



**CITY OF JONESVILLE  
DOWNTOWN DEVELOPMENT AUTHORITY AGENDA  
NOVEMBER 13, 2018 - 7:30 A.M.  
CITY HALL**

- 1. CALL TO ORDER**
- 2. PRESENTATIONS AND RECOGNITIONS**
  - A. None
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES** – September 11, 2018 Meeting
- 5. PUBLIC COMMENT**
- 6. NEW BUSINESS**
  - A. Klein Tool [Action Item]
  - B. Christmas in Jonesville [Information/Discussion Item]
  - C. 2019 Meeting Calendar [Action Item]
  - D. Recommendation for Board Reappointment [Action Item]
  - E. MDOT Signal Modernization Project [Information Item]
  - F. Riverfest [Information Item]
  - G. Project Updates [Information/Discussion Item]
- 7. OTHER BUSINESS**
- 8. ADJOURNMENT**– Next Scheduled Meeting: **Tuesday, January 8, 2019 7:30 a.m.**  
*(Pending approval of the 2019 Meeting Calendar)*



To: Jonesville DDA Board  
From: Jeffrey M. Gray, City Manager *JMG*  
Date: November 9, 2018  
Re: Manager Report and Recommendations – November 13, 2018 DDA Meeting

**6. A. Klein Tool**

**[Discussion]**

This agenda item is reserved for an update and discussion of the status of marketing and future re-use of the Klein Tool Building.

The Michigan Department of Environmental Quality (MDEQ) is currently assisting the City to complete a federal Environmental Protection Agency (EPA) grant application. If approved, the EPA grant will allow for an in-depth analysis of the contamination levels on the property and develop recommended approaches to allow various re-use options in the building. The application has a rolling deadline, and MDEQ believes that an assessment could begin very quickly after the notice of grant award.

Staff continues to get casual interest in the availability of the building for redevelopment. I will be able to share some general information about that interest and will lead a conversation about the approach that the DDA might want to take regarding the evaluation of interest in the building.

One of the next steps will likely be the development of a Request for Proposals to allow an objective review of the various possible concepts for the property. I have attached some sample RFPs to give an idea of the nature of these documents. I will lead discussion on input to assist with the development of a similar document for our building. *Please refer to the attached copies of sample development RFPs.*

**6. B. Christmas in Jonesville**

**[Information/Discussion]**

The Jonesville Business Association has announced that the Christmas in Jonesville activities will take place the weekend of November 30, December 1, and December 2 this year. The City staff will once again support the Downtown Decorating Contest and the Friday night tree lighting event on behalf of the DDA. Downtown businesses received the Decorating Contest flyer earlier in the week.

Staff will need assistance with a couple of activities related to the tree lighting event, which will take place from 5:30 p.m. until 6:30 p.m. on November 30<sup>th</sup>. We would appreciate assistance from two individuals to serve hot chocolate. This year Jilly Beans Too is providing the beverage and cups, so we will not need to make a trip to Coldwater for those supplies. We also need two “elves” to assist Santa and Mrs. Claus. Responsibilities would include assuring that he stays supplied with candy canes (donated by Nash Drugs) and to help keep the line in an orderly fashion. I will have a sign-up sheet at the DDA meeting. Please take a look at your schedule and consider whether you or any of your employees might be able to assist the event.

**6. C. 2019 Meeting Calendar**

**[Action Item]**

Consistent with the current meeting calendar, the proposed 2019 calendar proposes meeting every other month on the second Tuesday at 7:30 a.m. at City Hall. The DDA may change the meeting date and/or time if desired. A motion is necessary to adopt the meeting calendar. *Please refer to the attached proposed 2019 Meeting Calendar.*

**6. D. Recommendation for Board Reappointment**

**[Action Item]**

Penny Sarles' appointment to the Downtown Development Authority is due to expire at the end of November. She has indicated that she is willing to accept reappointment to a four-year term. I recommend the DDA recommend that the City Council reappoint Penny to continue service on the DDA.

**6. E. MDOT Signal Modernization Project**

**[Information]**

This agenda item is reserved for a staff update regarding the 2019 MDOT signal modernization project that is planned for the Downtown.

**6. F. Riverfest**

**[Information]**

There was a spirited discussion of the future of Riverfest at the September DDA meeting. The Riverfest Committee extended an open invitation to their October 15<sup>th</sup> meeting to brainstorm ideas for the sustainability of the event. As is described in the attached email from Riverfest Committee President Christine Bowman, there was consensus around exploring the development of a new 501(C)(3) nonprofit organization that would encompass the current Jonesville Business Association and Riverfest Committee to form a new Downtown events group.

This item is reserved for an update regarding this effort. Mayor Arno and Don Germann from the DDA also attended this meeting and may have their own observations and comments to share regarding this effort. *Please refer to the attached email correspondence from Christine Bowman.*

**6. G. Project Updates**

**[Information/Discussion]**

This item is reserved for to address status updates on a number of projects, as identified on the agenda and any others that members may have questions about.