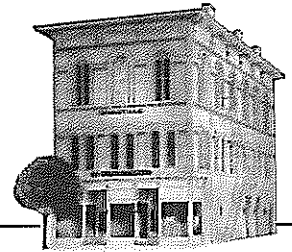




# VILLAGE OF JONESVILLE

265 E. CHICAGO ST.  
JONESVILLE, MI 49250  
www.jonesville.org

(517) 849-2104  
Fax (517) 849-9037  
email: manager@jonesville.org



**VILLAGE OF JONESVILLE  
DOWNTOWN DEVELOPMENT AUTHORITY AGENDA  
March 11, 2014 - 7:30 A.M.  
VILLAGE HALL**

1. CALL TO ORDER
2. PRESENTATIONS AND RECOGNITIONS
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES – January 14, 2014
5. PUBLIC COMMENT
6. NEW BUSINESS
  - A. Fiscal Year 2015 Budget Committee Appointment
  - B. Rail Trail Services
7. ONGOING BUSINESS
8. OTHER BUSINESS
9. ADJOURNMENT – Next Scheduled Meeting: May 13, 2014, 7:30 a.m.

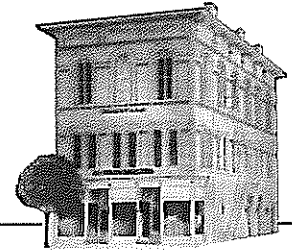
**[Action]**  
**[Action]**




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To: Jonesville DDA Board  
From: Jeffrey M. Gray, Village Manager   
Date: March 7, 2014  
Re: Manager Report and Recommendations – March 11, 2014 DDA Meeting

**6. A. Fiscal Year 2014/2015 Budget Committee Appointment** **[Action]**

Last year, Don Germann, Clint Barrett and the Village Manager served on a committee to provide a recommendation on the annual budget to the DDA board. The Village is beginning the budgeting process for the 2014/15 fiscal year to begin on July 1<sup>st</sup> and I would ask that we once again appoint the committee.

**6. B. Rail Trail Services** **[Action]**

At their February 19<sup>th</sup> meeting, the Village Council approved a services agreement with the Spicer Group to provide grant administration, project design, and construction management services related to the Rail Trail project. You will recall that the grant was awarded in the amount of \$296,000. With a 26% local match in the amount of \$104,000, the total project cost is expected to be \$400,000. Expenses will be covered by the Village general fund and reimbursed periodically from grant funds and DDA contributions.

Most of these expenses will occur in the next fiscal year and will be addressed through next year's budget. However, the first expense is a topographic survey in the amount of \$8,500 and is not grant eligible. I would recommend that the DDA consider a motion to approve the expenditure of funds for the survey.

The survey will occur once the snow is off the ground and the trail route can be walked. Construction plans will then be prepared. It is anticipated that construction will begin this summer or fall. *Please refer to the attached services agreement.*

Correspondence:

- Michigan Back Roads statistics for 2013

**\*\*Subject to DDA Approval**

**Jonesville Downtown Development Authority  
Minutes of January 14, 2014**

Present: Don Toffolo, Robert Snow, Clint Barrett, Chris Fast, Don Germann, and Gale Fix.

Absent: Penny Sarles, Ron Gow and Abe Graves

Also Present: Manager Gray, Asst. to the Manager McLean

The meeting was called to order at 7:30 a.m.

There were no changes made to the Agenda.

A motion was made by Clint Barrett and seconded by Don Germann to approve the minutes from November 12, 2013. All in favor. Motion carried.

Don Germann made a motion to share in the costs of a full page ad with the Hillsdale County Visitor Guide with Riverfest and possibly Jonesville Business Association. The cost if shared with both groups will be \$210.00 each, and if only shared with Riverfest the costs will be \$315.00 each. Clint Barrett seconded the motion. All in favor. Motion carried.

Manager Gray provided additional information pertaining to the 2014 Coldwater Country Visitor Guide the DDA approved to again advertise in at the November 2013 meeting. The guide provides a minimum of 40,000 copies to be produced and submitted to various locations throughout the state beginning in January 2014.

Manager Gray provided Updates to the following projects: Heritage Lane and Rail Trail Project.

The next scheduled meeting will be held Tuesday, March 11, 2014 at 7:30 a.m.

A motion was made by Don Toffolo and seconded by Don Germann to adjourn the meeting at 7:52 a.m.

Submitted by

Cynthia D. Means  
Clerk



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MAR 06 2014

ENGINEERS • SURVEYORS • PLANNERS

February 24, 2014

Jeff Gray, Manager  
Village of Jonesville  
265 East Chicago Street  
Jonesville, MI 49250



RE: Jonesville Linear Park System Development  
Village of Jonesville, Hillsdale County, Michigan

Jeff:

We are very pleased your project has been awarded a Michigan DNR Trust Fund (MNRTF) grant! The next step is to begin the design and bidding process. It is our understanding that the Village would like to construct this project in the summer of 2014. That means completing the plans this winter in able to secure competitive bids in late spring/early summer. With this in mind, we have developed our proposal to furnish professional engineering services regarding the park expansion project.

#### PROJECT BACKGROUND

The Village of Jonesville has been working on a goal of building a multi-use trail on an abandoned railroad spur for over five years. The Village now has ownership of the rail spur from MDOT. The proposed project has been identified as a priority project in the Village's Recreation Plan. The entire project has a number of proposed phases. The Village was awarded a MNRTF grant for Phase I. At this time the Village would like to move forward with the design from Gaige Street to the existing rail bridge north of Chicago Street. *See attached map.*

The grant also included a few trail amenities for the rail trail project, including an interpretive sign, two benches, a trash receptacle, and some landscaping.

The County applied for a grant through the Michigan Department of Natural Resources (DNR) Trust Fund program. This grant was awarded in December.

#### SCOPE OF WORK

Our professional services will consist of the following:

##### I. Grant Administration

Spicer Group will assist the Village of Jonesville with grant administration throughout the project. This will include:

- A. Assistance with executing DNR Project Agreement.
- B. Submission of Plans and Specifications to DNR with Professional Services Certification Form, itemized project cost estimate, and implementation schedule.
- C. Assistance with the Contactor/Vendor Selection Form and process with the DNR.
- D. Assistance with any special requests to DNR such as significant changes to the project or extensions to the project period.
- E. Assist with the completion of reimbursement requests.

Stronger. Safer. Smarter. **Spicer.**

WWW.SPICERGROUP.COM

## II. Design Phase

During the Design Phase we will develop plans and specifications for the linear park improvements. More specifically, we will:

- A. Meet with the Village to kick-off the project.
- B. Design the dimensional layout requirements for the rail trail path which runs from M-99, along the south side of Gaige Street, to Beck Street, along the west side right-of-way (ROW) to the rail bed, north to the rail bridge. *See attached map.*
- C. Determine the clearing, excavation and grading limits of the path.
- D. Design the path road crossing and signage details at Beck Street and at US-12.
- E. Determine the grading and drainage requirements including necessary culverts for proper drainage along the proposed trail.
- F. Develop a Soil Erosion and Sedimentation Control Plan meeting the requirements of the County.
- G. Determine the traffic regulation requirements with MDOT and incorporate them into the plans and specifications.
- H. Determine which utilities might be in the project area and work with each utility company to relocate the utility, if necessary.
- I. Design the proposed bench areas.
- J. Develop plans for the interpretive sign.
- K. Update the preliminary estimate of cost for the project.
- L. Meet with the Village at approximately 50% and 90% completion to review the project.
- M. Incorporate feedback and review comments into the project.
- N. Submit a final sealed set of plans, bid documents and preliminary estimate of cost to the DNR for approval to bid.
- O. Submit a final set of plans, bid documents and preliminary estimate of cost to the Village and Road Commission.

## III. Bidding Phase

During the bidding phase we will assist you with the bidding process including:

- A. Produce 20 sets of plans and bidding documents.
- B. Prepare the advertisement for placing in the newspaper.
- C. Answer any questions from contractors preparing their bids.
- D. Issue addenda if required.
- E. Hold the pre-bid meeting.
- F. Open bids with you.

**IV. Construction Administration**

During the Construction Administration phase, we will assist you with the following tasks:

- A. Prepare a tabulation of the bids received and prepare a letter of recommendation of award to the Village.
- B. Prepare contracts and circulate for signatures.
- C. Make periodic site visits to observe the construction process, estimated at approximately one (1) time per week.
- D. Prepare the progress payments and any change orders necessary for the project.
- E. Attend a final walk through of the project and develop the final construction punch list.
- F. Review contract closeout.

**V. Topographical Survey**

The following tasks will be completed in the Survey phase of the project, to give us an accurate starting drawing for the design.

- A. Set control points and benchmarks for construction at approximately 1,500-ft. intervals.
- B. Collect topographic mapping data at 100-ft. intervals from M-99 to Rail Bridge for an approximate 40-ft. swath along the proposed trail.
- C. Survey in features, such as mailboxes, utilities, power poles, driveways, culverts and other drainage features within the project area.
- D. Survey in all trees that are 6 inches or greater.
- E. Determine the ROW of Gaige Street and Beck Street.
- F. Prepare a base map with the topographical survey data.

**SERVICES NOT INCLUDED**

The following services are not included in this proposal, however may be necessary to complete. If we find this to be the case, we will notify you, discuss it and seek your approval prior to commencing with the work.

- A. Geotechnical Investigation: Soil borings are not included in this proposal. Since the work does not include any structural work, it was determined that soil borings are not needed at this time.
- B. Permit Fees: Permit fees are not included in this proposal. Any permit fees would be paid by the municipal agency.

**FEE**

We will submit monthly invoices to you for services furnished and for any reimbursable expenses. The fee for the Grant Administration, Design and Bidding Phases is a lump sum so the invoices will be based on our estimate of the proportion of total services actually completed at the time of billing. The fee for the Construction Administration Phase is an hourly fee where the invoices will be based on the current standard hourly rates of our personnel assigned to this project applied to the time they spend on it.

**The fees below reflect the costs for these services shown in our original cost estimates submitted with the DNR grant application (see attached estimate). Our proposed fee shall be as follows:**

- I. **Grant Administration Phase:** A lump sum, not to exceed, amount of \$1,800.00.
- II. **Design Phase:** A lump sum, not to exceed, amount of \$28,500.00.
- III. **Bidding Phase:** A lump sum, not to exceed, amount of \$2,500.00.
- IV. **Construction Administration Phase:** An hourly, not to exceed, amount of \$19,300.00.

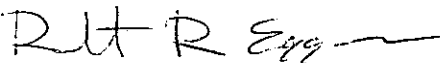
Survey work (topographical) is not an allowable cost in the grant, however it is a necessary task that must be undertaken to properly design your project. For this reason, you will not see this cost included on the attached estimate, or on the grant application. Our proposed fee for this work will be as follows:

- V. **Topographical Survey:** A lump sum amount of \$8,500.00.

If this proposal meets with your approval, please acknowledge with an authorized signature below. Please return one executed copy to us and maintain the other for your records.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



**Robert R. Eggers, AICP**  
Senior Planner / Principal

**SPICER GROUP, INC.**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 754-4717 ext. 5568  
Fax: (989) 754-4440  
mailto: [robe@spicergroup.com](mailto:robe@spicergroup.com)

Cc: SGI File 121243SG2014  
ALM, Acctg.

\_\_\_\_\_  
Above proposal accepted and approved by Owner.

**VILLAGE OF JONESVILLE**

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

1-14-2014

# PROMOTING JONESVILLE

[www.michiganbackroads.com](http://www.michiganbackroads.com)

## Final 2013 Click Thru – Page View Report

Jonesville is in our Terrific Towns program on [www.michiganbackroads.com](http://www.michiganbackroads.com) with additional pages on [www.upnorthmichigan.com](http://www.upnorthmichigan.com) . The program is made possible by the Village & DDA. Some additional pages are sponsored by individuals or businesses.

Linked Pages:

Total Clicks & Page Views

Calendar of Events	216
Riverfest	321
Deal Car/Visit Jonesville	288
Jonesville/Visit Jonesville	309
Sauk Theatre/Hillsdale Theatre	124
Mack Brush/Mack Brush	178
Grosvenor Museum	209
St. Joseph River Trail	345

**Final 2013 Visitors To Jonesville**

**1,990**

Thanks,

Ron Rademacher

NOTE: This 3 year program runs through June 2014. 2014 Traffic will be reported as page views.

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BY: .....

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[www.michiganbackroads.com](http://www.michiganbackroads.com)