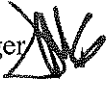




**CITY OF JONESVILLE
DOWNTOWN DEVELOPMENT AUTHORITY AGENDA
MARCH 12, 2019 - 7:30 A.M.
CITY HALL**

- 1. CALL TO ORDER**
- 2. PRESENTATIONS AND RECOGNITIONS**
 - A. None
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES - November 13, 2018**
- 5. PUBLIC COMMENT**
- 6. NEW BUSINESS**
 - A. Jonesville Connect/Riverfest Update **[Information/Discussion Item]**
 - B. Klein Tool Update **[Information Item]**
 - C. MDOT Signal Modernization Project Update **[Information Item]**
 - D. Fiscal Year 2019-20 Budget Committee Appointments **[Action Item]**
 - E. Hillsdale County Chamber of Commerce Membership **[Action Item]**
- 7. OTHER BUSINESS**
 - A. Project Updates **[Information/Discussion Item]**
- 8. ADJOURNMENT– Next Scheduled Meeting: Tuesday, May 14, 2019 7:30 a.m.**



To: Jonesville DDA Board
From: Jeffrey M. Gray, City Manager 
Date: March 7, 2019
Re: Manager Report and Recommendations – March 12, 2019 DDA Meeting

6. A. Jonesville Connect/Riverfest Update **[Information/Discussion]**

The Riverfest Committee has taken action to dissolve the existing 501(C)(4) organization. In its place, a new 501(C)(3) organization has been formed, with a broader mission of promotions and event planning for the Jonesville area. Representatives of Jonesville Connect have been invited to the DDA meeting to provide an update on their activities and the anticipated interface with the DDA.

6. B. Klein Tool Update **[Information]**

The Michigan Department of Environmental Quality (MDEQ) has notified the City that we have received a Site Assessment Grant for the Klein Tool Building. The grant will develop cost estimates for the environmental remediation activities associated with various reuse scenarios (office, retail, industrial, etc.) The assessment is intended to address the question that comes up in every showing of the property regarding the costs of addressing on-site environmental issues.

MDEQ anticipates that the consultant will take samples in May with a report to be developed in the several weeks after. City staff has executed the access agreement needed to authorize work to begin. The City will receive a firm schedule after the State completes the contracting process.

The Marketing and Reuse Subcommittee met in December to develop the framework for a Request for Proposals to solicit redevelopment projects for the building. The committee intends to present the RFP to the DDA and Council prior to release. Staff will be working with the City Assessor this month to complete data for the RFP so that it can be issued following completion of the Site Assessment Report.

6. C. MDOT Signal Modernization Project Update **[Information]**

Staff received notice from the Michigan Department of Transportation that the Downtown signal project will be let on March 15th. We have received engineering estimates for the project that are substantially higher than the \$80,000 originally committed to the project. MDOT staff indicates that the project estimates were developed from statewide averages, rather than the Jackson area costs that were quoted a couple of years ago. These estimates are not released to prospective bidders.

Through the conversation, staff was able to get a commitment from MDOT to reduce the 15% Construction Engineering charge to 1% of the project. The DDA will also note the commitment in the attached correspondence to discuss potential adjustments to the project in the event that bids come in over the authorized amount. *Please refer to the attached MDOT emails, cost estimates, and minutes of the September 26, 2017 DDA meeting.*

6. D. Fiscal Year 2019-20 Budget Committee Appointments **[Action]**

Over the next few months, the City will develop the Fiscal Year 2019-20 budget that will be effective July 1st. Last year, Chair Don Toffolo, Mayor Gerry Arno and Don Germann served on a committee to provide a recommendation regarding the annual budget to the DDA board. I anticipate that the committee will meet once or twice this spring and would ask that the DDA once again appoint a committee of three or four members.

6. E. Hillsdale County Chamber of Commerce Membership

[Action]

The DDA pays annual membership dues to the Hillsdale County Chamber of Commerce. The current year dues notice is attached in the amount of \$195.00. The primary benefit that we have received is a member rate for an ad in the current year Visitor Guide. A motion will be necessary if the DDA wishes to continue membership in the Hillsdale County Chamber of Commerce. *Please refer to the attached dues notice and email of member benefits.*

7. A. Project Updates

[Information/Discussion]

This section of the agenda is reserved for an update on current and pending projects in the City.