



**CITY OF JONESVILLE
COUNCIL AGENDA
JUNE 16, 2021 - 6:30 P.M.**

JONESVILLE FIRE DEPARTMENT, 114 W. CHICAGO STREET

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. None

5. PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION

A. Fiscal Year 2021-22 Operating Budget and Ad Valorem Mill Levy

1. Public Hearing

2. Resolution 2021-04 to Adopt July 2021-June 2022 Budget,
General Appropriations Act and Ad Valorem Mill Levy

[ROLL CALL][Action Item]

6. REPORTS AND RECOMMENDATIONS

A. Resolution 2021-05 – Utility Billing Rates and Fees

[ROLL CALL][Action Item]

B. Consider the Fiscal Year 2021-22 to 2026-27 Capital Improvement Plan

[Action Item]

C. Approval of the Fiscal Year 2021-22 Employee Wage Scale

[Action Item]

D. Consider Bid Award – Laboratory Renovations

[Action Item]

E. City Facility Use Policy – COVID-19

[Action Item]

F. Request to Waive Park Usage Policy

[Action Item]

G. Amendment to Cemetery Fee Schedule

[Action Item]

7. COUNCIL MINUTES

A. Consider minutes of the May 19, 2021 Regular Meeting

[Action Item]

8. ACCOUNTS PAYABLE

A. Accounts Payable for June 2021 totalling \$61,159.27

[Action Item]

9. DEPARTMENT REPORTS

A. Fire Department – Chief Adair

B. Water/Wastewater Treatment Plant – Superintendent Boyle

C. Department of Public Works – Superintendent Kyser

D. Police Department – Chief Lance

E. Cash Report – Finance Director Spahr

F. Cemetery Report – Manager Gray

10. ADJOURN

A. Next meeting Wednesday, July 21, 2021 at 6:30 pm

JONESVILLE FIRE DEPARTMENT TRUCK BAYS

This meeting will be held in the truck bays at the Jonesville Fire Department, located at 114 W. Chicago Street. The meeting is open to the public.

If you are able, please consider parking in the Jerry Russell Trail parking area, located west of the Police Department (see illustration below). This will leave parking available at the Fire Station for firefighters to respond to emergency incidents, if that becomes necessary during the meeting. There is a sidewalk that connects the Russell Trail Parking to the Fire Station parking area along the north side of the Police Department.

Please enter the meeting through the north (rear) entrance to the building.





To: Jonesville City Council
From: Jeffrey M. Gray, City Manager 
Date: June 11, 2021
Re: Manager Report and Recommendations – June 16, 2021 Council Meeting

5. A. Fiscal Year 2021-22 Operating Budget and Ad Valorem Mill Levy

1. Public Hearing

This is the time reserved on the agenda to hear public comments on the proposed operating budget for July 2021 through June 2022. The property tax rate of 16.388 mills (unchanged) proposed to be levied to support the proposed budget is also a subject of this hearing. As discussed at the May 26th special session, a balanced budget has been presented for consideration. The proposed budget was made available for public view following the special meeting. Fiscal Year 2020-21 Budget highlights and fund summaries have been discussed at the previous two Council meetings and can be presented at the meeting.

2. Resolution 2021-04 to Adopt July 2021-June 2022 Budget, General

Appropriations Act and Ad Valorem Mill Levy

[ROLL CALL][Action Item]

Action item related to the public hearing. The Fiscal Year 2021 Budget Committee is proposing the adoption of a balanced budget for the upcoming fiscal year as outlined with Resolution 2021-04. Note that line item detail of each respective fund's expenses and revenues are identified in the complete operating budget; the budget, Capital Improvement Plan, estimated FY 2021-22 Fund Balances, and Employee Wage Scale are being sent as a "virtual budget binder" via separate email. The complete operating budget can also be viewed on the City website. The Budget Committee and Department Heads worked diligently to balance the FY 2021-22 Budget.

With the adoption of this fiscal year budget, we continue our focus on the stewardship of the public's resources. The budget proposes continued maintenance of streets and other public infrastructure. Not only would essential services be provided, but valued services like leaf and brush pickup are fully funded in the proposed budget. Essential Departmental equipment and facilities improvements are proposed. I recommend adoption of the Fiscal year 2020-21 Budget as presented by the Budget Committee. A roll call vote is required. *Please refer to the attached Resolution 2021-04 and Budget Summary, and the Budget Hearing Notice.*

6. A. Resolution 2021-05 – Utility Billing Rates and Fees

[ROLL CALL][Action Item]

The Budget Committee is proposing the adoption of the utility billing rates and fees as outlined in the attached resolution. The rate increase is necessary to attain revenue levels to balance the Water and Sewer Enterprise Funds. Pursuant to Chapter 34 of the Code of Ordinances, rates are adjusted to keep pace with the United States Federal Consumer Price Index. The Fiscal Year 2021-22 rate increase for water is 2.25 percent; the increase for sewer is 2.6 percent. The net increase is a bit above the CPI of 1.4%, and reflects the projected schedule of increases from the 2019 rate studies. The monthly residential base bill (2,000 gallons) will increase by \$1.10. The average monthly residential bill (based on 4,000 gallons of use) will increase a total of \$1.68. These increases are necessary to ensure the ongoing maintenance of the water distribution system, future rehabilitation and maintenance of the Iron Removal Plant, and coverage of costs associated with the operation and maintenance of the wastewater treatment plant and sewage collection system. These proposed rate increases are reflected in the projected revenues

in the FY 2020-21 Budget. I recommend adoption of Resolution 2021-05, as recommended by the Budget Committee. *Please refer to the attached Resolution 2021-05.*

6. B. Consider Adoption of the FY 2021-22 to 2026-27 Capital Improvement Plan [Action Item]

The Capital Improvement Plan that summarizes anticipated major capital projects for the coming fiscal year, along with the following five years. The document is a companion to the annual operating budget and is intended to help with long range budgeting. The plan has been reviewed by the Budget Committee and recommended for approval and was reviewed in the prior budget work sessions. The Plan has been updated to include the individual project sheet for the Refurbishment of Truck 235 in FY 2024-25 (p. 13); the page was inadvertently omitted from the last draft. Also, the Cemetery projects page (p. 6) has been updated to reflect that the budgeted cost of design work for the Cemetery expansion is \$12,500. I recommend a motion to approve the FY 2021-22 to 2026-27 Capital Improvement Plan. *Please refer to the CIP provided with the full operating budget.*

6. C. Approval of the Fiscal Year 2021-22 Employee Wage Scale [Action Item]

The City adopted a new wage scale for all full-time employees in 2019 to aid with employee retention and recruitment. This was the first update to the scale in over a decade. The budget reflects, as recommended by the City Council Budget Committee, an increase of 1.4% to match the December 2020 Consumer Price Index to the wage scale to remain competitive in employee compensation. Employees would also be eligible to move to the next step in the wage scale. The proposed wage increases are reflected in the budget presented under item 5.A. of this agenda. The wage increases would be effective after the start of the fiscal year on July 1, 2021. *Please refer to the proposed Employee Wage Scale provided with the full operating budget.*

6. D. Consider Bid Award – Laboratory Renovations [Action Item]

Sealed bids for the renovation of the Laboratory at the Wastewater Treatment Plant were opened on May 27th. Bids were received from two local contractors. Following interviews with the bidders, the project architect is recommending that the contract be awarded to the low bidder, Foulke Construction in the amount of \$119,500. The bid is well within the budget for the project. On advice of the architect, I would request that Council consider an additional contingency allowance of up to \$5,000 to allow staff the flexibility to address any unanticipated issues that may come up during the renovation process. A motion to award the contract in an amount not to exceed \$124,500 to Foulke Construction and to authorize the City Manager to execute the same is necessary. *Please refer to the Architect's recommendation and bid tabulation.*

6. E. City Facility Use Policy – COVID-19 [Action Item]

In June of last year, the Council implemented a temporary policy restricting reservation of indoor and outdoor City facilities, in response to the COVID-19 pandemic. Effective June 1, State orders lifted masking and capacity restrictions at outdoor venues. Council might consider a motion to rescind its temporary policy on the use of outdoor facilities. This would permit events like the US-12 Garage Sale in Carl Fast Park to be conducted as it was prior to the pandemic. It is anticipated that indoor restrictions will be lifted on July 1; the Council may want to consider indoor use limits after new orders go into effect. Continuation of the indoor restrictions would affect the Police Conference Room that was previously used by the American Legion, the Fire Department Meeting Room that was formerly available for rental and the occasional car wash and other fundraisers in the Fire Department bays. Staff would anticipate utilizing the Meeting Room for at least a few more months to allow for distancing.

6. F. Request to Waive Park Usage Policy

[Action Item]

The Jonesville District Library is requesting permission to host a Midnight Moon Viewing at the Wright Street Park on Saturday, July 24th from 10:00 p.m. until midnight. Normal hours for use of the park are from dawn until dusk, daily. Details about the event are included in the attached request. The Library hosted a similar event in July of 2019. A representative will be in attendance at the meeting to answer any questions. A motion is necessary to approve the waiver to the policy to allow use of the park after dark. *Please refer to the attached request.*

6. G. Amendment to the Cemetery Fee Schedule

[Action Item]

The Cemetery Committee acted at their June meeting to approve the request from Sexton Tyler Butters to increase the cost of concrete foundations from \$0.40 per square inch to \$0.50 per square inch. The request results from the increased cost of materials. Sexton Butters attended the meeting and answered questions from the Committee. The change is recommended for a two-year period to begin on July 1, 2021. After the two years, the amount will be reviewed to determine if material costs will permit it to be lowered. A motion is necessary to amend the fee schedule. *Please refer to the attached request from the Sexton and draft schedule of fees.*

Correspondence:

- Modern Waste: Notice of Renovation of Transfer Station

2021-04

**CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN**

**RESOLUTION: TO ADOPT JULY 2021 - JUNE 2022 BUDGET, GENERAL
APPROPRIATIONS ACT AND AD VALOREM MILL LEVY**

Partial minutes of a Regular Meeting of the City Council of the City of Jonesville, County of Hillsdale, Michigan, held in the Jonesville Fire Station in said City on the 16th day of June, 2021, at 6:30 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Councilperson _____ and supported by Councilperson _____.

WHEREAS, a public hearing was held on the City of Jonesville proposed budget on June 16, 2021 and notice of the hearing was published in a newspaper of general circulation at least six days before the hearing; and

WHEREAS, the City of Jonesville is complying with the Truth and Taxation Act, P.A. 5 of 1982, by meeting all requirements of Section 16 of the Uniform Budgeting and Accounting Act as directed by P.A. 42 of 1995; and

NOW THEREFORE BE IT RESOLVED, that the attached July 2021 - June 2022 Budget Summary is hereby adopted as the Budget for the City of Jonesville for the period beginning July 1, 2021 and ending June 30, 2022; that the adopted expenditures shall be appropriated to meet the expenses of the several Funds and Activities of the City of Jonesville for July 1, 2021 through June 30, 2022; and that the adopted revenues are hereby budgeted for the purpose of defraying the said expenditures of the City, along with the adopted use of fund balances and retained earnings; and

BE IT FURTHER RESOLVED, that the City Council authorizes the City Manager to transfer line-item amounts within the budgeted activities; however, Council approval is required to change activity appropriations; and

BE IT FURTHER RESOLVED, that the ad valorem mill levy of 11.7057 mills is hereby adopted for the General Fund, and 4.6823 mills is hereby adopted for Streets and shall be deposited in the Local Streets Fund.

AYES:

NAYS:

ABSENT:

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 Jonesville, County of Hillsdale Michigan at a Regular Meeting held on the 16th day of June, 2021, and that public notice was given pursuant to Act No. 267, Public Acts of Michigan, 1976, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

Cynthia D. Means, Clerk

CITY OF JONESVILLE
2021-2022 FISCAL YEAR BUDGET SUMMARY
Adopted June 16, 2021

21-22

GENERAL FUND

REVENUES

Use of Fund Balance	21,124
Revenues	<u>1,573,267</u>
TOTAL FUNDS AVAILABLE	1,594,391

EXPENDITURES

101 City Council	24,600
172 City Manager	117,942
191 Elections	100
218 General Office	230,725
247 Board of Review	875
253 Treasurer	3,250
257 Assessor	22,100
258 Data Processing/Computer Department	22,350
265 City Hall	44,777
276 Cemetery	69,073
285 Freedom Memorial	1,900
301 Police Department	317,116
336 Fire Department	317,977
410 Planning & Zoning Commissions	11,596
441 Radio Tower Property	-
442 Parking Lots	13,990
443 Sidewalks	1,430
444 Department of Public Works	18,420
445 DPW Building & Grounds	-
448 Street Lighting	33,000
526 Sanitary Land Fill	8,115
728 Special Projects Coordinator	-
751 Recreation Department	44,865
770 Parks	14,975
780 Rail/Trail	7,395
858 Fringe Benefits	32,820
862 Employer Share of Social Security	-
865 Insurance	16,000
895 Promotions	-
897 Other Activities	<u>219,000</u>
TOTAL FUND EXPENDITURES	1,594,391

NET AMOUNT TO FUND BALANCE

-

CITY OF JONESVILLE
2021-2022 FISCAL YEAR BUDGET SUMMARY
Adopted June 16, 2021

21-22

MAJOR STREETS

REVENUES

Use of Fund Balance	-
Revenues	634,279
	634,279

TOTAL FUNDS AVAILABLE 634,279

EXPENDITURES

451 Street Construction	450,000
465 Routine Maintenance	124,990
474 Traffic Control	4,400
478 Winter Maintenance	22,915
897 Other Activities	-
900 Administration	12,726
	12,726

TOTAL FUND EXPENDITURES 615,031

NET AMOUNT TO FUND BALANCE 19,248

LOCAL STREETS

REVENUES

Use of Fund Balance	-
Revenues	289,390
	289,390

TOTAL FUNDS AVAILABLE 289,390

EXPENDITURES

451 Street Construction	-
465 Routine Maintenance	80,970
474 Traffic Control	2,314
478 Winter Maintenance	18,480
900 Administration	129,786
905 Debt Service	-
	-

TOTAL FUND EXPENDITURES 231,550

NET AMOUNT TO FUND BALANCE 57,840

STATE HIGHWAY

REVENUES

Use of Fund Balance	-
Revenues	35,675
	35,675

TOTAL FUNDS AVAILABLE 35,675

EXPENDITURES

451 Street Construction	-
465 Routine Maintenance	12,800
474 Traffic Control	850
478 Winter Maintenance	9,300
900 Administration	12,724
	12,724

TOTAL FUND EXPENDITURES 35,674

NET AMOUNT TO FUND BALANCE 1

**CITY OF JONESVILLE
2021-2022 FISCAL YEAR BUDGET SUMMARY
Adopted June 16, 2021**

21-22

LOCAL DEVELOPMENT FINANCE AUTHORITY

REVENUES	
Use of Fund Balance	-
Revenues	362,175
TOTAL FUNDS AVAILABLE	362,175
EXPENDITURES	
729 Development Activities	213,375
731 Industrial Park Phase II	-
TOTAL FUND EXPENDITURES	213,375
NET AMOUNT TO FUND BALANCE	148,800

DOWNTOWN DEVELOPMENT AUTHORITY

REVENUES	
Use of Fund Balance	-
Revenues	158,250
TOTAL FUNDS AVAILABLE	158,250
EXPENDITURES	
442 Parking Lots	15,490
443 Sidewalks - Streetscape	1,821
729 Development Activities	50,265
733 Downtown/Streetscape	19,785
895 Promotions	10,065
897 Other Activities	56,322
TOTAL FUND EXPENDITURES	153,748
NET AMOUNT TO FUND BALANCE	4,502

DEBT SERVICE

REVENUES	
Use of Fund Balance	-
Revenues	122,142
TOTAL FUND REVENUES	122,142
EXPENDITURES	
906 Michigan Transportation Fund Bond	-
907 D.D.A. Streetscape Bond	56,322
908 Local St Cap Improvement Bond	65,820
TOTAL FUND EXPENDITURES	122,142
NET AMOUNT TO FUND BALANCE	-

CITY OF JONESVILLE
2021-2022 FISCAL YEAR BUDGET SUMMARY
Adopted June 16, 2021

21-22

SEWER FUND

REVENUES		
Use of Fund Balance/Depreciation		482,016
Revenues		<u>845,200</u>
TOTAL FUNDS AVAILABLE		1,327,216
EXPENDITURES		
527 Sewage Disposal		1,327,216
529 Industrial Pretreatment Program		<u>-</u>
TOTAL FUND EXPENDITURES		1,327,216
NET AMOUNT TO FUND BALANCE		-

WATER FUND

REVENUES		
Use of Fund Balance/Depreciation		320,389
Revenues		<u>402,950</u>
TOTAL FUNDS AVAILABLE		723,339
EXPENDITURES		
536 Iron Removal Plant		505,679
537 Water Distribution System		<u>217,660</u>
TOTAL FUND EXPENDITURES		723,339
NET AMOUNT TO FUND BALANCE		-

MOTOR VEHICLE POOL

REVENUES		
Use of Fund Balance/Depreciation		346,203
Revenues		<u>184,550</u>
TOTAL FUNDS AVAILABLE		530,753
EXPENDITURES		
270 DPW Building & Grounds		25,473
896 Motor Vehicle Pool		<u>505,280</u>
TOTAL FUND EXPENDITURES		530,753
NET AMOUNT TO FUND BALANCE		-
TOTAL REVENUE/USE OF FUND BALANCE		5,777,611
TOTAL EXPENDITURES		5,547,220
TOTAL ADDITIONS TO/USE OF FUND BALANCE		230,392

PUBLIC NOTICE

CITY OF JONESVILLE NOTICE OF PUBLIC HEARING JULY 2021 - JUNE 2022 PROPOSED BUDGET

June 16, 2021

A public hearing on the proposed budget for July 2021 - June 2022 will be held on the 16th day of June, 2021 at 6:30 p.m. at the Jonesville Fire Department, 114 W. Chicago St., Jonesville, MI.

The property tax rate of 16.388 mills (unchanged) proposed to be levied to support the proposed budget will be a subject of this hearing.

The proposed budget in detail will be available for public review in person at City Hall or online at: <http://jonesville.org/OurCity/PublicNotices-Hearings.aspx>, beginning June 7, 2021.

2021-05

**CITY OF JONESVILLE
UTILITY BILLING RATES & FEES**

BE IT HEREBY RESOLVED, that the following water and sewer rates be established effective July 1, 2021.

WATER CHARGES

<u>Meter Size (Inches)</u>	<u>Monthly Base Charge (Initial 2,000 Gallons)</u>	<u>Water Maintenance Fee</u>
5/8" or 3/4"	\$ 13.96	\$ 1.66
1"	\$ 34.92	\$ 2.46
1 1/4" or 1 1/2"	\$ 69.83	\$ 4.42
2"	\$110.86	\$ 5.40
2" Compound	\$110.86	\$12.84
3" Compound	\$223.48	\$18.56
4" Compound	\$349.16	\$24.22

Commodity Charge (Over 2,000 Gallons) = \$2.43 per 1,000 Gallons

Water Tower Maintenance Fee - \$2.85 per month

After Hours Call-in Charge - \$100

Water Hydrant Rental Fees (paid by General Fund/Fire Department) - \$25 per hydrant per year

Water Tap Fee - \$1,000

SEWER CHARGES

<u>Meter Size (Inches)</u>	<u>Monthly Base Charge (Initial 2,000 Gallons)</u>
5/8" or 3/4"	\$ 31.06
1"	\$ 71.44
1 1/4" or 1 1/2"	\$138.82
2"	\$219.67
2" Compound	\$219.67
3"	\$435.35
4"	\$677.93

Commodity Charge (Over 2,000 Gallons) = \$9.46 per 1,000 Gallons

Sewer Tap Fee - \$2,000

This resolution was introduced by Councilperson _____ and supported by Councilperson _____. This Resolution declared adopted June 16, 2021 by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Cynthia D. Means, Clerk

Jeff Gray

From: Craig Nicely <cnicely@centuryae.com>
Sent: Tuesday, June 1, 2021 4:07 PM
To: Jeff Gray; wastewater
Cc: Tom Bauer; Troy McDonald; Jacob Jones
Subject: WWTP Lab Renovation Project Bid Recommendation
Attachments: Post Bid Interview- Jonesville Lab Renovation- Foulke Construction.pdf; Post Bid Interview- Jonesville Lab Renovation- DH Roberts.pdf

Hi Jeff and Brian,

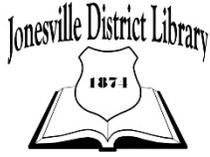
As a result of our post bid interviews with Foulke Construction and DH Roberts this afternoon, we recommend awarding the construction contract to Foulke Construction for the base bid amount of \$119,500. Please find attached a copy of the post bid interview meeting notes for your record. Feel free to let me know if you have any questions or concerns. Following award most likely on June 16, we can discuss meeting with David Foulke to finalize the subcontractors and realistic construction schedule moving forward.

Thanks, Craig

Craig C. Nicely, AIA, NCARB, EDAC
Senior Architect

CENTURY A&E
Facilities Design

277 Crahen Avenue NE
Grand Rapids, MI 49525
616.456.5227 - Office
616.633.9735 - Mobile
cnicely@centuryae.com
www.centuryae.com



310 Church St.
PO Box 184
Jonesville, MI 49250
517-849-9701

June 8, 2021

To: The Jonesville City Council

Request for After-Hours Park Use

The Jonesville District Library would like to request the use of Wright St. Park on Saturday, July 24 from 10 PM – Midnight for a Midnight Moon Viewing Program. James Wallace would bring a presentation along with telescopes for viewing. Setup for this program would be close to the pavilion. This program would be part of our Summer Reading program and open to all ages (children will be required to have an adult accompany them). We are estimating about 25-30 people in attendance.

The Jonesville District Library staff will comply to all current rules of COVID-19 safety including:

- Distancing each telescope set-up to maintain proper social distancing
- Encouraging family groups to view together while non-family participants view separately
- Sanitizing equipment between usages
- Encouraging hand sanitizing, social distancing, and face mask usage from all participants

Thank you for considering our request for after-hours park use.

-Laura Orłowski, director

Jonesville District Library

517-849-9701

jonesville@monroe.lib.mi.us

**BUTTERS EXCAVATING & LAWN CARE
126 E. PEARL ROAD
COLDWATER, MI 49036**

June 3, 2021

CITY OF JONESVILLE
265 E. CHICAGO STREET
JONESVILLE, MI 49250

Dear Board ;

I am requesting that the charge for headstone foundations be increased from \$.40/sq. inch to \$.50/sq. inch. This request is being made due to the significant increase in cost of materials. Both the cost increase in lumber to construct the framing of the foundation as well as the increase in cost for the concrete has forced me to make this request.

Thank you,

Tyler Butters
Butters Excavating &
Lawn Care



SUNSET VIEW CEMETERY FEES

Lot Prices

Cost per Grave \$500.00

Graves in the Cemetery Annex are generally sold in two and four grave Lots. Some single grave sites are available in the Annex or in Section S of the Cemetery.

Grave Openings and Closings

Adult \$450.00
Child \$300.00
Infant \$200.00
Cremation \$225.00

November 1st through April 1st additional charge \$ 50.00
Saturday Opening and Closing additional charge \$100.00
Sunday Opening and Closing additional charge \$200.00
Recognized Holidays additional charge (see below) \$100.00

No burials will take place on Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day.

An additional burial charge will apply to burials on other City recognized holidays, which include: President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, the Day after Thanksgiving.

The City permits formal observances by local organizations on the patriotic holidays in the Cemetery; those wishing to schedule burials on these holidays will need to coordinate funeral times with the City.

Disinterment

Disinterment \$600.00
Disinterment of Cremation \$400.00

Foundations

Installation of Monument Foundations **\$0.50** per square inch

Section VII (2) of the City of Jonesville Cemetery Rules and Regulations require the foundation to extend a minimum of four (4) inches beyond each side of the marker or monument

Transfer of Burial Rights

Cost per Grave \$20.00

****Subject to Approval****

**JONESVILLE CITY COUNCIL
Minutes of May 19, 2021**

A meeting of the Jonesville City Council was held on Wednesday, May 19, 2021 at the Jonesville Fire Station, 114 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., and Andy Penrose. Absent: Delesha Padula.

Also present: Manager Gray, Treasurer Spahr, WWTP Supt. Boyle, Police Chief Lance, DPW Supt. Kyser, Fire Chief Adair, Attorney Lovinger, Hillsdale County Commissioner Kathy Schmitt, Lisa Adair, Rick Riggs, Don Germann, Alex Stemme and Bob Eichler.

The Pledge of Allegiance and moment of silence was led by Mayor Pro-Tem Tim Bowman.

A motion was made by Brenda Guyse and supported by Jerry Drake to approve the agenda as presented with the following additions: 6.C. Consider Update to COVID-19 Preparedness and Response Plan and 6.D. Resolution 2021-03 – MDOT Grant Request for West Street. All in favor. Absent: Delesha Padula. Motion carried.

Kathy Schmitt, Hillsdale County Commissioner, provided an update to City Council.

The Public Hearing was opened at 6:39 p.m. for the Rezoning Request from Amanda Stemme to rezone the property located at 360 E. Chicago Street from Single Family Residential (R-2) to Downtown Edge (D-2) zoning district. The public hearing was closed at 6:40 p.m.

A motion was made by Andy Penrose and supported by Brenda Guyse to accept the Planning Commission recommendation and approve the zoning request to rezone the property located at 360 E. Chicago Street from R-2 (Residential) to D-2 (Downtown Edge). Roll Call Vote: Ayes: Jerry Drake, Brenda Guyse, George Humphries Jr., Andy Penrose and Gerry Arno. Nays: None. Recuse: Tim Bowman. Absent: Delesha Padula. Motion carried.

A motion was made by Andy Penrose and supported by Tim Bowman to approve the request for use of Sunset View Cemetery from the Jonesville American Legion Post 195 for their annual Flag Day Ceremony on Monday, June 14, 2021 at 6:00 p.m. All in favor. Absent: Delesha Padula. Motion carried.

Brenda Guyse made a motion and was supported by George Humphries Jr. to schedule a Public Hearing regarding the proposed Fiscal Year Budget for July 1, 2021 through June 30, 2022 to be held on Wednesday, June 16, 2021 at 6:30 p.m. at the Jonesville Fire Department, 114 W. Chicago Street, Jonesville, MI. The property tax rate of 16.388 (Unchanged) will be the subject of the hearing. All in favor. Absent: Delesha Padula. Motion carried.

A motion was made by Brenda Guyse and supported by Andy Penrose to approve the update to the COVID-19 Preparedness and Response Plan. The update acknowledges that all City

employees have been eligible to receive one of the vaccines to protect against the virus, if they choose. The update will also make City policy consistent with the guidance of the Centers for Disease Control (CDC) and the Michigan Department of Health and Human Services (MDHHS) that fully vaccinated staff and members of the public are no longer required to wear face coverings inside of City facilities. All in favor. Absent: Delesha Padula. Motion carried.

Jerry Drake made a motion and was supported by Brenda Guyse to approve Resolution 2021-03 – MDOT Grant Request for West Street. The resolution would indicate Council support, designate the City manager as authorized to execute agreements associated with the application and commit to the maintenance of completed improvements. The maximum grant is \$250,000 and would offset a portion of the estimated \$741,285 project cost. All in favor. Absent: Delesha Padula. Motion carried.

A motion was made by George Humphries Jr. and supported by Tim Bowman to approve the minutes of the April 19, 2021 Council Meeting. All in favor. Absent: Delesha Padula. Motion carried.

A motion was made by Jerry Drake and supported by George Humphries Jr. to approve the minutes of the May 5, 2021 Special Council Meeting. All in favor. Absent: Delesha Padula. Motion carried.

A motion was made by Andy Penrose and supported by Brenda Guyse to approve the Accounts Payable for May 2021 in the amount of \$73,995.59. All in favor. Absent: Delesha Padula. Motion carried.

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

Mayor Arno adjourned the meeting at 7:15 p.m. prior to going into the Fiscal Year 2021-22 Budget Work Session.

The meeting was reconvened at 7:16 p.m.

Manager Gray discussed the following in the second budget work session: General Fund, Local Development Finance Authority, Downtown Development Authority, Sewer and Water. The Council was provided information from the draft budget worksheets, estimated year-end fund balance, water and sewer rate spreadsheet and a proposed budget introduction. The Department Heads spoke on behalf of each of their departments.

Mayor Gerry Arno adjourned the meeting at 8:09 p.m.

Submitted by:

Cynthia D. Means
Clerk

Gerald E. Arno
Mayor

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
AMERICAN COPPER & BRASS, LLC	WATER - LAWN METER SUPPLIES	21.27
	WATER - LAWN METER SUPPLIES	70.88
		92.15
AT&T	LOCAL/LONG DISTANCE	2,749.46
BAKER, VICKI/B & B CLEANING,	CITY HALL/JPD/JFD CLEANING SERVICES	530.00
BIOLOGICAL RESEARCH SOLUTIONS	WATER - TESTING	122.00
BRINER OIL CO., INC.	JFD - GASOLINE/ACCT 25	125.10
	MVP - BULK TANK	254.03
		379.13
BUTTERS EXCAVATING & LAWN CAF	CEMETERY - SEXTON/MAINT/BURIAL SERVICES	6,357.80
CENTURY A & E FACILITIES DESI	LAB DESIGN & BIDDING	2,099.40
CONSUMERS ENERGY	CEMETERY ELECTRICITY	38.34
	CITY HALL ELECTRICITY	160.86
	FREEDOM MEMORIAL ELECTRICITY	44.47
	JPD ELECTRICITY	214.27
	CITY HALL SECOND FLOOR ELECTRICITY	29.13
	JFD - EMERGENCY SIREN ELECTRICITY	30.02
	JFD TRUCK BAY ELECTRICITY	160.41
	JFD TRAINING ROOM ELECTRICITY	73.19
	CITY-WIDE STREET LIGHT ELECTRICITY	2,007.77
	CITY-WIDE LED STREET LIGHT ELECTRICITY	552.49
	DOWNTOWN/STREETSCAPE LIGHT ELECTRICITY	526.65
	DDA - METERED PARKING LOT LIGHT ELECTRICITY	94.62
	DDA - UNMETERED PARKING LOT LIGHT ELECTRICITY	31.31
	WWTP ELECTRICITY	4,980.89
	DPW ELECTRICITY	133.94
	IRON REMOVAL PLANT ELECTRICITY	1,291.99
	DDA BUILDING ELECTRICITY	417.96
		10,788.31
CURRENT OFFICE SOLUTIONS	OFFICE SUPPLIES	15.40
	COPIER MAINTENANCE	53.45
	OFFICE SUPPLIES	30.80
		99.65
DANIEL JERMAN CO, INC.	LAWN METERS	995.40
DOLETZKY, SCOTT	BACKFLOW PREVENTER CERTIFICATIONS	500.00
FIRST NATIONAL BANK OMAHA	ZOOM MEMBERSHIP	109.98
	SUPPLIES/CONFERENCES	726.99
		836.97
HILLSDALE COUNTY TREASURER	2019 TAX BILLBACK/CROWN ENTERPRISES	581.37
HILLSDALE MEDIA GROUP	HEARING NOTICES - BUDGET/REZONING	161.10
	SUBSCRIPTION RENEWAL	231.00
		392.10
HYDROCORP, INC	WATER - CROSS CONNECTION PROGRAM	520.00
	WATER METER INSTALLATION	11,684.00
		12,204.00
JONESVILLE HARDWARE	SMALL TOOLS/REPAIRS	97.82
JONESVILLE, CITY OF	CITY HALL WATER/SEWER	48.43
	JFD WATER/SEWER	77.21
	JPD WATER/SEWER	48.43
	DPW WATER/SEWER	48.43
	WWTP WATER/SEWER	194.32
	WRIGHT ST PARK WATER/SEWER	36.44
		453.26
LOVINGER & THOMPSON, P.C.	LEGAL FEES	205.00
MERIT NETWORK INC	FIBER - ADD'L BANDWIDTH/MARCH 2021	81.00
MICHIGAN GAS UTILITIES	JFD GAS SERVICE	127.29
	JPD GAS SERVICE	66.79
	CITY HALL GAS SERVICE	72.41
	GAS LIGHT SERVICE	52.66
	WWTP GAS SERVICE	1,022.41
	DPW GAS SERVICE	96.38
		1,437.94

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
MICHIGAN LAWN & LANDSCAPE	MOWING SERVICES	3,231.74
MODERN WASTE SYSTEMS	SPRING CLEAN UP	5,873.55
MUELLER MITCHELL	UB refund for account: 000426-05	20.31
MUNICIPAL SUPPLY CO.	WATER - NEW METER SUPPLIES	195.91
	WATER - SUPPLIES	684.48
		880.39
PERFORMANCE AUTOMOTIVE	MVP - REPAIRS	76.27
PET WASTE ELIMINATOR	PARKS - SUPPLIES	84.80
	PARKS - PET WASTE BAGS	(84.80)
	PARKS - PET WASTE BAGS	80.00
	PARKS - PET WASTE BAGS	(102.81)
	PARKS - PET WASTE BAGS	96.99
		74.18
POSTMASTER	POSTAGE - WATER/SEWER BILLS	245.83
POWERS CLOTHING, INC.	JPD - UNIFORM ALTERATIONS	28.00
PUBLIC AGENCY TRAINING COUNCIETTER	- TRAINING	525.00
SLOVACEK, QUINTON B/DBA CLEAF	CITY HALL/JPD OUTSIDE WINDOW CLEANING	33.00
SPARKS & SONS EXCAVATING, LLC	DEMOLITION - 150 JERMAINE	7,252.50
SUPERFLEET MASTERCARD PROGRAM	GASOLINE	948.42
TRACTOR SUPPLY CREDIT PLAN	SUPPLIES/REPAIRS	311.51
TRI-COUNTY INTERNATIONAL TRUC	MVP - REPAIRS	67.12
UNIFIRST CORPORATION	WWTP - UNIFORM RENTAL	29.97
	CITY HALL/JPD - FLOOR MATS	29.50
	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
		201.82
VERIZON WIRELESS	DPW CELL PHONE	25.00
	JPD/DPW-CELL PHONES/RADIO TOWER/JPD-MODEMS	288.87
		313.87
WELLS EQUIPMENT SALES, INC.	MVP - REPAIRS	16.00
WORKHEALTH QUINCY	DPW - CDL SCREENING	57.00
	Total:	61,159.27

DATE	TYPE OF CALL	LOCATION	MEMBERS
1-May	PI Accident	Jermain/Jonesville Rd (City)	7
2-May	Structure Fire	153 Marshall St Litchfield (Mutual Aid)	14
4-May	Disregard	4592 Chadam Ln (Fayette)	11
4-May	Meeting	Station (Training)	13
12-May	Wires Down	Concord/US12 (City)	7
13-May	Wires Down	3700 North Hillsdale Rd (Fayette)	10
13-May	Training	Station (Training)	11
14-May	Training	Jonesville Elementary (Training)	10
21-May	Controlled Burn	407 Harley St (City)	7
22-May	Training/Pool Fill	US12 (Training)	2
25-May	PI Accident	US12/Bunn (Fayette)	8
26-May	Assist Medical	309 East St (Mutual Aid)	4
26-May	Clean Up	Station (Training)	12

JCFD Total Calls for 2021

Month	City	Scipio	Fayette	Mutual aid	Training/Meetings	Total
MONTH	CITY	Scipio	Fayette	Mutual aid	Training/Meeting	
JANUARY	5	2	7	5	3	22
FEBRUARY	2	0	1	5	3	11
MARCH	8	3	2	13	3	29
Quarter total						62
APRIL`	7	1	3	10	3	24
MAY	3	0	3	2	5	13
JUNE	0	0	0	0	0	0
Quarter total						37
JULY	0	0	0	0	0	0
AUGUST	0	0	0	0	0	0
SEPTEMBER	0	0	0	0	0	0
Quarter total						0
OCTOBER	0	0	0	0	0	0
NOVEMBER	0	0	0	0	0	0
DECEMBER`	0	0	0	0	0	0
Quarter total						0
YEAR TOTAL						99

MONTHLY OPERATING REPORT

May 2021

SUBMITTED: June 7, 2021

WATER FLOW

MAXIMUM	260,000
MINIMUM	170,000
AVERAGE	193,900
TOTAL	6.01 MG

WASTEWATER FLOW

MAXIMUM	254,300
MINIMUM	205,100
AVERAGE	237,900
TOTAL	7.3754 MG

CALLOUTS: None

OPERATION & MAINTENANCE

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

The spring lagoon discharge period ended on May 31. Plant Staff conducted laboratory analysis for seven lagoon systems. The total revenue was \$4,830.00. This amount is down from the last few years due in part to the very dry spring.

The Vector was dispatched to Camden to clean the lagoon splitting box. Plant staff also cleaned a sanitary sewer on Orville Street in Jonesville.

The Wastewater Plant Laboratory processed 87 Bacteria tests, 26 Nitrate tests and 7 Nitrite tests. The total paid walk in business was \$920.00. Many of the customers that utilize the laboratory facilities are repeat customers that bring more than one or two samples per month. These customers are invoiced on a quarterly basis. The gross total is reported to Council in January, April, July, and October.

A walk through for the laboratory renovation was held prior to the bid opening on May 27, 2021. Foulk Construction had the low bid and representatives from the design firm of Century A/E are performing the bid review. City Council will be asked to approve the recommendation and award the bid at the June 16, 2021 Council Meeting.

5-Day Biochemical Oxygen Demand

NPDES Permit 30 Day Average Limit is 4 mg/l in May

NPDES Permit Daily Maximum is 10 mg/l in May

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—99.8 %

Daily Maximum—5 mg/l

Total Suspended Solids

NPDES Permit Limit is 20 mg/l in May

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—1.1 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—93.2%

Ammonia Nitrogen

NPDES Permit 30 Day Average Limit is 0.5 mg/l in May

NPDES Permit Daily Maximum is 2 mg/l in May

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—0.029mg/l

Average Percent Removal from the Raw Wastewater—99.9%

Jonesville Daily Maximum—0.3 mg/l

Brian Boyle

Jonesville Dept of Public Works

May 2021

Monthly Report

	Maintenance	Sign Post	Sand	Top Dirt	COLD MIX
STATE HIGHWAYS	0 HR DT 0 HR OT		0 Yd	0 Yd	.25 Ton
MAJOR STREETS	0 HR DT 0 HR OT	1 Post	0 Yd	0 Yd	.33 Ton
LOCAL STREETS	0 HR DT 0 HR OT	1 Post	0 Yd	0 Yd	0 Ton
PARKING LOTS	0 HR DT 0 HR OT		0 Yd	0 Yd	0 Ton
POLICE STATION	0 HR OT		0 Yd	0 Yd	
FIRE DEPARTMENT	0 HR OT		0 Yd	0 Yd	
SEWER DEPT	0 HR DT				
LDFA	0 HR OT				0 Ton
WATER	0 HR DT 0 HR OT		0 Yd		0 Ton
State Police	0 HR OT		0 Yd		

There were no call outs.

We are doing the weekly Yard Waste Collection.

The Rail Trail was mowed.

The road edges were mowed on State, Major, Local Street and the Cemetery Annex

We put up 14 North Country Headwaters Trail System signs.

State and Major Streets were cold patched.

We installed a new pressure tank and pressure switch at the Cemetery.

We repaired a water leak at the Cemetery.

We removed the salt pad at the DPW for new pavement to be put down.

Storm drains were cleaned on State, Major and Local Streets.

Michigan Paving was in and paved Parkwood and Pinecrest Drives.

We relaced 26 signs around town that were getting in bad shape.

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 MAY 2021

Total reports written: 70

Assault: 2

Break and Enter: 0 (entry w/o auth.)

Possession of Drugs: 1

Damage to Property: 0

Larceny from Motor Vehicle: 0

Larceny- Other: 2

Non-Violent Domestic: 0

Retail Fraud: 0

Disorderly Conduct: 0

Alarms: 1

Obstructing Justice: 2

Public Roadway Accidents: 7

Private Property Accidents: 5

Driving Law Violations: 24

Other Arrests: 6 (warrants, traffic-DWLS/Revoked, etc.)

Civil Matter/Family Disputes: 4

Medical Emergency: 8

Nuisance Animals: 1

Trespass: 2

Suspicious Situations: 6

Lost and Found Property: 0

General Assistance: 5

Traffic/Moving Violations: 147

Warrants Received from Prosecutor: 4

May Patrol Shift Coverage: 72%



**SUNSET VIEW CEMETERY ACTIVITY REPORT
MAY 2021**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	0	1	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0
March	1	2	0	0	0	4	0	0
April	2	0	0	0	1	1	0	0
May	5	2	0	0	0	2	0	0

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

April/May Activities:

- Repair water system
- Spring clean-up
- Budget preparation/planning

June/July Focus:

- Pole barn improvements – pending contractor schedule

Modern Transfer Station
PO Box 275
Napoleon, MI 49261
(517) 536-4900

RECEIVED
JUN 04 2021

Tue Jun 1, 2021

BY: _____

CITY OF JONESVILLE
265 E CHICAGO ST
JONESVILLE, MI 49250

DEAR VALUED CUSTOMER,

The City of Hillsdale has informed us that effective July 12, 2021, the Hillsdale Transfer Station will be closing to complete a major construction project. The last day we will be accepting trash will be Saturday July 10, 2021. The anticipated reopening date is September 27, 2021. During this time the facility will be closed.

We have included other options below for you to temporarily dispose of your waste streams. Please, contact these facilities before showing up to make sure they can accommodate you and your volume of trash.

Modern Waste System, Inc.
7245 S. Brooklyn Rd.
Jackson, MI 49201
517-536-4900

Republic Services - C&C Landfill
14800 P Drive N
Marshall, MI 49068
888-249-5112

Jefferson Township Transfer Station
3255 Pioneer Rd.
Osseo, MI 49266
517-523-3019

Liberty Landfill
7900 S. Meridian Rd.
Clark Lake, MI 49234
517-787-1177

We look forward to seeing you all back when the new facility is operational. Thank you for your patience, understanding, and cooperation.

If you have any questions please feel free to call our office.

Sincerely,

The Management Team
Modern Waste Systems