



**CITY OF JONESVILLE  
DOWNTOWN DEVELOPMENT AUTHORITY  
PA 57 INFORMATIONAL MEETING AGENDA  
NOVEMBER 12, 2019, 7:30 A.M.  
CITY HALL**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. INFORMATIONAL PRESENTATION**
  - A. Downtown Development Authority Activities
- 5. ADJOURN TO REGULAR MEETING**

**CITY OF JONESVILLE  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING AGENDA  
NOVEMBER 12, 2019  
CITY HALL**


- 1. CALL TO ORDER**
- 2. PRESENTATIONS AND RECOGNITIONS**
  - A. None
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES** – September 10, 2019 Meeting  
October 21, 2019 Special Joint Meeting
- 5. PUBLIC COMMENT**
- 6. FINANCIAL REPORT**
  - A. Through September 30, 2019 **[Action Item]**
- 7. NEW BUSINESS**
  - A. FY 2018-19 Annual Report **[Action Item]**
    - i. PA 57 Treasury Report

- ii. Activity Synopsis
- B. PA 57 Meeting Debrief [Discussion Item]
- C. 2020 Meeting Calendar [Action Item]
- D. Downtown Parking and Trash Survey [Action Item]
- E. Recommendation for Board Reappointments [Action Item]
- F. Discussion of Board Appointments [Discussion Item]
- G. Downtown Façade Improvement Program [Discussion Item]
- H. Christmas in Jonesville [Discussion Item]
- I. Project Updates [Information Item]
  - i. MDOT Traffic Signal Project
  - ii. Klein Tool Building Site Assessment
  - iii. Others

## **8. OTHER BUSINESS**

9. **ADJOURNMENT**– Next Scheduled Meeting: **Tuesday, January 14, 2020 7:45 a.m.**  
*(Pending approval of the 2020 Meeting Calendar)*



To: Jonesville DDA Board  
From: Jeffrey M. Gray, City Manager   
Date: November 7, 2019  
Re: Manager Report and Recommendations – November 12, 2019 PA 57 Informational Meeting and Regular Meeting

#### **PA 57 INFORMATIONAL MEETING AGENDA:**

##### **4. A. Informational Presentation**

Effective January 1, 2019, the State of Michigan has adopted new public informational meeting requirements that effect both the DDA and the LDFA. This item on the agenda is reserved for the second of two required updates in the 2019 calendar year from the DDA regarding recent development projects and near-term priorities. Staff will have the overview of tax increment financing that provides the funding support for the activities of both boards available. Notice of the meeting has been provided to the City Council, Hillsdale County Board of Commissioners, and the Hillsdale ISD, as required in the act. *Please refer to the attached Informational Meeting Notice.*

#### **REGULAR MEETING AGENDA:**

##### **6. Financial Report**

**[Action]**

This is a new item that staff intends to include in all future agendas. Attached is a revenue and expenditure report for the DDA through September 30<sup>th</sup>. The report shows revenue and expenditure activity for the month of September 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 September 30<sup>th</sup>. I recommend a motion to accept the financial report through September 30, 2019. *Please refer to the attached revenue and expenditure report and cash balance report.*

##### **7. A. FY 2018-19 Annual Report**

**[Action]**

In addition to new meeting requirements, Public Act 57 of 2018 also mandates new reporting requirements for the DDA. The first is a financial report to the Michigan Department of Treasury on a form provided by the Department, that includes all of the information described in the attached copy of Section 911(1) of the Act. The second is an annual synopsis of activities that includes all of the information described in attached copy of Section 910(1)(h) of the Act. Section 910 also describes new information that must appear on the City's website. Staff has made these updates and can provide a demonstration at the meeting. Motions to approve the reports, as presented or with amendments, are necessary. I recommend a motion to approve the Annual Report on Status of Tax Increment Financing Plan and to authorize staff to submit the same to the Michigan Department of Treasury. I also recommend a motion to approve the Fiscal Year 2018-19 Annual Report and to post the same on the DDA section of the City website. *Please refer to the Annual Report on Status of Tax Increment Financing Plan, the Fiscal Year 2018-19 Annual Report, and sections 911 and 910 of PA 57 of 2018.*

**7. B. PA 57 Meeting Debrief**

**[Discussion]**

This item is reserved for discussion of the October 21<sup>st</sup> Informational Meeting. Staff is interested in any feedback or comments regarding the meeting and its format. With the twice-a-year requirement for these meetings, I would appreciate any thoughts about what went well and what could be improved.

**7. C. 2020 Meeting Calendar**

**[Action]**

Consistent with the current meeting calendar, the proposed 2020 calendar proposes meeting every other month on the second Tuesday at City Hall. The draft calendar proposes moving the meeting time from 7:30 a.m. to 7:45 a.m. to better accommodate morning schedules. 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 2020 Meeting Calendar.*

**7. D. Downtown Parking and Trash Survey**

**[Action]**

This item is reserved for a status update on dissemination of the survey results. Staff has obtained a quote to add a white stripe to designate on-street parking areas, as was discussed at the September meeting. The streets are described in the attached quote. A motion would be necessary if the DDA wants to move forward with this project. It is recommended that the striping be completed in the spring after winter maintenance is done. The stripe will likely have to be repainted about every two years due to weather and wear. If the DDA would like stripes on both sides of each street, it may be necessary to add the east side of Water Street and both sides of the block of Evans adjacent to City Hall. *Please refer to the attached quote from Mr. Striper in the amount of \$1,080.*

**7. E. Recommendation for Board Reappointments**

**[Action]**

The following appointments to the Downtown Development Authority are due to expire at the end of November: Chris Fast, Don Germann, and Joe Ruden. Each has indicated that they are willing to accept reappointment to a four-year term. I recommend the DDA consider a motion to recommend that the City Council reappoint Chris, Don and Joe to four-year terms to continue service on the DDA.

**7. F. Discussion of Board Appointments**

**[Discussion]**

There has recently been some discussion about the number of members that serve on the DDA board. The board currently has the smallest number of members permissible under the law – the Mayor, plus 8. The board may be as large as the Mayor, plus 12. There are pros and cons associated with a larger board. If there is interest in changing the number of board members, it will be necessary to amend the bylaws and make a recommendation to City Council, who determines the total number per PA 57. *Please refer to the enclosed copy of Section 204(1) of the Act.*

**7. G. Downtown Façade Improvement Program**

**[Discussion]**

A potential competitive Michigan Economic Development Corporation (MEDC) grant program for local façade improvements was discussed at the September meeting. Unfortunately, the MEDC has since decided to not fund the grant program. However, several Downtown property owners have reached out to staff over the last couple of months with interest in completing façade improvements. Currently, I have received quotes for 5 locations with a total investment of over \$230,000. Two locations are considering more transformational projects and would have significantly more invested, if they proceed.

These projects are large expenditures locally, but too small to qualify for current State funding programs. Some of these investments are at risk without incentive investments. Additional detail regarding the potential investments can be provided at the meeting so that the DDA may discuss any actions it might want to consider to support private investment in the Downtown.

**7. H. Christmas in Jonesville**

**[Discussion]**

The Jonesville Business Association has announced that the Christmas in Jonesville activities will take place the weekend of December 6<sup>th</sup> through the 8<sup>th</sup> 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. The tree lighting will be supplemented by the Jonesville Lions' Lights of Love project.

The tree lighting event is scheduled to begin with Santa's arrival at 5:30 p.m., with the tree lit at 6:30 p.m. on December 6<sup>th</sup>. Mayor Arno and his wife have once again volunteered to serve hot chocolate provided by Jilly Beans Too. Cindy Means and Penny Sarles have agreed to again assist as "elves" to help Santa and Mrs. Claus. Don't hesitate to let staff know if you are interested in helping out with the event, as there are many set up and clean up activities that will take place.

**7. I. Project Updates**

**[Information]**

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.



City of  
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

(517) 849-2104  
(517) 849-9037 Fax

[www.jonesville.org](http://www.jonesville.org)  
[manager@jonesville.org](mailto:manager@jonesville.org)

## **NOTICE OF PUBLIC ACT 57 INFORMATIONAL MEETINGS**

### **DOWNTOWN DEVELOPMENT AUTHORITY LOCAL DEVELOPMENT AUTHORITY**

**PLEASE TAKE NOTICE** that the City of Jonesville Downtown Development Authority (DDA) and Local Development Finance Authority (LDFA) will hold Informational Meetings, pursuant to Public Act 57 of 2018.

The first meeting will be a joint meeting of the DDA and LDFA, held on Monday, October 21, 2019 at 6:30 p.m. in the Jonesville Police Department Conference Room, located at 116 W. Chicago Street, Jonesville, MI 49250. A quorum of the City Council, Planning Commission, and Zoning Board of Appeals may also be in attendance at this meeting.

The second Informational Meeting of the DDA will be held just prior to their Regular Meeting at 7:30 a.m. on Tuesday, November 12, 2019. The Regular Meeting of the DDA will commence immediately following the Informational Meeting. The meeting will be held at the Jonesville City Hall, 265 E. Chicago Street, Jonesville, MI 49250.

The second Informational Meeting of the LDFA will be held just prior to their Regular Meeting at 7:45 a.m. on Wednesday, December 18, 2019. The Regular Meeting of the LDFA will commence immediately following the Informational Meeting. The meeting will be held at the Jonesville City Hall, 265 E. Chicago Street, Jonesville, MI 49250.

Individuals with disabilities requiring auxiliary aids or services should contact the City of Jonesville in writing at 265 E. Chicago Street, Jonesville, MI 49250 or by calling (517) 849-2104.

Respectfully,

Cynthia D. Means, Clerk

**Jonesville Downtown Development Authority**  
**Minutes of September 10, 2019**

Present: Don Toffolo, Don Germann, Gerry Arno, Joe Ruden, Gale Fix, Penny Sarles and Ron Gow.

Absent: Abe Graves and Chris Fast

Also Present: Manager Gray, Councilman Tim Bowman, Todd Campbell and Melissa Hunter

The meeting was called to order at 7:37 a.m.

Todd Campbell and Melissa Hunter of Fishbeck, Thompson, Carr & Huber Inc., spoke briefly regarding the Site Assessment that is currently taking place at the Klein Tool building through a grant from the Michigan Department of Environment, Great Lakes, and Energy (EGLE – formerly MDEQ). Mr. Campbell and Ms. Hunter are overseeing the environmental sampling and development of the assessment report.

A motion was made by Gerry Arno and supported by Don Germann to approve the agenda as presented. All in favor. Absent: Chris Fast and Abe Graves. Motion carried.

A motion was made by Gerry Arno and was supported by Ron Gow to approve the minutes from July 16, 2019. All in favor. Absent: Abe Graves and Chris Fast. Motion carried.

The Downtown parking and trash survey results were provided to the DDA and have been reviewed by Chairman Toffolo and City Manager Gray. A motion was made by Gerry Arno and supported by Joe Ruden to obtain quotes for having the parking Stripe placed on Water Street, Park Street and US-12 and to approve Chairman Toffolo meeting individually with those who received the survey to discuss the results and planned next steps. All in favor. Absent: Chris Fast and Abe Graves. Motion carried.

Discussion was held regarding the possibility of a near-term grant opportunity for grants to fund local façade programs. After recommendations by the City Manager to consider taking a few actions to be prepared if this opportunity comes available, it was agreed upon by the DDA members to wait until approval of this grant opportunity and to not take any action on this date.

Manager Gray also provided an update on the MDOT Signal Modernization Project that is underway and the status of Biggby Coffee's building.

The next regular scheduled meeting will be November 12, 2019 at 7:30 a.m.

A motion was made by Joe Ruden and supported by Ron Gow to adjourn at 8:50 a.m.

Submitted by,

Cynthia D. Means  
Clerk

**CITY OF JONESVILLE  
DOWNTOWN DEVELOPMENT AUTHORITY  
LOCAL DEVELOPMENT FINANCE AUTHORITY  
PA 57 INFORMATIONAL MEETING  
Minutes of October 21, 2019**

**DDA Present:** Don Toffolo, Gerry Arno, Chris Fast, Gale Fix, Abe Graves and Joe Ruden.

**DDA Absent:** Ron Gow, Don Germann, and Penny Sarles.

**LDFA Present:** Rick Schaerer, Gerry Arno, Chellie Broesamle, Julie Games, Jim Parker and Kathleen Schmitt.

**LDFA Absent:** Steve Harding and Loretta Blank

**Guests Present:** Manager Jeff Gray, Tim Bowman, Brenda Guyse, Jerry Drake, Jim Ackerson, Annette Sands, Mike Venturini, Todd Shroats, Trinity Bird, Michael Sweeney, Steve Tulloch, Ray Leising, Bob Snow, Sue Smith, Carolyn Petrie and Carol Burton.

DDA Chairman Don Toffolo called the meeting to order at 6:30 p.m.

LDFA Chairman Rick Schaerer called the meeting to order at 6:30 p.m.

A motion was made by Gale Fix and supported by Joe Ruden to approve the DDA/LDFA agenda as presented. All in favor. Absent: Ron Gow, Don Germann and Penny Sarles. Motion carried.

A motion was made by Chellie Broesamle and supported by Julie Games to approve the DDA/LDFA PA 57 Informational Meeting Agenda as presented. All in favor. Absent: Steve Harding and Loretta Blank. Motion carried.

Manager Gray welcomed everyone to the meeting, stating that the State of Michigan has adopted new public informational meeting requirements that went into effect January 1, 2019. These informational meetings effect both the DDA and LDFA. A brief overview of Tax Increment Financing that provides the funding support for the activities of both boards was provided by Manager Gray.

Don Toffolo, DDA Chairman, gave an update on recent development projects and they are as follows: Klein Tool building project, MDOT signal project, future projects consisting of repaving south parking lot and streetscape project. Mr. Toffolo provided information regarding the most recent parking and trash survey with the results of the survey being used to assist with future changes.



Rick Schaerer, LDFA Chairman, gave an update on recent development projects. Mr. Schaerer made note that the LDFA district covers the Jonesville Industrial Park along with manufacturing on Beck Street. The water tower loan was paid in full this year, and the LDFA was able to provide funds to the City to help maintain water fee increases for city residents.

The following City Development Boards provided updates from each of their boards;

Gerry Arno	Jonesville City Council Mayor
Mike Venturini	Planning Commission Chairman
Todd Shroats	Zoning Board of Appeals Chairman
Sue Smith	HC Economic Development Partnership Executive Director
Trinity Bird	Sauk Theatre Executive Director
Steve Tulloch	Jonesville American Legion Post 195 Treasurer
Michael Sweeney	Jonesville Connect President
Carolyn Petrie	Lion Club Member
Ray Leising	Jonesville Rotary Club Member
Julie Games	Hillsdale County Commissioner
Chellie Broesamle	Jonesville Community Schools Superintendent
Bob Snow	City of Jonesville Resident

DDA: A motion was made by Joe Ruden and supported by Abe Graves to adjourn the meeting at 7:38 p.m. All in favor. Absent: Ron Gow, Don Germann and Penny Sarles. Motion carried.

LDFA: A motion was made by Gerry Arno and supported by Chellie Broesamle to adjourn the meeting at 7:38 p.m. All in favor. Absent: Steve Harding and Loretta Blank. Motion carried.

Submitted by,

Cynthia D. Means  
Clerk

User: LSPAHR

DB: Jonesville

PERIOD ENDING 09/30/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 09/30/2019	2019-20 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 09/30/2019	INCREASE (DECREASE)			NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000 - BALANCE SHEET/REVENUE								
248-000-403.000	REAL PROPERTY TAXES	0.00	0.00	128,000.00	128,000.00	0.00		
248-000-403.075	PERSONAL PROP TAX REIMBURSEMENT	0.00	0.00	17,000.00	17,000.00	0.00		
248-000-665.000	INTEREST EARNINGS	327.89	1,079.06	4,500.00	3,420.94	23.98		
Total Dept 000 - BALANCE SHEET/REVENUE		327.89	1,079.06	149,500.00	148,420.94	0.72		
TOTAL REVENUES		327.89	1,079.06	149,500.00	148,420.94	0.72		
Expenditures								
Dept 442 - PARKING LOTS								
248-442-921.000	ELECTRICITY	115.06	308.22	1,500.00	1,191.78	20.55		
248-442-965.100	CONTRIB TO GEN FUND - PARKING LOT M&R	0.00	0.00	18,415.00	18,415.00	0.00		
Total Dept 442 - PARKING LOTS		115.06	308.22	19,915.00	19,606.78	1.55		
Dept 443 - SIDEWALKS								
248-443-702.000	SALARIES AND WAGES	265.19	294.45	600.00	305.55	49.08		
248-443-702.100	SALARIES AND WAGES - OVERTIME	0.00	0.00	50.00	50.00	0.00		
248-443-715.000	EMPLOYERS SHARE - FICA & MEDICARE	18.87	21.02	50.00	28.98	42.04		
248-443-716.000	HEALTH INSURANCE	74.14	79.51	50.00	(29.51)	159.02		
248-443-718.000	DISABILITY	2.09	2.22	5.00	2.78	44.40		
248-443-719.000	RETIREMENT - EMPLOYER PORTION	13.26	15.31	50.00	34.69	30.62		
248-443-721.000	LIFE INSURANCE	1.53	1.63	3.00	1.37	54.33		
248-443-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.23	0.24	1.00	0.76	24.00		
248-443-723.000	DENTAL INSURANCE	9.12	9.40	10.00	0.60	94.00		
248-443-724.000	OPTICAL INSURANCE	1.82	1.93	2.00	0.07	96.50		
248-443-930.000	REPAIRS & MAINTENANCE	0.00	0.00	200.00	200.00	0.00		
248-443-940.000	EQUIPMENT RENTAL	48.50	48.50	800.00	751.50	6.06		
Total Dept 443 - SIDEWALKS		434.75	474.21	1,821.00	1,346.79	26.04		
Dept 729 - DEVELOPMENT ACTIVITIES								
248-729-727.000	OFFICE SUPPLIES	0.00	14.69	0.00	(14.69)	100.00		
248-729-820.000	MEMBERSHIPS/DUES/SUBSCRIPTIONS	0.00	200.00	200.00	0.00	100.00		
248-729-960.000	TRAINING & CONFERENCES	0.00	175.00	0.00	(175.00)	100.00		
248-729-965.101	CONTRIB TO GEN FUND-PURCH/IMPR	0.00	0.00	69,473.00	69,473.00	0.00		
248-729-965.200	CONTRIB TO GEN FUND	0.00	0.00	3,615.00	3,615.00	0.00		
248-729-965.300	CONTRIB TO GEN FUND - ADMIN/WAGES	0.00	0.00	26,501.00	26,501.00	0.00		
Total Dept 729 - DEVELOPMENT ACTIVITIES		0.00	389.69	99,789.00	99,399.31	0.39		
Dept 733 - DOWNTOWN/STREETSCAPE								
248-733-702.000	SALARIES AND WAGES	102.55	844.46	5,500.00	4,655.54	15.35		
248-733-715.000	EMPLOYERS SHARE - FICA & MEDICARE	7.54	61.92	500.00	438.08	12.38		
248-733-716.000	HEALTH INSURANCE	16.22	167.55	400.00	232.45	41.89		
248-733-718.000	DISABILITY	1.01	9.48	50.00	40.52	18.96		
248-733-719.000	RETIREMENT - EMPLOYER PORTION	5.13	48.85	300.00	251.15	16.28		
248-733-721.000	LIFE INSURANCE	0.56	5.61	30.00	24.39	18.70		
248-733-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.08	0.81	5.00	4.19	16.20		
248-733-723.000	DENTAL INSURANCE	2.00	23.32	100.00	76.68	23.32		

User: LSPAHR

DB: Jonesville

PERIOD ENDING 09/30/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 09/30/2019	2019-20 AMENDED BUDGET	AVAILABLE		% BGDG USED
		MONTH 09/30/2019	INCREASE (DECREASE)			NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-733-724.000	OPTICAL INSURANCE		0.40	4.71	25.00		20.29	18.84
248-733-740.000	OPERATING SUPPLIES		0.00	0.00	500.00		500.00	0.00
248-733-818.000	CONTRACTUAL		0.00	0.00	800.00		800.00	0.00
248-733-910.000	INSURANCE		0.00	166.00	150.00		(16.00)	110.67
248-733-921.000	ELECTRICITY		413.23	1,104.54	5,200.00		4,095.46	21.24
248-733-921.100	ELECTRICITY - CHRISTMAS LIGHTS		0.00	0.00	1,100.00		1,100.00	0.00
248-733-924.000	WATER AND SEWER		39.34	127.63	800.00		672.37	15.95
248-733-930.000	REPAIRS & MAINTENANCE		0.00	220.70	800.00		579.30	27.59
248-733-930.100	REPAIRS & MAINT - STREET LIGHTS		0.00	0.00	1,000.00		1,000.00	0.00
248-733-940.000	EQUIPMENT RENTAL		43.65	525.30	2,700.00		2,174.70	19.46
Total Dept 733 - DOWNTOWN/STREETScape			631.71	3,310.88	19,960.00		16,649.12	16.59
Dept 895 - PROMOTIONS								
248-895-702.000	SALARIES AND WAGES		0.00	395.54	5,000.00		4,604.46	7.91
248-895-715.000	EMPLOYERS SHARE - FICA & MEDICARE		0.00	29.21	400.00		370.79	7.30
248-895-716.000	HEALTH INSURANCE		0.00	37.07	350.00		312.93	10.59
248-895-718.000	DISABILITY		0.00	2.62	30.00		27.38	8.73
248-895-719.000	RETIREMENT - EMPLOYER PORTION		0.00	26.50	300.00		273.50	8.83
248-895-721.000	LIFE INSURANCE		0.00	1.94	20.00		18.06	9.70
248-895-722.000	EMPLOYEE ASSISTANCE PROGRAM		0.00	0.28	5.00		4.72	5.60
248-895-723.000	DENTAL INSURANCE		0.00	11.49	50.00		38.51	22.98
248-895-724.000	OPTICAL INSURANCE		0.00	2.29	10.00		7.71	22.90
248-895-882.000	DECORATIONS-CHRISTMAS/BANNERS/BOWS		0.00	0.00	500.00		500.00	0.00
248-895-883.000	OTHER-LUMINATE/CELEBRATE/GATHER, ETC		0.00	0.00	500.00		500.00	0.00
248-895-884.000	BEAUTIFICATION-TREES/FLOWERS/PLANTS		0.00	0.00	300.00		300.00	0.00
248-895-940.000	EQUIPMENT RENTAL		0.00	367.93	1,100.00		732.07	33.45
Total Dept 895 - PROMOTIONS			0.00	874.87	8,565.00		7,690.13	10.21
Dept 897 - OTHER ACTIVITIES								
248-897-965.301	CONTRIB TO DEBT SERVICE		0.00	0.00	57,900.00		57,900.00	0.00
Total Dept 897 - OTHER ACTIVITIES			0.00	0.00	57,900.00		57,900.00	0.00
TOTAL EXPENDITURES			1,181.52	5,357.87	207,950.00		202,592.13	2.58
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES			327.89	1,079.06	149,500.00		148,420.94	0.72
TOTAL EXPENDITURES			1,181.52	5,357.87	207,950.00		202,592.13	2.58
NET OF REVENUES & EXPENDITURES			(853.63)	(4,278.81)	(58,450.00)		(54,171.19)	7.32

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH - CHECKING	3,901.73
248-000-007.000	CASH - MI CLASS INVESTMENT ACCT	187,452.08
248-000-123.000	PREPAID EXPENSES	116.00
<b>Total Assets</b>		<b>191,469.81</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	567.00
248-000-214.101	DUE TO GENERAL FUND	0.63
<b>Total Liabilities</b>		<b>567.63</b>
*** Fund Balance ***		
248-000-390.000	FUND BALANCE	214,848.08
<b>Total Fund Balance</b>		<b>214,848.08</b>
<b>Beginning Fund Balance - 18-19</b>		<b>214,848.08</b>
<b>Net of Revenues VS Expenditures - 18-19</b>		<b>(19,667.09)</b>
<b>*18-19 End FB/19-20 Beg FB</b>		<b>195,180.99</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(4,278.81)</b>
<b>Ending Fund Balance</b>		<b>190,902.18</b>
<b>Total Liabilities And Fund Balance</b>		<b>191,469.81</b>

\* Year Not Closed

## Annual Report on Status of Tax Increment Financing Plan

<b>Send completed form to:</b> <a href="mailto:Treas-StateSharePropTaxes@michigan.gov">Treas-StateSharePropTaxes@michigan.gov</a>	<b>Municipality Name</b>	TIF Plan #	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of Authority's fiscal year 2018-2019.	<b>DDA</b>		<b>2019</b>
	Year AUTHORITY (not TIF plan) was created:	1993	
	Year TIF plan was created or last amended to extend its duration:	2009	
	Current TIF plan scheduled expiration date:	2034	
	Did TIF plan expire in FY19?	No	
	Year of first tax increment revenue capture:	1994	
	Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	No	
	If yes, authorization for capturing school tax:	Choose from list	
	Year school tax capture is scheduled to expire:		

<b>Revenue:</b>	Tax Increment Revenue	\$	116,314
	Property taxes - from DDA levy	\$	-
	Interest	\$	4,736
	State reimbursement for PPT loss (Forms 5176 and 4650)	\$	16,977
	Other income (grants, fees, donations, etc.)	\$	2,500
	<b>Total</b>	\$	<b>140,527</b>

**Tax Increment Revenues Received**

From counties	\$	36,346
From municipalities (city, twp, village)	\$	79,969
From libraries (if levied separately)	\$	-
From community colleges	\$	-
From regional authorities (type name in next cell)	\$	-
From regional authorities (type name in next cell)	\$	-
From regional authorities (type name in next cell)	\$	-
From local school districts-operating	\$	-
From local school districts-debt	\$	-
From intermediate school districts	\$	-
From State Education Tax (SET)	\$	-
From state share of IFT and other specific taxes (school taxes)	\$	-
<b>Total</b>	<b>\$</b>	<b>116,314</b>

**Expenditures**

Parking lot repair and maintenance	\$	15,401
Downtown sidewalk repair and maintenance	\$	912
Downtown development activities	\$	6,334
Downtown streetscape repair and maintenance	\$	18,856
Promotions (decorations/downtown events)	\$	8,668
Debt Service	\$	57,510
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
Transfers to other municipal fund (list fund name)	\$	-
Transfers to other municipal fund (list fund name)	\$	-
Transfers to General Fund	\$	52,513
<b>Total</b>	<b>\$</b>	<b>160,194</b>

**Outstanding non-bonded Indebtedness**

Principal	\$	306,000
Interest	\$	42,490

**Outstanding bonded Indebtedness**

Principal	\$	-
Interest	\$	-
<b>Total</b>	<b>\$</b>	<b>348,490</b>

**Bond Reserve Fund Balance**

\$	-
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**CAPTURED VALUES**

<b>PROPERTY CATEGORY</b>	<b>Current Taxable Value</b>	<b>Initial (base year) Assessed Value</b>	<b>Captured Value</b>
Ad valorem PRE Real	\$ 397,704	\$ 220,800	\$ 176,904
Ad valorem non-PRE Real	\$ 9,392,565	\$ 4,449,750	\$ 4,942,815
Ad valorem industrial personal	\$ 1,641,600	\$ 1,637,707	\$ 3,893
Ad valorem commercial personal	\$ -	\$ -	\$ -
Ad valorem utility personal	\$ -	\$ -	\$ -
Ad valorem other personal	\$ -	\$ -	\$ -
IFT New Facility real property, 0% SET exemption	\$ -	\$ 22,136	\$ (22,136)
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -
IFT New Facility personal property on commercial class land	\$ -	\$ 418,100	\$ (418,100)
IFT New Facility personal property, all other	\$ -	\$ -	\$ -
Commercial Facility Tax New Facility	\$ 4,414	\$ 48,800	\$ (44,386)
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -
Commercial Facility Tax Restored Facility (frozen values)	\$ 20,596	\$ -	\$ 20,596
Commercial Rehabilitation Act	\$ -	\$ -	\$ -
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -
<b>Exempt (from all property tax) Real Property</b>	\$ -	\$ -	\$ -
<b>Total Captured Value</b>		<b>\$ 6,797,293</b>	<b>\$ 4,659,586</b>

Overall Tax rates captured by TIF plan	
	TIF Revenue
23.8363000	\$4,216.74
23.8363000	\$117,818.42
23.8363000	\$92.79
0.0000000	\$0.00
0.0000000	\$0.00
0.0000000	\$0.00
11.9181000	(\$263.82)
0.0000000	\$0.00
0.0000000	\$0.00
0.0000000	\$0.00
11.9181000	(\$4,982.96)
0.0000000	\$0.00
23.8363000	(\$1,058.00)
0.0000000	\$0.00
23.8363000	\$490.93
0.0000000	\$0.00
0.0000000	\$0.00
0.0000000	\$0.00
<b>0.0000000</b>	\$0.00
<b>0.0000000</b>	\$0.00
<b>\$116,314.11 Total TIF Revenue</b>	





## City of Jonesville Downtown Development Authority FY 2018-19 Annual Report

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This report is provided in accordance with the Michigan Recodified Tax Increment Financing Act, Public Act 57 of 2018. It reports the Authority's operations during the 2018-19 fiscal year and is intended to fulfill the requirements of the annual synopsis of activities of the authority, required in Section 910(1)(h) of the Act. The authority fiscal year begins on July 1<sup>st</sup> and ends June 30<sup>th</sup>.

### **Authority Accomplishments**

- Collaborated with the Jonesville City Council, Local Development Finance Authority, Planning Commission and Zoning Board of Appeals to develop and approve the City of Jonesville Economic Development Strategy.
- Agreed to participate in enhancements to the Michigan Department of Transportation signal modernization project. Project completion is anticipated in spring of 2020.
- Accepted grant support from the Michigan Department of Energy, Great Lakes and Environment (EGLE) to develop an environmental site assessment report for the former Klein Tool site. The report is anticipated to be complete in late fall of 2019.
- Appointed a Marketing and Reuse Subcommittee for the former Klein Tool building site. The committee has developed a draft request for development proposals, pending the outcome of the site assessment report.

### **Projects and Investments**

- Completed preventative maintenance activities to extend the useful life of the South Parking Lot.
- Provided annual operation and maintenance for the Downtown streetscape.
- Completed the annual debt service payment for the North Parking Lot improvement project.

### **Events and Promotions**

- Collaborated with the Jonesville Business Association, Jonesville Community Schools, and Downtown businesses and nonprofit organizations for the Christmas in Jonesville event. The DDA supported costs associated with park and Downtown decorations, the Christmas Tree Lighting, and the storefront decorating contest. It is estimated that several hundred people attended the Friday night event.
- Provided in-kind support of the Jonesville Connect/Jonesville Riverfest Committee for the annual Riverfest event. A few thousand people are estimated to attend the festival every year.

### **Fund Balance and Capital Project Planning**

The DDA retains an estimated fund balance at the close of the fiscal year of approximately \$179,000. \$25,000 is designated in reserve for a revolving loan fund, and is anticipated to be used to incent a signature project or projects in the Downtown that are likely to add tax base and/or jobs within the district.

The DDA has several capital projects planned for the next 5 years whose cost exceeds the current reserve funds. Approximately \$60,000 of the reserve is committed in FY 2019-20 to support costs associated with the MDOT signal project. Additional upcoming projects include streetscape improvements, South Parking Lot enhancements, and wayfinding signs. Projects are summarized on pages 17-20 of the FY2019-20 through 2024-25 Capital Improvement Plan, available for review at City Hall or on the City's website, [www.jonesville.org](http://www.jonesville.org).

**RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)**  
**Act 57 of 2018**

**125.4911 Capture of tax increment revenues; report by authority; contents; filing; compilation by department of treasury; submission to legislature; consultation with professional organizations.**

Sec. 911. (1) Annually, on a form and in the manner prescribed by the department of treasury, an authority that is capturing tax increment revenues shall submit to the governing body of the municipality, the governing body of a taxing unit levying taxes subject to capture by an authority, and the department of treasury a report on the status of the tax increment financing account. However, an authority may submit by electronic means a report described in this subsection to the governing body of the municipality and the governing body of a taxing unit levying taxes subject to capture by the authority. The report shall include all of the following:

- (a) The name of the authority.
  - (b) The date the authority was formed, the date the tax increment financing plan is set to expire or terminate, and whether the tax increment financing plan expired during the immediately preceding fiscal year.
  - (c) The date the authority began capturing tax increment revenues.
  - (d) The current base year taxable value of the tax increment financing district.
  - (e) The unencumbered fund balance for the immediately preceding fiscal year.
  - (f) The encumbered fund balance for the immediately preceding fiscal year.
  - (g) The amount and source of revenue in the account, including the amount of revenue from each taxing jurisdiction.
  - (h) The amount in any bond reserve account.
  - (i) The amount and purpose of expenditures from the account.
  - (j) The amount of principal and interest on any outstanding bonded indebtedness.
  - (k) The initial assessed value of the development area or authority district by property tax classification.
  - (l) The captured assessed value retained by the authority by property tax classification.
  - (m) The tax increment revenues received for the immediately preceding fiscal year.
  - (n) Whether the authority amended its development plan or its tax increment financing plan within the immediately preceding fiscal year and if the authority amended either plan, a link to the current development plan or tax increment financing plan that was amended.
  - (o) Any additional information the governing body of the municipality or the department of treasury considers necessary.
- (2) The report described in subsection (1) shall be filed with the department of treasury at the same time as the annual financial report is filed with the department of treasury under section 4 of the uniform budgeting and accounting act, 1968 PA 2, MCL 141.424.
- (3) The department of treasury shall collect the reports described in subsection (1) and annually compile a combined report that summarizes the information reported in subsection (1) and annually submit a copy of that combined report to each member of the legislature.
- (4) The department of treasury shall consult with the professional organizations that represent municipalities in developing the reporting form described in subsection (1).
- (5) The department of treasury shall consult with the professional organizations described in subsection (4) and finalize and publish the form described in subsection (1) not later than 60 days after the effective date of this act.

**History:** 2018, Act 57, Eff. Jan. 1, 2019.

**RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)**  
**Act 57 of 2018**

**125.4910 Website; requirements.**

Sec. 910. (1) Subject to subsection (5), each municipality that has created an authority or that creates an authority shall create a website or utilize the existing website of the municipality that is operated and regularly maintained with access to authority records and documents for the fiscal year beginning on the effective date of this act, including all of the following:

- (a) Minutes of all board meetings.
- (b) Annual budget, including encumbered and unencumbered fund balances.
- (c) Annual audits.
- (d) Currently adopted development plan, if not included in a tax increment financing plan.
- (e) Currently adopted tax increment finance plan, if currently capturing tax increment revenues.
- (f) Current authority staff contact information.
- (g) A listing of current contracts with a description of those contracts and other documents related to management of the authority and services provided to the authority.
- (h) An updated annual synopsis of activities of the authority. An updated synopsis of the activities of the authority includes all of the following, if any:
  - (i) For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides the following:
    - (A) The reasons for accumulating those funds and the uses for which those funds will be expended.
    - (B) A time frame when the fund will be expended.
    - (C) If any funds have not been expended within 10 years of their receipt, both of the following:
      - (I) The amount of those funds.
      - (II) A written explanation of why those funds have not been expended.
  - (ii) List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.
  - (iii) List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year.
  - (iv) List of authority events and promotional campaigns for the immediately preceding fiscal year.

(2) The requirements in subsection (1) are required for records and documents related to fiscal years as follows:

- (a) For the fiscal year in which this act takes effect, the records and documents for that fiscal year.
- (b) For the fiscal year 1 year following the effective date of this act, the records and documents for that fiscal year and the immediately preceding fiscal year.
- (c) For the fiscal year 2 years following the effective date of this act, the records and documents for that fiscal year and the 2 immediately preceding fiscal years.
- (d) For the fiscal year 3 years following the effective date of this act, the records and documents for the fiscal year and the 3 immediately preceding fiscal years.
- (e) For the fiscal year 4 years following the effective date of this act and each subsequent fiscal year, the records and documents for the fiscal year and the 4 immediately preceding fiscal years.

(3) The requirements of this section shall not take effect until 180 days after the end of an authority's current fiscal year as of the effective date of this act.

(4) Each year, the board of an authority shall hold not fewer than 2 informational meetings. Notice of an informational meeting shall be posted on the municipality's or authority's website not less than 14 days before the date of the informational meeting. Not less than 14 days before the informational meeting, the board of an authority shall mail notice of the informational meeting to the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act. As an alternative to mailing notice of the informational meeting, the board of the authority may notify the clerk of the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act by electronic mail. The informational meetings may be held in conjunction with other public meetings of the authority or municipality.

(5) If the municipality creating an authority does not have an existing website and chooses not to create a website under subsection (1), the municipality shall maintain the records described in subsection (1) at a physical location within the municipality that is open to the public.

**History:** 2018, Act 57, Eff. Jan. 1, 2019.



City of  
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

(517) 849-2104  
(517) 849-9037 Fax

[www.jonesville.org](http://www.jonesville.org)  
[manager@jonesville.org](mailto:manager@jonesville.org)

**DOWNTOWN DEVELOPMENT AUTHORITY  
D.D.A  
ANNUAL MEETING CALENDAR  
JANUARY - DECEMBER  
2020  
SECOND TUESDAY / EVERY OTHER MONTH**

<b>TUESDAY</b>	<b>JANUARY 14, 2020</b>	<b>7:45 A.M.</b>
<b>TUESDAY</b>	<b>MARCH 10, 2020</b>	<b>7:45 A.M.</b>
<b>TUESDAY</b>	<b>MAY 12, 2020</b>	<b>7:45 A.M.</b>
<b>TUESDAY</b>	<b>JULY 14, 2020</b>	<b>7:45 A.M.</b>
<b>TUESDAY</b>	<b>SEPTEMBER 8, 2020</b>	<b>7:45 A.M.</b>
<b>TUESDAY</b>	<b>NOVEMBER 10, 2020</b>	<b>7:45 A.M.</b>

**All meetings are held at the City Hall – 265 E. Chicago Street, Jonesville, MI**

**The City of Jonesville will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon 20 days' notice to the City of Jonesville. Individuals with disabilities requiring auxiliary aids or services should contact the City of Jonesville by writing, calling, or e-mailing the following:**

**City of Jonesville  
265 E. Chicago Street  
Jonesville, MI 49250  
(517) 849-2104  
[www.jonesville.org](http://www.jonesville.org)**

**Cindy Means, Clerk  
[clerk@jonesville.org](mailto:clerk@jonesville.org)**

MrStriper

301 Case Street  
Jonesville, MI. 49250

# Estimate

Date	Estimate #
10/15/2019	4

Name / Address
City of Jonesville 265 E. chicago Rd Jonesville, Mi. 49250

Project

Description	Qty	Rate	Total
Painting of parking lines within the city. White paint for all lines. Work to be done is long White Lines 8.5 feet from the curb on all of the streets listed below.  Areas to be painted are Both sides of Park street between Wright st and Evans.  Waters st West side only from US 12 to North st.  US 12 from Wright st to the end of Gows Building Both sides.  West st from US 12 to drive that runs behind the bank Both sides.  Maumee st from US 12 to Church st Both sides.		1,080.00	1,080.00
Please contact me with any questions.	<b>Total</b>		\$1,080.00

**RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)**  
**Act 57 of 2018**

**125.4204 Board; appointment, terms, and qualifications of members; vacancy; compensation and expenses; election of chairperson; appointment as public official; oath; conducting business at public meeting; public notice; special meetings; removal of member; review; expense items and financial records; availability of writings to public; single board governing all authorities; member as resident or having interest in property; planning commission serving as board in certain municipalities; modification by interlocal agreement.**

Sec. 204. (1) Except as provided in subsections (7), (8), and (9), an authority shall be under the supervision and control of a board consisting of the chief executive officer of the municipality or his or her designee from the governing body of the municipality and not less than 8 or more than 12 members as determined by the governing body of the municipality. Members shall be appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing within it. Of the members first appointed, an equal number of the members, as near as is practicable, shall be appointed for 1 year, 2 years, 3 years, and 4 years. A member shall hold office until the member's successor is appointed. Thereafter, each member shall serve for a term of 4 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only. Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses. The chairperson of the board shall be elected by the board. The rules of procedure or the bylaws of the authority may provide that a person be appointed to the board in his or her capacity as a public official, whether appointed or elected. The rules of procedure or bylaws may also provide that the public official's term shall expire upon expiration of his or her service as a public official. In addition, the public official's membership on the board expires on his or her resignation from office as a public official.

(2) Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

(3) The business which the board may perform shall be conducted at a public meeting of the board held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. The board shall adopt rules consistent with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, governing its procedure and the holding of regular meetings, subject to the approval of the governing body. Special meetings may be held if called in the manner provided in the rules of the board.

(4) Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by the governing body. Removal of a member is subject to review by the circuit court.

(5) All expense items of the authority shall be publicized monthly and the financial records shall always be open to the public.

(6) In addition to the items and records prescribed in subsection (5), a writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(7) By resolution of its governing body, a municipality having more than 1 authority may establish a single board to govern all authorities in the municipality. The governing body may designate the board of an existing authority as the board for all authorities or may establish by resolution a new board in the same manner as provided in subsection (1). A member of a board governing more than 1 authority may be a resident of or have an interest in property in any of the downtown districts controlled by the board in order to meet the requirements of this section.

(8) By ordinance, the governing body of a municipality that has a population of less than 5,000 may have the municipality's planning commission created pursuant to former 1931 PA 285 or the Michigan planning enabling act, 2008 PA 33, MCL 125.3801 to 125.3885, serve as the board provided for in subsection (1).

(9) If a municipality enters into an agreement with a qualified township under section 203(7), the membership of the board may be modified by the interlocal agreement described in section 203(7).

**History:** 2018, Act 57, Eff. Jan. 1, 2019;—Am. 2019, Act 29, Imd. Eff. June 25, 2019.