



**CITY OF JONESVILLE
DOWNTOWN DEVELOPMENT AUTHORITY AGENDA
MARCH 10, 2020 - 7:45 A.M.
CITY HALL
Please Note the New Start Time**

- 1. CALL TO ORDER**
- 2. PRESENTATIONS AND RECOGNITIONS**
 - A. None
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES – November 12, 2019 Informational and Regular Meeting**
- 5. PUBLIC COMMENT**
- 6. NEW BUSINESS**
 - A. Capital Project Planning **[Action Item]**
 - B. Budget Subcommittee Appointments **[Action Item]**
 - C. Project Updates **[Information Item]**
 - i. MDOT Signal Modernization Project
 - ii. Klein Tool Building
- 7. OTHER BUSINESS**
- 8. ADJOURNMENT– Next Scheduled Meeting: Tuesday, May 12, 2020 7:45 a.m.**

Jonesville Downtown Development Authority
PA 57 Informational meeting
Minutes of November 12, 2019

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

Absent: Chris Fast

Also Present: Manager Gray

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

A motion as made by Joe Ruden and supported by Abe Graves to approve the agenda as presented All in favor. Absent: Chris Fast. Motion carried.

Effective January 1, 2019, the State of Michigan adopted new public informational meeting requirements that effect both DDA and the LDFA. This meeting 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. An overview was provided to the DDA of tax increment financing that provides the funding support for activities of both boards. A notice of the meeting was provided to the City Council, Hillsdale County Board of Commissioners and the Hillsdale ISD as required.

A motion was made by Ron Gow and supported by Abe Graves to adjourn to the Regular DDA meeting at 7:34 a.m. All in favor. Absent: Chris Fast. Motion carried.

Jonesville Downtown Development Authority
Regular Meeting
Minutes of November 12, 2019

The meeting was called to order at 7:34 a.m.

Penny Sarles made a motion and was supported by Abe Graves to approve the agenda as presented. All in favor. Absent: Chris Fast. Motion carried.

A motion as made by Penny Sarles and was supported by Abe Graves to approve the minutes from September 10, 2019, Regular Meeting, and October 21, 2019, Special Joint Meeting. All in favor. Absent: Chris Fast. Motion carried.

Ron Gow made a motion to accept the Financial Report showing revenue and expenditure activity for the month of September and year-to-date, along with a current cash balances report in all accounts as of September 30, 2019. Joe Ruden supported the motion. All in favor. Absent: Chris Fast. Motion carried.

A motion was made by Ron Gow and supported by Abe Graves 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, and to approve the Fiscal Year 2018-19 Annual Report and to post the same on the DDA section of the City website. All in favor. Absent: Chris Fast. Motion carried.

Positive feedback was presented from the board regarding the PA 57 Informational Meeting that was held on October 21, 2019.

A motion was made by Penny Sarles and supported by Abe Graves to adopt the 2020 DDA meeting calendar and moving the meeting time to 7:45 a.m. from 7:30 a.m. to better accommodate morning schedules. Ayes: Don Toffolo, Abe Graves, Joe Ruden, Penny Sarles, Don Germann, and Gale Fix. Nays: Gerry Arno and Ron Gow. Absent: Chris Fast. Motion carried.

A motion was made by Penny Sarles and supported by Joe Ruden to approve the quote in the amount of \$1,080 to add a white stripe to designate on-street parking areas which are as follows: Park Street, Water Street (West side only), US-12 (Wright Street to Water/West Streets), West Street (US-12 to Alley), and Maumee Street (US-12 to Church Street). Ayes: Don Toffolo, Abe Graves, Joe Ruden, Penny Sarles, Don Germann, Gale Fix, and Gerry Arno. Nays: Ron Gow. Absent: Chris Fast. Motion carried.

A motion was made by Ron Gow and supported by Abe Graves to reappoint Chris Fast, Don Germann and Joe Ruden to a four-year term on the DDA. All in favor. Absent: Chris Fast. Motion carried.

After a brief discussion, there will be no change to the number of DDA Board members currently held which is the smallest number of members permissible under the law (the Mayor, plus 8).

Discussion ensued regarding the Downtown Façade Improvement Program and that the Michigan Economic Development Corporation (MEDC) has decided to not fund the grant program. The board was in agreement that a committee should be formed to discuss further the future of Jonesville's Downtown Façade Improvement Program. A motion was made by Joe Ruden and supported by Penny Sarles to approve the Façade Improvement Program Committee consisting of Joe Ruden, Gales Fix, Don Germann and Don Toffolo. All in favor. Absent: Chris Fast. Motion carried.

Manager Gray spoke briefly regarding the annual Christmas in Jonesville event, which will take place Friday, December 6, 2019 through Sunday, December 8, 2019. The DDA is sponsoring the tree lighting in Carl Fast Park on Friday night and the window decorating contest. Santa Claus will arrive at 5:30 p.m. in the Park on Friday, December 6, 2019 with the Jonesville High School band playing Christmas songs, carolers from the Sauk Theatre, luminaries and refreshments. Volunteers for serving hot chocolate will be Gerry and Vicky Arno, Don Germann will be charge of supplies, and Santa's elves will be Penny Sarles and Cindy Means. Don Germann advised of the Lion Club project, Lights of Love. 50 Christmas trees will be placed along the diagonal walkway and each tree will be sponsored by individuals or businesses at a cost of \$100.00 per tree. Each tree will be pre-lit, and will be decorated by the sponsors.

An update of the MDOT Signal Maintenance Project was provided by Manager Gray.


The next regular scheduled meeting will be Tuesday, January 14, 2020 at 7:45 a.m.

Meeting adjourned at 8:38 a.m.

Submitted by,

Cynthia D. Means, Clerk



To: Jonesville DDA Board
From: Jeffrey M. Gray, City Manager 
Date: March 6, 2020
Re: Manager Report and Recommendations – March 10, 2020 DDA Meeting

6. A. Capital Project Planning

[Action]

In November, the DDA appointed a Capital Planning Committee to review future construction projects and priorities and to develop financing recommendations to accomplish DDA priorities. The Committee has met once and is currently reviewing debt refinancing options and discussing project priorities. The DDA has previously discussed needed maintenance to the existing streetscape improvements along Chicago Street from Evans Street to Olds Street. The streetscape is the public sidewalk space between the curb and the building face or property line.

There have been long-term goals to consider streetscape improvements along Olds Street/M-99 south of Chicago Street. Aside from a few decorative lights, this section has not received streetscape improvements. The committee would appreciate some discussion of the DDA's priorities for streetscape improvements along Chicago Street and/or Olds Street. The committee intends to recommend engineering construction improvements in the upcoming fiscal year budget and would like to identify a project scope to develop an estimate of engineering costs.

To help with the discussion, the previous Capital Improvement Plan sheet of identified capital projects is attached, along with a previous estimate for maintenance of the streetscape along Chicago Street.

6. B. Fiscal Year 2020-21 Budget Committee

[Action]

Over the next few months, the City will develop the Fiscal Year 2020-21 budget that will be effective July 1st. It is recommended that the DDA appoint a committee to prepare a recommendation to the board for the annual budget. I anticipate that the committee will meet once or twice this spring. The DDA might want to consider delegating this responsibility to the Capital Planning Committee, that consists of Chair Don Toffolo, Don Germann and Joe Ruden. As the committee develops a recommendation for project planning, these recommendations can be integrated with the annual operating budget.

6. C. Project Updates

[Information]

This item is reserved 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
Capital Improvement Plan
 PROJECT DESCRIPTION

Project Title	DDA Capital Projects		
Department	Downtown Dev. Auth.	Funding Source	DDA/FG/SG

Fiscal Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Est. Cost	\$70,000	\$45,000	\$350,000	\$25,000	\$125,000	TBD

Project Description and Location

The Downtown Development Authority supports certain capital projects that enhance the Downtown and encourage private economic investment. The following is a list of projects that are anticipated over the next several years.

FY 2019-20 - \$70,000 – Balance of the enhancements to the Michigan Department of Transportation (MDOT) signal enhancement project. The DDA will also participate in financial incentives to support redevelopment of the former Klein Tool Building. Incentives to be determined based on private investment and/or job creation

FY 2020-21 - \$45,000 – Design US-12/Chicago Street streetscape improvements

FY 2021-22 - \$350,000 – US-12/Chicago Street streetscape construction (timing subject to potential MDOT improvements on US-12 and availability of grant funds)

FY 2022-23 - \$25,000 – Downtown wayfinding signs; may be executed with the streetscape projects

FY 2023-24 – \$125,000 – Bury utilities and resurface South Parking Lot

FY 2024-25 – TBD – Design of M-99/Olds St. streetscape enhancements (timing subject to MDOT plans for M-99 and availability of grant funds)

Project Need and Impact

These projects are intended to promote private investment and improved property values in the Downtown district. The project list will be reviewed on an annual basis and update as needs change and conditions warrant.

Related Costs and Future Funding Needs

The new MDOT mast arm traffic signals are expected to have a 30-year life, and maintenance costs are paid by the state. The streetscape improvements will have ongoing maintenance and upkeep costs. These costs are typically budgeted in the DDA annual operating budget.

City of Jonesville

Main Street (US 12) Downtown Corridor

Executive Summary

Based upon a meeting and discussions with the City of Jonesville it is our understanding the US 12 corridor streetscape between M-99 South and M-99 North is aging and in need of updates. Included in these discussions are the removal and replacement of the street trees, sidewalk improvements (not including ADA crosswalks) and re-painting of the light poles.

It is further understood that MDOT will be completing a signal replacement project in 2019 replacing the mast arm signals with box spans and that US-12 is scheduled for repaving in 2021. Either or potentially both projects will have an impact on the crosswalk ramps which is why we have not included that work with our scope and estimates.

Additional discussions included improvements to enhance pedestrian and bicyclist safety, non-motorized connectivity, a potential "road diet" for traffic calming purposes and additional parking to serve the downtown businesses. These items will all require the coordination of efforts with MODT and design work to finalize pricing and as such are not included with the estimates provided herein. As discussed, it may be prudent for the Downtown Development Authority (DDA) to address these items through a Comprehensive "Master Plan" which involves representatives of all stakeholders within the corridor.

Discussion of Assumptions and Estimates

Pursuant to the discussions with the City of Jonesville, Wolverine Engineers & Surveyors, Inc. has reviewed the downtown corridor along Main Street (US-12) from M-99 South to M-99 North with emphasis on the street lights, street trees and the brick pavers.

In general, this segment of Main Street was reconstructed approximately 20 years ago likely utilizing MDOT Enhance Funds for many aspects of the project. While the facilities as constructed 20 years ago have all performed well, many things are at the end of their respective useful lives, including the trees and the brick pavers.

The estimate as attached provides for the removal of ALL areas that are currently finished in brick and replacing that detail with concrete that is stamped, colored and sealed in a decorative –pattern (assumed to be brick). The estimates include salvaging the existing brick and turning it over to the City. Our estimate does include some minor curb and gutter replacement, the adjustment of structures within the sidewalk and some minor bituminous (asphalt) hand patching. It does not include any ADA ramp work as it is understood this will be addressed on upcoming MDOT funded projects. Please note, replacement of brickwork stops at the bridge; however, replacement of sidewalk continues to the west and includes sidewalk, ramps and driveway upgrades.

All the existing street trees (assumed to be Bradford Pear) have outgrown their confines and have reached a height and spread whereby they are obscuring the view from the street to the downtown businesses. The estimate provides for the removal of the existing concrete "curbing" around the trees and the trees

themselves and the replacement of the trees. A specific tree has not been designated but it is our opinion the estimated value provided would allow for the City to have a reasonable choice in the selection of new tree species.

Finally, we have provided an estimate for the re-painting of the twenty-five (25) light poles within the study corridor. In addition, we have contacted the representative for Sternberg Lighting for specification of the original factory finishes and recommendations for re-finishing the lights. While the methods for re-painting the light poles would ultimately be the responsibility of a Contractor, we would anticipate the most economical methodology would be to remove the lights to a controlled setting for sand-blasting, cleaning and painted in lieu of attempting to re-finish the poles on site.

We provide a single estimate for all the items noted above. This was done to minimize costs incurred due to traffic control on a US highway; however, each segment may be completed as a stand-alone project with the recognition that the overall costs will be greater due to the traffic control requirements, mobilization and clean ups costs.

VILLAGE OF JONESVILLE, MICHIGAN
 US-12 (CHICAGO ST.) M-99 N. to M-99 S.
 BRICK REPLACEMENT AND SIDEWALK IMPROVEMENT ESTIMATES
 ENGINEERS OPINION OF PROBABLE COST
 09-06-2018

ITEM	EST. QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	1,100	Syd	Remove Ex. Brick and Salvage to Village.	\$14.00	\$15,400.00
2	120	Cyd	Remove Excess Aggregate Subgrade to New Concrete Grade (Approx. 3 1/2").	\$30.00	\$3,600.00
3	9,500	Sft	Install, 6", Stamped, Colored and Sealed Decorative Concrete.	\$18.00	\$171,000.00
4	500	Lft	Remove and Replace Concrete Curb and Gutter.	\$30.00	\$15,000.00
5	2,500	Sft	Remove and Replace 4" Concrete Sidewalk, Plain.	\$6.00	\$15,000.00
6	2,000	Sft	Remove and Replace 6" Concrete Sidewalk or Driveway, Plain.	\$7.00	\$14,000.00
7	6	Ea	Adjust Ex. Manholes or Electric Handhole Boxes, in Walk	\$450.00	\$2,700.00
8	25	Ea	Sand Blast, Clean, Repaint Existing Decorative Light Poles.	\$1,000.00	\$25,000.00
9	380	Lft	Remove and Replace Concrete "E" Curb Around Tree Openings.	\$25.00	\$9,500.00
10	18	Ea	Remove and Replace Decorative Trees.	\$500.00	\$9,000.00
11	400	Lft	Sawcut Bit. Pavement for Curb Removal.	\$3.50	\$1,400.00
12	25	Tons	Bituminous Hand Patching.	\$140.00	\$3,500.00
13	1	LSum	Construction Signing and Traffic Maintenance.	\$14,000.00	\$14,000.00
14	1	LSum	Pedestrian Traffic Control and Maintenance.	\$9,000.00	\$9,000.00
15	1	LSum	Project Cleanup.	\$4,000.00	\$4,000.00
Total Estimated Construction Cost					\$312,100.00
NOTES: -The brick removal and replacement with stamped concrete include <u>ALL</u> existing brick areas along US-12 between M-99 North and M-99 South.					
No sidewalk ramp work is included in this scope.					
No road construction or improvements are included in this scope.					
Costs are included for curb, walk and drive replacement for these items that are damaged and or require replacement for ADA compliance.					