



City of
Jonesville

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**CITY OF JONESVILLE
LOCAL DEVELOPMENT FINANCE AUTHORITY
REGULAR MEETING AGENDA
APRIL 19, 2023, 8:30 A.M.
JONESVILLE CITY HALL, 265 E. CHICAGO STREET**

LDFA Project Priorities:

1. Entrepreneurial Park Development
2. Workforce and Training Support
3. Housing Development Support

1. CALL TO ORDER

2. PRESENTATIONS AND RECOGNITIONS

- A. None

3. APPROVAL OF AGENDA

[Action Item]

4. APPROVAL OF MINUTES

- A. December 15, 2022 Meeting

[Action Item]

5. PUBLIC COMMENT

6. FINANCIAL REPORTS

- A. Through February 28, 2023

[Action Item]

7. NEW BUSINESS

- A. FY 2023-24 Budget Recommendation

[Action Item]

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, June 21, 2023 8:30 a.m.

**City of Jonesville
Local Development Finance Authority
Minutes of December 15, 2022**

Present: Gerry Arno, Scott Campbell, Linda Garcia, Jim Parker, and Rick Schaerer.

Absent: Steve Harding, Kathy Schmitt, and Erik Weatherwax.

Also Present: Sue Smith, EDP of Hillsdale County and Manager Jeff Gray.

Chairman Schaerer called the meeting to order at the Jonesville City Hall, 265 E Chicago Street, Jonesville, MI at 8:30 a.m.

Jim Parker made a motion and was supported by Gerry Arno to approve the agenda as presented. All in favor. Absent: Steve Harding, Kathy Schmitt, and Erik Weatherwax. Motion carried.

Gerry Arno made a motion and was supported by Scott Campbell to approve the minutes of October 19, 2022. All in favor. Absent: Steve Harding, Kathy Schmitt, and Erik Weatherwax. Motion carried.

Gerry Arno made a motion and was supported by Jim Parker to accept the financial report through October 31, 2022. All in favor. Absent: Steve Harding, Kathy Schmitt, and Erik Weatherwax. Motion carried.

Jim Parker made a motion and was supported by Scott Campbell to approve the Fiscal Year 2021-2022 Annual Treasury Report and Activity Synopsis. Staff was authorized to submit the reports to the State of Michigan, and to post them to the LDFA section of the City website, as required by PA 57 of 2018. All in favor. Absent: Steve Harding, Kathy Schmitt, and Erik Weatherwax. Motion carried.

Manager Gray asked members to score the list of goals and priorities that was developed at the October meeting. The original list was scored as follows:

<u>Project Priorities</u>	<u>Score</u>
1. Make Industrial Park lots “build ready” (grading and other improvements)	2
2. Change out entry signs at M-99 and US-12 for electronic displays.	3
3. Expansion of Industrial Park - farmland adjacent to the park.	4
4. Acquisition of underutilized properties – address empty and blighted properties and develop an “Entrepreneurial Park” with smaller lots for employers of industry and tech of around 10 employees.	13
5. Support the County efforts to upgrade to 800 MHz radios for emergency responders.	5
6. Business retention incentive program for existing businesses in the LDFA district.	5
7. Workforce training/support - partnership w/Jonesville Community Schools.	11

8. Housing Development/support – studies, builder, recruitment, identification of available properties, partner with developers, Ritz Craft, etc. 9
9. Sign along US-12 to market the Industrial Park – available lot marketing plan. 3
10. Construction of a spec building or buildings. 0

Scott Campbell made a motion and was supported by Jim Parker to identify the top three LDFA priorities as follows:

1. Acquisition of underutilized properties, addressing empty and blighted properties, and develop an “Entrepreneurial Park”. This would involve smaller lots for employers of industry and tech of around 10 employees.
2. Workforce training support / Partnership w/Jonesville Community Schools.
3. Housing Development/support – studies, builder, recruitment, identification of available properties, partner with developers, Ritz Craft, etc.

All in favor. Absent: Steve Harding, Kathy Schmitt, and Erik Weatherwax. Motion carried.

Sue Smith, Executive Director of the Economic Development Partnership provided her report on how the EDP is funded, outlining the various sources and uses of funds.

Scott Campbell made a motion and was supported by Jim Parker to approve the annual EDP investment in the amount of \$15,000. All in favor. Absent: Steve Harding, Kathy Schmitt, and Erik Weatherwax. Motion carried.

Jim Parker made a motion and was supported by Scott Campbell to approve the 2023 Meeting Calendar. All in favor. Absent: Steve Harding, Kathy Schmitt, and Erik Weatherwax. Motion carried.

Manager Gray and LDFA members provided updates.

The meeting was adjourned at 9:25 a.m.

Submitted by,

Lenore M. Spahr
Deputy Clerk



To: Jonesville LDFA Board
From: Jeffrey M. Gray, City Manager 
Date: April 14, 2023
Re: Manager Report and Recommendations – April 19, 2023 LDFA Meeting

6. A. Financial Report

[Action]

Attached is a revenue and expenditure report for the LDFA through February 28th. 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 February 28th. I recommend a motion to accept the financial report through February 28, 2023. *Please refer to the attached revenue and expenditure report and cash balance report.*

7. A. Fiscal Year 2022-23 Budget Recommendation

[Action]

The LDFA Budget Committee that includes Chair Rick Schaerer, Mayor Gerry Arno and I will meet prior to the LDFA regular meeting to develop a draft recommendation for the fiscal year 2023-24 budget. The LDFA will need to approve a recommended budget at either the April or June meetings for approval by the City Council. The City's fiscal year begins on July 1st. This agenda item is reserved for discussion of the budget. To assist with the discussion, the LDFA's recently approved project priorities and current fiscal year budget are attached. *Please refer to the enclosed copy of the LDFA Project Priorities and current budget.*

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.

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		MONTH 02/28/2023	02/28/2023	BALANCE		
		INCREASE (DECREASE)	NORMAL (ABNORMAL)	2022-23 AMENDED BUDGET	NORMAL (ABNORMAL)	USED
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	317,526.94	250,000.00	(67,526.94)	127.01
247-000-664.000	LEASE/IND PARK RADIO TOWER	1,655.31	13,005.96	14,000.00	994.04	92.90
247-000-665.000	INTEREST EARNINGS	11,095.99	65,658.25	500.00	(65,158.25)	3,131.65
247-000-694.100	OTHER INCOME - FARM LAND	0.00	4,200.30	4,200.00	(0.30)	100.01
Total Dept 000 - BALANCE SHEET/REVENUE		12,751.30	400,391.45	351,934.00	(48,457.45)	113.77
TOTAL REVENUES		12,751.30	400,391.45	351,934.00	(48,457.45)	113.77
Expenditures						
Dept 729 - DEVELOPMENT ACTIVITIES						
247-729-702.000	SALARIES AND WAGES	66.66	2,446.45	2,500.00	53.55	97.86
247-729-715.000	EMPLOYERS SHARE - FICA & MEDICARE	4.86	182.43	150.00	(32.43)	121.62
247-729-716.000	HEALTH INSURANCE	15.20	199.34	200.00	0.66	99.67
247-729-718.000	DISABILITY	0.26	15.75	25.00	9.25	63.00
247-729-719.000	RETIREMENT - EMPLOYER PORTION	4.67	150.27	150.00	(0.27)	100.18
247-729-721.000	LIFE INSURANCE	0.27	13.40	20.00	6.60	67.00
247-729-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.03	1.40	5.00	3.60	28.00
247-729-723.000	DENTAL INSURANCE	0.64	43.88	40.00	(3.88)	109.70
247-729-724.000	OPTICAL INSURANCE	0.23	8.36	10.00	1.64	83.60
247-729-727.000	OFFICE SUPPLIES	0.00	9.75	100.00	90.25	9.75
247-729-740.000	OPERATING SUPPLIES	0.00	95.82	1,000.00	904.18	9.58
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	0.00	7,025.10	10,000.00	2,974.90	70.25
247-729-900.000	PRINTING & PUBLISHING	0.00	0.00	5,000.00	5,000.00	0.00
247-729-921.000	ELECTRICITY	93.84	761.52	1,000.00	238.48	76.15
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	100.00	500.00	400.00	20.00
247-729-940.000	EQUIPMENT RENTAL	50.32	1,082.33	1,500.00	417.67	72.16
247-729-965.000	CONTRIB TO GEN FUND-ADMIN WAGES/BENE	15,904.00	23,856.00	31,808.00	7,952.00	75.00
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		16,140.98	50,991.80	217,501.00	166,509.20	23.44
TOTAL EXPENDITURES		16,140.98	50,991.80	217,501.00	166,509.20	23.44
Fund 247 - LOCAL DEVELOPMENT FINANCE AUTHORITY:						
TOTAL REVENUES		12,751.30	400,391.45	351,934.00	(48,457.45)	113.77
TOTAL EXPENDITURES		16,140.98	50,991.80	217,501.00	166,509.20	23.44
NET OF REVENUES & EXPENDITURES		(3,389.68)	349,399.65	134,433.00	(214,966.65)	259.91

Fund 247 LOCAL DEVELOPMENT FINANCE AUTHORITY

GL Number	Description	Balance
*** Assets ***		
247-000-001.000	CASH - CHECKING	4,644.03
247-000-007.000	CASH - MI CLASS INVESTMENT ACCT	3,048,310.17
247-000-130.000	LAND	97,544.00
Total Assets		3,150,498.20
*** Liabilities ***		
247-000-202.000	ACCOUNTS PAYABLE	93.84
247-000-339.000	DEFERRED REVENUES	1,283.76
Total Liabilities		1,377.60
*** Fund Balance ***		
247-000-390.000	FUND BALANCE	2,799,720.95
Total Fund Balance		2,799,720.95
Beginning Fund Balance		2,799,720.95
Net of Revenues VS Expenditures		349,399.65
Ending Fund Balance		3,149,120.60
Total Liabilities And Fund Balance		3,150,498.20

LDFA Project Priorities

Cumulative Scoring – LDFA Board, December 15, 2022 Meeting

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

FY 2023 BUDGET WORKSHEET FOR CITY OF JONESVILLE

		ACTIVITY	ACTIVITY	ACTIVITY	BUDGET	ACTIVITY THRU	REQUESTED	
GL NUMBER	DESCRIPTION	18-19	19-20	20-21	21-22	12/31/2021	BUDGET	COMMENTS
Fund 247 - LOCAL DEVELOPMENT FINANCE AUTHORITY								
REVENUES								
247-000-403.000	REAL PROPERTY TAX	90,364.61	91,125.74	82,425.15	93,000.00	0.00	83,234.00	
247-000-403.050	PERSONAL PROPERTY TAX	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-403.075	PERSONAL PROPERTY TAX REIMBURSEMENT	248,889.33	264,353.19	281,144.56	250,000.00	296,386.01	250,000.00	
247-000-403.100	REAL WINTER TAX	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-403.200	PERSONAL PROPERTY TAX	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-403.300	CURR/DEL PROP TAX FM COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-407.000	DELINQUENT TAX	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-664.000	LEASE/IND PARK RADIO TOWER	14,985.61	16,520.69	16,959.43	14,000.00	9,902.61	14,000.00	Expires June 2031
247-000-665.000	INTEREST EARNINGS	36,438.00	31,076.94	2,197.96	3,000.00	303.25	500.00	
247-000-676.000	CONTRIBUTIONS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-678.000	REIMBURSEMENTS - MISC	0.00	0.00	53,500.00	0.00	0.00	0.00	
247-000-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-694.100	OTHER INCOME - FARM LAND	2,178.40	2,178.40	2,178.40	2,175.00	0.00	4,200.00	Land lease
247-000-694.200	OTHER INCOME - SALE OF LAND	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-698.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL ESTIMATED REVENUES		392,855.95	405,254.96	438,405.50	362,175.00	306,591.87	351,934.00	
APPROPRIATIONS								
Dept 729-DEVELOPMENT ACTIVITIES								
247-729-702.000	SALARIES AND WAGES	2,282.12	795.40	2,590.32	3,000.00	565.59	2,500.00	
247-729-702.100	SALARIES AND WAGES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-702.200	SALARIES AND WAGES - DOUBLETIME	0.00	87.65	0.00	0.00	0.00	0.00	
247-729-715.000	EMPLOYERS SHARE - FICA & MEDICARE	170.54	65.38	191.06	150.00	41.62	150.00	
247-729-716.000	HEALTH INSURANCE	197.11	101.52	254.31	200.00	170.19	200.00	
247-729-718.000	DISABILITY	20.35	6.56	12.07	25.00	6.67	25.00	
247-729-719.000	EMPLOYERS SHARE - 401	145.29	52.11	141.22	150.00	59.02	150.00	
247-729-721.000	LIFE INSURANCE	11.78	4.21	8.49	20.00	6.03	20.00	
247-729-722.000	EMPLOYEE ASSISTANCE PROGRAM	1.72	0.61	1.13	5.00	0.66	5.00	
247-729-723.000	DENTAL INSURANCE	36.49	18.57	36.04	40.00	20.95	40.00	
247-729-724.000	OPTICAL INSURANCE	8.45	4.07	8.16	10.00	4.77	10.00	
247-729-727.000	OFFICE SUPPLIES	102.39	64.84	52.50	100.00	21.80	100.00	
247-729-740.000	OPERATING SUPPLIES	15.00	88.36	45.38	1,000.00	0.00	1,000.00	
247-729-801.000	PROFESSIONAL SERVICES	0.00	0.00	58,500.00	0.00	0.00	0.00	
247-729-801.100	PROFESSIONAL SERVICES - EDP FEE	15,000.00	15,000.00	15,000.00	15,000.00	0.00	15,000.00	
247-729-801.300	PROFESSIONAL SERVICES-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-801.400	PROFESSIONAL SERVICES-FIBER OPTICS	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-801.500	PROFESSIONAL SERVICES-ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-818.000	CONTRACTUAL	4,181.36	2,966.78	7,467.98	10,000.00	2,545.58	10,000.00	Mowing, painting center lines
247-729-818.300	CONTRACTUAL - LANDSCAPING	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-818.301	CONTRACTUAL - DPW SEASONAL	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-818.700	CONTRACTUAL - K & K TANNERY LOT IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-818.800	CONTRACTUAL - RELOCATE POWER LINES	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-820.000	MEMBERSHIPS/DUES/SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-865.000	MILEAGE/TRANS/MEALS/LODGING	12.48	9.17	0.00	0.00	0.00	0.00	
247-729-900.000	PRINTING & PUBLISHING	130.50	87.00	75.15	2,000.00	53.70	5,000.00	Billboard and marketing signs
247-729-921.000	ELECTRICITY	980.19	919.94	1,133.37	1,000.00	572.87	1,000.00	
247-729-924.000	WATER AND SEWER	0.00	0.00	0.00	500.00	0.00	500.00	
247-729-930.000	REPAIRS & MAINTENANCE	469.90	0.00	220.70	1,500.00	0.00	500.00	
247-729-940.000	EQUIPMENT RENTAL	944.07	444.63	534.76	1,500.00	638.78	1,500.00	
247-729-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-956.200	MISCELLANEOUS - PROPERTY TAX	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-960.000	TRAINING & CONFERENCES	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-965.000	CONTRIB TO GEN FUND-ADMIN WAGES/BEN	26,400.00	28,021.00	29,126.00	30,392.00	0.00	31,808.00	
247-729-965.100	CONTRIB TO GEN FUND - ST LIGHT ELEC	5,304.00	5,304.00	5,304.00	5,304.00	0.00	5,304.00	
247-729-965.101	CONTRIB TO GEN FUND - PURCH/IMPR	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-965.300	CONTRIB TO MAJOR STS - GAIGE	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-965.400	CONTRIB TO WATER STORAGE/DIST SYSTEM	0.00	25,000.00	25,000.00	25,000.00	0.00	25,000.00	
247-729-965.401	CONTRIBUTION TO WATER-US12 EXTENSIO	0.00	0.00	0.00	0.00	0.00	0.00	

FY 2023 BUDGET WORKSHEET FOR CITY OF JONESVILLE								
		ACTIVITY	ACTIVITY	ACTIVITY	BUDGET	ACTIVITY THRU	REQUESTED	
GL NUMBER	DESCRIPTION	18-19	19-20	20-21	21-22	12/31/2021	BUDGET	COMMENTS
247-729-965.500	CONTRIB TO LOCAL ST	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-965.590	CONTRIBUTION TO SEWER FUND - DEBT	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-965.600	CONTRIB TO GEN FUND	900.00	1,200.00	1,500.00	1,479.00	0.00	2,689.00	Rail trail cost reimbursement (20%)
247-729-965.700	CONTRIBUTION TO LOCAL ST - ST REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-965.800	CONTRIBUTIONS TO MAJOR ST - REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-966.000	RESERVE FOR FUTURE EXPANSION	0.00	0.00	0.00	45,000.00	0.00	45,000.00	
247-729-967.000	RESERVE FOR SPECIAL PROJECTS	0.00	0.00	0.00	35,000.00	0.00	35,000.00	
247-729-967.500	RESERVE FOR INFRASTRUCTURE IMPROVE	0.00	0.00	0.00	35,000.00	0.00	35,000.00	
247-729-968.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-971.000	LAND ACQUISITION	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-974.000	CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-975.000	ADDITIONS & IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-975.100	LAND IMPROVEMENTS - PROP OWNER REBA	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-975.200	CAPITAL IMPROVEMENT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	
Totals for dept 729-DEVELOPMENT ACTIVITIES		57,313.74	80,241.80	147,202.64	213,375.00	4,708.23	217,501.00	
Dept 731-INDUSTRIAL PARK - PHASE II								
Totals for dept 731-INDUSTRIAL PARK - PHASE II		0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL APPROPRIATIONS		57,313.74	80,241.80	147,202.64	213,375.00	4,708.23	217,501.00	
NET OF REVENUES/APPROPRIATIONS - LDFA		335,542.21	325,013.16	291,202.86	148,800.00	301,883.64	134,433.00	