



**CITY OF JONESVILLE  
COUNCIL AGENDA  
SEPTEMBER 15, 2021 - 6:30 P.M.  
JONESVILLE POLICE DEPARTMENT, 116 W. CHICAGO STREET**

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

**2. APPROVAL OF AGENDA**

**3. PUBLIC COMMENTS**

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. Maribeth Kaltz, Case Manager – Hillsdale County Senior Services Center

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

A. None

**6. REPORTS AND RECOMMENDATIONS**

A. Resolution 2021-06 – Sale of Real Property

[ROLL CALL][Action Item]

B. Laboratory Renovations – Pay Request No. 2

[Action Item]

C. Fire Equipment Purchase

[Action Item]

**7. COUNCIL MINUTES**

A. Consider Minutes of the August 25, 2021 Regular Meeting

[Action Item]

**8. ACCOUNTS PAYABLE**

A. Accounts Payable for September 2021 Totalling \$85,353.78

[Action Item]

**9. BOARD AND COMMISSION MINUTES**

A. Cemetery Committee (Guyse)

[Information Item]

B. Region 2 Planning Commission (Drake)

[Information Item]

C. Economic Development Partnership (EDP) of Hillsdale County (Gray)

[Information Item]

**10. DEPARTMENT REPORTS**

A. Public Safety – Director Etter

B. Water/Wastewater Treatment Plant – Superintendent Boyle

C. Department of Public Works – Superintendent Kyser


D. Cash Report – Finance Director Spahr

**11. ADJOURN**

**RULES FOR SPEAKING BEFORE THE JONESVILLE CITY COUNCIL (Adopted 09/05/01)**

1. Speakers will have one opportunity to address the Council unless the Mayor allows additional opportunities.
2. Remarks shall be limited to 5 minutes per person and will also be limited to matters before the Council, to Council business or policy, or to issues of community concern or interest that the Council has authority to recommend or act upon. Comments about actions, inactions or performance of the Council are appropriate. Profane, vulgar or abusive language will not be tolerated.
3. The Mayor may grant a speaker additional time under unusual circumstances.
4. Council members and staff will not respond to general audience participation. Matters will be referred to the City Manager who will provide reports at a subsequent meeting/date.
5. The Mayor may call out of order any person who is being disorderly by speaking or otherwise disrupting the proceedings. Such person shall not be permitted to speak and if he/she continues in a disorderly manner, the Mayor may declare a recess and/or ask that the person leave or be removed from the meeting.



To: Jonesville City Council  
From: Jeffrey M. Gray, City Manager   
Date: September 10, 2021  
Re: Manager Report and Recommendations – September 15, 2021 Council Meeting

**6. A. Resolution 2021-06 – Sale of Real Property** [ROLL CALL][Action Item]

The Downtown Development Authority (DDA) has been working to develop a Request for Proposals to solicit redevelopment concepts from qualified developers for the former Klein Tool property. The DDA will consider the attached RFP at their meeting on September 14<sup>th</sup>. Section 13.2 of the City Charter requires that sale of real property be done by resolution. The attached resolution would authorize the issuance of the RFP and the entertaining of proposals. Legal counsel is reviewing the confidentiality aspects associated with financial submittals. Any recommended changes will be communicated at the meeting next week.

The DDA will be discussing the composition of a Review Committee to review proposals. I would anticipate that the Council will be asked to appoint a representative to the Committee. In addition to action to approve the Resolution, Council will want to consider an appointment at this or the October meeting. Approval of the Resolution requires a roll call vote. *Please refer to Resolution 2021-06 and the attached RFP.*

**6. B. Laboratory Renovations – Pay Request No. 2** [Action Item]

Attached is the second pay request for the renovations of the Waste Water Treatment Plant Laboratory in the amount of \$27,000 for mechanical and plumbing fixtures. The request includes retainage of 10%, which will be paid upon successful completion of the project. The project architect has reviewed the request and recommends payment in the amount of \$27,000. I recommend a motion to approve the pay request, as stated. *Please refer to the application for payment.*

**6. C. Fire Equipment Purchase** [Action Item]

Please see the attached request from Public Safety Director Etter. The City annually budgets for the replacement of three sets of turnout gear (the coat and pants worn to protect a firefighter on scene). This gear may only be in service for a period of 10 years. It has been discovered that additional gear will be needed to replace outdated equipment. In addition, Director Etter will require a set of gear. Three sets of gear will be rented for a short period of time, until new gear arrives. The total expenditure will be \$15,841. This exceeds the \$8,200 budgeted. Director Etter is requesting approval to proceed with the purchase without competitive bids, as the equipment has historically been sourced through a single vendor. At this time, we are not requesting a budget amendment and will be utilizing funds budgeted in the Department for other purposes. Given the need to assure firefighter safety, I support Director Etter's request and recommend a motion to approve. *Please refer to the attached memo from Director Etter.*

**9. BOARD AND COMMISSION MINUTES**

This is a new agenda item, added on consultation with Mayor Arno. Each month, committee and board minutes for boards and commissions will be included on the agenda. This is to promote additional information regarding the actions of other City boards and those groups where the City is a representative. The name of the Council/staff representative to the board is indicated in parenthesis. Following any discussion or questions about the board minutes, the appropriate action of Council would be a motion to receive and place the minutes on file.

2021-06

CITY OF JONESVILLE  
COUNTY OF HILLSDALE  
STATE OF MICHIGAN

**RESOLUTION – SALE OF REAL PROPERTY: 121 WATER STREET AND ASSOCIATED  
VACANT PARCELS**

At a Regular Meeting of the City Council of the City of Jonesville, County of Hillsdale, and State of Michigan, held at the Jonesville Police Department, 116 W. Chicago Street, in said City on the 15<sup>th</sup> day of September 2021, at 6:30 in the p.m.

**PRESENT:**

**ABSENT:**

The following preamble and resolution were offered by Council Member \_\_\_\_\_ and supported by Council Member \_\_\_\_\_.

**WHEREAS**, the City of Jonesville and the Jonesville Downtown Development Authority (DDA) purchased the property at 121 Water Street, formerly occupied by Klein Tool, along with associated vacant properties for the purpose of facilitating an economically beneficial redevelopment; and

**WHEREAS**, the 2019 City of Jonesville Master Plan identifies redevelopment of the property as a top community priority; and

**WHEREAS**, the City obtained a Site Assessment Grant from the Michigan Department of Environment, Great Lakes and Energy (EGLE) to assess environmental conditions on the site and the grant resulted in a Due Care Plan to assist with the marketing of the property; and

**WHEREAS**, the City and DDA have shown the property to a number of interested parties for potential reuse and/or redevelopment; and

**WHEREAS**, the City and DDA have determined that it would be beneficial to issue a Request for Proposals (RFP) to articulate their expectations regarding the redevelopment of the property and to solicit proposals for an economically beneficial redevelopment of the property.

**NOW, THEREFORE, BE IT RESOLVED** that the Jonesville City Council does hereby authorize issuance of the attached Request for Proposals for the Chicago Street Riverfront Redevelopment in order to solicit proposals for the redevelopment of the subject property. This action is intended to result in the sale and redevelopment of the property, in accordance with the criteria and process described in the RFP.

Upon a roll call vote, the following voted:

AYES:           Members:

NAYS:           Members:

ABSENT:        Members:

**RESOLUTION DECLARED ADOPTED.**

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Cynthia D. Means, Clerk

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Jonesville, County of Hillsdale and State of Michigan at a regular meeting held on the 15<sup>th</sup> day of September, 2021, and that public notice was given pursuant to Act 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



City of  
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

(517) 849-2104  
(517) 849-9037 Fax  
[www.jonesville.org](http://www.jonesville.org)

## REQUEST FOR PROPOSALS

### DOWNTOWN JONESVILLE DEVELOPMENT OPPORTUNITY CHICAGO STREET RIVERFRONT REDEVELOPMENT

#### CITY OF JONESVILLE, MICHIGAN JONESVILLE DOWNTOWN DEVELOPMENT AUTHORITY

The City of Jonesville (City) and the Jonesville Downtown Development Authority (DDA) are accepting sealed proposals for the **“Chicago Street Riverfront Redevelopment.”** Proposals will be accepted until such time as the City and DDA have received a proposal that they deem to be most favorable to the interests of the City and DDA. Proposals will be reviewed beginning on Monday, October 25, 2021. Proposals will be considered until the City/DDA has entered into a Pre-Development Agreement with a potential developer, or December 31, 2021, whichever occurs sooner.

**Please mark sealed envelopes: “Chicago Street Riverfront Redevelopment”** on the lower left-hand corner. In addition, if the proposal is to be express mailed, “Proposal Documents Enclosed DO NOT OPEN” must be conspicuously marked on the package. Faxed and emailed proposals will not be considered or accepted.

Proposals shall be submitted to:

Jeff Gray, City Manager  
City of Jonesville  
116 W. Chicago Street  
Jonesville, MI 49250  
[jgray@jonesville.org](mailto:jgray@jonesville.org)

The City and DDA reserve the right to reject any or all proposals, to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City and DDA.

# REQUEST FOR PROPOSALS DOWNTOWN JONESVILLE DEVELOPMENT OPPORTUNITY CHICAGO STREET RIVERFRONT REDEVELOPMENT

The City of Jonesville (City) and the Jonesville Downtown Development Authority (DDA) are seeking experienced development entities that have demonstrated success in executing highly complex redevelopment projects. The selected entity will be the City/DDA's redevelopment partner for the project. The selected developer will be responsible for coordinating all development activities, including, but not limited to: conceptual and final site plans, project pro formas, property acquisition, market and feasibility studies, securing private sector equity and financing, and partnering with the City of Jonesville and Jonesville DDA to facilitate all project components, including the potential use of public financing and other incentives. Should the City select a developer, it will require that the developer enter into a Pre-Development Agreement regarding their due diligence responsibilities. Any final development plans will be subject to negotiation of a complete development agreement between the City/DDA and developer, as well as the City's development review process.

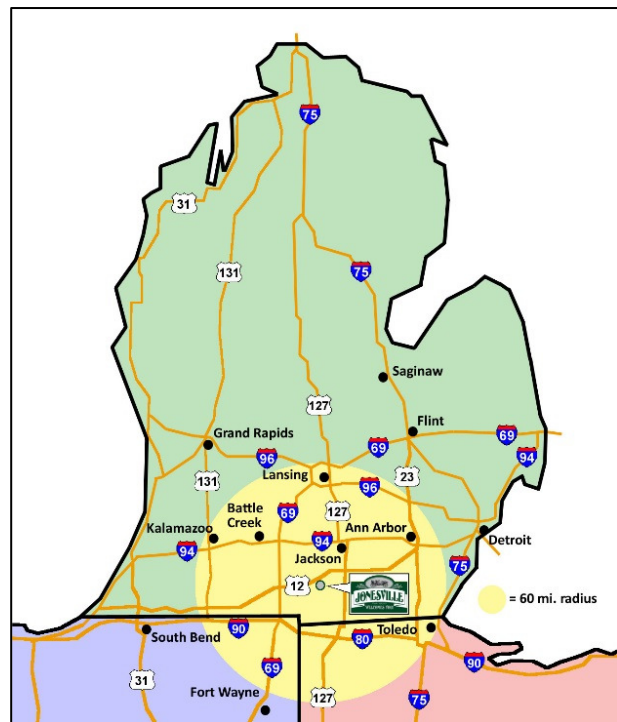
## BACKGROUND

Jonesville is located in southern Michigan at the intersection of US-12 and M-99. The City is approximately 30 minutes south of Jackson and approximately 20 miles north of the point where the Michigan, Indiana and Ohio borders meet. The City is well-positioned within an hour drive to several cities in the three states, with good access to area interstates.

Jonesville is about 2.9 square miles and has a population of 2,258 residents (2010 Census). Despite its small size, the City boasts a diverse economy that includes professional services, retail and manufacturing. Industry includes a large international fabrication company, as well as several smaller shops and manufacturers, including several locally- and family-owned businesses.

Downtown Jonesville has established a reputation as a destination for food and arts. Our restaurants are widely known, with Jonesville often recognized as a top small town for food. We boast an active and vibrant community theater. There are many service and retail offerings, as well. Andrew Mack and Sons Brush Company, Jonesville Lumber, and Powers Clothing – the nation's oldest Carhartt retailer – are all centennial businesses in the Downtown.

The DDA is active in Downtown maintenance, having upgraded the streetscape and investing in several public parking improvements. The City takes great pride in its efforts to maintain and improve its streets and other public infrastructure.



## **DETAILED DESCRIPTION OF SITE AND OPPORTUNITY**

The City of Jonesville and the Jonesville DDA collectively own three parcels in the Downtown. The primary parcel includes a vacant 68,500 square foot former manufacturing building, depicted as Parcel I on Attachment A. Parcel II is a small parcel, formerly used for parking. It is separated from Parcel I by a Consumers Energy substation; there is an access easement across the rear of the substation property that connects Parcel I and II. Parcel IV was acquired by the City and DDA in anticipation that additional parking would be needed to accommodate the redevelopment.

The property provides a unique redevelopment opportunity, overlooking the St. Joseph River, and with frontage on US-12/Chicago Street. Traffic counts taken in 2020 put the Average Daily Traffic (ADT) on US-12/Chicago Street in the vicinity of the site at 11,866 vehicles per day.

The property was acquired by the City and DDA in 2010. Previously, the structure on Parcel I was operated from 1945 until 1986 by Vaco Products, a manufacturer of metal hand tools. Klein Tools purchased the building in 1986 and continued to manufacture metal hand tools until approximately 2008. The historic development of the existing building is illustrated in Attachment 2.

Known historical uses of Parcel I date back to 1884 and include Jonesville Woolen Mill building, as well as a restaurant, an engineering business, a steam printing business, a meat market, a fire house, hardware store, tin shop, photo shop, shed, icehouse, agricultural implements store, wagon shop, bowling alley, paint shop, dwelling, machine shop, laundry cleaning and pressing business, carpenter shop, auto garage, hardware store, auto repair facility, hay rack factory, auto sales business, and a lodge/hall.

## **ENVIRONMENTAL CONSIDERATIONS**

The property has existing subsurface contaminants typical of a manufacturing site of its age. A baseline environmental assessment (BEA) conducted on behalf of the City in 2011 found known areas of volatile organic compounds (VOCs), polycyclic aromatic hydrocarbons (PAHs), metals, and trichloroethylene (TCE). The BEA includes both a Phase I and two Phase II Environmental Assessments, as well as soil and groundwater test results.

A Due Care Compliance Plan was completed in 2019 through a grant from the Michigan Department of Environment, Great Lakes and Energy (EGLE). The Plan includes additional subsurface tests, as well as indoor air sample results.

These environmental reports can be viewed on the City's website at:  
<http://www.jonesville.org/redevelopment.aspx>.

**DEVELOPMENT TOOLS** - The City and DDA will assist the developer with public financing options with a number of local, state and federal tools.

- **Tax Increment Financing (TIF).** The use of Downtown Development Authority TIF may be used to cover eligible public infrastructure costs.
- **State and Federal Incentives.** The City will work with the developer to secure any available State and Federal incentives, including the Michigan Economic Development Corporation (MEDC) Community Revitalization Program and/or Community Development Block Grant (CDBG); remediation grants and loans from the Michigan Department of Environment, Great Lakes and

Energy (EGLE) or Environmental Protection Agency (EPA); and the Michigan Natural Resources Trust Fund (MNRTF) grant through the Michigan Department of Natural Resources (MDNR), if applicable. The City has previously worked closely with EGLE staff for environmental evaluations; EGLE has advised that they will consider grant and loan proposals for qualifying developments.

- **Property.** The building and land controlled by the City and DDA is available to the selected developer to purchase, as deemed appropriate based upon the project needs. The developer will negotiate with the Jonesville DDA/City on the sales price of the property. The City and DDA may consider a below market sale price to assist with a development that expands tax base and/or job creation in the Downtown. The DDA and City may consider partnering in the development of aspects of the project, particularly if public parking and/or public utilization of the riverfront are necessary to the redevelopment.

### **RFP CONCEPT GUIDELINES**

The City and DDA are seeking a proposal that will maximize land values, and result in a design and use that compatible with existing uses in the Downtown. The purpose of this RFP **is not** to require prospective developers to fully design the project. On the contrary, the intent is to generate a design concept that the developer, City, and DDA feel has market potential and will be an improvement to Downtown Jonesville. The following guidelines are provided to assist in the development of a design concept for the redevelopment site:

- The DDA and City prefer that the property be redeveloped for a “Downtown compatible” use. The preferred building use or uses would include retail, office, food service, residential, or other uses similar to existing businesses Downtown.
- However, the DDA and City will entertain proposals for any viable re-use or redevelopment of the building that will result in the creation of new jobs and/or tax base in the Downtown.
- The building design would be consistent with the appearance and site design that exists Downtown, as stated in the form-based regulations for Downtown buildings. The City’s form-based regulations are included on the City’s website at:  
<http://www.jonesville.org/redevelopment.aspx>.

### **RFP CRITERIA**

Along with a concept plan, the City of Jonesville and Jonesville DDA are requesting that interested developers submit qualifications. The amount of information submitted is not limited to a set number of pages, but we ask that you be concise and mindful of the review team. The proposal must include a Letter of Interest, as well as the following content:

- **Development Entity.** Identify the development entity that would enter into a Pre-Development Agreement with the City/DDA, including all intended partners to the extent known at this time. Please indicate complete listing of names, titles, addresses, and phone numbers, as well as the primary contact person.
- **Relevant Experience.** Provide evidence of a substantial development project(s) that the development entity is currently undertaking or has completed. Please provide at least one reference for the City/DDA to contact in relation to each applicable project. Allow proprietary information related to prior development to be reviewed by select members of the review team if requested.



- **Financial Capacity.** Provide evidence of developing and financing similar projects. A sworn statement certifying that the submitting entity is not delinquent to any local, County, State or Federal taxing jurisdiction in any property, income, or business taxes must also be provided.

## **EVALUATION CRITERIA**

Respondents shall provide sample reports, plans, schedules, financing strategies and photos of completed projects, as well as awards, recognition of successful project and partnerships

The best candidate will demonstrate the following:

- a. Years of experience in the field of large-scale development projects, including experience in Downtown redevelopment.
- b. Qualifications, financial capacity and track record of key personnel and the development entity.
- c. Ability to seek and secure multi-layer financing tools, coordinate complex construction schedules and lead a public/private partnership team and the capacity to deliver the overall project, as well as reasonable estimates of project costs and sources and uses of funds.
- d. Experience with brownfield redevelopment, including contaminated sites.
- e. Compatibility of the conceptual design and proposed use(s) with the Downtown.
- f. The evaluation criteria are intended to assist the review committee in comparing and assessing the qualifications; however, the determination of the most qualified entity or the most appropriate proposal may incorporate additional criteria or considerations.

## **SELECTION PROCESS**

A Review Committee made up of representatives from the City, DDA, and representatives from related City Boards and Commissions will evaluate the qualifications based upon the criteria above. Proposals will only be accepted if the entity is deemed qualified under the qualifications criteria. The Review Committee will determine if there are one or more development entities/teams and conceptual proposals to consider further. If the evaluation results in more than one proposal being considered, then there will be an interview process to further evaluate the experience and qualifications of the key personnel. The review team will take their recommendation to the DDA and the City Council. City Council will make the final decision.

Upon selection of one development entity or team, the City and DDA would enter into a Pre-development Agreement that would include a defined timeline in which the developer will conduct additional due diligence in partnership with the City, and the City would commit not to sell the properties to anyone else during that defined term. During that due diligence phase the developer would be expected to further define the project scope, design and program, as well as to advance the financial evaluation of the site and conduct appropriate feasibility studies.

During the pre-development phase the City/DDA will perform a detailed review of the developer's financial capacity to complete the proposed project, among other considerations, which will also be reviewed. At the end of the time defined in the pre-development agreement the City/DDA and Developer would evaluate the results of the due diligence and determine if there is a feasible and mutually beneficial redevelopment project for the site that would justify moving toward negotiation of a development agreement.

***The City and DDA reserve the right to reject any or all proposals, to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City and DDA. The public entities are not liable for any costs incurred by any developer prior to the negotiation, approval and execution of a development agreement.***

## **ADDITIONAL INFORMATION**

### **Questions and Inquiries**

Any and all questions related to this RFP must be submitted in writing by 12:00 pm, Friday, October 15, 2021. No questions will be accepted after that time. Answers to questions will be provided on the City's project webpage (<http://www.jonesville.org/redevelopment.aspx>) on, or before 4:30 p.m. on Wednesday, October 20, 2021. All inquiries related to this RFP must be directed, in writing to:

Jeff Gray, City Manager  
City of Jonesville  
116 W. Chicago Street  
Jonesville, MI 49250  
[jgray@jonesville.org](mailto:jgray@jonesville.org)

### **Acceptance of Responses**

The RFP is not a binding agreement. Responses to the RFP will be evaluated, as cited herein, and respondents will be notified whether they have been chosen to proceed in the process. Submissions will be kept confidential, as permitted by law. The anticipated timeline for the selection process is outlined, as follows:

- September 17, 2021 – RFP Issued
- October 6, 2021 – Building open house, 4:00 p.m. to 6:00 p.m., 121 Water Street
- October 15, 2021 – Written questions/requests for clarification due by 12:00 p.m.: email to [jgray@jonesville.org](mailto:jgray@jonesville.org)
- October, 20, 2021 – Responses to written inquiries posted to city's website <http://www.jonesville.org/redevelopment.aspx>
- October 25, 2021 – Review Committee will begin reviewing proposals, as they are received.

Written Proposals shall include: Nine (9) copies of the Proposal, along with one electronic copy (on CD or thumb drive) of proposal shall be submitted, as follows:

Proposals will be accepted until such time as the City and DDA have received a proposal that they deem to be most favorable to the interests of the City and DDA. Proposals will be reviewed beginning on Monday, October 25, 2021. Proposals will be considered until the City/DDA has entered into a Pre-Development Agreement with a potential developer, or December 31, 2021, whichever occurs sooner.

**Please mark sealed envelopes: "Chicago Street Riverfront Redevelopment"** on the lower left-hand corner. In addition, if the proposal is to be express mailed, "Proposal Documents Enclosed DO NOT OPEN" must be conspicuously marked on the package. Faxed and emailed proposals will not be considered or accepted.

Proposals shall be submitted to:  
Jeff Gray, City Manager  
City of Jonesville  
116 W. Chicago Street  
Jonesville, MI 49250  
[jgray@jonesville.org](mailto:jgray@jonesville.org)

- Following review of proposals, finalist firms will be selected for further consideration. If deemed warranted, interviews of a firm or firms will take place prior to recommending a firm to the City and DDA.
- Execution of a pre-development agreement would allow the selected firm to conduct due diligence and develop a project design and scope for consideration by the City and DDA.

### **Conflict of Interest**

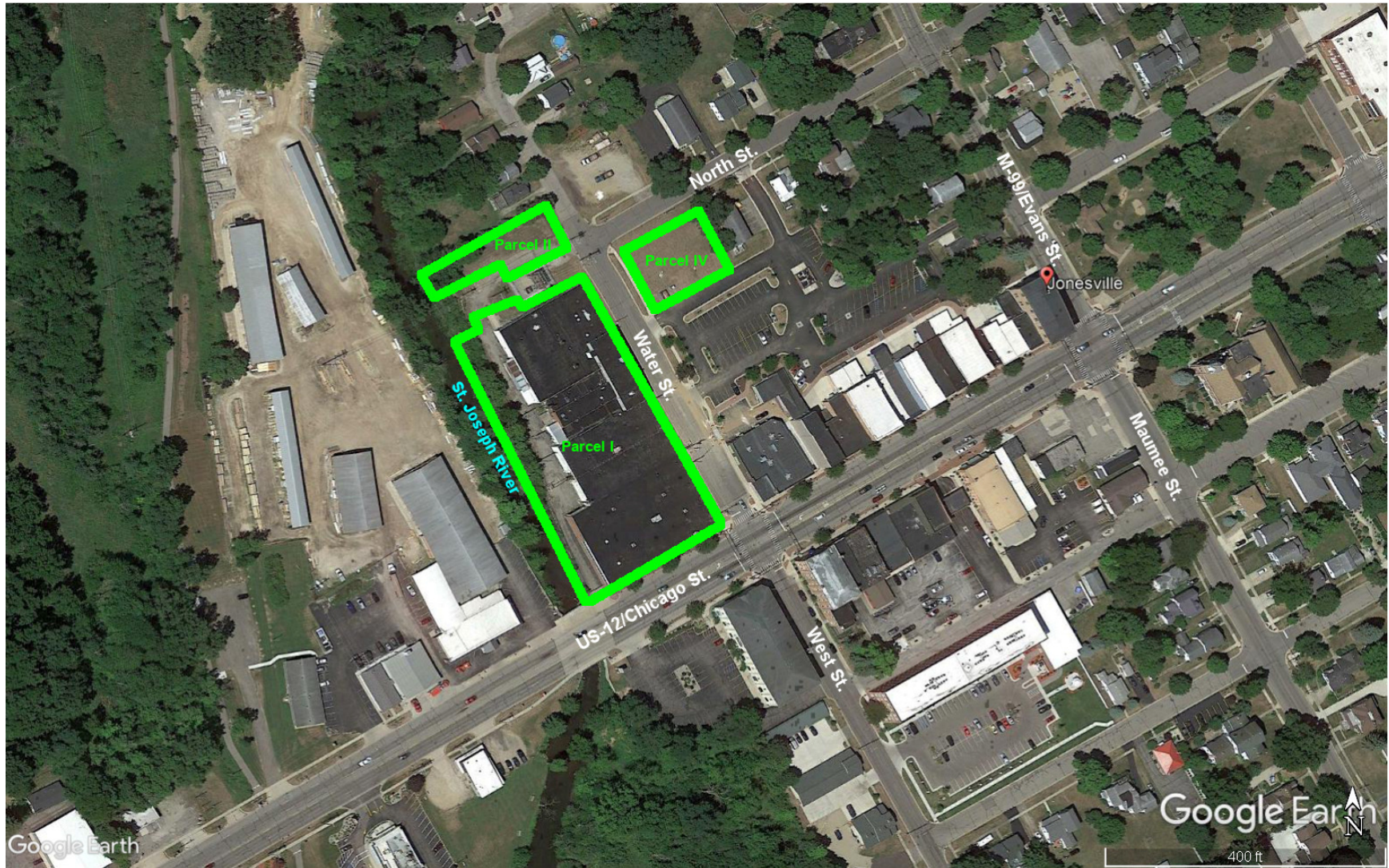
The respondent should disclose any conflicts of interest, in writing, to the City of Jonesville/Jonesville DDA. The City of Jonesville/Jonesville DDA will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.

A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and also includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence.

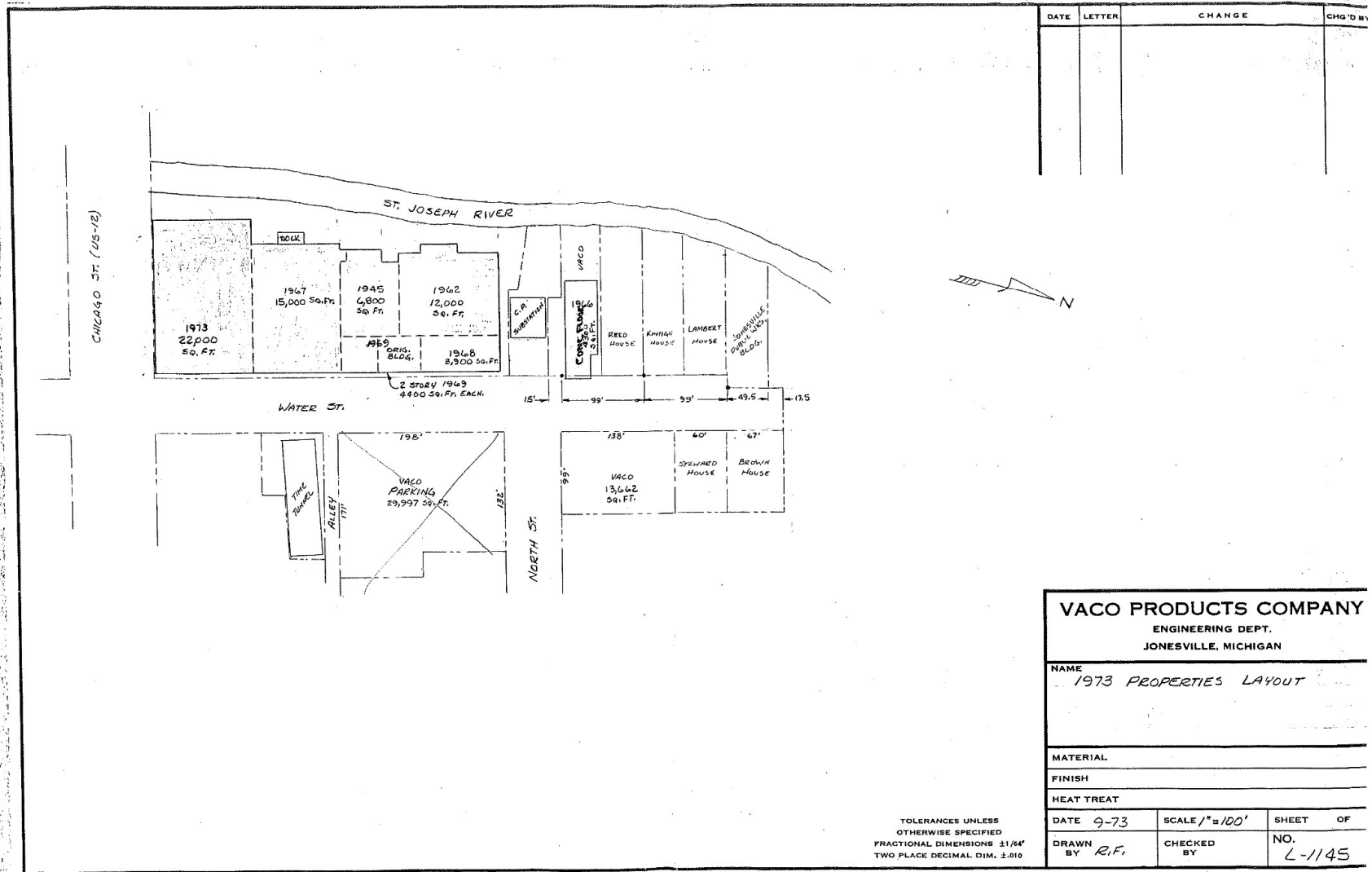
A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities, or gains any advantage by virtue of his/her position and working relationship with the City of Jonesville and Jonesville DDA.

Conflicts of interest may be real, potential or perceived. Failure by the respondent to disclose a conflict of interest, be it real, potential, or perceived, will result in disqualification.

Attachment 1



**Attachment 2**



# Application For Payment

<b>To:</b> City of Jonesville 265 E Chicago Street Jonesville, MI 49250  <b>From Contractor:</b> Foulke Construction Company 149 Lewis Street P.O. Box 198 Hillsdale, MI 49242  <b>Contract For:</b>	<b>Project:</b> Jonesville WWTP Waste Water Treatment Plant 150 Ecology Drive Jonesville, MI 49250  <b>Via Architect:</b> Century A & E 277 Crahen Avenue NE Grand Rapids, MI 49525	Application Date	Period To	Contract Date
		09/03/2021	08/31/2021	06/16/2021
		Application Number	Invoice Number	Project Number
		2	Draw-002	
		Distribution	<input type="checkbox"/> Owner <input type="checkbox"/> Architect <input type="checkbox"/> Contractor	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

### Contractor's Application for Payment

Application is made for payment, as shown below, with attached Continuation Sheet(s).

- |  |    |            |
|--|----|------------|
| 1. Original Contract Amount:               | \$ | 119,500.00 |
| 2. Net of Change Orders:                   | \$ | 0.00       |
| 3. Net Amount of Contract:                 | \$ | 119,500.00 |
| 4. Total Completed & Stored to Date:       | \$ | 33,000.00  |
| 5. Retainage Summary:                      |    |            |
| a. 10.00 % of Completed Work:              | \$ | 3,300.00   |
| b. 0.00 % of Stored Material:              | \$ | 0.00       |
| Total Retainage:                           | \$ | 3,300.00   |
| 6. Total Completed Less Retainage:         | \$ | 29,700.00  |
| 7. Less Previous Applications:             | \$ | 2,700.00   |
| 8. Current Payment Due, This Application:  | \$ | 27,000.00  |
| 9. Contract Balance (Including Retainage): | \$ | 89,800.00  |

Change Order Activity	Additions	Deductions
Total previously approved:	0.00	0.00
Total approved this Month:	0.00	0.00
Sub-totals:	0.00	0.00
Net of Change Orders:	0.00	

### Contractor's Certification

The Contractor's signature here certifies that, to the best of their knowledge, this document accurately reflects the work completed in this Application for Payment. The Contractor also certifies that the Current Payment is Due.

(Authorized Signature)  Date: 9/3/21  
 Foulke Construction Company

State of: MICHIGAN  
 County of: HILLSDALE

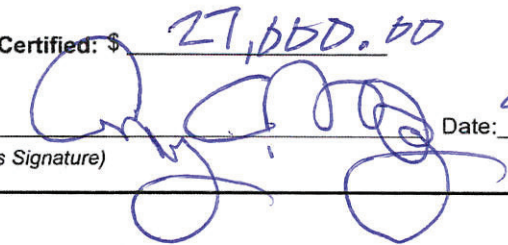
Subscribed and sworn to before me this 3RD day of SEPTEMBER, 2021.

Notary Public: Connie Wigent Condon  
 My Commission expires: MAY 5 2023

CONNIE WIGENT CONDON  
 Notary Public - State of Michigan  
 County of Hillsdale  
 My Commission Expires: May 5, 2023

### Architect's Certification

The Architect's signature here certifies that, based on their own observations, the Contract Documents and the information contained herein, this document accurately reflects the work completed in this Application for Payment. The Architect also certifies the Contractor is entitled to the amount certified for payment.

Amount Certified: \$ 27,000.00  
 Date: 9-10-21  
 (Architect's Signature)

## Application for Payment - Continuation Sheet

**From:** Foulke Construction Company  
 149 Lewis Street  
 P.O. Box 198  
 Hillsdale, MI 49242

**To:** City of Jonesville  
 265 E Chicago Street  
 Jonesville, MI 49250

**Project:** (21030) Jonesville WWTP

Application Number: 2  
 Application Date: 09/03/21  
 Period To: 08/31/21  
 Contract Date: 06/16/21  
 Project Number:

A Item No.	B Description of Work	C Contract Value	D Work Completed		E This Period	F Materials Presently Stored (Not in D or E)	G		H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application	This Period			Total Completed and Stored To Date (D+E+F)	% (G / C)		
1	Bonds	1,900.00	1,900.00				1,900.00	100.00%	5,500.00	190.00
2	General Conditions	5,500.00								
3	Building Permit	1,100.00	1,100.00				1,100.00	100.00%		
4	Demolition	5,600.00							5,600.00	110.00
5	Rough Carpentry/Miscellaneous	900.00							900.00	
6	Casework	40,900.00							40,900.00	
7	EPDM	2,800.00							2,800.00	
8	Finish Flooring	800.00							800.00	
9	Painting	3,000.00							3,000.00	
10	Mechanical/Plumbing	51,100.00		30,000.00			30,000.00	58.71%	21,100.00	3,000.00
11	Electrical	5,900.00							5,900.00	
<b>Grand Total</b>		119,500.00	3,000.00		30,000.00	0.00	33,000.00	28%	86,500.00	3,300.00

# JONESVILLE POLICE DEPARTMENT

116 W. Chicago St.  
Jonesville, MI 49250-1106



(517) 849-2101  
(517) 849-2520 (fax)

Mr. Gray,

Since being appointed the Public Safety Director I have been inspecting the Fire Department's equipment. I discovered issues that have caused me concern that need to be addressed before we go further. The department is lacking in certain areas pertaining to structural firefighting and vehicle extrication equipment that meet NFPA standards. These items are outdated or we don't have.

The two auxiliary firefighters have been sized for new equipment but for the next five to seven months will have to wear outdated equipment until the new items arrive. One current firefighter whose bunker gear will be expiring in December of this year was also sized for new equipment but will be forced to wear outdated equipment for approximately three to five months until his new gear also arrives. We do not have spare turnout gear to fit these gentlemen currently so they are in compliance.

I am recommending we rent them turnout gear from Fire Service Management. The two sets of turnout gear for approximately six months and another set for three months which keeps us within compliance until the new gear arrives. If the new gear doesn't arrive within this time period, they will allow us to extend our agreement. If it arrives sooner, we will be refunded the difference. The department has no spare structural firefighting gloves but also use these gloves when conducting vehicle extrication activities. The extrication gloves are a fraction of the cost to replace structural firefighting gloves.

Several members currently need new boots to be NFPA compliant. As well I will need to be fitted for a complete set of equipment. It cost \$8164 to outfit my three firefighters and the department only budgeted \$8,000 for turnout gear. I am needing an additional \$7,841 to purchase the necessary items. I am not requesting additional funds but plan on reallocating funds from different areas within my budget.

Rental equipment:

Two sets for six months will cost \$1100 and the third set should cost \$275.

Boots:

6 sets will cost \$2,100

Structural firefighting gloves:

5 pairs will cost \$480



**Ringer extrication gloves:**

**20 pairs will cost \$700**

**Structural firefighting bunkers:**

**1 set of turnout gear \$3,022**

**I believe we should never dwell on the past and only focus on the future.**

**Respectfully,**

**Kurt Etter, Director  
Jonesville Department of Public Safety**

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

**JONESVILLE CITY COUNCIL**  
**Minutes of August 25, 2021**

A meeting of the Jonesville City Council was held on Wednesday, August 25, 2021 at the Jonesville Police Department, 116 W. Chicago Street, Jonesville, MI. 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, Treasurer Spahr, WWTP Cert. Oper. Mahoney, Police Chief Lance, Police Chief Etter, DPW Supt. Kyser, Fire Chief Adair, Attorney Lovinger, Christine Bowman, Margaret Hughes, Carolyn Petrie, Carol Burton, Steve Tulloch, Jeff Wingard (Fleis & Vandenbrink), CJ Murray, Charles Crouch, Dean Adair Sr., Lisa Adair, Laura Udzik, Kurtis Bulloch, Rick Riggs, Greg Draper, Joe Luna, Kathy Schmitt (Hillsdale County Commissioner), Virgil Udzik, Bryan and Mary Playford, Ronda Tulloch, Mike Sweeney, Valerie Etter, Scott Lucas, Mike Sweeney, Daren Wisely, Nate Baker, and Neil Finegan.

The Pledge of Allegiance and moment of silence was led by Mayor Gerry Arno.

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

The following spoke during public comment section: Steve Tulloch, Kurtis Bulloch, Virgil Udzik and Kathy Schmitt,

Mayor Arno presented a Proclamation to Chief Michael Lance recognizing his nine (9) years of service to the City of Jonesville.

A motion was made by Jerry Drake and supported by Brenda Guyse to approve the proposal for Engineering and Bidding Services for a Sewer Lining. Supt. Boyle recommended that the City approve a contract with Fleis and Vandenbrink to develop construction specifications, project permitting, and bid documents to solicit bids from qualified contractors to complete this work at a cost of \$7,800 and will be expended from the \$100,000 project budget for cured-in -place lining of several sanitary sewers in the City. Certified Operator Rick Mahoney and Jeff Wingard of Fleis and Vandenbrink spoke briefly regarding the project. All in favor. Motion carried.

Brenda Guyse made a motion to approve the first pay request for the renovations of the Waste Water Treatment Plant Laboratory in the amount of \$2,700 for bond and permit costs. Delesha Padula supported the motion. All in favor. Motion carried.

A motion was made by Andy Penrose and supported by Jerry Drake to approve the purchase to replace the Channel Monster from Kennedy Industries in the amount of \$21,381.00. The Channel Monster is used to capture and grind down wastewater solids coming into the process of the treatment at the plant. All in favor. Motion carried.

Tim Bowman made a motion and was supported by Delesha Padula to approve the FY 2020-21 budget amendments prepared by Finance Director Lenore Spahr. All in favor. Motion carried.

The Fiscal Year 2020-21 annual budget comparison was provided for council. Revenues and expenditures are in line with budgeted figures.

Delesha Padula spoke on behalf of the Personnel Committee regarding the recommendation they are making to the City Council. Padula noted that the findings of the Committee investigation and their recommendations are included in the meeting packet. The Personnel Committee recommends that the City Council create a Public Safety Director position which will be a Department Head position to supervise both the City of Jonesville Police and Fire Departments. The Personnel Committee has determined that Police Chief Kurt Etter would be suitable for the position as he has extensive experience in firefighting, including command positions, firefighter training, along with fire department policy, compliance and operations. The Personnel Committee recommends that City Council authorize creation of the Director of Public Safety position and corresponding reorganization to move forward supporting both the City Manager and the Fire Department. The Committee also recommends that the City Council appoint Police Chief Kurt Etter to the position of Public Safety Director.

A motion was made by Andy Penrose and supported by Jerry Drake to authorize creation of the Director of Public Safety position which will supervise both the Jonesville Police and Fire Departments. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, Delesha Padula, Andy Penrose and Gerry Arno. Nays: George Humphries Jr. Motion carried.

A motion was made by Andy Penrose and supported by Jerry Drake to appoint Police Chief Kurt Etter to the position of Public Safety Director. Roll Call Vote: Ayes: Tim Bowman, Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula, Andy Penrose and Gerry Arno. Nays: None. Motion carried.

The Oath of Office was presented to Police Chief/Public Safety Director Kurt Etter by Clerk Cindy Means.

A motion was made by Brenda Guyse and supported by Tim Bowman to approve the minutes of the July 21, 2021 Regular Meeting. All in favor. Motion carried.

Andy Penrose made a motion and was supported by Delesha Padula to approve Accounts Payable for August 2021 in the amount of \$180,736.16. All in favor. Motion carried.

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

Mayor Arno adjourned the meeting at 7:43 p.m.

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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>
BAKER, VICKI/B & B CLEANING,	JPD/JFD - CLEANING SERVICES	525.00
BIOLOGICAL RESEARCH SOLUTIONS	WATER - TESTING	125.00
BRINER OIL CO., INC.	JFD - GASOLINE/ACCT 25	188.23
	JFD - GASOLINE/ACCT 25	101.94
		290.17
BUTTERS EXCAVATING & LAWN CAFC	CEMETERY SEXTON/MAINT SERVICES	2,875.00
CONSUMERS ENERGY	IRON REMOVAL PLANT ELECTRICITY	1,140.00
	DDA BUILDING ELECTRICITY	321.64
	FAST PARK ELECTRICITY	50.26
	WRIGHT ST PARK ELECTRICITY	37.58
	100 DEAL PKWY SPRINKLER METER ELECTRICITY	32.22
	598 IND PKWY SPRINKLER METER ELECTRICITY	29.38
	500 IND PKWY SPRINKLER METER ELECTRICITY	31.62
	WATER TOWER ELECTRICITY	85.88
	DPW ELECTRICITY	96.01
	CITY HALL ELECTRICITY	335.39
	JFD TRUCK BAY ELECTRICITY	141.17
	JFD TRAINING ROOM ELECTRICITY	128.06
	JFD - EMERGENCY SIREN ELECTRICITY	29.38
	CITY HALL SECOND FLOOR ELECTRICITY	29.09
	DDA - METERED PARKING LOT LIGHTS	82.75
	FREEDOM MEMORIAL ELECTRICITY	41.07
	JPD ELECTRICITY	327.56
	RADIO TOWER ELECTRICITY	34.76
	WWTP ELECTRICITY	4,250.80
	DOWNTOWN/STREETSCAPE LIGHT ELECTRICITY	538.53
	CITY-WIDE LED LIGHT ELECTRICITY	590.26
	CITY-WIDE STREET LIGHT ELECTRICITY	2,012.41
	DDA - UNMETERED PARKING LOT LIGHT ELECTRICITY	31.76
		10,397.58
CURRENT OFFICE SOLUTIONS	COPIER MAINTENANCE	70.15
DMCI BROADBAND, LLC	REPLACE WWTP COMM TOWER	6,838.19
DRAKE, JERRY	R2PC MEETING	33.04
GREENMARK EQUIPMENT	MVP - REPAIRS	60.12
	MVP - CHAIN SAW CHAIN	30.49
		90.61
GRIFFITHS MECH CONTRACTING,	IJPD - SERVICE AIR CONDITIONER	129.00
HILLSDALE COUNTY CENTRAL DISE	JPD - ID NETWORKS MAINT FEES	334.44
HILLSDALE COUNTY TREASURER	JULY BOARD OF REVIEW BILLBACKS	16.58
HOUCHEN PLUMBING & HEATING	JPD - NEW FURNACE & A/C	9,800.00
HYDROCORP, INC	WATER CROSS CONNECTION PROGRAM	520.00
JONESVILLE HARDWARE	SUPPLIES/REPAIRS	734.35
JONESVILLE LUMBER	SUPPLIES/REPAIRS	668.94
JONESVILLE, CITY OF	CITY HALL WATER/SEWER	49.53
	JFD WATER/SEWER	63.85
	JPD WATER/SEWER	49.53
	DPW WATER/SEWER	49.53
	WWTP WATER/SEWER	190.54
	WRIGHT ST PARK WATER/SEWER	438.61
		841.59
KEN STILLWELL FORD-MERCURY,	IJPD - 2019 INTERCEPTOR/OIL CHANGE	52.75
LOVINGER & THOMPSON, P.C.	LEGAL FEES	1,433.75
MICHIGAN DOWNTOWN ASSOCIATION	DDA - MEMBERSHIP RENEWAL	200.00
MICHIGAN GAS UTILITIES	JFD - GAS SERVICE	36.20
	GAS LIGHT SERVICE	56.36
	DPW GAS SERVICE	39.02
	WWTP GAS SERVICE	287.10
	JPD GAS SERVICE	44.41
	CITY HALL GAS SERVICE	40.32
	IRON REMOVAL PLANT GAS SERVICE	41.33
		544.74
MICHIGAN LAWN & LANDSCAPE	MOWING/WEED CONTROL	2,798.11

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
MOBILE LINK	UB refund for account: 006400-03	116.38
MUNICIPAL SUPPLY CO.	WATER SUPPLIES	779.44
	WATER/STORM DRAIN FLAGS	73.24
		852.68
NORM'S TIRE & SERVICE	JPD - TIRES/2019 INTERCEPTOR	641.60
	JPD - TIRE REPAIR/2019 INTERCEPTOR	22.68
		664.28
NSI LAB SOLUTIONS	WATER - TESTING	305.00
NYE UNIFORM COMPANY	JPD - UNIFORMS	200.00
PARRISH EXCAVATING, INC	CONCORD RD SEWER REPAIR	17,369.85
PERFORMANCE AUTOMOTIVE	JPD - SUPPLIES	44.03
PETTY CASH	PETTY CASH REIMBURSEMENT	180.91
POINT RENTAL & SALES	MVP - CHAIN SAWS	1,115.78
	MVP - CHAIN SAW OIL	13.29
		1,129.07
POSTMASTER	POSTAGE - WATER/SEWER BILLS	279.06
SLOVACEK, QUINTON B/DBA CLEAF	JPD - OUTSIDE WINDOW CLEANING	10.00
SPARKS & SONS EXCAVATING, LLC	STORM DEBRIS REMOVAL - FAST PARK	4,281.00
	DEMO 335 MURPHY ST	13,800.00
		18,081.00
SUPERFLEET MASTERCARD PROGRAM	GASOLINE	1,008.69
TRI-COUNTY INTERNATIONAL TRUC	MVP - VEHICLE REPAIRS	158.53
UNIFIRST CORPORATION	MVP - SHOP TOWELS	26.22
	WWTP - UNIFORM RENTAL	29.97
	WWTP - UNIFORM RENTAL	29.97
	MVP - SHOP TOWELS	26.22
	WWTP - UNIFORM RENTAL	29.97
	WWTP - UNIFORM RENTAL	29.97
		172.32
USA BLUEBOOK	WATER - OPERATING SUPPLIES	243.17
USALCO LLC	WWTP - SUPPLIES	4,585.75
VERIZON WIRELESS	JPD/DPW-CELL PHONES/RADIO TOWER/JPD-MODEMS	289.13
	DPW CELL PHONE	25.00
		314.13
WORKHEALTH QUINCY	PRE-EMPLOYMENT PHYSICALS	319.94
	Total:	85,353.78

**CITY OF JONESVILLE  
CEMETERY COMMITTEE  
MINUTES of August 11, 2021**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, August 11, 2021 at the Jonesville City Hall, 265 E. Chicago St., Jonesville, MI. Chairman Shea Dow called the meeting to order at 9:00 a.m.

Cemetery Committee members present were: Brenda Guyse, Brenda Rathbun, Les Hutchinson, John Center, Charlie Pfau, and Mike Kyser.

Also present: Manager Jeff Gray and Mayor Gerry Arno.

Brenda Guyse led the Pledge of Allegiance and moment of silence.

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

A motion was made by Les Hutchinson and supported by Brenda Rathbun to approve the minutes of June 9, 2021. All in favor. Motion carried.

The monthly activity report for July 2021 was presented to the committee providing information related to interments, foundations installed, burial rights transfers and disinterments.

Discussion ensued regarding the potential future construction of a columbarium, which is a structure that includes niches for the repose of cremated remains. Shea Dow provided various designs and cost estimates for the committee. Shea Dow suggested that the committee view an actual columbarium at two locations in Hillsdale (St. Anthony's Cemetery and Oak Grove Cemetery).

Manager Gray provided an update regarding the new BS&A Cemetery software that will be installed.

The next scheduled meeting will be Wednesday, October 13, 2021 at 9:00 a.m.

A motion was made by Charlie Pfau and supported by Les Hutchinson to adjourn the meeting at 10:03 a.m. All in favor. Motion carried.

Submitted by,

Cynthia D. Means  
Clerk

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

## MEETING MINUTES

### Region 2 Planning Commission - Full Commission

**\*\* ZOOM MEETING \*\***

Thursday, July 8, 2021

I. **Call to Order** – Chair Terry called the meeting to order at 2:01 PM. A quorum was present.

Attendance:

Acker	Driskill (E)	Jenkins	✓ Shotwell
Adams	Duckham (E)	Jennings	Sigers (E)
✓ Bair (E)	Elwell (E)	Kamaz	✓ Snell
Baker	Frazier	Kastel	Snow
Bales	Gaede (E)	Keller	✓ Southworth
Barnhart	Gallagher, D.	Koehn	Sutherland
Beach	Gallagher, F.	Kubish (E)	Swartzlander (E)
Beckner	Gentner	Lammers	Teriaco
Beeker (E)	✓ Goetz	Lance	✓ Terry (E)
Blythe	Gould, J.	Linnabary	Tillotson (E)
Boggs	✓ Gould, L. (E)	McClary	Todd
Bolton	Grabert (E)	Miller	Votzke
Bush	Greene (E)	Navarro	Wagner
✓ Camacho	Greenleaf	Nickel	Wardius
Chamberlain	Griffin	Overton (E)	Webb
Collins	✓ Guetschow (E)	Pixley	Wiley
Cornish	Hartsel	✓ Poleski	Williams
Cousino	Hawkins	Richardson	Wilson
Cure	✓ Hawley	Ries	Winter
David	Heath	Root	✓ Witt (E)
DeBoe	✓ Herlein	✓ Schlecte	✓ Wittenbach (E)
Dillon	Horwath	Sessions	
✓ Drake (E)	Jancek (E)	Shaw	

**Key:** ✓ = present      (E) = Executive Committee member

Staff Present: Grant Bauman, Tanya DeOliveira, Steve Duke, James Latham

Others Present: Christine Beech, Rives Township; Mike Davis, MDOT; Angie Kline, JCDOT; Katie Stewart, MDOT; Bret Taylor, JCDOT; Joan Havican, Village of Parma; Katie Stewart, MDOT

- II. **Approval of the July 8, 2021 Agenda** – The motion was made by Comm. Snell, supported by Comm. Schlecte, to approve the July 8, 2021 agenda as presented. The motion carried unanimously.
- III. **Public Comment** – Chair Terry requested public comment. No comments were received.
- IV. **Approval of the Full Commission Meeting Minutes for May 13, 2021** – The motion was made by Comm. Bair, supported by Comm. Snell, to approve the Full Commission meeting minutes of May 13, 2021 as submitted. The motion carried unanimously.
- V. **Approval of the Action Taken at the June 10, 2021 Executive Committee Meeting** – The motion was made by Comm. Bair, supported by Comm. Snell, to approve the action taken at the June 10, 2021 Executive Committee meeting. The motion carried unanimously.
- VI. **Receipt of Treasurer’s Report of June 30, 2021** – A motion was made by Comm. Snell, and supported by Comm. Camacho, to receive the June 30, 2021 Treasurer’s Report as presented. The motion carried unanimously.
- VII. **Approval of July 8, 2021 Submitted Bills** – A motion was made by Comm. Bair, supported by Comm. Snell, to approve payment of the July 8, 2021 submitted bills. The motion carried unanimously.
- VIII. **Staff Progress Report for June, 2021** – The June, 2021 staff progress report was included in the agenda packet. The R2PC staff each reported on their planning activities for the month.
- IX. **Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – The following amendment was submitted for Commission review and approval:

Ms. Kline reported that the Jackson County Department of Transportation (JCDOT) was requesting the following “regionally significant” project be included in the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Name	Limits	Description	Funding	Action
2021	County Farm – Springport Corridor Improvement Project	County Farm Road, from Dearing to Shirley	County Farm rehabilitation, new construction of Technology Drive North	\$5,918,000 EDA \$1,279,500 Local \$7,397,500 Total	Add

The motion was made by Comm. Bair, supported by Comm. Snell, to approve the proposed JCDOT amendment as presented. The motion carried unanimously.

- X. **Approval of the R2PC FY 2022 Planning Work Program (PWP)** – Mr. Duke reviewed the R2PC FY 2022 PWP and budget included in the agenda packet. The total budget revenues are projected to be \$852,437 for the fiscal year beginning October 1, 2021 and ending September 30, 2022. Revenue sources include MDOT, FHWA, EDA, OHSP, and membership dues. Mr. Duke reported that included in the budget is a 3 percent cost of living increase for staff.



The motion was made by Comm. Drake, supported by Comm. Bair, to approve the FY 2022 PWP and budget as presented. The motion carried unanimously.

- XI. Approval of the R2PC FY 2022 Regional Transportation Planning Work Program and Resolution** – Mr. Duke reviewed the R2PC FY 2022 Regional Transportation Work Program which lists the various activities to be completed for MDOT and Hillsdale, Jackson, and Lenawee counties. The MDOT grant for this program is funded at \$51,279 and requires no local matching funds.

The motion was made by Comm. Shotwell, supported by Comm. Bair, to approve the FY 2022 Regional Transportation Planning Work Program and authorizing the R2PC Chair and Executive Director to sign the MDOT project agreement for receipt of the funds as described above. The motion carried unanimously.

- XII. Other Business** – Mr. Duke reported that R2PC received notification from Raisin Charter Township soliciting public comments on their 2021 edition of the Raisin Township Master Plan. The plan can be viewed on the township's website.

The City of Reading, per the Michigan Planning Enabling Act, notified the R2PC that they have adopted their Master Plan on June 8, 2021.

Mr. Duke asked the Commissioners if they thought we should have our annual dinner and meeting this year in November. The dinner was canceled last year due to the pandemic. The consensus of those in attendance was to host the annual meeting this fall.

Commissioner Goetz asked Mike Davis, MDOT, if MDOT could review visibility issues with the US-223/Horton Road intersection in Lenawee County.

Mr. Duke reported that the City of Jackson has lifted their State of Emergency, therefore, all future meetings will be conducted in person beginning with the August, 2021 Executive Committee meeting.

No other business was brought before the Commission.

- XIII. Public / Commissioners' Comments** – No additional public or Commissioner comments were received.

- XIV. Adjournment** – There being no further business, Chair Terry adjourned the meeting at 2:40 PM on a motion by Comm. Shotwell, and supported by Comm. Bair.

Chris Wittenbach  
Secretary

# Region 2 Planning Commission

*Serving Hillsdale, Jackson and Lenawee Counties*

## MINUTES

Region 2 Planning Commission – Executive Committee  
Hillsdale City Hall  
97 N. Broad Street  
Hillsdale, MI 49242

**Thursday, August 12, 2021**

- I. **Call to Order** – Chair Terry called the meeting to order at 2:10 p.m. A quorum was present.

Executive Committee Members:

✓ Bair	Grabert	✓ Terry
✓ Beeker	Greene	✓ Tillotson
Drake	Guetschow	Witt
Driskill	✓ Jancek	✓ Wittenbach
Duckham	Kubish	
✓ Elwell	Overton	
Gaede	Sigers	
✓ Gould	Swartzlander	

**Key: ✓ = present**

Other Commissioners Present: Christine Beecher; Judy Southworth

Others Present: Chad Cumberworth, Jackson Area Transportation Authority; Sue Smith, Hillsdale EDP

Staff Present: Duke, Hurt

- II. **Pledge of Allegiance** – Those present rose for the Pledge of Allegiance.
- III. **Approval of the Agenda** – A motion was made by Comm. Tillotson, supported by Comm. Bair, to approve the August 12, 2021 Executive Committee agenda as presented. The motion carried unanimously.
- IV. **Public Comment** – Chair Terry announced the first opportunity for public comment. No public comments were received.

- V. **Approval of Minutes of the June 10, 2021 Executive Committee Meeting** – A motion was made by Comm. Jancek, supported by Comm. Bair, to approve the June 10, 2021 Executive Committee meeting minutes as submitted. The motion carried unanimously.
- VI. **Receipt of the Treasurer’s Report of July 31, 2021** – A motion was made by Comm. Bair, supported by Comm. Jancek, to approve receipt of the Treasurer’s Report for July 31, 2021. The motion carried unanimously.
- VII. **Approval of the August 12, 2021 Submitted Bills** – A motion was made by Comm. Jancek, supported by Comm. Bair, to approve payment of the August 12, 2021, submitted bills as presented. The motion carried unanimously.
- VIII. **Staff Progress Report for July, 2021** – Mr. Duke presented highlights from the staff report:
  - Staff conducted the second CEDS Committee meeting
  - Staff sent out approximately 150 surveys to property owners in the Leoni Downtown Development District to gather input for the strategic plan
  - The R2PC will be hosting an informational workshop on the American Rescue Plan Act (ARPA) funding on October 13<sup>th</sup>
  - Staff conducted Rural Task Force meetings in each of the three counties to allocate HIP Covid transportation funds
  - Staff developed base-year socio-economic data for the JACTS 2050 Long Range Transportation Plan update
  - Staff preparing the FY 2022 OHSP enforcement grant
  - Staff submitted the draft Jackson County Hazard Mitigation Plan to the MSP for review and comment
  - Staff continued working on numerous master/recreation plans throughout the region
- IX. **Hillsdale Economic Development Partnership Update** -- Ms. Sue Smith, CEO, updated the Committee on recent activities the Hillsdale Economic Development Partnership staff assisted with or participated in over the past several months.
- X. **Approval of Amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP)** – The following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP) were submitted for review and approval.

Mr. Cumberworth reported that JATA was requesting the following amendments to the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Name	Limits	Primary Work Type	Description	Funds & Source
2021	5307 – CTF Urbanized Formula	Countywide	Operating	Operating Assistance	\$1,315,859 – Federal (5307) \$1,717,224 – State (CTF) \$3,033,083 – Total
2021	5307 – CTF Urbanized Formula	Countywide	Operating	1% safety & security from Section 5307 Federal Operating	\$13,159 – Federal (5307) \$3,290 – State (CTF) \$16,449 – Total

Mr. Duke reported that MDOT was requesting the following amendment to the JACTS FY 2020-2023 Transportation Improvement Program (TIP):

FY	Job number	Phase	Name	Limits	Length	Description	Funds & Source	Amendment Type
2021	209494	ROW	TSC Wide	Various Locations – Jackson TSC	0	Modernizing signalized intersection to current standards	\$35,000 – Federal (STG) \$0 – State \$35,000 - Total	Budget over 25%
2021	212899	CON	I-94	I-94 from Jackson/Calhoun County Line east to M-60 in Jackson County	12.405	Tree removal and ROW fencing removal / installation	\$1,129,825 – Federal (IM) \$125,536 – State \$1,255,361 – Total	Add

The motion was made by Comm. Jancek, supported by Comm. Elwell, to approve the proposed Jackson Area Transportation Authority and MDOT amendments as presented. The motion carried unanimously.

- XI. **Other Business** – Mr. Duke stated that the R2PC annual dinner and meeting will be held November 4<sup>th</sup> at the Jackson County Country Club. Invitations will be included in the September agenda packet.

Included in the agenda packet was a meeting calendar for the remainder of 2021. The meetings will be conducted in person.

- XII. **Public Comment / Commissioners Comments** – Chair Terry announced that he will be retiring as the manager of the City of Litchfield at the end of September; therefore, Vice-Chair Jancek will assume Chair responsibilities until elections are held in February, 2022.

Chair Terry reported that Executive Director Duke plans to retire in the near the future. Discussions are underway by the Personnel & Finance Committee to find a new Executive Director.

- XIII. **Adjournment** – There being no further business, the meeting was adjourned by Chair Terry at 3:01 p.m.

Chris Wittenbach  
Secretary

Economic Development Partnership of Hillsdale County  
Minutes of Regular Meeting  
July 16, 2021

**Board Members Present:** John Condon, Kelly Hodshire, David Mackie, Don Germann, Katrina Mosher, Ron Griffiths, Jeff Gray, Vicki Morris, Rick Schaerer, Chris McArthur, Tom Robinson, Doug Terry, Kym Blythe, Doug Ingles

**Board Members Absent:** Nick Krzeminski, Greg Moore, Tracy McCullough, Jeremiah Hodshire, Tony Samon, Troy Reehl, Ned Bever

**Staff:** Susan Smith, Annette Sands

**Guest:** State Representative Andrew Fink

**Call to Order:** 8:03 a.m.- Rick Schaerer

- Motion by Don Germann to approve agenda.  
Support by John Condon, unanimously approved
- Motion by Vicki Morris to approve May 13, 2021 Minutes  
Support by Don Germann, unanimously approved
- Motion by Vicki Morris to approve Treasurer's Report  
Support by Don Germann unanimously approved
- Motion by Don Germann to approve the Director's Report  
Support by Tom Robinson Unanimously approved

**Treasurer's Report:** Consisted of an overview of the EDP's current fiscal year, July 2020-June 2021. Currently cash in bank is \$198,818 with total Assets at \$296,248. CD's in the amount of \$78,780.64. The current accounts receivable invoices (Investment and Sponsorship) of \$18,650 will be rid of and clean for next fiscal year, these do not carry over. The net income for the year is \$36,278.24. Total equity of \$277,544. Total income was over projection, due to additional contracts for covid relief. Even with projected loss for the year EDP ended fiscal year with Net Income of \$36,278.24. Overview of RLF account. Loan Accounts paid in full include: Hillsdale Health & Wellness, At the Turn, M&M Smokehouse and Basis Machining. We have money available if aware of good, low risk opportunities, that funding can be utilized to fill gap of bank funding or independent.

**Director's Report:** Consisted of an overview of happenings at the EDP.

- Employer Breakfast with Partners from MWSE and LRTC
- Trends Luncheon went well, many requests for speaker contact information. Discussions for quarterly update events are in the process, stay tuned for dates.
- Retention visits with partners and MWSE and MEDC. EDP on site at Paragon, meeting with Katrina Mosher. New lines and need people to work.

Cobra Moto with Sean Hilbert and Sheena Sigler.-extreme growth with issues being lack of housing to attract talent, State's unreliable and unpredictable statutes and laws, supply shortage.

Hillsdale Terminal-Substantial Growth in sales for RV Industry, lots of success finding new employees by utilizing facebook, has been using Industry 4.0 for decades prior to current trend.

- General Business Concerns: UIA, computer chip shortage, finding employees, etc.
- Referrals
- Visits with Representative Fink, and employers.
- Reading Opera house
- Community involvement

**Update with Representative Andrew Fink-** UIA is currently one of the top issues. With the large influx of Federal funds, UIA mishandling of money. They are seeking reimbursements for licensing fees for businesses that were unable to be open yet had to pay fees. Big battle of Economic Leveling the field. Secretary of State operating by appointment only, and continuous staffing issues. Government is pointing the blame of employment pool at child care for the reason to not return to work. As of May 31<sup>st</sup> job search requirements were instilled, Employment increase of marijuana study, facilities vs establishment (medical vs recreational) marijuana being tracked from seed to sale. Drug recognition tests for police officers, importance of the American Family and effects of the breaking down of family unit.

#### **Round Table Discussion:**

- Vicki Morris- Mortgage business is extremely busy, with purchasers paying up to \$40,000 above asking price. New Construction loans are also on the rise even with large increases in lumber costs.
- Don Germann- Consumers side is very busy, with Home Equity loans high
- Doug Terry- Industrial Parks level of frustration due to lack of employees and hindered growth due to this. New home builds are delayed, due to lumber costs. Shortage of copper in the municipal world, they are all working together to assist in fulfilling municipal needs. No road projects in Litchfield due to the costs and instability of prices, so many grants available at this time.
- Katrina Mosher- Paragon currently has over 30 openings, most replies from potential employees has been on Facebook, UIA has finally updated so employers are able to report applicants who refuse employment
- Tom Robinson- feels employer pain on need for employees. MWSE has held six virtual job fairs with only 30-50% registered people attend. Training for current staff overview of IWT and OJT funds. MWSE has created new positions with two levels/four positions – Business service Specialists, more strategic planner and apprenticeship pipeline training, talent pipeline. Going Pro 2022 in Late August. There have been a large number of OJT & IWT for leadership and soft skill training. Cobra has a new apprenticeship program. Paragon will be in Hillsdale MWSE center as Employer of the Day in August.
- Kelly Hodshire- hears a lot of Unemployment and businesses seeking employee's difficulties, and dealing with IRS struggles.

- Chris McArthur- Water tower in Hillsdale is near completion and new network.

Adjournment: 9:33 a.m.- Rick Schaerer

Respectfully submitted,  
Annette Sands

JONESVILLE FIRE DEPARTMENT  
AUGUST 2021 SUMMARY

114 W. Chicago St.  
Jonesville, MI 49250



(517) 849-9451  
(517) 849-2520 Fax

Total Calls 45

	City	Fayette	Scipio	Mutual	Training
Total calls for 2021	56	40	23	44	27
Calls for August	14	17	11	10	3

Members	Date	Type of call				
6	8/1/2021	Medical Disregard	516 W Chicago			x
5	8/2/2021	Assist Medical	515 Maumee			x
10	8/3/2021	Controlled Burn	488 Greenbriar	x		
2	8/3/2021	Medical Disregard	515 Maumee			x
11	8/4/2021	Assist Medical	515 Maumee			x
13	8/4/2021	Meeting	Station			x
11	8/6/2021	PI Accident	US12 / Halfmoon Lk		x	
7	8/7/2021	Assist Medical	3590 Jonesville Rd			X
12	8/8/2021	Assist Medical	1280 E Hastings LK Rd			x
9	8/9/2021	PI Accident	470 Olds	x		
12	8/11/2021	Wires Down	US12 / Concord	x		
12	8/11/2021	Wires Down	Ball and Hillsdale		x	
12	8/11/2021	Wires Down	12 and Oak	x		
12	8/11/2021	Wires Down	7091 Rainey Rd		x	



12	8/11/2021	Wires Down	3152 Genessee Rd			x		
13	8/11/2021	Assist Medical	107 Olds St	x				
13	8/11/2021	Training	Station					x
10	8/12/2021	Wires Down	448 E Chicago	x				
10	8/12/2021	Wires Down	345 Jonesville Rd	x				
12	8/12/2021	Wires Down	Evans / US12	x				
11	8/12/2021	Wires Down	781 Olds St	x				
12	8/12/2021	Wires Down	Parkwood	x				
13	8/12/2021	Wires Down	Half Moon Lk			x		
13	8/12/2021	Wires Down	Mauck Rd			x		
11	8/12/2021	Wires Down	Genessee			x		
9	8/13/2021	Odor Investigation	4400 Homer Rd			x		
10	8/13/2021	Wires Down	North Bunn/West Chicago			x		
10	8/13/2021	Wires Down	2770 Taylor Rd			x		
9	8/15/2021	PI Accident	Maumee / Adrain	x				
7	8/15/2021	Assist Medical	309 East St					x
14	8/12/2021	PI Accident	Milnes / housenecht				x	
8	8/16/2021	Shorted House Wiring	4075 Beck Rd			x		
9	8/17/2021	PI Accident	US12 / M99	x				
12	8/17/2021	Structure Fire	3091 Mechanic Rd					x
9	8/17/2021	Traffic Hazard/ Consumers	1871 East Chicago			x		
5	8/18/2021	Wires Down	3960 North Bunn Rd			x		
11	8/18/2021	Cleanup	Station					x
7	8/20/2021	Wires Down	416 Senca St	x				
9	8/21/2021	PI Accident	1430 West Moore			x		
7	8/21/2021	Odor Investigation	3620 North Lake Wilson Rd			x		
10	8/21/2021	Structure Fire	27 Mead St					x
7	8/22/2021	Assist Medical	3330 North Lake Wilson			x		
8	8/24/2021	PI Accident	Milnes / North Adams			x		
6	8/26/2021	Assist Medical	624 Chatam Cir	x				
6	8/30/2021	Fire Disregard	2856 West Carleton, Lot 105					x

# JONESVILLE POLICE DEPARTMENT

116 W. Chicago St.  
Jonesville, MI 49250-1106



(517) 849-2101  
(517) 849-2520 (fax)

## ACTIVITY SUMMARY FOR AUGUST 2021

Total reports written: 60  
Break and Enter: 0 (entry w/o auth.)  
Damage to Property: 3  
Larceny from Motor Vehicle: 0  
OUIL: 0  
Alcohol Violations: 0  
Retail Fraud: 2  
Obstructing Justice: 2  
Public Roadway Accidents: 2  
Private Property Accidents: 7  
Driving Law Violations: 12  
Other Arrests: 5 (warrants, traffic-DWLS/Revoked, etc.)  
Medical Emergency: 7  
Overdose: 0  
Mental Petitions Served: 0  
Nuisance Animals: 0  
General Assistance: 4  
Traffic/Moving Violations: 48  
Carrying Concealed Weapon: 1  
Suspicious Situation: 2  
Warrants Received from Prosecutor: 8

Officer Carl Albright was promoted to the rank of Sergeant.

Three AED's were ordered, two for the Fire Department and one for the Police Dept., giving us a total of four identical units. By purchasing the same model AED for the Fire Dept. I was able to save the city \$1,105.98. There will be a long-term cost saving also by having identical units in both departments that can share batteries and pads. The Police Dept. already has a supply of both pads and batteries on hand that can be shared between us.

August Patrol Shift Coverage: 70%

# MONTHLY OPERATING REPORT

## AUGUST 2021

**SUBMITTED: 2021**

### **WATER FLOW**

MAXIMUM	304,000
MINIMUM	107,000
AVERAGE	183,000
TOTAL	5.675 MG

### **WASTEWATER FLOW**

MAXIMUM	287,000
MINIMUM	205,900
AVERAGE	263,000
TOTAL	8.1515 MG

**CALLOUTS: Four 3 at the Water Plant—One at the Wastewater Plant**

### **OPERATION & MAINTENANCE**

The plant was in compliance with the NPDES permit limitations during the month of August 2021.

The Wastewater Plant Laboratory processed 139 Bacteria tests, 32 Nitrate tests and 20 Nitrite tests. The annual totals are as follows:

- Bacteria Test----721
- Nitrate Tests----183
- Nitrite Tests-----81

The total paid walk-in business was \$2,180.00.

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

**NPDES Permit 30 Day Average Limit is 4 mg/l**

**NPDES Permit Daily Maximum is 10 mg/l**

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—2.6 mg/l*

*Average Percent Removal from the Raw Wastewater—98.6 %*

*Daily Maximum—6 mg/l*

### **Total Suspended Solids**

**NPDES Permit Limit is 20 mg/l**

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

*Jonesville Monthly Average—1.2 mg/l*

*Average Percent Removal from the Raw Wastewater—99.0%*

### **Total Phosphorus**

**NPDES Permit Limit 1 mg/l Year Round**

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—0.30 mg/l***

***Average Percent Removal from the Raw Wastewater—94.4%***

### **Ammonia Nitrogen**

**NPDES Permit 30 Day Average Limit is 0.5 mg/l**

**NPDES Permit Daily Maximum is 2 mg/l**

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—0.045mg/l***

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

***Jonesville Daily Maximum—0.070 mg/l***

Brian Boyle

Jonesville Dept of Public Works  
 August 2021  
 Monthly Report

	Maintenance	White Paint	Yellow Paint	Top Dirt	COLD MIX
STATE HIGHWAYS	0 HR DT 0 HR OT			0 Yd	0 Ton
MAJOR STREETS	0 HR DT 0 HR OT	0 Gal	0 Gal	0 Yd	0 Ton
LOCAL STREETS	0 HR DT 0 HR OT	0 Gal	0 Gal	0 Yd	0 Ton
PARKING LOTS	0 HR DT 0 HR OT	0 Gal	0 Gal	0 Yd	0 Ton
POLICE STATION	0 HR OT	0 Gal	0 Gal	0 Yd	
FIRE DEPARTMENT	0 HR OT	0 Gal	0 Gal	0 Yd	
SEWER DEPT	0 HR DT				
LDFA	0 HR OT	0 Gal	0 Gal		0 Ton
WATER	0 HR DT 0 HR OT				0 Ton
State Police	0 HR OT				

**There were no call outs.**

We installed the new soffit on the Wright Street Park pavilion.

We have been watering the DDA planters and the Rail Trail trees.

We helped Sparks Excavating clean up City Hall roof in Fast Park.

The yard at 429 Evans Street was mowed as it is vacant.

We have been picking brush from the storms on the 11th and 12th with the tractor and dump trucks.

We started cleaning up the Cemetery from the storms.

Mike Kyser

**CITY OF JONESVILLE  
CASH BALANCES**

	July-2021	BANK BALANCE
<b>GENERAL FUND:</b>		
General Fund Now Checking	101-000-001	3,932.71
General Fund CLASS Acct	101-000-007	1,195,971.66
General Fund Cemetery CLASS Acct	101-000-007.100	93,106.62
General Fund Alloc of Assets CLASS	101-000-007.200	413,616.27
<b>MAJOR STREETS:</b>		
Major Streets Now Checking	202-000-001	11,777.28
Major Streets CLASS Acct	202-000-007	461,925.30
<b>LOCAL STREETS:</b>		
Local Streets Now Checking	203-000-001	8,401.09
Local Streets CLASS Acct	203-000-007	560,834.31
<b>STATE HIGHWAY:</b>		
State Highway Now Checking	211-000-001	13,827.20
<b>L.D.F.A.:</b>		
LDFA Operating Now Checking	247-000-001	10,149.32
LDFA Operating CLASS Acct	247-000-007	2,354,966.44
<b>D.D.A.:</b>		
DDA Now Checking	248-000-001	5,934.43
DDA Operating CLASS Acct	248-000-007	121,094.96
<b>SEWER FUND:</b>		
Sewer Receiving Now Checking	590-000-001	98,372.15
Sewer Bond & Interest Checking	590-000-001.300	10.00
Sewer Receiving CLASS Acct	590-000-007	372,541.51
Sewer Plant Improv. CLASS Acct	590-000-007.200	1,304,922.34
<b>WATER FUND:</b>		
Water Receiving Now Checking	591-000-001	40,449.11
Water Receiving CLASS Acct	591-000-007	302,469.38
Water Plant Improvement CLASS Acct	591-000-007.100	384,837.02
Water Bond Reserve CLASS	591-000-007.200	24,437.84
Water RR&I Reserve CLASS	591-000-007.250	20,531.76
Water Tower Maint CLASS Acct	591-000-007.300	52,173.41
Water Maint CLASS Acct	591-000-007.400	51,365.84
<b>MOTOR VEHICLE POOL:</b>		
Motor Vehicle Pool Now Checking	661-000-001	1,946.37
Equip. Replace CLASS - Police Car	661-000-007.301	5,475.78
Equip. Replace CLASS - Fire Truck	661-000-007.336	241,683.99
Equip. Replace CLASS - DPW Equip	661-000-007.463	128,152.71
Equip. Replace CLASS - WWTP/Vactor	661-000-007.590	36,592.84
<b>CURRENT TAX:</b>		
Current Tax Checking	703-000-001	2,884.97
Current Tax Savings Account	703-000-002	195,000.00
<b>PAYROLL FUND CHECKING:</b>		
	750-000-001	6,500.57
<b>GRAND TOTAL</b>		<b>8,525,885.18</b>