



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
NOVEMBER 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. Receive June 30, 2017 Audit Report – Bailey, Hodshire & Co. P.C [ROLL CALL][Action Item]
- B. City, Village, and Township Revenue Sharing (CVTRS)
Certification of Accountability and Transparency [Action Item]
- C. Board and Commission Appointments [Action Item]
- D. Consider Police Sergeant Salary Range [Action Item]
- E. Resolution 2017-15 – Authorize Representatives for USDA-RD
Loan Application [ROLL CALL][Action Item]
- F. Fiscal Year 2017-18 1st Quarter Budget Comparison [Information Item]

7. COUNCIL MINUTES

- A. Consider minutes of the October 18, 2017 Regular Meeting [Action Item]

8. ACCOUNTS PAYABLE

- A. Accounts Payable for November 2017 totalling \$54,574.13 [Action Item]

9. DEPARTMENT REPORTS

- A. Fire Department – Chief Adair
- B. Water/Wastewater Treatment Plant – Superintendent Mahoney
- C. Department of Public Works – Superintendent Kyser
- D. Police Department – Chief Lance
- E. Cash Report – Finance Director Spahr


10. ADJOURNMENT



City of Jonesville

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To: Jonesville City Council
From: Jeffrey M. Gray, City Manager 
Date: November 9, 2017
Re: Manager Report and Recommendations – November 15, 2017 Council Meeting

6. A. Receive June 30, 2017 Audit Report – Bailey, Hodshire & Co. P.C. [ROLL CALL][Action Item]

Greg Bailey will present the June 30, 2017 Audit Report. Per the opinion noted by Bailey, Hodshire & Co. P.C. in the auditor's report on page 1, *"In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Jonesville, as of June 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America."* Following the presentation, I would recommend a motion to receive the June 30, 2017 Audit Report, as presented. *Please refer to the enclosed Audit Report.*

6. B. City, Village, and Township Revenue Sharing (CVTRS)

Certification of Accountability and Transparency

[Action Item]

In 2015, the Michigan Legislature established the City, Village, and Township Revenue Sharing (CVTRS) program (a simplified version of the Economic Vitality Incentive Program (EVIP)). These programs replace the statutory revenue sharing program for eligible cities, villages and townships. To qualify for the CVTRS payments, eligible local units must certify and submit to the Department of Treasury by December 1, 2017 that the following have been made available to the public: 1) a citizen's guide to our most recent local finances; 2) a performance dashboard; 3) a debt service report; and 4) a projected budget report of revenues and expenditures comparing the current fiscal year with next fiscal year. Staff can provide an interactive demonstration of these documents and recommends a motion to authorize filing the Certification of Accountability and Transparency with the Department of Treasury. *Note the attached CVTRS Certification form, projected budget, and debt service report.*

6. C. Board and Commission Appointments

[Action Item]

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

Board of Review: Clifford Shultz – Eligible for reappointment for a 3 year term. Mr. Schultz is willing to accept reappointment through the December Board of Review, but wishes to step down following that due to health issues. It will be necessary to recruit a replacement for the remainder of the unexpired term. Reappoint through January 1, 2018.

Citizenship Committee: Ron Hayes – Reappoint to a three-year term through September 2020.

Downtown Development Authority: Don Toffolo, Gale Fix, and Abe Graves – Reappoint to four-year terms through November 2021.

Planning Commission: Christine Bowman and Charles Crouch – Reappoint to three-year terms through November 2020.

Zoning Board of Appeals: George Humphries, Jr. – Reappoint to a three-year term through November 2020.

6. D. Consider Police Sergeant Salary Range

[Action Item]

Detective Sergeant Gordy Bigelow has provided formal notice of his intent to retire, effective January 14, 2018. As Chief Lance reported at the October meeting, we have been reviewing the position responsibilities to determine any changes that might be necessary or desirable for the future operation of the Department. Chief Lance is recommending the adoption of a new position description to hire the equivalent of the "Senior Officer" position that was contemplated with the approved 36-month plan for the reorganization of the Police Department. In addition to patrol officer responsibilities, the Sergeant position would be responsible for new officer training, report reviews, and command and supervisory responsibilities in the Chief's absence. Due to the increased responsibilities of the position, it is recommended that Council approve a starting salary range of \$20.30 to \$23.05 per hour. This range corresponds to the F-7 through F-11 steps on the existing Salary Schedule. The current patrol officer salary rate is \$19.74 per hour. I recommend a motion to approve the starting salary range for the Police Sergeant position, as recommended. *Please refer to the attached Position Description and Job Posting.*

**6. E. Resolution 2017-15 – Authorize Representatives for USDA-RD
Loan Application**

[ROLL CALL][Action Item]

Approval of the attached resolution will designate the City Manager and/or the Finance Director as authorized representatives for the application to the United States Department of Agriculture-Rural Development (USDA-RD) for the loan for water system improvements. Most of the application responsibilities will be delegated to representatives of Fleis and Vandenbrink, who were contracted last month for these services. Approval of the resolution requires a roll call vote. *Please refer to the attached Resolution 2017-15.*

6. F. Fiscal Year 2017-18 1st Quarter Budget Comparison

[Information Item]

The Fiscal Year 2017-18 three month budget comparison (July 1, 2017-September 30, 2017) is attached. Where revenues or expenditures exceed the 25% level for the quarter, notes are provided. Overall, revenues and expenditures are tracking as expected. Finance Director Spahr can address any questions or comments at the meeting. *Please refer to the attached Budget Comparison.*

Attachments:

- Transportation Asset Management Workshop – Mike Kyser and Lenore Spahr
- Correspondence from Comcast dated November 7, 2017

City, Village, and Township Revenue Sharing and County Incentive Program Certification

Issued under authority of 2017 Public Act 107. Filing is mandatory to qualify for payments.

Each city/village/township/county applying for City, Village, and Township Revenue Sharing or County Incentive Program payments must:

1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below has produced and made available to the public a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report as required by 2017 Public Act 107. The local unit must include in any mailing of general information to its citizens, the Internet website address or the physical location where all the documents are available for public viewing in the clerk's office.
2. Submit to Treasury a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report.

This certification, along with a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report, **must be received by December 1, 2017**, (or the first day of a payment month) in order to qualify for that month's payment. Postmark dates will not be considered. For questions, call 517-373-2697.

PART 1: LOCAL UNIT INFORMATION			
Local Unit Name CITY OF JONESVILLE		Local Unit County Name HILLSDALE	
Local Unit Code 302015		Contact E-Mail Address manager@jonesville.org	
Contact Name JEFF GRAY	Contact Title CITY MANAGER	Contact Telephone Number (517) 849-2104	Extension
Website Address, if reports are available online www.jonesville.org		Current Fiscal Year End Date	
PART 2: CITIZEN'S GUIDE			
Check any of the following that apply:			
<input type="checkbox"/> The local unit has elected to use Treasury's online Citizen's Guide to comply with the legislative requirements. Therefore, a copy of the Citizen's Guide will not be submitted to Treasury.			
<input checked="" type="checkbox"/> The local unit does not have any unfunded pensions or other post employment benefits (OPEB).			
PART 3: CERTIFICATION			
<i>In accordance with 2017 Public Act 107, the undersigned hereby certifies to Treasury that the above mentioned local unit 1) has produced a Citizen's Guide, a Performance Dashboard, a Debt Service Report, and a Projected Budget Report and 2) will include in any mailing of general information to our citizens, the Internet website address or the physical location where all the documents are available for public viewing in the clerk's office. The Citizen's Guide, Performance Dashboard, Debt Service Report, and Projected Budget Report are attached to this signed certification, unless otherwise noted in Part 2.</i>			
Chief Administrative Officer Signature (as defined in MCL 141.422b)		Printed Name of Chief Administrative Officer (as defined in MCL 141.422b) Jeffrey M. Gray	
Title City Manager		Date 11/20/2017	

Completed and signed form (including required attachments) should be e-mailed to: **TreasRevenueSharing@michigan.gov**.
If you are unable to submit via e-mail, fax to 517-335-3298 or mail the completed form and required attachments to:

Michigan Department of Treasury
Revenue Sharing and Grants Division
PO Box 30722
Lansing MI 48909

TREASURY USE ONLY		
CVTRS/CIP Eligible Y N	Certification Received	Citizen's Guide Received
Performance Dashboard Received	Debt Service Report Received	Projected Budget Report Received
Final Certification	CVTRS/CIP Notes	

Projected Budget Report

Local Government Name: CITY OF JONESVILLE
 Local Unit Code: 302015
 Current Fiscal Year End Date: 30-Jun-18
 Fund Name: GENERAL FUND

REVENUES	Fiscal Year 2018	Percent Change	Fiscal Year 2019	Assumptions
Property Taxes	\$ 532,997	1 %	\$ 538,327	Stable property values
Other Taxes	\$ -	- %	\$ -	
State Revenue Sharing	\$ 215,914	- %	\$ 215,914	Historical trend
Charges for Services	\$ 58,246	1 %	\$ 58,828	Historical trend
Recreation	\$ 42,500	- %	\$ 42,500	Based on fees and participation
Cemetery/Freedom Memorial	\$ 17,400	- %	\$ 17,400	
Fines & Fees	\$ 27,600	- %	\$ 27,600	Historical trend
Licenses & Permits	\$ 1,560	- %	\$ 1,560	Historical trend
Interest and Rents	\$ 7,000	1 %	\$ 7,070	Historical trend
Grant Revenues	\$ -	- %	\$ -	
Other Revenues	\$ 3,000	- %	\$ 3,000	Historical trend
Interfund Transfers (In)	\$ 269,414	- %	\$ 179,414	Historical trend
Total Revenues	\$ 1,175,631		\$ 1,091,613	
EXPENDITURES				
City Council	\$ 25,100	1 %	\$ 25,351	Historical trend
City Manager	\$ 103,319	1 %	\$ 104,352	Historical trend
Elections	\$ -	- %	\$ 2,000	Nov 2018 election
General Office	\$ 197,120	1 %	\$ 199,091	Historical trend
Board of Review	\$ 1,500	1 %	\$ 1,515	Historical trend
Treasurer	\$ 2,800	1 %	\$ 2,828	Historical trend
Assessor	\$ 22,100	1 %	\$ 22,321	Historical trend
Data Processing/Computer Dept	\$ 11,025	- %	\$ 12,000	Historical trend
City Hall	\$ 16,147	1 %	\$ 16,308	Historical trend
Cemetery	\$ 64,328	1 %	\$ 49,971	Cemetery improvements complete
Freedom Memorial	\$ 2,400	1 %	\$ 2,424	Historical trend
Police Department	\$ 324,897	1 %	\$ 328,146	Historical trend
Fire Department	\$ 138,757	1 %	\$ 116,144.61	SCBA bottle purchase complete
Planning & Zoning Commissions	\$ 21,101	1 %	\$ 10,312	Master Plan Update complete
Parking Lots	\$ 62,515	1 %	\$ 23,140.15	South Parking Lot impr complete
Sidewalks	\$ 11,380	1 %	\$ 1,494	Sidewalk improvements complete
Department of Public Works	\$ 18,220	1 %	\$ 18,402	Historical trend
Street Lighting	\$ 32,000	1 %	\$ 32,320	Historical trend
Sanitary Land Fill	\$ 5,799	1 %	\$ 5,857	Historical trend
Recreation Department	\$ 45,615	- %	\$ 45,615	Based on participation
Parks	\$ 14,325	1 %	\$ 14,468	Historical trend
Rail Trail	\$ 9,875	1 %	\$ 9,974	Historical trend
Fringe Benefits	\$ 34,250	1 %	\$ 34,593	DPW paid time off
Insurance	\$ 11,000	- %	\$ 12,000	Historical trend
Total Expenditures	\$ 1,175,573		\$ 1,090,628	
Net Revenues (Expenditures)	\$ 57		\$ 985	
Beginning Fund Balance	\$ 1,349,782		\$ 1,349,839	
Ending Fund Balance	\$ 1,349,839		\$ 1,350,825	

Debt Service Requirements

Local Government Name: CITY OF JONESVILLE
 Local Unit Code: 302015
 Current Fiscal Year End Date: 30-Jun-18

LTGO BONDS, SERIES 2010 (MAJOR - MURPHY ST)
 Paid through State shared revenue and property taxes
 10/14/2010
 \$300,000

Years Ending		Principal		Interest		Total
6/30/2018	\$	30,000	\$	4,650	\$	34,650
6/30/2019	\$	35,000	\$	3,413	\$	38,413
6/30/2020	\$	35,000	\$	2,047	\$	37,047
6/30/2021	\$	35,000	\$	682	\$	35,682
Totals	\$	135,000	\$	10,792	\$	145,792

2008 CAPITAL IMPROVEMENT (LTGO) BONDS (LOCAL - EAST ST)
 Paid through State shared revenue and property taxes
 6/19/2008
 \$700,000

Years Ending		Principal		Interest		Total
6/30/2018	\$	50,000	\$	15,845	\$	65,845
6/30/2019	\$	55,000	\$	13,645	\$	68,645
6/30/2020	\$	55,000	\$	11,170	\$	66,170
6/30/2021	\$	60,000	\$	8,640	\$	68,640
6/30/2022	\$	60,000	\$	5,820	\$	65,820
6/30/2023	\$	60,000	\$	2,940	\$	62,940
Totals	\$	340,000	\$	58,060	\$	398,060

2012 DOWNTOWN DEVELOPMENT BONDS (LTGO)
 Paid through property tax revenue
 5/16/2012
 \$550,000

Years Ending		Principal		Interest		Total
6/30/2018	\$	45,000	\$	13,040	\$	58,040
6/30/2019	\$	46,000	\$	11,510	\$	57,510
6/30/2020	\$	48,000	\$	9,900	\$	57,900
6/30/2021	\$	50,000	\$	8,172	\$	58,172
6/30/2022	\$	52,000	\$	6,322	\$	58,322
6/30/2023	\$	54,000	\$	4,346	\$	58,346
6/30/2024	\$	56,000	\$	2,240	\$	58,240
Totals	\$	351,000	\$	55,530	\$	406,530

VILLAGE (CITY) OF JONESVILLE SEWER REFUNDING BONDS
 Paid through service charge revenue
 4/14/2014
 \$3,485,000

Years Ending		Principal		Interest		Total
6/30/2018	\$	105,000	\$	121,601	\$	226,601
6/30/2019	\$	110,000	\$	119,501	\$	229,501
6/30/2020	\$	110,000	\$	117,301	\$	227,301
6/30/2021	\$	115,000	\$	114,551	\$	229,551
6/30/2022	\$	115,000	\$	111,101	\$	226,101
6/30/2023	\$	120,000	\$	107,651	\$	227,651
6/30/2024	\$	125,000	\$	102,851	\$	227,851
6/30/2025	\$	125,000	\$	97,851	\$	222,851
6/30/2026	\$	130,000	\$	92,851	\$	222,851
6/30/2027	\$	140,000	\$	87,651	\$	227,651
6/30/2028	\$	145,000	\$	82,051	\$	227,051
6/30/2029	\$	150,000	\$	76,251	\$	226,251
6/30/2030	\$	155,000	\$	70,251	\$	225,251
6/30/2031	\$	160,000	\$	64,051	\$	224,051
6/30/2032	\$	170,000	\$	57,651	\$	227,651
6/30/2033	\$	175,000	\$	50,596	\$	225,596
6/30/2034	\$	185,000	\$	43,334	\$	228,334
6/30/2035	\$	190,000	\$	35,656	\$	225,656
6/30/2036	\$	200,000	\$	27,344	\$	227,344
6/30/2037	\$	210,000	\$	18,594	\$	228,594
6/30/2038	\$	215,000	\$	9,406	\$	224,406
Totals	\$	3,150,000	\$	1,608,099	\$	4,758,099



POSITION DESCRIPTION

Position: Police Sergeant
Supervised By: Chief of Police
Supervises: Police Department patrol officers, full and part-time.
FLSA Status: Non-Exempt
Status: Full Time, At-Will

General Summary

The Police Sergeant for the Jonesville Police Department is employed full time by the City of Jonesville. Under direction, plans, directs, supervises, assigns, reviews, and participates in the work of law enforcement staff involved in traffic and field patrol, investigation crime prevention, community relations, and related services and activities, oversees and participates in all work activities; coordinates activities with other agencies and performs a variety of administrative and technical tasks relative to assigned area of responsibility. The ability to act independently is a pre-requisite for this position.

This full time position involves weekend/holiday hours. This is a working police sergeant position which includes road patrol duties.

Essential Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

1. Plan, prioritize, assign, supervise, and review the work of sworn law enforcement officers involved in traffic and field patrol, investigations, crime prevention, community relations, and related services and activities.
2. Serve as first level supervisor for patrol officers and conduct personnel, equipment and building inspections.
3. Prepare, process, and maintain a variety of written reports and records pertaining to assigned activities including daily activity reports. Completion of payroll in absence of the Chief of Police for submission to Finance.
4. Review incident reports, required forms, summons, records, and related documents prepared by patrol officers to ensure accuracy and timely completion; correct or instruct officers to make corrections.
5. Coordinate police activities with other City departments and coordinate police functions of the department with other law enforcement agencies.
6. Conduct a continuing review of assigned activities to identify problems and develop recommendations for improving services.
7. Assist with training and orientation of new employees; provide training, guidance, and counseling to new patrol officers.
8. Respond to major crimes, accident scenes, and emergencies; assume initial command; establish field command posts and implement the Incident Command System; may act as incident commander until such time as a higher-ranking person assumes command.
9. Participate in shift activities as necessary including enforcing local and state laws; issue citations and make arrests.

10. Assist in internal affairs investigations and investigation of citizen complaints as necessary.
11. Provide a full range of administrative support to the Chief of Police as designated.
12. Act as interim/temporary Chief of Police as designated by the Chief of Police or City Manager.

Tools and Equipment Used: Emergency response motor vehicle, firearms, non-lethal weapons, speed detection devices, mobile radio, phone, and a variety of office equipment.

Required Minimum Qualifications

Education and Experience:

1. An Associate's degree or knowledge and experience equivalent of an Associate's degree in police science or criminal justice. A Bachelor's degree and or graduation from Staff and Command or FBI Academy highly desired.
2. Four years of progressively responsible experience in law enforcement.
3. A current and valid Michigan Motor Vehicle Operator's license.
4. Current Michigan Commission on Law Enforcement Standards certification.

Necessary Knowledge, Skills, and Abilities:

Work involves performance requiring some skills or special knowledge acquired through specific police management training and experience.

1. Knowledge of functions and objectives of the police department and other local, state and federal agencies.
2. Knowledge of community policing, crime prevention, drug and alcohol programs, and problem solving strategies.
3. Knowledge of police communications and computer applications.
4. Ability to organize and direct work of self and others and to manage or coordinate multiple tasks or activities simultaneously.
5. Ability to exercise discretion in the use of force and law enforcement powers.
6. Ability to communicate effectively verbally and in writing.
7. Ability to supervise, train and evaluate staff and to take charge and command of subordinates.
8. Ability to maintain confidentiality of highly sensitive data and information.
9. Ability to operate a personal computer, utilizing word processing, spreadsheet, database management, incident reporting, vehicle and criminal records and other software applications as may be necessary to perform essential job functions.
10. Ability to perform tasks in changing and stressful circumstances.
11. Ability to be available to respond at any time for major incidents.
12. Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee frequently is required to sit and stand. The employee is frequently required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

This job requires the employee to have the ability to exert moderate, though not constant, physical effort, typically involving some combination of reaching, stooping, walking and climbing, and the lifting carrying, pushing and/or pulling of objects and materials weighing 11-20 pounds. May occasionally lift

and/or move moderate to heavy weights. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Must have high levels of eye, hand, and foot coordination.

While performing the duties of this job, the employee will frequently work in outside weather conditions. While essential functions are regularly performed without exposure to adverse environmental conditions, major incidents or events may involve exposure to severe weather, temperature and noise extremes, traffic hazards, animals/wildlife, traffic, moving machinery, heights, violence, toxic agents, explosives, disease or pathogenic substances.

The noise level in the work environment ranges from general office noise to moderately loud.

Application

The duties listed above are intended only as illustrations of the various types of work that may be performed. This description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



Job Posting

Position: Police Sergeant, Jonesville Police Department- Jonesville, MI

FLSA Status: Non-Exempt

Status: Full-Time: At-Will

Closing Date: December 11, 2017

Position Summary

The Police Sergeant for the Jonesville Police Department is employed full time by the City of Jonesville. Under direction, plans, directs, supervises, assigns, reviews, and participates in the work of law enforcement staff involved in traffic and field patrol, investigation crime prevention, community relations, and related services and activities, oversees and participates in all work activities; coordinates activities with other agencies and performs a variety of administrative and technical tasks relative to assigned area of responsibility. The ability to act independently is a pre-requisite for this position.

This full time position involves weekend/holiday hours. This is a working police sergeant position which includes road patrol duties.

Required Minimum Qualifications

Education and Experience:

1. An Associate's degree or knowledge and experience equivalent of an Associate's degree in police science or criminal justice. A Bachelor's degree and/or graduation from Staff and Command is highly desired.
2. Four years of progressively responsible experience in law enforcement.
3. Excellent oral, written, and interpersonal communications skills
4. A current and valid Michigan Motor Vehicle Operator's license.
5. Current Michigan Commission on Law Enforcement Standards certification.
6. Ability to physically and mentally perform the essential duties of the job.

We are seeking a positive, energetic, experienced and knowledgeable law enforcement professional who understands the importance of the balance between enforcement of laws and customer service/community policing.

Compensation:

Starting pay range: \$20.30/hr (F-7)-\$23.05/hr (F-11) DOQ

Benefits:

- High Deductible Health Insurance plan
- Vision and Dental Insurance, 20% premium co-share
- Pension 401(a) defined contribution – City contribution equal to 5% of wages, with an employee contribution of 5, 7 or 10%
- Optional deferred compensation and Roth IRA
- Disability \$1,500/mo, 20% premium co-share
- Life Insurance - \$50,000
- Optional cancer and accident coverage
- Paid holidays, earned vacation, sick and personal leave

How to Apply

Submit cover letter, resume and City of Jonesville on-line Employment Application for this position by close of business on December 11, 2017. The on-line City of Jonesville Employment Application is located at www.jonesville.org in the Job Posting Section.

Submit cover letter and resume to:
Teresa Bensch, Administrative Assistant
RE: Police Sergeant
265 E. Chicago Rd.
Jonesville, Michigan. 49250
Electronically:
administrative@jonesville.org

2017-15

CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN

**RESOLUTION – DESIGNATING AUTHORIZED REPRESENTATIVES FOR PREPARATION
AND SUBMITTAL OF AN APPLICATION FOR FUNDING ASSISTANCE FOR WATER
SYSTEM IMPROVEMENTS**

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

PRESENT:

ABSENT:

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

WHEREAS, the City of Jonesville recognizes the need to make improvements to its existing water supply, treatment, and distribution systems; and

WHEREAS, the City of Jonesville intends to prepare and submit an Application to the United States Department of Agriculture– Rural Development (USDA-RD), to finance needed water system improvements.

NOW THEREFORE, IT IS RESOLVED that the City Manager, a position currently held by Jeffrey M. Gray, and/or the Finance Director, a position currently held by Lenore M. Spahr, are designated as authorized representatives for preparation and submittal of said application to USDA-RD.

AYES:

NAYS:

ABSENT:

Cynthia D. Means, Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Jonesville, County of Hillsdale, Michigan at a Regular Meeting held on the 15th day of November, 2017, and that public notice was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

Cynthia D. Means, Clerk

CITY OF JONESVILLE
REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 9/30/2017

DESCRIPTION	YTD BALANCE 9/30/2017 NORMAL (ABNORMAL)	2017-18 AMENDED BUDGET	% BDGT USED	COMMENTS
Fund 101 - GENERAL FUND				
TOTAL Revenues	621,218.60	1,175,630.52	52.84%	Property taxes
Expenditures				
101-CITY COUNCIL	5,412.90	25,100.00	21.57%	
172-CITY MANAGER	25,427.06	103,319.00	24.61%	
191-ELECTIONS	48.71	0.00		
218-GENERAL OFFICE	46,254.64	197,120.00	23.47%	
247-BOARD OF REVIEW	186.36	1,500.00	12.42%	
253-TREASURER	477.37	2,800.00	17.05%	
257-ASSESSOR	5,400.00	22,100.00	24.43%	
258-DATA PROCESSING/COMPUTER DE	3,059.24	11,025.00	27.75%	
265-CITY HALL	5,539.27	16,147.00	34.31%	Annual Prop/Liability Insur.
276-CEMETERY	24,819.48	64,328.00	38.58%	Payment to Fayette Twp.
285-FREEDOM MEMORIAL	411.22	2,400.00	17.13%	
301-POLICE DEPARTMENT	66,917.35	324,897.20	20.60%	
336-FIRE DEPARTMENT	20,918.59	138,757.04	15.08%	
410-PLANNING & ZONING COMMISSIOI	1,553.08	21,101.00	7.36%	
441-RADIO TOWER PROPERTY	79.61	0.00		To be reclassified
442-PARKING LOTS	2,953.49	62,515.00	4.72%	
443-SIDEWALKS	261.78	11,380.00	2.30%	
444-DEPT. OF PUBLIC WORKS	4,753.11	18,220.00	26.09%	
448-STREET LIGHTING	7,986.07	32,000.00	24.96%	
526-SANITARY LAND FILL	0.00	5,799.00	0.00%	
751-RECREATION DEPARTMENT	4,246.09	45,615.00	9.31%	
770-PARKS	4,190.18	14,325.00	29.25%	
780-RAIL/TRAIL	5,533.75	9,875.00	56.04%	Sidewalk to/from Police Dept
858-FRINGE BENEFITS	8,547.59	34,250.00	24.96%	
865-INSURANCE	11,821.00	11,000.00	107.46%	Annual Prop/Liability Insur.
895-PROMOTIONS	0.00	0.00		
897-OTHER ACTIVITIES	0.00	0.00		
TOTAL Expenditures	256,797.94	1,175,573.24	21.84%	
NET OF REVENUES & EXPENDITURES	364,420.66	57.28		

CITY OF JONESVILLE
REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 9/30/2017

DESCRIPTION	YTD BALANCE 9/30/2017 NORMAL (ABNORMAL)	2017-18 AMENDED BUDGET	% BDGT USED	COMMENTS
Fund 202 - MAJOR STREETS FUND				
TOTAL Revenues	66,515.74	384,412.00	17.30%	
Expenditures				
451-STREET CONSTRUCTION	2,009.03	237,600.00	0.85%	
465-ROUTINE MAINTENANCE	45,815.91	59,000.00	77.65%	Chip/fog seal/crack filling
474-TRAFFIC CONTROL	1,219.86	10,950.00	11.14%	
478-WINTER MAINTENANCE	0.00	21,865.00	0.00%	
900-ADMINISTRATION	0.00	45,799.00	0.00%	
TOTAL Expenditures	49,044.80	375,214.00	13.07%	
NET OF REVENUES & EXPENDITURES	17,470.94	9,198.00	189.94%	
Fund 203 - LOCAL STREETS FUND				
TOTAL Revenues	236,271.66	266,162.48	88.77%	Property taxes
Expenditures				
451-STREET CONSTRUCTION	0.00	0.00		
465-ROUTINE MAINTENANCE	62,641.03	115,220.00	54.37%	Chip/fog seal/crack filling
474-TRAFFIC CONTROL	1,022.13	8,064.00	12.68%	
478-WINTER MAINTENANCE	0.00	17,030.00	0.00%	
900-ADMINISTRATION	0.00	129,899.00	0.00%	
TOTAL Expenditures	63,663.16	270,213.00	23.56%	
NET OF REVENUES & EXPENDITURES	172,608.50	(4,050.52)	4261.39%	
Fund 211 - STATE HIGHWAY FUND				
TOTAL Revenues	4,394.70	25,851.00	17.00%	
Expenditures				
465-ROUTINE MAINTENANCE	3,605.29	11,650.00	30.95%	
474-TRAFFIC CONTROL	147.82	550.00	26.88%	
478-WINTER MAINTENANCE	0.00	10,650.00	0.00%	
900-ADMINISTRATION	435.50	3,000.00	14.52%	
TOTAL Expenditures	4,188.61	25,850.00	16.20%	
NET OF REVENUES & EXPENDITURES	206.09	1.00		

CITY OF JONESVILLE
REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 9/30/2017

DESCRIPTION	YTD BALANCE 9/30/2017 NORMAL (ABNORMAL)	2017-18 AMENDED BUDGET	% BDGT USED	COMMENTS
Fund 247 - LOCAL DEVELOPMENT FINANCE AUTHORITY				
TOTAL Revenues	8,004.53	305,981.12	2.62%	
Expenditures				
729-DEVELOPMENT ACTIVITIES	10,670.88	305,487.00	3.49%	
TOTAL Expenditures	10,670.88	305,487.00	3.49%	
NET OF REVENUES & EXPENDITURES	(2,666.35)	494.12	539.62%	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
TOTAL Revenues	680.83	120,177.52	0.57%	
Expenditures				
442-PARKING LOTS	297.05	63,815.00	0.47%	
443-SIDEWALKS	100.17	6,121.00	1.64%	
729-DEVELOPMENT ACTIVITIES	719.09	31,170.00	2.31%	
733-DOWNTOWN/STREETSCAPE	7,065.19	25,795.00	27.39%	Watering flowers
895-PROMOTIONS	868.91	10,265.00	8.46%	
897-OTHER ACTIVITIES	0.00	58,440.00	0.00%	
TOTAL Expenditures	9,050.41	195,606.00	4.63%	
NET OF REVENUES & EXPENDITURES	(8,369.58)	(75,428.48)	11.10%	
Fund 301 - GENERAL DEBT SERVICE FUND				
TOTAL Revenues	0.00	158,935.00	0.00%	
Expenditures				
906-MAJOR STREET BOND	0.00	34,650.00	0.00%	
907-D.D.A. BOND	0.00	58,440.00	0.00%	
908-LOCAL STREET BOND	0.00	65,845.00	0.00%	
TOTAL Expenditures	-	158,935.00	0.00%	
NET OF REVENUES & EXPENDITURES	-	-		

CITY OF JONESVILLE
REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 9/30/2017

DESCRIPTION	YTD BALANCE 9/30/2017 NORMAL (ABNORMAL)	2017-18 AMENDED BUDGET	% BDGT USED	COMMENTS
Fund 590 - SEWER SYSTEM FUND				
TOTAL Revenues	267,214.32	847,567.71	31.53%	
Expenditures				
527-SEWAGE DISPOSAL	109,243.75	1,068,201.26	10.23%	
TOTAL Expenditures	109,243.75	1,068,201.26	10.23%	
NET OF REVENUES & EXPENDITURES	157,970.57	(220,633.55)	-71.60%	
Fund 591 - WATER SUPPLY SYSTEM FUND				
TOTAL Revenues	82,795.93	333,686.17	24.81%	
Expenditures				
536-IRON REMOVAL PLANT	37,130.37	292,324.00	12.70%	
537-WATER DISTRIBUTION SYSTEM	8,490.39	94,920.00	8.94%	
TOTAL Expenditures	45,620.76	387,244.00	11.78%	
NET OF REVENUES & EXPENDITURES	37,175.17	(53,557.83)	69.41%	
Fund 661 - MOTOR VEHICLE POOL FUND				
TOTAL Revenues	22,012.31	134,500.00	16.37%	
Expenditures				
270-DPW BUILDING AND GROUNDS	(5,770.18)	22,489.00	-25.66%	Salt bldg/MML insur pmt
896-MOTOR VEHICLE POOL	33,673.18	111,030.00	30.33%	Boom truck refurbishment
TOTAL Expenditures	27,903.00	133,519.00	20.90%	
NET OF REVENUES & EXPENDITURES	(5,890.69)	981.00	-600.48%	
Fund 703 - CURRENT TAX FUND				
TOTAL Revenues	49.40	-		Savings Interest
TOTAL Expenditures	-	-		
NET OF REVENUES & EXPENDITURES	49.40	-		
TOTAL REVENUES - ALL FUNDS	1,309,158.02	3,752,903.52	34.88%	
TOTAL EXPENDITURES - ALL FUNDS	576,183.31	4,095,842.50	14.07%	
NET OF REVENUES & EXPENDITURES	732,974.71	(342,938.98)	213.73%	

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

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

A meeting of the Jonesville City Council was held on Wednesday, October 18, 2017 at the Jonesville City Hall. Mayor Gerry Arno called the meeting to order at 6:30 p.m. Council members present were: Tim Bowman, Jerry Drake, Ron Hayes, Andy Penrose and David Steel. Absent: Brenda Guyse.

Also present: Manager Gray, Attorney Lovinger, Police Chief Lance, Fire Chief Adair, WWTP Supt. Mahoney, Gary Noblit, Paul Seegert – MRWA, and Bob Wilcox & Jeff Pugh – Fleis & Vandenbrink.

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

The agenda was approved as presented.

Paul Seegert presented the Wellhead Protection Plan that he prepared, with information regarding the aquifer that supplies groundwater for our public water system. The plan is intended to increase awareness of the water supply and our role in assuring its quality and safety.

Mayor Arno opened the Public Hearing at 6:49 p.m., to hear comments regarding the proposed Amendment of Section 15.28 of Ordinance 215 of the Code of Ordinances. Manager Gray explained that this will eliminate the requirement that property owners pay 50% of the cost of repair or replacement of public sidewalks that abut their property. Property owners would remain 100% responsible for repairs to sidewalks that result from actions other than normal wear and tear, such as damage from heavy equipment and the like. The Public Hearing was closed at 6:50 p.m.

A motion was made by David Steel and supported by Jerry Drake to approve the proposed amendment to Ordinance 215. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Ron Hayes, Andy Penrose, David Steel, and Gerry Arno. Nays: None. Absent: Brenda Guyse.

A motion was made by Tim Bowman and supported by Andy Penrose to pass Resolution 2017-14, to amend the Sidewalk Repair and Replacement Policy. The amendment is the companion to the Ordinance 215 amendment. Roll Call Vote: Ayes: David Steel, Andy Penrose, Ron Hayes, Jerry Drake, Tim Bowman, and Gerry Arno. Nays: None. Absent: Brenda Guyse.

A motion was made by Andy Penrose and supported by Jerry Drake to allow Gary Noblit to have two plaques installed near the G.A.R. statue in the G. Carl Fast Park, to honor Alonzo Smith and Alexander Foreman, both of which were Civil War Medal of Honor recipients in the 7th Calgary in the Civil War. All in favor. Absent: Brenda Guyse. Motion carried.

A motion was made by Jerry Drake and supported by Tim Bowman to engage the services of Fleis & Vandenbrink for preparing the necessary documentation to seek a financing commitment from USDA-RD for water system improvements, for a lump sum fee of \$16,300. All in favor. Absent: Brenda Guyse. Motion carried.

A motion was made by David Steel and supported by Jerry Drake to approve Master Plan Update proposals submitted by Region 2 Planning Commission (R2PC) and MMK Consulting. The R2PC proposal was approved at a cost not to exceed \$10,000, and the MMK Consulting proposal is not to exceed 20 billable hours plus printing, mailing, etc. All in favor. Absent: Brenda Guyse. Motion carried.

A motion was made by Jerry Drake and supported by Tim Bowman to approve the renewal of the Region 2 Planning Commission membership at a cost of \$609.66. All in favor. Absent: Brenda Guyse. Motion carried.

A motion was made by David Steel and supported by Andy Penrose to approve the MML Liability and Property Pool Board of Directors Ballot, to re-elect four incumbent members. All in favor. Absent: Brenda Guyse. Motion carried.

A motion was made by Ron Hayes and supported by Tim Bowman to approve the Council Minutes of September 20, 2017. All in favor. Absent: Brenda Guyse. Motion carried.

A motion was made by Ron Hayes and supported by Andy Penrose to approve the Accounts Payable for October 2017 in the amount of \$98,469.69. All in favor. Absent: Brenda Guyse. Motion carried.

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

Mayor Arno adjourned the meeting at 8:04 p.m.

Submitted by,

Lenore M. Spahr
Deputy Clerk

Gerald E. Arno
Mayor

11/09/2017
User: LSPAHR
DB: Jonesville

CITY OF JONESVILLE
INVOICE APPROVAL LIST
11/16/2017

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Vendor	Description	Amount
A & J COFFEE SERVICE	CITY HALL OPERATING SUPPLIES	8.50
	CITY HALL OPERATING SUPPLIES	33.05
	41.55	
AT&T	LOCAL/LONG DISTANCE	1,540.81
BAILEY, HODSHIRE & CO, PC	2017 AUDIT	3,750.00
BAKER'S LAWN CARE, LLC	OCTOBER BURIALS	1,125.00
	OCTOBER MOWING	2,125.00
	OCTOBER SEXTON SERVICES	150.00
	3,400.00	
BIOLOGICAL RESEARCH SOLUTION	WATER - TESTING	75.00
BRINER OIL CO., INC.	MVP - BULK TANK	577.42
	MVP - OIL	474.65
	JFD - GASOLINE	159.72
	1,211.79	
BRONNER'S CHRISTMAS WONDERLA	DDA - CHRISTMAS BULBS	1,122.00
BROOKS, JAMIE	CITY HALL CLEANING	100.00
	JPD CLEANING	100.00
	200.00	
BS&A SOFTWARE	ASSESSING ANNUAL SUPPORT FEE	729.00
CLARK ELECTRIC, INC.	WWTP - SUPPLIES	42.70
COAST TO COAST SOLUTIONS	JPD - SUPPLIES	326.19
CONSUMERS ENERGY	IRON REMOVAL PLANT ELECTRICITY	1,327.52
	DDA BUILDING ELECTRICITY	446.81
	RADIO TOWER ELECTRICITY	29.83
	FAST PARK ELECTRICITY	55.29
	WRIGHT ST PARK ELECTRICITY	25.56
	598 IND PKWY SPRINKLER METER ELECTRICITY	23.82
	553 IND PKWY WATER TOWER ELECTRICITY	77.18
	100 DEAL PKWY SPRINKLER METER ELECTRICITY	27.82
	500 IND PKWY SPRINKLER METER ELECTRICITY	35.83
	FREEDOM MEMORIAL ELECTRICITY	98.74
	CEMETERY ELECTRICITY	28.35
	CITY HALL SECOND FLOOR ELECTRICITY	23.42
	EMERGENCY SIREN ELECTRICITY	23.95
	DOWNTOWN/PARKING LOT LT ELECTRICITY	607.15
	CITY-WIDE STREET LIGHTS	2,564.73
	JPD ELECTRICITY	175.47
	DDA - UNMETERED PARKING LOT LIGHTS	21.87
	DDA - METERED PARKING LOT LIGHTS	91.60
	JFD TRAINING ROOM ELECTRICITY	67.57
	JFD TRUCK BAY ELECTRICITY	162.97
	CITY HALL ELECTRICITY	167.46
	DPW ELECTRICITY	83.99
	WWTP ELECTRICITY	3,819.06
	9,985.99	
CURRENT OFFICE SOLUTIONS	COPIER MAINTENANCE	47.41
	OFFICE SUPPLIES	53.56
	OPERATING SUPPLIES	198.40
	OFFICE SUPPLIES	14.38
	313.75	
FASTENAL	WWTP - SUPPLIES	30.74
	JFD - TRUCK 561/HOSE REEL CHAIN	43.88
	74.62	
HILLS CO ECON DEVEL PARTNERS	EDP ANNUAL DINNER	300.00
HILLSDALE COUNTY TREASURER	2014 TAX BILLBACK	1,066.78
	2015 TAX BILLBACK	1,019.84
	2016 TAX BILLBACK	911.00
	2,997.62	
HILLSDALE MEDIA GROUP	PUBLIC NOTICES - ORD 215	130.50
HUGHES, ED	CLASSES/DEQ EXAMS	118.86
	C&D EXAM PREP CLASS	106.47
	225.33	

11/09/2017
User: LSPAHR
DB: Jonesville

CITY OF JONESVILLE
INVOICE APPROVAL LIST

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11/16/2017

Vendor	Description	Amount
HYDROCORP, INC	WATER CROSS CONNECTION PROGRAM	545.00
JONES & HENRY ENGINEERS, LTD	SEWER - ASSET MGMT PLAN	10,025.00
JONESVILLE HARDWARE	SUPPLIES/REPAIRS	153.23
JONESVILLE, CITY OF	CITY HALL WATER/SEWER	44.66
	JFD WATER/SEWER	67.11
	JPD WATER/SEWER	44.66
	DPW WATER/SEWER	44.66
	WWTP WATER/SEWER	246.68
	WRIGHT ST PARK WATER/SEWER	34.40
		482.17
KEN STILLWELL FORD-MERCURY,	JPD - 14 INTERCEPTOR/BRAKES	420.15
MCGOWAN ELECTRIC SUPPLY, INC	MVP - LIGHT REPAIRS	319.86
	MVP - LIGHT REPAIRS	(319.86)
	PARKING LOT LIGHT SUPPLIES	105.93
		105.93
MICHIGAN GAS UTILITIES	GAS LIGHT SERVICE	61.70
	JFD - GAS SERVICE	112.85
	JPD GAS SERVICE	88.24
	WWTP GAS SERVICE	364.11
	CITY HALL GAS SERVICE	36.35
	DPW GAS SERVICE	38.60
	IRON REMOVAL PLANT GAS SERVICE	36.35
		738.20
MICHIGAN LAWN & LANDSCAPE	MOWING/LEAF PICKUP	2,382.28
MMK CONSULTING	MASTER PLAN CONSULTING	109.50
MML WORKERS COMPENSATION FUN	WORK COMP QUARTERLY INVOICE	4,506.00
NORM'S TIREMAN	MVP - TRUCK 4/TIRES	1,874.72
NORTH EAST FABRICATION CO, I	MVP - TRUCK 2/NEW LIGHT BAR	400.00
PERFORMANCE AUTOMOTIVE	JFD/MVP - SUPPLIES	435.58
POSTMASTER	POSTAGE - WATER/SEWER BILLS	237.42
POWERS CLOTHING, INC.	JPD - ALTERATIONS	23.50
REGION 2 PLANNING COMMISSION	ANNUAL MEMBERSHIP	609.66
	2018 ANNUAL DINNER	180.00
		789.66
REPUBLIC WASTE SERVICES	OFFICE/WWTP/DPW TRASH SERVICE	90.00
	JPD/JFD/RAIL TRAIL TRASH/RECYCLING	46.00
	PARKS/DOWNTOWN TRASH SERVICE	105.00
		241.00
SPEEDWAY SUPERAMERICA, LLC	GASOLINE	783.86
STATE OF MICHIGAN	WATER - WSSN FEE	1,291.55
TACKETT & SONS MATERIALS, LL	CEMETERY REPAIRS	116.73
TEMPLETON RICHARD	UB refund for account: 000254-00	549.54
	UB refund for account: 000652-00	339.91
		889.45
UNIFIRST CORPORATION	MVP - SHOP TOWELS	21.75
	WWTP - UNIFORM RENTAL	29.70
	WWTP - UNIFORM RENTAL	27.20
	MVP - SHOP TOWELS	27.47
	WWTP - UNIFORM RENTAL	28.37
	WWTP - UNIFORM RENTAL	44.20
		178.69
USA BLUEBOOK	WATER - SUPPLIES	83.13
	WATER - SUPPLIES	31.39
	WATER - SUPPLIES	420.39
		534.91
VERIZON WIRELESS	DPW CELL PHONE	25.00
	JPD/WWTP/DPW-CELL PHONES/JPD IN-CAR MODEM	167.05
		192.05
WALMART COMMUNITY/SYNCR	OFFICE/OPERATING SUPPLIES	536.29
WELLS EQUIPMENT SALES, INC.	MVP - VEHICLE REPAIRS	44.41
WORKHEALTH	DPW - DOT PHYSICAL	70.00

Total: 54,574.13

YEAR SUMMARY 2017

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

Notes:

Jonesville Fire Department Report

October

2017

[illegible]

Notes:

MONTHLY OPERATING REPORT

October 2017

SUBMITTED: **November 7, 2017**

WATER FLOW

MAXIMUM	283,000
MINIMUM	138,000
AVERAGE	283,000
TOTAL	6.540 MG

WASTEWATER FLOW

MAXIMUM	291,500
MINIMUM	211,300
AVERAGE	250,000
TOTAL	7.7509 MG

CALLOUTS: None

OPERATION & MAINTENANCE

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

The lab performed lagoon analysis for the Merry Lake, Lake Diane, Reading, Camden, Quincy and Litchfield lagoon systems. We also performed 98 drinking water bacterial analysis. That is a new record.

We attended the Fall Regional AWWA meeting in Kalamazoo. The annual biosolids report was submitted to MDEQ.

The new digester gas blower was finally delivered and installed. The company that supplies this piece of equipment was sold and the new company was having trouble supplying the blower. It was first ordered back in March.

The trickling filter sidewalls and distribution apparatus was power washed.

Smoke testing was conducted on US-12 and on Parkwood.

The third quarter water analysis invoices were completed and submitted to City Hal. The total amount invoiced was \$3,420.00.

The sand filters and associated piping was cleaned as was the sand filter room itself.

PLANT EFFICIENCY—October 2017

5-Day Biochemical Oxygen Demand

NPDES Permit Limit in October 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—4.8 mg/l

Average Percent Removal from the Raw Wastewater—97.8 %

Total Suspended Solids

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

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

Jonesville Monthly Average— 1.8 mg/l

Average Percent Removal from the Raw Wastewater—97.9%

Total Phosphorus

NPDES Permit Limit in October 2017—1 mg/l Monthly Average

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

Jonesville Monthly Average—0.4 mg/l

Average Percent Removal from the Raw Wastewater—92.0%

Ammonia Nitrogen

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

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

Jonesville Monthly Average—0.078 mg/l

Average Percent Removal from the Raw Wastewater—99.7%

Jonesville Daily Maximum—0.243 mg/l

Rick Mahoney

Jonesville Dept of Public Works

November 2017

Monthly Report

	Maintenance	Salt	Chloride	Sand	COLD MIX
STATE HIGHWAYS	0 HR DT 0 HR OT	0 Ton	0 Ton	0 Ton	1/8 Ton
MAJOR ROADS	2 HRS DT 0 HR OT	0 Ton	0 Ton	0 Ton	0 Ton
LOCAL ROADS	2 HRS DT 0 HR OT	0 Ton	0 Ton	0 Ton	1/8 Ton
PARKING LOTS	0 HR DT 0 HR OT	0 Gal	0 Gal		0 Ton
POLICE STATION	0 HR OT	0 Gal	0 Gal		
FIRE DEPARTMENT	0 HR OT	0 Ton	0 Gal		
DPW DEPT	0 HR OT				
DDA SIDEWALKS	0 HR OT				
WATER	0 HR DT 0 HR OT				0 Ton
State Police	0 HR OT	0 Ton			

There were two call outs.

The call out on Major Street was for a tree that fell on Jermaine St. on 10-15-17 from a wind storm.

The call out on Local St. was for a top of a tree that fell on Drayton St. on 10-7-17 from wind storm.

We have been doing are weekly Yard Waste Program.

We started picking up leaves with the leaf-vac.

The bathrooms at the Wright St. park were winterized.

The Rail Trail was cleaned up & mowed for the ceremony for the Jerry Russell dedication.

We cold patched State & Local Streets.

The Christmas light were all gone thru to be put up next month.

The Sauk Theatre banner was put up in Fast Park & taken down.

We started are fall maintenance on the equipment.

Lenore and I attended a workshop on Asset Management in Lansing.

The Transportation Asset Management report was turned into the State.

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 OCTOBER 2017

Total reports written: 81
Assault and Battery: 0
Fraud: 1
Theft from Motor Vehicle: 0
Domestic Assault: 0
Malicious Destruction of Property: 0
OWI: 0
Other Larceny: 3
Nuisance Animals: 5
Retail Fraud: 6
Obstructing Police: 2
Public Roadway Accidents: 6
Private Property Accidents: 4
Other Arrests: 11 (warrants, traffic, etc.)
Non Violent Domestic: 0
Civil Matter/Family Disputes: 5
Medical Emergency: 14
Alarms: 4
Suspicious Situations: 13
General Assistance: 16
Traffic/Moving Violations: 4
Warrants Received from Prosecutor: 9
Juvenile Runaway: 1
Lost and Found Property: 1

October Patrol Shift Coverage: 72%

NOVEMBER FOCUS

Thanksgiving- Walmart
Patrol Vehicle Recall/Maint.
Training Updates

Certificate of Attendance

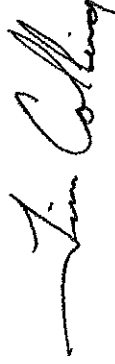
The Center for Technology & Training

Certifies that

Mike Kyser

completed 7.0 hours of instruction at the

**Transportation Asset Management Workshop
on October 24, 2017, in Lansing, MI**



Timothy Colling, P.E., Ph.D., Director
Center for Technology & Training



Certificate of Attendance

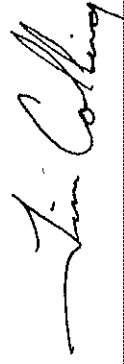
The Center for Technology & Training

Certifies that

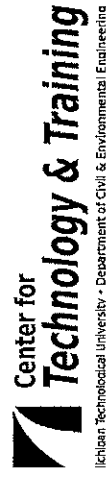
Lenore Spahr

completed 7.0 hours of instruction at the

Transportation Asset Management Workshop
on October 24, 2017, in Lansing, MI



Timothy Colling, P.E., Ph.D, Director
Center for Technology & Training





November 7, 2017

RECEIVED
NOV 09 2017

BY: _____

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

Dear City Manager:

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

On or around December 12, 2017, ESPN Classic on channel 725 will no longer be available.

Additionally, pursuant to P.A. 480 of 2006, Section 9 (4), Comcast Cable's local operating entity hereby reports that Comcast does not deny access to services to any group of potential residential subscribers because of the race or income of the residents in the local area. A similar report will be filed with the Michigan Public Service Commission.

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

Sincerely,

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

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