



**CITY OF JONESVILLE
LOCAL DEVELOPMENT FINANCE AUTHORITY
REGULAR MEETING AGENDA
APRIL 21, 2021 8:30 A.M.
JONESVILLE FIRE DEPARTMENT, 114 W. CHICAGO STREET**

- 1. CALL TO ORDER**
- 2. OATH OF OFFICE/WELCOME NEW MEMBER**
 - A. Scott Campbell – Jonesville Community Schools representative
- 3. PRESENTATIONS AND RECOGNITIONS**
 - A. None
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES** – December 16, 2020 Meeting
- 6. PUBLIC COMMENT**
- 7. FINANCIAL REPORT**
 - A. Through March 31, 2021 [Action Item]
- 8. NEW BUSINESS**
 - A. Industrial Park Broadband Update [Information Item]
 - B. Gaige Street Paving Bids [Action Item]
 - C. Fiscal Year 2021-22 Budget Committee [Action Item]
- 9. OTHER BUSINESS**
 - A. Economic Development Partnership of Hillsdale County Report
 - B. Staff Updates
- 10. ROUNDTABLE DISCUSSION**
 - A. LDFA Board Member Updates
- 11. ADJOURNMENT**– Next Scheduled Meeting: **Wednesday, June 16, 2021 8:30 a.m.**

In order to encourage public participation while protecting the health and safety of all participants during the COVID-19 pandemic, the following protocols will be observed for the conduct of this meeting:

- ❖ Individuals who are sick or who have experienced symptoms of illness are asked to refrain from attending the meeting.
- ❖ Distancing between attendees will be observed.
- ❖ All attendees are asked to wear a face covering.
- ❖ Written public comments will be accepted in advance of the meeting and may be delivered to City Hall, 265 E. Chicago Street or via email to jgray@jonesville.org. Written comments received prior to noon on the day of the meeting will be incorporated into the public record for the meeting.

JONESVILLE FIRE DEPARTMENT MEETING/TRAINING ROOM

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

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

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



**City of Jonesville
Local Development Finance Authority
PA 57 Informational Meeting Agenda
Minutes of December 16, 2020**

Pursuant to Section 3a of the Open Meetings Act, Act 267 of 1976, as amended, participation in this meeting will be by Zoom Meeting. The Board, staff and public wishing to participate did so by logging onto the website or calling the telephone number.

Present: Gerry Arno, Julie Games, Kathleen Schmitt, Chellie Broesamle, Rick Schaerer, Jim Parker and Manager Jeff Gray.

Absent: Steve Harding, Scott Jones and Loretta Blank.

Also Present: Sue Smith (EDP)

Chairman Schaerer called the meeting to order at 7:45 a.m.

Manager Gray provided information regarding the Local Development Finance Authority (LDFA) activities.

Chairman Schaerer adjourned the meeting at 7:51 a.m.

**City of Jonesville
Local Development Finance Authority
Minutes of December 16, 2020**

Chairman Schaerer called the meeting to order at 7:51 a.m.

A motion was made by Julie Games and supported by Jim Parker to approve the agenda as presented. Roll Call Vote: Ayes: Gerry Arno, Julie Games, Kathleen Schmitt, Chellie Broesamle, Jim Parker and Rick Schaerer. Nays: None. Absent: Steve Harding, Scott Jones and Loretta Blank. Motion carried.

A motion was made by Gerry Arno and supported by Kathy Schmitt to approve the minutes of June 17, 2020 2020. Roll Call Vote: Ayes: Gerry Arno, Julie Games, Kathleen Schmitt, Chellie Broesamle, Jim Parker and Rick Schaerer. Nays: None. Absent: Steve Harding, Scott Jones and Loretta Blank. Motion carried.

Jim Parker made a motion to accept the financial report through October 31, 2020. Roll Call Vote: Ayes: Gerry Arno, Julie Games, Kathleen Schmitt, Chellie Broesamle, Jim Parker and Rick Schaerer. Nays: None. Absent: Steve Harding, Scott Jones and Loretta Blank. Motion carried.

A motion was made by Gerry Arno and supported by Chellie Broesamle to approve the Fiscal Year 2019-20 Annual Report and to post the same on the LDFA section of the City website. Roll Call Vote: Ayes: Gerry Arno, Julie Games, Kathleen Schmitt, Chellie Broesamle, Jim Parker and Rick Schaerer. Nays: None. Absent: Steve Harding, Scott Jones and Loretta Blank. Motion carried.

After a brief presentation and update from Sue Smith, EDP Executive Director, a motion was made by Chellie Broesamle and supported by Jim Parker to approve the investment in the Economic Development Partnership with Hillsdale County in the amount of \$15,000. Roll Call Vote: Ayes: Gerry Arno, Julie Games, Kathleen Schmitt, Chellie Broesamle, Jim Parker and Rick Schaerer. Nays: None. Absent: Steve Harding, Scott Jones and Loretta Blank. Motion carried.

Jim Parker made a motion and was supported by Chellie Broesamle to approve the LDFA meeting calendar for 2021, moving the meeting time to 8:30 a.m. Roll Call Vote: Ayes: Gerry Arno, Julie Games, Kathleen Schmitt, Chellie Broesamle, Jim Parker and Rick Schaerer. Nays: None. Absent: Steve Harding, Scott Jones and Loretta Blank. Motion carried.

Manager Gray provided updates.

LDFA members provided updates.

The meeting was adjourned by Chairperson Schaerer at 8:23 a.m.

Submitted by,

Cynthia D. Means
Clerk



To: Jonesville LDFA Board
From: Jeffrey M. Gray, City Manager 
Date: April 16, 2021
Re: Manager Report and Recommendations – April 21, 2021 DDA Meeting

7. A. Financial Report

[Action]

Attached is a revenue and expenditure report for the LDFA through March 31st. The report shows revenue and expenditure activity for the month of March and year-to-date. It also illustrates the amount budgeted for each line item and the available balance in that line. Also attached is a report of the current cash balances in all accounts as of March 31st. I recommend a motion to accept the financial report through March 31, 2021. *Please refer to the attached revenue and expenditure report and cash balance report.*

8. A. Industrial Park Broadband Update

[Information]

Melissa Brannan with Comcast will be in attendance at the meeting to introduce herself and to share a status update regarding the project to install broadband fiber and coaxial internet to serve the Industrial Park. Following the meeting, Melissa plans to meet with business owners in the park to discuss pricing models for Comcast services. *Please refer to the attached route map.*

8. B. Gaige Street Paving Bids

[Action]

Staff opened sealed bids for the paving of various City streets, including Gaige Street on Wednesday, April 14th. Bids were received from five contractors. The lowest qualified bidder was Michigan Paving and Materials Company. Michigan Paving has completed several projects in the City and Superintendent Kyser has found their previous work to be satisfactory.

The bid for milling and paving the street is \$91,930. The project was originally budgeted at \$67,000. The cost increase is due to increased petroleum costs. The LDFA has sufficient funds in fund balance to address the additional cost. With uncertainty in material and petroleum costs and future deterioration of the roadway surface, it is unlikely that delaying the project will result in a reduced cost at a later date. I recommend a motion to authorize the expenditure in the amount of \$91,930 for the milling and paving of Gaige Street.

8. C. Fiscal Year 2021-22 Budget Committee

[Action]

In previous years, the LDFA Chair, Mayor, and City Manager have served as the LDFA budget committee. The budget committee will provide a recommendation to the LDFA regarding revenues and expenditures for the following fiscal year. A motion is necessary to appoint the Fiscal Year 2021-22 Budget Committee.

8. A. Economic Development Partnership Report

This item is reserved for and additional updates from Executive Director Sue Smith.

8. B. Staff Updates

This item is reserved for updates by staff regarding LDFA projects.

9. A. LDFA Board Member Organization Updates

This item reserved for updates from members of the Board to provide updates regarding their organizations and other activities of interest to the LDFA.

User: LSPAHR
DB: Jonesville

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 03/31/2021	2020-21 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 03/31/2021	INCREASE (DECREASE)			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
Fund 247 - LOCAL DEVELOPMENT FINANCE AUTHORITY								
Revenues								
Dept 000 - BALANCE SHEET/REVENUE								
247-000-403.000	REAL PROPERTY TAXES	0.00		82,425.15	90,000.00		7,574.85	91.58
247-000-403.075	PERSONAL PROP TAX REIMBURSEMENT	0.00		281,144.56	200,000.00		(81,144.56)	140.57
247-000-664.000	LEASE/IND PARK RADIO TOWER	1,426.57		12,667.62	14,000.00		1,332.38	90.48
247-000-665.000	INTEREST EARNINGS	97.21		1,941.50	10,000.00		8,058.50	19.42
247-000-694.100	OTHER INCOME - FARM LAND	0.00		2,178.40	2,175.00		(3.40)	100.16
Total Dept 000 - BALANCE SHEET/REVENUE		1,523.78		380,357.23	316,175.00		(64,182.23)	120.30
TOTAL REVENUES		1,523.78		380,357.23	316,175.00		(64,182.23)	120.30
Expenditures								
Dept 729 - DEVELOPMENT ACTIVITIES								
247-729-702.000	SALARIES AND WAGES	219.18		493.01	3,000.00		2,506.99	16.43
247-729-715.000	EMPLOYERS SHARE - FICA & MEDICARE	16.37		36.69	300.00		263.31	12.23
247-729-716.000	HEALTH INSURANCE	17.20		47.83	400.00		352.17	11.96
247-729-718.000	DISABILITY	1.37		3.34	35.00		31.66	9.54
247-729-719.000	RETIREMENT - EMPLOYER PORTION	14.05		30.67	350.00		319.33	8.76
247-729-721.000	LIFE INSURANCE	0.84		2.00	25.00		23.00	8.00
247-729-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.11		0.27	5.00		4.73	5.40
247-729-723.000	DENTAL INSURANCE	3.29		7.54	75.00		67.46	10.05
247-729-724.000	OPTICAL INSURANCE	0.73		1.68	15.00		13.32	11.20
247-729-727.000	OFFICE SUPPLIES	0.00		46.25	75.00		28.75	61.67
247-729-740.000	OPERATING SUPPLIES	0.00		45.38	1,000.00		954.62	4.54
247-729-801.000	PROFESSIONAL SERVICES	0.00		5,000.00	10,000.00		5,000.00	50.00
247-729-801.100	PROF SERVICES - EDP PARTNERSHIP	0.00		15,000.00	15,000.00		0.00	100.00
247-729-801.500	PROF SVCS - ENGINEERING/READING AVE EXT	0.00		0.00	45,000.00		45,000.00	0.00
247-729-818.000	CONTRACTUAL	0.00		5,798.60	14,000.00		8,201.40	41.42
247-729-900.000	PRINTING & PUBLISHING	0.00		75.15	0.00		(75.15)	100.00
247-729-921.000	ELECTRICITY	0.00		756.96	900.00		143.04	84.11
247-729-924.000	WATER AND SEWER	0.00		0.00	500.00		500.00	0.00
247-729-930.000	REPAIRS & MAINTENANCE	0.00		24.50	1,500.00		1,475.50	1.63
247-729-940.000	EQUIPMENT RENTAL	52.70		274.99	1,500.00		1,225.01	18.33
247-729-965.000	CONTRIB TO GEN FUND-ADMIN WAGES/BENE	0.00		14,563.00	29,126.00		14,563.00	50.00
247-729-965.100	CONTRIB TO GEN FUND - ST LIGHT ELEC	0.00		0.00	5,304.00		5,304.00	0.00
247-729-965.300	CONTRIB TO MAJOR STS - GAIGE	0.00		0.00	67,000.00		67,000.00	0.00
247-729-965.400	CONTRIB TO WATER CONTRACT PAYMENT	0.00		0.00	25,000.00		25,000.00	0.00
247-729-965.600	CONTRIB TO GEN FUND	0.00		0.00	1,255.00		1,255.00	0.00
247-729-966.000	RESERVE FOR FUTURE EXPANSION	0.00		0.00	45,000.00		45,000.00	0.00
247-729-967.000	RESERVE FOR SPECIAL PROJECTS	0.00		0.00	35,000.00		35,000.00	0.00
247-729-967.500	RESERVE FOR INFRASTRUCTURE IMPROVEMENTS	0.00		0.00	35,000.00		35,000.00	0.00
Total Dept 729 - DEVELOPMENT ACTIVITIES		325.84		42,207.86	336,365.00		294,157.14	12.55
TOTAL EXPENDITURES		325.84		42,207.86	336,365.00		294,157.14	12.55
Fund 247 - LOCAL DEVELOPMENT FINANCE AUTHORITY:								
TOTAL REVENUES		1,523.78		380,357.23	316,175.00		(64,182.23)	120.30
TOTAL EXPENDITURES		325.84		42,207.86	336,365.00		294,157.14	12.55
NET OF REVENUES & EXPENDITURES		1,197.94		338,149.37	(20,190.00)		(358,339.37)	1,674.84

Fund 247 LOCAL DEVELOPMENT FINANCE AUTHORITY

GL Number	Description	Balance
*** Assets ***		
247-000-001.000	CASH - CHECKING	56,380.06
247-000-007.000	CASH - MI CLASS INVESTMENT ACCT	2,359,679.68
247-000-130.000	LAND	97,544.00
Total Assets		2,513,603.74
*** Liabilities ***		
247-000-339.000	DEFERRED REVENUES	1,210.07
Total Liabilities		1,210.07
*** Fund Balance ***		
247-000-390.000	FUND BALANCE	2,174,244.30
Total Fund Balance		2,174,244.30
Beginning Fund Balance		2,174,244.30
Net of Revenues VS Expenditures		338,149.37
Ending Fund Balance		2,512,393.67
Total Liabilities And Fund Balance		2,513,603.74

541 INDUSTRIAL PKWY HYBERBUILD

541 INDUSTRIAL PKWY
HILLSDALE COUNTY

JONESVILLE, MI
49250
HOUSE COUNT = 9
HUB # MI NODE # HDH0010A
MAP REFERENCE: SpatialNET
PROJECT #: JB0000531378
PCE ID #: TSK00007158537

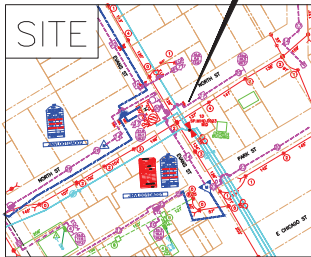
-STRAND FOOTAGE = 0'
-OVERLASH FOOTAGE = 1,618'
-AERIAL CABLE FOOTAGE = 1,918'
-BUILDING FOOTAGE = 0'
-TRENCH FOOTAGE = 5,738'
-BURIED CABLE FOOTAGE = 13,632'

HYPERBUILD

SITE CONTACT: IT CONTACT
PHONE: _____
ENGR: NA
PHONE: NA
CELL: NA
CONTRACTOR: CCI SYSTEMS
DATE # 02/03/2021

FIBER SPLICE POINT: SP.MIHD.0023

AT EXISTING ENCLOSURE SP.MIHD.0023, SPLICE FIBERS 43-44 OF EXISTING 48CT FIBER TO FIBERS 11-12 OF EXISTING 12CT.



FIBER NOTE:

EXISTING FIBER IN **CYAN**
NEW FIBER IN **ORANGE**

COAX LENGTHS:

P3.875 U/G - 6,467'
P3.875 PC 75 OHM UG - 15'

FIBER LENGTHS:

8CT PIGTAIL: 100'

24CT AE: 0'
24CT UG: 850'

48CT AE: 1,918'
48CT UG: 6,300'

CONSTRUCTION NOTE:

PLACE NEW NODE MIHD0010A AND EQUIPMENT AS SHOWN. PLACE NEW 1X16 MUX WITHIN PROPOSED ENCLOSURE SP0045.MIHD

CONSTRUCTION NOTE:

PLACE NEW CWDM 1X8 MUX WITHIN PROPOSED ENCLOSURE SP0044.MIHD

CONSTRUCTION NOTE:

TIE INTO EXISTING 14/8 TAP. RUN 302' OF NEW P3.875 CABLE AS SHOWN.

NEW P/S NOTE:

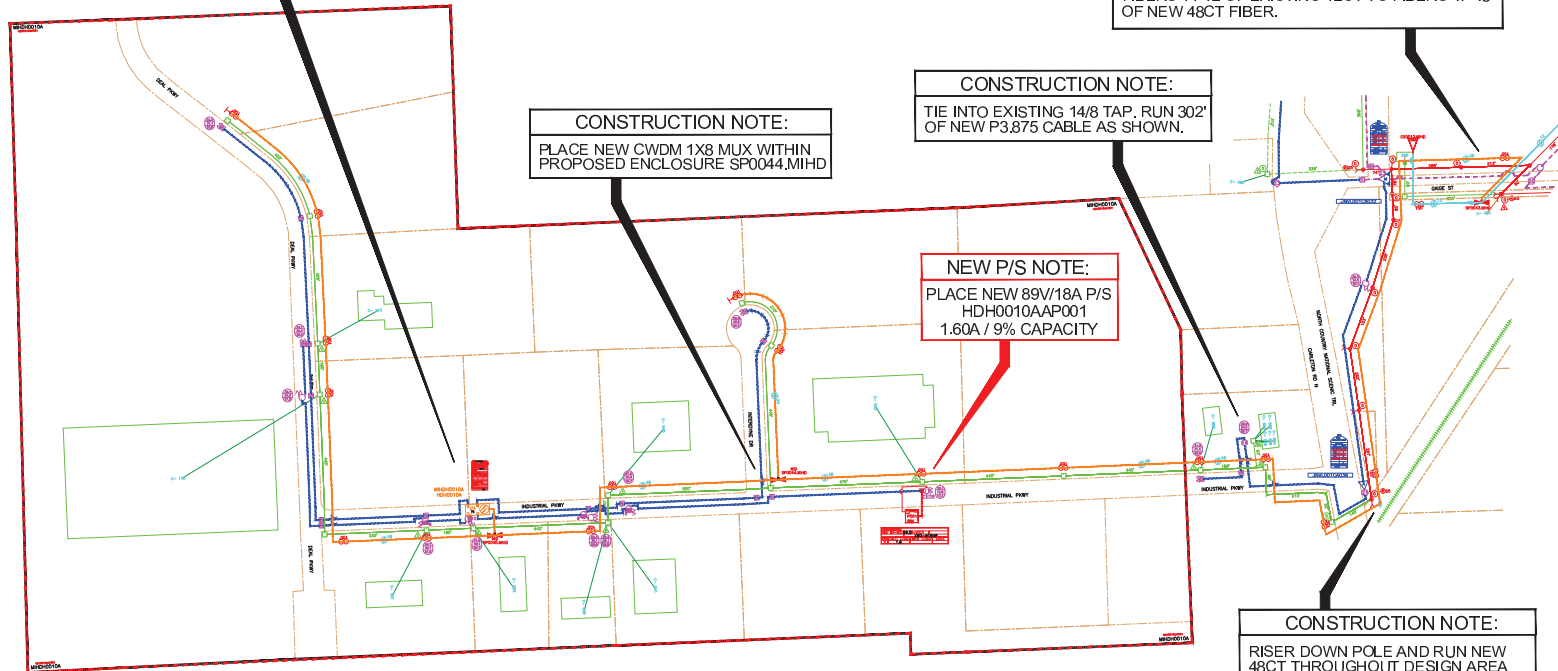
PLACE NEW 89V/18A P/S HDH0010AAP001 1.60A / 9% CAPACITY

FIBER TIE: PROPOSED CAN SP0043.MIHD

AT PROPOSED SPLICE ENCLOSURE SP0043.MIHD OVERLASH 1,618' OF NEW 48CT FIBER. SPLICE FIBERS 11-12 OF EXISTING 12CT TO FIBERS 47-48 OF NEW 48CT FIBER.

CONSTRUCTION NOTE:

RISER DOWN POLE AND RUN NEW 48CT THROUGHOUT DESIGN AREA BUILD AS SHOWN.



TYPE	SYMBOL	CRM ASSIGNMENTS	SPLICE MATRIX	SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION	SHEATH DATA	SYMBOL	DESCRIPTION	QTY	AER FIBER UNITS	UG FIBER UNITS	TOTAL FIBER UNITS	STRAND FOOTAGE	TRENCH FOOTAGE	BUILDING FOOTAGE	TOTAL FOOTAGE	NO.	DATE	REVISIONS
METRO E					OPTICAL SPLICE		PANEL-FDF	FBR SHEATH		JOINT POLE	0	0	0	0	0	0	0	0	0	0	0
HUB TO WOOD					FIBER BOND		PANEL-FEC	SHEATH NAME (LEG)		POWER POLE	0	0	0	0	0	0	0	0	0	0	0
ATL (EXST)					STORAGE LOOP		HUB	SPLICE BEFORE		TELECO POLE	0	0	0	0	0	0	0	0	0	0	0
SPECIAL PROJ					STORAGE COIL		BLDG-FBR, PATCH PANEL-COMM	SPLICE AFTER		TRANSFORMER POLE	0	0	0	0	0	0	0	0	0	0	0
								DATA 1		CATV POLE	0	0	0	0	0	0	0	0	0	0	0
								DATA 2		HAND HOLE, VAULT	0	0	0	0	0	0	0	0	0	0	0



JB0000531378
TSK0007158537
541 INDUSTRIAL PKWY
HYPERBUILD
DETAIL DRAWING

MAP	NUMBER
0	0
0	0
0	0





Economic Development Partnership Of Hillsdale County

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

Board of Directors

Rick Schaefer, Chair
Jonesville Paper Tube Corp.,

Don Germann, Vice Chair
Hillsdale County National Bank

Vicki Morris, Secretary
Century Bank

Ned Bever
Bever Farms

Kym Blythe
Reading City Manager

John Condon
Hillsdale Terminal

Julie Games
Hillsdale County Commissioner

Jeff Gray
Jonesville City Manager

Bon 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

Michigan Works! Southeast

Doug Terry
Litchfield City Manager

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

January 25, 2021

RECEIVED
JAN 29 2021

BY: _____

The EDP greatly appreciates the investment and opportunity provided by the City of Jonesville and LDFA Board to work with you as economic development and workforce partners. At a time when every expenditure is closely reviewed, your support speaks volumes for the partnership between our organizations.

Your generosity 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. Your investment enables us to utilize time to maintain relationships through the changing environments with our partners at the local, state and federal levels.

Through the Michigan Strategic Fund small business grants were provided for each county in Michigan. Jonesville small businesses received a combined total of \$94,400.00 from the Relief fund grant in March and the Restart fund grant in September. This in addition to the City gift card program and contributions from Consumers Energy and private donations hopefully had a positive impact on local businesses in their efforts to remain viable.

We look forward to 2021 and the continued efforts to get the fiber installation underway in the Jonesville Industrial Park and keep momentum moving forward on other projects in Jonesville.

Sincerely,


Susan M. Smith