



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 MARCH 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

5. PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION

6. REPORTS AND RECOMMENDATIONS

- A. Consider Appointment – District Library Board
- B. Jonesville Citizens of the Year
- C. Bid Awards – City Hall Renovation
- D. Traffic and Speed Study – East and Maumee Streets
- E. Summer Recreation Program Assistant
- F. Resolution 2017-05 – Poverty Exemption Guidelines

[Action Item]
[ROLL CALL][Action Item]
[Action Item]
[Action Item]
[Action Item]
[ROLL CALL][Action Item]

7. COUNCIL MINUTES

- A. Consider minutes of the February 15, 2017 regular meeting

[Action Item]

8. ACCOUNTS PAYABLE

- A. Accounts Payable for March 2017 totalling \$66,568.04

[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

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To: Jonesville City Council
From: Jeffrey M. Gray, City Manager 
Date: March 10, 2017
Re: Manager Report and Recommendations – March 15, 2017 Council Meeting

6. A. Consider Appointment – Jonesville District Library Board [Action Item]

The Jonesville District Library is recommending the appointment of Colleen Arney to fill a vacancy on the District Library Board. Sara Cark formerly held the seat on the board; her term expired in February of this year. I would recommend that Council consider a motion to appoint Colleen Arney to the Jonesville District Library Board for a four-year term through February of 2021. *Please refer to the attached application for appointment.*

6. B. Jonesville Citizens of the Year [ROLL CALL][Action Item]

The Citizenship Awards Committee is providing a recommendation to Council for the 2017 Citizenship Awards – the 10th annual awards. That recommendation includes the recognition of three outstanding individuals; two adults and one youth nomination. We are fortunate to have three outstanding examples of citizenship and service to the community. The Citizenship Committee will release the nominee names at the meeting. I would recommend that the Council concur with the Committee recommendation through the approval of Resolutions 2017-02, and 2017-03 for the two adult nominees and 2017-04 for the youth nominee. Council might consider separate motions to recognize each of the winners. A motion and roll call vote are necessary to approve the Resolutions. *Please refer to attached Resolutions.*

6. C. Bid Awards – City Hall Renovations [Action Item]

Sealed bids were opened for the City Hall renovation project on Monday, February 27th. A total of ten bids were received for the various components of the project, which include construction, electrical and flooring. The three bids that were received for the construction component also included the electrical component. The low bidder for the construction and electrical was D.H. Roberts Construction with a low bid of \$9,115.00. The low bidder for flooring was Willowbrook Interiors at \$8,839.00. These bids come from reputable firms and are within the budget for the project. Funds remain in the budget for some office furnishings and to address any contingencies that may come up. I recommend Council award the construction and electrical bid to D.H. Roberts Construction in the amount of \$9,115.00 and the flooring bid to Willowbrook Interiors in the amount of \$8,839.00. Bid forms for the two firms are attached. In the interest of space, the remaining forms have not been attached but can be provided. *Please refer to the attached bid forms from the low bidders.*

6. D. Traffic and Speed Study – East and Maumee Streets [Action Item]

Resident concerns regarding vehicle speeds on East Street, particularly associated at the start and end of school times, was recently discussed by the Planning Commission. Following a morning ride with Chief Lance, it was determined that it would be valuable to gather data on volumes and speeds and to seek recommendations for addressing conditions from a qualified traffic engineer. Attached is a proposal from Traffic Engineering Associates to gather base data for the two parallel streets of East and Maumee. The cost of counters and engineering time is very reasonable. I would recommend that the cost could be covered by unused winter maintenance funds in major and local streets. Although the engineer anticipates that consulting services could be provided by phone, it would be beneficial to factor in sufficient funds should a meeting be desired. I would recommend that Council consider a motion to

authorize up to \$1,500.00 from Major and Local Streets for the traffic and speed study. *Please refer to the attached study proposal from Traffic Engineering Associates.*

6. E. Summer Recreation Program Assistant

[Action Item]

As you know, preparations are underway for the summer baseball and softball youth leagues. With Recreation Director Cindy Means addressing family health issues, it is important to assure that she has appropriate support throughout the recreation season. I am recommending that we recruit a contract assistant for this purpose. The assistant would be under contract for at least six and up to eleven weeks, through the end of June. I would recommend an expenditure of up to \$2,200.00, proportionate to the actual number of weeks worked. As a contractual position, there would be no other benefits offered. This unanticipated expense was not previously budgeted and would be paid from fund balance.

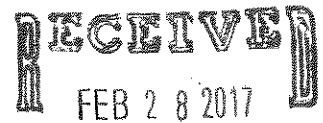
6. F. Resolution 2017-05 – Poverty Exemption Guidelines

[ROLL CALL][Action Item]

City Council is required to annually adopt Poverty Exemption Guidelines that the Assessor and Board of Review may use to determine individuals that are eligible for exemption from payment of property taxes due to income. The attached guidelines have been amended from last year's guidelines, as recommended by Assessors Chuck and Melissa Zemla, to follow Federal poverty guidelines for income and assets. The Board of Review acted at their organizational meeting to recommend approval of these guidelines. I recommend a motion to approve the attached Resolution adopting the Poverty Exemption Guidelines. A roll call vote is required on the Resolution. *Please refer to the attached Resolution 2017-05 – Poverty Exemption Guidelines.*

Correspondence:

- Sewage Treatment Works Operator License – Richard Mahoney



BY: _____

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

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

Library Board

1. Name Colleen Arney 2. Occupation Retired
3. Employer _____ 4. Email address Carney59@yahoo.com
5. Home Address 410 Fayolle St Jonesville 49250
Street City Zip
6. Home Telephone 517 607-8652 7. Business Phone _____
8. Length of residency in Jonesville 6 yrs.

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

Volunteer - Domestic Harmony & King Kupa Board
(Hillside)

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

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

Patron of Jonesville Library since
1980.
Worked at Hillside College Library
for 17 yrs

3/1/17

Date of Application

Colleen Arney

Signature

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

Jonesville District Library

Board of Trustees

February 15, 2017

To the City Council:

As members of the Board of Trustees of the Jonesville District Library, we would like to recommend to you the appointment of Ms. Colleen Armey to our board. Ms. Armey is a fairly new resident of the city, residing on Fayette Street, but has lived in the area and has been a regular patron of our library for many years. She has expressed interest in serving with the board and promoting its mission of service to the community. With her many years' worth of experience working at the Hillsdale College Library, the board feels that she brings insight, motivation and experience that will enhance the skills and function of our board.

The resignation from the board of Mrs. Sara Cark necessitates the appointment of a new member to represent the city. We believe that Ms. Armey, as a willing and qualified candidate, will do that job very well. For these reasons, we recommend her to you for consideration as the Council deliberates making a new appointment to the Library Board, filling out the term of Mrs. Cark that will expire at the end of 2017.

Thank you for your attention in this matter as well as for your continued support of all matters concerning the Jonesville District Library.

Sincerely,

Connie Hutchinson, Secretary

RESOLUTION 2017-02

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

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

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

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

NOW, THEREFORE BE IT RESOLVED THAT the City of Jonesville hereby recognizes _____ as a **2017 Jonesville Citizen of the Year**.

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

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

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 15th day of March, 2017.

Gerald E. Arno, Mayor

Cynthia D. Means, Clerk

RESOLUTION 2017-03

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

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

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

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

NOW, THEREFORE BE IT RESOLVED THAT the City of Jonesville hereby recognizes _____ as a **2017 Jonesville Citizen of the Year**.

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

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

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 15th day of March, 2017.

Gerald E. Arno, Mayor

Cynthia D. Means, Clerk

RESOLUTION 2017-04

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

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

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

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

NOW, THEREFORE BE IT RESOLVED THAT the City of Jonesville hereby recognizes _____ as the **2017 Jonesville Youth Citizen of the Year**.

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

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

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 15th day of March, 2017.

Gerald E. Arno, Mayor

Cynthia D. Means, Clerk

BID FORM
JONESVILLE CITY HALL RENOVATIONS
DUE MONDAY, FEBRUARY 6, 2017, 1:30 P.M.
265 E. CHICAGO STREET
JONESVILLE, MI 49250

Name of Firm: D. H. ROBERTS CONSTRUCTION
Address: 222 WATER STREET JONESVILLE MI 49250
Telephone: 517 849 7236 Email: tyler@dhrbertsconstruction.com
Name of Authorized Representative: TYLER C. PARKER
Anticipated Start and Completion Dates: APRIL 2017 START, 4 WEEK COMPLETION

BID PRICES:

Construction Component

- Wall demolition, new partition walls, cabinet relocation, etc.

\$ 5,688.⁰⁰

Electrical Component

- Relocate outlets and switches in demolished wall, new outlet in office, relocate corridor lights, outlets in kitchenette
➤ Bid Alternate: add separate switch for new office lights, if existing wiring permits

\$ 3,125.⁰⁰

\$ 302.⁰⁰

Flooring Component

- Install approximately 480 square feet of Luxury Vinyl Tile (includes removal of existing flooring, new subfloor, approximately 78 feet of vinyl insert)
➤ Install approximately 2,012 square feet of Carpet (includes removal of existing flooring)
➤ Bid Alternate: Remove and reuse existing wood baseboards, if necessary

\$ _____

\$ _____

\$ _____

\$ 9,115.⁰⁰

TOTAL BID:

Liability Insurance Limits: \$ 1,000,000

Additional Information: _____

Addenda Received (if any): ADDENDUM #1

Signature: [Signature]

Date: 02/27/2017

Your form may be used in place of this form, provided that all information listed above is included.
For more information, please contact Jeff Gray at (517) 849-2104.

BID FORM
JONESVILLE CITY HALL RENOVATIONS
DUE MONDAY, FEBRUARY 6, 2017, 1:30 P.M.
265 E. CHICAGO STREET
JONESVILLE, MI 49250

Name of Firm: Willowbrook Interiors
Address: 483 N Willowbrook Rd / Coldwater
Telephone: 517-278-9889 Email: SusanCline51@yahoo.com
Name of Authorized Representative: Susan Cline
Anticipated Start and Completion Dates: When ready for flooring

BID PRICES:

Construction Component

- Wall demolition, new partition walls, cabinet relocation, etc. \$

Electrical Component

- Relocate outlets and switches in demolished wall, new outlet in office, relocate corridor lights, outlets in kitchenette \$
- Bid Alternate: add separate switch for new office lights, if existing wiring permits \$

Flooring Component

- Install approximately 480 square feet of Luxury Vinyl Tile (includes removal of existing flooring, new subfloor, approximately 78 feet of vinyl insert) \$ 3828.00
- Install approximately 2,012 square feet of Carpet (includes removal of existing flooring) \$ 4827.00
- Bid Alternate: Remove and reuse existing wood baseboards, if necessary \$ 184.00

TOTAL BID:

\$ 8,839.00

Liability Insurance Limits: See attached sheet.

Additional Information: _____

Addenda Received (if any): _____

Signature: Susan Cline Date: 02-07-17

Your form may be used in place of this form, provided that all information listed above is included.
For more information, please contact Jeff Gray at (517) 849-2104.

Jeff Gray

From: Mike Lance
Sent: Thursday, March 02, 2017 12:36 PM
To: Jeff Gray
Subject: FW: Neighborhood Speed Study and Traffic Control

From: David Sonnenberg [mailto:dave@tea-inc.com]
Sent: Thursday, March 02, 2017 11:07 AM
To: Mike Lance <Policechief@jonesville.org>
Cc: 'Heather Zull' <heather@tea-inc.com>
Subject: Neighborhood Speed Study and Traffic Control

Good Morning Chief Lanse,

As per our discussion regarding placing traffic classifiers at four (4) locations on two (2) roadways (East Street and Maumee Street) to determine the directional volume and speed of traffic, the cost will be \$670.00.

To provide consulting services our cost will be \$135 per hour. I anticipate that the total time for consulting will be an hour or two and can probably be handled by phone or in writing which will save the Village some money if I don't need make the drive down each time.

If you have any questions, please call or write me.

David J. Sonnenberg, PE
Traffic Engineering Associates, Inc.
PO Box 100
Saranac, MI 48881
517-204-7418 Cell
517-627-6028 Office
517-627-6040 Fax

2017-05

CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN

RESOLUTION – POVERTY EXEMPTION GUIDELINES

At a Regular Meeting of the City Council of the City of Jonesville, County of Hillsdale, State of Michigan, held in the City Hall in said City on the 15th of March, 2017, at 6:30 p.m.

PRESENT:

ABSENT:

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

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

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

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

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

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

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

AYES: Council Members:

NAYS: Council Members:

ABSENT: Council Members:

Cindy Means, Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Jonesville, County of Hillsdale, Michigan at a Regular Meeting held on the 15th day of March, 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.

Cindy Means, Clerk

MAXIMUM ASSET STANDARDS TO BE ELIGIBLE FOR A POVERTY EXEMPTION

A 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall include an asset level test)

The Township/City has adopted the following maximum asset standards for the **2017** year, for a household to be eligible for a poverty exemption. The below asset levels DO NOT include the value of your homestead. (Per Tribunal ruling 8-13-97, Docket # 236230, and the equity of the homestead should not be included within the asset test to be valid) Asset levels are increased by the CPI each year.

1 Person under 65 years	\$	26,704
1 person 65 years and over	\$	26,704
2 persons under 65 years	\$	33,089
2 persons with householder over 65	\$	33,089
3 persons	\$	39,477
4 persons	\$	45,773
5 persons	\$	50,502
6 persons	\$	58,519
7 persons	\$	64,904
8 persons	\$	71,291
9 persons or more	\$	77,212

If your household assets exceed this amount you are NOT eligible for a poverty exemption.

***** YOU MUST PROVIDE ALL ASSET INFORMATION WITH DOCUMENTATION *****

TOWNSHIP/CITY STANDARDS TO BE ELIGIBLE FOR A POVERTY EXEMPTION

A 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall include an asset level test)

The Township/City has adopted the following standards for the **2017** year, for a household to be eligible for a poverty exemption. Below is the chart for size of family.

Size of Family	Poverty Guidelines
1	\$11,880
2	\$16,020
3	\$20,160
4	\$24,300
5	\$28,440
6	\$32,580
7	\$36,730
8	\$40,890
...y additional person	\$4,160

If your household income exceed this amount you are NOT eligible for a poverty exemption.

***** YOU MUST PROVIDE ALL INCOME INFORMATION WITH DOCUMATION *****

****Subject To Approval****

JONESVILLE CITY COUNCIL
Minutes of February 15, 2017

A meeting of the Jonesville City Council was held on Wednesday, February 15, 2017 at the Jonesville City Hall. Mayor Gerry Arno called the meeting to order at 6:30 p.m. Council members present were: Jerry Drake, Brenda Guyse, Ron Hayes, Andy Penrose and David Steel. Also present: Manager Gray, Attorney Lovinger, Police Chief Lance, WWTP Supt. Mahoney, Treasurer Spahr, DPW Supt. Kyser, Corey Murray (Hillsdale Daily News), Mike Venturini (Owner Munro House B & B and Planning Commission Rep.) and Teresa Bensch (Administrative Asst.). Absent: Tim Bowman

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

The agenda was approved as presented with one addition: 6.F. – Cemetery Sexton Contract and Fee Schedule.

Jesse Smerdel, Apartment Manager of Heritage Lane Apartments gave a brief update regarding the apartment building and the positive experience that it has been working in Jonesville. Mr. Smerdel announced that the apartment building has 100% occupancy as of November 30, 2016, a historic marker is being planned for the SW corner of the property honoring The Deal Auto Factory and Kiddie Brush and Toy Factory. Heritage Lane has been awarded the Certified Enterprise Green Community Award which will be placed in the lobby area of the building. Mr. Smerdel advised they have a waiting list for when apartments become available.

A motion was made by Jerry Drake and supported by David Steel to open the Public Hearing at 6:45 p.m. for Ordinance #213 – Amend 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. Manager Gray provided information regarding the amendments to Ordinance #213 which involves addressing other transient housing options in Bed and Breakfast Establishments, Accessory Dwelling Units would provide another option to assure long-term owner occupancy in our residential neighborhoods and provide an affordable housing option, and to extend the length of the site plan approvals from six (6) months to one (1) year to commence construction. Mike Venturini, Owner of the Munro House Bed and Breakfast and also a Representative of the Jonesville Planning Commission, spoke on behalf of the Bed and Breakfast, and stated that he is in agreement of the change to the Ordinance regarding the Bed and Breakfast Establishments. The Public Hearing was closed at 6:53 p.m.

A motion was made by Brenda Guyse and supported by Andy Penrose to approve the amendments to Ordinance #213 – Bed and Breakfast Establishments, Accessory Dwelling Units and Site Plan Review. Roll Call Vote: Ayes: Jerry Drake, Brenda Guyse, Ron Hayes, Andy Penrose, David Steel, and Gerry Arno. Nays: None. Absent: Tim Bowman. Motion carried. David Steel made a motion and Ron Hayes supported the motion to approve Resolution 2017-01 – Meetings of the Board of Review. Roll Call Vote: Ayes: Jerry Drake, Brenda Guyse, Ron

Hayes, Andy Penrose, David Steel and Gerry Arno. Nays: None. Absent: Tim Bowman. Motion carried.

A motion was made by Ron Hayes and supported by David Steel to approve the Fiscal Year 2017-2018 Budget Calendar. All in favor. Absent: Tim Bowman. Motion carried.

Jerry Drake made a motion to approve the LDFA appointments of Julie Games to fill an unexpired term to end November of 2019 and Kathy Schmitt for a four year term to end November 2020. Andy Penrose supported the motion. All in favor. Absent: Tim Bowman. Motion carried.

A motion was made Jerry Drake and supported by Brenda Guyse to accept the resignation of Councilman Ron Hayes from the Region 2 Planning Commission as Jonesville's Representative and to nominate Manager Jeff Gray as the new R2PC Representative. All in favor. Absent: Tim Bowman. Motion carried.

A Fiscal Year 2017 six month budget comparison (July 1, 2016 thru December 31, 2016) was provided to council for their review.

A motion was made by David Steel and supported by Ron Hayes to approve the two (2) year contract with Baker's Lawn Service, for Sexton Services in the amount of \$25,500 per year (mowing charges), and fees for various duties with increases on three items. The contract is effective April 1, 2017 thru March 31, 2019. All in favor. Absent: Tim Bowman. Motion carried.

Andy Penrose made a motion to approve the minutes of January 18, 2017 as presented. The motion was supported by David Steel. All in favor. Absent: Tim Bowman. Motion carried.

A motion was made by Ron Hayes and supported by Jerry Drake to approve the Accounts Payable for February 2017 in the amount of \$68,793.63. All in favor. Absent: Tim Bowman. Motion carried.

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

Manager Gray provided information regarding Martinrea -Jonesville, LLC of Jonesville adding 123 new jobs and investing \$6.8 million into its Jonesville facility. Martinrea plans to retrofit its existing facility to add production of stamped welded assemblies beginning in the summer of 2017.

The regular meeting of the council adjourned at 7:49 p.m.

At 7:57 p.m. the Work Session: Master Plan and Community Vision was called to order by Mayor Arno.

Manager Gray provided a PowerPoint presentation regarding the Master Plan, preparations regarding community visioning and an orientation to our current plan. After lengthy discussion,

a Focus Group involving Council, DDA, LDFA, and Planning Commission will be scheduled with a facilitator to assist with the process, along with a Community Survey prepared and distributed throughout the community.

The meeting was adjourned at 8:46 p.m.

Submitted by:

Cynthia D. Means
Clerk

Gerald E. Arno
Mayor

03/10/2017
User: LSPAHR
DB: Jonesville

CITY OF JONESVILLE
INVOICE APPROVAL LIST
03/16/2017

Page: 1/3

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
A & J COFFEE SERVICE	OPERATING SUPPLIES	33.05
AMERICAN COPPER & BRASS, LLC	JPD - REPAIRS	152.97
	JFD - TRUCK REPAIRS	14.67
	JFD - TRUCK REPAIRS	56.44
	224.08	
ARROW UNIFORM RENTAL	UNIFORM RENTAL	228.91
AT&T	LOCAL/LONG DISTANCE	1,437.08
BAKER'S LAWN CARE, LLC	FEB BURIALS	600.00
BENSCH, TERESA	MIOSHA TRAINING	124.30
BIOLOGICAL RESEARCH SOLUTION	WATER - TESTING	150.00
BRINER OIL CO., INC.	JFD - GASOLINE	114.82
	JFD - GASOLINE	51.63
	MVP - GASOLINE	131.76
	298.21	
BROOKS, JAMIE	CITY HALL CLEANING	100.00
	POLICE DEPT CLEANING	100.00
	200.00	
CLEAR VIEW, B.R. LLC	CITY HALL/JPD - WINDOW CLEANING	33.00
CONSUMERS ENERGY	JPD - ELECTRICITY	220.61
	FREEDOM MEMORIAL - ELECTRICITY	103.39
	CEMETERY - ELECTRICITY	26.50
	DDA - METERED PARKING LOT LIGHTS	97.72
	FAST PARK - ELECTRICITY	60.57
	CITY HALL 2ND FLOOR ELECTRICITY	22.57
	EMERGENCY SIREN ELECTRICITY	23.27
	JFD TRAINING ROOM ELECTRICITY	84.26
	JFD TRUCK BAY ELECTRICITY	128.86
	RADIO TOWER ELECTRICITY	38.13
	CITY HALL ELECTRICITY	253.84
	DPW ELECTRICITY	273.54
	WRIGHT ST PARK ELECTRICITY	24.67
	598 IND PKWY SPRINKLER METER	22.99
	WATER TOWER ELECTRICITY	88.19
	100 DEAL PKWY SPRINKLER METER	27.62
	500 IND PKWY SPRINKLER METER	33.78
	WWTP ELECTRICITY	4,363.13
	DDA - CHRISTMAS LIGHTS	826.04
	IRON REMOVAL PLANT ELECTRICITY	1,591.78
	DDA BUILDING ELECTRICITY	289.38
	DDA - UNMETERED PKG LOT LT	20.52
	CITY-WIDE STREET LIGHTS	2,433.29
	DOWNTOWN/PARKING LOT LIGHTS	600.96
	FREEDOM MEMORIAL ELECTRICITY	97.74
	CEMETERY ELECTRICITY	26.20
	CITY HALL ELECTRICITY	206.22
	JPD ELECTRICITY	208.73
	500 IND PKWY SPRINKLER METER	38.66
	WWTP ELECTRICITY	4,197.14
	100 DEAL PKWY SPRINKLER METER	27.05
	WATER TOWER ELECTRICITY	80.22
	598 IND PKWY SPRINKLER METER	22.84
	WRIGHT ST PARK ELECTRICITY	24.66
	DPW BUILDING ELECTRICITY	189.78
	RADIO TOWER ELECTRICITY	36.98
	JFD TRUCK BAY ELECTRICITY	122.20
	JFD TRAINING ROOM ELECTRICITY	79.23
	EMERGENCY SIREN ELECTRICITY	23.27
	CITY HALL SECOND FLOOR ELECTRICITY	23.55
	FAST PARK ELECTRICITY	56.43
	DDA - METERED PARKING LOT LIGHT	87.64
	17,204.15	
COUNTRYSIDE TROPHIES	LDFA - NAME PLATES	21.00
CRAIG WICKHAM TREE SERVICE	RAIL/TRAIL - TREE REMOVAL	300.00

Vendor	Description	Amount
CURRENT OFFICE SOLUTIONS	OFFICE SUPPLIES	25.71
	JPD/WWTP - PRINTER CARTRIDGES	389.14
	OFFICE SUPPLIES	63.60
	REC - SUPPLIES	11.37
	COPIER MAINTENANCE	67.21
	OFFICE SUPPLIES	93.30
		650.33
DMCI BROADBAND, LLC	WWTP/DPW INTERNET SERVICE	504.84
FASTENAL	JFD - SAFETY CONES	100.00
FERGUSON WATERWORKS	WATER - NEW METERS	4,814.87
	WATER - METER BATTERY PACK	32.20
		4,847.07
FIRST NATIONAL BANK OMAHA	CONFERENCES/STAMPED ENVELOPES	1,827.98
	CONFERENCES	402.50
		2,230.48
FLEIS & VANDENBRINK ENG, INC	WATER RELIABILITY STUDY	5,357.31
GENPOWER PRODUCTS, INC.	WATER/WWTP - GENERATOR MAINT AGREEMENTS	1,313.50
GRIFFITHS MECH CONTRACTING,	WWTP - BOILER REPAIR	125.00
HILLS CO ECON DEVEL PARTNERS	LDFA - MEMBERSHIP RENEWAL	15,000.00
HILLSDALE CO FIREFIGHTERS AS	JFD - ANNUAL DUES	200.00
HILLSDALE COUNTY CLERK	NOVEMBER ELECTION EXPENSES	536.76
HILLSDALE MEDIA GROUP	ADS - REC/BOARD OF REVIEW	385.75
	ADS - COUNCIL HEARING/ORD 213 & 214 NOTICES	195.75
		581.50
HYDROCORP, INC	WATER CROSS CONNECTION PROGRAM	545.00
JONESVILLE COMMUNITY SCHOOLS	REC COPIES/COPY PAPER	213.48
JONESVILLE HARDWARE	SUPPLIES/TOOLS/REPAIRS	131.63
JONESVILLE LUMBER	DPW/MVP - REPAIRS/TOOLS	104.57
JONESVILLE, CITY OF	CITY HALL WATER/SEWER	43.99
	JFD WATER/SEWER	51.34
	WWTP WATER/SEWER	369.70
	WRIGHT ST PARK WATER/SEWER	33.93
	DPW WATER/SEWER	49.27
	JPD WATER/SEWER	43.99
		592.22
KEN STILLWELL FORD-MERCURY,	JPD - 16 FORD/OIL CHANGE	42.75
LIVINGSTON MICROGRAPHICS, LL	WWTP - UV LIGHT BULBS	738.68
MCGOWAN ELECTRIC SUPPLY, INC	DDA - STREET LIGHT BULBS	190.94
MICHIGAN GAS UTILITIES	GAS LIGHT SERVICE	14.33
	IRON REMOVAL PLANT - GAS SERVICE	197.59
	JFD - GAS SERVICE	310.47
	JPD - GAS SERVICE	111.90
	CITY HALL - GAS SERVICE	111.77
	WWTP - GAS SERVICE	1,481.16
		2,227.22
MICHIGAN MUNICIPAL LEAGUE	CLAIM OVERPAYMENT	250.00
MILLIPORE CORPORATION	WWTP - SUPPLIES	177.89
NORTH EAST FABRICATION CO, I	MVP - REPAIRS	30.00
	RAIL TRAIL - REPAIRS	19.31
	WWTP - SUPPLIES	19.17
	JFD - LIGHT BAR BRACKET/TRUCK 572	79.78
		148.26
PERFORMANCE AUTOMOTIVE	JPD/JFD/MVP - REPAIRS	131.67
POINT RENTAL & SALES	MVP - SUPPLIES	15.00
POSTMASTER	POSTAGE - WATER/SEWER BILLS	237.14
	POSTAGE - 2017 ASSESSMENT NOTICES	393.20
	POSTAGE - 2016 WATER QUALITY REPORTS	361.04
	PERMIT #16 PRESORT FEE RENEWAL	225.00
		1,216.38
READING, CITY OF	WWTP - 2016 VACTOR TRUCK RENTAL	1,577.70
REPUBLIC WASTE SERVICES #249	CITY HALL/WWTP/DPW TRASH SERVICE	90.00
	JPD/JFD TRASH SERVICE	59.00

03/10/2017
User: LSPAHR
DB: Jonesville

CITY OF JONESVILLE
INVOICE APPROVAL LIST
03/16/2017

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<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	PARKS/DOWNTOWN TRASH SERVICE	105.00
	254.00	
SAM'S CLUB	REC - MEMBERSHIP RENEWAL	45.00
SPEEDWAY SUPERAMERICA, LLC	GASOLINE	773.58
STATE OF MICHIGAN	MAJOR ST - TRAFFIC SIGNAL MAINTENANCE	390.22
	WWTP - BIOSOLIDS LAND APPLICATION FEE	730.41
	MAJOR/LOCAL - TRAFFIC SIGNAL ELECTRICITY	227.04
	WASTEWATER EXAM APPLICATION	70.00
	WASTEWATER EXAM APPLICATION	70.00
	1,487.67	
STOCKHOUSE CORPORATION	ACCOUNTS PAYABLE CHECKS PRINTED	134.99
	PRINTING - 2016 WATER QUALITY REPORTS	221.00
	CITIZENSHIP TICKETS	25.00
	380.99	
TRACTOR SUPPLY CREDIT PLAN	MVP - SUPPLIES	87.72
UNIQUE PAVING MATERIALS CORP	COLD PATCH	284.20
USA BLUEBOOK	WWTP - SUPPLIES/WATER - REPAIRS	512.82
	WWTP - SUPPLIES	199.48
	712.30	
VERIZON WIRELESS	CELL PHONES/JPD IN CAR MODEM	166.49
WALMART COMMUNITY/RFCSLLC	OFFICE SUPPLIES	202.13
WOLVERINE ENG & SURVEYORS IN	LDFA - READING ST EXTENSION DESIGN	1,500.00
WORKHEALTH	DPW - CDL PHYSICAL	70.00
	Total:	66,568.04

YEAR SUMMARY 2017

Month	CITY	SCIPIO	FAYETTE	MUTUAL AID	TRAINING/MEETINGS
JANUARY	3	2	5	4	5
FEBRUARY	2	1	3	4	3
MARCH					
QUARTER TOTAL					
APRIL					
MAY					
JUNE					
QUARTER TOTAL					
JULY					
AUGUST					
SEPTEMBER					
QUARTER TOTAL					
OCTOBER					
NOVEMBER					
DECEMBER					
QUARTER TOTAL					
YEAR TOTAL					

Notes:

Jonesville Fire Department Report

February

2017

[illegible]

Notes:

MONTHLY OPERATING REPORT

February 2017

SUBMITTED: March 7, 2017

WATER FLOW

MAXIMUM	298,000
MINIMUM	125,000
AVERAGE	205,000
TOTAL	5.733 MG

WASTEWATER FLOW

MAXIMUM	370,300
MINIMUM	298,300
AVERAGE	324,200
TOTAL	9.0786 MG

CALLOUTS: None

OPERATION & MAINTENANCE

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

Plant Staff attended the water-wastewater joint expo held in Lansing.

A manhole on M-99 south was repaired. The manhole ring and lid had been pushed off of the structure. A permanent repair will be made in the spring.

The 2016 Water Quality Report was completed and taken to the printer. A copy was also delivered to the County Health Department.

The 2017-2018 budget and capital improvement plan for the wastewater plant and the water plant were completed and submitted to City Hall.

Lab Staff performed lagoon analysis for Litchfield, Reading, Camden and Merry Lake.

The motor on the North Trickling Filter failed. Clark Electric took the motor for further testing.

PLANT EFFICIENCY—February 2017

5-Day Biochemical Oxygen Demand

NPDES Permit Limit in February 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—4.6 mg/l

Average Percent Removal from the Raw Wastewater—96.9 %

Total Suspended Solids

NPDES Permit Limit in February 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— 2.8 mg/l

Average Percent Removal from the Raw Wastewater—95.3%

Total Phosphorus

NPDES Permit Limit in February 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—0.5 mg/l

Average Percent Removal from the Raw Wastewater—86.2%

Ammonia Nitrogen

NPDES Permit Limit in February 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—0.509 mg/l

Average Percent Removal from the Raw Wastewater—98.1 %

Jonesville Daily Maximum—3.58 mg/l

Rick Mahoney

Jonesville Dept of Public Works

February 2017

Monthly Report

	Maintenance	Salt	Chloride	Pros. Gravel	COLD MIX
STATE HIGHWAYS	0 HR DT 0 HR OT	3 Tons	0 Bag	0 Ton	1 Ton
MAJOR ROADS	0 HR DT 0 HR OT	5 Tons	0 Bag	0 Ton	.19 Ton
LOCAL ROADS	0 HR DT 0 HR OT	4 Tons	0 Bag	0 Ton	.125 Ton
PARKING LOTS	0 HR DT 0 HR OT	1 Ton	0 Bag		.125 Ton
POLICE STATION	0 HR OT	0 Ton	0 Bag		
FIRE DEPARTMENT	0 HR OT	0 Ton	0 Bag		
DPW DEPT	0 HR OT				
DDA SIDEWALKS	0 HR OT				
WATER	0 HR DT 0 HR OT				
State Police	0 HR OT	0 Ton	0 Bag		

There were no call outs.

State, Major & Local Streets were cold patched.

We hauled snow off of Major & Local Streets downtown & parking lots from snow storm on 1-31-17

We installed a new battery in the Police Dept. generator.

The Christmas lights on the DDA tree's were taken down.

The DDA benches were power washed and painted for the downtown streetscape.

We repaired a storm drain in the south parking lot.

We have been trimming tree's on Major and Local Streets.

We all attended the Joint Expo & Operators Day in Lansing put on by MDEQ.

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 FEBRUARY 2017

Total reports written: 76
Larceny from Building: 2
Assault and Battery: 0
Fraud: 2
Theft from Motor Vehicle: 0
Domestic Assault: 0
Malicious Destruction of Property: 0
Drug Offense: 0
Other Larceny: 3
Damage to Property (not malicious): 0
Retail Fraud: 3
Embezzlement: 0
Public Roadway Accidents: 2
Private Property Accidents: 1
Other Arrests: 5 (warrants, traffic, etc.)
Non Violent Domestic: 1
Civil Matter/Family Disputes: 4
Medical Emergency: 19
Alarms: 3
Suspicious Situations: 10
Natural Death: 1
General Assistance/Non-Criminal: 19
Traffic/Moving Violations: 3
Ordinance: 1
Warrants Received from Prosecutor: 4
Juvenile Petitions: 2

February Patrol Shift Coverage: 93%

MARCH FOCUS

Spring ordinance enforcement

State of Michigan Department of Environmental Quality

This is to certify that

Richard G. Mahoney

having submitted acceptable evidence of qualifications, in accordance with the requirements of the Rules Governing the Certification of Sewage Treatment Works Operators, is qualified to operate any sewage treatment works of any of the following classifications:

A, B, C, D, L2-R, L1

Issued

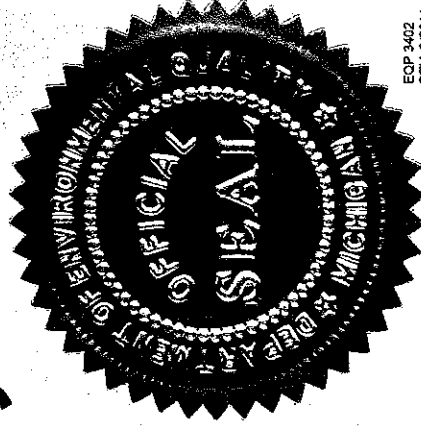
February 9, 2017

Expires

April 15, 2020

Operator LD. Number

10578



ISSUED BY THE DIRECTOR OF THE DEPARTMENT OF ENVIRONMENTAL QUALITY
UNDER AUTHORITY OF ACT 451 P.A. 1994 AS AMENDED

EOP 3402
REV. 3/2011