



**CITY OF JONESVILLE  
COUNCIL AGENDA  
JANUARY 18, 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. None

**5. PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION**

A. Ordinance #214 – Amend Planning Commission Ordinance

i. Public Hearing

ii. Subsequent Action on the Ordinance Amendment

**[Action Item]**

**6. REPORTS AND RECOMMENDATIONS**

A. Consider Amendment to Planning Commission Bylaws

**[Action Item]**

B. Consider Appointment – Planning Commission Vacancy

**[Action Item]**

C. Ordinance #213 – Receive Recommendation and Set Public Hearing

**[Action Item]**

D. 2016 Planning Commission Annual Report

**[Action Item]**

E. Planning Commission 2017 Work Plan

**[Action Item]**

F. Downtown Traffic Signals Presentation

**[Information / Discussion Item]**

**7. COUNCIL MINUTES**

A. Consider minutes of the December 21, 2016 regular meeting

**[Action Item]**

B. Consider minutes of the January 4, 2017 special meeting

**[Action Item]**

**8. ACCOUNTS PAYABLE**

A. Accounts Payable for January 2017 totalling \$72,067.39

**[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

**10. ADJOURNMENT**



# City of Jonesville

265 E. Chicago Street • Jonesville • MI 49250

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

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

**5. A. Ordinance #214 – 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 #214. If approved, the ordinance would allow the Planning Commission Bylaws to be changed so that an at-large appointment could be made to the seat on the Commission that has previously been held by the Mayor. A Council representative would continue to serve on the Planning Commission.

The amendment would also update prior references to “Village” to state “City” and correct a couple of typographical issues. The Ordinance has been reviewed by the City’s legal counsel. His recommended changes are shown in the ordinance in ~~strikeout~~ and underlined text.

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 #214, with the modifications recommended by the City Attorney. *Please refer to the attached affidavit of publication and Ordinance #214.*

**6. A. Consider Amendment to Planning Commission Bylaws** [Action Item]

This is a companion action to the approval of Ordinance #214. The attached Planning Commission Bylaws have been recommended for approval by the Commission at their December 14, 2016 meeting. The bylaws would establish change the membership to no longer require appointment of the Mayor, would change references to “Village” to state “City” and address other typographical issues. I recommend a motion to approve the bylaws, as recommended by the Planning Commission. *Please refer to the attached Planning Commission Bylaws.*

**6. B. Consider Appointment – Planning Commission Vacancy** [Action Item]

In anticipation of the vacancy created on Council by the amendments to the Planning Commission Ordinance and Bylaws, the Planning Commission considered the applications from James Ackerson and David Windle at their January 11<sup>th</sup> meeting. Following deliberation and discussion, the Planning Commission made a unanimous action to recommend that Council appoint James Ackerson to fill the vacancy for a three year term to end November of 2019. A motion is necessary to make the appointment. *Please refer to the attached application from James Ackerson.*

**6. C. Ordinance #213 – Receive Recommendation and Set Public Hearing** [Action Item]

At their January 11<sup>th</sup> meeting, the Planning Commission held a public hearing and subsequently acted to recommend approval of the attached Ordinance #213. The Ordinance would amend the Zoning Ordinance to modify our 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. It is recommended that the City Council set a public hearing for the Wednesday, February 15, 2017 regular meeting at 6:30 p.m. in the Jonesville City Hall. *Please refer to the attached Ordinance #213.*

**6. D. 2016 Planning Commission Annual Report**

**[Action Item]**

The Planning Commission is required by State statute to prepare and present an annual report to the City Council. The report describes the operations of the Planning Commission, the status of planning activities and annual goals, planning and development activities, and anticipated fiscal needs. The Planning Commission approved the attached report at their January 11<sup>th</sup> meeting. I would recommend a motion to receive the 2016 Planning Commission Annual Report. *Please refer to the attached 2016 Annual Report.*

**6. E. Planning Commission 2017 Work Plan**

**[Action Item]**

The Planning Commission has approved the attached work plan for 2017. A priority task is the 5-year review and update of the Master Land Use Plan. The Commission also intends to support implementation of the Recreation Master Plan. The Planning Commission will also review needed amendments to the Zoning Ordinance, as time allows. I recommend a motion to receive and approve the Planning Commission 2017 Work Plan. *Please refer to the attached Work Plan.*

**6. F. Downtown Traffic Signals Presentation**

**[Information/Discussion Item]**

At their January 10<sup>th</sup> meeting, the Downtown Development Authority reviewed information regarding the planned MDOT signal modernization project that is planned for implementation in 2019. The City has been informed that the project will require the removal of the existing decorative mast arms. The attached email describes some options for upgrades that could be considered with the project and the anticipated cost that would be associated with those options.

My intention is to present photographs that illustrate the proposed project and preliminary options, in anticipation that a future meeting would be scheduled with Michigan Department of Transportation representatives to further discuss questions and options. *Please refer to the attached email from the Michigan Department of Transportation.*

Correspondence:

- Comcast Notice of Price Changes

# AFFIDAVIT OF PUBLICATION

## CITY OF JONESVILLE

265 East Chicago Street  
Jonesville, MI 49250  
517-849-2104

STATE OF MICHIGAN     ]  
                                      ] SS  
COUNTY OF HILLSDALE ]

Cynthia D. Means, being first duly sworn, says that she is the Clerk for the City of Jonesville, a governmental agency in Hillsdale County, Michigan.

I hereby certify that the attached was advertised in a newspaper of our choice for the following dates, to wit:

**Saturday, December 31, 2016 – Hillsdale Daily News**

Public Notice – Notice of Public Hearing  
Ordinance #214 – Amendment to the Planning Commission Ordinance

  
Cynthia D. Means, City Clerk

Subscribed and sworn to before me this 5<sup>th</sup> day of January, 2017

  
Notary Public for Hillsdale County, Michigan

My commission expires \_\_\_\_\_  
LENORE M. SPAHR  
NOTARY PUBLIC – STATE OF MICHIGAN  
County of Hillsdale  
My Commission Expires 01/24/2018  
Acting in the County of \_\_\_\_\_

**PUBLIC NOTICE**  
**CITY OF JONESVILLE**  
**NOTICE OF PUBLIC HEARING**

The Jonesville City Council will hold a public hearing on Wednesday, January 18, 2017 at 6:30 p.m. at the City Hall, 265 E. Chicago Street, Jonesville, Michigan for the purpose of hearing comments on Ordinance No. 214, An Ordinance to amend the Village of Jonesville Planning Commission Ordinance to Address Membership; and to reference the City of Jonesville. A complete copy of this ordinance can be viewed at the City Hall, 265 E. Chicago Street, Jonesville, MI 49250 or viewed at [www.jonesville.org](http://www.jonesville.org). Please submit written comments to City Hall, 265 E. Chicago Street, Jonesville, MI 49250 or via email to [clerk@jonesville.org](mailto:clerk@jonesville.org) no later than January 17, 2017.

Individuals with disabilities requiring auxiliary aids or services should contact the City of Jonesville by writing to the above address or calling 517-849-2104.

Cindy Means, Clerk  
City of Jonesville

12-31-16

**CITY OF JONESVILLE  
ORDINANCE NO. 214**

AN ORDINANCE TO AMEND THE VILLAGE OF JONESVILLE PLANNING  
COMMISSION ORDINANCE TO ADDRESS MEMBERSHIP; AND TO  
REFERENCE THE CITY OF JONESVILLE.

THE CITY OF JONESVILLE ORDAINS:

**Section 1.**     **Ordinance #201, the “Village of Jonesville Planning Commission Ordinance” shall be repealed in its entirety and replaced with this ordinance, which shall be known and cited as the “City of Jonesville Planning Commission Ordinance” and shall read as follows:**

101.    Creation:     The People of the then Village of Jonesville established the Village of Jonesville Planning Commission on May 8, 1972 (as documented in the Village of Jonesville Council Minutes). The Planning Commission was further confirmed to operate pursuant to P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, M.C.L. 125.3801 *et. seq.*, by adoption of Ordinance #201, effective April 1, 2010. The City of Jonesville Planning Commission, hereinafter referred to as the “Commission,” shall operate with the powers and duties as herein set forth, and as hereinafter provided ~~and-with the assistance of the staffed City Planning Department.~~ This ordinance shall be officially known and described as the “City of Jonesville Planning Commission Ordinance.”
102.    Membership: The Commission shall consist of seven (7) members appointed by the Jonesville City Council. To be a qualified member of the Commission, the individual shall meet the requirements of the Michigan Planning Enabling Act and bylaws approved by the Commission and City Council.
103.    Training:     Appointed members of the Commission shall attend educational programs designed for training members of Michigan planning commissions if the adopted City of Jonesville budget for that fiscal year includes funds to pay for tuition, registration, and travel expenses for the training. The members shall make every effort to attend a core-training program on planning and zoning before the conclusion of their first term of office. The Commission shall include in its Bylaws what training programs qualify to meet this requirement.
104.    Members, Appointment and Terms:
  - A.     In October of each year the City of Jonesville Clerk shall determine which members’ terms of office expire, shall determine which interest segment they represent, and shall provide notice of vacancies to seek applications.
  - B.     In November of each year the City of Jonesville Council shall consider the applications and nominations received, and appoint members to the Commission by a majority vote for a three year term of office which shall end December 1, at 9:00 a.m. of the respective year.

105. Removal from Office:

- A. The City of Jonesville Council may remove a member of the Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Failure to disclose a potential conflict of interest shall be considered malfeasance in office.
- B. Failure to repeatedly attend Commission meetings shall be considered nonfeasance in office and shall be grounds for the City Council to remove a member from the Planning Commission for nonperformance of duty.
- C. The secretary of the Planning Commission shall report any member who has missed three (3) regular meetings in a row to the City of Jonesville Council. A planning commission member may seek special exemption from attending planning commission meetings from the legislative body for personal or medical reasons. The request for exemption and reason(s) for seeking exemption should be documented in a letter addressed to the legislative body. The legislative body will consider the request at their next regular meeting.

106. Membership; Vacancies:

- A. The City of Jonesville shall fill any vacancy in the membership of the Commission for the unexpired terms in the same manner as the initial appointment.

107. Membership; Compensation:

- A. Members of the Planning Commission may be compensated for their services with compensation equal to, or less than, the per diem of the City of Jonesville Council per meeting plus mileage.

108. Meetings:

- A. The Commission shall meet at least once every three months or more frequently as needed and a majority of the Commission shall constitute a quorum for the transaction of the ordinary business of said Commission and all questions which shall arise at their meetings shall be determined by a vote of the majority of the members of the Planning Commission.
- B. The affirmative vote of 2/3 of the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.

109. Powers and Duties:

- A. The Commission shall have their powers and duties as set forth in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, M.C.L. 125.3801 *et seq.*; and P.A. 110 of the Public Acts of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 *et seq.*) including, but not limited to the following:-
  - 1. Undertake studies of existing social, physical and economic conditions and probable growth;

2. Prepare, adopt and maintain a plan for development;
  3. Cooperate and coordinate with other local units of government on planning;
  4. Review city, village, township (within and adjacent) plans;
  5. Review and comment on draft master plans of adjacent communities;
  6. Draft zoning ordinance, and amendments and review various zoning proposals.
  7. Review and comment on proposed infrastructure physical improvements in the government;
  8. Prepare and recommend subdivision regulations and rules to the City Council for adoption (optional) and advise on proposed plats (if there are adopted subdivision regulations);
  9. Prepare annual report for City Council;
  10. Prepare and submit budget for the next year;
  11. Prepare annual work program.
- B. The Commission shall be exempt from M.C.L. 125.3865, the duty to prepare an annual capital improvements program of public structures and improvements. The duty to prepare an annual capital improvements program, as specified in M.C.L. 125.3865, is assigned to the City of Jonesville Manager, separate from or as part of the annual budget, who shall proceed with the advice and consent of heads of the departments of the City, the City of Jonesville Council Members and City of Jonesville Planning Commission, with final approval by the City of Jonesville Council.
- C. The commission shall have the power and duties to do anything else the Michigan Planning Enabling Act (P.A. 33 of 2208) allows a City Planning Commission to do, and anything else delegated to the City of Jonesville Planning Commission by the City of Jonesville Council from time-to-time.
- D. The Commission shall have authority to apply for and receive grants from any government agency or the federal government and to receive gifts.
110. Staff:
- A. The City Manager is delegated the authority to prepare job announcements for hiring a Planning Director, to be posted at the City Office and in publications.
  - B. The City Manager is delegated the authority to review all applications and resumes and determine a pool of those to be interviewed for the position of Planning Director.
  - C. At the conclusion of the interview process, the City Manager shall have final authority regarding the hiring of all employees with the exception of Department Heads. In the case of Department Heads, at the conclusion of the interview process, the City Manager shall make a recommendation to Council for approval.
  - D. The appointment of the Planning Director and other such employees shall be subject to the same provisions of law, employment policies, employee roster, employee or union contracts, if any, as govern other employees of the City of Jonesville.
  - E. Employees that are assigned to work with the Commission shall follow the directives of the Commission in matters of planning and zoning public policy

issues, but shall not be subject to Commission directives concerning employment provisions of law, employment policies, employee roster, ~~employee~~and ~~employee~~ or union contracts, if any.

111. Meetings; Records: The Commission shall adopt Bylaws for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which records shall be a public record.
112. Approval, Ratification, and Reconfirmation. All official actions taken by all City of Jonesville Planning Commission preceding the Commission created by this ordinance are hereby approved, ratified and reconfirmed. Any project, review, or process taking place at the effective date of this Ordinance shall continue with the Commission created by this ordinance, subject to the requirements of this Ordinance, and shall be deemed a continuation of any previous City of Jonesville Planning Commission. This Ordinance shall be in full force and effect from and after its adoption and publication.

## **Section 2.**      **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. 214, 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

## **JONESVILLE PLANNING COMMISSION BYLAWS**

1. **Name and Purpose.** The name shall be the City of Jonesville Planning Commission, hereafter known as the "Commission".
  - A. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 et seq.), hereinafter "the Planning Act."
  - B. These Bylaws are also adopted to facilitate the duties of the Commission for administration of a zoning ordinance as outlined in P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 et seq.), hereinafter "the Zoning Act."
2. **Membership.** Members of the Commission are appointed by the Jonesville City Council pursuant to the City of Jonesville Planning Commission Ordinance #214, as amended.
  - A. The Commission shall consist of seven (7) members appointed by the Jonesville City Council. To be qualified to be a member and remain a member of the Jonesville Planning Commission, the individual shall meet the following qualifications:
    1. shall be a qualified elector of the City of Jonesville, except that two members may be a non-qualified elector;
    2. after an individual's first appointment and before reappointment the Commission member is encouraged to attend planning and zoning related training, pursuant to section 104 of Ordinance #201;
    3. shall meet the conditions provided for each individual member in sections 102.C, 102.D, 102.E, and 102.F of Ordinance #201, except the geographical location of the individual's residency may be considered optional.
  - B. Members shall be appointed for three-year terms. However when first appointed a number of members shall be appointed to one-year, two-year, or three-year terms such that, as nearly as possible, the terms of 1/3 of all Commission members will expire each year. If a vacancy occurs, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment such that, as nearly as possible, the terms of 1/3 of all Commission members continue to expire each year.
  - C. One (1) member of the City of Jonesville Council shall serve as an ex officio member. The terms of office of an ex officio member shall coincide with his or her elected term of office on the City Council.
  - D. The membership shall be representative of the important segments and in accordance with the major interests, as they exist in the City of Jonesville. The interests segments shall be as follows:
    1. Natural Resources and Recreation
    2. Education
    3. Government
    4. Economic Development
  - E. The membership shall also be representative of the entire geography of the City of Jonesville to the extent practicable, and as a secondary consideration to the representation of the major interests.
  - F. The member of the City Council appointed to the City of Jonesville Planning Commission shall not be chair of the Commission.
  - G. Not more than 1/3 of the total membership of the Commission shall consist of members of the City Council.

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

- b. cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others, and
  - c. during deliberation of the agenda item before the Commission or committee, leave the meeting or remove one's self from the front table where members of the Commission sit, until that agenda item is concluded.
- 4. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

3. **Duties of All Members.**

A. *Ex Parte* contact

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

B. Site Inspections

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

C. Not Voting On the Same Issue Twice.

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

and the member of the Commission sits both on the Commission and Jonesville City Council.

- D. Accepting gifts.
  - 1. Gifts shall not be accepted by a member of the Commission or liaisons from anyone connected with an agenda item before the Commission.
  - 2. As used here, gifts shall mean cash, any tangible item, or service, regardless of value; and food valued over \$10.
  - 3. This section does not apply to the Commission accepting gifts for the exercise of its functions pursuant to M.C.L. 125.3823(3), §23(3) of the Planning Act.
- E. Spokesperson for the Commission.
  - 1. Free and open debate should take place on issues before the Commission. Such debate shall only occur at meetings of the Commission.
  - 2. Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may take place only at an open meeting of the Commission.
  - 3. From time-to-time or on a specific issue the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.

4. **Officers.**

- A. Selection. At the regular meeting in January of each year, the Commission shall select from its membership a Chair, Vice-Chair and Secretary. All officers are eligible for reelection. In the event the office of the Chair becomes vacant the Commission shall select a successor to the office of Chair for the unexpired term. The Commission may also designate another person who is not a member of the Commission to be the recording secretary.
- B. Tenure. The Chair, Vice-Chair and Secretary shall take office at the meeting following their selection and shall hold office for a term of one year or until their successors are selected and assume office.
- C. Chair's Duties. The Chair retains his or her ability to discuss, make motions and vote on issues before the Commission. The Chair shall:
  - 1. Preside at all meetings with all powers under parliamentary procedure;
  - 2. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Commission;
  - 3. Restate all motions before a vote is taken;
  - 4. Appoint committees;
  - 5. Appoint officers of committees or choose to let the committees select their own officers.
  - 6. May call special meetings pursuant to Section 5.B of these Bylaws;
  - 7. Act as an Ex-Officio member of all committees of the Commission;
  - 8. Appoint an Acting-Secretary in the event the Secretary is absent from a Commission meeting.
  - 9. Review with the Secretary or staff, prior to a Commission meeting, the items to be on the agenda if he or she so chooses;

10. Represent the Commission, along with the City of Jonesville Council Commission member, before the Jonesville City Council; and
  11. Perform such other duties as may be ordered by the Commission.
- D. Vice-Chair's Duties. The Vice-Chair shall:
1. Act in the capacity of Chair, with all the powers and duties pursuant to Section 4.C of these Rules, in the Chair's absence;
  2. Perform such other duties as may be ordered by the Commission
- E. Secretary's Duties. The Secretary shall:
1. Be responsible for the minutes of each meeting, pursuant to section 7 of these Bylaws if there is not a recording secretary.
  2. Perform such other duties as may be ordered by the Commission.
5. **Meetings.**
- A. Regular meetings. Meetings of the Commission shall be scheduled in advance, with a calendar approved annually by the Commission. An annual notice or regularly scheduled Commission meetings shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*)
- B. Special Meetings. Special meetings shall be called in the following manner:
1. By the Chair.
  2. By any two members of the Commission.
  3. By the Chair at the request of any non member of the commission, upon payment of a non-refundable fee to cover costs of the special meeting.
  4. Notice of special meetings shall be given to members of the Commission at least forty eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year and location of the meeting). In addition notices shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act M.C.L. 15.261 *et seq.*).
- C. Quorum. More than half the total number of seats for members of the Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- D. Motions. Motions shall be restated by the Chair before a vote is taken.
- E. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present shall be necessary for the adoption of motions. The affirmative vote of a majority of the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.
- F. Commission Action. Action by the Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.
- G. Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by *Roberts Rules of Order Newly Revised*, (10th Edition, Perseus Publishing, New York, 2000 (ISBN 0-7382-037-6)) for issues not specifically covered by these Bylaws.

Where these Bylaws conflict, or are different than *Robert's Rules of Order*, then these Bylaws control.

- H. Public Participation. All regular and special meetings, hearings, records, and accounts shall be open to the public.
  - 1. All public comment on all agenda items should be presented at the beginning of the meeting where provided in the printed agenda. After that point during the meeting, public comment is normally not allowed; however, sometimes the Commission may direct questions to members of the public. Public comment is at the beginning of the meeting so the Commission can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting.
  - 2. The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting without time limit or an extended time limit.

6. **Record.**

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

7. **Committees.**

- A. Ad Hoc Committees. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- B. Citizen Committees. The Commission or Chair may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or

expert in the particular issue before the Commission and to better represent various interest groups in the City of Jonesville.

8. **Rules of Procedure for All Committees.**

- A. Subservient to the Commission. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- B. Same Principles. The same principals of these Bylaws for the Commission also apply to all committees of the Commission.

9. **Per Diem.** Per diem shall be paid to members of the Commission at rates established by the Jonesville City Council for attending Commission meetings and Committee meetings, and other authorized meetings and trips to represent the City of Jonesville, if those Commission members bill the City of Jonesville for the same. No mileage or per diem is paid to any members of the Commission, unless authorized and budgeted by the Jonesville City Council.

10. **Hearings.** Plan Hearings. Before the adoption of any part of a plan, as defined in the Planning Act, or any amendment to a plan, or recommending approval of an amendment to the Jonesville City Council, the Commission shall hold a public hearing on the matter. Notice of the time and place of the hearing shall be given, not less than 15 days prior to such hearing, by at least one publication in each newspaper of general circulation.

11. **Zoning Responsibilities.**

- A. All powers of the zoning commission have been transferred to this Commission, pursuant to M.C.L. 125.3301 of the Zoning Act.
- B. Zoning adoption or amendment (including PUD zoning amendments). The commission shall review and act on all proposed zoning ordinances, or zoning amendments pursuant to the Zoning Act. At least one hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a recommendation to the legislative body. At a minimum the recommendation shall include:
  - 1. Zoning plan for the areas subject to zoning, or zoning amendment of the local unit of government;
  - 2. The establishment of or modification of zoning districts, including the boundaries of those districts, if applicable;
  - 3. The text of a zoning ordinance or amendment with the necessary maps and zoning regulations to be adopted for a zoning district or the zoning jurisdiction as a whole; and
  - 4. The manner of administering and enforcing the zoning ordinance.
- C. Special Use Permit (including PUDs). The Commission shall review and act on all special use permits pursuant to the Zoning Act and zoning ordinance. At least one hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's action.
- D. Site Plan Review. The Commission shall review and act on all those site plans which the zoning ordinance requires Commission action. Action shall be in the form of a motion



which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's action.

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

Bylaws Approved:

By Planning Commission

Date: December 14, 2016

By City Council

Date: \_\_\_\_\_

**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



## City of Jonesville Planning Commission 2016 Annual Report

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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)**.



## City of Jonesville Planning Commission 2017 Work Plan

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The Planning Commission annually develops a proposed work plan to identify its upcoming priorities. The approved plan will be submitted to City Council. The proposed plan, below, is provided in accordance with the Michigan Planning Enabling Act, Public Act 33 of 2008.

### Priority Goals

- ❖ Master Land Use Plan Update
  - Updated Community Vision
  - Redevelopment Ready Communities Objectives
  - Coordinated Development Strategy
- ❖ Ongoing Activities
  - Timely Development Reviews
  - Infrastructure Project Review
  - Support Recreation Master Plan Implementation

### As Time Allows Goal

- ❖ Ordinance Review and Amendment (as needed)

## Jeff Gray

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**From:** Fossitt, Jason (MDOT) <FossittJ@michigan.gov>  
**Sent:** Monday, November 28, 2016 9:31 AM  
**To:** Jeff Gray  
**Cc:** Grazioli, Mark (MDOT); Hammad, Mohammad (MDOT)  
**Subject:** Options for 2019 signal project

Jeff,

Below are options to consider for the signal replacements at US-12/M-99/Walnut, US-12/Water/West, and US-12, M-99, Maumee. This work will be done sometime in 2019.

**Option 1** – MDOT will replace the existing mast arms with a box span signal configuration. Poles will not be painted and no decorative street signs. This option there will be no cost to the city.

**Option 2** – same as option one, but pole can be painted similar to the intersection of US-24/West Rd in Woodhaven. MDOT would cover all costs, but the painting of the poles and decorative street signs. The city would be responsible for approximately \$1200/pole to cover painting costs. There are 12 (4 per intersection) poles needed for this project so the cost would be \$14,400 approximately. Street sign cost vary by type/design so I don't have a good cost for those.

**Option 3** – Full replacement of signals with new mast arms. The mast arms will look like the ones in downtown Jackson. MDOT would cover the cost of what it would be to install the standard box span signal. If this option is selected the city would be required to cover the up charge for the mast arms. The cost for the city would be approximately \$40,000 per intersection. This would not include painting or special street signs. Painting would be \$8000 per intersection, and signs would vary depending on the type. MDOT would cover the cost to install standard street signs.

Also, if you are interested Mark and I can come down to explain these options in better detail. MDOT would need a decision on what option you prefer by mid-February to keep this project moving along.

Please let me know if you have questions or need further clarification.

Jason Fossitt, PE  
Operations Engineer  
Jackson TSC  
Phone: 517-719-3215



January 9, 2017

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

RECEIVED  
JAN 12 2017

BY: \_\_\_\_\_

RE: Important Information—Price Changes

Dear Mayor:

We are committed to delivering the entertainment and services our customers in Jonesville rely on today, and the new experiences they will love down the road. As we continue to make improvements to our products and services, and as programmers charge more to carry their networks, our cost of doing business increases. As a result, starting February 15, 2017 prices for certain services and fees will be going up. Please see the enclosed schedule of price changes 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 content on XFINITY X1
- Fastest, most reliable in-home WiFi
- Fastest Internet in America according to Speedtest.net
- More than 14 million WiFi hot spots nationwide

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 517-334-5686.

Sincerely,

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

Enclosure

## Schedule of video-related price changes; effective January 1, 2017

<b><u>VIDEO &amp; OTHER FEES (Monthly unless noted otherwise)</u></b>	<b><u>CURRENT PRICE</u></b>	<b><u>NEW PRICE</u></b>
Broadcast TV Fee	\$4.75	\$6.75
Regional Sports Network Fee	\$3.00	\$5.00
Digital Starter- <i>Includes Limited Basic, additional digital channels, a standard definition digital converter and remote for the primary outlet, MoviePlex, access to Pay-Per-View and On Demand programming and Music Choice</i>	\$67.95	\$68.95
Digital Preferred – <i>Includes Digital Starter, additional digital channels, Encore, access to Pay-Per-View and On Demand programming and Music Choice</i>	\$85.90	\$86.90
Digital Adapter Additional Outlet Service	\$3.99	\$5.99

Certain services available separately or as a part of other levels of service. Comcast service is subject to Comcast's standard terms and conditions of service. Unless otherwise specified, prices shown are the monthly charge for the corresponding service, equipment or package. Prices shown do not include applicable taxes, franchise fees, FCC fees, Regulatory Recovery Fee, Public Access fees, other state or local fees or other applicable charges (e.g., per-call toll or international charges). Prices, services and features are subject to change. If you are a video service customer and you own a compatible digital converter or CableCARD device, please call 1-800-XFINITY for pricing information or visit [www.comcast.com/equipmentpolicy](http://www.comcast.com/equipmentpolicy). ©2017 Comcast. All rights reserved.

\*One-time charge

**\*\*Subject To Approval\*\***

**JONESVILLE CITY COUNCIL  
Minutes of December 21, 2016**

A meeting of the Jonesville City Council was held on Wednesday, December 21, 2016 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, Andy Penrose and David Steel. Also present: Manager Gray, Attorney Thompson, Police Chief Lance, WWTP Supt. Mahoney, DPW Supt. Kyser, Treasurer Spahr, Corey Murray (Hillsdale Daily News) and Penny Mahoney. Absent: Ron Hayes

Mayor Pro-Tem Bowman led the Pledge of Allegiance and moment of silence.

The agenda was approved as presented with one addition: 6.I. – Consider Service Agreement for Water System Reliability Study.

A motion was made by David Steel and supported by Andy Penrose to approve the Purchase and Sale Agreement from Hawkins, Inc. for lot #5 in the Industrial Park in the amount of \$29,277.05. Hawkins, Inc. are unable to build the facility as planned in Michigan. All in favor. Absent: Ron Hayes. Motion carried.

Jerry Drake made a motion to approve Resolution 2016-16 – Revoke Industrial Facilities (IFT) Exemption #2015-252 for Hawkins, Inc. Andy Penrose supported the motion. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Andy Penrose, David Steel and Gerry Arno. Nays: None. Absent: Ron Hayes. Motion carried.

A motion was made by Tim Bowman and supported by David Steel to approve the two (2) appointments to the LDFA for terms ending in 2020: Alyssa Binkowski and Jim Parker. Jim is serving on the LDFA at this time as a Jonesville School Board Representative, but agreed to continue to serve an at-large vacancy on the LDFA Board as Mr. Parker no longer serves on the school board. All in favor. Absent: Ron Hayes. Motion carried.

Andy Penrose made a motion and was supported by Jerry Drake to schedule a public hearing on January 18, 2017 for Amendments to Ordinance #201. The Planning Commission recommended to City Council amendments to the Planning Commission Ordinance (Ordinance #201) and the Planning Commission Bylaws to allow the change in the composition of the commission which will allow only one (1) Council representation and an additional at-large appointment, as well as changing references to “Village” to “City”. All in favor. Absent: Ron Hayes. Motion carried.

A motion was made by Tim Bowman and supported by Jerry Drake for the recommendation of appointing David Steel to the Personnel Committee. All in favor. Absent: Ron Hayes. Motion carried.

Jerry Drake made a motion and was supported by Andy Penrose to refer the applications for City Council vacancy to the Personnel Committee for review and recommendations. The Committee will meet directly after the Council Meeting to discuss the applications. All in favor. Absent: Ron Hayes. Motion carried.

A motion was made by Tim Bowman and supported by Jerry Drake to set a special meeting for Wednesday, January 4, 2017 at 6:30 p.m. in the Jonesville City Hall for the purpose of acting on the City Council vacancy. All in favor. Absent: Ron Hayes. Motion carried.

Information was provided to Council regarding the Jonesville Freedom Memorial Activity Statement which has a 10.7% return over the year.

Andy Penrose made a motion and was supported by Jerry Drake to approve the 2017 Council Meeting Calendar. All in favor. Absent: Ron Hayes. Motion carried.

A motion was made by Jerry Drake to approve the expenditures for the Service Agreement for Water System Reliability Study in the amount of \$10,800 and Capital Improvement Plan in the amount of \$700.00 from Fleis and Vandenbrink Engineering, Inc. and also that the bid requirement in the purchasing policy be waived as this is a professional service to be provided with a current vendor. All in favor. Absent: Ron Hayes. Motion carried.

Tim Bowman made a motion to approve the minutes of November 9, 2016 with one noted correction. Andy Penrose supported the motion. All in favor. Absent: Ron Hayes. Motion carried.

A motion was made by Andy Penrose and supported by David Steel to approve the Accounts Payable for December 2016 in the amount of \$29,055.95. All in favor. Absent: Ron Hayes. Motion carried.

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

Wishes of a Merry Christmas and a Happy New Year were given by all.

Andy Penrose made a motion and was seconded by Tim Bowman to adjourn the meeting at 7:15 p.m.

Submitted by:

Cynthia D. Means  
Clerk

Gerald E. Arno  
Mayor

**JONESVILLE CITY COUNCIL**  
**Special Meeting**  
**Minutes of January 4, 2017**

A Special Meeting of the Jonesville City Council was held on Wednesday, January 4, 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, Ron Hayes, Andy Penrose and David Steel. Also present: Manager Gray, Brenda Guyse and Corey Murray (HDN).

Clerk Means led the Pledge of Allegiance.

The agenda was approved as presented.

A motion was made by Andy Penrose and supported by Ron Hayes to appoint Brenda Guyse to the vacancy position on the Jonesville City Council. Councilman Tim Bowman spoke on behalf of the Personnel Committee and stated that it was unanimous to appoint Mrs. Guyse to the Council. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Ron Hayes, Andy Penrose, David Steel and Gerry Arno. Nays: None. Motion carried.

The Oath of Office was administered by Clerk Cindy Means to Councilwoman Brenda Guyse.

Updates were given by Manager Gray and Council members.

The meeting adjourned at 7:15 p.m.

Submitted by:

Cynthia D. Means  
Clerk



<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
A & J COFFEE SERVICE	OPERATING SUPPLIES	33.05
ARNO, GERRY	MML CONVENTION/SALES TAX REFUND	61.66
ARROW UNIFORM RENTAL	UNIFORM RENTAL	203.50
	UNIFORM RENTAL	215.86
		419.36
AT&T	LOCAL/LONG DISTANCE	1,235.66
AUTOMOTIVE SERVICE COMPANY I	MVP - TRUCK 2 V-PLOW BLADES	456.12
BAKER'S LAWN CARE, LLC	CEMETERY - LEAVES/BURIAL	3,400.00
BRINER OIL CO., INC.	JFD - GASOLINE	41.36
	MVP - HYDRAULIC FLUID	369.60
	MVP - ANTIFREEZE	377.55
	MVP - BULK TANK	374.92
	MVP - BULK TANK	86.30
	JFD - GASOLINE	59.74
		1,309.47
BROOKS, JAMIE	CITY HALL CLEANING SERVICE	100.00
	JPD CLEANING SERVICE	100.00
		200.00
COAST TO COAST SOLUTIONS	JPD - EVIDENCE BAGS	283.06
COLOSSUS, INC/DBA INTERACT P	JPD - ANNUAL SOFTWARE MAINT	2,520.00
CONSUMERS ENERGY	IRON REMOVAL PLANT ELECTRICITY	1,626.88
	DDA BUILDING ELECTRICITY	289.63
	DDA - UNMETERED PARKING LOT LIGHTS	19.26
	CITY-WIDE STREET LIGHTS	2,310.85
	DOWNTOWN/PARKING LOT LIGHTS	661.64
	WWTP ELECTRICITY	4,554.79
	500 IND PKWY SPRINKLER METER	43.07
	100 DEAL PKWY SPRINKLER METER	28.56
	WATER TOWER ELECTRICITY	97.74
	598 IND PKWY SPRINKLER METER	22.99
	WRIGHT ST PARK ELECTRICITY	25.08
	DPW ELECTRICITY	304.86
	CITY HALL ELECTRICITY	262.57
	RADIO TOWER ELECTRICITY	38.19
	JFD TRUCK BAY ELECTRICITY	197.47
	JFD TRAINING ROOM ELECTRICITY	102.49
	EMERGENCY SIREN ELECTRICITY	23.26
	CITY HALL SECOND FLOOR ELECTRICITY	22.57
	FAST PARK ELECTRICITY	484.67
	DDA - METERED PARKING LOT LIGHTS	109.34
	CEMETERY ELECTRICITY	27.30
	FREEDOM MEMORIAL ELECTRICITY	107.41
	JPD ELECTRICITY	241.10
		11,601.72
COUNTRYSIDE TROPHIES	PC/LDFA - NAME PLATES	28.00
CRANBERRY CORNERS	DPW/WWTP - UNIFORMS	752.00
CSZ SERVICES, LLC	ASSESSOR - QUARTERLY INVOICE	5,400.00
CURRENT OFFICE SOLUTIONS	CALENDARS	80.15
	W-2'S	65.92
	1099'S	32.88
	COPIER MAINTENANCE	8.40
	OFFICE SUPPLIES	3.23
	OFFICE SUPPLIES	8.20
		198.78
DETROIT SALT COMPANY	SALT	2,665.79
DRAKE, JERRY	MML CONVENTION/SALES TAX REFUND	61.66
FIRST NATIONAL BANK OMAHA	COUNCIL - OPEN HOUSE	15.96
FLEIS & VANDENBRINK ENG, INC	WATER RELIABILITY STUDY	2,150.25
GODFREY BROS., INC.	MVP - REPAIRS	102.64
	MVP - REPAIRS	11.83
	MVP - TRUCK 5 REPAIRS	37.89
		152.36
GRAINGER	WWTP - PNEUMATIC FILTERS/CONTROLS	544.86

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
GRAY, JEFFREY M.	MML CONVENTION/SALES TAX REFUND	61.66
GRIFFITHS MECH CONTRACTING,	WWTP - AIR HANDLING UNIT REPAIRS	380.00
H.J. UMBROUGH & ASSOCIATES, L	SEWER - CONTINUING DISCLOSURE	450.00
HAYES, RON	MML CONVENTION/SALES TAX REFUND	61.66
HILLS CO CHAMBER OF COMMERCE	GRAY - MEETING	15.00
HILLSDALE CO SHERIFF'S OFFIC	JPD - 2017 RANGE FEE	100.00
HILLSDALE COUNTY TREASURER	2016 TAX ROLL MAINT/WINTER BILLS	1,426.62
HILLSDALE DAILY NEWS	ORDINANCE 213 HEARING NOTICE	65.25
HYDROCORP, INC	WATER - CROSS CONNECTION PROGRAM	545.00
IDEXX DISTRIBUTION CORP.	WATER - SUPPLIES	1,154.55
JONES DENISE	UB refund for account: 000203-01	43.99
JONESVILLE HARDWARE	SUPPLIES/REPAIRS	224.09
JONESVILLE, CITY OF	JPD WATER/SEWER	43.99
	CITY HALL WATER/SEWER	43.99
	JFD WATER/SEWER	64.73
	WRIGHT ST PARK WATER/SEWER	33.93
	WWTP WATER/SEWER	418.34
	DPW WATER/SEWER	43.99
		648.97
KENNEDY INDUSTRIES, INC.	WWTP - REBUILD RAW SEWAGE PUMP 3	9,640.00
MCGOWAN ELECTRIC SUPPLY, INC	CITY HALL/DPW LIGHT BULBS	195.48
	DDA - LIGHT REPAIRS	117.19
	DDA - LIGHT REPAIRS	(117.19)
		195.48
MICHIGAN GAS UTILITIES	JPD HEAT SERVICE	92.15
	JFD GAS SERVICE	277.72
	GAS LIGHT SERVICE	14.37
	IRON REMOVAL PLANT GAS SERVICE	90.08
	CITY HALL GAS SERVICE	106.21
	WWTP GAS SERVICE	861.15
		1,441.68
NORM'S TIREMAN	WWTP - SNOW BLOWER WHEEL	11.99
	MVP - TRUCK 5 REAR TIRES	865.74
		877.73
OASIS CAR WASH	JPD - CAR WASHES	30.00
PARKER, HAYES & LOVINGER, P.	LEGAL FEES	435.00
PERFORMANCE AUTOMOTIVE	MVP - SUPPLIES/TOOLS/REPAIRS	270.44
POSTMASTER	POSTAGE - WATER/SEWER BILLS	233.76
REPUBLIC SERVICES #249	DOWNTOWN/PARKS TRASH SERVICE	105.00
REPUBLIC WASTE SERVICES	CITY HALL/WWTP/DPW TRASH SERVICE	99.00
	JPD/JFD TRASH SERVICE	59.00
		158.00
RS TECHNICAL SERVICES, INC.	WWTP - ADD'L PLC COMPUTER	5,779.25
	WWTP - CONTROL PANEL REPAIR	2,067.88
		7,847.13
SNOW, ROBERT	MML CONVENTION/SALES TAX REFUND	61.66
SPEEDWAY SUPERAMERICA, LLC	GASOLINE	595.70
STATE OF MICHIGAN	RUDEN - DW LICENSE RENEWAL	95.00
	WWTP - NPDES ANNUAL FEE	1,950.00
	STREETS - MIDEAL MEMBERSHIP	180.00
		2,225.00
USA BLUEBOOK	WWTP - SUPPLIES	267.17
	WWTP - SUPPLIES/REPAIRS	380.38
	WATER - SUPPLIES	35.15
	WWTP - REPAIRS	263.05
	WWTP - SUPPLIES/REPAIRS	579.26
		1,525.01
UTILITY SERVICE CO, INC	WATER TOWER MAINT CONTRACT	6,694.75
VERIZON WIRELESS	DPW CELL PHONE	25.00
WALMART COMMUNITY	SUPPLIES/DECORATIONS	214.70
WATKINS, LEVI/DBA WATKINS FE	NORTH PARKING LOT FENCE REPAIRS	750.00
WELLS EQUIPMENT SALES, INC.	MVP - REPAIRS	74.80

Total: 72,067.39

# **MONTHLY OPERATING REPORT**

## **December 2016**

**SUBMITTED:**        **January 9, 2017**

### **WATER FLOW**

MAXIMUM	262,000
MINIMUM	113,000
AVERAGE	197,300
TOTAL	6.115 MG

### **WASTEWATER FLOW**

MAXIMUM	284,800
MINIMUM	230,100
AVERAGE	261,300
TOTAL	8.0994 MG

**CALLOUTS:**   None

### **OPERATION & MAINTENANCE**

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

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

The number three raw sewage pump was rebuilt and returned to service. This completes the rebuilding process on all three raw sewage pumps. This was a project that was budgeted during the 2016-2017 budget year. The project came in \$8,400.00 under budget.

The grit mixer motor was rebuilt and placed back in service. This is an explosion proof motor that runs 24/7.

The number two backwash valve at the iron removal plant was replaced. The valve stem broke and would not allow us to open it to backwash the iron removal filter.

DR Lab Services was here to calibrate all of our lab instruments. The technician also took some time to explain some of the equipment to Ed Hughes who is our new lab tech.

The new process control computer was installed in the office. Plant Staff did the preliminary work of boring holes and pulling a rope to ease the installation of the required cable. The extra computer provides us with a backup in case the lab control computer fails. This was a budgeted project that came in slightly under budget.

## **PLANT EFFICIENCY—December 2016**

### **5-Day Biochemical Oxygen Demand**

#### **NPDES Permit Limit in December 2016—20 mg/l Monthly Average**

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

*Jonesville Monthly Average—4.4 mg/l*

*Average Percent Removal from the Raw Wastewater—97.9 %*

### **Total Suspended Solids**

#### **NPDES Permit Limit in December 2016—20 mg/l Monthly Average**

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

*Jonesville Monthly Average— 4.3 mg/l*

*Average Percent Removal from the Raw Wastewater—97.0%*

### **Total Phosphorus**

#### **NPDES Permit Limit in December 2016—1 mg/l Monthly Average**

Phosphorus is a nutrient that promotes growth. In fact, farmers use phosphorus as a fertilizer on crop lands. Phosphorus is found in many cleaning agents and industrial processes. Excessive phosphorus in wastewater promotes the excessive growth of micro and macro-organisms in the receiving stream. In other words, phosphorus promotes excessive growth of algae and seaweed. These plants demand oxygen from the water and tend to decrease the quality of life in the receiving stream.

*Jonesville Monthly Average—0.6 mg/l*

*Average Percent Removal from the Raw Wastewater—86.5%*

### **Ammonia Nitrogen**

#### **NPDES Permit Limit in December 2016—7.0 mg/l Monthly Average**

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

*Jonesville Monthly Average—0.166 mg/l*

*Average Percent Removal from the Raw Wastewater—99.3 %*

*Jonesville Daily Maximum—0.84 mg/l*

Rick Mahoney

# Jonesville Dept of Public Works

## December 2016

### Monthly Report

	Maintenance	Salt	Chloride	Pros. Gravel	COLD MIX
<b>STATE HIGHWAYS</b>	7.50 HRS DT 7.50 HRS OT	27 Tons	2 Bags	0 Ton	1/8 Ton
<b>MAJOR ROADS</b>	15.50 HRS DT 5.50 HRS OT	26.68 Tons	2 Bags	0 Ton	1/8 Ton
<b>LOCAL ROADS</b>	3.50 HRS DT 15 HRS OT	22 Tons	1 Bags	0 Ton	1/8 Ton
<b>PARKING LOTS</b>	1.50 HRS DT 3 HRS OT	9.50 Tons	0.50 Bags		0 Ton
<b>POLICE STATION</b>	0 HR OT	0 Tons	0 Bags		
<b>FIRE DEPARTMENT</b>	0 HR OT	0 Tons	0 Bags		
<b>DPW DEPT</b>	0 HR OT				
<b>DDA SIDEWALKS</b>	2 HRS OT				
<b>WATER</b>	0 HR DT 0 HR OT				
<b>State Police</b>	0 HR OT	.25 Tons	0 Bags		

**There were 14 call outs.**

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

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

We have the contract for snow removal at the State Police Post again this year.

We have been doing maintenance on our equipment.

We finished putting up the Christmas decorations downtown.

Water meters were read for the month of November.

We cold patched State, Major & Local Streets.

The Grosvenor House Christmas banner was taken down.

Mike Kyser

# **ZONING REPORT**

## **2016**

<u><b>NAME</b></u>	<u><b>ADDRESS</b></u>		<u><b>USE</b></u>	<u><b>DATE</b></u>
Omni Source	751 Beck Street	Approved	New Building	1/19/2016
Rocky Jones	315 Case Street	Approved	Storage Building	3/3/2016
Watkins Oil Co.	475 E. Chicago Street	Approved	Fence (Split Rail & Privacy); Paved Parking (East & West Side)	4/2/2016
Michael VanOpynen	435 Beck Street	Approved	Fence (4' Berm for Privacy); Removal of Paved Driveway area	4/12/2016
Stoll Construction	590 Olds Street	Approved	Sign (Temporary Banner)	4/18/2016
Stoll Construction	590 Olds Street	Approved	Sign (Pylon and Wall)	4/18/2016
Gary Caldwell	434 Evans Street	Approved	Fence (Privacy)	4/22/2016
Steve Young	126 Jermaine Street	Approved	Fence (Replacing Gates); Paved Patio Pad & Existing Driveway	4/28/2016
310 Willow Street	Joel Best	Approved	Removal of Old Storage Building; New Storage Building	5/13/2016
Barbara Rice	519 East Street	Approved	Handicap Ramp (Builty by Men With Vision)	5/12/2016
David French	313 East Street	Approved	Handicap Ramp (Builty by Men With Vision)	5/17/2016
Sam Maddox	422 E. Chicago Street	Approved	Deck	6/5/2016
Tony Wills	417 Drake Street	Approved	Garage	6/6/2016
David Pope	325 North Street	Approved	Fence (6' Vinyl)	6/7/2016
Robert Stewart	123 Concord Road	Approved	Fence (4' Chain Link)	6/8/2016
Clenna Rhoades	332 Jonesville Road	Approved	Addition to Storage Building	6/20/2016
Jason Bugbee	312 Wright Street	Approved	Deck	6/23/2016
Cindy Miller	512 Fayette Street	Approved	Fence (6' Privacy)	7/25/2016
Tony Sarles	119 Pinecrest	Approved	Deck	7/26/2016
Gallery 49	253 E. Chicago Street	Approved	Sign/Wall	9/2/2016
Sheerer Accounting	246 E. Chicago Street	Approved	Sign/Wall	9/7/2016
Linda Haas	508 Fayette Street	Approved	Fence (Chain Link)	9/12/2016

<u>NAME</u>	<u>ADDRESS</u>		<u>USE</u>	<u>DATE</u>
Cortnee McCormick	683 Langs Drive	Approved	House/Garage/Porch	9/20/2016
Dean Adair Sr.	207 Drayton Street	Approved	Garage (Addition to Existing)	10/4/2016
Rent-A-Center	753 Olds Street	Approved	Sign/Wall	10/7/2016
Michael VanOpynen	435 Beck Street	Approved	Fence (4' Chain Link)	10/13/2016
Martinrea - JV	260 Gaige Street	Approved	Sign/Ground	10/13/2016
Dick Swager	430 Evans Street	Approved	Fence (6' Privacy)	10/27/2016
Carlos Gomez	216 Orville Street	Approved	Addition to Existing Building	11/2/2016

# Jonesville Police Department

116 West Chicago Road  
Jonesville, Michigan. 49250

911 Police Service      Administration (517) 849-2101

FAX (517) 849-2520

## ACTIVITY SUMMARY FOR DECEMBER 2016

Total reports written: 78  
B&E: 0  
Assault and Battery: 1  
Fraud: 2 (Bad Checks)  
Theft from Motor Vehicle: 0  
Domestic Assault: 0  
Malicious Destruction of Property: 0  
Drug Offense: 0  
Other Larceny: 2  
Nuisance Animals: 2  
Retail Fraud: 1  
Embezzlement: 0  
Public Roadway Accidents: 16  
Private Property Accidents: 1  
Other Arrests: 9 (warrants, traffic, etc.)  
Non Violent Domestic: 3  
Civil Matter/Family Disputes: 1  
Medical Emergency: 23  
Alarms: 3  
Suspicious Situations: 5  
General Assistance: 8  
Traffic/Moving Violations: 10  
Ordinance: 1 (Noise)  
Warrants Received from Prosecutor: 6  
Juvenile Petitions: 0

December Patrol Shift Coverage: 85%

## JANUARY FOCUS

2016 Crime reporting  
2016 Police Department Summary  
Part-Time hiring/Schedule



**CITY OF JONESVILLE  
CASH BALANCES**

	December-2016	BANK BALANCE
<b>GENERAL FUND:</b>		
General Fund Now Checking	101-000-001	50,860.10
General Fund CLASS Acct	101-000-007	786,422.87
General Fund Cemetery CLASS Acct	101-000-007.100	87,648.46
General Fund Alloc of Assets CLASS	101-000-007.200	389,367.95
<b>MAJOR STREETS:</b>		
Major Streets Now Checking	202-000-001	26,781.42
Major Streets CLASS Acct	202-000-007	21,627.49
<b>LOCAL STREETS:</b>		
Local Streets Now Checking	203-000-001	17,424.68
Local Streets CLASS Acct	203-000-007	510,301.15
Local Streets Bond & Int CLASS	203-000-007.200	8,749.85
<b>STATE HIGHWAY:</b>		
State Highway Now Checking	211-000-001	4,609.70
<b>L.D.F.A.:</b>		
LDFA Operating Now Checking	247-000-001	39,472.89
LDFA Operating CLASS Acct	247-000-007	1,069,766.12
<b>D.D.A.:</b>		
DDA Now Checking	248-000-001	7,069.91
DDA Operating CLASS Acct	248-000-007	238,363.41
<b>SEWER FUND:</b>		
Sewer Receiving Now Checking	590-000-001	32,096.86
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	120,513.72
Sewer Bond Reserve CLASS Acct	590-000-007.100	35,353.98
Sewer Plant Improv. CLASS Acct	590-000-007.200	821,358.15
Sewer Bond & Interest CLASS	590-000-007.300	16,596.03
<b>WATER FUND:</b>		
Water Receiving Now Checking	591-000-001	51,241.26
Water Receiving CLASS Acct	591-000-007	250,932.94
Water Plant Improvement CLASS Acct	591-000-007.100	177,041.45
Water Tower Maint CLASS Acct	591-000-007.300	44,011.34
Water Maint CLASS Acct	591-000-007.400	48,964.68
<b>MOTOR VEHICLE POOL:</b>		
Motor Vehicle Pool Now Checking	661-000-001	40,808.11
Equip. Replace CLASS - Police Car	661-000-007.301	24,512.72
Equip. Replace CLASS - Fire Truck	661-000-007.336	97,183.73
Equip. Replace CLASS - Turn Out Gear	661-000-007.337	2,215.53
Equip. Replace CLASS - DPW Equip	661-000-007.463	192,587.27
Equip. Replace CLASS - WWTP/Vactor	661-000-007.590	74,430.24
<b>CURRENT TAX:</b>		
Current Tax Checking	703-000-001	87,935.09
Current Tax Savings Account	703-000-002	553,160.99
<b>PAYROLL FUND CHECKING:</b>		
	750-000-001	3,291.78
<b>GRAND TOTAL</b>		<b>5,949,072.35</b>