



**CITY OF JONESVILLE  
COUNCIL AGENDA  
JANUARY 17, 2017 - 6:30 P.M.  
CITY HALL**

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

**2. APPROVAL OF AGENDA**

**3. PUBLIC COMMENTS / AUDIENCE PRESENTATIONS**

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

**4. PRESENTATIONS AND RECOGNITIONS**

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

A. None

**6. REPORTS AND RECOMMENDATIONS**

A. Cemetery Services

[Information/Action Item]

B. Fiscal Year 2017-18 Budget Amendments

[Action Item]

C. 2017 Planning Commission Annual Report

[Action Item]

D. Planning Commission 2018 Work Plan

[Action Item]

**7. COUNCIL MINUTES**

A. Consider minutes of the December 20, 2017 Regular Meeting

[Action Item]

**8. ACCOUNTS PAYABLE**

A. Accounts Payable for January 2018 totalling \$110,709.78

[Action Item]

**9. DEPARTMENT REPORTS**

A. Fire Department – Chief Adair

B. Water/Wastewater Treatment Plant – Superintendent Mahoney


C. Department of Public Works – Superintendent Kyser

D. Police Department – Chief Lance

E. Cash Report – Finance Director Spahr

**10. ADJOURNMENT**



To: Jonesville City Council  
From: Jeffrey M. Gray, City Manager   
Date: January 12, 2018  
Re: Manager Report and Recommendations – January 17, 2018 Council Meeting

**6. A. Cemetery Services**

**[Information/Action Item]**

Bids from qualified contractors to provide property maintenance and sexton services were opened at 1:00 p.m. on Friday, January 5<sup>th</sup>. Following review of those bids at a January 10<sup>th</sup> special meeting, the Cemetery Committee elected to interview two of the bidders, Tyler Butters and Area One Lawn Care, on the morning of January 17<sup>th</sup> beginning at 9:00 a.m. The interviews will be held in a special meeting, open to the public.

This time is reserved on the agenda for the purpose of discussing the status of the review of bids and to consider any recommendation that may come from the Cemetery Committee following the completion of interviews. *Attached is a table that summarizes the contract amounts paid to the current sexton, Baker Lawn Care, as well as the amounts proposed in the bids received.*

**6. B. Fiscal Year 2017-18 Budget Amendments**

**[Action Item]**

The attached amendments to the current fiscal year budget have been prepared by Finance Director Spahr. The most significant amendments involve planned maintenance to local and major streets and the repairs to the boom truck. These expenses were previously budgeted in the prior fiscal year budget, but the expenditures took place after the new fiscal year. The unspent funds from the prior year were placed in the fund balance. The impact of the amendments to the respective fund balances is also attached. A motion to approve the amendments is recommended. *Please refer to the proposed budget amendments and estimated year end fund balance sheets.*

**6. C. 2017 Planning Commission Annual Report**

**[Action Item]**

The Planning Commission is required by State statute to prepare and present an annual report to the City Council. The report describes the operations of the Planning Commission, the status of planning activities and annual goals, planning and development activities, and anticipated fiscal needs. The Planning Commission approved the attached report at their January 10<sup>th</sup> meeting. I would recommend a motion to receive the 2017 Planning Commission Annual Report. *Please refer to the attached 2017 Annual Report.*

**6. D. Planning Commission 2018 Work Plan**

**[Action Item]**

The Planning Commission has approved the attached work plan for 2018. Not surprisingly, the 5-year review and update of the Master Land Use Plan is the priority project for the Planning Commission this calendar year. I recommend a motion to receive and approve the Planning Commission 2018 Work Plan. *Please refer to the attached Work Plan.*

Correspondence:

- Michigan Economic Development Corporation Redevelopment Ready Communities
- Michigan Municipal League Professional Development

## CEMETERY SERVICES COMPARISON

CURRENT SEXTON		BIDS RECEIVED JANUARY 5, 2018		
	Baker's Lawn Care	CronkHITE Construction	Tyler Butters	Area One Lawn Care
<b>Property Maintenance</b>	\$25,500 a year	N/A	\$26,300 a year	\$29,400 a year
Maintenance Notes	Additional Work \$25 an hour	N/A	Additional Work \$25 an hour	Additional Work \$25 an hour
<b>Sexton Service</b>				
Adult Interment	\$375	\$400	\$375	\$375
Child Interment	\$250	\$310	\$250	\$250
Infant Interment	\$150	\$250	\$150	\$150
Cremation	\$150	\$200	\$175	\$150
Disinterment	\$300 - \$550	\$350 - \$550	\$350 - \$550	\$350 - \$550
Saturday Burial	\$100 (addt'l)	\$100 (addt'l)	\$100 (addt'l)	\$100 (addt'l)
Sunday Burial	\$200 (addt'l)	\$150 (addt'l)	\$200 (addt'l)	\$200 (addt'l)
Foundations	\$0.40 sq. inch	\$0.35 - \$0.45 sq. inch	\$0.40 sq. inch	\$0.40 sq. inch
Services Notes	Winter Opening \$50 (Addt'l)  \$1,800 per year for showing and locating grave sites	Holiday \$200 (addt'l)  Snow Removal \$75	Winter Opening \$50 (Addt'l)  \$1,800 per year for showing and locating grave sites	Winter Opening \$50 (Addt'l)  \$200 per month for showing and locating grave sites

**CITY OF JONESVILLE**  
**FISCAL YEAR 2017/2018 BUDGET AMENDMENTS**  
**January 17, 2018**

	CURRENT BUDGET	AMENDED BUDGET	+ OR (-) CHANGE
<b>GENERAL FUND</b>			
<u>EXPENSE</u>			
191 ELECTIONS			
740 Operating Supplies (Voter registration cards-not budgeted)	\$ -	\$ 100	\$ (100)
253 TREASURER			
964 Tax Refunds and Rebates (Comm Rehab Tax Billbacks)	\$ -	\$ 2,200	\$ (2,200)
<b>GENERAL FUND CHANGE IN ESTIMATED YEAR END FUND BALANCE</b>			<b>\$ (2,300)</b>
<b>MAJOR ST</b>			
<u>EXPENSE</u>			
465 ROUTINE MAINTENANCE			
818 Contractual (Chip Seal Carryover from FY 2017)	\$ 18,000	\$ 63,767	\$ (45,767)
<b>MAJOR ST CHANGE IN ESTIMATED YEAR END FUND BALANCE</b>			<b>\$ (45,767)</b>
<b>LOCAL ST</b>			
<u>EXPENSE</u>			
465 ROUTINE MAINTENANCE			
818 Contractual (Chip Seal Carryover from FY 2017)	\$ 66,000	\$ 75,100	\$ (9,100)
<b>LOCAL ST CHANGE IN ESTIMATED YEAR END FUND BALANCE</b>			<b>\$ (9,100)</b>
<b>ST HWY</b>			
<u>EXPENSE</u>			
474 TRAFFIC CONTROL			
702 Salaries & Wages (Miss Digs for new traffic signals)	\$ 150	\$ 650	\$ (500)
900 ADMINISTRATION			
965.101 Contrib to Gen Fund - Overhead (Adjust for above)	\$ 3,000	\$ 2,500	\$ 500
<b>ST HWY CHANGE IN ESTIMATED YEAR END FUND BALANCE</b>			<b>\$ -</b>
<b>MOTOR VEHICLE POOL</b>			
<u>EXPENSE</u>			
896 MOTOR VEHICLE POOL			
981 Vehicle - DPW (Boom Truck - Carryover from FY 2017)	\$ -	\$ 16,900	\$ (16,900)
<b>MVP CHANGE IN ESTIMATED YEAR END FUND BALANCE</b>			<b>\$ (16,900)</b>

**CITY OF JONESVILLE  
2017/18 ESTIMATED YEAR END FUND BALANCES**

	GEN FD	MAJOR	LOCAL	STATE	L.D.F.A.	D.D.A.	DEBT SVC	SEWER	WATER	M.V.P.
<b>Audited 16/17 EOY Fund Bal</b>	\$1,349,782	\$133,503	\$521,267	\$9,942	\$1,255,566	\$243,525	\$0	\$1,032,462	\$638,335	\$319,076
Budgeted 17/18 Revenue	\$1,175,631	\$384,412	\$266,162	\$25,851	\$305,981	\$120,178	\$158,935	\$847,568	\$333,686	\$134,500
Budgeted 17/18 Expenses	(\$1,175,573)	(\$375,214)	(\$270,213)	(\$25,850)	(\$305,487)	(\$195,606)	(\$158,935)	(\$1,068,201)	(\$387,244)	(\$133,519)
	\$1,349,840	\$142,701	\$517,216	\$9,943	\$1,256,060	\$168,097	\$0	\$811,828	\$584,777	\$320,057
Plus Depreciation								\$268,000	\$72,000	\$77,000
Amendments										
01-17-18	(\$2,300)	(\$45,767)	(\$9,100)	\$0						(\$16,900)
<b>Fund Bal Before Res</b>	\$1,347,540	\$96,934	\$508,116	\$9,943	\$1,256,060	\$168,097	\$0	\$1,079,828	\$656,777	\$380,157
Park Reserve	(\$54,700)									
Expansion Reserve					(\$120,000)					
Special Projects Reserve					(\$100,000)					
Infrastructure Impr. Reserve					(\$120,000)					
Revolving Loan Fund						(\$25,000)				
<b>Est 17/18 EOY Fund Balance</b>	\$1,292,840	\$96,934	\$508,116	\$9,943	\$916,060	\$143,097	\$0	\$1,079,828	\$656,777	\$380,157



## City of Jonesville Planning Commission 2017 Annual Report

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This report is provided in accordance with the Michigan Planning Enabling Act, Public Act 33 of 2008. It reports the Commission's operations during the 2017 calendar year and the status of planning activities.

### Development Activities

The Planning Commission approved amendments to the site plan from **Ramshackle Brewing Company** for the construction of a brewery in the space along Chicago Street between Olivia's and the Hardware Store in January. The applicant recently announced completion of their Small Business Administration (SBA) loan and anticipates construction in the spring of 2018.

The Planning Commission also approved a site plan application from **Greenstone Farm Credit Services** to construct an approximately 7,400 square foot financial institution at 500 Olds Street, just north of the Jonesville Industrial Park. The site plan was approved in May; an amendment was approved in July to allow an additional driveway to Industrial Parkway. The driveway will improve access and traffic safety to the new facility. The building is currently under construction, with occupancy anticipated in early 2018.

### Ordinance Amendments

The Planning Commission appointed an ad-hoc **Ordinance Subcommittee** for the review and recommendation for potential amendments on an as-needed basis. The members of the Subcommittee are Christine Bowman, Annette Sands, and Lance Taylor.

The Planning Commission held a public hearing on **Ordinance #213** in January, and the City Council subsequently approved the ordinance in February. The ordinance accomplished the following 3 amendments to the Zoning Ordinance:

- **Bed and Breakfast Establishments** – the regulations for bed and breakfast dwellings were amended to address other transient housing options, like AirBnBs and other house and room sharing arrangements. The amendments will assure that all such uses are reviewed by the same process and subject to the same standards, that there will be adequate disclosure of such proposed uses in neighborhoods, and will provide another option to encourage long term owner-occupancy of homes.
- **Accessory Dwelling Units** – Accessory Dwelling Units provide another option to assure long-term owner occupancy in our residential neighborhoods and provide an affordable housing option. These units are now allowed within detached single family dwellings.
- **Site Plan Review** – this amendment extended the length of site plan approvals, allowing applicants one year, rather than six months, to commence construction. This amendment is intended to facilitate construction and to allow a reasonable period for the due diligence that can often accompany new construction.

The Planning Commission also reviewed and discussed Public Act 281 of 2016, the **Medical Marijuana Facilities Licensing Act**. It was the consensus of the Planning Commission that no action should be taken at this time to consider opting in to regulating or permitting such facilities in the City of Jonesville.

The City's authority to regulate fireworks sale and discharge under Public Act 256 of 2011, the **Michigan Fireworks Safety Act** was clarified and discussed, as well.

#### **Master Plan**

The Planning Commission recommended, and the City Council subsequently approved, a scope for **amendments to the City's Master Plan**. Proposals were approved for the Region 2 Planning Commission to assist with the update and for MMK Consulting to facilitate public input through focus group meetings. Initial drafts of demographic and other background data were presented to the Planning Commission in December and initial work began on a community survey that will be released in early 2018.

#### **Other Activities**

The Planning Commission participated in the necessary training, self-evaluation, and support of a resolution of intent to participate in the Michigan Economic Development Corporation (MEDC) **Redevelopment Ready Communities (RRC) program**. The engagement documents have been forwarded to the MEDC and confirmation of acceptance is anticipated in early 2018.

The Planning Commission completed a review of short and long term infrastructure projects, through the review of the 2017-18 through 2022-23 **Capital Improvement Program**. The review included a discussion of the interface of this planning document with the annual budget.



## City of Jonesville Planning Commission 2018 Work Plan

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

### Priority Goals

- ❖ Master Land Use Plan Update
  - Community Outreach and Input
    - Survey
    - Focus Group
  - Redevelopment Ready Communities Objectives
  - Coordinated Development Strategy
  - Prioritized Implementation Plan
- ❖ Ongoing Activities
  - Timely Development Reviews
  - Infrastructure Project Review

### As Time Allows Goal

- ❖ Ordinance Review and Amendment (as needed)



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

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

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

Also present: Manager Gray, Attorney Thompson, Police Chief Lance, WWTP Supt. Mahoney, DPW Supt. Kyser, Treasurer Spahr, Dawn Clements, Allison Hutchinson, Doug Drinker, Connie Hutchinson, Paul Patterson (HydroCorp), Jeremy Spratt, Penny Mahoney and Julie Games.

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

The agenda was approved as presented.

A motion was made by Brenda Guyse and supported by Ron Hayes to approve a three-year contract for services with HydroCorp for the Water Cross Connection Control Program in the amount of \$6,240.00. Paul Patterson, Vice President of HydroCorp, spoke briefly to Council regarding the process of inspecting commercial and industrial buildings, as well as irrigation systems assuring they are appropriately designed to prevent backflow of contaminants into the public drinking water. All in favor. Motion carried.

David Steel made a motion to appoint Allison Hutchinson to a four-year term on the Jonesville District Library Board ending December 31, 2021; Reappoint Connie Hutchinson to a four-year term on the Jonesville District Library Board ending December 31, 2021; to correct reappointment for Colleen Arney to a four-year term on the Jonesville District Library Board ending on December 31, 2020; and Reappoint Kathy Adams to a three-year term on the Citizenship Committee ending September 2020. The motion was supported by Andy Penrose. All in favor. Motion carried.

A motion as made by Jerry Drake and supported by Tim Bowman to approve Resolution 2017-16 – Wastewater Level of Service Goals. The City was awarded a Stormwater, Asset Management, and Wastewater (SAW) Grant from the Michigan Department of Environmental Quality (MDEQ) to assess the waste water plan and sanitary sewer collection system and to plan for future capital and operational needs. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, Ron Hayes, Andy Penrose, David Steel and Gerry Arno. Nays: None. Motion carried.

Andy Penrose made a motion to approve Resolution 2017-17 – Water Level of Service Goals. WWTP Mahoney prepared the Water Level of Service Goals and Performance Targets that will be submitted to MDEQ with the Asset Management Plan. The motion was supported by Jerry Drake. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, Ron Hayes, Andy Penrose, David Steel and Gerry Arno. Nays: None. Motion carried.

David Steel made a motion and Jerry Drake supported the motion to approve Resolution 2017-18 – Intent to Participate in the Redevelopment Ready Communities Program. The submittal of a Self-Evaluation and resolution of intent are required to complete engagement in the program, and the documents were reviewed by the Planning Commission on December 13, 2017 and

recommended for approval by Council. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, Ron Hayes, Andy Penrose, David Steel and Gerry Arno. Nays: None. Motion carried.

A motion was made by Jerry Drake and supported by Andy Penrose to approve the Proclamation for Recognition of Service to Gordy Bigelow. Officer Bigelow will be retiring in January 2018 and an Open House will be held in honor of him on Friday, January 12, 2018 from 3:00 to 6:00 p.m. at the Jonesville Police Department Conference Room. All in favor. Motion carried.

Brenda Guyse made a motion and was supported by Ron Hayes to approve the 2018 Council meeting calendar. All in favor. Motion carried.

An Active Shooter Awareness Presentation is scheduled for Thursday, January 11, 2018 at 6:30 p.m. at the Jonesville Presbyterian Church. Police Chief Mike Lance, Councilman David Steel and Pastor Lynne McQuown coordinated the event that is open to the public. Police Chief Lance will provide the presentation.

The Fund Activity Statement from the Hillsdale County Community Foundation for the Jonesville Freedom Memorial was provided to Council showing a 12.75% return over the year.

In addition to the agenda, Mayor Arno approached the Council with the idea of doing away with paper packets and going to electronic mode for council meetings. Each Council member was interested in changing to that form. Ron Hayes made a motion for Manager Gray to look into the cost of purchasing I-Pads to be used for Council meetings and report back to Council with the total. David Steel supported the motion. All in favor. Motion passed.

A motion was made by Brenda Guyse and supported by Ron Hayes to approve the Council Minutes of November 15, 2017. All in favor. Motion carried.

A motion was made by David Steel and supported by Andy Penrose to approve the Accounts Payable for December 2017 in the amount of \$69,002.66. All in favor. Motion carried.

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

Merry Christmas and Happy New Year to everyone.

The meeting was adjourned at 7:38 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>
A & J COFFEE SERVICE	OPERATING SUPPLIES	4.10
	OPERATING SUPPLIES	33.05
		37.15
AMERICAN COPPER & BRASS, LLC	PARKS - ELECTRIC REPAIRS	1.92
	WWTP - REPAIRS	248.27
		250.19
AT&T	LOCAL/LONG DISTANCE	1,536.79
BAKER'S LAWN CARE, LLC	CEMETERY - DECEMBER BURIALS	200.00
	DECEMBER CEMETERY MAINTENANCE	2,125.00
	DECEMBER SEXTON SERVICES	150.00
		2,475.00
BIOTECH AGRONOMICS, INC.	WWTP - BIOSOLIDS LAND APPLICATION	11,959.50
BRINER OIL CO., INC.	JFD - GASOLINE	117.99
	MVP - BULK TANK	263.07
	MVP - BULK TANK	614.56
		995.62
BROOKS, JAMIE	JPD - CLEANING SERVICES	100.00
	CITY HALL CLEANING SERVICES	100.00
		200.00
COLOSSUS, INC/DBA INTERACT P	JPD - ANNUAL SOFTWARE MAINT	2,646.00
CONSUMERS ENERGY	DDA BUILDING ELECTRICITY	345.48
	IRON REMOVAL PLANT ELECTRICITY	1,767.11
	CITY HALL ELECTRICITY	166.70
	JPD ELECTRICITY	185.05
	JFD ELECTRICITY	164.20
	JFD TRAINING ROOM ELECTRICITY	67.63
	DOWNTOWN STREET LIGHTS	644.57
	CITYWIDE STREET LIGHTS	2,544.15
	DDA - UNMETERED PARKING LOT LIGHTS	21.67
	DDA - PARKING LOT LIGHTS	92.41
	DPW ELECTRICITY	221.98
	IRON REMOVAL PLANT ELECTRICITY	81.83
	LDFA - 598 IND PKWY SPRINKLER METER	23.77
	LDFA - 100 DEAL PKWY SPRINKLER METER	28.09
	500 IND PKWY SPRINKLER METER	27.50
	WWTP ELECTRICITY	4,623.83
	WWTP ELECTRICITY	5,566.31
	CITY-WIDE STREET LIGHT ELECTRICITY	2,576.44
	DOWNTOWN/STREETSCAPE LIGHTS	650.71
	DDA - UNMETERED PARKING LOT LIGHTS	22.00
		19,821.43
CSZ SERVICES, LLC	ASSESSING SERVICES	5,400.00
CURRENT OFFICE SOLUTIONS	1099'S	18.39
	COPIER MAINTENANCE	68.86
		87.25
DAILY REPORTER, THE	CEMETERY NOTICE	64.50
DETROIT SALT COMPANY	SALT	2,121.67
DR LAB SERVICES, LLC	WATER/WWTP - LAB PM/THERMOMETER CALIBRATION	1,137.39
FIRST NATIONAL BANK OMAHA	SUPPLIES/JPD CAR WASHES/MMTA MEMBERSHIP RENEWAL	155.46
FLEIS & VANDENBRINK ENG, INC	USDA RD FUNDING APPLICATION	3,881.11
GALLS	JPD - UNIFORMS	52.99
GRAINGER	WWTP - DIGESTER HOSE	762.05
GRIFFITHS MECH CONTRACTING,	WWTP - THERMOSTAT/FURNACE REPAIR	985.90
	WWTP - BOILER REPAIRS	382.72
		1,368.62
HILLSDALE CO SHERIFF DEPT	JPD - 2018 RANGE FEE	100.00
HILLSDALE COUNTY TREASURER	2017 WINTER TAX BILLS/MAPPING/ETC	1,456.12
HILLSDALE MEDIA GROUP	BOR/CEM/ZBA NOTICES	287.85
HYDROCORP, INC	WATER CROSS CONNECTION PROGRAM	545.00
JACKSON, CITY OF	JPD - FALL 2017 TRAINING CONSORTIUM	191.62
JONES & HENRY ENGINEERS, LTD	WWTP - SAW GRANT/ASSET MGMT PLAN	20,050.00
JONESVILLE HARDWARE	SUPPLIES/SMALL TOOLS	42.50
JONESVILLE LUMBER	CITY HALL/PARKS - REPAIRS	32.42

Vendor	Description	Amount
JONESVILLE, CITY OF	CITY HALL WATER/SEWER	44.66
	JFD WATER/SEWER	49.95
	JPD WATER/SEWER	44.66
	DPW WATER/SEWER	44.66
	WWTP WATER/SEWER	3.67
	WRIGHT ST PARK WATER/SEWER	34.40
	IND PARK LOT 5 - WINTER PROPERTY TAXES	382.50
	604.50	
KERR PUMP & SUPPLY MCGOWAN ELECTRIC SUPPLY, INC	WWTP - PUMP REPLACEMENT	7,727.00
	DPW BUILDING LIGHTS	319.86
	DPW BUILDING LIGHTS	(319.86)
	CEMETERY/DDA LIGHT REPAIRS	380.84
	380.84	
MICHIGAN GAS UTILITIES	JFD GAS/HEAT SERVICE	275.93
	JPD GAS/HEAT SERVICE	114.72
	CITY HALL GAS/HEAT SERVICE	131.74
	IRON REMOVAL PLANT GAS/HEAT SERVICE	115.94
	WWTP GAS/HEAT SERVICE	2,779.26
	DPW GAS/HEAT SERVICE	218.23
	GAS LIGHT SERVICE	64.10
	3,699.92	
MICHIGAN LAWN & LANDSCAPE	NOV 2017 MOWING/LEAF REMOVAL	898.21
MICHIGAN MUNICIPAL LEAGUE	DPW - CDL CONSORTIUM	280.00
MICHIGAN WATER ENVIRONMENT A	WWTP - HUGHES MEMBERSHIP RENEWAL	70.00
MMK CONSULTING	MASTER PLAN CONSULTING	190.50
	MASTER PLAN CONSULTING	296.25
	486.75	
MUNICIPAL SUPPLY CO.	HYDRANT REPAIR KITS	540.00
	WATER REPAIR CLAMPS	621.49
	1,161.49	
PERFORMANCE AUTOMOTIVE PHAT JAXX AUTOMOTIVE, LLC POSTMASTER REPUBLIC WASTE SERVICES #249	REPAIRS/SUPPLIES	216.09
	MVP - TRUCK 7/REAR END BEARINGS	1,376.70
	POSTAGE - WATER/SEWER BILLS	236.00
	PARKS/DOWNTOWN TRASH SERVICE	105.00
	JPD/JFD - TRASH/RAIL TRAIL - RECYCLING	95.00
	CITY HALL/WWTP/DPW TRASH SERVICE	90.00
	290.00	
RS TECHNICAL SERVICES, INC. SPEEDWAY SUPERAMERICA, LLC STATE OF MICHIGAN	WATER - ALARM REPAIR	563.50
	GASOLINE	257.34
	SPAHR - NOTARY RENEWAL	10.00
	STREETS - 2018 MEMBERSHIP	180.00
	190.00	
STOCKHOUSE CORPORATION	JPD - BIGELOW OPEN HOUSE	30.00
	CURRENT TAX CHECK STOCK	134.99
	UTILITY BILL STOCK	1,067.84
	1,232.83	
SUPERFLEET MASTERCARD PROGRA	GASOLINE	527.08
	GASOLINE	710.22
	1,237.30	
TELEDYNE INSTRUMENTS, INC UMBAUGH, H.J. & ASSOC, LLP UNIFIRST CORPORATION	WWTP - REPAIRS	382.00
	SEWER BOND CONTINUING DISCLOSURE	450.00
	MVP - OPERATING SUPPLIES	27.47
	WWTP - UNIFORMS	32.44
	WWTP - UNIFORMS	32.44
	WWTP - UNIFORMS	45.40
	WWTP - UNIFORMS	32.44
	MVP - SHOP RAGS	27.47
	197.66	
USA BLUEBOOK	WATER/WWTP - SUPPLIES	252.02
	WWTP - SUPPLIES	34.31
	WWTP - SUPPLIES	57.34
	343.67	

01/12/2018  
User: LSPAHR  
DB: Jonesville

CITY OF JONESVILLE  
INVOICE APPROVAL LIST  
01/18/2018

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<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
UTILITY SERVICE CO, INC	WATER TOWER CONTRACT	6,694.75
VERIZON WIRELESS	DPW CELL PHONE	25.00
WICKHAM'S TREE SERVICE, LLC	STREETS - TREE/STUMP REMOVAL	4,050.00
	Total:	110,709.78

# YEAR SUMMARY 2017

Month	CITY	SCIPIO	FAYETTE	MUTUAL AID	TRAINING/MEETINGS
JANUARY	3	2	5	4	5
FEBRUARY	2	1	3	4	3
MARCH	6	4	4	9	4
QUARTER TOTAL	11	7	12	17	12
APRIL	5	3	4	5	4
MAY	2	2	2	3	3
JUNE	2	1	0	3	5
QUARTER TOTAL	9	6	6	11	12
JULY	1	5	2	2	4
AUGUST	1	0	2	0	3
SEPTEMBER	7	2	1	2	3
QUARTER TOTAL	9	7	5	4	10
OCTOBER	4	2	0	5	3
NOVEMBER	1	0	4	2	3
DECEMBER	3	1	4	2	2
QUARTER TOTAL	8	3	8	9	8
YEAR TOTAL	37	23	31	41	42

Notes:

# Jonesville Fire Department Report

December 2017

Date	Type of call	Location	# of members
DEC-1	Vehicle fire	N. hillsdale/E. Moore rd.(Fayette)	8
DEC-2	Car Vs. Deer	Us-12/Halfmoon Lk. Rd.(Scipio)	8
DEC-5	Tree down w/wires	Reading Ave/Drake st(City)	5
DEC-9	Fire Alarm/ false no fire	Drake st. 504 apt. b (City)	8
DEC-13	1 car Vs. Tree (Jaws)	1531 E. Mosherville rd.(Mutual aid) 6	8
DEC-13	Meeting	Station (Meeting)	13
DEC-18	Lift Assist	139 Walnut st.(Mutual aid) REU	5
DEC-19	1 car P.I. rollover	Lk. Wilson/Bean rd.(Fayette)	5
DEC-26	Illegal Burn	Asphalt plant/ jonesville rd(Fayette)	5
DEC-27	fire alarm/ water flow	576 Beck st.(City)	7
DEC-27	Clean-up	Station(Meeting)	9
DEC-31	Illegal burn	Asphalt plant/ jonesville rd.(Fayette)	2

Notes:

# MONTHLY OPERATING REPORT

## December 2017

**SUBMITTED:**      **December 8, 2017**

### **WATER FLOW**

MAXIMUM	294,000
MINIMUM	141,000
AVERAGE	192,000
TOTAL	5.945 MG

### **WASTEWATER FLOW**

MAXIMUM	267,300
MINIMUM	219,500
AVERAGE	247,800
TOTAL	7.6812 MG

**CALLOUTS:**      **None**

### **OPERATION & MAINTENANCE**

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

The lab performed lagoon analysis for the Merry Lake, Lake Diane, Reading, Camden, Quincy, North Adams and Litchfield lagoon systems.

Gen Power was on site to perform generator maintenance on the water plant and wastewater plant generators.

The gas discharge hose on the digester was replaced. The hose was original to the last construction and had developed a leak.

An Asset Management Plan was developed for the water department as required by the Michigan Department of Environmental Quality. It was submitted prior to the January 1, 2018 deadline. Fleis & Vandenbrink completed the Water Reliability Study and it was also submitted to the MDEQ.

The facility was short staffed for a couple of weeks due to the holidays.



## **PLANT EFFICIENCY—December 2017**

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

#### **NPDES Permit Limit in December 2017—25 mg/l Monthly Average**

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

*Jonesville Monthly Average—3.6 mg/l*

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

### **Total Suspended Solids**

#### **NPDES Permit Limit in December 2017—20 mg/l Monthly Average**

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

*Jonesville Monthly Average— 2.5 mg/l*

*Average Percent Removal from the Raw Wastewater—96.8%*

### **Total Phosphorus**

#### **NPDES Permit Limit in December 2017—1 mg/l Monthly Average**

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

*Jonesville Monthly Average—0.5 mg/l*

*Average Percent Removal from the Raw Wastewater—89.0%*

### **Ammonia Nitrogen**

#### **NPDES Permit Limit in December 2017—Report Only**

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—0.072 mg/l*

*Average Percent Removal from the Raw Wastewater—99.7*

*Jonesville Daily Maximum—0.180 mg/l*

Rick Mahoney

Jonesville Dept of Public Works  
December 2017  
Monthly Report

	Maintenance	Salt	Chloride	Sand	COLD MIX
STATE HIGHWAYS	8 HRS DT .50 HR OT	29.50 Tons	3 Bags	1 Yd.	0 Ton
MAJOR ROADS	11.50 HRS DT 6 HRS OT	29.50 Tons	3.25 Bags	.55 Yd.	0 Ton
LOCAL ROADS	2.50 HRS DT 9.25 HRS OT	32.16 Tons	2.25 Bags	0 Yds.	0 Ton
PARKING LOTS	0 HR DT 2 HRS OT	6 Tons	.25 Bag	0 Yds.	0 Ton
POLICE STATION	.50 HR OT	.50 Ton	0 Bag	0 Yds.	
FIRE DEPARTMENT	.75 HR OT	2.25 Tons	.25 Bag	0 Yds.	
DPW DEPT	0 HR OT				
DDA SIDEWALKS	0 HR OT				
WATER	4 HRS DT 2 HRS OT				
State Police	1 HR OT	1.75 Tons	.25 Bag	0 Yds.	

**There were 13 call outs.**

10 of the call outs & overtime was for plowing & salting.

1 of the call outs on Major Street was for a tree that fell on Reading Ave from private property.

The 2 call outs & overtime on water was for a broken water main on Greenbriar Pl.

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

We finished up the leaf pickup program.

The leaf-vac & dump truck were cleaned up.

The Grosvenor House banner was put up & taken down.

Mike Kyser

**CITY OF JONESVILLE  
CASH BALANCES**

	December-2017	BANK BALANCE
<b>GENERAL FUND:</b>		
General Fund Now Checking	101-000-001	92,707.03
General Fund CLASS Acct	101-000-007	1,150,519.66
General Fund Cemetery CLASS Acct	101-000-007.100	88,592.26
General Fund Alloc of Assets CLASS	101-000-007.200	393,560.68
<b>MAJOR STREETS:</b>		
Major Streets Now Checking	202-000-001	27,845.67
Major Streets CLASS Acct	202-000-007	72,236.39
<b>LOCAL STREETS:</b>		
Local Streets Now Checking	203-000-001	47,530.07
Local Streets CLASS Acct	203-000-007	639,875.44
<b>STATE HIGHWAY:</b>		
State Highway Now Checking	211-000-001	7,367.34
<b>L.D.F.A.:</b>		
L DFA Operating Now Checking	247-000-001	211,967.05
L DFA Operating CLASS Acct	247-000-007	1,140,102.67
<b>D.D.A.:</b>		
DDA Now Checking	248-000-001	15,590.06
DDA Operating CLASS Acct	248-000-007	213,405.67
<b>SEWER FUND:</b>		
Sewer Receiving Now Checking	590-000-001	22,014.15
Sewer Bond & Interest Checking	590-000-001.300	10.00
Sewer Receiving CLASS Acct	590-000-007	290,281.99
Sewer Plant Improv. CLASS Acct	590-000-007.200	915,657.62
<b>WATER FUND:</b>		
Water Receiving Now Checking	591-000-001	85,506.75
Water Receiving CLASS Acct	591-000-007	265,606.51
Water Plant Improvement CLASS Acct	591-000-007.100	242,393.53
Water Tower Maint CLASS Acct	591-000-007.300	54,355.00
Water Maint CLASS Acct	591-000-007.400	63,729.85
<b>MOTOR VEHICLE POOL:</b>		
Motor Vehicle Pool Now Checking	661-000-001	11,346.53
Equip. Replace CLASS - Police Car	661-000-007.301	34,854.95
Equip. Replace CLASS - Fire Truck	661-000-007.336	125,453.89
Equip. Replace CLASS - Turn Out Gear	661-000-007.337	2,240.26
Equip. Replace CLASS - DPW Equip	661-000-007.463	60,420.36
Equip. Replace CLASS - WWTP/Vactor	661-000-007.590	81,302.47
<b>CURRENT TAX:</b>		
Current Tax Checking	703-000-001	233,478.55
Current Tax Savings Account	703-000-002	107,120.25
<b>PAYROLL FUND CHECKING:</b>		
	750-000-001	1,842.49
<b>GRAND TOTAL</b>		<b>6,698,915.14</b>

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MICHIGAN ECONOMIC  
DEVELOPMENT CORPORATION

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**Memorandum**

TO: Jonesville City Council

FROM: Brett Hanlon, MEDC Redevelopment Ready Communities Planner

DATE: January 8, 2018

RE: **Welcome to Redevelopment Ready Communities®**

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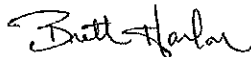
I am pleased to welcome the city of Jonesville to our growing list of communities participating in the MEDC's *Redevelopment Ready Communities* program! Jonesville's engagement in the RRC process solidifies a partnership between the city and the MEDC; and together we will work to attract talent and business investment to the city.

Based on the number of communities awaiting a formal RRC evaluation, I estimate Jonesville's evaluation will take place in the spring of 2018. The evaluation will result in a Baseline Report that includes recommended actions for achieving RRC certification. It will be informed by responses from your RRC self-evaluation, planning elements contained within your city documents (e.g. plans, ordinances and website), and interviews with stakeholders in your community. After this report is completed, I would like to schedule a time to present our findings, preferably at a joint meeting or work session with you, your planning commission and any other partners you expect to be involved in the RRC process.

As Jonesville awaits its report, the city should continue to take steps toward becoming a certified community. I have identified some items from the self-evaluation that may be good places to start. Those have been communicated to your City Manager. If you have not had an opportunity to review the resources available on our website, we encourage you to do so. Information on the RRC program, the certification process and guides to help the city achieve certification can be found at: <http://miplace.org/communities/rrc> .

We strongly encourage learning and borrowing examples from other communities who are engaged in our program such as Hillsdale, Jackson or Milan or one of our 16 certified communities including Marshall, Ypsilanti and Dearborn. As an RRC engaged community, you are part of a network of communities pursuing the same goals of increasing transparency, predictability and efficiency in the development process; and through effective communication and collaboration with other local communities, Jonesville can be instrumental in helping grow a strong regional economy. Welcome to RRC and I look forward to working with you and your city staff throughout the process!

Sincerely,



**Brett Hanlon, AICP**

PURE MICHIGAN®

RECEIVED  
JAN 11 2018

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

Jan. 4, 2018

It's budget planning season for many Michigan communities right now and the Michigan Municipal League wants to help. As part of your planning, the League hopes you consider sending your staff, management team and elected officials to our two signature education and networking events taking place in the upcoming 2018-19 fiscal year. These two events are our 2018 Convention in Grand Rapids and our 2019 Capital Conference in Lansing.

Here are some key details to help in your budget planning:

2018 MML Convention (in partnership with Michigan Association of Planning)

- Dates: Sept. 20-22, 2018
- Location: Grand Rapids, Amway Grand Plaza Hotel
- Anticipated member registration fee: \$390 per person (full convention)
- Anticipated hotel nightly rate (at Amway): \$154/night

Registration and the special hotel block rate for the 2018 Convention is expected to start June 19, 2018.

2019 MML Capital Conference

- Dates: March 19-20, 2019
- Location: The Lansing Center and Radisson Hotel Lansing
- Anticipated member registration fee: \$250 per person (full conference)
- Anticipated hotel nightly rate (at Radisson): \$130.95/night

Registration and the special hotel block rate for the 2019 Capital Conference is expected to start January 7, 2019.

Thank you for hopefully including these events in your upcoming education and training budgets and feel free to contact us if you have any questions.

Sincerely,



Summer Minnick  
Deputy Executive Director & CMO

We love where you live.

