYSTEM	36,319.98	87,875.00	41.33%	
TOTAL Expenditures	100,545.81	381,891.00	26.33%	
NET OF REVENUES & EXPENDITURES	66,856.09	(57,941.00)		
Fund 661 - MOTOR VEHICLE POOL FUND				
TOTAL Revenues	58,998.11	132,700.00	44.46%	
Expenditures				
270-DPW BUILDING AND GROUNDS	9,170.16	18,288.00	50.14%	Property/liability insurance
896-MOTOR VEHICLE POOL	20,657.71	277,230.00	7.45%	
TOTAL Expenditures	29,827.87	295,518.00	10.09%	
NET OF REVENUES & EXPENDITURES	29,170.24	(162,818.00)		
Fund 703 - CURRENT TAX FUND				
TOTAL Revenues	160.99	-		To be reclassified
TOTAL Expenditures	-	-		
NET OF REVENUES & EXPENDITURES	160.99	-		

****Subject To Approval****

**JONESVILLE CITY COUNCIL
Minutes of January 18, 2017**

A meeting of the Jonesville City Council was held on Wednesday, January 18, 2017 at the Jonesville City Hall. Mayor Gerry Arno called the meeting to order at 6:30 p.m. Council members present were: Tim Bowman, Jerry Drake, Brenda Guyse, Andy Penrose and David Steel. Also present: Manager Gray, Attorney Lovinger, Police Chief Lance, WWTP Supt. Mahoney, Treasurer Spahr, Fire Chief Adair, Corey Murray (Hillsdale Daily News), Julie Games (Hillsdale County Board of Commissioners) and Jim Ackerson. Absent: Ron Hayes

WWTP Rick Mahoney led the Pledge of Allegiance and moment of silence.

The agenda was approved as presented with one addition: 6.G. – Consider Appointment – Citizenship Committee Vacancy.

Julie Games, recently elected to the Hillsdale County Board of Commissioners, spoke briefly to the City Council. Ms. Games will be a member of the LDFA (Local Development Finance Authority) Board replacing outgoing member of the Board of Commissioners, Andy Welden.

The Public Hearing for Ordinance #214 – Amend Planning Commission Ordinance was opened at 6:33 p.m. Manager Gray provided information regarding the amendments to Ordinance #214 which involves changing the bylaws so that an at-large appointment could be made to the seat on the Commission that has previously been held by the Mayor and to update prior references to “Village” to state “City” and correct a couple of typographical issues. The Public Hearing was closed at 6:35 p.m.

A motion was made by David Steel and supported by Tim Bowman to approve the amendments to Ordinance #214 – Amend Planning Commission Ordinance. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, Andy Penrose, David Steel, and Gerry Arno. Nays: None. Absent Ron Hayes. Motion carried.

Brenda Guyse made a motion to approve the Planning Commission Bylaws, as recommended by the Planning Commission. The motion was supported by Jerry Drake. All in favor. Absent: Ron Hayes. Motion carried.

Andy Penrose made a motion and was supported by David Steel to appoint James Ackerson to fill the amended Planning Commission Council seat vacancy for a three year term to end November 2019. All in favor. Absent: Ron Hayes. Motion carried.

A motion was made by Jerry Drake and supported by Brenda Guyse to set a Public Hearing for Wednesday, February 15, 2017 at 6:30 p.m. for Ordinance #213 – Amend Zoning Ordinance to modify current bed and breakfast regulations to address AirBnBs and other emerging house sharing arrangements; to allow for the establishment of Accessory Dwelling Units, a distinct

dwelling within an owner-occupied single family home; and extend the length of site plan approvals from six months to one year. All in favor. Absent: Ron Hayes. Motion carried.

Brenda Guyse made a motion to receive the 2016 Planning Commission Annual Report. The motion was supported by Andy Penrose. All in favor. Absent: Ron Hayes. Motion carried.

A motion was made by Jerry Drake and supported by David Steel to receive the Planning Commission 2017 Work Plan. All in favor. Absent: Ron Hayes. Motion carried.

Tim Bowman made a motion and was supported by Brenda Guyse to appoint Kathi Boyle to serve on the Citizenship Committee vacancy for a term ending September 2019. All in favor. Absent: Ron Hayes. Motion carried.

Manager Gray provided a presentation regarding the planned MDOT downtown traffic signal modernization project that is planned for implementation in 2019.

Andy Penrose made a motion to approve the minutes of December 21, 2016 as presented. The motion was supported by Tim Bowman. All in favor. Absent: Ron Hayes. Motion carried.

Brenda Guyse made a motion to approve the minutes of January 4, 2017 as presented. The motion was supported by Jerry Drake. All in favor. Absent: Ron Hayes. Motion carried.

A motion was made by David Steel and supported by Tim Bowman to approve the Accounts Payable for January 2017 in the amount of \$72,067.39. All in favor. Absent: Ron Hayes. Motion carried.

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

Andy Penrose made a motion and was seconded by Brenda Guyse to adjourn the meeting at 7:59 p.m.

Submitted by:

Cynthia D. Means
Clerk

Gerald E. Arno
Mayor

Vendor	Description	Amount
A & J COFFEE SERVICE	OPERATING SUPPLIES	10.55
AMERICAN COPPER & BRASS, LLC	WWTP - NEW TOILET	154.52
	DPW - HOT WATER HEATER	260.27
	414.79	
APOLLO FIRE EQUIPMENT CO.	JFD - SCBAS	3,975.00
AT&T	LOCAL/LONG DISTANCE	1,476.77
AUTOMOTIVE SERVICE COMPANY I	MVP - TRUCK 4/SALT SPREADER PARTS	1,237.47
BAILEY, HODSHIRE & CO, PC	CONSULTATION	500.00
BAKER'S LAWN CARE, LLC	JANUARY BURIALS	600.00
BOYLE, BRIAN	WWTP - TRAINING	195.86
BRINER OIL CO., INC.	MVP - BULK TANK	159.81
	JFD - GASOLINE	70.95
	MVP - BULK TANK	240.80
	471.56	
BROOKS, JAMIE	CITY HALL CLEANING	100.00
	POLICE DEPARTMENT CLEANING	100.00
	200.00	
CDW GOVERNMENT, INC.	WWTP - COMPUTER UPS	157.70
CLEAR VIEW, B.R. LLC	CITY HALL/JPD - WINDOW CLEANING	54.00
CLEMENTS JON	UB refund for account: 000564-02	55.66
CONSUMERS ENERGY	CITYWIDE STREETLIGHTS	2,445.14
	DDA - UNMETERED PARKING LOT LIGHTS	20.65
	DOWNTOWN/STREETSCAPE LIGHTS	713.65
	IRON REMOVAL PLANT ELECTRICITY	1,843.85
	DDA BUILDING ELECTRICITY	325.32
	5,348.61	
CURRENT OFFICE SOLUTIONS	CITY HALL/JPD/REC/WWTP/DPW - SUPPLIES	280.11
	REC - SUPPLIES	26.80
	COPIER MAINTENANCE	137.12
	RECREATION - SUPPLIES	13.46
	OFFICE/RECREATION - SUPPLIES	62.91
	520.40	
DETROIT SALT COMPANY	SALT	2,636.09
	SALT	2,749.06
	5,385.15	
DR LAB SERVICES, LLC	WATER/WWTP - LAB EQUIP REPAIRS	117.08
	WATER/WWTP - LAB EQUIP INSPECTION	1,075.00
	1,192.08	
FASTENAL	JFD - FLOOR DRY	68.00
	JFD - WHEEL CHOCKS	90.00
	158.00	
FIRE SAFETY USA, INC	JFD - REPLACEMENT FLASHLIGHTS	1,940.00
FIRST DUE FIRE SUPPLY	JFD - JAWS EQUIPMENT CHECK/REPAIR	1,738.65
FIRST NATIONAL BANK OMAHA	CONFERENCE REGISTRATIONS	2,298.72
	SUPPLIES/MME MEMBERSHIP RENEWAL	295.05
	2,593.77	
FLEIS & VANDENBRINK ENG, INC	WATER RELIABILITY STUDY	1,192.05
HILLSDALE COUNTY TREASURER	PROPERTY TAX BILLBACK	8.31
	BOARD OF REVIEW TRAINING	20.00
	28.31	
HILLSDALE DAILY NEWS	PUBLICATION NOTICE - ORDINANCE 214	65.25
HYDROCORP, INC	WATER - CROSS CONNECTION PROGRAM	545.00
I.T. RIGHT	WWTP - NEW PRINTER	507.00
JOHN P LOVINGER CLIENT CUST	REPURCHASE OF LOT #5	25,307.50
JONESVILLE HARDWARE	SUPPLIES/REPAIRS	286.16
JONESVILLE LUMBER	JPD - REPAIRS	13.67
JONESVILLE, CITY OF	DPW WATER/SEWER	54.55
	WRIGHT ST PARK WATER/SEWER	33.93
	WWTP WATER/SEWER	321.05
	JPD WATER/SEWER	43.99
	JFD WATER/SEWER	44.13

02/09/2017
User: LSPAHR
DB: Jonesville

CITY OF JONESVILLE
INVOICE APPROVAL LIST
02/16/2017

Page: 2/2

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	CITY HALL WATER/SEWER	43.99
	541.64	
KEN STILLWELL FORD-MERCURY,	JPD - 14 INTERCEPTOR OIL CHANGE/BATTERY/TUNE UP	465.06
MAHONEY, RICK	MAHONEY - WW ADMIN CONFERENCE	93.48
	WWTP - TRAINING	76.55
	170.03	
MICH ASSOC OF MUNICIPAL CLER	MEANS - MEMBERSHIP RENEWAL	60.00
MICHIGAN GAS UTILITIES	JPD - GAS SERVICE	125.71
	JFD - GAS SERVICE	411.11
	WWTP - GAS SERVICE	1,801.61
	IRON REMOVAL PLANT - GAS SERVICE	322.19
	CITY HALL - GAS SERVICE	146.56
	GAS LIGHT SERVICE	14.54
	2,821.72	
MICHIGAN WATER ENVIRONMENT A	ED HUGHES - MEMBERSHIP	70.00
MML WORKERS COMPENSATION FUN	WORK COMP QUARTERLY INVOICE	4,710.00
NORTH EAST FABRICATION CO, I	TRUCK 535 - GENERATOR TRAY REPAIR	270.00
OASIS CAR WASH	JPD - CAR WASHES	12.00
PARKER, HAYES & LOVINGER, P.	LEGAL FEES - ORD 213/214	185.00
PERFORMANCE AUTOMOTIVE	MVP - REPAIRS	20.59
POINT RENTAL & SALES	WWTP - FLOOR POLISHER RENTAL	91.38
	MVP - CUT OFF SAW WHEEL GUARD	128.75
	220.13	
POSTMASTER	POSTAGE - WATER/SEWER BILLS	231.46
REPUBLIC WASTE SERVICES #249	TRASH SVC - PARKS/DOWNTOWN	105.00
	TRASH SVC - JPD/JFD	59.00
	TRASH SVC - OFC/DPW/WWTP	81.00
	245.00	
RYAN AND BRADSHAW, INC.	WWTP - SERVICE TOILET	80.00
SPAHR, LENORE	MMTA WINTER WORKSHOP	73.83
SPEEDWAY SUPERAMERICA, LLC	GASOLINE	686.31
STATE OF MICHIGAN	MAHONEY - WASTEWATER LICENSE RENEWAL	95.00
TRACTOR SUPPLY CREDIT PLAN	PARKING LOTS/SIDEWALKS - ICE MELT	99.90
UNIQUE PAVING MATERIALS CORP	COLD PATCH	165.62
USA BLUEBOOK	WATER - SUPPLIES	171.48
	WATER - SUPPLIES	128.04
	299.52	
VERIZON WIRELESS	JPD/WWTP/DPW-CELL PHONES/JPD IN-CAR MODEM	166.51
	DPW CELL PHONE	25.00
	191.51	
WALMART COMMUNITY/RFCSLLC	OFFICE/OPERATING SUPPLIES	313.58
WELLS EQUIPMENT SALES, INC.	MVP - TRUCK 5/BRAKES	458.77
	MVP - TRUCK 5/BRAKES	(55.00)
	403.77	
WORKHEALTH	JFD - PHYSICAL	191.00
	Total:	68,793.63

YEAR SUMMARY 2017

Month	CITY	SCIPIO	FAYETTE	MUTUAL AID	TRAINING/MEETINGS
JANUARY	3	2	5	4	5
FEBRUARY					
MARCH					
QUARTER TOTAL					
APRIL					
MAY					
JUNE					
QUARTER TOTAL					
JULY					
AUGUST					
SEPTEMBER					
QUARTER TOTAL					
OCTOBER					
NOVEMBER					
DECEMBER					
QUARTER TOTAL					
YEAR TOTAL					

Notes:

Jonesville Fire Department Report

January

2017

Date	Type of call	Location	# of members
JAN-4	Business Meeting	Station(Meeting)	12
JAN-5	P/R cub scouts	Station (Meeting)	3
JAN-6	Vehicle fire	115 W. Chicago St.(City)	9
JAN-9	Fire Alarm/ Cover for station 1	130 W. Chicago St. Allen (Mutual aid)	6
JAN-9	Semi vs car PDC	US-12/Concord (City)	9
JAN-10	Structure fire	168 Stringtown Rd.(Mutual aid) Quincy	11
JAN-11	Structure fire	1655 Moore rd. (Fayette)	15
JAN-12	Lift assist	519 East st. (Mutual aid) REU	6
JAN-14	Gas odor investigation	Milnes rd./Ball (Fayette)	11
JAN-16	Dumpster fire/ False	South/ East st(City)	9
JAN-17	2 Car P.I./ Jaws Extrication	N. Hillsdale/ Ball Rd.(Fayette)	13
JAN-17	Association Meeeting	Central Dispatch(Meeting)	2
JAN-17	Chiefs Meeting	Central Dispatch (Meeting)	2
JAN-18	CPR Assisit	458 Salem St. (Mutual aid) REU	6
JAN-25	Clean-up	Station(Training)	11
JAN-27	Vehicle fire	2971 E Sterling Rd. (Scipio)	8
JAN-28	1 Car rollover	US-12/Wise rd.(Fayette)	7
JAN-28	1 Car rollover	US-12/Sweet clover(Fayette)	9
JAN-30	3 Car P.I./ Jaws Extrication	US-12/ Halfmoon Lk Rd.(Scipio)	16

Notes:

MONTHLY OPERATING REPORT

January 2017

SUBMITTED: February 9, 2017

WATER FLOW

MAXIMUM	274,000
MINIMUM	122,000
AVERAGE	208,200
TOTAL	6.454 MG

WASTEWATER FLOW

MAXIMUM	313,500
MINIMUM	256,100
AVERAGE	294,600
TOTAL	9.1313 MG

CALLOUTS: None

OPERATION & MAINTENANCE

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

Plant Staff conducted an industrial survey to try to determine how much process wastewater was being discharge to the sanitary sewer system. This was required by MDEQ in association with the NPDE permit application.

The drinking water invoices for the fourth quarter were completed and submitted to City Hall. The fourth quarter total was \$2,460.00 and the 2016 annual total was \$15,200.00. Drinking water samples increased by 218 for the year.

Fall lagoon discharge invoices were completed and submitted to City Hall. The fall total was \$5,342.00. The annual total for 2016 was \$11,336.00

RS Technical was on site to replace a processor in the control panel in the digester building.

The trickling filter mechanism and inside walls were power washed.

I attended the Wastewater Administrators Conference presented by the Michigan Water Environment Association.

PLANT EFFICIENCY—January 2017

5-Day Biochemical Oxygen Demand

NPDES Permit Limit in January 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—3.3 mg/l

Average Percent Removal from the Raw Wastewater—98.1 %

Total Suspended Solids

NPDES Permit Limit in January 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— 2.2 mg/l

Average Percent Removal from the Raw Wastewater—96.1%

Total Phosphorus

NPDES Permit Limit in January 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—0.4 mg/l

Average Percent Removal from the Raw Wastewater—89.6%

Ammonia Nitrogen

NPDES Permit Limit in January 2017—7.0 mg/l Monthly Average

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

Jonesville Monthly Average—0.288 mg/l

Average Percent Removal from the Raw Wastewater—98.8 %

Jonesville Daily Maximum—1.1 mg/l

Rick Mahoney

Jonesville Dept of Public Works

January 2017

Monthly Report

	Maintenance	Salt	Chloride	Pros. Gravel	COLD MIX
STATE HIGHWAYS	1.50 HRS DT 0 HR OT	17 Tons	1/4 Bag	0 Ton	1.125 Tons
MAJOR ROADS	1.50 HRS DT 0 HR OT	22.12 Tons	1/4 Bag	0 Ton	.625 Tons
LOCAL ROADS	3 HRS DT 0 HR OT	26 Tons	3/4 Bag	0 Ton	.485 Ton
PARKING LOTS	0 HR DT 1/2 HR OT	4 Tons	1/4 Bag		0 Ton
POLICE STATION	0 HR OT	1.51 Ton	0 Bags		
FIRE DEPARTMENT	1/2 HR OT	0 Tons	1/4 Bag		
DPW DEPT	0 HR OT				
DDA SIDEWALKS	0 HR OT				
WATER	0 HR DT 0 HR OT				
State Police	1/2 HR OT	1.50 Tons	1/4 Bag		

There were 3 call outs.

The call outs & overtime was for plowing snow & salting.

We hauled snow off of Major & Local Streets downtown & parking lots.

Storm drains were cleaned on Major & Local Streets.

We have been doing maintenance on our equipment.

Water meters were read for the month of January

We cold patched State, Major & Local Streets.

We took down all of the Christmas decorations in Fast Park & for the DDA.

We cleaned up the brush & tree's in the area behind the annex in the Cemetery.

We made two rounds around town picking up Christmas tree's.

Tri Country International dropped the new chassis off at Automotive Services in Jackson to be outfitted.

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 JANUARY 2017

Total reports written: 83
Robbery: 1
Assault and Battery: 1
Fraud: 0
Theft from Motor Vehicle: 0
Domestic Assault: 0
Malicious Destruction of Property: 0
Drug Offense: 0
Other Larceny: 1
Damage to Property (not malicious): 1
Retail Fraud: 0
Embezzlement: 0
Public Roadway Accidents: 8
Private Property Accidents: 2
Other Arrests: 6 (warrants, traffic, etc.)
Non Violent Domestic: 5
Civil Matter/Family Disputes: 2
Medical Emergency: 30
Alarms: 4
Suspicious Situations: 6
Natural Death: 1
General Assistance/Non-Criminal: 15
Traffic/Moving Violations: 6
Ordinance: 0
Warrants Received from Prosecutor: 8
Juvenile Petitions: 0

January Patrol Shift Coverage: 93%

FEBRUARY FOCUS

MACP Conference
Hillsdale Elder Abuse meeting

**CITY OF JONESVILLE
CASH BALANCES**

	January-2017	BANK BALANCE
GENERAL FUND:		
General Fund Now Checking	101-000-001	31,358.73
General Fund CLASS Acct	101-000-007	747,023.90
General Fund Cemetery CLASS Acct	101-000-007.100	87,719.04
General Fund Alloc of Assets CLASS	101-000-007.200	389,681.48
MAJOR STREETS:		
Major Streets Now Checking	202-000-001	35,628.69
Major Streets CLASS Acct	202-000-007	21,644.60
LOCAL STREETS:		
Local Streets Now Checking	203-000-001	18,998.15
Local Streets CLASS Acct	203-000-007	510,704.90
Local Streets Bond & Int CLASS	203-000-007.200	8,756.77
STATE HIGHWAY:		
State Highway Now Checking	211-000-001	2,158.31
L.D.F.A.:		
LDFA Operating Now Checking	247-000-001	23,388.59
LDFA Operating CLASS Acct	247-000-007	1,090,621.29
D.D.A.:		
DDA Now Checking	248-000-001	4,843.85
DDA Operating CLASS Acct	248-000-007	238,550.50
SEWER FUND:		
Sewer Receiving Now Checking	590-000-001	61,625.85
Sewer Bond & Interest Checking	590-000-001.300	10.00
Sewer General Purpose CD	590-000-003.100	16,360.48
Sewer Receiving CLASS Acct	590-000-007	120,609.08
Sewer Bond Reserve CLASS Acct	590-000-007.100	35,381.95
Sewer Plant Improv. CLASS Acct	590-000-007.200	822,008.01
Sewer Bond & Interest CLASS	590-000-007.300	16,609.16
WATER FUND:		
Water Receiving Now Checking	591-000-001	53,243.08
Water Receiving CLASS Acct	591-000-007	251,127.73
Water Plant Improvement CLASS Acct	591-000-007.100	177,178.87
Water Tower Maint CLASS Acct	591-000-007.300	51,398.43
Water Maint CLASS Acct	591-000-007.400	54,216.44
MOTOR VEHICLE POOL:		
Motor Vehicle Pool Now Checking	661-000-001	37,122.25
Equip. Replace CLASS - Police Car	661-000-007.301	24,532.11
Equip. Replace CLASS - Fire Truck	661-000-007.336	97,260.62
Equip. Replace CLASS - Turn Out Gear	661-000-007.337	2,217.28
Equip. Replace CLASS - DPW Equip	661-000-007.463	192,739.64
Equip. Replace CLASS - WWTP/Vactor	661-000-007.590	74,489.13
CURRENT TAX:		
Current Tax Checking	703-000-001	18,585.48
Current Tax Savings Account	703-000-002	505,205.19
PAYROLL FUND CHECKING:		
	750-000-001	3,955.79
Lenore\Monthly\Interest and Cash Balances - MMYX.xls	GRAND TOTAL	5,826,955.37



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
YEAR END SUMMARY – 2016**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	2	2	0	0	0	0	0	0
February	2	2	0	0	0	0	0	0
March	2	1	0	0	0	3	0	0
April	0	2	0	0	0	3	0	0
May	6	0	0	0	5	1	0	0
June	2	2	0	0	2	0	0	0
July	0	0	0	0	1	2	0	0
August	0	1	0	0	0	2	0	0
September	0	3	0	0	1	1	0	0
October	2	2	0	0	1	3	0	0
November	0	2	0	0	0	1	0	0
December	0	1	0	0	0	0	0	0
2016 Totals	16	18	0	0	10	16	0	0

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

ACTIVITY COMPARISON – 2015

	Lot Sales*	Interments				Foundations Installed	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	2	0	0	0	0	0	0	0
February	-2	2	0	0	0	0	0	0
March	4	3	0	0	1	0	0	0
April	2	1	0	0	3	6	0	0
May	10	3	0	1	1	1	0	0
June	0	0	0	0	2	0	0	0
July	0	3	0	0	0	4	6	0
August	1	1	0	0	0	2	6	0
September	6	1	0	0	1	4	0	0
October	0	2	0	0	0	1	2	0
November	5	0	0	0	0	0	0	0
December	2	1	0	0	0	0	0	0
2015 Totals	30	17	0	1	8	18	14	0



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
JANUARY 2017**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	3	1	0	1	0	0	0	0
2017 Totals	3	1	0	1	0	0	0	0

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

December/January Activity:

- Sexton/maintenance services

February/March Focus:

- Sexton contract
- Website/kiosk
- Capital project estimates



The Andersons, Inc.

P.O. Box 119, Maumee, Ohio 43537

(p) 419-893-5050 (f) 419-891-6695

Chief Adair
Jonesville Fire Department
308 West St.
Jonesville, MI 49250

January 27, 2016

Dear Chief Adair,

Recently, your fire department received a grant from The Andersons for a grain rescue tube. As part of the grant process, we require that the enclosed form be filled out and returned to The Andersons no later than 30 days after receipt of the tube.

Thank you in advance for returning this paperwork in a timely fashion.

Sincerely,

A handwritten signature in black ink, appearing to read "Heidi Reed", with a large, stylized loop at the end.

Heidi Reed
Community Commitment Administrative Coordinator



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
JACKSON

COL. KRISTE KIBBEY ETUE
DIRECTOR

January 26, 2017

RECEIVED
FEB 01 2017

BY: _____

Dear Toys for Tots Campaign Participant:

The Michigan State Police Jackson Post - Jonesville Detachment, Salvation Army, Jonesville Fire Department and the Hillsdale Assembly of God church, would like to take this opportunity to extend our heartfelt thanks for your participation in the Hillsdale County 2016 Toys for Tots Campaign. Your cooperative effort made it possible for toys to be distributed to 565 children in our community. These donations assisted 322 families in having a joyous holiday. Your support of this campaign is a testament to the people of Hillsdale County that local businesses and organizations truly care about the people in our community.

Thank you again and may you have a happy, healthy, and prosperous New Year!

Sincerely,

C.J. Gochanour, Detective Sergeant
Michigan State Police Jackson Post-Jonesville Detachment
Hillsdale County Toys for Tots Coordinator

Certificate of Completion

**Edward Hughes
City of Jonesville**

Has Successfully Completed the

Activated Sludge Process & Control

as presented by the Michigan Rural Water Association

Course Code: 2528

Course Category: Technical

1.1 Continuing Education Credits, Wastewater

Course Location: Mt. Pleasant, MI

Course Date: January 31 – February 1, 2017



Joe Little, MRWA Training Director

Certificate of Completion

Brian Boyle
City of Jonesville

Has Successfully Completed the

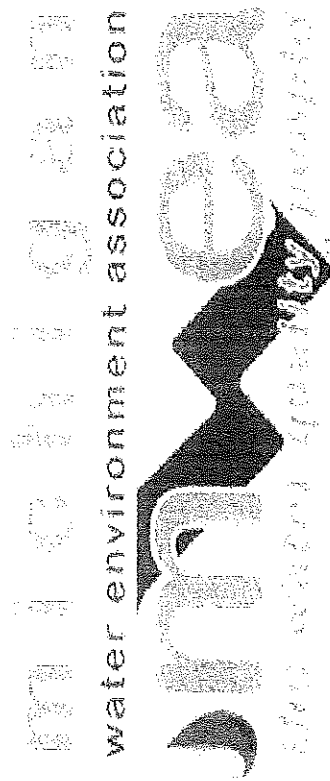
Wastewater Operations

as presented by the Michigan Rural Water Association

Course Code: 1465
Wastewater: 1.2, Technical
Course Location: Lansing, MI
Course Date: October 12-13, 2016

Joe Little, MRWA Training Director





Hereby verifies that

Rick Mahoney

Has successfully completed the course listed below

2017 Wastewater Administrators Conference

January 26 - January 27, 2017

Bavarian Inn Lodge

Waste Water CECs - DEQ Course Code: 1178
Managerial:0.4 Technical:0.4 Other:0.0

Certificate of Completion

Todd Ruden
City of Jonesville

Has Successfully Completed the

Sustainability of Water Storage Tanks & Treatment Filters

as presented by the Michigan Rural Water Association

Course Code: 2162
Course Category: Technical
0.4 Continuing Education Credits, Water
Course Location: Ithaca, MI
Course Date: December 20, 2016



Melisa Lincoln, MRWA Membership & Marketing Director



RECEIVED
JAN 23 2017

BY: _____

58TH DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES

ERIC LEUTHEUSER
STATE REPRESENTATIVE

PHONE: (517) 373-1794
FAX: (517) 373-5768
E-MAIL: ericleutheuser@house.mi.gov
www.ericleutheuser.com

January 17, 2017

Greetings!

As I begin my second term as your state representative, let me say "thank you" for your decision to serve area residents. I look forward to working with you to best serve those who call Branch and Hillsdale Counties home.

If you have any comments, questions or need of information, please do not hesitate to contact me directly. My staff, Scott Wiley and Maria Ostrander stand ready to assist you as well. For your convenience, I have listed my office contact information below:

Representative Eric Leutheuser
N-992 House Office Building
P.O. Box 30014
Lansing, MI 48909-7514
Office: 517-373-1794
Email: ericleutheuser@house.mi.gov

After hours, you may call and leave a message in our office voice mailbox at 517-373-1794. Your call will be returned the next business day. If the situation is more urgent, please call 860-468-5858, and your message will be forwarded to us directly.

Thank you again for your work. I look forward to the year ahead.

Sincerely,

Eric Leutheuser
State Representative
58th District-MI



Carl Albright
Undersheriff

Sheriff Timothy J. Parker
Hillsdale County Sheriff's Office

RECEIVED
FEB 10 2017
BY: _____

165 W. Fayette St. * Hillsdale, MI 49242 * 517-437-7317 * Fax 517-437-0822

February 7, 2017

City of Jonesville
265 E. Chicago Street
Jonesville, MI 49250

Our office has created a new policy to better serve residents of Hillsdale County. This policy concerns Kennel Licensing and how we approve of Kennels prior to issuance of a Dog Kennel License. When a resident of a zoned Municipality or Township requests our office to complete a Kennel Inspection we now require that a waiver or sign off be completed by the Municipality or Township. This is to be signed prior to our inspection. By using this method our office will not be authorizing Kennels within your jurisdiction unless they meet your current codes/ zoning.

We have identified your jurisdiction as a zoned area that meets this prior authorization requirement. If you wish to be included in this process we need two steps to be taken.

- 1; Advise our office in writing that you wish to have residents included in this process.
- 2; Create a document or form indicating that the resident meets your specifications,
They will have a township official sign off and show that to us prior to an inspection.

Our intent is to start these Kennel inspections near the end of February, if our office has not heard from your Municipality / Township prior to March 1, 2017 we will proceed as we have in previous years. I understand this is short notice, however even a call to myself or Sergeant John Gates at the Hillsdale Co Sheriff's Office will allow us to know that you want to participate.

As always if anyone has any questions feel free to call me personally at the Sheriff's Office,
517-437-7317

Sheriff Timothy J. Parker



DOMESTIC HARMONY
P.O. Box 231
Hillsdale, Michigan 49242
Telephone: (517) 439-1454
Fax: (517) 439-5144

RECEIVED
FEB 08 2017
BY: _____

February 6, 2017

Dear Members of the Jonesville City Council,

Through the years, we have been grateful to the townships, villages and cities who have generously agreed to sign service contracts with Domestic Harmony. Your partnership helps to provide critical services to those residing in your area. Because of your concern for your residents, you have the ability to help ensure that no victim of domestic violence goes without a safe place to seek shelter.

I would like to ask you now, to consider signing a service contract that will help to ensure the safety of those in need. We are very grateful for the past support of local governments, including many townships, villages and cities in Hillsdale County. This support has enabled us to provide services to victims of domestic violence. Last fiscal year we provided shelter to 52 adults and 43 children, supportive counseling to 131 non-residential clients, and answered 367 crisis hotline calls. We are asking that all townships, villages and cities in Hillsdale County contract with Domestic Harmony to provide victims of domestic violence and their children residing in each municipality.

We offer the following services:

- ❖ Transportation from a safe place to shelter;
- ❖ Safe emergency shelter;
- ❖ A 24-hour crisis hotline;
- ❖ Crisis intervention and supportive counseling;
- ❖ Coordination of support services, including assistance in finding permanent housing and in obtaining financial assistance; and
- ❖ Legal advocacy referral and information.

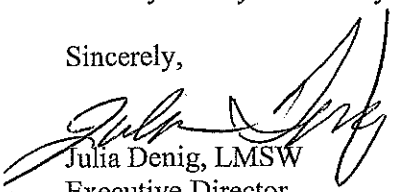
There is no charge for any of our victim or prevention services.

As you prepare your budget for this year, we ask that you support Domestic Harmony. Townships and other municipalities that support us do so by contracting with us through a Purchase of Service Contract. Most townships that support us through these contracts do so at a level between \$250 and \$500 each year. We would be grateful for any support that your municipality could offer. We will continue to serve all residents of Hillsdale County who need our help, as we always have. By contracting with us you will ensure our ability to continue to provide life saving services to victims of domestic violence and their children.

Enclosed are two copies of a contract for Purchas of Services for your convenience. Please fill in the amount you are able to contract for, sign both copies and send one back to us.

Thank you very much for your consideration of this very important issue.

Sincerely,


Julia Denig, LMSW
Executive Director

DOMESTIC HARMONY CONTRACT FOR SERVICES

The City of Jonesville, Hillsdale County, Michigan, agrees to purchase services for victims of domestic violence for residents of said city from the Hillsdale County Task Force on Family Violence doing business as Domestic Harmony (hereafter referred to as Domestic Harmony) for the fiscal year 2017. This period may include past services as well as future services.

“Domestic violence” means a violent physical attack or fear of a violent physical attack perpetrated by an assailant against a victim, in which the victim is a person assaulted or threatened by his or her intimate partner, former intimate partner, an adult person, or emancipated minor assaulted by an adult person with whom the assaulted person cohabitated; and in which the victim and assailant are/were involved in a consenting sexual relationship.

Services to be provided under this contract to any number of eligible residents of the City of Jonesville are:

1. Transportation from a safe place to shelter;
2. Safe emergency shelter;
3. A 24-hour crisis hotline;
4. Crisis intervention and supportive counseling;
5. Coordination of support services, including assistance in finding permanent housing and in obtaining financial assistance; and
6. Legal advocacy referral and information.

These services are defined in Domestic Harmony’s grant from the Domestic Violence Prevention and Treatment Board of the State of Michigan.

To purchase said services the City of Jonesville agrees to pay to Domestic Harmony the sum of _____ (\$_____.00).

Domestic Harmony agrees to defend, indemnify and hold harmless the City from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Domestic Harmony by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the

performance of this contract, and regardless of which claim; demand, damage, loss, cost or expense, if caused in whole or in part by the negligence of Domestic Harmony, or by third parties, or by the agents, servants, employees or factors of any of them.

At the end of the contract period the City of Jonesville and Domestic Harmony agree to review the contract and determine whether or not the contract should be renewed and what the particulars should be.

City of Jonesville

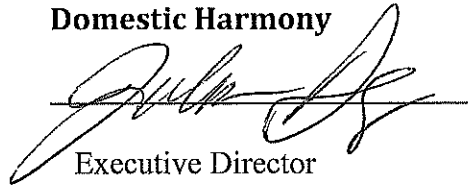
By: _____

/print/ _____

Its _____

Date: _____

Domestic Harmony


Executive Director

Date: 2/6/17