



CITY OF JONESVILLE

COUNCIL AGENDA

APRIL 20, 2022 - 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. Terry Vear, Executive Director, Hillsdale County Senior Services Center
- B. Troy Reehl, Hillsdale County ISD Superintendent and Erik Weatherwax, Jonesville Community Schools Superintendent

5. PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION

- A. None

6. REPORTS AND RECOMMENDATIONS

- A. Appointment of Fire Department Officers [Action Item]
- B. Sunset View Cemetery Expansion [Discussion/Action Item]
- C. Laboratory Renovations – Final Pay Request [Action Item]
- D. Pressure Filter Pump Rebuild [Action Item]
- E. City Hall Maintenance and Repairs [Action Item]
- F. Resolution 2022-04 – Electronic Device Policy [ROLL CALL][Action Item]
- G. Riverfest Weekend Yard and Garage Sale Permit Waiver [Action Item]

7. COUNCIL MINUTES

- A. Consider Minutes of the March 16, 2022 Regular Meeting [Action Item]

8. ACCOUNTS PAYABLE

- A. Accounts Payable for April 2022 totalling \$98,802.59 [Action Item]

9. BOARD AND COMMISSION MINUTES

- A. Downtown Development Authority, March 8, 2022 (Arno) [Action Item]

Agenda continued on page 2

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.

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
- E. Cemetery – Manager Gray

11. ADJOURN



To: Jonesville City Council
From: Jeffrey M. Gray, City Manager 
Date: April 14, 2022
Re: Manager Report and Recommendations – April 20, 2022 Council Meeting

6. A. Appointment of Fire Department Officers

[Action Item]

The Jonesville Fire Department Policies adopted by the Council in 2006 provide for the appointment of the department officers. The appointments are made by recommendation of the City Manager and confirmed by the City Council. The current officers are Chief Dean Adair, Assistant Chief Rick Riggs, Captain/Treasurer Scott Lucas, Lieutenant/Secretary Kurtis Bullock, and Training Officer Casper Vandercarr. These officers were appointed in May of 2019 following the resignation of two officers and a Departmental election that recommended appointment though the end of this month.

As indicated in the attached correspondence from Director of Public Safety Etter, the Department held an election for these officer positions this month and is requesting that the current officers retain their positions. Although not a part of current adopted City policy, the election of officers is a tradition in the Department; management is not bound by the election results but has recognized them in prior appointment recommendations.

I appreciate and support Director Etter's recommendation that the appointments be made with the expectation that each complete officer training within the next fiscal year to assure that each meets certain minimum qualifications and is trained in the current best practices for their position. I recommend that Council consider a motion to appoint the Fire Department Officers through June 30, 2023, pending successful completion of the State of Michigan's Fire Officer One Certification prior to the end of Fiscal Year 2022-23. *Please refer to the recommendation from Director Etter, the Jonesville Fire Department Policies, and the October 2020 International Association of Fire Chiefs article.*

6. B. Sunset View Cemetery Expansion

[Discussion/Action Item]

The attached proposal for potential Cemetery expansion will be presented to the Jonesville Community School Board at their study session on April 14th. It was reviewed and discussed by the City's Cemetery Committee at their meeting on April 13th. This agenda item is reserved for any follow up discussion or action that might be needed as a result of the Board's discussion and actions at the study session. *Please refer to the attached proposal for Cemetery expansion.*

6. C. Laboratory Renovations – Final Pay Request

[Action Item]

Attached is the fourth and final pay request for renovations to the Laboratory at the Wastewater Treatment Plant. All punchlist items have been completed to the satisfaction of the Department staff and the architect is recommending payment in the amount of \$11,950. I recommend Council act to approve the payment. *Please refer to the attached Application for Payment.*

6. D. Pressure Filter Pump Rebuild

[Action Item]

Superintendent Boyle is recommending the rebuild of two filter feed pumps. The quote provided is the cost for the rebuild of each pump, bringing the total cost to \$30,960. Sufficient funds are budgeted for the work in the current fiscal year budget. I support Superintendent Boyle's recommendations to award the project to Kennedy Industries on a sole-source award, given their knowledge and experience with our

plant. I recommend a motion to award the project to Kennedy Industries in the amount of \$30,960.
Please refer to the recommendation from Superintendent Boyle.

6. E. City Hall Maintenance and Repairs

[Action Item]

Insurance work to repair damage to City Hall caused by the storm last August is continuing. As this report is written, the building contractor is preparing to install building eaves and decorative corbels on the building exterior. Tuck pointing of masonry joints on the upper courses of brick that were damaged when the roof was torn off would follow.

In addition, I requested that the contractor provide a quote for repair of salt-damaged brick and mortar near the sidewalk, which was planned in this year's budget. I also asked for an opinion and costs for any additional needed tuck pointing of mortar joints and brick repair. Attached is an estimate and illustration of the repairs identified by the contractor's mason. The total cost of this preventative maintenance work, which is not part of the insurance claim, is \$71,330. \$12,000 was budgeted to correct the salt damage. I recommend moving forward with these additional masonry maintenance items at this time. There will be savings in mobilization to complete the unplanned maintenance while lifts and other equipment are on site.

Along with the exterior repairs, our insurance carrier is currently reviewing the estimate for repairs to damage on the second and third floors of the building in the amount of at least \$286,000. I expect that there will be some discussion about the extent of coverage for these floors and some future decisions to be made about the extent of work to undertake. Mayor Arno is recommending that the Council consider asking that the scope of the work tasked to the Klein Tool RFP Committee be expanded, if needed, to address this work to City Hall. You will recall that the committee includes a broad-base of representatives from the Council, DDA, and Planning Commission. I would, therefore, recommend that Council consider two motions: one to approve the exterior masonry work at City Hall in the amount of \$71,330 and a second to utilize the ad-hoc RFP Review Committee to review and recommend options for second and third floor repairs to City Hall. *Please refer to the attached quote and illustration of masonry repairs.*

6. F. Resolution 2022-04 – Electronic Device Policy

[ROLL CALL][Action Item]

Council previously approved issuance of a device policy at the time of issuance of tablets for the delivery of Council packets. The policy was narrowly crafted to address tablet devices only. With the pending issuance of laptops for this purpose, updates to the policy were needed. The attached policy has been reviewed by the City Attorney. Staff tentatively anticipates issuing the new laptops to Council in the first week of May, so that you would be using them at the May City Council meeting. A motion and roll call vote are necessary to approve the resolution that would adopt the new policy. *Please refer to Resolution 2022-04.*

9. BOARD AND COMMISSION MINUTES

[Action Item]

Board and commission minutes for the prior month are attached. The name of the Council/staff representative to the board is indicated in parentheses. 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.

Correspondence:

- Economic Development Partnership of Hillsdale County
- Comcast



**JONESVILLE
DEPARTMENT OF PUBLIC SAFETY**



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

(517) 849-2101
Fax (517) 849-2520

4-13-2022

Mr. Gray,

The fire department conducted its election of fire officers this month and the following personnel were chosen.

Fire Chief, Dean Adair

Assist. Chief, Rick Riggs

Captain/Treasurer, Scott Lucas

Lieutenant/Secretary Kurtis Bulloch

I recommend these officers be accepted pending the successful completion of the State of Michigan's Fire Officer One Certification within the 2022 – 2023 fiscal budget.

At this time, I am keeping Casper Vanderkarr in the position of training officer.

Respectfully,

Kurt Etter, Director

POLICIES JONESVILLE FIRE DEPARTMENT

A. GENERAL

1. The Jonesville Fire Department is a department of the Village of Jonesville. It is under the management and direction of the Fire Chief, who is subject to the direction and policies of the Village Manager, in accordance with policies and ordinances of the Jonesville Village Council.

2. The purpose of this department is to extinguish fires, extricate vehicles, make fire inspections, promote good will between the fire department and the general public, and to perform any other duties in connection with fire fighting or fire prevention, subject to the direction and policies of the Village Manager, in accordance with policies and ordinances of the Jonesville Village Council.

B. OFFICERS.

1. The officers of this department include the Chief, Assistant Chief, Captain, Treasurer, Lieutenant, Secretary and Training officer.

2. Officers shall be recommended by the Village Manager to the Jonesville Village Council, and confirmed by the Jonesville Village Council. The Village Manager shall appoint the Chief and control the Fire Department protocol, subject to policies and approval of the Jonesville Village Council. The Chief shall also serve as Civil Defense Director and the Assistant Chief shall serve as Assistant Civil Defense Director. The Chief shall attend Jonesville Village Council and Committee meetings as necessary to present Department reports.

3. Job descriptions for all positions shall be provided by the Village Manager after consulting with the Fire Chief and other officers as needed.

C. FIREFIGHTERS.

1. The Department shall consist of up to 25 regular firefighters, up to 4 auxiliary firefighters, and up to 5 support personnel (radio operators, station help), in accordance with current needs and the policies of the Village Manager and the Jonesville Village Council.

2. Firefighters who become ineligible by employment or residential relocation may continue as firefighters with special vote of approval by the department, subject to approval of the Village Manager.

3. Auxiliary firefighters may move up as regular firefighters whenever a vacancy occurs on the regular Department as decided by the Chief.

4. Anyone interested in joining the Department, may submit a Village of Jonesville application to the Chief. Interviews shall be scheduled with the officers as appropriate. The Chief may recommend an applicant for employment following interviews, reference checks, and satisfactory reports of physical examination, criminal background check, and driving record. Applicant may become an auxiliary firefighter or a regular firefighter, in accordance with qualifications, need and recommendation of the Chief, subject to approval of the Village Manager, and in accordance with budget and policies of the Jonesville Village Council. Any firefighter may recommend an applicant at any time.

5. When a person becomes a member of the Jonesville Fire Department by a letter of application and completing fire fighter I course successfully, or by transfer from another fire department, he/she shall normally serve as an auxiliary member for a period of ninety (90) days, but can be appointed a regular member by the Chief if needed sooner.

D. MEETINGS.

1. The Chief may call meetings at any time, as needed, and may schedule them on a regular basis. A regular meeting of the Department shall be held the first Wednesday of each month at 7:30 pm. and clean-up meeting will be held on the fourth Wednesday of each month at 6:30 pm. Special clean up meetings may be scheduled as needed. Notification to the firefighters of any special meeting will be announced on the radio at least two days prior to the meeting date whenever possible. All members are required to be present at all meetings, clean-up meetings, and training sessions. Auxiliary members are urged to attend all meetings

2. Any officer may contact any member to discuss continued absences or lack of participation in the Jonesville Fire Department meetings, trainings, and fire runs, or failure to comply with Department policies or directions. Any member who has three consecutive absences from meetings and/or training sessions within a twelve month period, or who has failed to comply with policies or directions, shall be notified and offered an opportunity to respond within 30 days, after which the Department Officers shall meet and consider whether or not the person should be removed from the Department. Following such meeting, the Chief shall decide whether to terminate the person.

E. SUMMARY OF DUTIES OF OFFICERS.

1. The Chief shall have complete authority to direct and run the Department. It shall be the Chief's duty to preside at all meetings, but he may delegate to the Assistant Chief to substitute if he can not be present. The Chief is responsible for calling special meetings when and if it is deemed necessary, appointing any and all committees that may be needed, and to be in charge at all fires. The Chief shall make required reports to the Village Manager and to the Jonesville Village Council. The Chief shall also be responsible for insuring compliance with all applicable local, state, and federal laws.

2. The Assistant Chief shall perform the duties of the Chief in case of the Chief's absence.

3. The Captain shall perform the duties of the Chief in case of the absence of both the Chief and Assistant Chief. The Captain is to perform duties as Treasurer, that is to keep records and be responsible for the Auxiliary fire finances: To pay all necessary bills and to give a report to the department at each regular meeting, and to assist the Chief in preparation of the payroll reports at the end of each quarter that will be turned into the Village for payroll.

4. The Lieutenant will perform the duty of secretary, keeping minutes of all meetings of the Department, and carry out any correspondence as necessary for the Department. In the absence of the Chief, Assistant Chief and the Captain, the Lieutenant shall perform the duties of Chief.

5. The Training officer's duties are to schedule all trainings, document and maintain paper work, and make sure all personnel have proper hours of training per year.

F. TERRITORY & TRUCKS.

1. The territory served by the Department shall be the Village of Jonesville and the townships or portions of townships with which the Jonesville Village Council may have contracts.

2. At least one pumper truck is to remain inside the village limits at all times. If additional manpower or equipment is needed for any fire, a call for mutual aid is to be made per the Mutual Aid Agreement Pact.

G. COMPENSATION.

1. The salaries of the officers and the pay per run for firefighters shall be recommended to the Village Manager by the Chief and shall be determined by the Jonesville Village Council.

2. The money in the Fire Department's Auxiliary account, which consists of money raised by members of the Department, shall be used in any manner the Department members see fit.

H. INACTIVE AND HONORARY STATUS.

1. Any member of the Fire Department who wishes to become inactive as a regular member may apply in writing for an honorary membership. This application shall be voted on by the Department and a majority vote is required for approval.

2. To be eligible for honorary status, the prospective member must have been a regular member in good standing for at least 8 years immediately preceding the member's request for honorary membership, except in cases of disability.

3. Honorary members shall have no voting rights nor will they receive any pay. Honorary members should extend all help possible in case of multiple alarms or major fires.

I. AMENDMENT.

1. These policies may be amended at any time by the Chief when the Chief sees a need to change them, subject to any directions or policies of the Village Manager and to approval of the Jonesville Village Council. These policies are regarded as operational policies for the Department, which are primarily the responsibility of the Fire Chief. Consultation with other officers and members is encouraged where it is deemed helpful, and when practical, but the Chief has the day-to-day responsibility for the operation of the Department and for the management decisions, in accordance with his job description.



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Five Tips for the New Volunteer Officer

October 2020 | [Gary Simone Jr.](#)





Sometime in the past, you wandered through the doors of your local volunteer fire department with an idea. You wanted to make a difference. Maybe a friend in the department convinced you this was the right way to do it. Or perhaps you're a legacy – one of the kids who grew up around the station watching parents, aunts, uncles and grandparents drop everything in an instant to rush out the door to help their neighbors and friends.

Whatever the reason that brought you in the door, now you're here. Now what? What comes next?

For some, a couple months in probie school and a career of riding in the back of the rig is all they want, and that is fine. For many others, though, there are grander plans. They want to make it to that coveted right front seat. They want the white shield or red helmet, plus the responsibilities and respect that comes with rank.

In today's day and age, becoming a company officer may not be as difficult as it once was, but the responsibilities remain the same. Candidates for these positions must take it seriously. They must understand that the mitigation of

the incident and the welfare of those in their charge will rest solely on their shoulders. As such, here we'll explore five of the most important points a newly appointed volunteer company officer should keep in mind to effectively fulfill their new role.

GET AND MAINTAIN APPROPRIATE TRAINING AND CERTIFICATIONS

Could you imagine getting hired at a warehouse as a forklift operator and your direct foreman doesn't know how to operate the lift you're driving. Who would you go to for guidance and help?

The fire service is no different. As a company-level officer, you need to not only know the basics, but be able to demonstrate proficiency in the tasks your firefighters will be performing day in and day out. Company officers in the right front seat are expected to be working alongside and guiding the firefighters from the back of their respective rigs. Whether it's establishing a water supply, forcing a door or advancing a hoseline, you need to be their example, not just the one answering the radio.

Many departments have guidelines, or a pre-determined list of qualifications needed to become an officer. If this is the case for you, great. If it's not, don't use that as an excuse to not be the best officer you can be. As you are no doubt working your way up the line from firefighter to officer, take the time to enroll in and complete as much training as you can. If your department says your minimum is a state firefighter I certificate, then complete that and find a firefighter II class. Invest in yourself, invest in your career, but most importantly, invest in making yourself the best person to lead your people in and out of harm's way. A good officer doesn't stop at the minimum standards of training; after all, they are called *minimum* for a reason.

TRAIN WITH YOUR MEMBERS

It's easy to let the task of planning and officiating training drills get in the way of participating in them. This is a common mistake made by many new company officers in the volunteer fire service, but it is exactly that, a mistake.

You need to share the priority of planning training with participating in the training and leading your members in a hands-on manner.

When you do this effectively, you accomplish a few major things. First, you maintain proficiency. Remember, white shield, red helmet, bugle or no bugle, we are still all at our core firefighters. You need to continuously train. We all know practice makes perfect and, in this vocation, nothing can be truer.

Second, and some will say most importantly, this will allow you to stay connected with your members. Inherent with rank comes a change in relationship dynamics. You are no longer just one of many members on the engine room floor. Now you're a boss. There is a fine line, though, and one you can use in your favor. While, by definition, you are a first-line supervisor as a company-level officer, you are afforded the luxury at times to really be on both sides of the fence. You're not quite brass, but you're not quite rank-and-file. This is an important tool in the toolbox, so don't let it go to waste. Use these hands-on drills to work alongside the members. It will remind them you're still down there in the trenches, fighting the good fight right alongside of them.

Lastly, training with your members will help you plan and figure out future training. Being hands-on in the event allows you to identify potential deficiencies that will need additional attention. This can only improve the department's image and operation. As an organizer alone, you won't be close enough to the action to often see an individual member's true performance; being beside them will paint a much more vivid picture of proficiency.

BE PROFESSIONAL: YOUR MEMBERS WILL FOLLOW SUIT

When people call 911 and ask for the fire department, they expect and, more importantly, deserve a professional and effective group of men and women to show up. They are often having the worst day of their lives, and we are the salvation they seek.

Public perception is a big issue in our business. Whether it be a fire or medical response, a well put together responder will always illicit a more positive and calming response from the public. As a company officer, this is of the utmost importance. If you are displaying yourself and the department in a professional

manner, your members will typically follow your lead. Would soldiers in the army respect and take the commands of a colonel who shows up in flip-flops and a cut-off T-shirt, or are they more likely to follow a colonel whose uniform is donned correctly with all of their equipment in good appropriate working order?

Equally important, how could you as a supervisor counsel a member on their professionalism if you yourself don't take pride in yours? The public often, and rightfully so, holds the fire department to a much higher standard, so we must equally hold ourselves to as high of a level of professionalism. They say dress for the job you want, not the job you have. If you want the job of a company officer, then dress the part.

FOSTER A POSITIVE ENVIRONMENT IN THE STATION

The firehouse kitchen table has always been a sacred place, filled with war stories, advice, jokes, training and much more. There is often a darker, more detrimental side of that same table – one where the less-than-thrilled, somewhat disgruntled members of an organization go to pass judgment and make disparaging remarks about other members, officers, neighboring departments, etc. While many of us have learned to tune out these sessions over the years and chock them up to a particular “salty” member, these things can fester in the minds of our newest generations, doing irreversible damage to volunteer retention and overall attitude within the department.

As a company-level officer, it is your responsibility to do your part in attempting to eradicate this age-old burden on our beloved fire service. This can be completed via numerous different approaches, but often it is as simple as correcting it head on at the time it is being disseminated. Don't just sit there quietly, going back to the perception that if you don't make efforts to correct the situation, you will often be observed and believed to be complicit with the things being said. That can have a significantly adverse effect your ability to lead as well as provide a huge hurdle to overcome in your climb up the rank ladder.

Further, such gripes are often between two members. As an effective leader, if you can identify and address these personnel conflicts early on, you are more

likely to avoid a more serious issue down the road. Constantly remind your members that regardless of how busy the department, you all have to have each other's six on each and every run. Firefighting is an inherently dangerous business and often the only person a firefighter can count on to bring them home safe is their team of brother and sister firefighters.

In all my years in the fire service, I have never walked out of a station thinking, "Wow, that group of disgruntled, undermanaged firefighters are one heck of a unit." I have, though, on more than one occasion had the privilege of observing some amazing volunteer fire departments that show true pride, professionalism and love for one another, thus demonstrating that they are the most well prepared and proficient members they can be.

MAKE THE BEST POSSIBLE DECISIONS, REGARDLESS OF POPULAR OPINION

One of the most historical traditions in the volunteer fire service often proves to be its greatest Achilles heel. That is of course, the popular vote. It's how most decisions are made, from the mundane to the most important. Is it the best way to do this? Of course not, but it is the foundation that many of these organizations are built upon. The key is, while remembering its importance, to not allow the vote to dictate operational policy or decisions and tactics in time of emergency.

A good, informed, tactful decision on the fire scene must be made. If you're concerned that making a decision, even if you know it is the right one, will adversely affect an upcoming popular vote, as difficult as it is, it's often a risk a good company officer should take. Hopefully, most of the voting membership will recognize that a difficult but appropriate decision was made, but even if they don't remember, the mission comes first, not winning elections.

We are here for a very simple reason: to save lives, protect property, and assist the citizenry we are sworn to protect. At the end of the day, if your decision has checked all three of those boxes, regardless of how it affects the outcome of an election, you can hold your head high and sleep peacefully at night knowing you performed your duties to the best of your ability. The one good thing about fire department elections: They come back around every year.

IN SUM

While holding a ranking position in a volunteer fire department has some unique variables, the core of the job is the same whether career or vollie. Train and become proficient to the level that's appropriate; lead your members from the front, regardless of whether it's on the fire scene or training ground; facilitate positive change in culture within your agency; and make decisions based on the best possible outcome for the people we serve, nothing else.

Bonus tip: You must also put in the work. Why would someone want to give 100% for a boss that only puts in half the work? Demonstrate to those under your command of what needs to be done, and then show them the work ethic by giving it your all and then some.

Now, it's time to chase that advancement. Run for the position, do the job, and be the role model for the new members. Be safe and keep up the good fight!

Gary Simone Jr. is the assistant fire chief with Toms River (N.J.) Fire District 1. He has 20 years of service to the department, with 10 as a supervisory company officer or chief.

This article was [originally published at FireRescue1](#) on October 21, 2020.

Topics:

Personnel | Human Relations, Diversity & Inclusion | Department Administration |


Volunteer





MEMORANDUM

TO: Erik Weatherwax, Jonesville Community Schools Superintendent
Jonesville Community School Board

FROM: Jeffrey M. Gray, City Manager 

DATE: March 31, 2022

SUBJECT: Sunset View Cemetery Expansion

CC: Jonesville Cemetery Committee
Jonesville City Council

On behalf of the City's Cemetery Committee and the City Council, I want to thank you, Superintendent Weatherwax and School Board, for entertaining discussion regarding options for the future expansion of Sunset View Cemetery. I will attempt to be brief in providing some background regarding the Cemetery and in reviewing an expansion option that Superintendent Weatherwax and I have previously discussed.

BACKGROUND:

The City of Jonesville acquired the Sunset View Cemetery from Fayette Township as a part of our incorporation from Village to City in 2014. The Cemetery has expanded over time in three areas depicted in the illustration attached to the end of this memo. The Original Cemetery dates back to Jonesville's settlement. It was followed by the area called the Second Cemetery, which extends from Oak Street to US-12/Chicago Street. The final section is called the Annex. The Annex is located on the south side of Oak Street, immediately west of the Original Cemetery and east of the land acquired by the School District with the purchase of the former Manor Property.

Most new lot sales and interments take place in the Annex. The Cemetery Committee has begun discussions of the timing of the expansion of the Cemetery to meet future community needs. The City owns about 3.75 acres south of the annex intended for future expansion. However, this land is low and subject to seasonal surface water. As burials are starting to take place in the south end of the Annex, our Sexton reports that the water table is high. We expect that will continue south of the Annex and it is questionable whether it will be feasible to use any of the expansion area for burials.

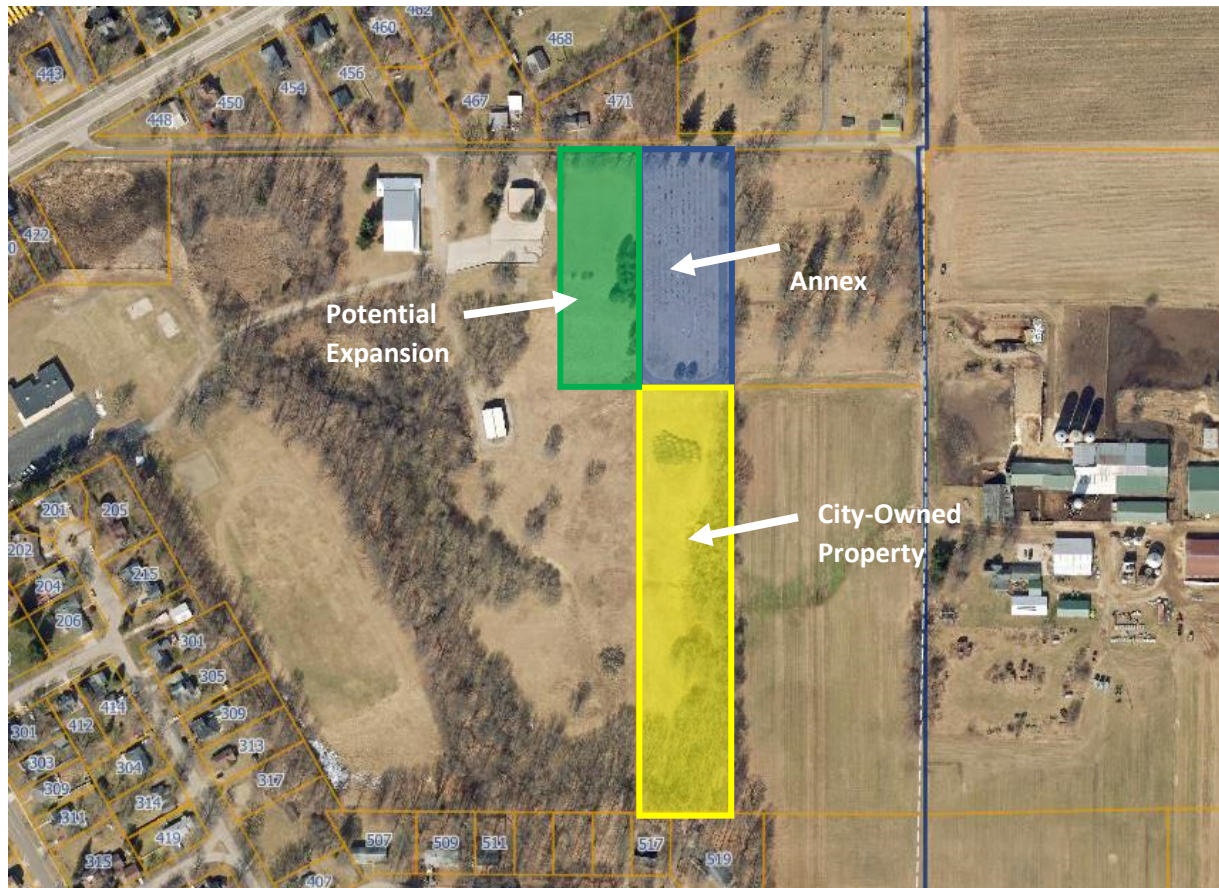
The Cemetery Committee asked that I reach out to all of you to inquire about the possibility of the City acquiring property to the west of the Annex for future Cemetery expansion.

CEMETERY EXPANSION:

Our primary interest is in the land immediately west of the Annex. A "squared-off" area between the Annex and the School's storage building on the former Manor property would be under 2 acres. We are open to discussion of alternate or additional areas, depending on the School Board's planned use of the

vacant land. This area is of the greatest interest due to its proximity to our current Cemetery operations and the ability for the City to utilize the existing paved driveways for part of the expansion.

The illustration below shows the area of the Annex, the City-owned expansion area, and a potential expansion area currently owned by Jonesville Community Schools.



If the School Board is open to discussion of an expansion, the City would be interested in information that you might have about the prior building demolition, and the opportunity to investigate the groundwater to confirm that there are not any conditions that would prevent use of the property for interments.

We are also open to a broader discussion of the uses of our adjoining properties. Use of the vacant City-owned property would likely require some storm drainage improvements that are probably not possible without also looking at the School-owned property that adjoins it, for example.

We appreciate the opportunity to open up dialogue regarding these properties and look forward to working together for the mutual benefit of all of our constituents. I plan to be in attendance at the Board's study session on April 14th and will be happy to answer any questions that you may have.

Attachment 1 – Cemetery Layout



Application For Payment

Page 1 of 2

To: City of Jonesville 265 E Chicago Street Jonesville, MI 49250 From Contractor: Foulke Construction Company 149 Lewis Street P.O. Box 198 Hillsdale, MI 49242 Contract For:	Project: Jonesville WWTP Waste Water Treatment Plant 150 Ecology Drive Jonesville, MI 49250 Via Architect: Century A & E 277 Crahen Avenue NE Grand Rapids, MI 49525	Application Date	Period To	Contract Date
		03/02/2022	02/28/2022	06/16/2021
		Application Number	Invoice Number	Project Number
		4	Draw-004	
		Distribution	<input type="checkbox"/> Owner <input type="checkbox"/> Architect <input type="checkbox"/> Contractor	

Contractor's Application for Payment

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

- Original Contract Amount: \$ 119,500.00
- Net of Change Orders: \$ 0.00
- Net Amount of Contract: \$ 119,500.00
- Total Completed & Stored to Date: \$ 119,500.00
- Retainage Summary:
 - 0.00 % of Completed Work: \$ 0.00
 - 0.00 % of Stored Material: \$ 0.00

Total Retainage: \$ 0.00
- Total Completed Less Retainage: \$ 119,500.00
- Less Previous Applications: \$ 107,550.00
- Current Payment Due, This Application: \$ 11,950.00
- Contract Balance (Including Retainage): \$ 0.00

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) [Signature] Date: 3/2/22
Foulke Construction Company

State of: Michigan

County of: Hillsdale

Subscribed and sworn to before

me this 2nd day of MARCH, 2022

Notary Public: [Signature]

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: \$ 11,950.00
[Signature] Date: 4-8-22
 (Architect's Signature)

[Signature], AIA

Application for Payment - Continuation Sheet

Page 2 of 2

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: 4
Application Date: 03/02/22
Period To: 02/28/22
Contract Date: 06/16/21
Project Number:

A Item No.	B Description of Work	C Contract Value	D Work Completed		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 Com- pleted and Stored To Date (D+E+F)	% (G / C)		
1	Bonds	1,900.00	1,900.00			1,900.00	100.00%		
2	General Conditions	5,500.00	5,500.00			5,500.00	100.00%		
3	Building Permit	1,100.00	1,100.00			1,100.00	100.00%		
4	Demolition	5,600.00	5,600.00			5,600.00	100.00%		
5	Rough Carpentry/Miscellaneous	900.00	900.00			900.00	100.00%		
6	Casework	40,900.00	40,900.00			40,900.00	100.00%		
7	EPDM	2,800.00	2,800.00			2,800.00	100.00%		
8	Finish Flooring	800.00	800.00			800.00	100.00%		
9	Painting	3,000.00	3,000.00			3,000.00	100.00%		
10	Mechanical/Plumbing	51,100.00	51,100.00			51,100.00	100.00%		
11	Electrical	5,900.00	5,900.00			5,900.00	100.00%		
Grand Total		119,500.00	119,500.00	0.00	0.00	119,500.00	100%	0.00	0.00

Foulke Construction Company

April 12, 2022

To: Jeff Gray, City Manager

Attached is an estimate for the filter feed pumps re-build. Plant staff is recommending approval for Kennedy Industries to perform this service. Kennedy Industries has performed many services for the wastewater facility for some thirty years including the re-building of the raw sewage pumps, trickling filter lift pumps and the process water pumps. Money was budgeted last year for this service and we are now prepared to go forward. We currently have two feed pumps. Plant is recommending the rebuild of both pumps at this time to be performed by Kennedy Industries.

Brian Boyle

Superintendent



KENNEDY
INDUSTRIES

INNOVATE
SOLVE
MONITOR
REPAIR

BUDGETARY		
DATE	NUMBER	PAGE
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B JON250
I CITY OF JONESVILLE
L 265 E. CHICAGO STREET
T JONESVILLE, MI 49250
O

Accepted By: _____
Company: _____
Date: _____
PO#: _____

ATTENTION:

RICK MAHONEY

517-849-9450

wastewater@jonesville.org

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#		JOB TITLE	SLP	SHIPPING TYPE
		WWTP, ALLIS CHALMERS, PUMP, 8100, SECONDARY EFFLUENT	REA/CRB	FIELD SERVICE
QTY	DESCRIPTION			

THE FOLLOWING QUOTE IS FOR THE ESTIMATED COST OF LABOR AND MATERIALS TO REPAIR THE ABOVE REFERENCED PUMP. IF UPON INSPECTION ADDITIONAL PARTS AND/OR LABOR ARE REQUIRED, YOU WILL BE NOTIFIED PRIOR TO PROCEEDING.

ESTIMATED NEW PARTS REQUIRED:

- (1) THRUST BEARING
- (1) RADIAL BEARING
- (2) CASING RINGS
- (1) SET OF FITTINGS
- (2) MECHANICAL SEALS
- (1) CASING GASKET
- (2) BEARING HOUSING GASKETS
- (1) SET OF O-RINGS
- (1) SET OF HARDWARE
- (2) BEARING LOCK NUTS
- (1) BEARING LOCK WASHER
- (2) LIPSEALS

ESTIMATED LABOR REQUIRED:

PICKUP AT JOB SITE AND TRANSPORT TO KENNEDY INDUSTRIES' WIXOM REPAIR FACILITY.

DISASSEMBLE COMPLETE PUMP.

SANDBLAST COMPONENTS AND PREP FOR INSPECTION.

DIMENSIONALLY MEASURE ALL OPERATING CLEARANCES AND RECORD ON INSPECTION REPORT.

ASSEMBLE ALL ROTATING PARTS ON SHAFT AND PLACE IN BALANCING MACHINE.

VERIFY T.I.R.'S THEN DYNAMICALLY BALANCE ROTOR TO 4W/N.

ASSEMBLE ROTATING ELEMENT WITH NEW PARTS LISTED.

INSTALL ROTOR IN PUMP CASING THEN ASSEMBLE COVERS WITH GASKETS AND PINS.

TORQUE COVER BOLTS TO PROPER SPECIFICATIONS.

INSTALL BEARING HOUSINGS.



KENNEDY
INDUSTRIES

INNOVATE
SOLVE
MONITOR
REPAIR

BUDGETARY		
DATE	NUMBER	PAGE
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QTY	DESCRIPTION
-----	-------------

ADJUST BEARING HOUSINGS TO PROVIDE FREE ROTATION AND PROPER THRUST.

PRESSURE TEST TO INSURE LEAK FREE.

PAINT THEN PRESERVE PUMP FOR FIELD SERVICE INSTALLATION.

ESTIMATED REPAIR COST: \$9,985.00

ESTIMATED DELIVERY: 4 WEEKS (AFTER RECEIPT OF ORDER)

THE FOLLOWING QUOTE IS FOR FIELD SERVICE REQUIRED ON YOUR ABOVE REFERENCED PUMP STATION:

FIELD SERVICE LABOR REQUIRED:

KENNEDY INDUSTRIES WILL PROVIDE (2) FIELD SERVICE TECHNICIAN(S) ONSITE TO REMOVE YOUR ALLIS CHALMERS PUMP AND TRANSPORT BACK TO OUR WIXOM REPAIR FACILITY.

KENNEDY INDUSTRIES WILL PROVIDE (2) FIELD SERVICE TECHNICIAN(S) ONSITE TO INSTALL YOUR REPAIRED ALLIS CHALMERS PUMP, ALIGN, START UP, TEST RUN AND VERIFY PROPER OPERATION.

TOTAL FIELD SERVICE COST: \$5,495.00

ESTIMATED REPAIR COST: \$9,985.00

FIELD SERVICE COST: \$5,495.00

ESTIMATED TOTAL COST: \$15,480.00

ESTIMATED DELIVERY: 4 WEEKS (AFTER RECEIPT OF ORDER)

PLEASE PROVIDE WRITTEN OR VERBAL AUTHORIZATION SO THAT WE MAY RESPOND TO YOUR REQUIREMENTS.

IF YOU HAVE ANY QUESTIONS, COMMENTS, OR ARE IN NEED OF ANY ADDITIONAL INFORMATION PLEASE FEEL FREE TO CONTACT ME AT (248) 684-1200.

SINCERELY,
MIKE HORN
REPAIR CENTER MANAGER
MHORN@KENNEDYIND.COM

SER

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 4/2019) and Customer Warranty available at www.kennedyind.com which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**QUOTE VALID FOR 30 DAYS. CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3%
CHARGE NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL. PAYMENT TERMS: NET 30**

TOTAL: \$15,480.00

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-6011

www.Kennedyind.com



FOULKE CONSTRUCTION COMPANY
GENERAL CONTRACTORS

149 LEWIS STREET
P.O. BOX 198
HILLSDALE, MI 49242

PHONE: 517.437.3540
FAX: 517.437.4344

April 5, 2022

City of Jonesville
265 E. Chicago Street
Jonesville, MI 49250

Attn: Jeff Gray
Re: City Hall Miscellaneous Masonry Repair

Dear Jeff

Foulke Construction is pleased to present the following proposal in response to your request for construction services to perform various brick masonry repairs at the Jonesville City Hall building located at 265 E. Chicago Street, Jonesville.

Work as part of this proposal includes work on each face of the building to address cracked brick, salt and weather damaged brick, mortar joints, removal of abandoned embedded steel and repair of joint sealants around a number of windows. The limits of this work are illustrated in the enclosed marked up images and noted as 'Alternate Scope of Work'.

The cost to perform this work would be seventy one thousand three hundred thirty dollars (\$71,330). We have included all necessary equipment, roof protection, disposal and pedestrian barricading.

It is assumed that the Village of Jonesville will provide any necessary sidewalk closure permitting, signage and pedestrian control devices beyond our common orange barrels and or type one, orange, wood barricades.

We appreciate the opportunity to submit this proposal. If you have any questions, please feel free to contact us.

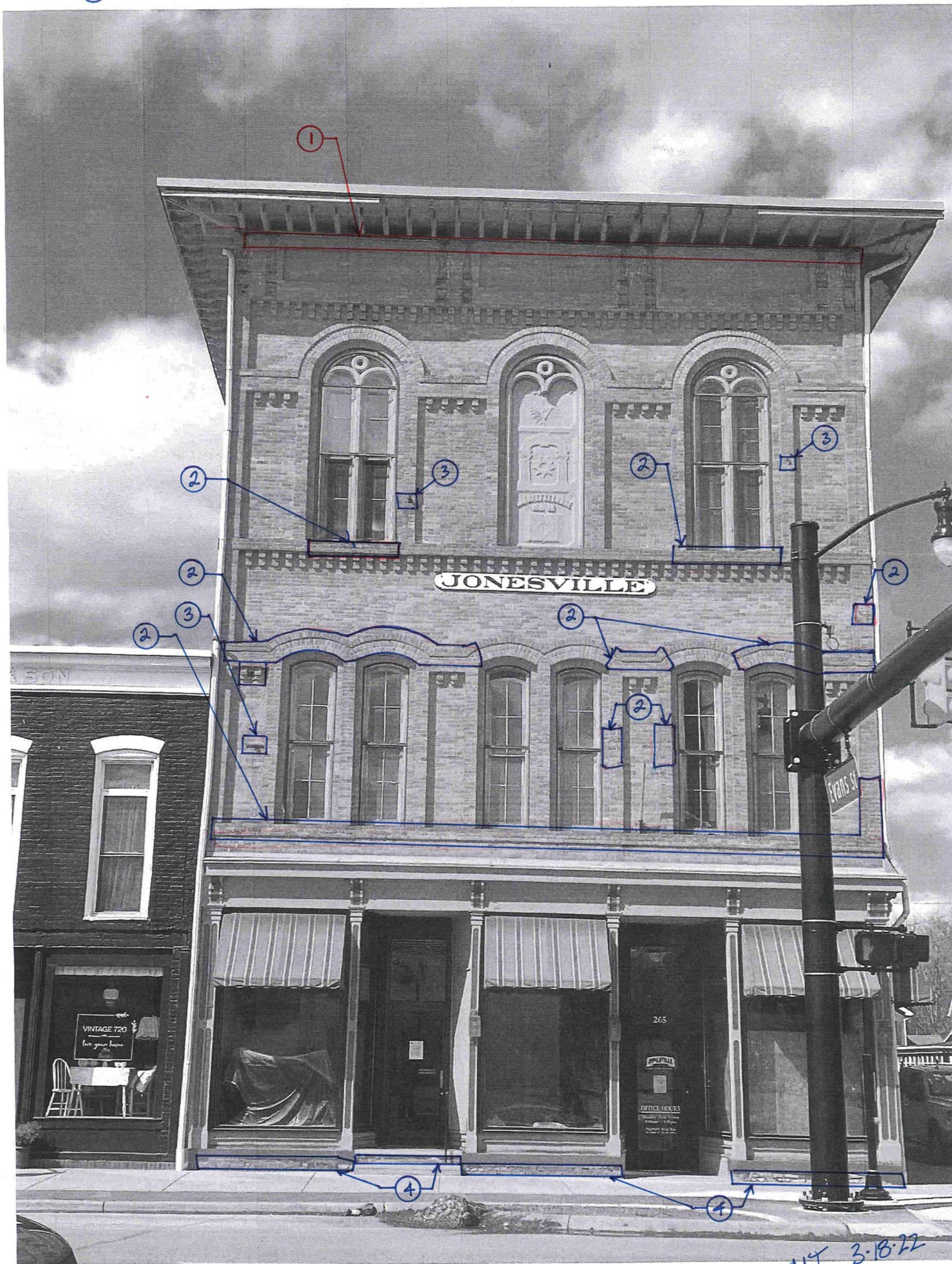
Proposal Offered by
FOULKE CONSTRUCTION COMPANY


Matt Taylor, P.E.

encl

- Base Scope of work
- Alternate Scope of work

- ① - Tuck Point/Repair Head Joints & Bed Joints in top 2 to 3 courses
- ② - Replace deteriorated brick, tuck point/Repair head joints & bed joints
- ③ - Remove embedded steel, repair head joints & bed joints
- ④ - Replace deteriorated brick near grade, tuckpoint/Repair joints

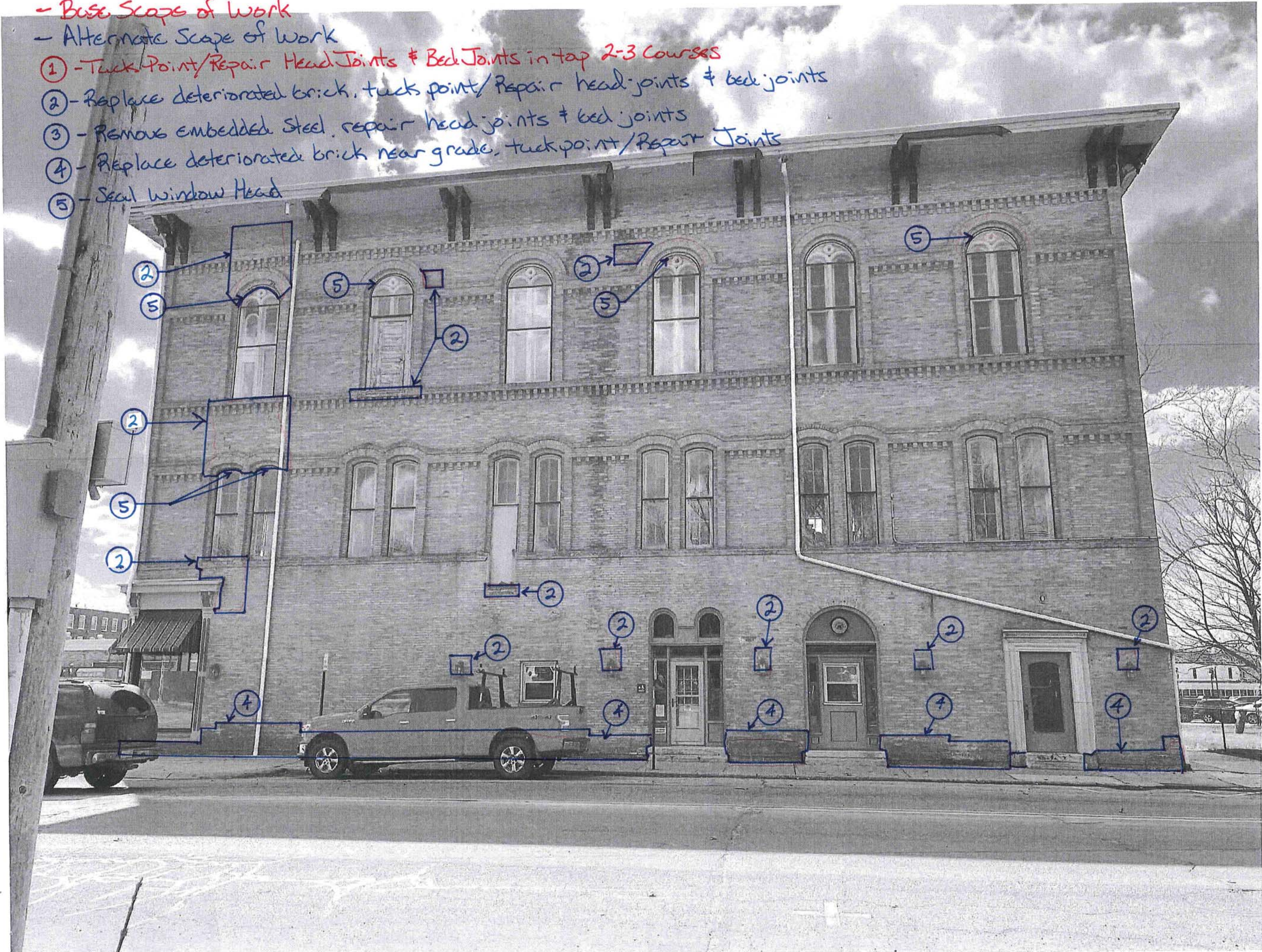


M.T. 3.18.22

- Base Scope of Work

- Alternate Scope of Work

- ① - Tuck Point/Repair Head Joints & Bed Joints in top 2-3 Courses
- ② - Replace deteriorated brick, tuck point/Repair head joints & bed joints
- ③ - Remove embedded steel, repair head joints & bed joints
- ④ - Replace deteriorated brick near grade, tuck point/Repair Joints
- ⑤ - Seal Window Head



M.T.
3-18-22

- Base Scope of work
- Alternate Scope of work

① - Tuck Point/Repair Head Joints & Bed Joints in top 2-3 courses

② - Replace deteriorated brick, tuck point/Repair Joints

③ - Remove embedded steel, repair head joints & bed joints

④ - Replace deteriorated brick near grade; tuck point/Repair joints

⑤ - Seal window Head



- Base Scope of work
- Alternate Scope of work

① - Tuck point/Repair Head Joints & Bed joints in top 2-3 courses

② - Replace deteriorated brick, tuck point/Repair Joints

③ - Remove embedded steel, repair head joints & bed joints

④ - Replace deteriorated brick near grade, tuck point/Repair joints

⑤ - Seal window head



M.T.
3-18-22

2022-04

CITY OF JONESVILLE
COUNTY OF HILLSDALE
STATE OF MICHIGAN

RESOLUTION – AMEND ELECTRONIC TABLET DEVICE POLICY

At a Regular Meeting of the City Council of the City of Jonesville, County of Hillsdale, State of Michigan, held in the City Hall in said City on the 20th day of April 2022, at 6:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by Councilperson _____ and supported by Councilperson _____.

WHEREAS, the City of Jonesville adopted a Policy Manual, effective on April 1, 2006, and amended the Policy Manual on August 21, 2019 to add an Electronic Tablet Device Policy; and

WHEREAS, members of City Council and some City staff have been assigned electronic tablet devices to improve the efficiency of delivering Council packets and communicating business information and intend to replace the tablets with laptop computers; and

WHEREAS, the City Council adopted the Electronic Tablet Device Policy to establish minimum standards and expectations regarding the acceptable use of this important technology tool and now wishes to clarify that these expectations apply to all City-issued electronic devices.

NOW THEREFORE, IT IS RESOLVED that the attached Electronic Tablet Device Policy is hereby rescinded and replaced with the attached Electronic Device Policy and given immediate effect.

AYES: Members:

NAYS: Members:

ABSENT: Members:

Lenore M. Spahr, Deputy Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Jonesville, County of Hillsdale, Michigan at a Regular Meeting held on the 20th day of April, 2022, and that public notice was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

Lenore M. Spahr, Deputy Clerk



CITY OF JONESVILLE POLICY

Policy: Amend Electronic Device Policy

Adopted by City Council: August 21, 2019

Amended: April 20, 2022

Effective Date: April 20, 2022

The City (formerly Village) of Jonesville Policy Manual is hereby amended to rescind the Electronic Tablet Device Policy and replace it with the following.

ELECTRONIC DEVICE POLICY

1. Purpose

The purpose of this policy is to identify guidelines for the use of electronic devices. This policy establishes a minimum standard that must be upheld and enforced by users of the electronics. This policy constitutes a mutual statement of what are, and are not, appropriate uses for this important technology tool. The explicit privileges and restrictions set forth in this policy do not attempt to cover every situation that may arise in connection with the use of this new form of electronic communication.

2. Receipt of Electronic Device

The City will issue a mobile electronic device ("device"), such as a tablet or laptop and accessories like a mouse and carrying case, as determined from time to time by the City Council. When fully instituted, the device will serve as the sole source for City Council agenda packets. Before being authorized to access and utilize the device for internet and e-mail communications, word processing and other applications, each individual receiving a device shall sign this policy.

3. Software

- A. The software and applications installed by the City must remain on the device in usable condition and be readily accessible at all times.
- B. Any software, email messages or files downloaded via the internet into the system may only be used in ways that are consistent with applicable Freedom of Information Act (FOIA) laws, licenses, trademarks or copyrights.
- C. From time to time, the City may add or upgrade software applications. Devices may be required to be turned in to the City Staff for periodic updating and synching.
- D. Files from sources that may be untrustworthy shall not be downloaded, nor shall files attached to e-mail transmissions be opened and read unless the recipient has knowledge that they originated from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the device.

- E. Device users will be held accountable for any breaches of security caused by files obtained for non-City business purposes.
- F. If technical difficulties occur or illegal software is discovered, the device will be restored to a prior backup point. The City does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

4. Acceptable Use

- A. The device, internet, e-mail access, and word processing and other software provided are tools for conducting City business and shall be used primarily for City business-related purposes. Users should not have an expectation of privacy in connection with electronic communications and should use the devices accordingly.
- B. All of the City's computer systems and software, including the device, are considered to be public property. All documents, files and e-mail messages created, received, stored in or sent from any device are considered public records, subject to disclosure to the public under FOIA.
- C. In order to comply with the Open Meetings Act (OMA), Councilmembers may not use e-mail or other messaging software/applications during the course of any public meeting. Electronic delivery devices make it easier for a violation to occur given that email or text messages to one another could be perceived as an unintentional serial meeting. If necessary, City staff may occasionally send information electronically to Councilmembers during public meetings as long as the distribution is publicly announced and as long as the item is then distributed to all members. This is intended to be the equivalent of providing a new or corrected paper copy of a document.
- D. Councilmembers should refrain from sending e-mail communications to more than one other Councilmember outside of public meetings to avoid the perception of a closed meeting or deliberation by a quorum in violation of the OMA.
- E. Individuals using the City's electronic communication systems are acting as representatives of the City and any communication that violates applicable laws and regulations is prohibited.
- F. Users expressly waive any right of privacy in anything they create, store, send or receive using the City's device equipment, software and applications, e-mail system or internet access. The contents of electronic communications sent by, between and/or to individuals are covered by and subject to FOIA.
- G. The City reserves the right to randomly monitor all electronic communication systems. Incidental and occasional personal use of the City's electronic communication systems via the device is acceptable, provided it complies with the following:
 - 1). Does not interfere with the business use of the City.
 - 2). Does not result in an incremental expense for the City.
 - 3). Is not used for any form of advertising, solicitations, promotions or commercial purposes.
 - 4). Is not used to communicate abusive, profane or offensive language.
 - 5). Is not used for criminal activities.

- 6). Is not used for online gambling websites.
- 7). Is not used for viewing or distribution of pornographic or sexually-related material.
- 8). Is not used for viewing or distributing material related to the intolerance of a gender, race, sexual preference, ethnicity or religion.
- 9). Is not used for sending or viewing inappropriate material, as outlined in this policy, through the use of technology (e-mail, text, etc.).
- 10). Is not allowed to be used by anyone other than a Councilmember, City employee or contractor requiring access to this technology.

5. Repair and Replacement

Devices that malfunction or are damaged must be reported immediately to the Finance Director or City Manager. The City will be responsible for making any necessary modifications or repairs. Devices that have been damaged from misuse, neglect or accidentally damaged, in the judgment of the Finance Director and in consultation with the device manufacturer and/or the City's Information Technology contractor, will be repaired by the City with the cost borne by the user. Damage includes, but is not limited to, broken screens, cracked plastic pieces, and inoperability. If the cost to repair the device exceeds the cost of purchasing a new device, the user shall pay the full replacement value. If the device is lost or is stolen due to the user's own neglect, the user shall pay the full replacement value.

6. Return of Device

Devices shall be returned to the Finance Director or City Manager when the individual's employment or term of service has ended.

ELECTRONIC DEVICE AGREEMENT

The undersigned has been provided a copy of the City of Jonesville Electronic Device Policy and understands its contents fully. I accept and understand the terms of the policy and agree to abide by all terms contained in it.

Signature: _____

Printed Name: _____

Date: _____

****Subject to Approval****

**JONESVILLE CITY COUNCIL
Minutes of March 16, 2022**

A meeting of the Jonesville City Council was held on Wednesday, February 16, 2022 at the Jonesville Police Department, 116 W. Chicago Street, Jonesville, MI. Mayor Pro-Tem Tim Bowman called the meeting to order at 6:30 p.m. Council members present were: Jerry Drake, Brenda Guyse, George Humphries Jr., Delesha Padula and Andy Penrose. Absent: Gerry Arno.

Also present: Manager Gray, Treasurer Spahr, WWTP Supt. Boyle, DPW Supt. Kyser, Public Safety Director Etter, Kathleen Schmitt, Marty Ethridge, Marvin Salyer, Michael Salyer, Brandon Lambright, Dan Loew, Victor Face and Don Toffolo.

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

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

Kathleen Schmitt, Hillsdale County Commissioner, gave a brief update to council.

The Public Hearing for the Abatement of Nuisances/518 Evans Street and 207 Water Street was opened at 6:33 p.m. Manager Gray and Public Safety Director Etter provided information as to the chronology of events to date associated with the property. For at least one year, the Police Department has been engaged in enforcement activities associated with two properties, both owned by Marvin Salyer. Incident reports show that the two structures cannot be occupied and are in significant disrepair. Staff feels that all administrative remedies have been exhausted, with no repairs having taken place and neither structure fully secured from entry. A Complaint and Notice of Public Hearing has been issued via posting on the subject properties, mailing to the owner's address of record and personal service, pursuant to Section 8-52(e) of the Code of Ordinances. Marvin Salyer, owner of said property, and Nathan Lambright, a prospective buyer of both properties, spoke to Council asking for more time to make the needed repairs to both structures. The Public Hearing was closed at 6:49 p.m.

A motion was made by Jerry Drake and supported by Brenda Guyse to adopt Resolution 2022-03 Abatement of Nuisances – 207 Water Street and 518 Evans Street, affirming the finding that the residence of 207 Water Street and 518 Evans Street are dangerous structures, unsafe for occupancy, and authorize the City Manager to proceed with demolition of the structures to abate the nuisance, with costs to be billed to the property owner, and unpaid costs assessed against the property as a lien. Roll Call Vote: Ayes: Jerry Drake, Brenda Guyse, Delesha Padula, Andy Penrose and Tim Bowman. Nays: George Humphries Jr. Absent: Gerry Arno. Motion carried.

Dan Loew of DH Roberts Construction spoke briefly on the plans for the Klein Tool Building, known as the Chicago Street Riverfront Redevelopment. A motion was made by Andy Penrose and supported by Delesha Padula that the City Manager be authorized to negotiate a Pre-

Development Agreement with DH Roberts Construction, including a 6-month due diligence period for study and development of concept plans for the former Klein Tool Building. All in favor. Absent: Gerry Arno. Motion carried.

A motion was made by Brenda Guyse and supported by Jerry Drake to authorize the City Manager to execute the contract for a 3-year extension of the Mowing Services utilizing the same rates. Michigan Lawn and Landscape is willing to maintain the same rates and is asking consideration to increase rates by 8% in the event that gas prices reach \$5.00 per gallon locally. All in favor. Absent: Gerry Arno. Motion carried.

A motion was made by Brenda Guyse and supported by Delesha Padula to approve the minutes of February 16, 2022. All in favor. Absent: Gerry Arno. Motion carried.

Andy Penrose made a motion and was supported by Delesha Padula to approve the Accounts Payable for March 2022 in the amount of \$128,911.10. All in favor. Absent: Gerry Arno. Motion carried.

A motion was made by Jerry Drake and supported by Brenda Guyse to receive and place on file the Board and Commission minutes consisting of Region 2 Planning Commission and Economic Development Partnership of Hillsdale County. All in favor. Absent: Gerry Arno. Motion carried.

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

Mayor Pro-Tem Bowman adjourned the meeting at 7:51 p.m.

Submitted by:

Cynthia D. Means
Clerk

Timothy Bowman
Mayor Pro-Tem

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
AMERICAN WATER WORKS ASSOC.	MEMBEERSHIP RENEWAL	372.00
ANYTIME FIRE PROTECTION	FIRE EXTINGUISHER SERVICE	412.00
APOLLO FIRE EQUIPMENT CO.	JFD - TURNOUT GEAR WASHER	4,766.01
	JFD - HOSE VALVE/TRUCK 539	1,200.00
	JFD - HOSE ADAPTER/TRUCK 539	184.29
	JFD - HOSE ADAPTERS/TRUCK 539	659.18
	JFD - RIT PACK REGULATOR	864.67
		7,674.15
AQUA-LINE, INC.	WATER-LEAK DETECTION SERVICE	1,278.40
	WATER-LEAK DETECTION SERVICE	1,222.00
		2,500.40
AT&T	LOCAL/LONG DISTANCE	3,582.24
BAKER, VICKI/B & B CLEANING,	CLEANING SERVICE	540.00
BIOTECH AGRONOMICS, INC.	WWTP - TESTING	1,758.00
BOUND TREE MEDICAL, LLC	JFD - SUPPLIES	300.84
BRINER OIL CO., INC.	MVP - BULK TANK	287.63
	MVP - BULK TANK	228.69
	MVP - OIL	989.45
	JFD - GASOLINE/ACCT 25	166.77
	JFD - GASOLINE/ACCT 25	219.56
	MVP - BULK TANK	196.54
		2,088.64
BS&A SOFTWARE	MISC RECEIVABLES SOFTWARE	2,095.00
BUTTERS EXCAVATING & LAWN CARE	CEMETERY SEXTON/MAINT SERVICES	2,525.00
CAPITAL ONE	WALMART - SUPPLIES	180.97
CLEAR VIEW B.R. LLC	JPD - OUTSIDE WINDOW CLEANING	15.00
COMMUNITY HEALTH AGENCY	REC - FOOD SERVICE LICENSE	130.00
CONSUMERS ENERGY	JFD - EMERGENCY SIREN ELECTRICITY	50.27
	IRON REMOVAL PLANT ELECTRICITY	1,452.46
	DDA BUILDING ELECTRICITY	416.08
	CEMETERY ELECTRICITY	40.46
		1,959.27
CSZ SERVICES, LLC	ASSESSOR SERVICES	5,400.00
	ASSESSOR SUPPLIES	213.28
		5,613.28
CURRENT OFFICE SOLUTIONS	COPIER MAINTENANCE	108.21
	OFFICE SUPPLIES	2.60
	OFFICE SUPPLIES	32.36
	OPERATING SUPPLIES	157.68
	OPERATING SUPPLIES	157.38
	JFD - FLOOR MAT	71.94
	JPD - SUPPLIES	29.29
	OPERATING SUPPLIES	(5.00)
		554.46
DEPENDABLE FIRE APPARATUS, LLC	JFD - TRUCK REPAIRS/539	300.00
DMCI BROADBAND, LLC	CITY HALL CAMERA WIRING	375.00
FERGUSON WATERWORKS #3386	WATER - METER SUPPLIES	632.46
FIRST NATIONAL BANK OMAHA	JPD - SUPPLIES	5.85
	ZOOM MEMBERSHIP	14.99
	MEMBERSHIPS/SUPPLIES/AUTO REPAIRS	2,231.83
		2,252.67
FOULKE CONSTRUCTION COMPANY	CITY HALL SOFFIT/EXT TRIM REPAIR/REPLACEMENT	11,910.00
GREENMARK EQUIPMENT	JFD - CHAINSAW OIL	179.95
	MVP - TRACTOR 3 REPAIRS	617.97
		797.92
GRIFFITHS MECH CONTRACTING, INC	WWTP - BOILER REPAIRS	4,228.87
HILLSDALE COUNTY TREASURER	2022 DOG LICENSES	885.00
HYDROCORP, INC	WATER - CROSS CONNECTION PROGRAM	535.50
JACKSON KEY WORKS	JPD - DOOR REPAIR	375.00
JONESVILLE HARDWARE	SUPPLIES/REPAIRS	112.37
JONESVILLE LUMBER	SUPPLIES/REPAIRS	913.17
JONESVILLE, CITY OF	CITY HALL WATER/SEWER	49.53
	JFD WATER/SEWER	68.88

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	JPD WATER/SEWER	49.53
	DPW WATER/SEWER	49.53
	WWTP WATER/SEWER	260.84
	WRIGHT ST PARK WATER/SEWER	37.23
		515.54
LOVINGER & THOMPSON, P.C.	LEGAL FEES	647.50
MICHIGAN GAS UTILITIES	IRON REMOVAL PLANT GAS SERVICE	230.95
	JFD GAS/HEAT SERVICE	375.76
	CITY HALL GAS/HEAT SERVICE	98.13
	DPW GAS/HEAT SERVICE	248.56
	GAS LIGHT SERVICE	56.85
	JPD GAS/HEAT SERVICE	138.89
	WWTP GAS/HEAT SERVICE	2,787.09
		3,936.23
MICHIGAN PIPE & VALVE	WATER - REPAIR CLAMPS	624.48
NAPOLEON FEED MILL, INC	REC - FIELD LIME	252.00
NORM'S TIRE & SERVICE	JPD - 2019 FORD/REPLACE TIRE	159.77
	JFD - TRUCK 575/MOUNT NEW TIRES	216.50
		376.27
PERFORMANCE AUTO OF HILLSDALE	WWTP - TRUCK BATTERY	146.52
PERFORMANCE AUTOMOTIVE	SUPPLIES/TOOLS/REPAIRS	417.01
PM DOORS, LLC	DPW - GARAGE DOOR OPENERS	1,850.00
POINT RENTAL & SALES	MVP - SUPPLIES	7.99
	MVP - REPAIRS	35.99
		43.98
POSTMASTER	POSTAGE - WATER/SEWER BILLS	277.38
	POSTAGE - ELECTIONS	526.00
	POSTAGE - WATER QUALITY REPORTS	464.28
		1,267.66
POWERS CLOTHING, INC.	JFD - UNIFORMS	216.85
STOCKHOUSE CORPORATION	DDA BUILDING - VINYL SIGNS	80.00
SUPERFLEET MASTERCARD PROGRAM	GASOLINE	1,201.59
TELEDYNE INSTRUMENTS, INC	WWTP - FINAL AUTO SAMPLER	7,351.00
TOTAL ENERGY SYSTEMS, LLC	IRP GENERATOR MAINT CONTRACT	556.00
	WWTP GENERATOR MAINT CONTRACT	1,319.00
		1,875.00
TRI-COUNTY INTERNATIONAL TRUC	JFD - TRUCK 532 REPAIRS	1,431.74
UNIFIRST CORPORATION	MVP - SHOP TOWELS	26.22
	WWTP - UNIFORM RENTAL	40.20
	WWTP - UNIFORM RENTAL	40.20
	JPD - FLOOR MATS	34.50
	MVP - SHOP TOWELS	26.22
	WWTP - UNIFORM RENTAL	40.20
	WWTP - UNIFORM RENTAL	40.20
	MVP - SHOP TOWELS	26.22
	WWTP - UNIFORM RENTAL	40.20
		314.16
UNIQUE PAVING MATERIALS CORP	COLD PATCH	330.27
USA BLUEBOOK	WWTP - SUPPLIES	575.68
	WATER/WWTP - SUPPLIES	852.27
	WATER - SUPPLIES	27.00
		1,454.95
UTILITY SERVICE CO, INC	WATER TOWER MAINT CONTRACT	8,248.61
VC3, INC.	COUNCIL LAPTOP COMPUTERS	6,646.92
VERIZON WIRELESS	JPD/DPW-CELL PHONES/RADIO TOWER/JPD-MODEMS	280.10
	DPW CELL PHONE	25.00
		305.10
WICKHAM'S TREE SERVICE, LLC	VARIOUS LOCATIONS - CUT/GRIND TREES	3,650.00
	Total:	98,802.59

**Jonesville Downtown Development Authority
Regular Meeting
Minutes of March 8, 2022**

Present: Don Toffolo, Joe Ruden, Anthony Smith, Penny Sarles and Mary Ellen Sattler.

Absent: Gerry Arno, Chris Fast, Gale Fix and Abe Graves.

Also Present: Jeff Gray, Alex Stemme, Victor Face, Dan Loew and Mike Karaptian.

Chairman Don Toffolo called the meeting at the Jonesville Police Department, 116 W. Chicago Street, Jonesville, MI to order at 8:32 a.m.

Clerk Means performed the Oath of Office for the new DDA member, Anthony Smith.

Joe Ruden made a motion and was supported by Penny Sarles to approve the agenda as presented. All in favor. Absent: Gerry Arno, Chris Fast, Gale Fix and Abe Graves. Motion carried.

A motion was made by Joe Ruden and supported by Penny Sarles to approve the minutes of January 11, 2022. All in favor. Absent: Gerry Arno, Chris Fast, Gale Fix and Abe Graves. Motion carried.

A motion was made by Joe Ruden to accept the Financial Report through January 31, 2022. The motion was supported by Mary Ellen Sattler. All in favor. Absent: Gerry Arno, Chris Fast, Gale Fix and Abe Graves. Motion carried.

Victor Face of D.H. Roberts Construction spoke on behalf of the Chicago Street Riverfront Redevelopment proposal. The Pre-Development Agreement will allow DH Roberts exclusive access to the building for 6 months to complete due diligence activities and to develop a concept plan for redevelopment of the building. At the close of the due diligence period, the concept plan would be approved and the terms of transfer of ownership would be negotiated.

A motion was made by Penny Sarles and supported by Joe Ruden to recommend that the City Council enter into a Pre-Development Agreement with DH Roberts Construction, including a 6-month due diligence period for study and development of concept plans for the former Klein Tool Building. All in favor. Absent: Gerry Arno, Chris Fast, Gale Fix and Abe Graves. Motion carried.

Discussion was held involving the DDA Infrastructure Projects including the Streetscape design, the South Parking Lot and the Road Diet study projects.

Manager Gray provided updates on the City Hall renovation, installation of the new siren, and Riverfest.

The next scheduled DDA Meeting is Tuesday, May 10, 2022 at 8:30 a.m.

A motion was made by Joe Ruden and supported by Penny Sarles to adjourn the meeting at 9:07 a.m. All in favor. Absent: Chris Fast, Gale Fix, and Abe Graves. Motion carried.

Submitted by,

Cynthia D. Means
Clerk

JONESVILLE POLICE DEPARTMENT

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



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

ACTIVITY SUMMARY FOR MARCH 2022

Total reports written: 64

Accident, Hit & Run: 1
Accident, Public Roadway: 2
Accident, Private Property: 4
Alcohol Violations:
Assault(s): 3
Burglary: 0
Burglary Alarm: 0
Carrying concealed weapon: 0
CSC: 1
Damage to Property: 1
Domestic Violence: 1
Fraud: 0
Felony Assault: 1
Flee and Elude: 1
General Assist: 11
Larceny: 0
Medical Emergency: 8
Mental Petition: 0
Natural Death: 0
Narcotic violation: 2
Noise Complaint: 2
Nuisance Animals: 0
Obstructing Justice: 1
Other Arrests: (warrants, traffic-DWLS/Revoked, etc.): 11
OUIL/OUID: 1
Retail Fraud: 4
Suspicious situation: 5
Traffic/Moving Violations: 45
UDAA/recovery: 3



JONESVILLE FIRE DEPARTMENT
March 2022 SUMMARY

114 W. Chicago St.
Jonesville, MI 49250
(517) 849-2101
(517) 849-2520 Fax

Total Calls for 2022 = 40

<u>Members</u>	<u>Date</u>	<u>Type of call</u>	<u>Location</u>	<u>City</u>	<u>Fayette</u>	<u>Scipio</u>	<u>Mutual</u>	<u>Training</u>
8	3/1/2022	PI Accident	Milnes/ Houseknect Rd		x			
9	3/1/2022	PDC Accident	Milnes/ Houseknect Rd		x			
13	3/2/2022	Meeting	Station					x
7	3/4/2022	PI Accident	Lk Wilson & Olds	x				
8	3/5/2022	Odor Investigation	467 E Chicago St	x				
6	3/9/2022	Fire Disregard	8868 W Chicago				x	
11	3/11/2022	Structure Fire	4900 Jonesville Rd		x			
3	3/11/2022	Station Standby	Station				x	
8	3/12/2022	Vehicle Fire	Walmart Parking Lot	x				
7	3/21/2022	Fire Disregard	311 Maumee	x				
10	3/22/2022	Structure Fire	3990 Mechanic				x	
7	3/22/2022	Medical Disregard	415 Parkwood				x	
10	3/23/2022	Clean Up	Station					x
12	3/29/2022	Assist Medical	306 Maumee				x	
6	3/31/2022	PI Accident	Evans St/ Ecology Dr	x				

<u>Year Total Type of Call</u>				
<u>City</u>	<u>Fayette</u>	<u>Scipio</u>	<u>Mutual</u>	<u>Training</u>
11	6	1	14	8

<u>Monthly Calls</u>					
	<u>City</u>	<u>Fayette</u>	<u>Scipio</u>	<u>Mutual</u>	<u>Training</u>
January	2	1	1	5	3
Febuary	4	2		4	3
March	5	3		5	2
April					
May					
June					
July					
August					
September					
October					
November					
December					

MONTHLY OPERATING REPORT

March 2022

SUBMITTED: , 2022

WATER FLOW

MAXIMUM	284,000
MINIMUM	172,000
AVERAGE	205,000
TOTAL	5.749 MG

WASTEWATER FLOW

MAXIMUM	400,400
MINIMUM	307,900
AVERAGE	355,900
TOTAL	11.0324 MG

CALLOUTS: 2 at the Wastewater Plant

OPERATION & MAINTENANCE

The plant was in compliance with the NPDES permit limitations during the month of March 2022.

The Wastewater Plant Laboratory processed 71 Bacteria tests, 30 Nitrate tests and 16 Nitrite tests in January.

The laboratory upgrade completed except for some minor roof and painting issues. Plant staff has moved the equipment back and is currently operating out of the lab.

Work on the 2022-2023 budget has begun and will be completed early in March.

The NPDES permit application was returned for further clarification. The application was resubmitted to Michigan EGLE. The City received a draft copy of the new NPDES at the end of the month and it is currently under review.

The new digester sludge transfer pump was delivered in February. It was ordered early in October.

Plant Staff attended the Annual Joint Expo in Lansing. Continuing Education Credits were received for both water and wastewater license renewals.

The Jonesville Wastewater Plant is teaming with Hope College to study various viral content in the raw wastewater. Plant Staff submit samples two times a week for analysis. Hope College is responsible for the costs.

5-Day Biochemical Oxygen Demand

NPDES Permit 30 Day Average Limit is 20 mg/l

NPDES Permit Daily Maximum is 30 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—2.4 mg/l

Average Percent Removal from the Raw Wastewater—98.5 %

Daily Maximum—4 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—98.9%

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—92.3%

Ammonia Nitrogen

Report Only

Ammonia Nitrogen is the result of bacterial decomposition of organic nitrogen. Examples Of organic nitrogen include animal and plant protein, amino acids and urea from urine.

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

Jonesville Monthly Average—0.170mg/l

Average Percent Removal from the Raw Wastewater—99.1%

Jonesville Daily Maximum—0.480 mg/l

Brian Boyle

Jonesville Dept of Public Works

March 2022

Monthly Report

	Maintenance	Salt	Chloride	Top Dirt	COLD MIX
STATE HIGHWAYS	1 HR DT 0 HR OT	7 Tons	0 Bag	0 Yd	3.335 Tons
MAJOR STREETS	1 HR DT 0 HR OT	5 Tons	0 Bag	0 Yd	0 Ton
LOCAL STREETS	0 HR DT 1/2 HR OT	6 Tons	0 Bag	0 Yd	.375 Ton
PARKING LOTS	0 HR DT 1/2 HR OT	1 Ton	0 Bag		0 Ton
POLICE STATION	1/2 HR OT	1/4 Ton	0 Bag		
FIRE DEPARTMENT	0 HR OT	0 Ton	0 Bag		
SEWER DEPT	0 HR DT	0 Ton			
LDFA	0 HR OT				0 Ton
WATER	2 HR DT 0 HR OT			1 Yd	0 Ton
State Police	1/2 HR OT	1/4 Ton	0 Bag		

There were two call outs.

The 1 call out and overtime on State, Major, Local and Parking lots were for salting.

The 1 call out on water was for low water pressure at Olivia's as 4 of there toilets were running

We cold patched State Highway and Local Streets.

West Sore Fire installed the new siren on City Halls roof.

We hauled snow from the parking lots.

The washing machine at the Fire Station was removed and the new one installed.

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

Aqua-Line Leak Detection was called in to find 2 broken water mains.

We repaired a broken water main on Hillcrest Ct. and Jermaine Street.

We started spring maintenance on the equipment.

Mike Kyser



City of
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

(517) 849-2104
(517) 849-9037 Fax
www.jonesville.org

**SUNSET VIEW CEMETERY ACTIVITY REPORT
MARCH 2022**

	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	2	0	0	0	0	1	0	0
2022 Totals	0	1	0	0	1	0	0	0

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

February/March Activities:

- Cemetery Mapping
- Software conversion preparations
- Cemetery expansion meeting

April/May Focus:

- Seasonal Cemetery cleanup
- New software implementation
- Budget preparation/planning



Economic Development Partnership Of Hillsdale County

Board of Directors

Rick Schaerer, Chair
Jonesville Paper Tube Corp.

Don Germann, Vice Chair
Hillsdale County National Bank

Kelly Hodshire,
Treasurer
Bailey, Hodshire & Company, P.C.

Vicki Morris, Secretary
Century Bank

Ned Bever
Bever Farms

Kym Blythe
Reading City Manager

John Condon
Hillsdale Terminal

Doug Ingles
Hillsdale County Commissioner

Jeff Gray
Jonesville City Manager

Ron Griffith
Spring Arbor University

Jeremiah Hodshire
Hillsdale Hospital

Nick Krzeminski
Michigan Gas Utilities

David Mackie
Hillsdale City Manager

Chris McArthur
Hillsdale BPU

Tracy McCullough
The Cardinal Group

Gregory Moore
Consumers Energy

Katrina Mosher
Paragon Metals

Troy Rechl
Hillsdale County ISD

Tony Samon
Community Action Agency

Tom Robinson
Michigan Works! Southeast

Jason Smith
Litchfield City Manager

*Creating an environment to support opportunity, growth and
Encouragement to innovate - for all communities, business and citizens.*

Mr. Jeff Gray
City Manager
City of Jonesville
265 E. Chicago Street
Jonesville, MI 49250

March 8, 2022

The EDP greatly appreciates our partnership and shared goals with the City of Jonesville and the LDFA Board. Your investment in the EDP enables us to concentrate on serving our business community and work on special projects that enhance the economic viability for Jonesville and our county.

It is important for the EDP to utilize time maintaining relationships through the changing environment with our partners at the local, state and federal levels. Now more than ever it is critical to engage with organizations that provide resources to communities while those resources are available.

Working closely with our Jonesville School district we provide opportunities for students and educators to interact with the business community and take advantage of internships and job shadowing.

The EDA Consulting Grant obtained by the EDP for Hillsdale County businesses is currently assisting several Jonesville businesses as employers plan for recovery from COVID and future resiliency against economic disruption.

Your investment helps to provide capacity so the EDP is a call away when business assistance is needed for expansion, attraction, growth opportunities or if an unfortunate downsizing occurs. We look forward to working with Jonesville and our partners to sustain economic stability for our local businesses and communities throughout Hillsdale County.

Sincerely,

Susan M. Smith

RECEIVED
MAR 14 2022
BY: _____



April 7, 2022

City Senior Manager
City of Jonesville
265 East Chicago Street
Jonesville, MI 49250-1002

RECEIVED
APR 11 2022

BY: _____

RE: Programming Advisory

Dear City Senior Manager:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to inform you of the following changes:

Effective May 12, 2022, Fox Sports 1 will no longer be offered as part of Digital Economy. These channels are available as part of Popular TV, Sports & News, and Digital Starter.

Please feel free to contact me at 616-560-1922 if you have any questions.

Sincerely,

Jeffrey Snyder
Senior Manager, External Affairs
Comcast, Heartland Region
5300 Patterson Ave SE Ste. 230
Grand Rapids, MI 49512