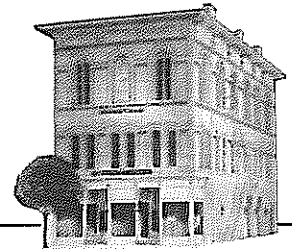




# VILLAGE OF JONESVILLE

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

(517) 849-2104  
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**Agenda**  
**Village of Jonesville**  
**Downtown Development Authority**  
**November 12, 2013 - 7:30 A.M.**  
**Village Hall**

**1. CALL TO ORDER**

**2. PRESENTATIONS AND RECOGNITIONS**

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF MINUTES** – March 12, 2013; April 23, 2013 Special Meeting; July 16, 2013; September 10, 2013 Informational Meeting

**5. PUBLIC COMMENT**

**6. NEW BUSINESS**

A. Request for Façade Grant Extension and Reimbursement – 202/204 E. Chicago

Street/Horton

[Action]

B. Coldwater Country Visitor Guide Ad

[Action]

C. 2014 Meeting Calendar

[Action]

D. Recommendation for Board Reappointments

[Action]

E. Project Updates

[Information/Discussion]

i. North Parking Lot

ii. Heritage Lane

iii. Rail Trail Project

F. Discussion of DDA Goals and Priorities

[Discussion]

**7. ONGOING BUSINESS**

A. Former Klein Tools Property

[Discussion]

**8. OTHER BUSINESS**

A. Conflict of Interest Policy

[Information]

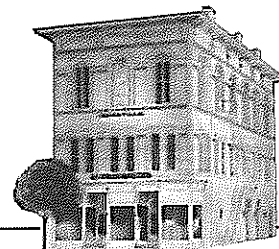
**9. ADJOURNMENT** – Next Scheduled Meeting: **January 14, 2014, 7:30 a.m.** (Pending approval of the 2014 Meeting Calendar)



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To: Jonesville DDA Board  
From: Jeffrey M. Gray, Village Manager  
Date: November 8, 2013  
Re: Manager Report and Recommendations – November 12, 2013 DDA Meeting

Note: Due to a lack of a quorum at the September meeting, the DDA was not able to act on the action items from that agenda. Those items have been placed back on the November agenda for action.

## 6. A. Façade Grant Extension and Reimbursement [Action]

As indicated in the minutes of the June 26, 2012 meeting, the DDA previously approved a façade grant in the amount of \$2,500 from Dr. Jeffrey Horton for the building at 202/204 E. Chicago Street. Because the funds were not reimbursed during the last fiscal year, ending on June 30, 2013 they were removed from the DDA budget and placed in the fund balance.

Dr. Horton has now completed work on the north façade and is requesting reimbursement of the grant. Attached is an invoice for the work in the amount of \$9,189. The DDA will note that this is less than the original planned work in the total amount of \$27,285. As noted in the email from Assistant to the Manager McLean, the scope of work has changed.

As the completed work appears consistent with the Façade Improvement Program Guidelines and funds are available in the DDA fund balance, it is recommended that the DDA consider a motion to approve extension of the grant approval and reimbursement in the amount of \$2,500.

Following the September meeting, staff met with Dr. Horton to discuss some of the concerns that were expressed by some DDA members. The bathtub that was previously stored outdoors has been removed. He has assured us that the landscaping will be trimmed back once it has leafed out and he returns from vacation in the beginning of December. *Please refer to the attached invoice, original application with estimates, and staff email.*

## 6. B. Coldwater Country Visitor Guide Ad [Action]

Last year, a rear cover full-page ad was placed in the 2013 Coldwater Country Visitor Guide. Copies of the front and rear cover are included for reference. The entire guide can be viewed at [www.discover-michigan.com](http://www.discover-michigan.com) and downloading the guide; staff will also have some copies to view at the meeting. Last year's ad cost \$2,700, this year the same ad would cost \$2,950. This expense is not currently budgeted for but was paid last year from the monthly donation that Martinrea pays to the Village.

I am interested in some input from the DDA board as board representatives and Downtown business owners if this advertising is worthwhile to continue. I have included the price list for the 2014 Visitor Guide that shows the cost for other size ads as well. *Please refer to the excerpts from the guide and price list.*

**6. C. 2014 Meeting Calendar**

**[Action]**

Consistent with current meeting schedule, the draft 2014 Annual Meeting Calendar schedules DDA meetings on the second Tuesday of every other month beginning in January, 7:30 a.m. at Village Hall. The DDA may choose to change both the day and time. A motion is necessary to adopt the 2014 Annual Meeting Calendar. *Please refer to the attached 2014 Annual Meeting Calendar.*

**6. D. Recommendation for Board Reappointments**

**[Action]**

The four (4) year terms of Don Toffolo, Gale Fix, and Abe Graves expire this November. All expressed interest in being reappointed for a four year term to expire November 2017. Currently, no additional applications for appointment to the DDA are on file. A motion is necessary to provide a recommendation to the Village Council for reappointment of three (3) board members.

**6. E. Project Updates**

**[Information/Discussion]**

Staff will provide verbal updates at the meeting regarding these projects in and around Downtown.

**6. F. Discussion of DDA Goals and Priorities**

**[Discussion]**

At the September informational meeting, members began a discussion of upcoming goals and priorities. This item is reserved in the event that there is interest and time to continue that conversation. *I have included from last month's packet the summary of the Goals and Objectives from the 2009 amendment to the Plan, along with information on the fiscal year budget as a starting point for our conversation.*

**7. A. Former Klein Tools Property**

**[Discussion]**

This item is reserved for continued discussion regarding the former Klein Tools property.

**8. A. Conflict of Interest Policy**

**[Information]**

The Village auditor has advised that it is necessary for the Village to have a written policy regarding conflicts of interest. Generally speaking, a conflict of interest is a situation where you or your business stands to gain from a decision that you might have to make as a member of the DDA.

The Village Council approved a policy to meet the auditor requirement at their last meeting. A copy is attached.

Should any member have questions about conflicts of interest, I will be glad to answer them any time.