



# ANNUAL CHRISTMAS OPEN HOUSE

Wednesday, December 20<sup>th</sup>  
5:30 p.m. – 6:30 p.m.

Please join us for  
Appetizers before the  
Council Meeting at 6:30 p.m.



**CITY OF JONESVILLE  
COUNCIL AGENDA  
DECEMBER 20, 2023 - 6:30 P.M.  
JONESVILLE CITY HALL, 265 E. 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. None

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

A. None

**6. REPORTS AND RECOMMENDATIONS**

- A. Appoint Fire Department Officers **[Action Item]**
- B. Consider Bid Award – Fire Department Generator **[Action Item]**
- C. Resolution 2023-14 – Employee Identification Badge Policy **[ROLL CALL][Action Item]**
- D. Resolution 2023-15 – Obligate American Rescue Plan Act Funding **[ROLL CALL][Action Item]**
- E. Approve Distribution of Draft Recreation Plan **[Action Item]**
- F. LDFA and DDA Annual Reports **[Action Item]**
- G. 2024 Meeting Calendar **[Action Item]**

**7. COUNCIL MINUTES**

A. November 15, 2023 Regular Meeting **[Action Item]**

**8. ACCOUNTS PAYABLE**

A. Accounts Payable for December 2023 totalling \$89,937.43 **[Action Item]**

**9. BOARD AND COMMISSION MINUTES**

**[Action Item]**

- A. Downtown Development Authority – September 12, 2023 (Arno)
- B. Planning Commission – December 12, 2023 (Guyse)

**10. DEPARTMENT REPORTS**

- A. Public Safety – Director Lance
- B. Water/Wastewater Treatment Plant – Superintendent Hughes
- C. Department of Public Works – Superintendent Kyser
- D. Cash Report – Finance Director Spahr

**11. ADJOURN**

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

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



To: Jonesville City Council  
From: Jeffrey M. Gray, City Manager   
Date: December 15, 2023  
Re: Manager Report and Recommendations – December 20, 2023 Council Meeting

**6. A. Appoint Fire Department Officers [Action Item]**

Pursuant to the Employee Handbook, Fire Department officers are appointed by recommendation of the Director of Public Safety to the City Manager and confirmed by the City Council. Attached is a memorandum from Director Lance with the recommended appointments and describing the process for the individual selections. I recommend a motion to confirm the appointment of Fire Department officers, as follows: Fire Chief, Mike Lance; Deputy Fire Chief, Rick Riggs; Assistant Fire Chief, Scott Lucas; Fire Captain, Nate Baker; and Fire Lieutenant, Joe Luna. *Please refer to the memorandum from Director Lance.*

**6. B. Consider Bid Award – Fire Department Generator [Action Item]**

Council budgeted for the installation of a Kohler natural gas backup generator at the Fire Department. Currently, half of the building is supported by the generator at the Police Department, with no backup power for the remainder of the building. The project would include termination of the connection to the Police Department generator, combination of the electrical services at the Fire Department offices and vehicle bays into a single service, along with the labor and materials to install a new 26kW generator. Sealed bids were opened on Tuesday, December 12<sup>th</sup>, with three bids received. The low bid was received from Crouch Electric, LLC in the amount of \$12,551.00. There are sufficient funds in the Fire Department budget for the project and Director Lance is recommending the bid award. A motion is necessary to award the bid for the Fire Department Generator to Crouch Electric, LLC in the amount of \$12,551.00. *Please refer to the attached Bid Tabulation.*

**6. C. Resolution 2023-14 – Employee Identification Badge Policy [ROLL CALL][Action Item]**

The City is implementing issuance of Identification Badges to all City employees to better assure that individuals working on behalf of the City are readily identifiable by the general public in the interest of accountability, personal security and overall public safety. The attached resolution would amend the Employee Handbook to establish a program for the issuance of Identification Badges and provide employee expectations regarding the use and display of Badges. I recommend a motion to adopt the resolution, which would give the policy immediate effect. A roll call vote is necessary to act on a resolution. *Please refer to the attached Resolution 2023-14.*

**6. D. Resolution 2023-15 – Obligate American Rescue Plan Act Funding [ROLL CALL][Action Item]**

Along with other local units of government, the City was awarded American Rescue Plan Act (ARPA) funds in 2021. These COVID-relief dollars are limited in terms of the projects that the City may spend them on. Informally, Council has directed these funds through the budget process to offset the costs associated with compliance with the State mandate that the City assume responsibility for replacement of privately-owned water service lines that are lead or galvanized previously connected to lead. The allocation of ARPA funds to the City is \$232,771.51. Replacement of the privately-owned service lines is estimated at over \$2 million.

Local units of government that have fully obligated their ARPA funds on or before December 31, 2023 are eligible to receive a City, Village, and Township Revenue Sharing-Coronavirus Local Fiscal Recovery Fund (CVTRS-CLFRF) payment from the Michigan Department of Treasury equal to one-

percent (1%) of the local unit's eligible fiscal year 2023 ongoing CVTRS payment amount. At this time, the City is committed in contracts for eligible water-related work in the amount of \$124,714.10. The balance of the ARPA funds will be expended with water infrastructure associated with the West Street reconstruction, which is included in the current fiscal year budget. Although project engineering and estimating is taking place at this time, the City has not yet entered into contracts associated with that project. Staff, therefore, recommends approval of the attached Resolution 2023-15, which would obligate these funds to this project. The City is eligible for a CVTRS-CLFRF payment of approximately \$400. A roll call vote is necessary to act on the resolution. *Please refer to the attached Resolution 2023-15.*

**6. E. Approve Distribution of Draft Recreation Plan [Action Item]**

The Planning Commission has completed a draft update to the City's Recreation Plan. The Commission has released the draft for public comments and intends to hold a public hearing at their meeting on Tuesday, January 16, 2024. Following the hearing, the Planning Commission may take action to recommend that the Council approve the Recreation Plan so that it can be sent to the Michigan Department of Natural Resources (MDNR). In addition to adopting the Plan, the Planning Commission intends to incorporate the Recreation Plan into the City's development Master Plan. The Planning Enabling Act requires that the Plan be provided to the City Council for comment, and that the Council approve distribution of the draft to surrounding municipalities, the county, the regional planning commission, and area utilities. In the interest of file size, the Plan is not attached, but may be viewed at the following link: <https://bit.ly/JV-RecreationPlan-2024>. If Council members prefer a paper copy of the plan, please contact City staff. I recommend a motion to approve distribution of the Recreation Plan for incorporation in the City's Master Plan, pursuant to Section 41 of PA 33 of 2008, the Michigan Planning Enabling Act. *Please refer to the Planning Commission's request for public comments.*

**6. F. LDFA and DDA Annual Reports [Action Item]**

Effective January 1, 2019, the State of Michigan adopted new public information requirements that effect both the DDA and the LDFA. These requirements include the preparation and publishing of an annual activity report. The attached reports for the two boards were presented at their regular meetings in November and December. I recommend a motion to receive the annual reports and place them on file. *Please refer to the DDA and LDFA Annual Reports.*

**6. G. 2024 Meeting Calendar [Action Item]**

Consistent with the current meeting schedule, the draft calendar proposes that meetings be held on the third Wednesday of each month at 6:30 p.m. Meeting dates and times may be adjusted, as deemed appropriate by the Council. It will be necessary to take up a motion to approve the 2024 meeting calendar. *Please refer to the attached draft calendar.*

**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 on the agenda. 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. A single motion can be taken up for all of the minutes.

Correspondence:

- Water Operator License – Mitchell Lockwood
- Carolyn Petrie/Jonesville Lions re: Thank you
- Toys for Tots re: Thank you
- Comcast Re: Programming
- Comcast Re: Price change

December 11, 2023

To: Manager Jeff Gray

From: Michael Lance, Interim Director of Public Safety

Re: Jonesville City Fire Department Officer Position Appointments

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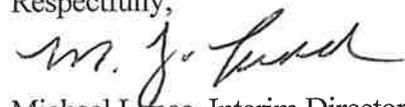
Manager Gray,

In August of this year, Rick Riggs was appointed acting Deputy Fire Chief and Scott Lucas was appointed acting Assistant Fire Chief of the Jonesville Fire Department. During the past 90 days, I have had the opportunity to verify their individual training certifications and job performance skills in their respective positions. At this time, I recommend permanent appointment of Rick Riggs to Deputy Fire Chief and Scott Lucas as Assistant Fire Chief. Deputy Fire Chief Riggs will continue to oversee all fire incident command. I will remain in the position of Fire Chief in charge of administrative and personnel matters.

To complete the command structure of the fire department, a new process of officer promotion was utilized to evaluate fire personnel for officer appointment. Four department personnel participated in the process which included an oral board interview and a peer evaluation. Pursuant to the completion of the promotional process, Nate Baker and Joe Luna were identified as the most qualified firefighters to promote to command positions. I recommend the promotion of Nate Baker to Fire Captain and Joe Luna to Fire Lieutenant for the permanent officer positions within the command structure of the Jonesville Fire Department.

In a departure from past practices, I have eliminated the training officer position from the command structure and the responsibilities of training officer will be carried out by the Assistant Fire Chief.

Respectfully,

A handwritten signature in black ink, appearing to read "M. J. Lance".

Michael Lance, Interim Director of Public Safety

**City of Jonesville  
Bid Tabulation**

Bid For: Standby Generator and Electrical Services – Jonesville Fire Department

Bid Opening Date/Time: December 12, 2023 / 2:00 p.m.

Staff Present: Jeff Gray, Mike Lance, Lenore Spahr

	Bidder Name	Bid Amount
1	Clark Electric, Inc.	\$13,575.00
2	Crouch Electric, LLC	\$12,551.00
3	Wade Electro, Inc.	\$14,200.00
4	Wade Electro, Inc. (Bid Alternate: Generac 26 kW Generator)	\$13,400.00
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CITY OF JONESVILLE  
COUNTY OF HILLSDALE  
STATE OF MICHIGAN

**RESOLUTION – AMEND EMPLOYEE HANDBOOK  
EMPLOYEE IDENTIFICATION BADGE 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 20<sup>th</sup> day of December 2023, at 6:30 p.m.

**PRESENT:**

**ABSENT:**

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

**WHEREAS**, the City of Jonesville adopted an Employee Handbook on June 6, 2006, last amended on August 25, 2021; and

**WHEREAS**, the City wishes to better assure that individuals working on behalf of the City are readily identifiable by the general public in the interest of accountability, personal security and overall public safety; and

**WHEREAS**, the City intends to establish policies for the issuance and use of Employee Identification Badges.

**NOW THEREFORE, IT IS RESOLVED** that the attached Employee Identification Badge Policy is hereby approved and given immediate effect.

AYES:           Members:

NAYS:           Members:

ABSENT:        Members:

\_\_\_\_\_  
Cynthia D. Means, Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Jonesville, County of Hillsdale, Michigan at a Regular Meeting held on the 20<sup>th</sup> day of December, 2023, 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.

\_\_\_\_\_  
Cynthia D. Means, Clerk



## CITY OF JONESVILLE POLICY

**Policy:** Amend Employee Handbook to add Employee Identification Badge Policy

**Adopted by City Council:** \_\_\_\_\_, 2023

**Effective Date:** \_\_\_\_\_, 2023

The City of Jonesville Employee Handbook is hereby amended to add a section titled, "Employee Identification Badges."

### EMPLOYEE IDENTIFICATION BADGES

It is the intent of this policy to better assure that individuals working on behalf of the City of Jonesville are readily identifiable by the general public that they serve. The consistent use of Identification Badges by all employees will enhance individual accountability, and increase personal security and public safety.

- All full-time, part-time, paid-on-call, temporary, and seasonal employees of the City of Jonesville will be issued an Identification Badge by the City Manager's office.
- The Identification Badge shall include, at a minimum, a photo of the employee, employee name, employee title, and the department that the employee works in. Additional information may be included, at the discretion of the City Manager.
- An employee is permitted to wear an Identification Badge any time the employee is representing the City in his or her official capacity. The Identification Badge must be worn at all times when the employee is working on private property in an official capacity as a representative of the City.
- Except as otherwise provided herein, the Identification Badge shall be worn on the front torso, between the waist and the neck and plainly visible at all times. The City shall issue a lanyard and/or a clip for the purpose of displaying the Identification Badge.
- Specific exceptions may be granted to the display of Identification Badges for the safety of the employee due to operation of equipment or other similar circumstances, or in the case of uniformed Police Officers or Firefighters. Such exemptions may be granted by the City Manager when requested in writing by the Department Head. Where exemptions are granted, the employee shall carry the Identification Badge in a pocket or wallet.
- Employees are not required to wear Identification Badges while attending trainings, meetings, conferences, etc.
- Identification Badges are the property of the City of Jonesville and shall not be modified in any way. Badges may only be used by the employee that they have been issued to; Badges may only be displayed for purposes associated with the employee's official capacity with the City.
- Employees shall return their Identification Badge to their Department Head at the time of separation or suspension of employment with the City. Returned Badges shall be forwarded to the City Manager.
- Employees shall promptly notify their Department Head any time the Badge is no longer in their possession. The charge for replacement of an Identification Badge is \$10.00; the cost shall be the responsibility of the employee.

2023-15

CITY OF JONESVILLE  
COUNTY OF HILLSDALE  
STATE OF MICHIGAN

**RESOLUTION – FULLY OBLIGATE AMERICAN RESCUE PLAN ACT FUNDING**

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 20<sup>th</sup> day of December 2023, at 6:30 p.m.

**PRESENT:**

**ABSENT:**

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

**WHEREAS**, the City of Jonesville has been allocated \$232,771.51 in federal American Rescue Plan Act (ARPA) funding; and

**WHEREAS**, the City wishes to document its intended use of said ARPA funds; and

**WHEREAS**, the State of Michigan has adopted regulations obligating the City to replace privately owned and maintained lead water service lines and galvanized water service lines that were previously connected to lead at a cost estimated to exceed \$2 million; and

**WHEREAS**, the City wishes to offset a portion of the public costs associated with the replacement of said privately-owned lead and galvanized water service and related water infrastructure, which is a permitted use of ARPA funds; and

**WHEREAS**, the City has currently contracted for and completed \$124,714.10 in eligible water infrastructure expenses with the Maumee Street paving project; and

**WHEREAS**, the City Council, through the adoption of the 2023-24 fiscal year budget, has committed the \$108,057.41 balance of ARPA funds to eligible water infrastructure work associated with the West Street reconstruction project, which is currently in the engineering and cost estimating phase; and

**WHEREAS**, local units of government that have fully obligated their ARPA funds on or before December 31, 2023 are eligible to receive a City, Village, and Township Revenue Sharing-Coronavirus Local Fiscal Recovery Fund (CVTRS-CLFRF) payment from the Michigan Department of Treasury equal to one-percent (1%) of the local unit's eligible fiscal year 2023 ongoing CVTRS payment amount.

**NOW THEREFORE, IT IS RESOLVED** that through contracts for services and budgeted expenditures to occur in the current fiscal year, the City of Jonesville has fully obligated its American Rescue Plan Act funding; and

**BE IT FURTHER RESOLVED** that the City staff is hereby authorized to complete and submit those certifications as may be required to verify the obligation of funds to the Michigan Department of Treasury.

AYES:           Members:

NAYS:           Members:

ABSENT:        Members:

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Cynthia D. Means, Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Jonesville, County of Hillsdale, Michigan at a Regular Meeting held on the 20<sup>th</sup> day of December, 2023, and that public notice was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

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Cynthia D. Means, Clerk



**NOTICE  
RECREATION PLAN – REQUEST FOR PUBLIC COMMENTS**

The Jonesville Planning Commission has released a draft copy of a proposed Recreation Plan that would govern improvements to City facilities from 2024 through 2028. The Draft Plan includes recommendations for improvements to existing parks, sidewalks, and trails. The recommendations are based on feedback previously received at a park open house and from responses to a parks and recreation survey.

The Planning Commission is seeking public comments on the draft before the Recreation Plan is adopted in mid-January. The plan may be viewed by visiting City Hall during regular office hours, Monday through Friday from 8:00 a.m. until 4:30 p.m. or on the City's website, [www.jonesville.org](http://www.jonesville.org).

The Planning Commission will hold a public hearing on the 2024-2028 Recreation Plan at the Jonesville City Hall on Tuesday, January 16, 2024 at 7:00 p.m. The public is welcome to attend and share comments. Written comments will also be accepted until the date of the hearing and may be submitted to:

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

Or, via email to City Manager Gray at [jgray@jonesville.org](mailto:jgray@jonesville.org).

Following the public hearing, the Planning Commission may make changes to the Plan, as it determines appropriate and will consider recommending that the City Council adopt the updated Plan.

Maintaining an updated the Master Plan assures that the City can plan for updates to recreational facilities and programs, and will remain eligible for parks and recreation grants through the Michigan Department of Natural Resources (MDNR). Questions may be directed to City Hall at (517) 849-2104.



## City of Jonesville Downtown Development Authority FY 2022-23 Annual Report

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This report is provided in accordance with the Michigan Recodified Tax Increment Financing Act, Public Act 57 of 2018. It reports the Authority's operations during the 2021-22 fiscal year and is intended to fulfill the requirements of the annual synopsis of activities of the authority, required in Section 910(1)(h) of the Act. The authority fiscal year begins on July 1<sup>st</sup> and ends June 30<sup>th</sup>.

### **Authority Accomplishments**

- Granted \$7,500 in façade improvement grants to encourage private investment in two Downtown properties.
- With the City Council, entered into a development agreement with D.H. Roberts Construction Company for the Riverview Flats redevelopment of the former Klein Tool Building.

### **Projects and Investments**

- Engaged the services of Fleis and Vandenbrink Engineers to complete a Road Diet Study to consider potential changes to lane configurations in the Downtown to improve function of on-street parking and pedestrian safety.
- Worked with local businesses, community stakeholders, and the Michigan Department of Transportation to address concerns and unique conditions for a safe and effective street design for Chicago Street/US-12.
- Project planning for implementation of street and streetscape improvements to coordinate with the Michigan Department of Transportation's planned resurfacing of Chicago Street in 2026.

### **Events and Promotions**

- Provided financial support for the Downtown fall display.
- The DDA supported costs associated with park and Downtown decorations, including additional lights in Carl Fast Park and electricity costs to support the Lion's Club Lights of Love project.
- Advertising and programing to support the Christmas Tree Lighting and Downtown Decorating costs associated with Christmas in Jonesville.

### **Fund Balance and Capital Project Planning**

The DDA retains an estimated fund balance at the close of the fiscal year of just over \$84,536.

Planned streetscape and safety improvements in the Downtown, as well as development support for the redevelopment of the Klein Tool Building will likely exceed the current reserve funds. Grants and new debt are expected to cover the costs of improvements. New debt service has been planned with debt obligations for the North Parking Lot project to be complete in 2024.

Upcoming projects include streetscape improvements, South Parking Lot enhancements, and wayfinding signs. Future projects, as prioritized during review by the Budget Committee are summarized on pages 22-25 of the FY2023-24 through 2028-29 Capital Improvement Plan, available for review at City Hall or on the City's website, [www.jonesville.org](http://www.jonesville.org).



## City of Jonesville Local Development Finance Authority FY 2022-23 Annual Report

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This report is provided in accordance with the Michigan Recodified Tax Increment Financing Act, Public Act 57 of 2018. It reports the Authority's operations during the 2022-23 fiscal year and is intended to fulfill the requirements of the annual synopsis of activities of the authority, required in Section 910(1)(h) of the Act. The authority fiscal year begins on July 1<sup>st</sup> and ends June 30<sup>th</sup>.

### **Authority Accomplishments**

- With a number of capital projects prioritized in other areas of the City, the LDFA engaged in a strategic planning process to develop future project priorities. The Board identified the following three top priorities:
    - Entrepreneurial Park Development
    - Workforce and Training Support
    - Housing Development Support
- The complete list of strategic planning projects is attached.

### **Projects and Investments**

- Continued annual investment of \$15,000 to support the collaborative economic development activities of the Hillsdale County EDP.
- Invested in the City's water system improvement project with a commitment of \$25,000 per year for the fourth of 10 years to maximize affordability of water utility costs, especially for industrial customers, with benefits to residential and commercial customers, as well.
- Invested \$105,000 in dedicated reserves for future projects – \$45,000 for future expansion of the Industrial Park, \$35,000 for future infrastructure needs, and \$35,000 for other special projects called out in the development plan. These investments will be key in accomplishing Strategic Planning objectives in the future.

### **Events and Promotions**

- Engaged in business recruiting, marketing parcels. With the Economic Development Partnership of Hillsdale County (EDP) met with prospects for the former Interdyne Building. Have worked collaboratively with a potential user for the former Hillsdale Tool Building and exploring the feasibility of use of some of the space to advance Entrepreneurial Park goals.

### **Fund Balance and Capital Project Planning**

The LDFA retains an estimated fund balance at the close of the fiscal year of approximately \$2.9 million. Due to sizable future projects, as well as uncertainty of future revenues following the elimination of personal property taxes in Michigan, the LDFA has established several designated reserves. \$405,000 is reserved for future expansion, \$325,000 for special projects and development incentives, and \$355,000 for future infrastructure improvements. The balance of the reserve is undesignated for projects authorized in the Development Plan.

Savings will be needed to accomplish the long-term goals of the Development Plan, including Industrial Park expansion. These investments are more likely to take place nearer the end of the term of the plan in 2036.

Projects are summarized in the LDFA Development and Tax Increment Financing Plan, available for review at City Hall or on the City's website, [www.jonesville.org](http://www.jonesville.org).

## LDFA Project Priorities

Cumulative Scoring – LDFA Board, December 15, 2022 Meeting

		<b>Score</b>
<i>Combine together:</i>		
<b>1.</b>	Acquisition of underutilized properties – address empty and blighted properties	<b>13</b>
	Develop an “Entrepreneurial Park” smaller lots for employers of industry and tech of around 10 employees	
<b>2.</b>	Workforce/training support – partnership with Jonesville Schools	<b>11</b>
<b>3.</b>	Housing development/support – studies, builder recruitment, identification of available properties, partner with developers, Ritz Craft, etc.	<b>9</b>
<b>4.</b>	Business retention incentive program for existing businesses in the LDFA district	<b>5</b>
<b>4.</b>	Support the County efforts to upgrade to 800 MHz Radios for emergency responders	<b>5</b>
<b>6.</b>	Expansion of the Industrial Park – farmland adjacent to the park	<b>4</b>
<b>7.</b>	Sign along US-12 to market the Industrial Park – marketing plan for available lots	<b>3</b>
<b>7.</b>	Change out entry signs at M-99 and US-12 for electronic displays	<b>3</b>
<b>9.</b>	Make Industrial Park lots “build ready” (grading and other improvements)	<b>2</b>
<b>10.</b>	Construction of a spec building or buildings	<b>0</b>



**CITY COUNCIL  
2024 ANNUAL MEETING CALENDAR  
THIRD WEDNESDAY OF THE MONTH**

WEDNESDAY	JANUARY 17, 2024	6:30 P.M.
WEDNESDAY	FEBRUARY 21, 2024	6:30 P.M.
WEDNESDAY	MARCH 20, 2024	6:30 P.M.
WEDNESDAY	APRIL 17, 2024	6:30 P.M.
WEDNESDAY	MAY 15, 2024	6:30 P.M.
WEDNESDAY	JUNE 19, 2024	6:30 P.M.
WEDNESDAY	JULY 17, 2024	6:30 P.M.
WEDNESDAY	AUGUST 21, 2024	6:30 P.M.
WEDNESDAY	SEPTEMBER 18, 2024	6:30 P.M.
WEDNESDAY	OCTOBER 16, 2024	6:30 P.M.
WEDNESDAY	NOVEMBER 20, 2024	6:30 P.M.
WEDNESDAY	DECEMBER 18, 2024	6:30 P.M.

All meetings are held at the Jonesville City Hall – 265 E. Chicago Street, Jonesville, MI, unless otherwise noted on the meeting agenda.

The City of Jonesville will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon 20 days' notice to the City of Jonesville. Individuals with disabilities requiring auxiliary aids or services should contact the City of Jonesville by writing, calling, or e-mailing the following:

City of Jonesville  
265 E. Chicago Street  
Jonesville, MI 49250  
(517) 849-2104  
[www.jonesville.org](http://www.jonesville.org)

Cindy Means, Clerk  
[clerk@jonesville.org](mailto:clerk@jonesville.org)

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

**JONESVILLE CITY COUNCIL  
Minutes of November 15, 2023**

A meeting of the Jonesville City Council was held on Wednesday, November 15, 2023 at the Jonesville City Hall, 265 E. Chicago Street, Jonesville, MI. Mayor Gerry Arno called the meeting to order at 6:30 p.m. Council members present were: Chris Grider, Brenda Guyse, George Humphries Jr., and Andy Penrose. Absent: Tim Bowman and Delesha Padula.

Also present: Manager Gray, Treasurer Spahr, WWTP Supt. Hughes, DPW Supt. Kyser, Sgt. Albright, Attorney Lovinger, Greg Bailey, Dana Kyser, Larry Jones, Ava Barber, Caiden Fenton, Lisa Adair, Sarah Gray, Ellie Gray, Jeff Wingard, Rick Riggs, Scott Lucas, Joe Luna, Jillian Cook, Kaylin Reaune, and Haley Steveson.

Councilmember George Humphries Jr. led the Pledge of Allegiance and the moment of silence.

A motion was made by Brenda Guyse and supported by Andy Penrose to approve the agenda as presented with one addition: 6.I. – Board and Commission Appointments. All in favor. Absent: Tim Bowman and Delesha Padula. Motion carried.

Ellie Gray provided a brief presentation regarding the Heritage Association Youth Advisory Council's "Downtown Fairy House Project". The Heritage Association will provide and install the fairy doors to the exterior of downtown businesses for a \$25.00 donation.

A motion was made by George Humphries Jr. and supported by Chris Grider to approve the installation of "Fairy Doors" on the exterior of City Hall and Carl Fast Park. Manager Gray will support the project on behalf of the city. All in favor. Absent: Tim Bowman and Delesha Padula. Motion carried.

Greg Bailey of Bailey Hodshire & Co. P.C. presented the June 30, 2023 audit report for the City of Jonesville. Mr. Bailey stated that the City had a "highest form of clean" audit with no issues being found. Mr. Bailey commended the City Council and City staff for again having a commendable audit.

Brenda Guyse made a motion and was supported by Chris Grider to receive the June 30, 2023 Audit Report as presented. Roll Call Vote: Ayes: Chris Grider, Brenda Guyse, George Humphries Jr., Andy Penrose and Gerry Arno. Nays: None. Absent: Tim Bowman and Delesha Padula. Motion carried.

Andy Penrose made a motion and was supported by Brenda Guyse to accept the recommendation from the DDA to approve Resolution 2023-12 - Chicago Street (US-12) Road Diet and proceed with the Road Diet. Roll Call Vote: Ayes: Chris Grider, Brenda Guyse, George Humphries Jr., Andy Penrose and Gerry Arno. Nays: None. Absent: Tim Bowman and Delesha Padula. Motion carried.

A motion was made by Brenda Guyse and supported by Brenda Guyse to adopt Resolution 2023-13 – Mutual Aid Box Alarm System (MABAS) Interlocal Agreement. Deputy Chief Rick Riggs and Assistant Chief Scott Lucas spoke on behalf of MABAS, a statewide fire services mutual aid system which allows participating unites of government to assist others with fire equipment and staffing to assist with response to major incidents, or request such assistance to address incidents in their own community. Roll Call Vote: Ayes: Chirs Grider, Brenda Guyse, George Humphries Jr., Andy Penrose and Gerry Arno. Nays: None. Absent: Tim Bowman and Delesha Padula. Motion carried.

Brenda Guyse made a motion and was supported by Chris Grider to award the bid for the Wastewater Treatment Plant Digester Building Make-Up Air Unit to Ryan and Bradshaw Mechanical Contracting in the amount of \$20,498.00. Absent: Tim Bowman and Delesha Padula. Motion carried.

A motion was made by Brenda Guyse and supported by Chris Grider to award a 5-year Waste and Recycling Contract to LRS of Jackson, MI based on the proposal dated November 6, 2023. All in favor. Absent: Tim Bowman and Delesha Padula. Motion carried.

Brenda Guyse made a motion and was supported by Chris Grider to approve payment of invoice for the Maumee Street Construction Project in the amount of \$35,532.39. All in favor. Absent: Tim Bowman and Delesha Padula. Motion carried.

George Humphries Jr. made a motion to file the Certification of Accountability and Transparency with the Department of Treasury. Brenda Guyse supported the motion. All in favor. Absent: Tim Bowman and Delesha Padula. Motion carried.

A motion was made by Andy Penrose and supported by Brenda Guyse to appoint and re-appoint the following board and commission members:

**Board of Review**

Joy Sutton	Re-Appoint	3 Year Term (2026)
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**Citizenship Committee**

Kathy Adams	Re-Appoint	3 Year Term (2026)
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Brenda Guyse	Re-Appoint	3 Year Term (2026)
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**Downtown Development Authority (DDA)**

Chris Fast	Re-Appoint	4 Year Term (2027)
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Joe Ruden	Re-Appoint	4 Year Term (2027)
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Anthony Smith	Re-Appoint	4 Year Term (2027)
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**Local Development Finance Authority (LDFA)**

Scott Campbell	Re-Appoint	4 Year Term (2027)
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Eric Weatherwax	Re-Appoint	4 Year Term (2027)
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**Planning Commission**

Christine Bowman	Re-Appoint	Three Year Term (2026)
Charles Crouch	Re-Appoint	Three Year Term (2026)

**Zoning Board of Appeals (ZBA)**

Kayla Thompson	Re-Appoint	Three Year Term (2026)
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Council was made aware there is a board vacancy on the Downtown Development Authority and one on the Local Development Finance Authority. Staff will advertise and bring recommendation at a future date. All in favor. Absent: Tim Bowman and Delesha Padula. Motion carried.

A motion was made by Chris Grider and supported by George Humphries Jr. to approve the minutes of the regular meeting on October 18, 2023. All in favor. Absent: Tim Bowman and Delesha Padula. Motion carried.

Brenda Guyse made a motion and was supported by Andy Penrose to approve the Closed Session minutes of October 18, 2023. All in favor. Absent: Tim Bowman and Delesha Padula. Motion carried.

A motion was made by Brenda Guyse and supported by Andy Penrose to approve the minutes of the special meeting on November 1, 2023. All in favor. Absent: Tim Bowman and Delesha Padula. Motion carried.

Andy Penrose made a motion and was supported by Chris Grider to approve the Accounts Payable for November 2023 in the amount of \$146,346.42. All in favor. Absent: Tim Bowman and Delesha Padula. Motion carried.

A motion was made by Brenda Guyse and supported by George Humphries Jr. to receive and place the minutes of Economic Development Partnership – July 20, 2023, Region 2 Planning Commission – September 14, 2023, and Region 2 Planning Commission Executive Committee – October 12, 2023 on file. All in favor. Absent: Tim Bowman and Delesha Padula. Motion carried.

Updates were given by Department Heads and Manager Gray.

Updates were given by Council.

Mayor Arno adjourned the meeting at 7:34 p.m.

Submitted by:

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Cynthia D. Means  
Clerk

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Gerald E. Arno  
Mayor

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
AQUAPHOENIX SCIENTIFIC LLC	WWTP - SUPPLIES	52.56
AT&T	LOCAL/LONG DISTANCE	846.24
	LOCAL/LONG DISTANCE	821.38
		1,667.62
BAKER, VICKI/B & B CLEANING,	CITY HALL/JPD/JFD CLEANING SERVICES	610.00
BIOTECH AGRONOMICS, INC.	WWTP - BIOSOLIDS LAND APPLICATION	18,017.46
BRINER OIL CO., INC.	JPD/MVP - GASOLINE	331.95
	JFD - GASOLINE/ACCT #7779	251.28
	JPD/WWTP/MVP - GASOLINE	436.80
	MVP - BULK TANK	358.89
	MVP - BULK TANK	394.29
	MVP - SUPPLIES	27.20
	MVP - BULK TANK	395.27
	MVP - BULK TANK	194.06
	JFD - GASOLINE	160.95
	JPD/WWTP/MVP - GASOLINE	269.59
	JPD/MVP GASOLINE	152.79
	MVP - BULK TANK	180.11
		3,153.18
BUTTERS EXCAVATING & LAWN CAFE	CEMETERY MAINT/SEXTON SERVICES	4,491.67
CAPITAL ONE	WALMART - WWTP SUPPLIES	77.96
	WALMART - SUPPLIES	312.99
		390.95
CITY OF HILLSDALE BPU	WATER/WWTP - LOCKWOOD TRAINING	2,073.28
CLEAR VIEW B.R. LLC	CITY HALL/JPD OUTSIDE WINDOW CLEANING	40.00
COLER, DAVID	CHRISTMAS IN JONESVILLE	100.00
CONSUMERS ENERGY	CEMETERY ELECTRICITY	39.86
	JFD - EMERGENCY SIREN ELECTRICITY	41.52
	CITY HALL 3RD FLOOR ELECTRICITY	28.79
	IRON REMOVAL PLANT ELECTRICITY	1,132.94
	IRON REMOVAL PLANT ELECTRICITY	1,144.23
		2,387.34
CROUCH ELECTRIC, LLC	WWTP - BOILER REPAIR	1,563.20
	RADIO TOWER GENERATOR SERVICE KIT	85.02
		1,648.22
CURRENT OFFICE SOLUTIONS	JPD - COPIER MAINTENANCE	12.44
	JPD - COPIER MAINTENANCE	8.14
		20.58
DENNING ROGER D AND SHERRI G	UB refund for account: 000955-51	97.11
DETROIT SALT COMPANY	SALT	3,327.50
ELWOOD STAFFING SERVICES, INC	DPW TEMP W/E 12/10/23	810.00
	DPW TEMP W/E 11/5/23	810.00
	DPW TEMP W/E 11/12/23	648.00
	DPW TEMP W/E 11/19/23	810.00
	DPW TEMP W/E 12/03/23	810.00
		3,888.00
ENMET, LLC	WWTP - GAS METER REPAIR & CALIBRATION	547.60
FERGUSON WATERWORKS #3386	WATER - METER SUPPLIES	34.09
FIRST ADVANTAGE OCC HEALTH SV	CDL PHYSICAL	44.91
FIRST NATIONAL BANK OMAHA	ZOOM/MME MEMBERSHIPS/DPW ADS	714.99
	SUPPLIES/MEMBERSHIPS/CONFERENCES	587.66
	11/7 SCHOOL ELECTION EXPENSES	101.56
	DDA - FALL DISPLAY	320.12
	ZOOM MEMBERSHIP	15.99
	CITY HALL/ELECTION SUPPLIES	195.59
		1,935.91
FLEIS & VANDENBRINK ENG, INC.	WWTP - IPP DEVELOPMENT	2,000.00
	DDA - ROAD DIET STUDY	1,780.00
	WWTP - IPP DEVELOPMENT	600.00
		4,380.00
GRIFFITHS MECH CONTRACTING,	IWWTP - DIGESTER BOILER REPAIR	4,610.00
HILLSDALE COMMUNITY THEATRE	RENTAL AGREEMENT - CITIZEN OF THE YEAR	300.00
HILLSDALE COUNTY TREASURER	2023 TAX ROLL MAINT/WINTER TAX BILLS	1,743.65

12/21/2023

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	TAX BILLBACK	8.33
		1,751.98
HILLSDALE HOSPITAL	PRE-EMPLOYMENT PHYSICALS	333.00
	MVP - CDL PHYSICAL	86.00
		419.00
HOUCHEN PLUMBING & HEATING	CITY HALL FURNACE REPAIR	200.00
HYDROCORP, INC	WATER CROSS CONNECTION PROGRAM	568.00
JACKSON, CITY OF	JPD - TRAINING CONSORTIUM	284.90
JAX KAR WASH	JPD - CAR WASHES	10.00
JONESVILLE HARDWARE	SUPPLIES/REPAIRS	103.25
JONESVILLE LUMBER	FAST PARK ELECTRIC REPAIRS	73.03
JONESVILLE, CITY OF	CITY HALL WATER/SEWER	51.80
	JFD WATER/SEWER	69.25
	JPD WATER/SEWER	51.80
	DPW WATER/SEWER	51.80
	WWTP WATER/SEWER	160.38
	WRIGHT ST PARK WATER/SEWER	38.87
	148 JERMAINE WINTER PROPERTY TAX	99.31
		523.21
KEN STILLWELL FORD-MERCURY,	IJFD - TRUCK 575 REPAIR	218.50
	JFD - TRUCK 572 REPAIR	205.07
	JPD - 19 FORD OIL CHANGE	46.45
		470.02
MACQUEEN EMERGENCY	JFD - HELMETS	2,220.55
MERIT LABORATORIES	WWTP - TESTING	402.00
MI MUNICIPAL TREASURER'S ASSC	LSPAHR - MEMBERSHIP RENEWAL	99.00
MICHIGAN GAS UTILITIES	JPD GAS/HEAT SERVICE	60.51
	IRON REMOVAL PLANT GAS SERVICE	163.15
	WWTP GAS/HEAT SERVICE	913.99
	JFD - GAS/HEAT SERVICE	151.15
	DPW BUILDING - GAS/HEAT SERVICE	95.95
	GAS LIGHT SERVICE	56.34
	CITY HALL GAS/HEAT SERVICE	75.23
		1,516.32
MICHIGAN LAWN & LANDSCAPE	MOWING/LEAF SERVICES	933.22
MML WORKERS COMPENSATION FUN	DWORK COMP QUARTERLY INVOICE	2,113.00
MONAHAN, NICHOLAS	CHRISTMAS IN JONESVILLE - HORSES/WAGONS	600.00
MOTOROLA SOLUTIONS, INC	JPD - RADIO EQUIPMENT	123.12
MUNICIPAL SUPPLY CO.	WATER - CURB BOXES	660.00
MYSTIC CAR CARE	CITY HALL BASEMENT WINDOW COVERING	250.00
NORM'S AUTO-JONESVILLE	WWTP - TRUCK TIRE REPAIR	22.00
	MVP - TRUCK 7 TIRE REPAIR	22.00
	MVP - LOADER TIRES	463.00
	JPD - 19 FORD TIRES	492.87
		999.87
PENROSE, ANDY	R2PC MEETING MILEAGE	37.99
PERFORMANCE AUTOMOTIVE	MVP - SUPPLIES	84.69
	SUPPLIES/REPAIRS	90.94
		175.63
PM DOORS, LLC	JFD - TRUCK BAY DOOR REPAIRS	150.00
POSTMASTER	POSTAGE - WATER/SEWER BILLS	335.32
	POSTAGE - 2023 WINTER PROP TAX BILLS	279.46
	POSTAGE - 2023 POWERS MAILING	1,442.24
		2,057.02
PRIORITY ONE EMERGENCY, INC	JPD - UNIFORMS	228.75
	JPD - UNIFORMS	119.98
	JPD - UNIFORMS	419.96
		768.69
SPENCER, WINDY	STAFF ID PHOTOS	75.00
STATE OF MICHIGAN	WWTP - NPDES ANNUAL PERMIT FEE	1,950.00
	WWTP - BIOSOLIDS LAND APPLICATION FEE	551.83
		2,501.83

12/15/2023  
User: LSPAHR  
DB: Jonesville

CITY OF JONESVILLE  
INVOICE APPROVAL LIST  
12/21/2023

Page: 3/3

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
STOCKHOUSE CORPORATION	POSTAGE PERMIT WINDOW ENVELOPES	92.50
THOMPSON ROBERTS AGENCY	SPAHR - NOTARY BOND RENEWAL	45.00
UNIFIRST CORPORATION	WWTP UNIFORMS	40.24
	MVP - SHOP TOWELS	33.47
	WWTP UNIFORMS	40.24
	WWTP UNIFORMS	40.24
	CITY HALL/JPD FLOOR MATS	50.25
	MVP - SHOP TOWELS	33.47
	WWTP UNIFORMS	67.41
	WWTP UNIFORMS	44.71
		350.03
USALCO LLC	WWTP - SUPPLIES	5,298.59
VANBUSKIRK TRACY	UB refund for account: 000282-05	100.38
VC3, INC.	MS EXCHANGE ONLINE - NOV 2023	100.00
VERIZON WIRELESS	JPD/DPW-CELL PHONES/RADIO TOWER/JPD/JFD-MODEMS	321.32
	DPW CELL PHONE	25.00
		346.32
WICKHAM'S TREE SERVICE, LLC	MAJOR/LOCAL ST - TREE REMOVAL	9,700.00
	Total:	89,937.43

**Jonesville Downtown Development Authority  
Regular Meeting  
Minutes of September 12, 2023**

Present: Don Toffolo, Gerry Arno, Anthony Smith, Mary Ellen Sattler and Abe Graves.

Absent: Penny Sarles, Chris Fast, Gale Fix and Joe Ruden

Also Present: Jeff Gray and David Pope

Chairman Don Toffolo called the meeting to order at 8:30 a.m.

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

A motion was made by Gerry Arno and supported by Anthony Smith to approve the minutes of May 9, 2023 Regular Meeting. All in favor. Absent: Penny Sarles, Chris Fast, Gale Fix and Joe Ruden. Motion carried.

A motion was made by Anthony Smith and supported by Abe Graves to accept the financial report through July 31, 2023. The report shows revenue and expenditure activity for the month of July, the only month of the fiscal year. All in favor. Absent: Penny Sarles, Chris Fast, Gale Fix and Joe Ruden. Motion carried.

Gerry Arno made a motion and was supported by Abe Graves to approve the Façade Grant Request for Powers Clothing at 227 E. Chicago Street in the amount of \$2,500. David Pope spoke on behalf of Powers Clothing regarding the renovation of the alcove to restore a more classic looking entry and storefront. All in favor. Absent: Penny Sarles, Chris Fast, Gale Fix and Joe Ruden. Motion carried.

A motion was made by Gerry Arno and supported by Anthony Smith to approve the concept for the Chicago Street Road Diet project which consists of updating the downtown streetscape and road improvement projects that are being coordinated with the Michigan Department of Transportation (MDOT), along with scheduling a public meeting in October to receive comments on the proposal. All in favor. Absent: Penny Sarles, Chris Fast, Gale Fix and Joe Ruden. Motion carried.

A motion was made by Mary Ellen Sattler and supported by Anthony Smith to re-open the Jonesville Slogan Contest for a “City Tag Line” to coincide with the Jonesville Business Association working on building and creating its branding. All in favor. Absent: Penny Sarles, Chris Fast, Gale Fix, and Abe Graves. Motion carried.

Manager Gray provided updates.

The next scheduled DDA Meeting is Tuesday, November 14, 2023 at 8:30 a.m.

The meeting was adjourned at 9:20 a.m.

Submitted by,

Cynthia D. Means. Clerk

**CITY OF JONESVILLE  
PLANNING COMMISSION  
Minutes of December 12, 2023**

A City of Jonesville Planning Commission meeting was held on Tuesday, December 12, 2023 at the Jonesville City Hall, 265 E Chicago Street, Jonesville, MI. Chair Christine Bowman called the meeting to order at 7:00 p.m.

Present: Christine Bowman, Charles Crouch, Marty Ethridge, Brenda Guyse, Ryan Scholfield and Jim Ackerson.

Absent: Annette Sands.

Also Present: Jeff Gray, Mike Kyser and Zack Smith (R2PC).

Ryan Scholfield led the Pledge of Allegiance and the moment of silence.

A motion was made by Brenda Guyse and supported by Jim Ackerson to approve the agenda as presented. All in favor. Absent: Annette Sands. Motion carried.

Brenda Guyse made a motion and was supported by Ryan Scholfield to approve the minutes from September 13, 2023 with the noted changes. All in favor. Absent: Annette Sands. Motion carried.

Discussion was held regarding the complete draft of the updated Recreation Master Plan, including Sidewalk Priorities. A motion was made by Brenda Guyse and supported by Jim Ackerson that the Draft Recreation Master Plan with amendments be published for the Public Comment period. All in favor. Absent: Annette Sands. Motion carried.

A motion was made by Marty Ethridge and supported by Brenda Guyse to approve the Planning Commission calendar as presented, with one amendment. The PC meeting in January will be changed to Tuesday, January 16, 2024 at 7:00 P.M. All in favor. Absent: Annette Sands. Motion carried.

Manager Gray provided updates.

The next meeting is scheduled for Tuesday, January 16, 2024 at 7:00 p.m.

The meeting was adjourned at 8:09 p.m.

Submitted by,

Cynthia D. Means  
Clerk

# Jonesville Police Department

116 West Chicago Road  
Jonesville, Michigan. 49250

911 Police Service Administration (517) 849-2101

FAX (517) 849-2520

## ACTIVITY SUMMARY FOR NOVEMBER 2023

Total reports written: 51  
Assault and Battery: 1  
Break and Enter: 0  
Larceny from Building: 2  
Theft from Motor Vehicle: 1  
Fraud: 1  
Damage to Property: 3  
Larceny- Other: 0  
Non-Violent Domestic: 0  
Retail Fraud: 1  
Natural Death: 0  
Operating while Intoxicated: 2  
Obstructing Justice: 2  
Public Roadway Accidents: 8  
Private Property Accidents: 4  
Other Arrests: 3 (warrants, traffic-DWLS/Revoked, etc.)  
Civil Matter/Family Disputes: 1  
Medical Emergency: 7  
Open Door: 3  
Ordinance Violation: 2  
Juvenile Trouble: 2  
Suspicious Situations: 2  
Lost and Found Property: 0  
General Assistance: 9  
Traffic/Moving Violations: 9  
Juvenile Petitions: 0  
Warrants Received from Prosecutor: 2



114 W. Chicago St.

Jonesville, MI 49250

(517) 849-2101

(517) 849-2520 Fax

# Runs for the November

Run	Members	Date	Type of call	Location	City	Fayette	Scipio	Mutual	Training
196	5	11/4/2023	Assist Medical	4920 Fitzpatrick Rd				X	
197	5	11/5/2023	Odor Investigation	516 E. Chicago St.	X				
198	5	11/5/2023	Trainings	HTFD - Station 4					X
199	8	11/5/2023	Smoke Investigation	4075 Beck Rd Hillsdale AG		X			
200	9	11/8/2023	Trainings	Station 5 - JCFD					X
201	6	11/9/2023	Grass/Brush Fire	Beck & Carleton	X				
202	7	11/16/2023	MVA	US 12 and N. Bunn Rd		X			
203	11	11/18/2023	Cooking Fire	215 W. Carleton Rd.				X	
204	4	11/20/2023	Fire Alarm no Fire	1640 E Chacago rd		X			
205	4	11/21/2023	PDC Accident	Homer & Ball Rd		X			
206	8	11/22/2023	Sta 5 Equipment Inspe	Station 5					X
207	9	11/23/2023	Structure Fire	10371 Rainey Rd				X	
208	8	11/23/2023	Assist Medical	117 west st	X				
209	6	11/27/2023	MVA	cranberry and litchfeild rd			X		
210	7	11/29/2023	Assist Medical	435 wright st	X				

## Monthly Calls

<u>Year Total Type of Call</u>					<u>City</u>	<u>Fayette</u>	<u>Scipio</u>	<u>Mutual</u>	<u>Training</u>
<u>City</u>	<u>Fayette</u>	<u>Scipio</u>	<u>Mutual</u>						
80	47	18	38	<b>January</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>12</b>	<b>3</b>
				<b>February</b>	<b>18</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>2</b>
				<b>March</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>
				<b>April</b>	<b>8</b>	<b>10</b>	<b>2</b>	<b>1</b>	<b>2</b>
				<b>May</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>4</b>
				<b>June</b>	<b>12</b>	<b>9</b>	<b>2</b>	<b>2</b>	<b>1</b>
				<b>July</b>	<b>12</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>1</b>
				<b>August</b>	<b>10</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>1</b>
				<b>September</b>	<b>1</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>2</b>
				<b>October</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>6</b>
				<b>November</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>3</b>
				<b>December</b>					

Total for November    15  
Total for the Year    210

Training  
 27

# MONTHLY OPERATING REPORT

## November 2023

**SUBMITTED:**        **December 7, 2023**

**WATER FLOW**

MAXIMUM	181,000
MINIMUM	114,000
AVERAGE	157,000
TOTAL	4.7720 MG

**WASTEWATER FLOW**

MAXIMUM	288,500
MINIMUM	213,500
AVERAGE	232,100
TOTAL	6.9622 MG

**CALLOUTS:**        **One—Compressor issue with the bubbler level control system.**

**OPERATION & MAINTENANCE**

The plant was in compliance with the NPDES permit limitations during the month of November 2023. Starting in May and lasting through September the discharge limits on compatible pollutants imposed by Michigan EGLE are stricter because of possible bodily contact and differing aquatic conditions in the receiving stream. In November 2023 the Wastewater Plant met the summer limits for discharge.

The Wastewater Plant Laboratory processed 117 Bacteria tests, 13 Nitrate tests and 7 Nitrite tests in September. The annual totals through October 2023 are as follows:

- Total Coliform Bacteria-----1,373
- Nitrates-----247
- Nitrites-----118

Some touch up painting was finished on the Vactor truck repair.

Mitchell Lockwood was hired and began at the wastewater in November. Training is ongoing. He has previous experience in water & wastewater and he is adapting to our procedures. He has taken both the D-4 Water License and the Class D Wastewater License exams. He was notified that he passed the D-4 Water License and is still waiting on the Wastewater Exam results.

City Staff met with MEGLE Staff, Fleis & Vandenbrink Staff and Martenrea concerning the Industrial Pretreatment Program. Progress is being made.

Plant Staff helped the DPW Staff hanging Christmas decorations so that the DPW could concentrate on leaf removal.

### **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—2.2 mg/l*

*Average Percent Removal from the Raw Wastewater—98.8 %*

*Daily Maximum—3 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—2.2 mg/l*

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

### **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—0.40 mg/l*

*Average Percent Removal from the Raw Wastewater—90.1%*

### **Ammonia Nitrogen**

**Monthly Average Limit is Report Only**

**Daily Maximum Limit is 7.0 mg/l**

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

*Jonesville Monthly Average—0.219 mg/l*

*Average Percent Removal from the Raw Wastewater—99.3;%*

*Jonesville Daily Maximum—2.410 mg/l*

Ed Hughes





# Jonesville Dept of Public Works

## November 2023

### Monthly Report

	Maintenance	Salt	Chloride	Top Dirt	COLD MIX
<b>STATE HIGHWAYS</b>	1 HR DT 0 HR OT	6 Tons	0 Bag	0 Yd	0 Ton
<b>MAJOR STREETS</b>	1 HR DT 0 HR OT	8 Tons	0 Bag	0 Yd	0 Ton
<b>LOCAL STREETS</b>	0 HR DT .50 HR OT	10 Tons	0 Bag	0 Yd	0 Ton
<b>PARKING LOTS</b>	0 HR DT .25 HR OT	1.92 Tons	0 Bag		0 Ton
<b>POLICE STATION</b>	.25 HR OT	.50 Ton	0 Bag		
<b>FIRE DEPARTMENT</b>	0 HR OT	.25 Ton	0 Bag		
<b>DDA SIDEWALKS</b>	0 HR OT				
<b>LDFA</b>	0 HR OT				0 Ton
<b>WATER</b>	0 HR DT 0 HR OT			0 Yd	0 Ton
<b>State Police</b>	.25 HR OT	.75 Ton	0 Bag		

**There was 1 call out.**

The call out and overtime was for plowing and salting State, Major & Local Streets and Parking Lots.

We helped set up and take down at the fire station for the election.

We have been doing maintenance on the equipment.

We change out some of the electric plugs in Fast Park for the Christmas decorations.

We put up all of the Christmas decorations for the DDA.

We have been picking up leaves with the leaf vac.

Mike Kyser



**CITY OF JONESVILLE  
CASH BALANCES**

	November-2023	BANK BALANCE
<b>GENERAL FUND:</b>		
General Fund Now Checking	101-000-001	0.00
General Fund ICS	101-000-002	6,986.44
General Fund CLASS Acct	101-000-007	2,053,399.95
General Fund Cemetery CLASS Acct	101-000-007.100	99,274.26
General Fund Alloc of Assets CLASS	101-000-007.200	441,015.44
<b>MAJOR STREETS:</b>		
Major Streets Now Checking	202-000-001	3,863.39
Major Streets CLASS Acct	202-000-007	578,871.15
<b>LOCAL STREETS:</b>		
Local Streets Now Checking	203-000-001	20,459.58
Local Streets CLASS Acct	203-000-007	989,860.14
<b>STATE HIGHWAY:</b>		
State Highway Now Checking	211-000-001	19,171.85
<b>L.D.F.A.:</b>		
LDFA Operating Now Checking	247-000-001	3,282.54
LDFA CD - Flagstar Bank	247-000-003.200	250,000.00
LDFA CD - So MI Bank & Trust	247-000-003.300	250,000.00
LDFA Operating CLASS Acct	247-000-007	3,032,510.62
<b>D.D.A.:</b>		
DDA Now Checking	248-000-001	1,891.36
DDA Operating CLASS Acct	248-000-007	82,257.29
<b>SEWER FUND:</b>		
Sewer Receiving Now Checking	590-000-001	134,356.17
Sewer Bond & Interest Checking	590-000-001.300	10.00
Sewer Receiving CLASS Acct	590-000-007	282,677.93
Sewer Plant Improv. CLASS Acct	590-000-007.200	1,379,339.96
<b>WATER FUND:</b>		
Water Receiving Now Checking	591-000-001	34,356.94
Water Receiving CLASS Acct	591-000-007	319,277.60
Water Plant Improvement CLASS Acct	591-000-007.100	410,427.01
Water Bond Reserve CLASS	591-000-007.200	51,588.72
Water RR&I Reserve CLASS	591-000-007.250	43,342.81
Water Tower Maint CLASS Acct	591-000-007.300	55,642.85
Water Maint CLASS Acct	591-000-007.400	84,974.88
<b>MOTOR VEHICLE POOL:</b>		
Motor Vehicle Pool Now Checking	661-000-001	13,506.72
Equip. Replace CLASS - Police Car	661-000-007.301	43,301.80
Equip. Replace CLASS - Fire Truck	661-000-007.336	30,025.17
Equip. Replace CLASS - DPW Equip	661-000-007.463	-752.40
Equip. Replace CLASS - WWTP/Vactor	661-000-007.590	55,813.22
<b>CURRENT TAX:</b>		
Current Tax Checking	703-000-001	19,057.64
Current Tax Savings Account	703-000-002	113,403.79
<b>PAYROLL FUND CHECKING:</b>		
	750-000-001	5,309.89
<b>GRAND TOTAL</b>		<b>10,908,504.71</b>

State of Michigan  
Department of Environment, Great Lakes, and Energy  
Drinking Water and Environmental Health Division

**EGL**

CERTIFIES

**Mitchell A. Lockwood**

as a

**WATERWORKS SYSTEM OPERATOR**

Classification(s) Held:

**D-4**



*Having carefully considered education, professional experience, and established competence,  
this Certificate is hereby granted in accordance with  
the Michigan Safe Drinking Water Act, 1976 PA 399, as amended.*

23401  
Operator I.D. Number

11/01/2023  
Issuance Date

01/15/2027  
Expiration Date

Authority: Michigan Safe Drinking Water Act, 1976 PA 399, as amended

RECEIVED  
NOV 22 2023

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



I just want to  
thank you for helping  
us with hot dogs. It is  
very well appreciated by  
all. As you can tell by  
how many are given away.  
Jonesville Lions Carolyn Peto



MARINE CORPS RESERVE



December 12, 2023

RECEIVED  
DEC 14 2023

Jonesville Fire Department  
Attn: Greg Draper  
114 West Chicago Road  
Jonesville, Michigan 49250

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

Dear Greg,

I would like to take this opportunity to thank you and your fellow department members for support of the 2023 Hillsdale County Toys for Tots campaign. Your continued support is greatly appreciated and allows the less fortunate children in Hillsdale County to experience a joyous Christmas. This year, we saw a 9% increase in families requesting assistance and a 15% decrease in donations. We were able to assist 320 families in providing toys to 751 children and could not have done this without your support.

As always, it was great to partner with you on the campaign and I look forward to doing so again in 2024. I will be submitting the online request to Walmart for our annual toy drive to be held on Saturday, December 7, 2024. Thanks again and I wish you all a Merry Christmas and a safe and happy New Year!

With sincere appreciation,

Pamela E. Bognar  
Marine Corps Toys for Tots Coordinator  
Hillsdale County  
7231 S. Tripp Road  
Osseo, MI 49266  
(517) 398-3851  
[toysfortots.hillsdale@gmail.com](mailto:toysfortots.hillsdale@gmail.com)  
Facebook: *Toys for Tots Hillsdale County, Michigan*



November 6, 2023

RECEIVED  
NOV 13 2023

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

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

**RE: Programming Advisory**

Dear City Manager:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to update you that Comcast's right to continue carrying ShopHQ expired on November 2, 2023.

We always work to reach deals that make sense for our customers. To date, however, Comcast has been unable to reach an agreement to continue to carry ShopHQ content.

Since we are not currently authorized to carry ShopHQ programming, we have implemented a channel slate (advising of unavailability) on the channel and activated [www.xfinity.com/programmingchanges](http://www.xfinity.com/programmingchanges) to help keep our customers informed during this period. We will continue to provide updates to you and our customers as they become available.

Additionally, pursuant to P.A. 480 of 2006, Section 9 (4), Comcast Cable's local operating entity hereby reports that Comcast does not deny access to services to any group of potential residential subscribers because of the race or income of the residents in the local area. A similar report has been filed with the Michigan Public Service Commission.

Please feel free to contact me at 248-924-4917, if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Eric M. Woody".

Eric Woody  
Manager, Government & Regulatory Affairs  
Comcast, Heartland Region  
41112 Concept Drive  
Plymouth, MI 48170



RECEIVED  
NOV 20 2023

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

November 16, 2023

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

RE: Important Information—Price Changes

Dear City Manager,

At Comcast, we are always committed to delivering the entertainment and services that matter most to our customers in Jonesville, as well as exciting experiences they won't find anywhere else. We are also focused on making our network stronger to meet our customers' current needs and future demands. As we continue to invest in our network, products, and services, the cost of doing business rises. Rising programming costs, most notably for broadcast TV and sports, continue to be the biggest factors driving price increases. While we absorb some of these costs, these fee increases affect service pricing. As a result, starting December 18, 2023, prices for certain services and fees will be increasing, including the Broadcast TV Fee and the Regional Sports Network Fee. Please see the enclosed Customer Notice for more information.

Please feel free to contact me at 248-924-4917, if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Eric M. Woody".

Eric Woody  
Manager, Government & Regulatory Affairs  
Comcast, Heartland Region  
41112 Concept Drive  
Plymouth, MI 48170

Enclosure

# Important information regarding your Xfinity services and pricing

Effective December 18, 2023

RECEIVED  
NOV 20 2023

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

Xfinity TV	Current	New
Choice TV Select	\$37.50	\$43.50
Choice TV Select - with TV Box (Flex upgrade)	\$47.50	\$53.50
Broadcast TV Fee	\$23.25	\$27.15
3 Premiums	\$30.00	\$32.00
4 Premiums	\$40.00	\$43.00
5 Premiums	\$50.00	\$54.00

Xfinity Internet	Current	New
Connect	\$62.00	\$65.00
Connect More	\$82.00	\$85.00
Fast	\$92.00	\$95.00
Superfast	\$102.00	\$105.00
Gigabit	\$112.00	\$115.00
Gigabit Extra	\$122.00	\$125.00

Xfinity Home	Current	New
Pro Protection	\$50.00	\$55.00
Pro Protection Plus	\$60.00	\$65.00

Adams Township, Allen Township, Cambra Township, Fayette Township, Hillsdale, Hillsdale Township

85291100 (4540,4550,4560,4570,4580,4590,4600,4610,4640,4650,4660)

P198AH24