



**CITY OF JONESVILLE  
COUNCIL AGENDA  
OCTOBER 17, 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. Proclamation – Ellie Ackerson
- B. Proclamation – Kathy Ackerman

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

**6. REPORTS AND RECOMMENDATIONS**

- A. Resolution 2018-13 – Authorize Release of the Draft Master Plan for Review and Comment [ROLL CALL][Action Item]
- B. Region 2 Planning Commission FY 2019 Membership [Action Item]
- C. Wage Compensation Study Bids [Action Item]
- D. Consider Purchase – Small Dump Truck [Action Item]
- E. Trash and Recycling Bids [Action Item]
- F. Consider Scheduling a Work Session [Action Item]

**7. COUNCIL MINUTES**

- A. Consider minutes of the September 24, 2018 Regular Meeting [Action Item]

**8. ACCOUNTS PAYABLE**


- A. Accounts Payable for October 2018 totalling \$131,774.94 [Action Item]

**9. DEPARTMENT REPORTS**

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

**10. ADJOURNMENT**



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

**4. A. and B. Proclamations**

The enclosed proclamations are being offered to recognize the efforts of two individuals to enhance and improve the quality of life in the City. Ellie Ackerson has led the Party in the Park effort for the last three years. Her leadership has brought an outstanding family-friendly event annually Downtown to Carl Fast Park. A high school senior, she is looking to mentor others in carrying on this tradition.

Kathy Ackerman is the Master Gardener behind the improvement of the North Parking lot planters. I cannot express in words my personal gratitude for her knowledge and assistance. Not only did she design the layout and train volunteers to plant, but she visited several nurseries to find the best cost-effective plants and has checked on their welfare through the summer, pulling weeds too. The planters will only become more beautiful in the next several years as the landscaping matures. *Please refer to the enclosed proclamations.*

**6. A. Resolution 2018-13 – Authorize Release of the Draft Master Plan  
for Review and Comment**

[ROLL CALL][Action Item]

The Planning Commission has been working for the last several months on the update to the Master Plan – the document that guides the future development of the City. A draft has been completed and was emailed previously to Council. Before the draft can be approved by the City, it is necessary for City Council to approve a resolution authorizing the plan to be released for review and comment. Following a review period of at least 63 days, the Planning Commission may hold a public hearing and act on the draft plan as currently presented, or with any warranted amendments. Following action by the Planning Commission, the plan will be submitted to Council for final action. I recommend approval of the attached resolution authorizing the distribution of the plan for review and comment. A Roll Call vote is required to act on the resolution. *Please refer to the attached Resolution 2018-13.*

**6. B. Region 2 Planning Commission FY 2019 Membership**

[Action Item]

The annual renewal of our membership in the Region 2 Planning Commission (R2PC) is attached. The organization provides assistance in all manner of planning and zoning matters and issues. Two-thirds of our dues payment is available to us to compensate for services provided and will be eligible for use to offset costs of projects like the Master Plan update. The dues rate of \$609.66 remains unchanged from the last several years. Council Member Jerry Drake represents the City on the R2PC board. I recommend a motion to approve continued membership in R2PC and payment of the fiscal year 2019 dues. *Please refer to the attached dues request.*

**6. C. Wage Compensation Study Bids**

[Action Item]

The City solicited sealed bids for a comprehensive review of wages for our 14 full-time positions. The review is intended to consider the competitiveness of our current compensation and to develop a revised wage scale for these positions. Two proposals were received. The low bid was submitted by Rahmberg, Stover and Associates in an amount to not exceed \$7,500, which is within budget for the project. The other bidder was Municipal Consulting Services in the amount of \$10,500, plus expenses. Staff has

checked several references and recommends award of a contract to Rahmberg, Stover and Associates, LLC. Copies of the project proposals can be provided for review, upon request.

**6. D. Consider Purchase of Small Dump Truck** **[Action Item]**

Replacement of the small dump truck is planned in the current fiscal year budget. Superintendent Kyser solicited bids for the chassis and dump bed through MI-Deal, a program that provides competitively bid government prices for unique equipment. Local quotes were also solicited that were below the MI-Deal price. Attached is a quote for the chassis from Stillwell Ford in the amount of \$25,400.36 and a quote for the bed from Automotive Service Company in the amount of \$10,234.00. The total price of \$35,634.36 is slightly above the budget of \$35,320.00, but is significantly lower than the bid price of over \$38,000. I recommend a motion to authorize purchase of a small dump truck, based on the quotes received from Stillwell Ford and Automotive Service Company. *Please refer to the attached quotes.*

**6. E. Trash and Recycling Bids** **[Action Item]**

The City solicited sealed bids for residential and municipal trash and recycling services. Bids were received from the current provider, Republic Services, and Modern Waste Systems, Inc. Modern Waste was the low bidder on all services. A summary of the bid costs is attached. Complete bids are available for review upon request.

At the September meeting, a Council subcommittee of Brenda Guyse, Delesha Padula, and Andy Penrose was appointed to review the bids and to supply a recommendation. The subcommittee met on October 4<sup>th</sup> and 11<sup>th</sup> and conducted a site visit to see Modern Waste's transfer station in Napoleon. Committee members can provide information and context regarding the visit at the meeting. It is the unanimous recommendation that Modern Waste be selected for these services, and that the City Manager be authorized to negotiate a contract for consideration at the November Council meeting. Council support will allow the company to place an order for the necessary carts and to allow for planning the transition to the new provider. *Please refer to the attached summary of the bids.*

**6. F. Consider Scheduling a Work Session** **[Action Item]**

As part of the water system improvement project, the City's financial advisor is evaluating water user fees to address future debt service obligations. It would be worthwhile to dedicate a meeting specifically to the purpose of considering their findings and to allow Council questions. No decisions will be made at the meeting, so it will be a work session format. The financial advisor will use input received from Council at the meeting to develop an updated fee schedule that would be approved at a later date. I recommend a motion to set a special work session meeting for Wednesday, December 5, 2018 at 6:30 p.m. to discuss future water rate scenarios.

Correspondence:

- Michigan Certified Professional Treasurer Certification for Lenore Spahr



## PROCLAMATION

The City of Jonesville wishes to  
formally recognize and appropriately honor

**Ellie Ackerson**

for dedication and service in implementing an annual  
Party in the Park event for families in the Jonesville area.

We recognize your leadership and positive contribution to  
the City of Jonesville. Through your effort and example,  
youth have been encouraged to become more involved  
in the community.

On behalf of the people of the City of Jonesville,  
the Jonesville City Council  
hereby expresses its sincere gratitude for your service  
and offers its best wishes for  
your continued success and prosperity.

**JONESVILLE CITY COUNCIL**

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Gerald Arno, Mayor



## PROCLAMATION

The City of Jonesville wishes to  
formally recognize and appropriately honor

**Kathy Ackerman**

for dedication and service in the design,  
organization and the beautification of the downtown planters.

The City of Jonesville recognizes and appreciates the  
charm and beauty that this project has brought.  
The City has benefited from your talents as a Master Gardener,  
as have the many volunteers that you trained  
during the community planting event.

Your contributions to the planters will be appreciated  
and enjoyed by Downtown visitors for many years to come.

On behalf of the people of the City of Jonesville,  
the Jonesville City Council  
hereby expresses its sincere gratitude for your service  
and offers its best wishes for  
your continued success and prosperity.

**JONESVILLE CITY COUNCIL**

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Gerald Arno, Mayor

2018-13

CITY OF JONESVILLE  
COUNTY OF HILLSDALE  
STATE OF MICHIGAN

**RESOLUTION – AUTHORIZE RELEASE OF THE DRAFT MASTER PLAN FOR REVIEW  
AND COMMENT**

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

**PRESENT:**

**ABSENT:**

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

**WHEREAS**, the City of Jonesville has an adopted Master Plan as a guide for development within the City as required by Sec. 31 of the Michigan Planning Enabling Act; and

**WHEREAS**, the Planning Commission completed the required five-year review of the Master Plan and determined that it needed to be updated in accordance with Sec. 35 of the Michigan Planning Enabling Act; and

**WHEREAS**, the Planning Commission completed the needed updates and submitted the draft Master Plan to the City Council for review and comment in accordance with Sec. 41 of the Michigan Planning Enabling Act; and

**WHEREAS**, the City Council must approve the release of the draft Master Plan to those governments and agencies which received the Notice of Intent to update the Master Plan, in accordance with Sec. 41 of the Michigan Planning Enabling Act; and

**WHEREAS**, the Planning Commission also requests release of the draft Master Plan to the general public for its review and comment, and

**WHEREAS**, the City Council may reserve its rights to adopt the Master Plan in accordance with Sec. 43 of the Michigan Planning Enabling Act.

**NOW THEREFORE, IT IS RESOLVED** that the City Council hereby approves the release of the draft Master Plan for review and comment and directs the Planning Commission to submit the draft plan to those governments and agencies which received the Notice of Intent to update the Master Plan; and

**IT IS FURTHER RESOLVED** that the City Council hereby reserves the right to adopt the Master Plan at the completion of the approval process mandated by the Michigan Planning Enabling Act.

AYES:

NAYS:

ABSENT:

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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 17<sup>th</sup> day of October, 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.

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Cynthia D. Means, Clerk

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

RECEIVED  
OCT 04 2018  
BY: \_\_\_\_\_

September 25, 2018

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

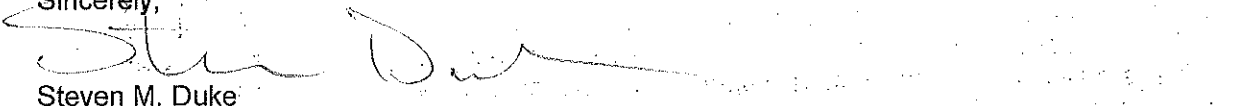
Dear Ms. Means,

I would like to take this opportunity to thank you for your membership in the Region 2 Planning Commission (R2PC) over this past fiscal year (October 2017 - September 2018). The R2PC, one of fourteen multi-county regional commissions covering the state of Michigan, is a voluntary association of local governments which provides a wide range of planning services to our member communities. These services include, but are not limited to, the preparation of land use/master plans; parks and recreations plans; zoning ordinances, zoning recommendations, and site plan reviews; and grant application assistance. Our staff also conducts area-wide planning activities such as preparing population and demographic analyses; coordinating state and federal transportation planning programs; preparing economic development plans and studies; as well as providing professional staff assistance to local boards and commissions.

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

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

Sincerely,

  
Steven M. Duke  
Executive Director

Enclosure





**Region 2 Planning Commission**

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

# Invoice

DATE: September 25, 2018  
INVOICE NO.: HC - 24  
FOR: *FY 2019 Membership  
Dues*

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

RECEIVED  
OCT 04 2018

BY: MP 49201 2018 1002 1002 1002 1002 1002 1002 1002 1002 1002

DESCRIPTION	AMOUNT
FY 2019 Membership Dues Based on the 2010 Census Population of 2,258 Membership Dues are calculated on \$.27 per capita	\$ 609.66
<b>TOTAL</b>	<b>\$ 609.66</b>

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

*Thank you.*



M-99 Highway • P.O. Box 288  
Hillsdale, Michigan 49242  
Telephone (517) 849-2121  
Fax No. (517) 849-9198  
E-Mail: stillwell@dmci.net

**CITY OF JONESVILLE  
JONESVILLE MI 49250**

**QUOTE IS FOR ONE 2019 FORD F-350 CHASSIS DRW**

**AUTOMATIC TRANSMISSION  
AIR CONDITIONING  
CLOTH 40/20/40 SEAT  
145" WHEELBASE (60" C.A.)  
6.2L V-8  
TRAILER TOW MIRRORS  
UPFITTER SWITCHES  
4.30 LIMITED SLIP**

**YOUR GOVERNMENTAL STILLWELL FORD PRICE INCLUDING TITLE  
\$25400.36**

**THANK YOU FOR THE OPPORTUNITY TO BID  
PLEASE DIRECT ANY QUESTIONS TO ROGER KARR OR JEFF HESS AT 517-849-2121**

# Automotive Service Company

603 E. Washington Ave.  
 P.O. Box 129  
 Jackson, MI 49204-0129

Phone: 517-784-6131  
 Fax: 517-784-0601

www.automotiveserviceco.com  
 asco@automotiveserviceco.com



**Quote Number 2165**

Quote Date: Oct 5, 2018  
 Page: 1

<b>Quoted To:</b>
CITY OF JONESVILLE 265 E. CHICAGO ST. JONESVILLE, MI 49250

Customer ID	Good Thru	Payment Terms	Sales Rep
CITY OF JONESVILLE	11/4/18	Net 30 Days	MIKE CALDWELL

Quantity	Description	Unit Price	Amount
1.00	PCS9-3 DUMP BODY PACKAGE, 9.0' LENGTH, 17" TALL SIDES, 23" TALL GATE, 1/4 CAB SHIELD, 12 volt DOUBLE ACTING SUB-FRAME, HOIST	10,234.00	10,234.00
1.00	1809060A 1/2" HITCH PLATE FOR FORD W/2" SQ RECEIVER TUBE 17.42" TALL FITS 2008+		
1.00	DTR7015 MANUAL TARP KIT MOUNTED ON CAB SHIELD, WITH HEAVY DUTY MESH TARP AND REAR CROSSBAR		
1.00	DTB102 TARP RETENSION BOW INCLUDED DUMP BODY AND CAB SHIELD PAINTED SINGLE STAGE BLACK URETHANE PAINT		
		Subtotal	10,234.00
		Sales Tax	
		<b>TOTAL</b>	<b>10,234.00</b>



*All orders will require a deposit or company purchase order before equipment will be ordered.*

### Summary of Proposed Costs – Trash and Recycling Services

#### Residential Services – Monthly Customer Charge

	Current Monthly Charge (Republic Services)	Modern Waste Systems Bid	Republic Services Bid
Trash	11.42	10.50	12.78
Recycling	3.25	3.50	9.18
<b>Total</b>	<b>14.67</b>	<b>14.00</b>	<b>21.96</b>

Notes:

- Bids based on 5-year contracts.
- Modern Waste pricing would remain the same in years 1-3, with 3% increases in years 4 and 5
- Republic price would increase each year by 3% after year 1

#### Municipal Services – City Trash and Recycling Containers

	Current Charge (Republic Services)	Modern Waste Systems Bid	Republic Services Bid
Monthly	290/mo	0/mo	274.07/mo
Annually	3,480/yr	0/yr	3,288.84/yr

#### Spring Clean-up – Total Cost Based on Recent Quantities/Hours

	Current Charge (Republic Services)	Modern Waste Systems Bid	Republic Services Bid
Charge per Ton	37.15	45.00	60.00
Charge per Hour	103.81	100.00	175.00
<b>Total (Based on Recent Quantities)</b>	<b>7,911.38</b>	<b>8,153.12</b>	<b>13,185.10</b>

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

**JONESVILLE CITY COUNCIL  
Minutes of September 24, 2018**

A meeting of the Jonesville City Council was held on Monday, September 24, 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, Delesha Padula, Andy Penrose and David Steel.

Also present: Manager Gray, Attorney Lovinger, Police Chief Lance, and Julie Games (Hillsdale County Commissioner).

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

A motion was made by David Steel and supported by Dalesha Padula to approve the agenda as presented with one addition; 6D: Trash and Recycling Disposal Contract. All in favor. Motion carried.

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

A Public Hearing was opened at 6:34 p.m. for discussion of the United States Department of Agriculture - Rural Development (USDA-RD) Community Facilities Grant, Police Patrol Vehicle. The City is seeking grant funds from USDA-RD to support the purchase of a new 2019 Ford Utility Interceptor police patrol vehicle which will replace the 2014 patrol vehicle. There was no public comment. The Public Hearing closed at 6:40 p.m.

A motion was made by Jerry Drake and supported by Brenda Guyse to approve expenditures for WWTP Lab Equipment and certifications to complete nitrate-nitrite testing at a startup cost of approximately \$6,000.00. All in favor. Motion carried.

The Fiscal Year 2017-2018 annual budget comparison (year ending June 30, 2018) was presented to council for review.

A motion was made by Andy Penrose and supported by David Steel to cast a vote for the two incumbents for re-election to the MML Liability and Property Pool Board of Directors. All in favor. Motion carried.

A motion was made by Jerry Drake and supported by David Steel to appoint Brenda Guyse, Delesha Padula, and Andy Penrose to a Committee for the purpose of reviewing recent bids received for the Trash/Recycling Contract. All in favor. Motion carried.

Jerry Drake made a motion to approve the Council Minutes of August 15, 2018 with three noted changes/corrections. Delesha Padula supported the motion. All in favor. Motion carried.

Andy Penrose made a motion and Delesha Padula supported the motion to approve the Accounts Payable for September 2018, in the amount of \$158,056.38. All in favor. Motion carried.

Updates were given by Chief Lance, Council Members and Manager Gray.

Mayor Arno adjourned the meeting at 7:51 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>
APOLLO FIRE EQUIPMENT CO.	JFD - TURN OUT GEAR/3 SETS	6,525.00
AT&T	LOCAL/LONG DISTANCE	1,743.82
BAILEY, HODSHIRE & CO, PC	AUDIT - PROGRESS BILLING	3,550.00
BARRETT MONUMENT COMPANY	CEMETERY - MONUMENT REPAIR	562.00
BECKER & SCRIVENS, INC.	CEMETERY - NEW WALL	400.00
BILL MORGAN'S WELDING	WATER - TOWER REPAIRS	135.00
BIOLOGICAL RESEARCH SOLUTION	WATER - TESTING	100.00
BRINER OIL CO., INC.	MVP - BULK TANK	221.14
BROOKS, JAMIE	CITY HALL CLEANING SERVICES	100.00
	JPD CLEANING SERVICES	100.00
		200.00
BUTTERS EXCAVATING & LAWN CA	SEPT BURIALS/FOUNDATIONS/SEXTON SERVICES	5,665.05
CMP DISTRIBUTORS, INC.	JPD - OPERATING SUPPLIES	(100.40)
	JPD - BULLETPROOF VESTS	1,648.00
	JPD - OPERATING SUPPLIES	409.00
	JPD - OPERATING SUPPLIES	498.00
	JPD - OPERATING SUPPLIES	(435.00)
		2,019.60
CONSUMERS ENERGY	WRIGHT ST PARK ELECTRICITY	27.40
	DPW ELECTRICITY	80.06
	CITY HALL ELECTRICITY	238.87
	RADIO TOWER ELECTRICITY	29.95
	JFD TRUCK BAY ELECTRICITY	133.34
	JFD TRAINING ROOM ELECTRICITY	55.21
	EMERGENCY SIREN ELECTRICITY	24.99
	CITY HALL SECOND FLOOR ELECTRICITY	25.61
	FAST PARK ELECTRICITY	48.82
	DDA - METERED PARKING LOT LIGHTS	96.75
	CEMETERY ELECTRICITY	28.18
	JPD ELECTRICITY	264.75
	100 DEAL PKWY SPRINKLER METER	27.78
	WATER TOWER ELECTRICITY	80.43
	598 IND PKWY ELECTRICITY	24.60
	FREEDOM MEMORIAL ELECTRICITY	37.64
	WWTP ELECTRICITY	3,976.76
	500 IND PKWY SPRINKLER METER	26.51
	IRON REMOVAL PLANT ELECTRICITY	1,926.91
	DDA - UNMETERED PARKING LOT LIGHTS	23.88
	DOWNTOWN/STREETSCAPE LIGHTS	498.93
	CITY-WIDE STREET LIGHTS	2,807.43
		10,484.80
CSZ SERVICES, LLC	ASSESSOR SERVICES	5,400.00
CURRENT OFFICE SOLUTIONS	OFFICE SUPPLIES	39.32
	COPIER MAINTENANCE	68.51
		107.83
DH WIRELESS SOLUTIONS	JPD - IN-CAR MODEM REPAIR	50.00
D-P EQUIPMENT CO.	MVP - BACKHOE REPAIRS	365.14
	MVP - TRACTOR #1 REPAIRS	141.96
		507.10
ELHORN ENGINEERING COMPANY	WATER - SUPPLIES	300.00
FIRST ADVANTAGE LNS OCC.HS,	DPW - CDL TESTING	36.72
FIRST DUE FIRE SUPPLY	JFD - TOOLS	289.84
FIRST NATIONAL BANK OMAHA	WATER/WWTP CONFERENCES/REPAIRS/JPD SUPPLIES	1,806.98
FLEIS & VANDENBRINK ENG, INC	WATER IMPROVEMENT PROJECT	48,849.87
HILLS CO ECON DEVEL PARTNERS	EDP ANNUAL DINNER	500.00
HILLSDALE MEDIA GROUP	JPD - USDA HEARING NOTICE	65.25
HYDROCORP, INC	WATER - CROSS CONNECTION PROGRAM	520.00
JONES & HENRY ENGINEERS, LTD	SAW GRANT	10,025.00
JONESVILLE HARDWARE	SUPPLIES/REPAIRS	169.66
JONESVILLE LUMBER	CEMETERY - WALL	8.19
JONESVILLE, CITY OF	JPD WATER/SEWER	45.60
	CITY HALL WATER/SEWER	45.60
	JFD WATER/SEWER	110.63
	WWTP WATER/SEWER	104.64
	WRIGHT ST PARK WATER/SEWER	47.26

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	DPW WATER/SEWER	45.60
	DDA - STREETScape SPRINKLERS	215.94
	DDA - DRINKING FOUNTAIN	35.67
		650.94
KEN STILLWELL FORD-MERCURY,	JPD - 16 FORD REPAIRS	1,517.86
LAPEW SANITATION	WATER - PORTABLE TOILET RENTAL	105.00
LOVINGER & THOMPSON, P.C.	LEGAL FEES	488.50
MCGOWAN ELECTRIC SUPPLY, INC	DDA - STREET LIGHT REPAIRS	213.75
	DDA - STREET LIGHT REPAIRS	116.86
		330.61
MICHIGAN GAS UTILITIES	JPD GAS SERVICE	45.70
	JFD GAS SERVICE	47.16
	IRON REMOVAL PLANT GAS SERVICE	39.80
	CITY HALL GAS SERVICE	18.73
	DPW GAS SERVICE	42.60
	WWTP GAS SERVICE	269.56
	GAS LIGHT SERVICE	61.36
		524.91
MICHIGAN LAWN & LANDSCAPE	MOWING SERVICES	2,527.91
MICHIGAN MUNICIPAL LEAGUE	GRAY - MML CONVENTION SESSION	20.00
MUNICIPAL SUPPLY CO.	WATER SUPPLIES	450.00
NORM'S TIREMAN	JPD - 16 FORD/TIRES	445.65
	MVP - TIRE/TRUCK 1	145.91
		591.56
OCECO	WWTP - DIGESTER DRIP TRAPS	4,073.69
PARAGON LABORATORIES, INC.	WATER - METALS TESTING	250.00
PERFORMANCE AUTOMOTIVE	AUTO REPAIRS/SUPPLIES	311.54
PETTY CASH	REIMBURSEMENT	194.71
POSTMASTER	POSTAGE - ABSENTEE BALLOTS	142.00
	POSTAGE - WATER/SEWER BILLS	233.80
		375.80
QUALITY OVERHEAD DOOR, INC.	WWTP - OVERHEAD DOOR REPAIR	421.50
REGION 2 PLANNING COMMISSION	MASTER PLAN	3,752.69
REPUBLIC WASTE SERVICES #249	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.	WWTP - REPLACE AUGER MONSTER PLC	1,706.60
SMITH AMBER	UB refund for account: 000659-02	76.00
SMITH, CHARLIE	WATER TRAINING	87.87
SPAHR, LENORE	MMTA FALL CONFERENCE	182.03
STATE OF MICHIGAN	MAJOR/LOCAL - TRAFFIC SIGNAL ELECTRICITY	352.14
SUPERFLEET MASTERCARD PROGRA	GASOLINE	1,009.42
TACKETT & SONS MATERIALS, LL	HILLCREST CT - WATER REPAIRS	677.12
TAPLIN GROUP, LLC	FAYETTE ST - EMERGENCY SEWER CLEANING	2,071.88
TRACTOR SUPPLY CREDIT PLAN	LOCAL ST - REPAIRS	74.99
UNIFIRST CORPORATION	CITY HALL/JPD - FLOOR MATS	48.75
	WWTP - UNIFORMS	32.44
	MVP - SHOP TOWELS	27.47
	WWTP - UNIFORMS	32.44
	WWTP - UNIFORMS	32.44
	DPW - SHOP TOWELS	27.47
	CITY HALL/JPD FLOOR MATS	48.75
	WWTP - UNIFORMS	44.20
		293.96
USA BLUEBOOK	WATER - SUPPLIES	21.49
	WATER/WWTP - SUPPLIES	167.14
		188.63
UTILITY SERVICE CO, INC	WATER TOWER MAINT CONTRACT	7,431.18
VERIZON WIRELESS	DPW/JPD CELL PHONES/JPD IN-CAR MODEM	175.66
	DPW CELL PHONE	25.00
		200.66
WALMART COMMUNITY/SYNCEB	OPERATING SUPPLIES	302.39
	<b>Total:</b>	<b>131,774.94</b>



# MONTHLY OPERATING REPORT

## September 2018

**SUBMITTED: October 9, 2018**

### **WATER FLOW**

MAXIMUM	945,000
MINIMUM	151,000
AVERAGE	510,000
TOTAL	15.301 MG

### **WASTEWATER FLOW**

MAXIMUM	282,800
MINIMUM	247,500
AVERAGE	264,800
TOTAL	8.1151 MG

### **CALLOUTS: Two (Communication Failures)**

Note: The water tower was taken out of service on September 16 for painting and for normal maintenance. Pressure relief valves were placed around town and water was pumped to waste to maintain proper pressure throughout town. A calculated total of 9.573 million gallons was wasted. This was an annual daily average of 0.6382 million gallons per day.

### **OPERATION & MAINTENANCE**

The plant was not in compliance with the NPDES permit limitations during the month of September 2018. The flow meter that controls flow during the backwash cycle is not working and is obsolete. The new flow meter was installed later in the month and calibration was completed. It is now back in service.

All plant maintenance was completed.

Peerless-Midwest conducted the annual testing and maintenance on the two well pumps and two high service pumps.

A new VFD was installed in one of the trickling filter pumps. Clark Electric had to reconfigure the control bucket because the new VFD was a different configuration.

RS Technical installed and programmed a new plc for the auger monster. The new plc is an Allen-Bradley model which will make servicing easier.

Griffiths Mechanical installed new gas regulators throughout the plant in preparation for the increased amount of natural gas that is required in the plant. As of this writing, Michigan Gas has yet to increase the meter and the pressure.

The water tower was taken out of service for maintenance and painting on September 16, 2018. While the tower was out of service, the mud valve was replaced and the sample valve was removed and replaced.

## **PLANT EFFICIENCY—September 2018**

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

#### **NPDES Permit Limit in September 2018—4 mg/l Monthly Average**

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

*Jonesville Monthly Average—5.0 mg/l*

*Average Percent Removal from the Raw Wastewater—97.0 %*

### **Total Suspended Solids**

#### **NPDES Permit Limit in September 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— 3.1 mg/l*

*Average Percent Removal from the Raw Wastewater—98.3%*

### **Total Phosphorus**

#### **NPDES Permit Limit in September 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—0.7 mg/l*

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

### **Ammonia Nitrogen**

#### **NPDES Permit Limit in September 2018—0.5 mg/l Monthly Average**

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

*Jonesville Monthly Average—0.259 mg/l*

*Average Percent Removal from the Raw Wastewater—98.5%*

*Jonesville Daily Maximum—1.66 mg/l*

Rick Mahoney

Jonesville Dept of Public Works  
September 2018  
Monthly Report

	Maintenance	White Paint	Yellow Paint	Sand	COLD MIX
<b>STATE HIGHWAYS</b>	0 HR DT 0 HR OT			0 Yd.	0 Ton
<b>MAJOR ROADS</b>	0 HR DT 0 HR OT	0 Gal	0 Gal	0 Yd.	0 Ton
<b>LOCAL ROADS</b>	0 HR DT 0 HR OT	0 Gal	0 Gal	0 Yd.	0 Ton
<b>PARKING LOTS</b>	0 HR DT 0 HR OT	0 Gal	0 Gal	0 Yd.	0 Ton
<b>POLICE STATION</b>	0 HR OT	0 Gal	0 Gal	0 Yd.	
<b>FIRE DEPARTMENT</b>	0 HR OT	0 Gal	0 Gal	0 Yd.	
<b>DPW DEPT</b>	0 HR OT				
<b>Sewer</b>	0 HR OT	0 Gal	0 Gal		
<b>WATER</b>	0 HR DT 0 HR OT			0 Yd.	
<b>Cemetery</b>	0 HR OT			0 Yd.	0 Ton

**There were 0 call outs.**

We have been doing the Yard Waste Collection.

The yards at 117 & 120 Maumee Street were mowed as they are vacant.

The Rail Trail was mowed.

We are averaging 3 radio read water meters a day for are water meter replacement program.

The east side retaining wall was completed at the Cemetery.

The lead & copper report was turned into the DEQ.

Road edges were mowed on State, Major and Local Streets.

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 SEPTEMBER 2018

Total reports written: 107

Assault and Battery: 3

Intimidation/Stalking: 2

Non-Violent Domestic: 3

Theft from Motor Vehicle: 2 (7 Vehicles)

Embezzlement: 2

Larceny: 2

Lost and Found Property: 1

Retail Fraud: 6

Obstructing Justice: 3

Public Roadway Accidents: 7

Private Property Accidents: 5

Other Arrests: 7 (warrants, traffic-DWLS/Revoked, etc.)

Natural Death: 2

Attempt Suicide: 1

Civil Matter/Family Disputes: 11

Medical Emergency: 23

Alarms: 1

Nuisance Animals: 2

Trespass: 1

Suspicious Situations: 10

General Assistance: 10

Traffic/Moving Violations: 58

Warrants Received from Prosecutor: 11

September Patrol Shift Coverage: 88 %

**CITY OF JONESVILLE  
CASH BALANCES**

	September-2018	BANK BALANCE
<b>GENERAL FUND:</b>		
General Fund Now Checking	101-000-001	41,268.62
General Fund CLASS Acct	101-000-007	1,253,986.47
General Fund Cemetery CLASS Acct	101-000-007.100	89,878.10
General Fund Alloc of Assets CLASS	101-000-007.200	399,272.76
<b>MAJOR STREETS:</b>		
Major Streets Now Checking	202-000-001	27,345.29
Major Streets CLASS Acct	202-000-007	184,065.78
<b>LOCAL STREETS:</b>		
Local Streets Now Checking	203-000-001	26,764.19
Local Streets CLASS Acct	203-000-007	724,905.12
<b>STATE HIGHWAY:</b>		
State Highway Now Checking	211-000-001	7,017.33
<b>L.D.F.A.:</b>		
LDFA Operating Now Checking	247-000-001	28,695.00
LDFA Operating CLASS Acct	247-000-007	1,397,237.81
<b>D.D.A.:</b>		
DDA Now Checking	248-000-001	5,838.98
DDA Operating CLASS Acct	248-000-007	203,896.35
<b>SEWER FUND:</b>		
Sewer Receiving Now Checking	590-000-001	71,291.97
Sewer Bond & Interest Checking	590-000-001.300	10.00
Sewer Receiving CLASS Acct	590-000-007	394,880.70
Sewer Plant Improv. CLASS Acct	590-000-007.200	928,875.89
<b>WATER FUND:</b>		
Water Receiving Now Checking	591-000-001	24,642.84
Water Receiving CLASS Acct	591-000-007	302,681.58
Water Plant Improvement CLASS Acct	591-000-007.100	309,332.35
Water Tower Maint CLASS Acct	591-000-007.300	50,228.20
Water Maint CLASS Acct	591-000-007.400	43,568.21
<b>MOTOR VEHICLE POOL:</b>		
Motor Vehicle Pool Now Checking	661-000-001	11,740.38
Equip. Replace CLASS - Police Car	661-000-007.301	45,422.46
Equip. Replace CLASS - Fire Truck	661-000-007.336	154,433.52
Equip. Replace CLASS - Turn Out Gear	661-000-007.337	2,272.23
Equip. Replace CLASS - DPW Equip	661-000-007.463	69,439.42
Equip. Replace CLASS - WWTP/Vactor	661-000-007.590	88,504.86
<b>CURRENT TAX:</b>		
Current Tax Checking	703-000-001	173,005.51
Current Tax Savings Account	703-000-002	80,012.80
<b>PAYROLL FUND CHECKING:</b>		
	750-000-001	6,786.14
<b>GRAND TOTAL</b>		<b>7,147,300.86</b>



**SUNSET VIEW CEMETERY ACTIVITY REPORT  
SEPTEMBER 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
<b>2018 Totals</b>	<b>20</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>21</b>	<b>0</b>	<b>0</b>

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

August/September Activities:

- Retaining Wall Started
- West Property Access Addressed

October/November Focus:

- Retaining Wall Installation
- Fall Property Maintenance
- Headstone Repair

Gravesite Availability – Annex

Four-Grave Sites: 9  
Two-Grave Sites: 58  
Single-Grave Sites: 1  
Total Lots Available: 153

**MICHIGAN MUNICIPAL TREASURERS ASSOCIATION**

*In recognition of completing the requirements of MMTA as a*

**MICHIGAN CERTIFIED PROFESSIONAL TREASURER**

*Lenore Spahr, MiCPT*

*is awarded recertification on June 1, 2018*

*Certification is subject to renewal June 1, 2022*

