



**CITY OF JONESVILLE  
COUNCIL AGENDA  
DECEMBER 19, 2018 - 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. Brett Hanlon – Redevelopment Ready Communities Program

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

- A. Ordinance No. 216 – Marihuana Establishments and Sale and Consumption of Marihuana in Public Places

[ROLL CALL][Action Item]

**6. REPORTS AND RECOMMENDATIONS**

- A. Resolution 2018-15 – Implement Redevelopment Ready Communities Recommendations
- B. Appointment to the Zoning Board of Appeals
- C. 2019 City Council Meeting Calendar
- D. 2019 Health and Dental Insurance Renewals

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

**7. COUNCIL MINUTES**

- A. Consider minutes of the November 21, 2018 Regular Meeting
- B. Consider minutes of the December 5, 2018 Workshop Meeting

[Action Item]  
[Action Item]

**8. ACCOUNTS PAYABLE**

- A. Accounts Payable for December 2018 totalling \$98,739.91


[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: December 14, 2018  
Re: Manager Report and Recommendations – December 19, 2018 Council Meeting

**4. A. Presentation: Brett Hanlon – Redevelopment Ready Communities Program**

In June, the City entered into a Memorandum of Understanding with the Michigan Economic Development Corporation (MEDC) to become engaged in the Redevelopment Ready Communities (RRC) Program. The program provides technical assistance and recommendations regarding best practices for our development procedures. Brett Hanlon, our regional representative for the RRC program, will provide a presentation regarding the Baseline Report that has been prepared for Jonesville, along with recommendations for the sequencing of activities that the City will need to complete to achieve certification as a Redevelopment Ready Community. *Please refer to the attached RRC Baseline Report.*

**5. A. Public Hearing and Subsequent Action – Ordinance No. 216 [ROLL CALL][Action Item]**

This is the time reserved on the agenda for the purpose of hearing public comments on proposed Ordinance No. 216. If approved, the ordinance would prohibit marihuana establishments, as defined in the recently approved voter initiative that approved recreational marihuana in Michigan. The Act permits municipalities to prohibit the issuance of licenses within their jurisdiction by passing an ordinance. The Ordinance would also prohibit the consumption or sale of marihuana in public places.

The ordinance would prohibit marihuana businesses but does not change the right of individuals to possess quantities of marihuana, or to cultivate marihuana plants for their use in their residence, within the limits established in the Act. The ordinance also does not prohibit a licensed business from transporting marihuana through the City.

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. 216. *Please refer to the attached public notice and Ordinance No. 216.*

**6. A. Resolution 2018-15 – Implement Redevelopment Ready Communities Recommendations [ROLL CALL][Action Item]**

This is the companion action to Mr. Hanlon's presentation of the RRC Baseline Report. The MEDC requests that the City consider a resolution to approve the recommendations within 30 days of the presentation of the Report. Should Council feel that there are questions, clarifications, or amendments needed to the Baseline Report, action on the Resolution could be postponed until the January meeting. A motion is necessary to approve the attached resolution authorizing implementation of the recommendations necessary to achieve RRC Certification. A Roll Call vote is required to act on the resolution. *Please refer to the attached Resolution 2018-15.*

**6. B. Appointment to the Zoning Board of Appeals [Action Item]**

Following his departure from City Council, David Steel has accepted Mayor Arno's invitation to apply for the vacancy on the Zoning Board of Appeals. His application and resume are attached. A motion is necessary to appoint David Steel to fill the vacancy on the Zoning Board of Appeals; the appointment will

complete George Humphries, Jr. unexpired term, to end in November of 2020. *Please refer to the attached application and resume.*

**6. C. 2019 City Council Meeting Calendar**

**[Action Item]**

Consistent with the current meeting schedule, the draft calendar proposes that meetings be held on the third Wednesday of each month at 6:30 p.m. at City Hall. The only exception is the date of the February meeting that was amended at the November meeting. Meeting dates and times may be further adjusted, as deemed appropriate by the Council. It will be necessary to take up a motion to approve the 2019 meeting calendar. *Please refer to the attached draft calendar.*

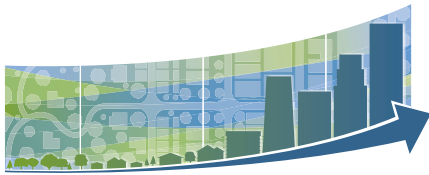
**6. D. 2019 Health and Dental Insurance Renewals**

**[Information Item]**

This item is reserved for a brief staff update regarding health and dental insurance renewals. The City has received favorable rates for renewal of our existing Delta Dental and Blue Care Network health insurance. The plan year for each will begin on January 1, 2019.

Correspondence:

- Finding of No Significant Impact Notice – Dawn Theater, Hillsdale



redevelopment ready  
communities®

# RRC Baseline Report

City of Jonesville

August 2018

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MICHIGAN ECONOMIC  
DEVELOPMENT CORPORATION

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Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for projects that create places where people want to live, work and invest.

To become formally engaged in the RRC program, communities must complete a self-evaluation of its development-related practices, attend the RRC Best Practice Training Series and have its governing body pass a resolution of intent, outlining the value the community sees in participating in the program. Jonesville completed the best practice training series in October of 2017, passed a resolution of intent to participate in the RRC program in December and submitted a self-evaluation—

thus becoming engaged in the RRC program—in January of 2018.

Each of the six RRC best practices outlined in this report were developed in conjunction with experts in the public and private sector and they serve as the standard to achieve certification as a Redevelopment Ready Community®. RRC certification signals to investors, businesses and residents working within a community that they can expect a consistent, efficient, fair development review process.




Jonesville's strengths currently lie in its long-range plans, zoning code and expedient development review processes. Challenges for the city include visioning for priority redevelopment sites and establishing overarching economic development and marketing strategies. With this report, resources provided through the RRC program and input from the city's involved residents and stakeholders, Jonesville will be able to complete all of the unmet RRC best practices and achieve certification.

The basic assessment tool for evaluation is the RRC Best Practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC best practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team’s research, observation and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes a community’s development materials, including,

but not limited to: the master plan; redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; and website. Researchers review meeting minutes of the community’s governing body, planning commission, zoning board of appeals and other committees as applicable. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community’s degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or is significantly outdated.

This report represents the evaluation baseline Jonesville’s redevelopment processes and practices. All questions should be directed to the RRC team at [RRC@michigan.org](mailto:RRC@michigan.org).

Jonesville is currently meeting 45 percent of the Redevelopment Ready Communities® best practices and is in the process of completing an additional 40 percent.

1.1.1	1.1.2	1.1.3 (N/A)	1.1.4	1.2.1	1.2.2	1.2.3
2.1.1	2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7
2.1.8	3.1.1	3.1.2	3.1.3	3.1.4	3.1.5	3.1.6
3.1.7	3.1.8	3.2.1	3.2.2	4.1.1	4.1.2	4.2.1
4.2.2	4.2.3	4.2.4	5.1.1	5.1.2	5.1.3	5.1.4
5.1.5	5.1.6	6.1.1	6.1.2	6.2.1	6.2.2	



## Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how well a community’s redevelopment vision is integrated into a master plan, downtown plan and capital improvements plan. A master plan sets expectations for those involved in development, it gives the public a degree of certainty about their vision for the future and it is crucial for a community to establish and achieve its goals. The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and subsequently review the master plan at least once every five years after adoption.

Jonesville is currently guided by the “Village of Jonesville and Fayette Township Joint Master Plan”—which was last updated in 2010. Jonesville is currently working with MMK Consulting and the Region 2 planning commission to update the master plan. The master plan update includes the addition of an implementation section, the chapter will describe the tasks needed to implement the plan, with tasks prioritized and responsible parties and estimated time frames for completion accompanying each implementation action—which is precisely what is called for by the RRC best practices. Since the master plan update has yet to be adopted, the 2010 plan was used for this evaluation.

The 2010 master plan provides excellent context for its guiding principles by including a thorough assessment of its existing conditions. The “Our Community” section assesses the geographical location, demographics, housing, public services, hydrology, natural features and transportation—including a non-motorized transportation section.

The “Vision, Goals and Policies” section of the plan builds upon the smart growth tenets of the Hillsdale Regional Planning Area to establish a vision for Jonesville and Fayette Township. The city’s goals include preserving its rural qualities while ensuring the area is attractive to residents and investors; establishing a community services boundary to focus growth near existing infrastructure, promoting a mix of uses—particularly residential and commercial, encouraging infill development with architectural characteristics similar

to nearby existing buildings, preserving farmland and planning to preserve and enhance natural features—through smart site design and enhancing greenbelts and environmentally friendly buffer zones.

Jonesville’s master plan includes the required future land use plan—including a detailed description of where it wants specific growth to occur. The future land use plan is followed by an assessment of the existing zoning districts and then an exemplary zoning plan that outlines the required land use and zoning changes needed to implement the city’s vision. These desired changes are accompanied by implementation tools that serve as strategies the city could employ to achieve its goals. This zoning plan has been included in the RRC online library of resources as it is an excellent zoning plan.

The city’s master plan includes goals for the downtown district, but the specific strategies for Downtown Jonesville are found in the Jonesville Downtown Development Authority (DDA) “Tax Increment Financing and Development Plan.” This plan was last updated in 2009 and it outlines the community’s desire for promoting business retention, expansion and attraction through a business recruitment program, revolving loan fund and expanding the façade improvement program. Further, the plan calls for downtown infrastructure and streetscape improvements, adopting the Main Street four-point approach and enhancing downtown recreational opportunities. The plan includes specific implementation actions to meet these goals and associated cost estimates for each action. All aspects of this plan are consistent with the RRC best practices. However, to meet the RRC Best Practice criteria, it’s recommended the community review and update the implementation actions (e.g., remove those that have been completed), establish responsible parties and include time frames for when the task is expected to be completed. This recommendation will ensure the city is building off of its existing solid downtown plan, and it will ensure the plan is up-to-date and responsibilities are clear.

The MPEA establishes the requirement that planning commissions annually prepare a CIP for the upcoming six years. By planning through fiscal year 2023, the city has satisfied this requirement. In addition to planning six years out, the RRC best practices outline the expectation

## Best Practice 1.1—The plans *continued*

that CIPs are coordinated with a community’s master plan. It’s clear that the city’s master plan and CIP are coordinated as the master plan describes the CIP process, explains how the connection between capital projects is used as an objective criterion in determining capital projects. Moreover, the CIP links capital projects with master plan objectives throughout the document.

The city meets the RRC best practice for CIPs. Jonesville’s CIP will serve as the vital link between the community’s vision for the future and its financial means to provide the infrastructure, facilities and services needed to support this vision. The most recent version of the city’s CIP is available online so it can be viewed by city residents and potential developers.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
1.1.1	The governing body has adopted a master plan in the past five years.	<input type="checkbox"/> Adopt the master plan update currently in progress	Q1 2019
1.1.2	The governing body has adopted a downtown plan.	<input type="checkbox"/> Add estimated costs for projects in the downtown Jonesville section of the master plan	Q1 2019
1.1.3	The governing body has adopted a corridor plan.	N/A	
1.1.4	The governing body has adopted a capital improvements plan.	✓	

## Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle.

Jonesville has demonstrated that it goes beyond meeting all of the public engagement practices required by law (i.e., advertising public hearings) as it uses a multi-faceted approach to engaging residents. The city’s website includes a “News and Announcements” section that keeps residents up to date regarding city events. Additionally, the city disseminates information through the local newspaper (*Hillsdale Daily News*) and radio station (WCSR)—which issue press releases regarding city meetings and events. The city also frequently distributes fliers and other mailings via email and the U.S. mail.

On a day-to-day basis, the city uses its municipal website and Facebook page to conveniently and inexpensively communicate with a broad audience. The city’s Facebook page has 3,200 followers—which is very impressive considering Jonesville’s population is slightly above 2,200. Although not necessary to meet the RRC best practices, the city could consider expanding the ways it uses social media. For instance, the city could request feedback from its residents to inform code enforcement efforts (e.g., SeeClickFix), development proposals and

long-range plans. Additionally, the city website and/or the city’s social media platforms can be used to administer surveys (including visual preference surveys), host digital design charrettes (e.g., MetroQuest public involvement software), and live-stream public meetings.

The city recently had great success with engaging its residents via survey for the recent “Recreation Master Plan” update. The city intends to use a survey as part of the master plan public participation as well.

Currently Jonesville decides which of its many engagement tools to use based on the nature of the message and anticipated audience. The RRC best practices outline the expectation that communities proactively identify which public participation strategies will be used in specific situations. So, to align with the RRC best practices, it’s recommended the city summarize its existing engagement strategies in the form of an overarching public participation document. This document should describe how various local and regional stakeholders will be reached in specific situations; and it should describe the methods the city will use to acquire and subsequently share information. When completed the public participation strategy should be added to the city’s website. The RRC website has a “Public Participation Strategy Guide” that could assist the city in developing its strategy.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
1.2.1	The community has a public participation plan for engaging a diverse set of community stakeholders.	<input type="checkbox"/> Formalize an overarching public participation strategy that describes how stakeholders will be reached in various situations	Q1 2019
1.2.2	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
1.2.3	The community shares outcomes of public participation processes.	<input type="checkbox"/> Determine the media and methods best suited to share the outcomes of public participation activities and include this in the overarching public participation strategy	Q1 2019

## Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the city’s zoning ordinance and assesses how well it implements the goals of the master plan. Zoning is a crucial mechanism for achieving desired land use patterns and quality development. Foundationally, the Michigan Zoning Enabling Act (MZEA), Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions.

Overall, Jonesville’s zoning ordinance is aligned with the goals of the master plan and many of the RRC best practices. The code enables and encourages pedestrian-friendly compact development in desired areas and scales down the intensity of uses as someone travels from the city center to surrounding farmland. The city facilitates a mix of housing and businesses downtown by permitting upper-floor housing units above non-residential uses as a permitted use by-right in both of its downtown form-based code (DFBC) districts. The DFBC comprises two zoning districts, the D-1 and D-2 districts. The standards of both of these districts will support the goals of the master plan and particularly the smart growth tenets. The D-1 district has a build-to line that requires structures be constructed all the way up to the front property line. This build-to line will ensure a uniform street wall—supporting the city’s placemaking, non-motorized transportation and historic preservation efforts. The D-2 district establishes a maximum 15-foot front setback that provides flexibility but ensures development styles are consistent and inviting to pedestrians. In addition to the build-to line and maximum setback regulations, the city allows open store fronts, outdoor dining, has minimum ground-floor transparency standards and provides for numerous streetscape elements including: planting beds, street furniture and pedestrian-scaled lighting. The code encourages businesses to have outdoor dining/seating as it considers outdoor seating as transparent façade space—thus providing flexibility and incentivizing this desired land use/design.

The city plans for historic preservation in a number of ways. The DFBC supports the historic character of Downtown Jonesville through ensuring compatible building design. Further, the city allows for historic variances to allow historically significant signs and marquees. The code addresses both historic and

environmental preservation by labeling sensitive areas, “Significant Natural Features.” An area with unique topographic, ecological, hydrological or historical characteristics can be classified as a significant natural feature and protected through the site plan review process.

Jonesville’s code makes it clear that the planning commission has the approval authority for both permitted use and special land use proposals, and special land use proposals require a public hearing. The city has indicated that the development review process works well, and it is consistent with the RRC best practices.

Jonesville’s zoning code provides for the new economy-type businesses that can add vibrancy to its neighborhoods and downtown district. The zoning ordinance expressly lists: art/music/dance studios, breweries, micro-breweries, indoor recreation, research facilities, outdoor dining and open air businesses as either permitted uses or special land uses—making it clear that these uses are allowable and desired by the city.

Jonesville meets the RRC best practices for housing as it allows for a variety of housing types. The code permits upper-floor housing units above non-residential units in both the D-1 and D-2 zoning districts, it incentivizes the use of cluster developments through the planned unit development (PUD) process and it allows for attached single family housing. While not necessary to achieve RRC certification, the city could consider provisions for live/work units, accessory dwelling units, corporate temporary housing, cooperative housing, or allowing cluster developments outside of the PUD process—all of which would provide more housing and lifestyle options for city residents.

Jonesville plans for non-motorized transportation in a variety of ways. Downtown Jonesville’s compact design and allowable mix of uses is the foundation for pedestrian-friendly environments that encourage walking and biking. On top of the use and form-based regulations, the city’s street furniture standards promote non-motorized transportation. While not required for RRC achievement, the city may want to consider expanding the list of street furniture to include bicycle amenities (e.g., bike racks or bike service stations), or adding provisions for traffic calming or street trees.

## Best Practice 2.1—Zoning regulations *continued*

Frequently, parking requirements define urban design, land use density, and a person's experience of place more than any other zoning regulation. Furthermore, meeting parking requirements is often the decisive factor in the viability of a project because of both the physical and financial demands associated with parking lots. Therefore, the RRC best practices include strategies to minimize parking requirements wherever possible and provide flexibility for applicants and community officials, so that the optimal number of parking spaces are required in each given situation. Jonesville does not currently meet the RRC best practices in regard to parking. The city does provide flexibility by allowing the planning commission to defer the construction of a portion of the required number of parking spaces for nonresidential uses; but the code could provide additional options to developers. It's recommended Jonesville allow reductions in required parking when shared parking agreements are established—particularly between uses with complementary peak parking times (e.g., church and office building). Additionally, the city could add parking flexibility by allowing reductions in parking when on-street parking is available or

bicycle parking is provided. Or, the city could establish maximum parking standards instead of minimum parking standards, or provide applicants with a payment in-lieu of parking option.

Despite the city's proactive stance on environmental sustainability, the zoning code does not meet the RRC best practice criteria for green infrastructure. The city requires applicants to identify "Landmark Trees" on site plans, but the code does not prohibit the removal of these trees or include replacement standards. To align with the RRC best practices, the zoning code should include tree removal and/or replacement standards. Additionally, the city should consider adding provisions that address low impact development techniques such as rain gardens, bioswales, green roofs, permeable pavement, renewable energy, parking lot landscaping, requiring the use of native plant species and/or rainwater collection techniques such as blue roofs or cisterns.

Jonesville's zoning ordinance meets the RRC best practice for user friendliness. The code features clear definitions and regulations, illustrations facilitate the understanding of abstruse zoning concepts and tables help someone understand what uses are permitted where.

## Best Practice 2.1—Zoning regulations *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
2.1.1	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	✓	
2.1.2	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	✓	
2.1.3	The zoning ordinance includes flexible tools to encourage development and redevelopment.	✓	
2.1.4	The zoning ordinance allows for a variety of housing options.	✓	
2.1.5	The zoning ordinance includes standards to improve non-motorized transportation.	✓	
2.1.6	The zoning ordinance includes flexible parking standards.	<input type="checkbox"/> Add provisions for shared parking, parking reductions when bicycle parking is provided or shared parking agreements are executed between complementary uses, establish maximum parking standards or allow a fee in-lieu option to developers	Q1 2020
2.1.7	The zoning ordinance includes standards for green infrastructure.	<input type="checkbox"/> Add provisions for at least two of the following green infrastructure practices: rain gardens; bioswales; green roofs; pervious pavement; native landscaping; tree preservation or planting standards; cisterns; parking lot landscaping standards; or renewable energy	Q1 2020
2.1.8	The zoning ordinance is user-friendly.	✓	



## Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates a community’s development review policies and procedures, project tracking and internal/external communications. An efficient, deliberate and fair site plan review process is integral to being redevelopment ready. When communities can provide certainty and minimize risk in project planning, developers will be more likely to bring jobs and investment to a community. Therefore, communities should look to simplify and clarify policies wherever possible.

The zoning code is clear that the planning commission has the approval authority for permitted-use and special-use site plans; while the city council has the approval authority for planned unit developments (PUDs) and rezoning requests. While this information is easy to find in the zoning ordinance, applicants may not take the time to research the process on their own. Therefore, it is crucial that the city has a staff member available who can receive and process applications, explain procedures, schedule and conduct pre-application meetings and provide excellent customer service. Section 15.03 of the zoning ordinance describes the availability of preliminary site plan reviews—enabling applicants to receive feedback on their proposals prior to investing time and money finalizing their plans (e.g., paying for engineering/architectural costs). This is a best practice that should be continued. However, to meet the RRC best practice criteria, Jonesville should take the preliminary site plan review process a step further. The city should advertise the availability of the preliminary site plan review process on its website along with an explanation

of why it’s important. Also, while not necessary for RRC certification, it’s suggested the city advertise staff’s willingness to meet with prospective applicants prior to them going before the planning commission with their preliminary site plan concept. These “pre-application” meetings can assist applicants/developers in ensuring the viability of their projects as it could provide a forum to discuss ideas and potential project pitfalls and prepare for a potential preliminary site plan or final site plan proposal before the planning commission.

The city’s self-evaluation indicates internal site plan reviews are conducted by the zoning administrator, city manager, public works superintendent, and the city and fire departments. To aid with succession planning and ensure everyone fully understands the city’s internal review process, the city should document its internal review process. The process should include how long each department/agency has for its reviews and it should list agencies that should be providing comments on certain proposals (e.g., MDOT, MDEQ).

The city tracks site plan proposals using case files. The planning commission typically hears between five and 10 applications a year, so this method of tracking projects works well for the city. To ensure the development review process is continually approved, it’s recommended the city request feedback on the development review process from applicants. Tools such as surveys, a comment box, or follow up phone calls can help the city identify the ways it can improve aspects of the development-review process.

## Best Practice 3.1—Development review policy and procedures *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
3.1.1	The zoning ordinance articulates a thorough site plan review process.	✓	
3.1.2	The community has a qualified intake professional.	✓	
3.1.3	The community defines and offers pre-application site plan review meetings for applicants.	<input type="checkbox"/> Advertise the availability of preliminary site plan meetings (and perhaps pre-application meetings) on the city website	Q4 2018
3.1.4	The appropriate departments engage in joint site plan reviews.	✓	
3.1.5	The community has a clearly documented internal staff review policy.	✓	
3.1.6	The community promptly acts on development requests.	✓	
3.1.7	The community has a method to track development projects.	✓	
3.1.8	The community annually reviews the successes and challenges with the site plan review and approval procedures.	<input type="checkbox"/> Establish a method of requesting feedback on the site plan review process <input type="checkbox"/> Review feedback on an annual basis	Q4 2019



## Best Practice 3.2—Guide to Development

Best Practice 3.2 evaluates the availability of a community’s development information. Having all development-related information in a single location can greatly increase the ability of a developer or resident to access what they need efficiently. Including this information online can also maximize Jonesville’s staff capacity as staff will spend less time answering questions when applicants can have these questions answered by the city’s website.

Jonesville has many of the fundamental elements of a guide to development linked to from the homepage of the city website. Website users can easily locate contact information for city staff, see an event and meeting calendar, view public hearing notices, city ordinances and pay bills. A “Documents and Forms” webpage provides applications for site plans, special use permits, variances and rezoning requests—along with listing submission requirements for each type of petition. The planning commission webpage includes links to the city’s zoning ordinance and map.

Jonesville’s municipal website has an abundance of useful information that is consistent with the RRC best practices. However, there are a couple of ways the city’s “Guide to Development” can be improved to assist applicants through its development review processes. It’s recommended the city create flow charts for each of its development review processes (i.e. site plan review, special use permits, rezoning and variance requests). These flow charts should illustrate each step in the review processes and have estimated time frames associated with each step. The RRC website has a sample “Guide to Development” which has an example flowchart the city can consider when creating its development review flow charts.

Another key element of a successful development review process is having a fee schedule with up-to-date costs reflective of the services provided. Jonesville’s fee schedule is easy to locate on the website and has lists up-to-date fees for all of the city’s development-related services. The city reviews this fee schedule annually which is consistent with the RRC best practices.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
3.2.1	The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	<input type="checkbox"/> Add flow charts for development review processes with time frames for each step in the process	Q1 2019
3.2.2	The community annually reviews the fee schedule.	✓	

## Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed and elected officials. Such officials sit on the numerous boards, commissions and committees that advise community leaders on key policy decisions. Ensuring the community is able to recruit the best candidates for these bodies and also have a system in place to get new members up to speed ensures predictability and accountability in the development process.

Jonesville’s website does an exceptional job of providing information on its boards. Each board has a webpage that features a description of roles and duties, a list of members, a summary of what the board is currently working on and a documents section. Dropdown menus allow users to easily locate recent and archived meeting agendas and minutes for each respective board.

Someone interested in serving on a board would easily be able to understand the commitment they were considering and how their knowledge and experience could contribute.

The city’s planning commission bylaws explain the

membership shall be representative of the important segments and in accordance with the major interests, as they exist in the city of Jonesville. And the bylaws list the following interest segments: natural resources and recreation, education, government, and economic development.

While desired skill-sets are identified for the planning commission, they are not identified city council, downtown development authority nor Zoning Board of Appeals. To align with the RRC Best Practices, it’s recommended the city add desired skill sets for these three boards on each respective webpage or on the city’s “Board and Committee Application for Appointment” form.

Just as someone’s understanding of expectations is important prior to them becoming an official, it’s important after. Jonesville currently provides its newly elected and appointed officials orientation materials at the beginning of their term. If the city wishes to augment the existing orientation packets, useful materials can be found on the websites of the Michigan Association of Planning (MAP), Michigan State University Extension (MSUE), and the Michigan Municipal League (MML).

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
4.1.1	The community sets expectations for board and commission positions.	<input type="checkbox"/> Add desired skill sets for the city council, DDA and ZBA on each board’s respective webpage, or on the “Board and Committee Application for Appointment” form	Q3 2019
4.1.2	The community provides orientation packets to all appointed and elected members of development-related boards and commissions.	✓	

## Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks educational activities for officials and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues. The advent of online training platforms makes educational opportunities more accessible than in the past and these opportunities should be taken advantage of.

Jonesville is well positioned to take advantage of training opportunities as it allocates money for this purpose in the city budget. The city also encourages board members to attend trainings, and requires members of the planning commission to attend trainings in years when money is budgeted. As staff becomes aware of training opportunities, they notify city officials. Recently, the city sent planning commission and ZBA members to City of Coldwater for a zoning training. Additionally, staff attended a medical marijuana facility training hosted in Morenci with the city’s regional economic development staff person.

While it’s clear the city’s existing training program works well, it’s recommended the city formalize the

program by setting goals for staff and officials and tracking the progress made toward these training goals. Other RRC communities have found that Excel spreadsheets allow for the easy tracking of training attendance and progress made toward goals. Also, while not necessary for RRC certification, the city could consider adding upcoming training opportunities as a standing agenda item. The city could also begin holding collaborative work sessions at which the city could facilitate the sharing of knowledge and ensure staff and officials are working together to reach important city goals.

Communication is a strength of the city. Every agenda includes an open report period where staff can provide updates and board and committee members can engage in discussion. This allows the city to share lessons learned from trainings and it ensures staff and officials are consistently working together and informed of current events. The city’s internal communication is supported by the annual preparation and presentation of the planning commission’s “Annual Report of Planning Activities” — which is presented annually to the city council. The planning commission’s thorough report is posted online — which is consistent with the RRC Best Practices.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
4.2.1	The community has a dedicated source of funding for training.	✓	
4.2.2	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	<input type="checkbox"/> Identify annual training goals for staff and officials <input type="checkbox"/> Track training attendance in a training spreadsheet	Q4 2019
4.2.3	The community encourages the governing body, boards, commissions and staff to attend trainings.	✓	
4.2.4	The community shares information between the governing body, boards, commissions and staff.	<input type="checkbox"/> Add the most recent “Annual Report of Planning Activities” to the city website	Q4 2018

## Best Practice 5.1—Redevelopment Ready Sites®

Best Practice 5.1 assesses how a community identifies, visions for and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties and investments. Prioritized redevelopment should be targeted in areas that will catalyze further development around it. Instead of waiting for developers to propose projects, Redevelopment Ready Communities® identify priority sites and prepare information to assist developers in finding opportunities that match the community’s vision.

To meet this Best Practice criteria, Jonesville will need to work with community stakeholders to identify, prioritize and generate visions for at least three redevelopment sites within the city. The visions for these sites should be tied to the master plan, downtown plan and CIP; and the city should ensure a policy framework is in place to support each vision (i.e., zoning ordinance will allow the visions to be implemented). If sites at the Jonesville Industrial Park are a top priority, they can be considered priority redevelopment sites—although Jonesville is encouraged to select sites in key areas, which can have a catalyzing effect on the surrounding area. After sites are identified and visions are created, the city should gather information about the sites, including: owner contact info, address,

size of the site, available infrastructure, asking price, and a quick explanation of why this site is a great opportunity for an investor. This information should then be marketed online. One of the priority sites should be marketed in the form of a more thorough property information package (PIP). A PIP consists of basic site information as well as more technical items (as applicable) that the city has available, including: traffic studies, environmental reports, financial incentives, market analyses, a property survey, a natural features map, etc. If financial incentives are not included in the property information package, the city should identify negotiable development tools or in-kind support that can be used for the potential projects. The RRC property information package template could be useful as the city develops a property information package. When the sites are ready to be advertised, it’s recommended the city market them on the municipal website as well as through the existing partnerships the city has with its regional economic development partners. The marketing of priority redevelopment sites will help generate interest and excitement in the sites; and it will ensure Jonesville is ready for developer inquiries regarding redevelopment opportunities.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
5.1.1	The community identifies redevelopment sites.	<input type="checkbox"/> Prioritize at least three development/redevelopment sites within the city	Q3 2019
5.1.2	The community gathers basic information for redevelopment sites.	<input type="checkbox"/> Gather basic information on at least three priority redevelopment sites	Q3 2019
5.1.3	The community has developed a vision for each redevelopment site.	<input type="checkbox"/> Establish visions for at least three redevelopment sites	Q3 2019
5.1.4	The community identifies potential resources and incentives for prioritized redevelopment sites.	<input type="checkbox"/> Include potential resources and/or incentives along with the identified redevelopment sites	Q3 2019
5.1.5	A property information package for a prioritized redevelopment site(s) is assembled.	<input type="checkbox"/> Create a property information package (PIP) for at least one of the redevelopment sites	Q3 2019
5.1.6	At least three redevelopment sites are actively marketed.	<input type="checkbox"/> Market the redevelopment sites on the city website	Q3 2019

## Best Practice 6.1—Economic development strategy

Best Practice 6.1 evaluates goals and actions identified by a community to assist in strengthening its overall economic health. Today, economic development means more than business retention, expansion and attraction. While business development is a core value, a community needs to include place making and talent in the overall equation for economic success. A successful economic development strategy will highlight a community’s assets, and describe a range of innovative incentives that will attract both people and businesses.

Jonesville has been proactive in planning for its economy as evidenced by the economic development focus in the master plan, the formation of the Jonesville DDA and strong partnerships with the Hillsdale Economic Development Partnership (EDP), the Region 2 planning commission and the Jonesville Business Association. The city currently has a one-page economic development strategy that identifies priorities, actions and partners.

To meet the RRC Best Practice criteria, the city should build on this one-page strategy by identifying strengths, weaknesses, opportunities and threats and include goals and implementation actions. Just as with the master plan recommendation, each implementation action should have an associated responsible party and estimated time frame for completion. The strategy will be the strongest and most implementable if the city coordinates its strategy with its regional stakeholders, including: the DDA, Hillsdale County Economic Development Corporation, Region 2 planning commission, and the MEDC.

Planning in accordance with these partners can save the city time and resources and ensure all of the city’s efforts are aligned with those of its regional partners. Jonesville may find the “RRC Economic Development Strategy Guide” helpful as it develops its overarching strategy.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
6.1.1	The community has approved an economic development strategy.	<input type="checkbox"/> Create an overarching economic development strategy	Q4 2019
6.1.2	The community annually reviews the economic development strategy.	<input type="checkbox"/> Annually review the economic development strategy	Q2 2019

## Best Practice 6.2—Marketing and promotion

Best Practice 6.2 evaluates how a community promotes and markets itself. Marketing and branding is an essential tool for promoting a community’s assets and unique attributes. Consumers and investors are attracted to places that evoke positive feelings and to communities that take pride in their town and their history.

The city’s master plan identifies marketing as a critical element in its downtown economic development efforts. Additionally, the city markets its available real estate and the municipal website links to a variety of city services and businesses—and it provides information on Jonesville’s history, economy, arts, culture and recreation opportunities. The city website also advertises redevelopment sites in the Jonesville Industrial Park and a city-owned site downtown. Jonesville also uses Facebook to share community news and advertise upcoming events.

Although the city is employing great marketing strategies, the city is not entirely in alignment with the RRC Best Practices regarding marketing. Similar to as in Best Practice 6.1, the best practices call for an overarching marketing strategy. This strategy should describe ways to leverage resources and establish agreed-upon city goals within the existing regional framework of marketing and economic development strategies. The city’s priority redevelopment sites (Best Practice 5) should be integrated into the marketing strategy as they are selected. The

development of a marketing strategy will be a great opportunity for the city to partner with local and regional stakeholders—which is a strength of Jonesville’s.

The second element of this best practice is the promotion of the community through a website. A municipal website serves multiple functions. On a fundamental level, it is a means to share information—including information about public meetings, city plans, policies, events and related organizations. Beyond this, a municipal website is an important expression of a community’s character and image. People who are unfamiliar with a community will often first look to a website for information. They will be forming their first impressions and reaching conclusions from the website; therefore it is imperative that the website is visually appealing and key information is easily accessible.

Jonesville’s website is organized and provides an abundance of information. The homepage features contact information and links to ordinances, permit applications, maps and information on community businesses and services. The homepage also features a “News & Announcements” section and attractive pictures that change every six seconds.

Overall, the website is well organized and functional. As the development-related items discussed in this report are completed, they should be added to the website.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
6.2.1	The community has developed a marketing strategy.	<input type="checkbox"/> Adopt an overarching marketing strategy for the city	Q4 2019
6.2.2	The community has an updated, user-friendly municipal website.	<input type="checkbox"/> As they are completed, add missing items to the city website	Q4 2019



The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. As this report makes clear, there are a variety of ways Jonesville can improve its development-related practices. Jonesville's city council, planning commission, DDA and ZBA should review this report and establish a work plan for achieving RRC certification. The estimated timelines included in this report's tables can be adjusted by the city, based on staff time and resources. The city can work at its own pace to complete the unmet Best Practice criteria.

Jonesville's strengths currently lie in its long-range plans, zoning ordinance and expedient development-review processes. Challenges for the city include visioning for priority redevelopment sites and establishing overarching economic development and marketing strategies. With this report and the resources the RRC team can provide, Jonesville will be able to become certified in the near future. The RRC team views this report as the first step in a productive, long-lasting relationship that will continue for years to come.

**PUBLIC NOTICE**  
**NOTICE OF PUBLIC HEARING**

The Jonesville City Council will hold a Public Hearing on Wednesday, December 19, 2018 at 6:30 p.m. at the Jonesville City Hall, 265 E Chicago St., Jonesville, MI for the purpose of hearing comments on Ordinance No. 216, an amendment to the Zoning Ordinance that would establish regulations associated with Marihuana Establishments and the Sale and Consumption of Marihuana in Public Places.

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 St., Jonesville MI 49250 or via email to [clerk@jonesville.org](mailto:clerk@jonesville.org) no later than December 18, 2018.

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. 216**

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF JONESVILLE BY ADDING A NEW ARTICLE WHICH NEW ARTICLE SHALL BE DESIGNATED AS ARTICLE III OF CHAPTER 7 OF SAID CODE AND BY ADDING A NEW SECTION WHICH NEW SECTION SHALL BE DESIGNATED AS SECTION 15-2 OF CHAPTER 15 OF SAID CODE

THE CITY OF JONESVILLE ORDAINS:

**Section 1.** Addition of Article III to Chapter 7. Article III, "Marihuana Establishments," is added to Chapter 7, "Businesses Licensing," of the Code of Ordinances of the City of Jonesville to read as follows:

**ARTICLE III. MARIHUANA ESTABLISHMENTS**

**Sec. 7-32. Prohibition of marihuana establishments.**

- (A) Pursuant to the provisions of Section 6.1 of the Michigan Regulation and Taxation of Marihuana Act (the "Act"), marihuana establishments, as defined by the Act, are completely prohibited within the boundaries of the City.
- (B) Any applicant for a state or local license to establish a marihuana establishment, as defined by the Act, within the boundaries of the City shall be deemed to be not in compliance with this Ordinance or with the Code of Ordinances amended by this Ordinance.
- (C) This section does not supersede rights and obligations with respect to the transportation of marihuana through the City to the extent provided by the Act, and does not supersede rights and obligations under Michigan law allowing for or regulating marihuana for medical use.

**Section 2.** Addition of Section 15-2 to Chapter 15. Section 15-2, "Prohibition on Sale and Consumption of Marihuana in Public Places," is added to Chapter 15, "Streets, Sidewalks and Other Public Places," of the Code of Ordinances of the City of Jonesville to read as follows:

**Sec. 15-2. Prohibition on sale and consumption of marihuana in public places.**

- (A) In conformance with Sections 4.1(e) and 6.2(b) of the Michigan Regulation and Taxation of Marihuana Act (the "Act"), the sale or consumption of marihuana in any form and the sale or display of marihuana accessories, as defined by the Act, is prohibited in any public places within the boundaries of the City.
- (B) Any person who violates any of the provisions of this section shall be responsible for a municipal civil infraction punishable by a civil fine of \$500, plus court-imposed costs.
- (C) This section does not supersede rights and obligations with respect to the transfer and consumption of marihuana on private property to the extent authorized by the person who owns, occupies or operates such property, as provided in and authorized by the Act, and does not supersede rights and obligations with respect to the use of marihuana for medical purposes as provided by any law of the State of Michigan allowing for or regulating marihuana for medical use.

**Section 3. Conflict and Repeal.**

All ordinances or parts of ordinances in conflict with this ordinance are repealed.

**Section 4. Publication.**

After its adoption, this ordinance or a summary thereof, as permitted by law, shall be published by the City Clerk in a newspaper of general circulation in the City.

**Section 5. Effective Date.**

This ordinance shall be effective immediately upon its publication in a newspaper of general circulation in the City.

YEAS:

NAYS:

ORDINANCE DECLARED ADOPTED ON \_\_\_\_\_, 201\_\_.

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

\_\_\_\_\_  
Cynthia D. Means, Clerk

**CERTIFICATION**

I, Cynthia D. Means, being 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. 216, passed on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.  
Further, I certify that 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.

2018-15

CITY OF JONESVILLE  
COUNTY OF HILLSDALE  
STATE OF MICHIGAN

**RESOLUTION – AUTHORIZE IMPLEMENTATION OF RECOMMENDATIONS NECESSARY  
TO RECEIVE A REDEVELOPMENT READY COMMUNITIES (RRC) CERTIFICATION  
FROM THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC)**

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 19<sup>th</sup> day of December 2018, at 6:30 p.m.

**PRESENT:**

**ABSENT:**

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

**WHEREAS**, the MEDC has developed a program for certifying Redevelopment Ready Communities and the City of Jonesville desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

**WHEREAS**, the City of Jonesville is currently updating its Master Plan and has utilized the recommendations and technical assistance provided by the MEDC to ensure that development readiness is appropriately addressed in that document; and

**WHEREAS**, the City of Jonesville has participated in the MEDC RRC Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City’s redevelopment practices, as reported in the RRC Baseline Report for the City of Jonesville dated August 2018; and

**WHEREAS**, the MEDC presented its findings from the RRC Baseline Report to City Council at its regular meeting on December 19, 2018 at 6:30 p.m. in Jonesville City Hall; and

**WHEREAS**, following the presentation and review of the RRC Baseline Report, the City of Jonesville is willing to complete the tasks, as outlined; and

**NOW, THEREFORE, BE IT RESOLVED** that the Jonesville City Council authorizes the implementation of the MEDC recommendations necessary to receive Redevelopment Ready Communities Certification.

AYES: Members:

NAYS: Members:

ABSENT: Members:

\_\_\_\_\_  
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 19<sup>th</sup> day of December, 2018, 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

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

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

ZONING BOARD of Appeals

1. Name DAVID STEEL 2. Occupation \_\_\_\_\_

3. Employer \_\_\_\_\_ 4. Email address D. STEEL@MICH.AGT

5. Home Address 466 SALEM Jonesville 49250  
Street City Zip

6. Home Telephone 517 844-9722 7. Business Phone \_\_\_\_\_

8. Length of residency in Jonesville 57 YRS

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

SEE RESUME ATTACHED

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

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

SEE RESUME ATTACHED

12-5-18  
Date of Application

[Signature]  
Signature

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

## **Resume**

**David T. Steel**

**466 Salem Drive, P. O. Box 114, Jonesville, MI 49250-0114**

**517-849-9522 phone/ 517-849-9522 fax/ [d.steel@att.net](mailto:d.steel@att.net)/ 517-320-5505-text**

### **Education**

**Bachelor's Degree: Ferris State University, 1958 Marketing/Retailing**

**Master's Degree: Michigan State University, 1960--School Counseling/Administration**

**Doctorate Degree: Michigan State University, 1969-Educational Psychology**

**Certification as Mediator and Trainer, Conflict Resolution, State of Michigan-1996**

### **School Non-administrative Work History**

**Teacher, Carson City, MI Schools-1958-60**

**Teacher/Counselor, Ovid, MI Schools-1960-61**

**School Psychologist, Hillsdale County Intermediate School District-1961-64**

**Graduate Student, Michigan State University, 1964-65**

### **School Administrative Work History/Experience**

**Assistant Superintendent for Special Education, Hillsdale ISD-1965-68**

**Superintendent, Hillsdale ISD-1968-1995**

**President, Jonesville Community Schools Athletic Boosters Association, 1983**

**President, Jonesville Community Schools Parent Teacher Organization, 1983 (approx.)**

**Interim Superintendent, Waldron Area Schools, Waldron, MI-1995**

**Interim Superintendent, Jonesville Community Schools, Jonesville, MI-1996**

**Interim Superintendent, Litchfield Community Schools, Litchfield, MI-1996-97**

**Consultant, Education Associates of MI, LLC-1997-2012**

**Interim Superintendent, Concord Community Schools, Concord, MI-2001**

### **Municipal Government Work History/Experience**

**Member, Jonesville Village/City Council, 1973-78, 2014-2018**

**President Pro Tem, Jonesville Village Council, 1974-1976**

**Interim Manager, Jonesville Village, 1995-96, 1999, 2000**

**Executive Director, Jonesville Village Local District Finance Authority, 1996**

**Member, Jonesville Downtown Development Authority, Zoning Board of Appeals, Local District Finance Authority --2004-10**

**Member, Hillsdale County Commission, 1997-2000**

**Chair, Branch/Hillsdale/St. Joseph County Board of Health, 1999**

**Interim Clerk, Jonesville Village, 2003-2004**

**President, Jonesville Village Council, 2004—2010**

**Chair, Jonesville Village Planning Commission, 2011-2014**

**Co-chair, Jonesville Village Citizens Advisory Committee, 2013**

**Chair, Jonesville Village Charter Commission, 2013-14**

**Other Work History/Volunteer Experience**

**College Instructor, Graduate/Undergraduate, Eastern Michigan University/Hillsdale College**

**Mediator, Trainer, Conflict Resolution (Michigan State Court Administration Office)**

**Member, Jonesville First Presbyterian Church Session, 2000-03, 2009- 2012, 2018-2021**

**Treasurer, Jonesville First Presbyterian Church, 1996**

**Chair, City of Jonesville Cemetery Advisory Committee, 2015-2018**

**Hillsdale County Industrial Development Commission Award, 2002**

**Village of Jonesville, Citizen of the Year, 2012**

**Leadership In: Jonesville Rotary, YMCA, Boy Scouts, United Way, Hospice, Community Foundation, Substance Abuse Advisory Board, Community Mental Health, Political Party**

**State President, Michigan Intermediate School District Superintendents Association, 1976-77**

**Guardian/Payee Hillsdale County Probate Court (1995-2010)**



City of  
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

(517) 849-2104  
(517) 849-9037 Fax

[www.jonesville.org](http://www.jonesville.org)  
[manager@jonesville.org](mailto:manager@jonesville.org)

CITY COUNCIL  
ANNUAL MEETING CALENDAR  
JANUARY - DECEMBER  
2019  
THIRD WEDNESDAY OF THE MONTH

WEDNESDAY	JANUARY 16, 2019	6:30 P.M.
WEDNESDAY	FEBRUARY 6, 2019*	6:30 P.M.
WEDNESDAY	MARCH 20, 2019	6:30 P.M.
WEDNESDAY	APRIL 17, 2019	6:30 P.M.
WEDNESDAY	MAY 15, 2019	6:30 P.M.
WEDNESDAY	JUNE 19, 2019	6:30 P.M.
WEDNESDAY	JULY 17, 2019	6:30 P.M.
WEDNESDAY	AUGUST 21, 2019	6:30 P.M.
WEDNESDAY	SEPTEMBER 18, 2019	6:30 P.M.
WEDNESDAY	OCTOBER 16, 2019	6:30 P.M.
WEDNESDAY	NOVEMBER 20, 2019	6:30 P.M.
WEDNESDAY	DECEMBER 18, 2019	6:30 P.M.

\*Indicates a change in the meeting date

All meetings are held at the City Hall – 265 E. Chicago Street, Jonesville, MI

Individuals with disabilities requiring auxiliary aids or services should contact the City of Jonesville office by writing or calling the following:

City of Jonesville  
265 E. Chicago Street  
Jonesville, MI 49250  
(517) 849-2104  
[www.jonesville.org](http://www.jonesville.org)

Cindy Means, Clerk  
[clerk@jonesville.org](mailto:clerk@jonesville.org)



**JONESVILLE CITY COUNCIL**  
**Minutes of November 21, 2018**

A meeting of the Jonesville City Council was held on Wednesday, November 21, 2018 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, George Humphries Jr., and Delesha Padula. Absent: Andy Penrose.

Also present: Manager Gray, Attorney Lovinger, Asst. Fire Chief Colotti, DPW Supt. Kyser, Police Chief Lance, Julie Games, Christine Bowman, Kathy Humphries, David Steel, Debi Steel Charlotte Steel, and Greg Bailey (Bailey Hodshire & Co).

The Oath of Office was administered by Clerk Means to Mayor Gerry Arno, Councilmembers Jerry Drake, Brenda Guyse, George Humphries Jr., and Delesha Padula.

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

A motion was made by Brenda Guyse and supported by Jerry Drake to approve the agenda as presented with the addition of the following to 7.F.: Reappoint the Clerk and Treasurer. All in favor. Absent: Andy Penrose. Motion carried.

Christine Bowman spoke in support of Reinstatement of the Michigan Historic Preservation Tax Credit.

Julie Games gave a brief update regarding Hillsdale County, and the offices that have moved to their new building. Everyone was invited to an open house being held December 6, 2018 from 2:00 to 4:00 p.m. at the new county building, which will include a ribbon cutting at 2:00 p.m. on that date.

Mayor Arno presented a Proclamation to David Steel for his 45 years of faithful and dedicated service to the City of Jonesville. Dr. Steel has served on numerous boards and committees throughout the years, including Village President, Village President Pro-Tem, Interim Village Manager, and as a member of the Village Council, City Council, Local Development Finance Authority, Cemetery Committee, Planning Commission, and Downtown Development Authority. Dr. Steel's service has resulted in many notable accomplishments, including the Jonesville Industrial Park and City Incorporation. The City Council and City of Jonesville offers its sincere gratitude for his service and wishes him continued success and prosperity.

A motion was made by Brenda Guyse and supported by Delesha Padula to nominate Tim Bowman Mayor Pro-Tem. All in favor. Absent: Andy Penrose. Motion carried.

Greg Bailey of Bailey, Hodshire & Co. presented the June 30, 2018 audit report for the City of Jonesville. Mr. Bailey stated that the City had a clean audit with no issues being found. Mr. Bailey commended the Council and City staff for again having a commendable audit.

A motion was made by Delesha Padula and supported by George Humphries Jr. to receive the June 30, 2018 Audit Report as presented. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries, Delesha Padula, and Gerry Arno. Nays: None. Absent: Andy Penrose. Motion carried.

Brenda Guyse made a motion to approve Option 2 of the proposal from Municode for Codification Services which will update the Code of Ordinances at a cost of \$7,120., plus costs for printing over 300 pages. All references to "Village of Jonesville" will be changed to "City of Jonesville", along with ordinance amendments being fully incorporated in the text of the Code. Jerry Drake supported the motion. All in favor. Absent: Andy Penrose. Motion carried.

A motion was made by Brenda Guyse and supported by Delesha Padula to approve the agreement from Modern Waste Services in providing residential trash and recycling services within the City. All in favor. Absent: Andy Penrose. Motion carried.

Jerry Drake made a motion to file the Certification of Accountability and Transparency with the Department of Treasury. Tim Bowman supported the motion. All in favor. Absent: Andy Penrose. Motion carried.

A motion was made by Delesha Padula and supported by Brenda Guyse to appoint and re-appoint the following board and commission members:

Board of Review		
Dana Kyser	Re-Appoint	3 Year Term (2021)
Downtown Development Authority (DDA)		
Penny Sarles	Re-Appoint	4 Year Term (2022)
Planning Commission		
Annette Sands	Re-Appoint	3 Year Term (2021)
Zoning Board of Appeals (ZBA)		
Larry Jose	Re-Appoint	3 Year Term (2021)
Todd Shroats	Re-Appoint	3 Year Term (2021)
Cemetery Committee		
Shea Dow	Re-Appoint	3 Year Term (2021)
Charlie Pfau	Re-Appoint	3 Year Term (2021)
Local Development Finance Authority (LDFA)		
Steve Harding	Re-Appoint	4 Year Term (2022)

All in favor. Absent: Andy Penrose. Motion carried

A motion was made by Brenda Guyse and supported by Delesha Padula to appoint the following councilmembers to the various committees:

Cemetery Committee		
Brenda Guyse	Appoint	3 Year Term (2021)
Personnel Committee		
Delesha Padula	Appoint	4 Year Term (2022)
Zoning Board of Appeals		
George Humphries Jr. (Council Rep)	Appoint	3 Year Term (2021)

All in favor. Absent: Andy Penrose. Motion carried.

A motion was made by Jerry Drake and supported by Tim Bowman to Reappoint Clerk/Deputy Treasurer Cindy Means and Treasurer/Deputy Clerk Lenore Spahr to four (4) year terms, expiring November 2022. All in favor. Absent: Andy Penrose. Motion carried.

Brenda Guyse made a motion and was supported by George Humphries Jr. to set a Public Hearing on the proposed Recreational Marijuana Opt-Out Ordinance. All in favor. Absent: Andy Penrose. Motion carried.

A motion was made by Brenda Guyse and supported by Delesha Padula to approve Resolution 2018-14 – Reinstatement of the Michigan Historic Preservation Tax Credit. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries, Delesha Padula, and Gerry Arno. Nays: None. Absent: Andy Penrose. Motion Carried.

Brenda Guyse made a motion to change the February 2019 regular meeting date to February 6, 2019 at 6:30 p.m. in City Hall. The motion was supported by Jerry Drake. All in favor. Absent: Andy Penrose. Motion carried.

The Fiscal Year 2018-19 1<sup>st</sup> quarter budget comparison (July 1, 2018 thru September 30, 2018) was provided to council.

A motion was made by Jerry Drake and supported by George Humphries Jr. to approve the Council Minutes of October 17, 2018. All in favor. Absent: Andy Penrose. Motion carried.

A motion was made by Jerry Drake and supported by Delesha Padula to approve the Accounts Payable for November 2018 in the amount of \$209,069.92. All in favor. Absent: Andy Penrose. Motion carried.

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

The meeting was adjourned at 08:01 p.m.

Submitted by,

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Cynthia D. Means  
Clerk

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Gerald E. Arno  
Mayor

**JONESVILLE CITY COUNCIL  
SPECIAL MEETING  
Minutes of December 5, 2018**

A meeting of the Jonesville City Council was held on Wednesday, December 5, 2018 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, George Humphries Jr., Delesha Padula and Andy Penrose.

Also present: Manager Gray, DPW Supt. Kyser, Police Chief Lance, Treasurer Spahr, Kathy Humphries, and Tom Traciak (H. J. Umbaugh and Associates).

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

A motion was made by Brenda Guyse and supported by Jerry Drake to approve the agenda as presented. All in favor. Motion carried.

Tom Traciak, Principal of H. J. Umbaugh and Associates CPA, LLP, presented the financial analysis that included the anticipated impact on operating costs and the potential adjustment to user fees that will result from the planned renovation of the Iron Removal Plant and water meter upgrades. Discussion ensued between City Council, Manager Gray, and Mr. Traciak.

The meeting adjourned at 7:20 p.m.

Submitted by,

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Cynthia D. Means  
Clerk

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Gerald E. Arno  
Mayor

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
BENSCH, TERESA BRINER OIL CO., INC.	LOCAL/LONG DISTANCE	1,784.86
	BS&A PAYROLL USER GROUP MEETING	86.11
	JFD - GASOLINE	128.76
	MVP - BULK TANK	386.69
	MVP - BULK TANK	159.36
	MVP - BULK TANK	124.20
		276.13
		1,075.14
BROOKS, JAMIE	JPD CLEANING SERVICE	100.00
	CITY HALL CLEANING SERVICE	100.00
		200.00
BUTTERS EXCAVATING & LAWN CA CLEAR VIEW, B.R. LLC COMPASS MINERALS AMERICA CONSUMERS ENERGY	NOVEMBER SEXTON/CEMETERY MAINT SERVICES	2,991.67
	CITY HALL/JPD WINDOW CLEANING	78.00
	SALT	3,642.03
	IRON REMOVAL PLANT ELECTRICITY	1,869.65
	DDA - UNMETERED PARKING LOT LIGHTS	23.51
	CITY-WIDE STREET LIGHTS	2,770.72
	DOWNTOWN/PARKING LOT LIGHTS	642.91
	500 IND PKWY SPRINKLER METER	27.59
	598 IND PKWY SPRINKLER METER	24.61
	100 DEA; PKWY SPRINKLER METER	29.52
	WWTP ELECTRICITY	5,253.96
	JPD ELECTRICITY	205.63
	FREEDOM MEMORIAL ELECTRICITY	43.30
	CEMETERY ELECTRICITY	28.61
	DDA - METERED PARKING LOT LIGHTS	109.16
	FAST PARK ELECTRICITY	213.39
	CITY HALL SECOND FLOOR ELECTRICITY	24.35
	JFD - EMERGENCY SIREN ELECTRICITY	24.86
	JFD TRAINING ROOM ELECTRICITY	79.31
	JFD TRUCK BAY ELECTRICITY	176.39
	RADIO TOWER ELECTRICITY	31.20
	CITY HALL ELECTRICITY	223.22
	DPW ELECTRICITY	255.79
WRIGHT ST PARK ELECTRICITY	26.16	
WATER TOWER ELECTRICITY	85.50	
		12,169.34
COUNTRYSIDE TROPHIES CURRENT OFFICE SOLUTIONS	COUNCIL SUPPLIES/DDA - CHRISTMAS IN JONESVILLE TR	26.00
	COPIER MAINTENANCE	135.75
	OFFICE SUPPLIES	18.58
	OFFICE SUPPLIES	(105.51)
	OFFICE SUPPLIES	158.23
		207.05
DETROIT SALT COMPANY DR LAB SERVICES, LLC DRAKE, JERRY ELHORN ENGINEERING COMPANY FIRST NATIONAL BANK OMAHA	SALT	2,789.14
	WATER/WWTP - LAB PREVENTIVE MAINTENANCE	1,311.43
	R2PC MEETING	33.25
	WATER - SUPPLIES	900.00
	ELECTION EXPENSES	57.49
	JPD - CAR WASHES	12.00
		10.00
		79.49
FLEIS & VANDENBRINK ENG, INC GLEI'S, INC. GODFREY BROS., INC. GRIFFITHS MECH CONTRACTING, HILLSDALE COUNTY CLERK HILLSDALE COUNTY TREASURER HILLSDALE MEDIA GROUP HYDROCORP, INC IDEXX DISTRIBUTION CORP. JONES & HENRY ENGINEERS, LTD JONESVILLE HARDWARE	WATER IMPROVEMENT PROJECT	20,692.72
	DDA - WREATH	269.93
	MVP - VEHICLE REPAIRS	92.80
	WWTP - CONDENSATION DRAIN	540.83
	NOVEMBER ELECTION EXPENSES	628.67
	2018 WINTER TAX BILLS/ROLL	1,372.83
	AUDIT/HEARING NOTICES	130.50
	WATER CROSS CONNECTION PROGRAM	520.00
	WATER SUPPLIES	1,229.06
	ASSET MANAGEMENT PLAN	10,025.00
	SUPPLIES/REPAIRS	213.86

12/14/2018  
 User: LSPAHR  
 DB: Jonesville

CITY OF JONESVILLE  
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Vendor	Description	Amount
JONESVILLE LUMBER	WATER - SUPPLIES	5.69
JONESVILLE, CITY OF	CITY HALL WATER/SEWER	45.60
	JFD WATER/SEWER	131.92
	JPD WATER/SEWER	45.60
	DPW WATER/SEWER	45.60
	WWTP WATER/SEWER	169.51
	WRIGHT ST PARK WATER/SEWER	35.12
		473.35
KEN STILLWELL FORD-MERCURY,	JPD VEHICLE REPAIRS	76.50
	JPD - 14 FORD/OIL CHANGE	31.75
	JPD - 16 FORD/OIL CHANGE	42.75
		151.00
LOVINGER & THOMPSON, P.C.	LEGAL FEES	490.25
MEANS, CINDY	CITY HALL DECORATIONS	377.97
MICH ASSOC OF CHIEFS OF POLI	JPD - ETTER/ACCREDITATION TRAINING	25.00
MICHIGAN GAS UTILITIES	IRON REMOVAL PLANT GAS SERVICE	229.58
	JPD GAS SERVICE	73.98
	JFD GAS SERVICE	219.95
	DPW GAS SERVICE	126.12
	CITY HALL GAS SERVICE	105.13
	WWTP GAS SERVICE	1,337.21
	GAS LIGHT SERVICE	59.84
		2,151.81
MICHIGAN LAWN & LANDSCAPE		781.02
MICHIGAN MUNICIPAL LEAGUE	PADULA - NEW OFFICIALS TRAINING	95.00
	HUMPHRIES - NEW OFFICIALS TRAINING	95.00
		190.00
SS DIG SYSTEM, INC.	ANNUAL MEMBERSHIP FEE	693.25
L WORKERS COMPENSATION FUN	WORK COMP QUARTERLY INVOICE	4,681.00
NORM'S TIREMAN	MVP - TIRE REPAIR	15.00
PERFORMANCE AUTOMOTIVE	SUPPLIES/REPAIRS	598.38
POINT RENTAL & SALES	MVP - CHAIN SAW CHAIN	17.95
POSTMASTER	POSTAGE - WATER/SEWER BILLS	231.28
	POSTAGE - WINTER TAX BILLS	237.70
		468.98
POWERS CLOTHING, INC.	JPD - UNIFORM ALTERATIONS	22.00
RAHMBERG STOVER & ASSOC.	COMPENSATION STUDY	2,800.00
REGION 2 PLANNING COMMISSION	ANNUAL DINNER	120.00
REPUBLIC WASTE SERVICES	DOWNTOWN/PARKS TRASH SERVICE	105.00
	JPD/JFD TRASH/RAIL TRAIL RECYCLING	5.00
	OFFICE/DPW/WWTP TRASH SERVICE	90.00
		200.00
SARLES TONY	UB refund for account: 000863-05	18.66
STATE OF MICHIGAN	WWTP - NPDES ANNUAL FEE	1,950.00
STOCKHOUSE CORPORATION	WATER/WWTP - METER CARDS	56.00
SUPERFLEET MASTERCARD PROGRA	GASOLINE	869.81
THE HARTFORD	FIRE DEPT INSURANCE	636.41
TRACTOR SUPPLY CREDIT PLAN	DDA - SUPPLIES	149.97
UMBAUGH, H. J. & ASSOC. CPA,	SEWER BOND CONTINUING DISCLOSURE	450.00
UNIFIRST CORPORATION	WWTP - UNIFORM RENTAL	32.44
	MVP - SHOP TOWELS	27.47
	WWTP - UNIFORM RENTAL	32.44
	WWTP - UNIFORM RENTAL	44.20
	MVP - SHOP TOWELS	27.47
	WWTP - UNIFORM RENTAL	32.44
		196.46
USA BLUEBOOK	WATER/WWTP SUPPLIES	508.26
	WATER/WWTP - SUPPLIES	338.01
		846.27
USALCO LLC	WWTP - SUPPLIES	4,472.64
VERIZON WIRELESS	DPW CELL PHONE	25.00
WALMART COMMUNITY/SYNCB	OFFICE/OPERATING SUPPLIES	240.30

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<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
ALLS EQUIPMENT SALES, INC.	MVP - VEHICLE REPAIRS	109.65
	MVP - TRUCK 3 REPAIRS	2,581.16
	MVP - VEHICLE REPAIRS	66.88
		2,757.69
WICKHAM'S TREE SERVICE, LLC	CEMETERY/MAJOR/LOCAL TREE REMOVAL	5,175.00
WILSON NANCY	UB refund for account: 000121-05	22.06
WOLVERINE ENG & SURVEYORS IN	CARL FAST PARK DESIGN FEE	1,365.00
	WRIGHT ST PARK DESIGN FEE	2,135.00
		3,500.00
ZDEBSKI JEFFREY	UB refund for account: 000903-05	21.28
	Total:	98,739.91

# YEAR SUMMARY 2018

Month	CITY	SCIPPIO	FAYETTE	MUTUAL AID	TRAINING/MEETINGS
JANUARY	6	0	5	6	3
FEBRUARY	2	1	1	3	4
MARCH	3	5	4	3	3
QUARTER TOTAL	11	6	10	12	10
APRIL	11	2	2	6	4
MAY	5	2	3	8	3
JUNE	2	0	3	2	4
QUARTER TOTAL	18	4	8	16	11
JULY	1	1	2	6	5
AUGUST	5	2	3	1	4
SEPTEMBER	1	4	1	12	2
QUARTER TOTAL	7	7	6	19	11
OCTOBER	4	0	2	3	4
NOVEMBER	6	2	4	4	2
DECEMBER					
QUARTER TOTAL					
YEAR TOTAL					

Notes:

[Large shaded area for notes]



# Jonesville Fire Department Report

November 2018

Date	Type of call	Location	# of members
JOV-5	C.O. Invesigation	861 Olds st.(City)	4
JOV-9	1 car rollover	US-12/Bunn rd.(Fayette)	7
JOV-10	Lift assist	502 East st.(Mutual aid)REU	7
JOV-12	Gas odor investigation	855 Olds st.(City)	5
JOV-12	Structure fire	2008 W. Hastings lk. rd.(Scipio)	9
JOV-12	1 Car Minor P.I.	126 W.Chicago St.(City)	6
JOV-13	1 Car PDC Rollover	Mlines / Northadams rd.(Fayette)	6
JOV-14	Meeting	Station(Meeting)	9
JOV-15	Car vs tree/ Cancelled in route	Jeffery/milnes rd.(Scipio)	6
JOV-15	Structure fire	4333 State rd.(Mutual aid)4	9
JOV-16	Lift assist	609 Hemlock ct.(Mutual aid)REU	7
JOV-17	Gas odor investigation	202 Maumee st.(City)	7
JOV-24	Car vs. Truck/ rollover	US-12/Concord rd(City)	8
JOV-26	Wires down	516 East st.(City)	2
JOV-26	Wires down	2775 Taylor rd.(Fayette)	4
JOV-28	1 car PDC/ slide off	Jonesville/Murphy Rd.(Fayette)	7
JOV-28	Clean-up /ladder training	Station(Training)	8
JOV-30	Lift assist	408 Evans st(Mutual aid)	7

# MONTHLY OPERATING REPORT

## November 2018

**SUBMITTED: December 14, 2018**

### **WATER FLOW**

MAXIMUM	258,000
MINIMUM	131,000
AVERAGE	188,200
TOTAL	5.647 MG

### **WASTEWATER FLOW**

MAXIMUM	300,100
MINIMUM	239,700
AVERAGE	265,600
TOTAL	7.9671 MG

**CALLOUTS:        None**

### **OPERATION & MAINTENANCE**

The plant was in compliance with the NPDES permit limitations during the month of November 2018.

All plant maintenance was completed.

The State of Michigan collected samples for PFAS (Per and Polyfluoroalkyl Substances) on the City water system. The results have been received and there was no trace of these compounds were detected.

Councilman Humphries was given a tour of the facility.

DR Lab Services performed the annual maintenance and calibration of our lab instruments.

Lagoon analysis was performed for Camden, Quincy, Reading, North Adams, Merry Lake and Lake Diane.

## **PLANT EFFICIENCY—November 2018**

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

#### **NPDES Permit Limit in November 2018—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—4.9 mg/l*

*Average Percent Removal from the Raw Wastewater—97.8 %*

### **Total Suspended Solids**

#### **NPDES Permit Limit in November 2018—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— 3.2 mg/l*

*Average Percent Removal from the Raw Wastewater—95.3%*

### **Total Phosphorus**

#### **NPDES Permit Limit in November 2018—1 mg/l Monthly Average**

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

*Jonesville Monthly Average—0.5 mg/l*

*Average Percent Removal from the Raw Wastewater—86.8%*

### **Ammonia Nitrogen**

#### **NPDES Permit Limit in November 2018—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—0.129 mg/l*

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

*Jonesville Daily Maximum—0.370 mg/l*

Rick Mahoney

# Jonesville Dept of Public Works

## November 2018

### Monthly Report

	Maintenance	Salt	Chloride	Sand	COLD MIX
<b>STATE HIGHWAYS</b>	1.5 HRS DT 0 HR OT	15 Tons	0 Bag	0 Yd.	0 Ton
<b>MAJOR ROADS</b>	1.5 HRS DT 0 HR OT	15.93 Tons	0 Bag	0 Yd.	0 Ton
<b>LOCAL ROADS</b>	.5 HR DT .5 HR OT	15 Tons	0 Bag	0 Yd.	0 Ton
<b>PARKING LOTS</b>	.5 HR DT 0 HR OT	3.50 Tons	0 Bag	0 Yd.	0 Ton
<b>POLICE STATION</b>	0 HR OT	.25 Ton	0 Bag	0 Yd.	
<b>FIRE DEPARTMENT</b>	0 HR OT	0 Ton	0 Bag	0 Yd.	
<b>DPW DEPT</b>	0 HR OT				
<b>Sewer</b>	0 HR OT				
<b>WATER</b>	0 HR DT 0 HR OT			0 Yd.	
<b>State Police</b>	0 HR OT	.25 Ton	0 Bag	0 Yd.	

**There were 2 call outs.**

The call outs & overtime were for salting State, Major, Local Streets and Parking Lots.  
 We have the contract for winter maintenance for the State Police Post again this year.  
 We installed 36' of wall at the Cemetery till the snow came.  
 The Christmas decorations were put up in Fast Park and the DDA Street Scape  
 We made one round of brush pick up, that will be it for the year.  
 We were picking up leaves with the vac but the snow has slowed us down on that.  
 We have started on are fall maintenance on the equipment.  
 Jeff & I attended the traffic summit in Hillsdale put on by MDOT.  
 Jeff & I attended a Lead & Copper seminar in Marshall.

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 NOVEMBER 2018

Total reports written: 92  
Domestic Violence: 1  
Assault and Battery: 1  
B&E: 0  
Non-Violent Domestic: 2  
Malicious Destruction of Property: 0  
Child Neglect: 0  
Larceny: 3  
Drug Law Violation: 1  
Retail Fraud: 5  
Obstructing Justice: 4  
Public Roadway Accidents: 8  
Private Property Accidents: 2  
Other Arrests: 8 (warrants, traffic-DWLS/Revoked, etc.)  
Civil Matter/Family Disputes: 5  
Medical Emergency: 20  
Alarms: 3  
Nuisance Animals: 2  
Trespass: 2  
Suspicious Situations: 10  
General Assistance: 21  
Traffic/Moving Violations: 62  
Warrants Received from Prosecutor: 7

November Patrol Shift Coverage: 94 %

### DECEMBER FOCUS

Annual Report- State and Local/Accreditation Application  
Shop with a Hero- Walmart  
January Scheduling  
Part-Time Job Posting

**CITY OF JONESVILLE  
CASH BALANCES**

	November-2018	BANK BALANCE
<b>GENERAL FUND:</b>		
General Fund Now Checking	101-000-001	47,493.84
General Fund CLASS Acct	101-000-007	697,155.37
General Fund Cemetery CLASS Acct	101-000-007.100	90,174.38
General Fund Alloc of Assets CLASS	101-000-007.200	400,588.87
<b>MAJOR STREETS:</b>		
Major Streets Now Checking	202-000-001	20,379.20
Major Streets CLASS Acct	202-000-007	184,775.45
<b>LOCAL STREETS:</b>		
Local Streets Now Checking	203-000-001	37,653.43
Local Streets CLASS Acct	203-000-007	727,700.03
<b>STATE HIGHWAY:</b>		
State Highway Now Checking	211-000-001	9,560.51
<b>L.D.F.A.:</b>		
LDFA Operating Now Checking	247-000-001	61,773.26
LDFA Operating CLASS Acct	247-000-007	1,111,201.51
<b>D.D.A.:</b>		
DDA Now Checking	248-000-001	15,210.60
DDA Operating CLASS Acct	248-000-007	194,590.34
<b>SEWER FUND:</b>		
Sewer Receiving Now Checking	590-000-001	43,589.47
Sewer Bond & Interest Checking	590-000-001.300	10.00
Sewer Receiving CLASS Acct	590-000-007	145,440.62
Sewer Plant Improv. CLASS Acct	590-000-007.200	932,465.62
<b>WATER FUND:</b>		
Water Receiving Now Checking	591-000-001	8,030.84
Water Receiving CLASS Acct	591-000-007	303,844.43
Water Plant Improvement CLASS Acct	591-000-007.100	310,520.75
Water Tower Maint CLASS Acct	591-000-007.300	50,421.15
Water Maint CLASS Acct	591-000-007.400	43,735.59
<b>MOTOR VEHICLE POOL:</b>		
Motor Vehicle Pool Now Checking	661-000-001	16,348.95
Equip. Replace CLASS - Police Car	661-000-007.301	45,597.59
Equip. Replace CLASS - Fire Truck	661-000-007.336	155,028.94
Equip. Replace CLASS - Turn Out Gear	661-000-007.337	2,280.99
Equip. Replace CLASS - DPW Equip	661-000-007.463	69,707.14
Equip. Replace CLASS - WWTP/Vactor	661-000-007.590	88,846.07
<b>CURRENT TAX:</b>		
Current Tax Checking	703-000-001	6,405.85
Current Tax Savings Account	703-000-002	152,066.19
<b>PAYROLL FUND CHECKING:</b>		
	750-000-001	6,408.23
<b>GRAND TOTAL</b>		<b>5,979,005.21</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  
NOVEMBER 2018**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	0	1	0	0	0	0	0	0
February	0	1	0	0	0	0	0	0
March	2	0	0	0	0	0	0	0
April	0	0	0	0	0	6	0	0
May	10	2	0	0	3	0	0	0
June	1	1	0	0	1	0	0	0
July	2	2	0	0	1	6	0	0
August	3	4	0	0	3	4	0	0
September	2	2	0	0	0	5	0	0
October	2	0	0	0	6	7	0	0
November	0	1	0	0	1	0	0	0
<b>2018 Totals</b>	<b>22</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>28</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

October/November Activities:

- Retaining Wall Installation
- Fall Maintenance

December/January Focus:

- Retaining Wall Installation
- Finish Leaves
- Pavement Project Planning

RECEIVED  
DEC 10 2018

COMBINED NOTICE  
NOTICE TO PUBLIC OF NO SIGNIFICANT IMPACT ON THE ENVIRONMENT  
AND NOTICE TO PUBLIC OF REQUEST FOR RELEASE OF FUNDS

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

Date Published: December 7, 2018

City of Hillsdale  
97 Broad Street, Hillsdale, MI 49242

TO ALL INTERESTED AGENCIES, GROUPS AND PERSONS:

On or about December 24, 2018 the above named City will request the Michigan Strategic Fund to release Federal funds under Title I of the Housing and Community Development Act of 1974 (P.L. 93-383) for the following project:

**Project Name:** Dawn Theater Rehabilitation and Blight Elimination

**Nature of Project:** The intent of this project is to eliminate blight and rehabilitate this historic theater to reactivate a multi-purpose space into a community center and theater. The space will be capable of showing movies, hosting dinner theater, and small music performances. The theatre will also have the capability of acting as a banquet facility, primarily to support the re-opening of the Keefer Hotel located one block to the south.

**Project Location:** 110 North Broad Street, Hillsdale, MI

**Project Cost:** \$ 1,300,000 Total Project Cost

It has been determined that such request for release of funds will not constitute an action significantly affecting the quality of the human environment and accordingly the above-named City has decided not to prepare an Environmental Impact Statement (EIS) under the National Environmental Policy Act of 1969 (P.L. 91-190).

The reasons for such decision not to prepare an EIS are as follows:

- 1.) Project does not require compliance with any authority under Paragraph 58.5.

An Environmental Review Record respecting the proposed project has been made by the above-named City which documents the environmental review of the project and more fully sets forth the reasons why an EIS is not required. This Environmental Review Record is on file at the above address and is available for public examination and copying upon request at the above address between the hours of 8:00a.m. and 5:00 p.m..

No further environmental review of such project is proposed to be conducted prior to the request for release of federal funds.

Public Comments on Finding

All interested agencies, groups, and persons disagreeing with this decision are invited to submit written comments for consideration by the City to the Office of the Undersigned on or before December 24, 2018. All such comments so received will be considered and the City will not request the release of



federal funds or take any administrative action on the proposed project prior to the date specified in the preceding sentence.

#### Release of Funds

The City of Hillsdale will undertake the project described above with Community Development Block Grant funds from the Michigan Strategic Fund under Title I of the Housing and Community Development Act of 1974. The City of Hillsdale is certifying to the Michigan Strategic Fund that the City of Hillsdale and David Mackie in his official capacity as City Manager consent to accept the jurisdiction of the federal courts if an action is brought to enforce responsibilities in relation to environmental reviews, decision-making, and action; and that these responsibilities have been satisfied. The legal effect of the certification is that upon its approval the City of Hillsdale may use the Block Grant funds and the Michigan Strategic Fund will have satisfied its responsibilities under the National Environmental Policy Act of 1969.


#### Objections to Michigan Strategic Fund Release of Funds

The Michigan Strategic Fund will accept an objection to its approval only if it is on one of the following bases:

- (a) The certification was not in fact executed by the responsible entity's Certifying Officer.
- (b) The responsible entity has failed to make one of the two findings pursuant to 58.40 or to make the written determination required by 58.35, 58.47 or 58.53 for the project, as applicable.
- (c) The responsible entity has omitted one or more of the steps set forth at subpart E of this part for the preparation, publication and completion of an EA.
- (d) The responsible entity has omitted one or more of the steps set forth at subparts F and G of this part for the conduct, preparation, publication and completion of an EIS.
- (e) The recipient or other participants in the development process have committed funds, incurred costs or undertaken activities not authorized by this part before release of funds and approval of the environmental certification by HUD (or the state).
- (f) Another Federal agency acting pursuant to 40 CFR part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality.

Objections must be prepared and submitted to the Michigan Strategic Fund, c/o Michigan Economic Development Corporation, 300 North Washington Square, 4<sup>th</sup> Floor, Lansing, Michigan 48913.

Objections to the release of funds on bases other than those stated above will not be considered by the Michigan Strategic Fund. No objection received after January 9, 2019 will be considered by the Michigan Strategic Fund.



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David Mackie, City Manager

97 N. Broad Street, Hillsdale, MI 49242