



**CITY OF JONESVILLE
LOCAL DEVELOPMENT FINANCE AUTHORITY
REGULAR MEETING AGENDA
OCTOBER 19, 2022, 8:30 A.M.
JONESVILLE CITY HALL, 265 E. CHICAGO STREET**

- 1. CALL TO ORDER**
- 2. PRESENTATIONS AND RECOGNITIONS**
 - A. None
- 3. APPROVAL OF AGENDA** [Action Item]
- 4. APPROVAL OF MINUTES** [Action Item]
 - A. June 15, 2022 Meeting
- 5. PUBLIC COMMENT**
- 6. FINANCIAL REPORTS** [Action Item]
 - A. End of Fiscal Year 2021-22 and
Fiscal Year 2022-23 Through August 31, 2022
- 7. NEW BUSINESS** [Action Item]
 - A. Future LDFA Goals and Priorities
- 8. OTHER BUSINESS**
 - A. Economic Development Partnership Report
 - B. Staff Updates
- 9. ROUNDTABLE DISCUSSION**
 - A. LDFA Board Member Updates
- 10. ADJOURNMENT**– Next Scheduled Meeting: **Wednesday, December 21, 2022 8:30 a.m.**

City of Jonesville
Local Development Finance Authority
Minutes of June 15, 2022

Present: Gerry Arno, Scott Campbell, Steve Harding, Jim Parker, Erik Weatherwax, Linda Garcia, Kathy Schmitt and Manager Jeff Gray.

Absent: Rick Schaerer and 1 vacancy

Mayor Arno called the meeting to order at the Jonesville Police Department, 116 W. Chicago Street, Jonesville, MI at 8:30 a.m.

Manager Gray gave the Oath of Office to new members Linda Garcia and Erik Weatherwax.

Kathleen Schmitt made a motion and was supported by Jim Parker to approve the agenda as presented. All in favor. Absent: Rick Schaerer. Motion carried.

Kathleen Schmitt made a motion and was supported by Scott Campbell to approve the minutes of January 19, 2022. All in favor. Absent: Rick Schaerer. Motion carried.

Jim Parker made a motion and was supported by Scott Campbell to accept the LDFA financial reports through March 31, 2022. All in favor. Absent: Rick Schaerer. Motion carried.

Kathleen Schmitt made a motion and was supported by Jim Parker to recommend City Council approval of the Fiscal Year 2023 Budget. All in favor. Absent: Rick Schaerer. Motion carried.

Manager Gray outlined some future LDFA goals and priorities that have been discussed. There was some discussion. By consensus, the Board agreed to hold some strategic planning meetings in the Fall of 2022.

Sue Smith presented the Economic Development Partnership report.

Manager Gray and LDFA members provided updates.

Jim Parker made a motion and was supported by Kathleen Schmitt to adjourn the meeting at 9:13 a.m. All in favor. Absent: Rick Schaerer. Motion carried.

Submitted by,

Lenore M. Spahr
Deputy Clerk



To: Jonesville LDFA Board
From: Jeffrey M. Gray, City Manager 
Date: October 14, 2022
Re: Manager Report and Recommendations – October 19, 2022 LDFA Meeting

Please Note: the meeting will be held at City Hall, 265 E. Chicago Street

6. A. Financial Report

[Action]

Attached are revenue and expenditure reports for the LDFA Fiscal Year 2021-22 that ended June 30, 2022 and for the current fiscal year through August 31st. The report shows revenue and expenditure activity for the month of August 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 August 31st. I recommend a motion to accept the financial report through August 31, 2022. *Please refer to the attached revenue and expenditure report and cash balance report.*

7. A. Future LDFA Goals and Priorities

[Action]

As the LDFA discussed at the June meeting, we are using this fall to engage in some strategic planning of future projects and priorities. The City and Downtown Development Authority are currently in the planning and design phases of several substantial capital projects that will be executed over the course of 2023 and 2024. It is anticipated that once these projects are complete, we would turn our focus to executing some critical LDFA projects. The timing makes the next year an appropriate time to begin considering future projects and determining priorities.

This session will be used to brainstorm future projects that the LDFA will want to consider. As a reminder, the LDFA may only expend funds to benefit the LDFA district on projects that are included in the adopted Development Plan. A copy of the map illustrating the LDFA district and the except of the work program and projects from the Development Plan are attached.

Past projects that have been mentioned include:

- Expansion of the Industrial Park, including traditional expansion for additional manufacturers
- Creation of an “entrepreneur’s park” for smaller employers and new businesses.
- Acquisition of underutilized properties within the City limits for expansion and to eliminate blight.
- Marketing program and signs for available properties in the park.
- Upgrade of the Industrial Park entry signs to include electronic displays.
- Local incentive program for business retention/expansion.
- Reading Lane expansion.

Staff mentions these projects only as a reminder of some past discussions and to help get some ideas flowing for the discussion.

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 and other City business.

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 06/30/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 06/30/2022	2021-22 AMENDED BUDGET	AVAILABLE		% BGD USED
		MONTH 06/30/2022	INCREASE (DECREASE)			NORMAL (ABNORMAL)	BALANCE	
Fund 247 - LOCAL DEVELOPMENT FINANCE AUTHORITY								
Revenues								
Dept 000 - BALANCE SHEET/REVENUE								
247-000-403.000	REAL PROPERTY TAXES	0.00	92,398.26	93,000.00	601.74	99.35		
247-000-403.075	PERSONAL PROP TAX REIMBURSEMENT	0.00	296,386.01	250,000.00	(46,386.01)	118.55		
247-000-664.000	LEASE/IND PARK RADIO TOWER	1,958.69	18,451.99	14,000.00	(4,451.99)	131.80		
247-000-665.000	INTEREST EARNINGS	2,588.31	6,627.53	3,000.00	(3,627.53)	220.92		
247-000-678.000	REIMBURSEMENTS - MISC	550.00	550.00	0.00	(550.00)	100.00		
247-000-694.100	OTHER INCOME - FARM LAND	0.00	4,200.30	2,175.00	(2,025.30)	193.12		
Total Dept 000 - BALANCE SHEET/REVENUE		5,097.00	418,614.09	362,175.00	(56,439.09)	115.58		
TOTAL REVENUES		5,097.00	418,614.09	362,175.00	(56,439.09)	115.58		
Expenditures								
Dept 729 - DEVELOPMENT ACTIVITIES								
247-729-702.000	SALARIES AND WAGES	140.67	948.42	3,000.00	2,051.58	31.61		
247-729-715.000	EMPLOYERS SHARE - FICA & MEDICARE	10.63	70.18	150.00	79.82	46.79		
247-729-716.000	HEALTH INSURANCE	0.00	201.65	200.00	(1.65)	100.83		
247-729-718.000	DISABILITY	1.04	9.07	25.00	15.93	36.28		
247-729-719.000	RETIREMENT - EMPLOYER PORTION	8.01	83.00	150.00	67.00	55.33		
247-729-721.000	LIFE INSURANCE	0.78	7.97	20.00	12.03	39.85		
247-729-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.08	0.86	5.00	4.14	17.20		
247-729-723.000	DENTAL INSURANCE	1.83	25.52	40.00	14.48	63.80		
247-729-724.000	OPTICAL INSURANCE	0.33	5.83	10.00	4.17	58.30		
247-729-727.000	OFFICE SUPPLIES	0.00	21.80	100.00	78.20	21.80		
247-729-740.000	OPERATING SUPPLIES	0.00	18.00	1,000.00	982.00	1.80		
247-729-801.100	PROF SERVICES - EDP PARTNERSHIP	0.00	15,000.00	15,000.00	0.00	100.00		
247-729-818.000	CONTRACTUAL	528.84	4,247.34	10,000.00	5,752.66	42.47		
247-729-900.000	PRINTING & PUBLISHING	0.00	53.70	2,000.00	1,946.30	2.69		
247-729-921.000	ELECTRICITY	93.13	1,142.21	1,000.00	(142.21)	114.22		
247-729-924.000	WATER AND SEWER	0.00	0.00	500.00	500.00	0.00		
247-729-930.000	REPAIRS & MAINTENANCE	800.00	800.00	1,500.00	700.00	53.33		
247-729-940.000	EQUIPMENT RENTAL	133.92	909.75	1,500.00	590.25	60.65		
247-729-965.000	CONTRIB TO GEN FUND-ADMIN WAGES/BENE	7,281.50	29,126.00	30,392.00	1,266.00	95.83		
247-729-965.100	CONTRIB TO GEN FUND - ST LIGHT ELEC	5,304.00	5,304.00	5,304.00	0.00	100.00		
247-729-965.400	CONTRIB TO WATER CONTRACT PAYMENT	25,000.00	25,000.00	25,000.00	0.00	100.00		
247-729-965.600	CONTRIB TO GEN FUND	1,365.00	1,365.00	1,479.00	114.00	92.29		
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		40,669.76	84,340.30	213,375.00	129,034.70	39.53		
TOTAL EXPENDITURES		40,669.76	84,340.30	213,375.00	129,034.70	39.53		
Fund 247 - LOCAL DEVELOPMENT FINANCE AUTHORITY:								
TOTAL REVENUES		5,097.00	418,614.09	362,175.00	(56,439.09)	115.58		
TOTAL EXPENDITURES		40,669.76	84,340.30	213,375.00	129,034.70	39.53		
NET OF REVENUES & EXPENDITURES		(35,572.76)	334,273.79	148,800.00	(185,473.79)	224.65		

Fund 247 LOCAL DEVELOPMENT FINANCE AUTHORITY

GL Number	Description	Balance
*** Assets ***		
247-000-001.000	CASH - CHECKING	3,217.42
247-000-007.000	CASH - MI CLASS INVESTMENT ACCT	2,701,125.46
247-000-130.000	LAND	97,544.00
Total Assets		2,801,886.88
*** Liabilities ***		
247-000-202.000	ACCOUNTS PAYABLE	621.97
247-000-204.000	ACCRUED PAYROLL	10.20
247-000-214.101	DUE TO GENERAL FUND	250.00
247-000-339.000	DEFERRED REVENUES	1,283.76
Total Liabilities		2,165.93
*** Fund Balance ***		
247-000-390.000	FUND BALANCE	2,465,447.16
Total Fund Balance		2,465,447.16
Beginning Fund Balance		2,465,447.16
Net of Revenues VS Expenditures		334,273.79
Ending Fund Balance		2,799,720.95
Total Liabilities And Fund Balance		2,801,886.88

PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 08/31/2022	2022-23 AMENDED BUDGET	AVAILABLE		% BGDG USED
		MONTH 08/31/2022	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	0.00	83,234.00	83,234.00	0.00		
247-000-403.075	PERSONAL PROP TAX REIMBURSEMENT	0.00	0.00	250,000.00	250,000.00	0.00		
247-000-664.000	LEASE/IND PARK RADIO TOWER	1,596.30	3,217.53	14,000.00	10,782.47	22.98		
247-000-665.000	INTEREST EARNINGS	5,150.39	8,939.13	500.00	(8,439.13)	1,787.83		
247-000-694.100	OTHER INCOME - FARM LAND	0.00	0.00	4,200.00	4,200.00	0.00		
Total Dept 000 - BALANCE SHEET/REVENUE		6,746.69	12,156.66	351,934.00	339,777.34	3.45		
TOTAL REVENUES		6,746.69	12,156.66	351,934.00	339,777.34	3.45		
Expenditures								
Dept 729 - DEVELOPMENT ACTIVITIES								
247-729-702.000	SALARIES AND WAGES	608.41	657.19	2,500.00	1,842.81	26.29		
247-729-715.000	EMPLOYERS SHARE - FICA & MEDICARE	45.49	49.11	150.00	100.89	32.74		
247-729-716.000	HEALTH INSURANCE	43.22	50.21	200.00	149.79	25.11		
247-729-718.000	DISABILITY	4.06	4.31	25.00	20.69	17.24		
247-729-719.000	RETIREMENT - EMPLOYER PORTION	37.41	41.49	150.00	108.51	27.66		
247-729-721.000	LIFE INSURANCE	3.31	3.57	20.00	16.43	17.85		
247-729-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.35	0.37	5.00	4.63	7.40		
247-729-723.000	DENTAL INSURANCE	9.65	10.60	40.00	29.40	26.50		
247-729-724.000	OPTICAL INSURANCE	1.88	2.10	10.00	7.90	21.00		
247-729-727.000	OFFICE SUPPLIES	0.00	0.00	100.00	100.00	0.00		
247-729-740.000	OPERATING SUPPLIES	95.82	95.82	1,000.00	904.18	9.58		
247-729-801.100	PROF SERVICES - EDP PARTNERSHIP	0.00	0.00	15,000.00	15,000.00	0.00		
247-729-818.000	CONTRACTUAL	668.40	1,341.90	10,000.00	8,658.10	13.42		
247-729-900.000	PRINTING & PUBLISHING	0.00	0.00	5,000.00	5,000.00	0.00		
247-729-921.000	ELECTRICITY	93.61	187.14	1,000.00	812.86	18.71		
247-729-924.000	WATER AND SEWER	0.00	0.00	500.00	500.00	0.00		
247-729-930.000	REPAIRS & MAINTENANCE	100.00	100.00	500.00	400.00	20.00		
247-729-940.000	EQUIPMENT RENTAL	448.89	472.60	1,500.00	1,027.40	31.51		
247-729-965.000	CONTRIB TO GEN FUND-ADMIN WAGES/BENE	7,952.00	7,952.00	31,808.00	23,856.00	25.00		
247-729-965.100	CONTRIB TO GEN FUND - ST LIGHT ELEC	0.00	0.00	5,304.00	5,304.00	0.00		
247-729-965.400	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	2,689.00	2,689.00	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		10,112.50	10,968.41	217,501.00	206,532.59	5.04		
TOTAL EXPENDITURES		10,112.50	10,968.41	217,501.00	206,532.59	5.04		
Fund 247 - LOCAL DEVELOPMENT FINANCE AUTHORITY:								
TOTAL REVENUES		6,746.69	12,156.66	351,934.00	339,777.34	3.45		
TOTAL EXPENDITURES		10,112.50	10,968.41	217,501.00	206,532.59	5.04		
NET OF REVENUES & EXPENDITURES		(3,365.81)	1,188.25	134,433.00	133,244.75	0.88		

Fund 247 LOCAL DEVELOPMENT FINANCE AUTHORITY

GL Number	Description	Balance
*** Assets ***		
247-000-001.000	CASH - CHECKING	3,792.25
247-000-007.000	CASH - MI CLASS INVESTMENT ACCT	2,702,064.54
247-000-130.000	LAND	97,544.00
Total Assets		2,803,400.79
*** Liabilities ***		
247-000-202.000	ACCOUNTS PAYABLE	862.01
247-000-214.101	DUE TO GENERAL FUND	345.82
247-000-339.000	DEFERRED REVENUES	1,283.76
Total Liabilities		2,491.59
*** Fund Balance ***		
247-000-390.000	FUND BALANCE	2,465,447.16
Total Fund Balance		2,465,447.16
Beginning Fund Balance - 21-22		2,465,447.16
Net of Revenues VS Expenditures - 21-22		334,273.79
*21-22 End FB/22-23 Beg FB		2,799,720.95
Net of Revenues VS Expenditures - Current Year		1,188.25
Ending Fund Balance		2,800,909.20
Total Liabilities And Fund Balance		2,803,400.79

* Year Not Closed

DEVELOPMENT PLAN PROGRAM OF WORK AND PROJECTS

The anticipated program of work and development to be funded by tax increment financing are shown in the following table.

DEVELOPMENT PLAN PROGRAM OF WORK & PROJECTS		
Item	Description	Estimated Cost
1	Infrastructure Maintenance and Improvements	\$260,000
2	Revolving Business Loan Fund	\$600,000
3	Occupancy Assistance Program Fund	\$700,000
4	Diversification & Workforce Development Strategy	\$60,000
5	Green Energy Situs Study	\$50,000
6	LDFA District/Industrial District Expansion	\$1,500,000
7	Administration & Operations	\$ 3,070,000

A brief explanation of each work task and project follows:

1. **Infrastructure Maintenance and Improvements**

This work task contemplates the need for future infrastructure maintenance and improvements including road resurfacing, maintenance of landscaping (including pathways and walking trails) signage and lighting, etc. It also includes future consideration of installation of improvements to current infrastructure (including rail spur access) and installation of future “state of the art” communication technology, “green” energy generation systems and improvements to existing and future distribution infrastructure.

2. **Revolving Business Loan Fund**

This work task is a new element in the Development Plan recognizing that Michigan’s economic development strategy focuses upon new business creation and small business expansion efforts. This task is designed to establish a revolving loan program fund to be invested with businesses who seek to locate and expand in the LDFA district. It is contemplated that a revolving local fund would be created by the LDFA in cooperation with one or more local lenders and be governed by established policies and loan underwriting standards approved by the LDFA Board.

3. Occupancy Assistance Program Fund

This work task is a new element in the Development Plan designed to assist new and existing businesses wishing to locate in the LDFA district with building space occupancy costs. The design of this program will consider such actions as subsidizing lease occupancy costs, building acquisition subsidy, and/or building renovation/improvement subsidy. These efforts will be designed on a case-by-case basis individually for businesses that will create permanent employment opportunities within the LDFA district.

4. Diversification & Workforce Development Strategy

This work task contemplates several separate and independent studies:

A. Un/underemployment, Joblessness and Workforce Analysis

This analysis would likely be conducted with South Central Michigan Works! and address the causes and remedies of local unemployment, joblessness with identification of workforce skill needs for future employment growth, especially those suited to emerging businesses suitable for location in the industrial district.

B. Agricultural and Business Economic Diversification Strategy

The greater Jonesville area is recognized both for its agricultural and business/industry economy. This task is designed to study and establish an economic development diversification strategy addressing agriculture and other business and industry sectors.

C. Business Retention/Expansion Program

This task recognizes the need for continuation of a formalized existing business contact effort for the purposes of seeking out expansion opportunities including application of any applicable assistance programs available.

5. Green Energy Situs Study

The State of Michigan has identified “green energy” as a top economic development priority. This task recognizes this statewide initiative and establishes a task to evaluate the potential for location of a “green” energy system within the industrial park.

6. LDFA District and Industrial Park Expansion

This work task signals the intent of the LDFA to study the need for and timing of land acquisition, expanding the size of the LDFA district and Industrial Park. As the necessity and date of this action is unknown at the time of adoption of the Updated Development and Tax Increment Financing Plan, the details of this work task will be further defined by the LDFA at a future date. However, it is anticipated the LDFA will seek to expand the size of the LDFA District in order to expand the industrial district within the next ten years due to the limited number and smaller size of the vacant industrial district sites available for new business occupancy.

7. **Administration & Operations**

This element contemplates several specific tasks:

A. **Staffing of the LDFA**

Historically, Village personnel have provided staff services for the conduct of the LDFA responsibilities. This arrangement is intended to continue during the term of the Updated Development Plan but may include also assignment of all or a portion of duties to an economic development entity or others with compensation provided by the LDFA.

B. **Certified Business Park Designation**

This task is a hold over from the original Development Plan and remains a work task as a reminder that certification compliance in the future may be desirable and sought.

C. **Land Acquisition to Remove Incompatible Land Uses**

This task is also a hold over from the original Development Plan where it was recognized that removal of incompatible land uses would be in the best interest of the industrial district. Specifically, there remain seven residential structures located within the district.

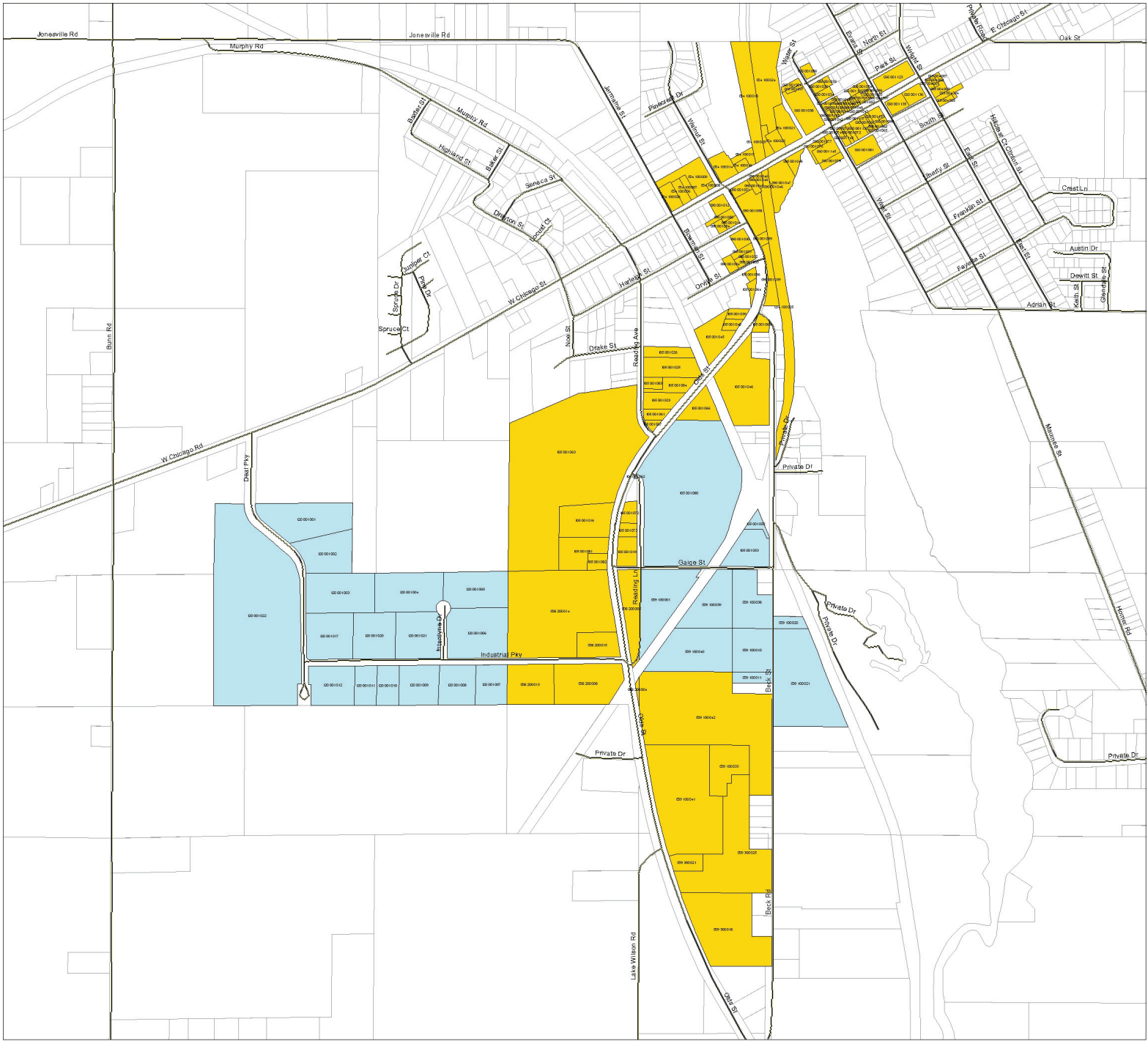
This task recognizes that the LDFA Board may seek to purchase in the “open-market” these remaining residential properties should the owners elect to list them “for-sale” in the open market.

D. **Regional Economic Development Promotion/Marketing**

This task originates a study of the need for a single or multiple source funded economic development organization and marketing program to promote business expansion/location in the industrial district; including, should a new economic development program emerge from this effort, continued annual funding of the effort.

E. **Water Tower Funding**

This task acknowledges joint maintenance responsibilities of the water tower by the LDFA. The Village and LDFA have a funding arrangement whereby the LDFA provides annually \$75,000 for the construction and maintenance of the water tower located in the industrial district. Due to expected maintenance during the term of this Development Plan a utility service obligation will remain.



Legend

DDA & LDFA

- DDA Parcels
- LDFA Parcels

0 500 1,000
 Feet
 1 inch equals 500 feet

**Village of Jonesville
 DDA & LDFA**

Produced by:
 Hillsdale County GIS
 October 31, 2008

