



**CITY OF JONESVILLE  
COUNCIL AGENDA  
OCTOBER 18, 2017 - 6:30 P.M.  
CITY HALL**

**1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / A MOMENT OF SILENCE**

**2. APPROVAL OF AGENDA**

**3. PUBLIC COMMENTS / AUDIENCE PRESENTATIONS**

Citizens wanting to address the Council can do so at this time. Persons addressing the Council are requested to give their name and address for the record when called on by the Mayor.

**4. PRESENTATIONS AND RECOGNITIONS**

- A. Paul Seegert, Source Water Protection – Michigan Rural Water Association

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

- A. Ordinance No. 215 to Amend Section 15.28 of the Code of Ordinances [ROLL CALL][Action Item]

**6. REPORTS AND RECOMMENDATIONS**

- |  |                          |
|--|--------------------------|
| A. Resolution 2017-14 – Amend Sidewalk Repair and Replacement Policy         | [ROLL CALL][Action Item] |
| B. Request to Recognize Medal of Honor Veterans – Jonesville American Legion | [Action Item]            |
| C. Professional Services – Water System Improvement Project                  | [Action Item]            |
| D. Master Plan Update Proposals  | [Action Item]            |
| E. Region 2 Planning Commission Membership                                   | [Action Item]            |
| F. MML Liability and Property Pool Board of Directors Ballot                 | [Action Item]            |

**7. COUNCIL MINUTES**

- A. Consider minutes of the September 20, 2017 Regular Meeting [Action Item]

**8. ACCOUNTS PAYABLE**

- A. Accounts Payable for October 2017 totalling \$98,469.69 [Action Item]

**9. DEPARTMENT REPORTS**

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

**10. ADJOURNMENT**



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

**4. A. Presentation – Paul Seegert, Michigan Rural Water Association**

Mr. Seegert recently completed a Wellhead Protection Plan on behalf of the City. He will present 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.

**5. A. Public Hearing and Subsequent Action – Ordinance No. 215** [ROLL CALL][Action Item]

This is the time reserved on the agenda for the purpose of hearing public comments on proposed Ordinance No. 215. If approved, the ordinance would eliminate the requirement that property owners pay for 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 on their property, and the like.

Attorney Lovinger has reviewed the proposed amendment and has recommended that language related to billing for charges to property owners be included in the ordinance. Previously, this language was only included in the related policy. Deletions to the current language of the ordinance are shown in the attachment in ~~strikeout~~. Additions are shown in **bold underline**.

Following receipt of comments at the public hearing, Council may act on the proposed Ordinance. A roll call vote is required. I recommend a motion to approve the proposed Ordinance No. 215. *Please refer to the attached public notice and Ordinance No. 215.*

**6. A. Resolution 2017-14 – Amend Sidewalk Repair and Replacement Policy**

[ROLL CALL][Action Item]

This policy amendment is the companion action to approval of Ordinance No. 215. The Policy would specify that the City would be responsible for 100% of the costs to repair or replace those sidewalks that meet the Hazardous Sidewalk Criteria. Costs to repair or replace public sidewalks that intersect private driveways would be shared 50% by the City and 50% by the property owner. The policy also includes provisions for reimbursing property owners that initiate repairs to sidewalks along their property. The policy has been reviewed by the City Attorney and reflects his recommendations. Approval of the resolution is recommended and requires a roll call vote. *Please refer to the attached Resolution 2017-14, proposed Sidewalk Repair and Replacement Policy and former policy that would be rescinded.*

**6. B. Request to Recognize Medal of Honor Veterans – Jonesville American Legion [Action Item]**

Following his presentation at the September Council Meeting, Gary Noblit has provided the attached proposal on behalf of the Jonesville American Legion to place two plaques at the G.A.R. statute in Carl Fast Park to recognize two Medal of Honor recipients from the Jonesville area. Alonzo Smith and Alexander Foreman are both Civil War veterans from the 7<sup>th</sup> Calgary. The installation of the plaques would be at the expense of the Jonesville American Legion. I recommend Council consider a motion to approve the installation by the Jonesville American Legion, as proposed by Mr. Noblit. *Please refer to the attached plan drawing and plaque layouts.*

**6. C. Professional Services – Water System Improvement Project [Action Item]**

In 2015, Fleis and Vandenbrink performed an evaluation of our Iron Removal Plant and developed a preliminary scope for needed improvements. Staff has reached out to USDA-RD, as the scope will require the City to incur debt to complete the project. While exploring financing options, we intend to explore the feasibility of upgrading the water meter system, as well.

Superintendent Mahoney is recommending that we engage the services of Fleis and Vandenbrink for preparing the necessary documentation to seek a financing commitment from USDA-RD for the water system improvements. I support his recommendation of Fleis and Vandenbrink as a qualified firm to proceed. As is noted in Mr. Mahoney's recommendation, a separate agreement will be provided at a later date for design and construction administration services related to the Iron Removal Plant upgrade. A motion is necessary to authorize staff to execute the agreement with Fleis and Vandenbrink in the amount of \$16,300. *Please refer to the recommendation from Superintendent Mahoney, proposal from Fleis and Vandenbrink, and evaluation of the Iron Removal Plant.*

**6. D. Master Plan Update Proposals [Action Item]**

At their October 11<sup>th</sup> meeting, the Planning Commission acted to recommend that the City Council approve proposals from the Region 2 Planning Commission (R2PC) for the Master Plan update and MMK Consulting to facilitate public input. These proposals were submitted pursuant to the attached scope that was previously approved by the Planning Commission and Council.

The proposals, including money that the City has on account for services with R2PC, are within the \$11,000 budgeted for the project. I would note that the MMK quote was submitted last spring and describes the start of work taking place in the early summer. The project has been postponed until the fall to allow sufficient funds to be budgeted. In conversation with Lisa Miller this week, she is comfortable with the postponement. I am hopeful that a meeting will be held shortly after the approval of the proposals to discuss the project schedule and future meeting dates. A motion is necessary to authorize staff to execute the proposals to update the Master Plan. *Please refer to the Master Plan scope of work, proposal from R2PC and proposal from MMK Consulting.*

**6. E. Region 2 Planning Commission Membership [Action Item]**

The annual renewal of our membership in the Region 2 Planning Commission (R2PC) is attached. The organization provides assistance in all manner of planning and zoning matters and issues. Two-thirds of our dues payment is available to us to compensate for services provided and will be eligible for use to offset costs of the Master Plan update. The dues rate of \$609.66 remains unchanged from the last several years. Manager Gray represents the City on the R2PC board. I recommend a motion to approve continued membership in R2PC and payment of the fiscal year 2018 dues. *Please refer to the attached dues request.*

**6. F. MML Liability and Property Pool Board of Directors Ballot [Action Item]**

You will recall that the MML Liability and Property Pool is the City's liability insurance provider. Attached is the ballot for the Board of Director's election. Four incumbents are seeking re-election to two available spots. You may write in one or more candidates if you wish. A motion to cast the ballot is necessary. I would recommend that a vote be cast for the four incumbents for re-election to the MML Liability and Property Pool Board of Directors. *Please note the attached candidate profiles.*

**Attachments:**

- Miss Dig Certification – Mike Kyser and Rick Mahoney
- MRWA Outdoor Equipment Expo CECs – Bryan Boyle and Mike Kyser
- Redevelopment Ready Communities – Jeff Gray

9/30/17

## **PUBLIC NOTICE**

### **NOTICE OF PUBLIC HEARING**

The Jonesville City Council will hold a public hearing on Wednesday, October 18, 2017 at 6:30 P.M. at the Jonesville City Hall, 265 E. Chicago Street, Jonesville, Michigan, for the purpose of hearing comments on Ordinance #215, an Ordinance to amend Section 15.28, Broken or Damaged sidewalks, of the Code of Ordinances. Copies of the proposed ordinance are available at City Hall or online at [www.jonesville.org](http://www.jonesville.org). Please submit written comments to City Hall, 265 E. Chicago Street, Jonesville, MI. 49250 or Via email to [clerk@jonesville.org](mailto:clerk@jonesville.org) no later than October 17, 2017.

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

Cynthia D. Means, Clerk  
City of Jonesville

**CITY OF JONESVILLE  
ORDINANCE NO. 215**

AN ORDINANCE TO AMEND SECTION 15.28, BROKEN OR DAMAGED  
SIDEWALKS, OF THE CODE OF ORDINANCES.

THE CITY OF JONESVILLE ORDAINS:

**Section 1.**      **Section 15.28 of the Code of Ordinances, Broken or Damaged Sidewalks, shall be amended to read as follows:**

**Sec. 15-28. - Broken or damaged sidewalks.**

If a sidewalk is damaged or broken in any manner other than the normal use of a sidewalk by the owner or tenant, then the sidewalk shall be repaired or replaced at the property owner's expense. If a sidewalk is damaged or broken from normal use and wear which meet the minimum hazardous sidewalk criteria, then the entire cost of the repair shall be ~~fifty (50) percent for the village and fifty (50) percent for the property owner~~ **paid pursuant to the Sidewalk Repair and Replacement Policy, as adopted by resolution of the City Council, and as may be amended from time to time.**

**If it is determined that the property owner is responsible for the expense to repair or replace a sidewalk, the City will provide notice of the intent to complete the identified work to the address shown on the most recent tax roll. Following completion of the work, a bill will be sent to the property owner. If the owner fails to pay the bill within the time specified, the costs may be levied and assessed against the adjoining property as a lien.**

**Section 2.**      **Publication and Effective Date**

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

YEAS:

NAYS:

ABSENT:

ORDINANCE DECLARED ADOPTED ON \_\_\_\_\_

\_\_\_\_\_  
Gerald E. Arno, Mayor

\_\_\_\_\_  
Lenore M. Spahr, Deputy Clerk

**CERTIFICATION**

I, Lenore M. Spahr, being the Deputy Clerk of the City of Jonesville, do hereby certify that the foregoing is a true and correct copy of the City of Jonesville Ordinance No. 215, passed on the \_\_\_\_\_ day of \_\_\_\_\_, 2017. Further, I certify I caused the same to be published in a newspaper of general circulation within fifteen (15) days after adoption by the City Council of the City of Jonesville, County of Hillsdale and State of Michigan.

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

\_\_\_\_\_  
Lenore M. Spahr, Deputy Clerk

2017-14

CITY OF JONESVILLE  
COUNTY OF HILLSDALE  
STATE OF MICHIGAN

**RESOLUTION – SIDEWALK REPAIR AND REPLACEMENT POLICY**

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 18<sup>th</sup> day of October 2017, at 6:30 p.m.

**PRESENT:**

**ABSENT:**

The following resolution was offered by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_.

**WHEREAS**, the City of Jonesville has approved amendments to Section 15.28 of the Code of Ordinances (the "Ordinance") regarding the repair and replacement of broken or damaged sidewalks at the October 18, 2017 City Council meeting; and

**WHEREAS**, the City intends to eliminate some of the requirements for property owners to pay a reimbursement of a portion of sidewalk repair costs; and

**WHEREAS**, sufficient funds were included in the Fiscal Year 2017-18 budget to implement changes to the Ordinance and Policy.

**NOW THEREFORE, IT IS RESOLVED** that the City hereby revokes the Sidewalk Repair and Replacement Funding Policy adopted on June 22, 1998 in its entirety.

**IT IS FURTHER RESOLVED** that the attached Sidewalk Repair and Replacement Policy is hereby approved and given immediate effect.

AYES:           Members:

NAYS:           Members:

ABSENT:        Members:

\_\_\_\_\_  
Lenore M. Spahr, Deputy 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 18<sup>th</sup> day of October, 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.

\_\_\_\_\_  
Lenore M. Spahr, Deputy Clerk



## CITY OF JONESVILLE POLICY

**Policy:** Sidewalk Repair and Replacement  
**Adopted:** June 22, 1998  
**Amended:** \_\_\_\_\_

### **Purpose**

The purpose of this policy is to assure the maintenance and enhancement of sidewalks within the City of Jonesville. The policy is intended to clarify the City's role in providing a safe and effective sidewalk system. Further, the policy details the circumstances where a property owner may seek reimbursement from the City for sidewalk repairs.

This policy is only applicable to those sidewalks damaged or deteriorated by normal use. Pursuant to Section 15-28 of the Code of Ordinances, damage caused by other than normal use shall be repaired at the expense of the adjoining property owner. Normal use shall not include construction activity, the parking or driving of motor vehicles on the sidewalk, landscape or other activities that undermine the base or fill below or beside the sidewalk, intentional diversion of surface water to the sidewalk, and the like.

### **Inspection**

From time to time, the Superintendent of the Department of Public Works or his designee will perform an inspection of the public sidewalks in the City. The purpose of the inspection is to determine those portions of sidewalks that meet the Hazardous Sidewalk Criteria listed in Section 15-29 of the Code of Ordinances.

In addition, the inspection will allow for the prioritization of the repairs and replacements to take place. Resources to repair sidewalks are limited and some repairs may not be completed in the year that they are identified. In prioritizing repairs, the following will be considered:

1. Funding budgeted for repair and replacement during the fiscal year.
2. Proximity to key walking routes for schools, parks, and other public facilities.
3. Geographic proximity to other planned work that will help to increase efficient use of financial and staff resources.
4. Availability of alternate pedestrian facilities in the vicinity.
5. Extent of the hazard relative to other sidewalks in need of repair.

### **Repair and Replacement**

The cost of repairs or replacement of public sidewalks will be paid 100% by the City of Jonesville from available budgeted funds. Provided, however, that adjoining property owner(s) will be responsible for 50% of the cost of repair and/or replacement of a sidewalk that intersects a private driveway. The following steps will be followed for the repair/replacement of these sidewalks that intersect a driveway:

1. The City will provide notice to the adjoining property owner of the intent to complete the identified repair/replacement of the public sidewalk that intersects the driveway.



## **Sidewalk Repair and Replacement Policy**

### **Page 2 of 2**

2. The City will arrange for the work to be completed and will provide the property owner with a bill for 50% of the cost of the total cost of the repair. If the owner fails to pay the bill within the time specified, the costs may be levied and assessed against the adjoining property as a lien.
3. Should the property owner intend to hire their own contractor to complete the identified repair/replacement, they will notify the City prior to the date identified in the notice by submitting a completed Sidewalk Replacement Permit to the City. The property owner will supply a written quote for the price of completing the repairs. The City will reimburse up to 50% of the cost of repairing those sections of sidewalk that meet the Hazardous Sidewalk Criteria, upon satisfactory inspection by the Department of Public Works. The City will not pay more than the unit price for repair stated in the most recent bids received by the City for such work.

### **Property Owner Initiated Repairs**

The City will reimburse a property owner up to 100% of the cost of repairs to a public sidewalk that adjoins their property (or 50% of the cost of repairs to a public sidewalk that intersects a private driveway) if that sidewalk is not scheduled for repair in the current fiscal year, subject to the following:

1. The Superintendent of Public Works determines that sufficient funds are available in the budget to complete all planned repairs in the current fiscal year.
2. The sidewalk shall be inspected by the Department of Public Works prior to repair/replacement to confirm that it meets the Hazardous Sidewalk Criteria.
3. The property owner submits a Sidewalk Replacement Permit and written quote from a qualified contractor for the work prior to completing repairs.
4. The repair is inspected and approved before and after pouring concrete by the Department of Public Works.
5. Reimbursement will not be more than the unit price for repair stated in the most recent bids received by the City for such work.

# Village of Jonesville

## Sidewalk Repair and Replacement Funding Policy

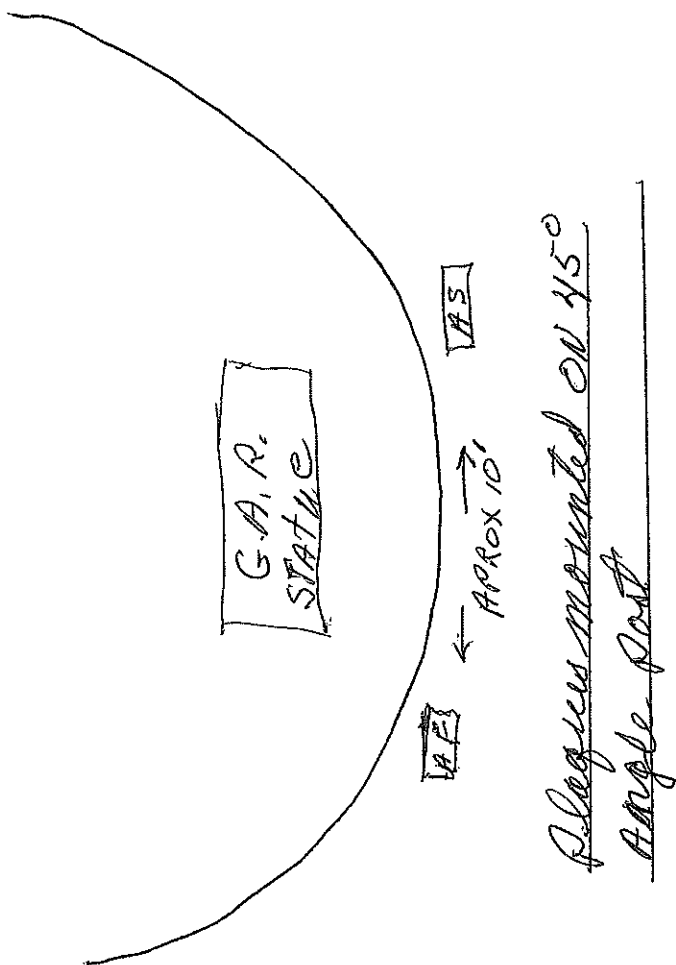
June 12, 1998

The Village of Jonesville wishes to adopt a policy which helps to maintain and enhance the condition of pedestrian sidewalks within the Village. This policy's intent is to clarify the Village's role in providing a safe and effective pedestrian system. Furthermore the policy details the methods by which a property owner may receive a financial reimbursement from the Village for sidewalk repairs.

The following are three methods by which sidewalk repairs are likely to take place and the Village's obligation in reimbursing property owners for fifty percent (50%) of their cost.

- 1) If the property owner is contacted by the Village and informed of the need to repair sidewalks adjacent to their property and if the property owner decides to have the Village repair the sidewalks. The Village will arrange for the replacement of each section of sidewalk that meets the Hazardous Sidewalk Criteria and upon its completion the property owner will receive a bill for 50% of the total cost of the repair. This tax bill will be combined with the Village's regular taxing schedule (currently summer).
- 2) If the property owner is contacted by the Village and informed of the need to repair sidewalks adjacent to their property and if the property owner decides to hire their own contractor to repair the sidewalks. The property owner must receive and complete a free Sidewalk Replacement Program & Permit form from the Village Hall. The Village will reimburse the property owner for 50% of the cost of repairing only those sections of sidewalk which meet the minimum Hazardous Sidewalk Criteria. The property owner must receive a quoted price for the repairs in writing based on a per lineal foot basis. The Village will not pay more per lineal foot than the Village's most recent bid price.
- 3) If the property owner contacts the Village and request to repair sidewalks adjacent to their property and has the equipment and ability to conduct such repairs. The property owner must receive and complete a free Sidewalk Replacement Program & Permit form from the Village Hall. The Village will reimburse the property owner for 100% of the cost of the concrete repairing only those sections of sidewalk which meet the minimum Hazardous Sidewalk Criteria. The property owner must receive a quoted price for the concrete in writing based on a per square yard basis.

In order for a property owner to receive reimbursement from the Village for work that was conducted using the above listed formats a free Sidewalk Replacement Program & Permit Form must be received and completed. The Village's Department of Public Works must inspect and approve the sidewalk repair immediately prior to the pouring of the concrete and upon its completion.



*Ly Mobil*

1<sup>st</sup>

A. Smith Sgt

1<sup>st</sup>

7th Inf. G. A. R.

1<sup>st</sup>

Medal of Honor

1<sup>st</sup>

Civil War

10<sup>th</sup>

12<sup>th</sup>

A. Foreman Corpl.

7th Inf. G. A. R.

Medal of Honor

Civil War

October 18, 2017

To: Jonesville City Council

Re: Water Plant Upgrade

In 2012 Village Council was informed that the Iron Removal Plant was in need of an upgrade. This upgrade was due primarily because of the age of the facility and of much needed equipment improvements. After a number of discussions, Council decided to begin saving money for this purpose so that this project could be undertaken in five to seven years.

Last year, the City hired the engineering firm of Fleis & Vandenbrink to perform an evaluation on the facility to identify cost estimates and funding options. I had worked with one of the senior engineers at Fleis & Vandenbrink on a number of other projects in the past. The evaluation was very general in nature. The total upgrade costs were determined to be in the two million dollar range. The funding sources included the State Revolving Fund and USDA Rural Development. The USDA funding source was determined to be the best option. The City is familiar with the USDA because they provided the initial funding for the 2003-2005 Wastewater Plant Expansion. Fleis & Vandenbrink has proposed a lump sum fee of \$16,300.00 to prepare and submit the necessary application for funding from the USDA Rural Funding. Please see the attached proposal and USDA requirements.

It is my recommendation that City Council contract with Fleis & Vandenbrink to proceed with the funding application to USDA Rural Development. Furthermore, I am requesting that Council contract with Fleis & Vandenbrink for the design and construction management of the Iron Removal Plant Upgrade. The estimated costs for engineering, legal, administrative, and contingencies was \$353,000.00. Please keep in mind that this study was completed two years ago and it was conducted as a broad estimate. Closer examination of the facility needs and requirements will be determined during the actual design phase. Since much of the preliminary work was performed by Fleis & Vandenbrink, I feel that this will be the best method to expedite this project. Thank you for your consideration on this matter.

Rick Mahoney  
Jonesville Wastewater Treatment Plant

Attachments:  
USDA Rural Development Application Proposal  
March 2015 Water Plant Evaluation



June 12, 2017

Mr. Jeffrey Gray, City Manager  
City of Jonesville  
265 East Chicago Street  
Jonesville, MI 49250-1002

**RE: Proposal to Prepare a USDA Rural Development Funding Application for a Water System Improvements Project**

Dear Mr. Gray:

As requested, we have prepared a Scope of Services and Budget to prepare an application to allow the City to be considered for funding of needed water system improvements through the USDA Water & Waste Disposal Loan & Grant Program. We understand that the City would like to pursue funding for implementation of high priority needs outlined in the recent Water Reliability Study, including upgrades to the well houses and water treatment plant, and replacement of problematic sections of water main.

While there can be many variables involved in completing an application for USDA funding, the core requirements are pretty straightforward. We have attached the USDA funding application checklist (Michigan Guide 2) to aid in understanding what work will need to be completed.

Scope of Services

We assist communities with funding applications all the time. Most communities we work with are small and do not have full time staff that can dedicate the time needed to prepare much of the required paperwork. As such, it is our goal to do as much of the "heavy lifting" as possible and bring you documents ready for signature whenever possible. We will assist the City by completing the following tasks (which correlate to USDA Michigan Guide 2):

1. Coordinate scheduling of the pre-application meeting with the USDA Rural Development Area Specialist.
2. Application. We will assist you in preparing the USDA SF424 forms for your signature. The City will need to identify an authorized representative for the purposes of signing documents.
3. State and Regional Clearinghouse. We will complete this for you.
4. Certification of Commercial Credit. This form will need a little bit of input from City staff. The Treasurer or Assessor is usually able to complete this form easily with our assistance.
5. Audit Report. We will submit the City's most current report to USDA.
6. Public Notice. We will prepare the notice for the City to publish in a local paper.
7. Customer Information Sheet. We will complete this with input from City Staff.
8. Poverty Interest Rate Documentation. We will assemble this documentation.
9. Leveraging of Funding. N/A
10. Consistent with Area Comprehensive Plan. We will assemble this documentation.

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
www.fveng.com

11. Preliminary Engineering Report (PER). This item is where most of the work lies. We will prepare this, based on input and prioritization of needs by the City. We will use the recent Water Reliability Study as the starting point and update it with other information that will be obtained through the process.
12. Environmental Report. We will suggest that you utilize Rural Community Assistance Partnership (RCAP) to complete the Environmental Report. They will do this work free of charge. We will coordinate these efforts.
13. Draft Engineering Agreement. We will prepare a draft agreement to be included in the application.
14. Legal Services Agreement. The City's attorney will need to provide the draft legal services agreement. We can coordinate this for you.
15. The City will need to set up a CAGE# through the federal System for Award Management.
16. Attend a meeting with City staff to review the project scope, budget, application documents, and draft PER. Present a summary to the City Council upon completion of the application. We will be available for additional meetings in our office, by phone or email in addition to these meetings.

Budget

We propose to complete the Scope of Services identified above for a lump sum fee of \$16,300. After completing the pre-application meeting, these costs will be considered eligible expenses and can be reimbursed through the USDA at closing.

If the Scope of Services and Budget meet with your approval, please sign below and return a copy to our office. We appreciate the opportunity, and look forward to working with the City on the completion of the USDA application. If you have any questions, please call.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Robert W. Wilcox, P.E.  
Project Manager



Paul R. Galdes, P.E.  
Vice President

**WORK AUTHORIZATION**

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform Additional Services for the City of Jonesville as detailed in this letter dated June 12, 2017, and authorized under the existing agreement with F&V to provide Professional Engineering services to the City dated August 19, 2014.

By \_\_\_\_\_

Date \_\_\_\_\_

## Preapplication/Application Guide for Water and Waste Loans and Grants Federal Catalog Number 10.760

This guide is provided to inform Rural Development (RD) applicants of items to include in a preapplication or application. A complete preapplication or application package, which has one original and one copy of all required forms and documents, and in which project costs and customer information is consistent on all documents should be sent to the RD Area Office for review and processing.

### **Preapplications will include #1-10. Applications will include all 14 items.**

1. **Preapplication/Application for Federal Assistance - Construction.** Applicants may obtain the application forms from the web at <http://fedforms.gov>, by typing SF-424 in the search block. Include a *project narrative* that describes the project and a *map of the system* indicating the location of all existing users and proposed new users of the system consistent with Items #6 and #10 below. The application must be signed by an elected official. The form must include the 9 digit Taxpayer Identification Number assigned by IRS and the Dun and Bradstreet Data Universal Numbering System (DUNS) number. Organizations that cannot verify that they have a DUNS number should take steps to obtain one by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711. Applicants may also apply on the web at [www.dnb.com](http://www.dnb.com) by clicking on the d & b ® D-U-N-S ® item in the menu bar (allow 30 days for this method).
2. **State and Regional Clearinghouse** -Verification that the online application for the intergovernmental review was requested at <http://www.semco.org/About-SEMCOG/What-We-Do-/Clearinghouse-Review/Submit>. The attached Michigan Instruction 1970-I, Exhibit A provides further instruction and contact information. (attached)
3. **Certification of Commercial Credit.** Applicants must certify in writing that they are unable to finance the proposed project from their own resources or through commercial credit at reasonable rates and terms that will allow them to maintain user rates comparable to other similar systems. Applicants must sign the MI 1780-22 certification.
4. **Audit Report** (most recent) or financial statements (balance sheet and income & expense statement). If combined water/sewer enterprise fund, a balance sheet and income/expense statement must be supplied for the system being funded.
5. **Public Notice of Intent to File an Application with RD.** Within the 60 days prior to filing an application with the agency, the applicant must publish a notice of intent to apply for a Rural Utilities Service loan and/or grant in a newspaper of general circulation in the proposed service area. You must provide a copy of the published notice.
6. **Customer Information,** Michigan Guide 2, Attachment 1. The number of customers should agree with the map of system customers (item 1) and the Preliminary Engineering Report (or concept document for a preapplication). If the project is for an existing system, a copy of the latest user rate schedule must be attached.
7. To qualify for the poverty interest rate, the median household income (MHI) of your service area must be below the state poverty line and construct new facilities or upgrade existing facilities to meet applicable health or sanitary standards. Provide documentation from the appropriate regulatory agency that the existing conditions/facilities do not meet applicable standards and that the proposed improvement is necessary to meet those requirements.
8. Provide documentation of leveraging from other sources that will be used for the project.



9. Provide documentation that the project will be consistent with the current Area Comprehensive Development Plan. The applicant cannot self-certify. This documentation must come from a regional planning commission, county, or other such area jurisdiction.
10. Preapplication Stage - Preliminary Engineering Report (PER), if available or a concept document outlining the problem, solution and cost, which includes estimated O&M and RRI reserves.  
Application Stage - Preliminary Engineering Report (PER), use RUS Bulletin (RB) 1780-2 (combined) with current recommendations and cost estimate that is consistent with the remainder of the application and proposed engineering agreement.
11. Environmental Report. (One copy only) See RUS Bulletin 1794A-602 "Guide For Preparing Environmental Reports for Water and Waste Projects," which can be downloaded from the RUS web site, <http://www.usda.gov/rus/water/regs-bulletins.htm>. Also refer to Michigan Guide 2, Attachment 2, "Michigan Supplement to RUS Bulletin 1794A-602" with Exhibit A, (information needed for a SHPO review) for assistance. The historic review and tribal consultation should be completed before finishing the environmental report.
12. Engineering Agreement, "Standard Form of Agreement between Owner and Engineer for Professional Services" (EJCDC No. E-500, 2014 edition), revised per RUS Bulletin 1780-26. The RUS Certification Page (RUS Bulletin 1780-26, Exhibit C) must be included. Please submit 2 copies of the draft agreement with proof of liability insurance to RD for review and approval. Form AD-1048, Certification Regarding Debarment, must also be signed.
13. Legal Services Agreement, Michigan Guide 4, submit a draft for review.
14. Documentation and/or CAGE# that the applicant's DUNS number is registered with the System for Award Management (SAM) <https://www.sam.gov/portal/public/SAM/> database.

Upon notification from the Area Office to proceed further with further development of the full application, the applicant will submit the following items to the Area Office:

1. Certification of Compliance with Federal Requirements/Laws, Form RUS 1780 Exhibit A.
2. Certification regarding tying arrangements. Applicants that provide electric service must provide the Agency a certification that they will not require users of a water or waste facility financed under this part to accept electric service as a condition of receiving assistance.

**Note to Applicant:**

**Do not proceed with bidding until authorized in writing by the Rural Development area office. Contract plans/specifications and certain legal requirements must be met before bidding is authorized.**



March 9, 2015

Mr. Jeffrey M. Gray, City Manager  
City of Jonesville  
265 East Chicago Street  
Jonesville, MI 49250-1002

**RE: Evaluation of Water Treatment Plant and Well Houses**

Dear Mr. Gray:

This letter summarizes the results of an evaluation performed on the City of Jonesville's water treatment plant and well houses. The purpose of the evaluation is to determine the condition and effectiveness of the existing facilities, identify areas requiring improvement, develop cost forecasts for conceptual improvements and assist the City in prioritizing the implementation of recommended action.

#### **Background**

The City of Jonesville has a population of approximately 2,300 people (census data: 2,258 in 2010 and 2,337 in 2000). The slight decline in population from 2000 to 2010 is not considered to be a long-term trend and follows the pattern in many communities in Michigan over the past decade. The water supply system consists of two 500 gpm wells, a treatment system for iron and manganese removal, a 500,000 gallon elevated storage tank and approximately 19 miles of watermain ranging from 2 to 12 inch in size.

The average daily water usage over the past several years has been approximately 0.3 MGD (230 gpm) with a maximum daily demand of 0.7 MGD (500 gpm). The well capacity is adequate to handle current demand and the elevated storage tank provides additional capacity for fire demand. The water treatment plant also has a rated capacity of 500 gpm, corresponding to the firm capacity of the water supply system and providing treatment for more than double the current average day demand.

The water treatment plant provides economical treatment for iron and manganese removal using forced draft water-fall aeration followed by pressure sand filtration. The iron and manganese is oxidized in the aerator as the well water flows downward and splashes on a series of slat trays and a blower forces air up through the resulting water film and mist in the vessel. The water is held in a detention tank before being pumped through the filters by the high service pumps. The oxidized iron and manganese becomes insoluble in the process and the resulting particles are removed in the pressure sand filters.

The filtered water is disinfected with hypochlorite solution (12.5% NaClO) and hydrofluorosilicic acid ( $\text{H}_2\text{SiF}_6$ ) is added for fluoridation to reduce tooth decay in the service area population.

Standby power is provided to the treatment plant/well campus by a 150 kW (187.5 kVA) diesel generator. The generator is manually operated; no automatic transfer switch or telemetry controls are provided.

## **Water Supply Wells**

Each of the two water supply wells located on the water treatment plant/well campus is located within a well house. The well houses are of masonry construction (cavity wall; CMU interior and brick exterior) with a concrete plank roof. Power is fed to and distributed within each well house (pump, lighting, heat, etc.).

Municipal Well No. 1, installed in 1962, has a permit capacity of 500 GPM and currently has a capacity of 630 GPM. This well has a 12-inch casing diameter. The static water level is reported at approximately 43 feet Below Ground Surface (BGS) and the total depth of the well is 81 feet BGS with a 22 foot screen length. This pump is inspected annually and undergoes major service every 3 to 5 years. Due to its age, inefficiency, and increasing frequency of required service this pump should be replaced within the next three to five years.

Municipal Well No. 2, installed in 1972, has a permit capacity of 500 GPM and currently has a capacity of 510 GPM. This well has a 14-inch casing diameter. The static water level is reported at approximately 50 feet BGS. The total depth of the well is 80 feet BGS with a 20 foot screen length. This pump is inspected annually and undergoes major service every 3 to 5 years. Due to its age, inefficiency, and increasing frequency of required service, this pump should be replaced within the next three to five years.

### ***Noted improvement needs***

- Extensive evidence of roof leakage noted in both well houses.
- Damage to brickwork due to water in wall cavity.
- Damage to concrete roof planking to water intrusion.
- Corrosion on piping exterior.
- Outdated electrical gear.
- Corrosion on doors and frames.
- Well pumps are old and inefficient.

## **Water Treatment System**

The water treatment system is largely located within the treatment building. The two high service pumps, one backwash pump and one aerator are located within the building and the two horizontal pressure filters are located outside with the face piping accessible from within the building. There is a separate room for the chemical feed systems. The ancillary piping, meters, instruments and control panel for the treatment system are located within the main treatment area.

The water treatment plant was constructed in 1973 and much of the equipment is over 40 years old. The fact that the system is still operating reliably is directly attributable to the skill and diligence of the system manager and his staff. The treatment building is of masonry construction (cavity wall; CMU interior and brick exterior) with a concrete plank roof. Power is fed to and distributed within the treatment building to all of the system equipment and building infrastructure.

The forced draft water-fall aerator was installed in 1973 and has the original redwood slat trays installed. The steel enclosure is corroded and leaking. The aerator should be replaced within the next one to three years. The forced draft fan is also original equipment and should be replaced as a part of the aerator replacement project.

High Service Pump No. 1, installed in 1973, has a rated capacity of 700 GPM at 203 feet TDH and is currently delivering 500 GPM at 221 feet TDH. The pump is a close coupled vertical turbine pump, taking suction directly from the oxidized water detention tank. This pump is inspected annually and undergoes major service every 3 to 5 years. Due to its age, inefficiency, and increasing frequency of required service, this pump should be replaced within the next five to ten years.

High Service Pump No. 2, installed in 1973, has a rated capacity of 700 GPM at 202 feet TDH and is currently delivering 510 GPM at 223 feet TDH. The pump is a close coupled vertical turbine pump, taking suction directly from the oxidized water detention tank. This pump is inspected annually and undergoes major service every 3 to 5 years. Due to its age, inefficiency, and increasing frequency of required service, this pump should be replaced within the next five to ten years.

Backwash Pump No. 1, installed in 1973, has a rated capacity of 700 GPM at 200 feet TDH and is capable of delivering 1200 GPM at 65 feet TDH. The pump is a close coupled vertical turbine pump, taking suction directly from the oxidized water detention tank. The backwash pump is only used for backwashing the horizontal pressure filters. This pump is inspected annually and undergoes major service every 3 to 5 years. Due to its age, inefficiency, and increasing frequency of required service, this pump should be replaced within the next five to ten years.

The two horizontal pressure filters were installed in 1973 and are in relatively poor condition. Operations staff replaced the media in the filters in 2012 but the internal components are corroded and the filters are of outdated design that would be both costly and challenging to fully rehabilitate. The filters should be replaced within the next three to five years. New filters will lower the energy requirements of the pumping system and result in less frequent backwashing.

The chemical feed room and equipment are in need of complete rehabilitation. Extensive corrosion and deterioration of the metal components and concrete surfaces in the room should be halted by providing restoration and protective coating. The glass observation window is etched to the point that it is no longer transparent and needs to be replaced immediately. The chemical feed room improvements should be completed within the next one to three years.

The control panel has been updated from the original construction in 1973 but a modern system with SCADA capability should be provided as a part of the aerator replacement project. Providing a control system with remote monitoring and control capabilities will reduce the need for direct operator attention and emergency call-outs.

#### ***Noted improvement needs***

- Extensive evidence of roof leakage noted in both well houses.
- Damage to brickwork due to water in wall cavity.
- Damage to concrete roof planking to water intrusion.
- Corrosion on piping exterior.
- Corrosion on filter vessels both inside and outside the treatment building.
- Outdated electrical gear.
- Corrosion on doors and frames.
- Extensive corrosion and concrete deterioration in chemical room.
- Forced draft aerator is severely corroded and leaking with original redwood media.
- Forced draft fan is original equipment, old and inefficient.
- High service pumps and backwash pump are old and inefficient.
- Horizontal pressure filters have deteriorated internals and extensive visible corrosion on the exterior surfaces; units are inefficient and of non-standard design.
- Chemical feed equipment components require replacement.
- Control system is pieced together and does not have adequate remote monitoring and control capabilities. A comprehensive SCADA upgrade would improve operational efficiency.

#### **Standby Power System**

The 150 kW (187.5 kVA) diesel generator is installed in a wood shed with a metal roof. The generator has adequate capacity to serve the treatment plant/well campus and has been well maintained by operations staff. The electrical components are adequate and there is secondary containment for the diesel fuel tank. The generator is manually controlled and is not connected to a SCADA system. It is recommended that an automatic transfer switch be considered and that the generator functions be monitored through the site SCADA system proposed for the treatment plant.

### Summary and Conclusions

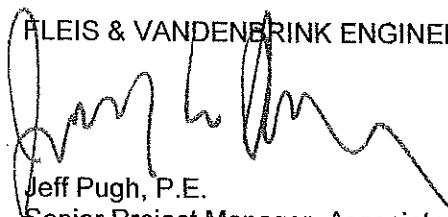
The municipal wells and water treatment system are old and inefficient. There are immediate needs including pump and equipment replacement, building structure and roof repairs, control system upgrades and other related issues. While prioritization of the needed improvements is possible, most of the equipment is operating beyond its useful life and requires frequent service to remain in reliable operating condition. The inefficiency of the equipment is also costing the City money. The system would be a very strong candidate for financing through the State Drinking Water Revolving Fund (DWRF). The DWRF provides subsidized funding with a current interest rate of 2.5% and has historically provided additional subsidies for Green Projects that demonstrate energy efficiency improvements.

The attached cost forecast for the deficiencies noted in this report show a total project cost of \$1.9 million if all of the recommended improvements were completed as a part of a single project. Financing the project through the DWRF at 2.5% interest over a 20-year period would result in an annual bond payment of approximately \$121,000 per year. Any Green Project Reserve elements would reduce the amount financed and the amount of the annual payment. It should also be noted that providing all new equipment and rehabilitated infrastructure at the treatment plant/well campus will result in reduced operation and maintenance costs.

Once you have had a chance to review our findings and gain input from your staff we would be happy to review the details with you and update the report to best suit your needs.

Respectfully,

FLEIS & VANDENBRINK ENGINEERING



Jeff Pugh, P.E.  
Senior Project Manager, Associate

Attachment: Construction Cost Forecast

Cc: Rick Mahoney

# CITY OF JONESVILLE

## Construction Cost Forecast

### Well and Water Treatment System Improvements

Project: 821730

Date: 3/9/2015

By: JKP

ITEM	ITEM DESCRIPTION	UNIT	EST Q	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT
1	General conditions, mobilization, bonds & insurance	Lump Sum	1	\$ 49,800.00	\$ 49,800.00
2	Equipment demolition	Lump Sum	1	\$ 14,000.00	\$ 14,000.00
3	Well house structural repairs	Lump Sum	2	\$ 4,000.00	\$ 8,000.00
4	Well house roof replacement	Lump Sum	2	\$ 15,000.00	\$ 30,000.00
5	Well house doors and frames	Lump Sum	2	\$ 1,500.00	\$ 3,000.00
6	Treatment building structural repairs	Lump Sum	1	\$ 7,000.00	\$ 7,000.00
7	Treatment building roof replacement	Lump Sum	1	\$ 28,000.00	\$ 28,000.00
8	Treatment building doors, frames and windows	Lump Sum	1	\$ 6,000.00	\$ 6,000.00
9	Chemical feed room rehabilitation	Lump Sum	1	\$ 22,000.00	\$ 22,000.00
10	Well pump replacement	Lump Sum	2	\$ 46,000.00	\$ 92,000.00
11	High service pump replacement	Lump Sum	2	\$ 34,000.00	\$ 68,000.00
12	Backwash pump replacement	Lump Sum	1	\$ 34,000.00	\$ 34,000.00
13	Forced draft aerator replacement	Lump Sum	1	\$ 212,000.00	\$ 212,000.00
14	Forced draft aerator fan replacement	Lump Sum	1	\$ 18,000.00	\$ 18,000.00
15	Horizontal pressure filter, face piping & valves	Lump Sum	2	\$ 247,000.00	\$ 494,000.00
16	Process equipment installation	Lump Sum	1	\$ 64,000.00	\$ 64,000.00
17	Process Piping & Valves	Lump Sum	1	\$ 58,000.00	\$ 58,000.00
18	Chemical feed equipment upgrades	Lump Sum	1	\$ 18,000.00	\$ 18,000.00
19	Electrical systems upgrades	Lump Sum	1	\$ 12,000.00	\$ 12,000.00
20	IRP controls & instrumentation	Lump Sum	1	\$ 28,000.00	\$ 28,000.00
21	IRP main control panel and sub panels	Lump Sum	1	\$ 38,000.00	\$ 38,000.00
22	Generator ATS and SCADA interface	Lump Sum	1	\$ 32,000.00	\$ 32,000.00

Sub Total	\$ 1,336,000
Undeveloped Design Details	\$ 200,000
Construction Cost Forecast Total	\$ 1,536,000
Engineering, Legal, Administrative, Contingencies	\$ 353,000
Total Project Cost Forecast	\$ 1,889,000



## **2017 Master Plan Update Project Scope**

The City of Jonesville intends to engage the services of Region 2 Planning Commission (R2PC) and a public input facilitator in the update of its Master Plan. The Plan was comprehensively updated in 2010. The 2017 update will be focused in its scope and will include the following elements:

### **REDEVELOPMENT READY COMMUNITIES**

The City of Jonesville anticipates formal engagement with the Michigan Economic Development Corporation (MEDC) in the Redevelopment Ready Communities (RRC) program during the spring and summer of 2017. Engagement requires the following activities (anticipated dates for completion of the activities are noted):

- **Best Practice Training** – May and June 2017
- **Completion of the Self Evaluation Form** – July and August 2017
- **Resolution of Intent to Engage in RRC from City Council** – August or September 2017

The RRC program assures that the City of Jonesville is engaged in best practices that will maximize opportunities for new development and redevelopment within the City. Engagement in the RRC program also assures that the City will remain eligible for development funds from the MEDC.

The MEDC has developed guidance materials to assure that community master plans include elements to enhance future redevelopment opportunities. The Master Plan update will incorporate these recommended best practices.

### **CITY OF JONESVILLE FOCUS**

The 2010 Master Plan was developed jointly with Fayette Township. The Township has elected to complete an update of the plan for the Township on its own. The 2017 update for the City will need to, therefore, focus on the City of Jonesville.

### **UPDATED DEMOGRAPHICS AND BACKGROUND DATA**

Chapters 2 and 3 provide demographic and background data that needs to be reviewed and updated accordingly. Some updated data is available via the recently updated City of Jonesville and Fayette Township Joint Recreation Plan and can be incorporated in the 2017 Master Plan update. Additional review and update to assure that all information is current will be necessary.

Additional cross reference to the applicable work from the Joint Recreation Plan should be included in the Master Plan, including the Parks and Recreation Survey results and the City's participation in the Headwaters Recreational Authority.

#### **PUBLIC INPUT**

It is, of course, important to assure that the Master Plan reflects the vision of the residents, property owners and business owners of the City. The following are envisioned as components of the community outreach and public participation in the Master Plan update.

- **Community Survey** – R2PC will meet with the Planning Commission and City Council to review and discuss applicable topics for a community wide survey. The target audience will be residents, business owners, and other property owners. The survey will be distributed via electronic means and will also be available for those who prefer to complete a hard copy. R2PC will compile survey results.
- **Focus Group Meeting** – Representatives of all City boards and commissions will be invited to participate in a focus group meeting. The meeting will be open to the public, as well. A facilitator will review survey results and the focus group will be given the opportunity to offer additional input on survey topics. The facilitator will assist the focus group in determining development and redevelopment priorities.

The results of these community outreach efforts will be used to inform the Vision, Goals and Policies advanced in the Master Plan, as well as the Zoning Plan and Implementation sections.

#### **SHARED DEVELOPMENT STRATEGY**

An additional meeting or meetings will be held with the facilitator assisting the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, and the Local Development Finance Authority in the development of a shared development strategy and priorities. The goals and priorities of the respective boards will be presented and reviewed, with collective agreement on a prioritized overall economic development strategy for the City. The strategy will set the stage for periodic meetings after the Master Plan update is completed for the boards to discuss progress and future goals and priorities.

#### **IMPLEMENTATION**

An implementation chapter will be added to the Master Plan. The chapter will describe the tasks needed to implement the plan, with tasks prioritized and parties responsible for implementation identified.



# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

October 6, 2017

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

Transmitted via email to [JGray@jonesville.org](mailto:JGray@jonesville.org)

Subject: **Proposal for the update of the City of Jonesville's master plan**

Dear Mr. Gray:

The Region 2 Planning Commission is pleased to provide a proposal to update the City of Jonesville's master plan for a cost not to exceed \$10,000. The 2010 edition of the *Village of Jonesville & Fayette Township Joint Master Plan* will be utilized as the base for the update. However, the new edition will be focused on the City of Jonesville and meeting the requirements of the Michigan Economic Development Corporation's (MEDC's) Redevelopment Ready Communities® program.

The demographic and background information in Chapters 2 and 3 of the existing plan will be reviewed and updated as necessary. The most recent demographic information available from the U.S. Census Bureau at the time the demographics are compiled will be utilized. Pertinent information compiled for the *City of Jonesville & Fayette Township Joint Recreation Plan* will also be utilized, including survey results and the City's participation in the Headwaters Recreation Authority.

A community survey will be included as part of the new edition of the *City of Jonesville Master Plan*. The R2PC will compile the results of the survey with the assistance of City staff. The R2PC will also participate in the focus group and other meetings to be facilitated by another contractor, as necessary. The results of those meetings will be used to inform the development of the Master Plan, including its Zoning Plan and Implementation sections. The Implementation chapter will describe prioritized tasks needed to implement the plan and identify the parties responsible for those tasks.

Please contact me at (517) 768-6711 or [gbauman@co.jackson.mi.us](mailto:gbauman@co.jackson.mi.us) if you have any questions regarding this matter.

Sincerely,



Grant E. Bauman, AICP  
Principal Planner

# Proposal

Prepared for: City of Jonesville

M.M.K.  
*Consulting*

## Project Description

MMK Consulting Group will provide services as directed by the City of Jonesville in preparation for their community visioning. In addition, MMK will work with the City Manager and any of their designated staff and community members in assisting with review of their community survey completed by Region 2 planning along with coordinating and facilitating their community visioning forums. MMK is employed at will and at any time either party chooses can terminate this agreement. MMK agrees to work a maximum of 10 hours a week starting in June 2017<sup>th</sup> unless more hours are deemed necessary. Estimated time to complete two visioning forums and report documents not to exceed 20 yours unless otherwise authorized by the City of Jonesville. All printing materials, mailings, registrations, millage etc. will be billed separately to the City of Jonesville per their approval.

## Project Timeline and Projected Costs

### Task or Activity

- Coordination with City Staff and Region 2 for community survey
- Agenda Coordination - Local Organization Summer/2017
- Visioning forum Planning/Finalization-Summer/Fall 2017
- On Site Coordination, before the event as well as the day of the events.

#### DISCLAIMER

This document is a non-binding proposal that describes general specifications and estimated pricing related to certain services that MMK Consulting has provided to the client. Neither MMK Consulting or the client will rely on, be bound by, or have any obligation under this proposal or any future discussions, proposals, draft agreements or other materials unless MMK Consulting and the client sign agreements related to the subject matter.

## References

Jeff Budd  
 City of Coldwater  
 One Grand Street  
 Coldwater Michigan 49036  
 Phone-517-279-6924  
[Email-jbudd@coldwater.org](mailto:jbudd@coldwater.org)

Paul Beckhusen  
 Coldwater Board of Public Utilities  
 One Grand Street  
 Coldwater, Michigan 49036  
 Phone-517-279-5900  
[Email-Pbeckhusen@coldwater.org](mailto:Pbeckhusen@coldwater.org)

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## Billing

Hourly Rate: \$75.00

Client will be billed monthly with a detailed invoice of services rendered, plus expenses agreed upon.

Respectfully Submitted,

---

Lisa Miller, MMK Consulting  
 85 Arrowhead Drive, Coldwater, MI 49036  
 269.420.8114 [lmiller@MMKConsultingGroup.com](mailto:lmiller@MMKConsultingGroup.com)  
[www.mmkconsultinggroup.com](http://www.mmkconsultinggroup.com)

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# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

October 3, 2017

Ms. Cindy Means, Clerk  
City of Jonesville  
265 E. Chicago Street  
Jonesville, MI 49250

RECEIVED  
OCT 10 2017

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

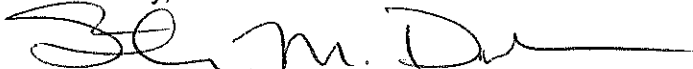
Dear Ms. Means,

I would like to take this opportunity to thank you for your membership in the Region 2 Planning Commission (R2PC) over this past fiscal year (October 2016 - September 2017). The R2PC, one of fourteen multi-county regional commissions covering the state of Michigan, is a voluntary association of local governments which provides a wide range of planning services to our member communities. These services include, but are not limited to, the preparation of land use/master plans; parks and recreations plans; zoning ordinances, zoning recommendations, and site plan reviews; and grant application assistance. Our staff also conducts area-wide planning activities such as preparing population and demographic analyses; coordinating state and federal transportation planning programs; preparing economic development plans and studies; as well as providing professional staff assistance to local boards and commissions.

Your continued support and participation has enabled the Region 2 Planning Commission to maintain the technical expertise required to assist local governments address both current and future planning issues and decisions. Dues for membership remain at the same level they have been for the past several years, \$0.27 per capita, applied to population based upon the 2010 U.S. Census. While a portion of the dues are used for area-wide planning activities, two-thirds of the dues are returned to your community in the form of direct services provided by R2PC staff. Membership also entitles your community to representation on the Region 2 Board of Commissioners and provides you the opportunity to participate in the decisions that govern our area-wide planning activities.

The staff of the Region 2 Planning Commission is available to discuss our planning services and how we can best assist your community in the new fiscal year. If you have any questions regarding your membership or the services the R2PC can provide, please call me at (517) 768-6706 or visit our website at [www.region2planning.com](http://www.region2planning.com).

Sincerely,



Steven M. Duke  
Executive Director

Enclosure



**Region 2 Planning Commission**

**120 W. Michigan Avenue  
Jackson, MI 49201**

# Invoice

**DATE:** October 3, 2017  
**INVOICE NO.:** HC - 24  
**FOR:** FY 2018 Membership  
Dues

RECEIVED  
OCT 10 2017

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

Cindy Means, Clerk  
City of Jonesville  
265 East Chicago Street  
Jonesville, MI 49250-1002

DESCRIPTION	AMOUNT
FY 2018 Membership Dues Based on the 2010 Census Population of 2,258 Membership Dues are calculated on \$.27 per capita.	\$ 609.66
<b>TOTAL</b>	<b>\$ 609.66</b>

Make all checks payable to the Region 2 Planning Commission.  
If you have any questions concerning this invoice, please contact  
Jill Liogghio, Bookkeeper at 517.768.6701 or email to [jliogghi@co.jackson.mi.us](mailto:jliogghi@co.jackson.mi.us)

*Thank you.*



michigan municipal league

## Liability & Property Pool

1675 Green Road  
Ann Arbor, MI 48105

TEL 734.662.3246 800.653.2483  
FAX 734.662.8083  
WEB [www.mml.org](http://www.mml.org)

to	Members of the MML Liability and Property Pool	from	Michael J. Forster, Pool Administrator
cc		date	September 11, 2017
		subject	2018 Pool Director Election

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. Four (4) incumbent Directors have agreed to seek re-election. You also may write in one or more candidates if you wish.

A brief biographical sketch of each candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 13. You may also submit your ballot online by going to [www.mml.org](http://www.mml.org). Click on *Insurance*, then *Liability and Property Pool*; the official ballot is located in the left navigation bar under *Online Forms*.

The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,

Michael J. Forster  
Pool Administrator

[mforster@mml.org](mailto:mforster@mml.org)

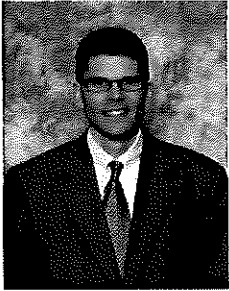
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SEP 13 2017

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



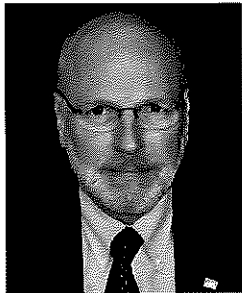
## THE CANDIDATES

### Three-year terms beginning January 1, 2018



**Jason Eppler, City Manager, City of Ionia**

Jason has over two decades of experience as a municipal official, serving since 2005 as the City Manager of Ionia. He is currently a Trustee on the Michigan Municipal League Board, a member of the International City Management Association and the Michigan Local Government Association. He also serves as Chairman of the Sparrow Ionia Hospital Board of Directors and is a Trustee on the Sparrow Ionia Hospital Foundation Board. Jason is also a member of the Ionia Rotary Club and serves as Vice-Chair of the Ionia County Economic Alliance. Jason is seeking re-election to his fourth term.



**Ken Hibl, City Manager, City of Clare**

Ken has more than eighteen years Michigan municipal government experience, serving as the city manager of Clare. Prior to this appointment, he served as a commissioned officer in the U.S. Armed Forces for thirty years in leadership positions in armor, aviation, law enforcement, installation management, and the diplomatic service in Europe, the Far East, the Middle East, Africa, the Caribbean, and various locations within the U.S. He is a Rotarian and member of the Michigan Local Government Management Association and International City Management Association. Ken is seeking re-election to his second term.



**Sue Osborn, Mayor, City of Fenton**

Sue has more than twenty-nine years experience as a municipal official, serving as the mayor in the City of Fenton for the last sixteen. She was appointed to Fenton's city council in 1985 and has been a continuous member since that time. Prior to her council service, she was a member of the Planning Commission from 1978-1985. Sue is a member of the Michigan Association of Mayors and is also active in several local and regional civic organizations. Sue is seeking re-election to her second term.



**David Post, Village Manager, Village of Hillman**

Dave has more than twenty-one years experience as a municipal official, serving as the manager in the Village of Hillman. Dave is a past member of the Michigan Municipal League Board of Trustees and several MML committees. He is currently a member of the Northeast Michigan Council of Governments board, Hillman Community Radio board and the North Eastern Michigan Rehabilitation and Opportunity Center (NEMROC) board. Dave is also active in several local and regional civic organizations. Dave is seeking re-election to his second term.

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

**JONESVILLE CITY COUNCIL  
Minutes of September 20, 2017**

A meeting of the Jonesville City Council was held on Wednesday, September 20, 2017 at the Jonesville City Hall. Mayor Gerry Arno called the meeting to order at 6:30 p.m. Council members present were: Tim Bowman, Jerry Drake, Brenda Guyse, Ron Hayes, Andy Penrose and David Steel.

Also present: Manager Gray, Attorney Lovinger, Police Chief Lance, Fire Chief Adair, WWTP Supt. Mahoney, Treasurer Spahr, Cynthia Conklin, Tristan Cox, Gary Noblit, Julie Games, David Pope, Terry Vear and Jeremy Spratt.

Gary Noblit led the Pledge of Allegiance.

The agenda was approved as presented.

Gary Noblit spoke to City Council regarding two (2) individuals that he would like to honor in the Carl Fast Park near the GAR Memorial. The individuals are Alonzo Smith and Alexander Foreman who were both from the Jonesville area and both received the Medal of Honor as they served in the 7<sup>th</sup> Calgary in the Civil War.

Jeremy Spratt spoke on behalf of the Jonesville Eagles baseball and softball fields, advising that there will be travelling league play on these fields next year.

Terry Vear, Executive Director of the Hillsdale County Senior Center, gave a brief presentation regarding the Senior Center and the positive effect the center has on Hillsdale County's older population. The Senior Center is celebrating over 34 years of service to the county. Ms. Vear also provided information on various programs that are available to Hillsdale County residents.

Julie Games, Hillsdale County Commissioner, gave a brief presentation regarding items that the County is working on at this time.

A motion was made by David Steel and supported by Brenda Guyse to approve Resolution 2017-12 – Jerry Russell Trail. The Jonesville Rail Trail will be named to honor Claude “Jerry” Russell, a long time Department of Public Works Superintendent. A public ceremony to recognize the naming of the trail is planned for Saturday, October 14, 2017 at 2:00 p.m. The ceremony will be held at the trail head behind the Police Department, weather permitting. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, Ron Hayes, Andy Penrose, David Steel and Gerry Arno. Nays: None. Motion carried.

A motion was made by Andy Penrose and supported by Jerry Drake to schedule a Public Hearing for the October 18, 2017 regular Council Meeting at 6:30 p.m. for the purpose of amending Section 15.28 of the Code of Ordinance to eliminate the 50/50 cost share requirement in the Sidewalk Repair Policy. All in favor. Motion carried.

Brenda Guyse made a motion to approve Resolution 2017-13 – Waive Property Owner Billing Requirement which is an amendment to the Sidewalk Repair and Replacement Funding Policy. Tim Bowman supported the motion. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, Ron Hayes, Andy Penrose, David Steel and Gerry Arno. Nays: None. Motion carried.

The Fiscal Year 2016-17 annual budget comparison (July 1, 2016 – June 30, 2017) was provided for review. Overall, actual revenues and expenditures are in line with budgeted figures.

A motion was made by Brenda Guyse and supported by Ron Hayes to approve the Council Minutes of August 16, 2017. All in favor. Motion carried.

Jerry Drake made a motion and was supported by Brenda Guyse to approve the Closed Session Council Minutes of August 16, 2017. All in favor. Motion carried.

A motion was made by Andy Penrose to approve the Accounts Payable for September 2017 which included an amendment for a total of \$102,096.67. David Steel supported the motion. All in favor. Motion carried.

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

Mayor Arno adjourned the meeting at 7:30 p.m.

Submitted by,

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Cynthia D. Means  
Clerk

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Gerald E. Arno  
Mayor

10/13/2017  
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Vendor	Description	Amount
ALEXANDER CHEMICAL CORPORATI	WATER - SUPPLIES	684.00
	WATER - SUPPLIES	(600.00)
	84.00	
ASPHALT RESTORATION, INC.	MAJOR/LOCAL/LDFA CRACK FILLING	15,677.00
AT&T	LOCAL/LONG DISTANCE	1,567.50
AUTOMOTIVE SERVICE COMPANY I	MVP - BOOM TRUCK REFURBISHMENT	16,900.00
	MVP - BOOM TRUCK REPAIRS	869.21
	17,769.21	
BAKER, DALE	DDA - FALL DISPLAY	27.50
BAKER'S LAWN CARE, LLC	SEPTEMBER MOWING	2,125.00
	SEPTEMBER SEXTON SERVICES	150.00
	SEPTEMBER BURIALS	675.00
	2,950.00	
BEAVER RESEARCH COMPANY	WWTP - SUPPLIES	165.00
BECKER & SCRIVENS, INC.	RAIL TRAIL SIDEWALK	934.50
BROOKS, JAMIE	JPD CLEANING SERVICE	100.00
	CITY HALL CLEANING SERVICE	100.00
	200.00	
CONSUMERS ENERGY	DOWNTOWN/PARKING LOT LIGHTS	451.17
	DDA - UNMETERED PARKING LOT LIGHTS	21.25
	CITY-WIDE STREET LIGHTS	2,504.08
	JFD - EMERGENCY SIREN ELECTRICITY	24.22
	CITY HALL SECOND FLOOR ELECTRICITY	23.55
	FREEDOM MEMORIAL ELECTRICITY	88.62
	CEMETERY ELECTRICITY	28.90
	RADIO TOWER ELECTRICITY	30.49
	WRIGHT ST PARK ELECTRICITY	25.82
	FAST PARK ELECTRICITY	61.62
	IRON REMOVAL PLANT ELECTRICITY	1,413.70
	DDA BUILDING ELECTRICITY	446.36
	DDA - UNMETERED PARKING LOT LIGHTS	21.10
	CITY-WIDE STREET LIGHTS	2,489.08
	DOWNTOWN/PARKING LOT LIGHTS	500.89
	CEMETERY ELECTRICITY	27.36
	FREEDOM MEMORIAL ELECTRICITY	87.81
	CITY HALL SECOND FLOOR ELECTRICITY	24.08
	FAST PARK ELECTRICITY	52.24
	JFD - EMERGENCY SIREN ELECTRICITY	24.20
	RADIO TOWER ELECTRICITY	29.58
	WRIGHT ST PARK ELECTRICITY	25.51
	JPD ELECTRICITY	305.86
	DDA - METERED PARKING LOT LIGHTS	78.70
	DPW ELECTRICITY	70.32
	JFD ELECTRICITY	76.73
	JFD TRUCK BAY ELECTRICITY	153.50
	CITY HALL ELECTRICITY	204.21
	598 IND PKWY SPRINKLER METER	23.67
	100 DEAL PKWY SPRINKLER METER	27.08
	WATER TOWER ELECTRICITY	64.16
	500 IND PKWY SPRINKLER METER	36.66
	WWTP ELECTRICITY	3,844.39
	13,286.91	
CROUCH ELECTRIC, LLC	CEMETERY - UNDERGROUND ELECTRIC	3,530.00
CSZ SERVICES, LLC	ASSESSING SERVICES	5,400.00
CURRENT OFFICE SOLUTIONS	OFFICE SUPPLIES	35.00
	OFFICE SUPPLIES	16.92
	COPIER MAINTENANCE	115.12
	OFFICE SUPPLIES	13.00
	180.04	
DRAKE, JERRY	MILEAGE - R2PC MEETING	33.17
ELWOOD STAFFING SERVICES, IN	DPW SEASONAL W/E 9/10/17	471.68
FASTENAL	RAIL TRAIL REPAIRS	14.99

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<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
FIRST NATIONAL BANK OMAHA	CONFERENCES/MGFOA MEMBERSHIP RENEWAL	1,832.68
	DDA - FALL DISPLAY	189.27
		2,021.95
FOUR BEARS CHILDCARE LLC	UB refund for account: 000830-01	8.65
GALLS	JPD - UNIFORMS	79.80
	JPD - UNIFORMS	325.80
		405.60
GLOBAL TECHNOLOGY & ENGINEER	WWTP - REPAIRS	2,787.60
GODFREY BROS., INC.	MVP - REPAIRS	45.99
HAYWARD, WILLIAM	DDA - FALL DISPLAY	200.00
HILLSDALE COUNTY CENTRAL DIS	JPD - ANNUAL MOBILE SOFTWARE MAINT	222.96
HILLSDALE MEDIA GROUP	NOTICE - ZBA HEARING	65.25
HYDROCORP, INC	WATER - CROSS CONNECTION PROGRAM	545.00
IDEXX DISTRIBUTION CORP.	WATER - TESTING	292.11
JONES & HENRY ENGINEERS, LTD	WWTP - SAW GRANT/ASSET MGMT PLAN	10,025.00
JONESVILLE COMMUNITY SCHOOLS	PAPER	146.10
JONESVILLE HARDWARE	SUPPLIES/REPAIRS	251.26
JONESVILLE, CITY OF	<del>DDA - SPRINKLER METERS</del>	<del>166.97</del>
	CITY HALL WATER/SEWER	44.66
	JFD WATER/SEWER	49.95
	DDA - DRINKING FOUNTAIN WATER	34.94
	JPD WATER/SEWER	44.66
	WWTP WATER/SEWER	102.49
	WRIGHT ST PARK WATER/SEWER	46.29
	DPW WATER/SEWER	44.66
		534.62
KEN STILLWELL FORD-MERCURY,	JPD - OIL CHANGE/14 INTERCEPTOR	42.75
	JPD - OIL CHANGE/16 INTERCEPTOR	42.75
		85.50
LANCE KEN AND MICHELE	UB refund for account: 000059-54	51.99
MICHIGAN GAS UTILITIES	JPD GAS SERVICE	29.65
	WWTP GAS SERVICE	346.71
		42.10
	CITY HALL GAS SERVICE	42.10
	IRON REMOVAL PLANT GAS SERVICE	39.80
	GAS LIGHT SERVICE	64.00
		564.36
MICHIGAN LAWN & LANDSCAPE	MOWING/LEAF REMOVAL	2,010.18
NORM'S TIREDMAN	MVP - ZERO TURN MOWER TIRE REPAIR	15.99
NORTH EAST FABRICATION CO, I	MVP - LEAF VAC REPAIRS	1,135.25
OASIS CAR WASH	JPD - CAR WASHES	6.00
OLD DOMINION BRUSH	MVP - LEAF VAC REPAIRS	2,616.39
	MVP - LEAF VAC REPAIRS	1,104.39
		3,720.78
PARAGON LABORATORIES, INC.	WATER - TESTS	157.50
POSTMASTER	POSTAGE - WATER/SEWER BILLS	237.14
POWERS CLOTHING, INC.	JFD - UNIFORMS	43.20
REAL ESTATE OF MI LLC	UB refund for account: 000025-03	9.36
REPUBLIC WASTE SERVICES #249	CITY HALL/WWTP/DPW TRASH SERVICE	90.00
	JPD/JFD/RAIL TRAIL TRASH/RECYCLING	95.00
	PARKS/DOWNTOWN TRASH SERVICE	105.00
		290.00
SOUTHERN MICHIGAN SEALCOATIN	DDA - CRACK FILL/SEAL/PAINT EAST SIDE S PKG LOT	1,680.00
SPAHR, LENORE	MGFOA CONFERENCE	157.29
SPEEDWAY SUPERAMERICA, LLC	GASOLINE	902.02
UNIFIRST CORPORATION	WWTP - UNIFORM RENTAL	34.84
	WWTP - UNIFORM RENTAL	24.70
	WWTP - UNIFORM RENTAL	27.20
	MVP - OPERATING SUPPLIES	21.75
	WWTP - UNIFORM RENTAL	21.75
	WWTP - UNIFORM RENTAL	24.70
	MVP - OPERATING SUPPLIES	21.75

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<u>Vendor</u>	<u>Description</u>		<u>Amount</u>
		176.69	
UTILITY SERVICE CO, INC	WATER TOWER MAINT CONTRACT		6,694.75
VAG USA, LLC	WWTP - CHECK VALVE REPAIR KITS		167.40
VERIZON WIRELESS	DPW CELL PHONE		25.00
	JPD/WWTP/DPW-CELL PHONES/JPD IN-CAR MODEM		166.51
		191.51	
WALMART COMMUNITY/SYNCE	OFFICE/OPERATING SUPPLIES		205.65
WELLS EQUIPMENT SALES, INC.	MVP - MOWER REPAIRS		79.54
WORKHEALTH-QUINCY, PLLC	DPW - EMPLOYMENT PHYSICAL		210.97

Total:

98,636.66

<166,97> pd 9/21/17  
98,469.69

# 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					
NOVEMBER					
DECEMBER					
QUARTER TOTAL					
YEAR TOTAL					

Notes:

# Jonesville Fire Department Report

September 2017

Date	Type of call	Location	# of members
SEPT-4	Illegal campfire	Football field/woods(City)	10
SEPT-5	Vehicle fire	121 W. chicago st.(City)	10
SEPT-6	Meeting	Station(Meeting)	12
SEPT-7	PDC rollover/ 1 car	Mosherville rd.(Scipio)	8
SEPT-16	Jaws training	PR event/ Frank Becks(Training)	5
SEPT-16	Car vs. Tree P.I.	Mosherville rd.(Scipio)	7
SEPT-17	C.O. Alarm/ False	1655 W. moore rd (Fayette)	8
SEPT-17	Sparking wires	316 North st. (City)	7
SEPT-18	3 Car P.I.	Us-12/ Evans st.(City)	8
SEPT-19	Dumpster fire	Alley behind downtown(City)	7
SEPT-19	Fire Alarm	118 Deal Pkwy(City)	7
SEPT-21	2 Car P.I.	M99/US-12(City)	6
SEPT-23	Structure fire	2171 Bankers rd.(Mutual aid) Sta 4	8
SEPT-27	Clean-up	Station(Training)	7
SEPT-29	Field fire	Alley Rd. somerset(Mutual aid) <del>STA 14</del>	5

Notes:



# **MONTHLY OPERATING REPORT**

## **September 2017**

**SUBMITTED:**        **October 10, 2017**

### **WATER FLOW**

MAXIMUM	459,000
MINIMUM	0
AVERAGE	227,000
TOTAL	6.819 MG

### **WASTEWATER FLOW**

MAXIMUM	302,400
MINIMUM	249,900
AVERAGE	274,400
TOTAL	8.5056 MG

**CALLOUTS:** Four (Two dealing with water plant comm. And two at the WWTP)

### **OPERATION & MAINTENANCE**

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

A communication failure at the water plant caused a false reading from the water tower. The tower pressure switch was found to be faulty and was replaced. This was the reason that we had a one day where no water was pumped. The pumps were run in the hand mode for the two days that it took to order and receive the part. During this time period, a power source in the main control panel at the wastewater plant also failed requiring the operators to operate the treatment plant in the hand mode for one night. RS Technical was able to correct both problems with one visit. Currently, the facility is running normally.

A student from Jonesville High School was on site to learn about the wonderful world of water and wastewater. He was interested in the environmental protection field and was impressed with the Jonesville operation. He was making a presentation on his visit to classmates and also to selected community leaders.

The service water storage tank was power washed.

Pre-discharge lagoon samples were analyzed in the lab for the Lake Diane and Camden wastewater systems.

## **PLANT EFFICIENCY—September 2017**

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

#### **NPDES Permit Limit in September 2017—4 mg/l Monthly Average**

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

*Jonesville Monthly Average—3.7 mg/l*

*Average Percent Removal from the Raw Wastewater—98.2 %*

### **Total Suspended Solids**

#### **NPDES Permit Limit in September 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— 1.7 mg/l*

*Average Percent Removal from the Raw Wastewater—98.1%*

### **Total Phosphorus**

#### **NPDES Permit Limit in September 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—0.3 mg/l*

*Average Percent Removal from the Raw Wastewater—93.6%*

### **Ammonia Nitrogen**

#### **NPDES Permit Limit in September 2017—0.5 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—0.067 mg/l*

*Average Percent Removal from the Raw Wastewater—99.8%*

*Jonesville Daily Maximum—0.50 mg/l*

Rick Mahoney

# Jonesville Dept of Public Works

## September 2017

### Monthly Report

	Maintenance	White Paint	Yellow Paint	Sand	COLD MIX
<b>STATE HIGHWAYS</b>	0 HR DT 0 HR OT	0 Gal	0 Gal	0 Ton	0 Ton
<b>MAJOR ROADS</b>	0 HR DT 0 HR OT	0 Gal	0 Gal	0 Ton	1/8 Ton
<b>LOCAL ROADS</b>	0 HR DT 0 HR OT	0 Gal	0 Gal	0 Ton	0 Ton
<b>PARKING LOTS</b>	0 HR DT 0 HR OT	0 Gal	0 Gal		0 Ton
<b>POLICE STATION</b>	0 HR OT	0 Gal	0 Gal		
<b>FIRE DEPARTMENT</b>	0 HR OT	0 Ton	0 Gal		
<b>DPW DEPT</b>	0 HR OT				
<b>DDA SIDEWALKS</b>	0 HR OT				
<b>WATER</b>	0 HR DT 0 HR OT				0 Ton
<b>Rail Trail</b>	0 HR OT			10 Yds.	

**There were no call outs.**

We have been doing are weekly Yard Waste Program.

The DDA flower baskets were taken down off the light poles.

We installed the sidewalk between the Rail Trail parking lot & the Police Dept. parking lot.

With help from Consumers Energy the banner wires were repaired on US-12

The DDA sprinkler system was winterized.

The Wright St. concession stand was winterized.

The Rail Trail was mowed.

We mowed 412 Austin Dr. as it is vacant.

Water meters were read for the month of September.

Crouch Electric installed the new power line for the well at the Cemetery.

The ditch from the power line at the Cemetery was repaired with top dirt & seeded.

We received the boom truck back with the new rear box installed.

Mike Kyser

**CITY OF JONESVILLE  
CASH BALANCES**

		<b>September-2017</b>	<b>BANK BALANCE</b>
<b>GENERAL FUND:</b>			
	General Fund Now Checking	101-000-001	40,699.87
	General Fund CLASS Acct	101-000-007	1,146,892.60
	General Fund Cemetery CLASS Acct	101-000-007.100	88,312.98
	General Fund Alloc of Assets CLASS	101-000-007.200	392,319.97
<b>MAJOR STREETS:</b>			
	Major Streets Now Checking	202-000-001	51,195.62
	Major Streets CLASS Acct	202-000-007	72,008.66
<b>LOCAL STREETS:</b>			
	Local Streets Now Checking	203-000-001	48,550.11
	Local Streets CLASS Acct	203-000-007	637,858.21
<b>STATE HIGHWAY:</b>			
	State Highway Now Checking	211-000-001	6,202.68
<b>L.D.F.A.:</b>			
	LDFA Operating Now Checking	247-000-001	6,978.97
	LDFA Operating CLASS Acct	247-000-007	1,156,488.99
<b>D.D.A.:</b>			
	DDA Now Checking	248-000-001	3,567.19
	DDA Operating CLASS Acct	248-000-007	232,729.09
<b>SEWER FUND:</b>			
	Sewer Receiving Now Checking	590-000-001	138,316.11
	Sewer Bond & Interest Checking	590-000-001.300	10.00
	Sewer Receiving CLASS Acct	590-000-007	239,218.03
	Sewer Plant Improv. CLASS Acct	590-000-007.200	912,794.66
<b>WATER FUND:</b>			
	Water Receiving Now Checking	591-000-001	62,552.28
	Water Receiving CLASS Acct	591-000-007	264,771.91
	Water Plant Improvement CLASS Acct	591-000-007.100	241,631.85
	Water Tower Maint CLASS Acct	591-000-007.300	46,913.75
	Water Maint CLASS Acct	591-000-007.400	58,358.18
<b>MOTOR VEHICLE POOL:</b>			
	Motor Vehicle Pool Now Checking	661-000-001	16,033.99
	Equip. Replace CLASS - Police Car	661-000-007.301	34,743.94
	Equip. Replace CLASS - Fire Truck	661-000-007.336	125,054.32
	Equip. Replace CLASS - Turn Out Gear	661-000-007.337	2,233.13
	Equip. Replace CLASS - DPW Equip	661-000-007.463	77,127.91
	Equip. Replace CLASS - WWTP/Vactor	661-000-007.590	81,043.53
<b>CURRENT TAX:</b>			
	Current Tax Checking	703-000-001	7,855.42
	Current Tax Savings Account	703-000-002	140,049.40
<b>PAYROLL FUND CHECKING:</b>		750-000-001	3,993.23
<b>GRAND TOTAL</b>			<b>6,336,506.58</b>



City of  
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

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

**SUNSET VIEW CEMETERY ACTIVITY REPORT  
SEPTEMBER 2017**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	3	0	0	1	1	0	0	0
February	0	1	0	0	1	0	0	0
March	0	1	0	0	0	5	0	0
April	2	1	0	0	1	1	0	0
May	0	0	0	0	3	0	0	0
June	0	1	0	0	3	1	0	0
July	-1	2	0	0	1	2	0	0
August	-6	1	0	0	1	1	0	0
September	0	1	0	0	1	0	0	0
<b>2017 Totals</b>	<b>-2</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>10</b>	<b>0</b>	<b>0</b>

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

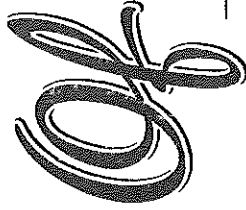
August/September Activities:

- Electrical Repair

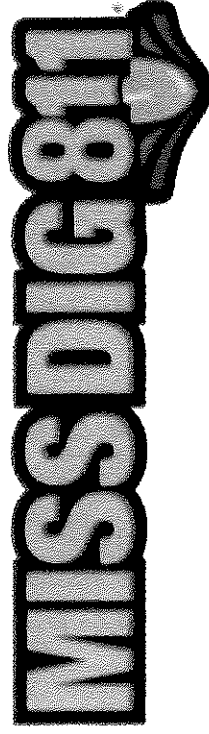
October/November Focus:

- Headstone Maintenance

**CERTIFICATE**



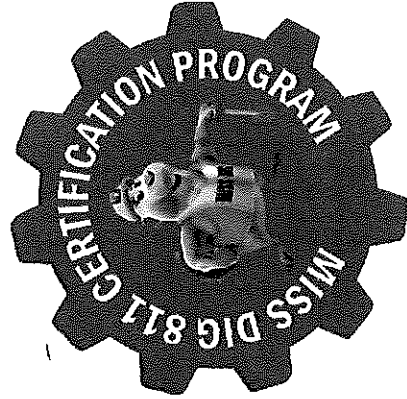
**COMPLETION**



**Mike Kyser**

is recognized for their successful completion of

**MISS DIG 811 Certification**



PRESENTED BY:

*Gwen Knowles*  
Gwen Knowles, Education and Training Manager

ON THIS DAY:

September 7, 2017

**CERTIFICATE**

*Of*

**COMPLETION**

**Rick Mahoney**

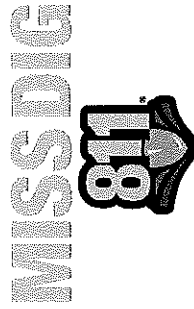
is recognized for their successful completion of

**MISS DIG 811- SAFE EXCAVATION PRACTICES**

MDEQ COURSE CODE: 2613

COURSE CEC'S: 0.2-Other

OPERATOR ID#: 2033



PRESENTED BY:

*Gwen Knowles*

Gwen Knowles, Education Manager, MISS DIG System, Inc

ON THIS DAY:

September 7, 2017

# *Certificate of Completion*

**Brian Boyle**  
**City of Jonesville**

Has attended the

## **2017 MRWA Annual Outdoor Equipment Expo**

as presented by the Michigan Rural Water Association

August 16, 2017

Michigan International Speedway, Brooklyn, MI

**Course Code: 1866**

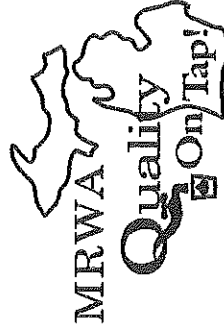
Water: 0.4 Technical

Wastewater: 0.4 Technical

**Course Code: 1867**

Water: 0.1 Other

Wastewater: 0.1 Other



*Melisa Lincoln*

Melisa Lincoln, MRWA Membership & Marketing Director



# *Certificate of Completion*

**Mike Kyser**  
**City of Jonesville**

Has attended the

## **2017 MRWA Annual Outdoor Equipment Expo**

as presented by the Michigan Rural Water Association

August 16, 2017

Michigan International Speedway, Brooklyn, MI

**Course Code: 1866**

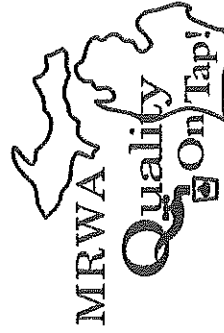
Water: 0.4 Technical

Wastewater: 0.4 Technical

**Course Code: 1867**

Water: 0.1 Other

Wastewater: 0.1 Other



Melisa Lincoln

Melisa Lincoln, MRWA Membership & Marketing Director

# Michigan Economic Development Corporation

acknowledges

*Jeff Gray*

for successfully completing the  
Redevelopment Ready Communities®  
Best Practice Training Series.

*October 2017*

