



**CITY OF JONESVILLE
DOWNTOWN DEVELOPMENT AUTHORITY AGENDA
MAY 11, 2021, 8:30 A.M.
JONESVILLE FIRE DEPARTMENT, 114 W. CHICAGO STREET**

DDA FY 2020-21 Project Priorities:
1. Klein Tool Building Redevelopment
2. Streetscape Reconstruction
3. South Parking Lot

1. CALL TO ORDER

2. PRESENTATIONS AND RECOGNITIONS

A. None

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

A. March 9, 2021 Regular Meeting

[Action Item]

B. April 28, 2021 Special Meeting

[Action Item]

5. PUBLIC COMMENT

6. FINANCIAL REPORT

A. Through March 31, 2021

[Action Item]

7. COMMITTEE REPORTS

A. Redevelopment Committee

[Information Item]

B. Facilities and Design Committee

[Information Item]

8. NEW BUSINESS

A. Fiscal Year 2021-22 Budget Recommendation

[Action Item]

B. Façade Improvement Request

[Action Item]

9. OTHER BUSINESS

A. Project Updates

[Information Item]

10. ADJOURNMENT– Next Scheduled Meeting: Tuesday, July 13, 2021 8:30 a.m.

In order to encourage public participation while protecting the health and safety of all participants during the COVID-19 pandemic, the following protocols will be observed for the conduct of this meeting:

- ❖ Individuals who are sick or who have experienced symptoms of illness are asked to refrain from attending the meeting.
- ❖ Distancing between attendees will be observed.
- ❖ All attendees are asked to wear a face covering.
- ❖ Written public comments will be accepted in advance of the meeting and may be delivered to City Hall, 265 E. Chicago Street or via email to jgray@jonesville.org. Written comments received prior to noon on the day of the meeting will be incorporated into the public record for the meeting.

JONESVILLE FIRE DEPARTMENT MEETING/TRAINING ROOM

This meeting will be held in the meeting room at the Jonesville Fire Department, located at 114 W. Chicago Street. The meeting is open to the public.

If you are able, please consider parking in the Jerry Russell Trail parking area, located west of the Police Department (see illustration below). This will leave parking available at the Fire Station for firefighters to respond to emergency incidents, if that becomes necessary during the meeting. There is a sidewalk that connects the Russell Trail Parking to the Fire Station parking area along the north side of the Police Department.

Please enter the meeting through the north (rear) entrance to the building.



**Jonesville Downtown Development Authority
Regular Meeting
Minutes of March 9, 2021**

Pursuant to Section 3a of the Open Meetings Act, Act 267 of 1976, as amended, participation in this meeting was by Zoom Meeting. The Board, staff and public were allowed to participate.

Present via Zoom Meeting: Don Toffolo, Don Germann, Joe Ruden, Mary Ellen Sattler and Chris Fast.

Absent: Abe Graves, Penny Sarles, Gerry Arno and Gale Fix.

Also Present via Zoom Meeting: Jeff Gray

Chairman Don Toffolo called the meeting to order at 8:31 a.m.

A motion was made by Joe Ruden and supported by Chris Fast to approve the agenda as presented. Roll Call Vote: Ayes: Don Germann, Joe Ruden, Chris Fast, Mary Ellen Sattler and Don Toffolo. Nays: None. Absent: Gerry Arno, Gale Fix, Abe Graves and Penny Sarles. Motion carried.

Joe Ruden made a motion and was supported by Chris Fast to approve the minutes of January 19, 2021. Roll Call Vote: Ayes: Don Germann, Joe Ruden, Chris Fast, Mary Ellen Sattler and Don Toffolo. Nays: None. Absent: Gerry Arno, Gale Fix, Abe Graves and Penny Sarles. Motion carried.

A motion was made by Don Germann and supported by Joe Ruden to accept the Financial Report through January 31, 2021, providing information for revenue and expenditure activity for the month of January and fiscal year-to-date. A report of the current cash balances in all accounts as of January 31st was also provided. Roll Call Vote: Ayes: Don Germann, Joe Ruden, Chris Fast, Mary Ellen Sattler and Don Toffolo. Nays: None. Absent: Gerry Arno, Gale Fix, Abe Graves and Penny Sarles. Motion carried.

Don Germann made a motion to adopt the DDA amended budget as presented by the DDA Budget Committee. The fund balance at the end of the fiscal year will be at least \$80,000 based on projected revenues and expenditures. Joe Ruden supported the motion. Roll Call Vote: Ayes: Don Germann, Joe Ruden, Chris Fast, Mary Ellen Sattler and Don Toffolo. Nays: None. Absent: Gerry Arno, Gale Fix, Abe Graves and Penny Sarles. Motion carried.

The Redevelopment Committee and the Facilities and Design Committee will both meet at a future date to discuss a marketing plan for the Klein Tool building and the upcoming streetscape and South Parking Lot design projects.

A Special DDA meeting will be scheduled in April to discuss the engineer's proposal for the Streetscape and South Parking Lot Design. Any questions or considerations are encouraged before the meeting and will be forwarded to the engineer.

Manager Gray provided project updates.

The meeting was adjourned at 9:00 a.m.

The next scheduled DDA Meeting is Tuesday, May 11, 2021 at 8:30 a.m. and will be in-person at the Jonesville Fire Station.

Submitted by;

Cynthia D. Means
Clerk

Jonesville Downtown Development Authority
Special Work Session
Minutes of April 28, 2021

Present: Don Toffolo, Don Germann, Joe Ruden, Mary Ellen Sattler, Chris Fast, Abe Graves, Penny Sarles, and Gerry Arno.

Absent: Gale Fix.

Also Present: Jeff Gray, Don Heck and David Fisher (Wolverine Engineers & Surveyors)

Chairman Don Toffolo called the meeting to order at 2:00 p.m. at the Jonesville Fire Station, 114 W. Chicago Street, Jonesville, MI.

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

A DDA work session was held with DDA members, Manager Gray and Don Heck and David Fisher of Wolverine Engineers & Surveyors. Discussion was held regarding the South Parking Lot and Streetscape Design. The following items were brought up for discussion; removing trees from the downtown area and replacing them with possibly planter boxes or benches, realigning the new trees along US-12 after removing existing trees and the proper irrigation needed to grow, replacing the brick area of the sidewalk with stamped concrete and the pros and cons of both, generating more parking spaces in the South parking lot, the removal of bump-outs along US-12 and the south parking lot, replacing the planting area along US-12 on the corners and in front of the bank with concrete, the timing of the traffic signals, solution to parked automobiles along US-12 being damaged by traffic as they travel through, and acquiring property for off-street parking.

The meeting was adjourned at 2:50 p.m.

The next scheduled DDA Meeting is Tuesday, May 11, 2021 at 8:30 a.m. and will be in-person at the Jonesville Fire Station.

Submitted by;

Cynthia D. Means
Clerk



To: Jonesville DDA Board
From: Jeffrey M. Gray, City Manager 
Date: May 7, 2021
Re: Manager Report and Recommendations – May 11, 2021 DDA Meeting

DDA FY 2020-21 Project Priorities:

1. Klein Tool Building Redevelopment
2. Streetscape Reconstruction
3. South Parking Lot

6. A. Financial Report

[ROLL CALL][Action]

Attached is a revenue and expenditure report for the DDA through March 31st. The report shows revenue and expenditure activity for the month of March and fiscal 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 March 31st. I recommend a motion to accept the financial report through March 31, 2021. *Please refer to the attached revenue and expenditure report and cash balance report.*

COMMITTEE REPORTS:

7. A. Redevelopment Committee (Members Fix, Germann, Toffolo)

[Information]

This item is reserved for an update from the Committee regarding their March 23rd meeting.

7. B. Facilities and Design Committee (Members Fix, Germann, Toffolo)

[Information]

This item is reserved for an update from the Committee regarding their March 23rd meeting.

NEW BUSINESS:

8. A. Fiscal Year 2021-22 Budget Recommendation

[Action]

Committee members Don Toffolo, Joe Ruden, and Mayor Gerry Arno and I met and prepared the enclosed recommendations for the 2021-22 fiscal year budget that begins on July 1st. Due to recent sales and property investments in the Downtown, property values are anticipated to increase in the upcoming fiscal year. The recommended budget is net positive, which is a good position considering the capital investments that will be needed for the Streetscape Reconstruction and the South Parking Lot improvements. In addition, fund balance will be improved for any financial incentives that would be necessary to assist with redevelopment of Klein Tool. All other DDA operations will be accomplished, including funding to support façade improvement grants. The Committee is recommending the proposed budget, as it meets all operational objectives and advances the top three DDA project priorities. A motion to recommend that City Council approve the proposed FY 2021-22 budget, as recommended by the Budget Committee or with amendments, will be necessary. *Please refer to the enclosed copy of the draft budget, the projected fund balance, and capital projects sheets.*

8. B. Façade Improvement Request

[Action]

The DDA previously granted staff authority to grant administrative approval of a Façade Improvement Grant Application from Mary Playford for work to the Playford Real Estate building. The application has been received and remaining work is set to begin in the near future. The attached application includes glass, entry, and sign work that totals just under \$25,000. Staff is working with the applicant to finalize the sign permit to comply with size standards in the Zoning Ordinance. The applicant recently completed façade work that preserved the existing brick and interior renovations. The project qualifies for the maximum \$2,500 grant. The funds would not be distributed until the work is complete and proof of payment is submitted. *Please refer to the attached grant application.*

OTHER BUSINESS:

10. A. Project Updates

[Information]

This item is reserved to address status updates on projects, and to address others that members may have questions about.

User: LSPAHR
DB: Jonesville

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 03/31/2021	2020-21 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 03/31/2021	INCREASE (DECREASE)			NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000 - BALANCE SHEET/REVENUE								
248-000-403.000	REAL PROPERTY TAXES	0.00	114,713.16	128,500.00	13,786.84		89.27	
248-000-403.075	PERSONAL PROP TAX REIMBURSEMENT	0.00	16,979.90	15,000.00	(1,979.90)		113.20	
248-000-665.000	INTEREST EARNINGS	9.59	149.48	4,500.00	4,350.52		3.32	
Total Dept 000 - BALANCE SHEET/REVENUE		9.59	131,842.54	148,000.00	16,157.46		89.08	
TOTAL REVENUES		9.59	131,842.54	148,000.00	16,157.46		89.08	
Expenditures								
Dept 442 - PARKING LOTS								
248-442-818.000	CONTRACTUAL	0.00	0.00	12,500.00	12,500.00		0.00	
248-442-921.000	ELECTRICITY	0.00	922.79	1,500.00	577.21		61.52	
248-442-965.100	CONTRIB TO GEN FUND - PARKING LOT M&R	0.00	0.00	16,015.00	16,015.00		0.00	
Total Dept 442 - PARKING LOTS		0.00	922.79	30,015.00	29,092.21		3.07	
Dept 443 - SIDEWALKS								
248-443-702.000	SALARIES AND WAGES	0.00	629.27	600.00	(29.27)		104.88	
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	0.00	45.78	50.00	4.22		91.56	
248-443-716.000	HEALTH INSURANCE	0.00	124.77	50.00	(74.77)		249.54	
248-443-718.000	DISABILITY	0.00	3.87	5.00	1.13		77.40	
248-443-719.000	RETIREMENT - EMPLOYER PORTION	0.00	37.01	50.00	12.99		74.02	
248-443-721.000	LIFE INSURANCE	0.00	2.69	3.00	0.31		89.67	
248-443-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.00	0.41	1.00	0.59		41.00	
248-443-723.000	DENTAL INSURANCE	0.00	13.87	10.00	(3.87)		138.70	
248-443-724.000	OPTICAL INSURANCE	0.00	3.00	2.00	(1.00)		150.00	
248-443-930.000	REPAIRS & MAINTENANCE	0.00	0.00	200.00	200.00		0.00	
248-443-940.000	EQUIPMENT RENTAL	0.00	1,047.15	800.00	(247.15)		130.89	
Total Dept 443 - SIDEWALKS		0.00	1,907.82	1,821.00	(86.82)		104.77	
Dept 729 - DEVELOPMENT ACTIVITIES								
248-729-800.000	COMMUNITY PROMOTION-FACADE PROGRAM	0.00	0.00	20,000.00	20,000.00		0.00	
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	0.00	400.00	400.00		0.00	
248-729-965.101	CONTRIB TO GEN FUND-PURCH/IMPR	0.00	42,946.04	0.00	(42,946.04)		100.00	
248-729-965.200	CONTRIB TO GEN FUND	0.00	0.00	3,765.00	3,765.00		0.00	
248-729-965.300	CONTRIB TO GEN FUND - ADMIN/WAGES	0.00	13,773.00	27,546.00	13,773.00		50.00	
Total Dept 729 - DEVELOPMENT ACTIVITIES		0.00	56,919.04	51,911.00	(5,008.04)		109.65	
Dept 733 - DOWNTOWN/STREETSCAPE								
248-733-702.000	SALARIES AND WAGES	28.16	4,028.77	5,500.00	1,471.23		73.25	
248-733-715.000	EMPLOYERS SHARE - FICA & MEDICARE	2.16	298.68	500.00	201.32		59.74	
248-733-716.000	HEALTH INSURANCE	0.00	445.87	400.00	(45.87)		111.47	
248-733-718.000	DISABILITY	0.30	31.64	50.00	18.36		63.28	
248-733-719.000	RETIREMENT - EMPLOYER PORTION	1.41	267.63	300.00	32.37		89.21	
248-733-721.000	LIFE INSURANCE	0.12	19.85	30.00	10.15		66.17	
248-733-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.02	2.89	5.00	2.11		57.80	

User: LSPAHR

DB: Jonesville

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 03/31/2021	2020-21 AMENDED BUDGET	AVAILABLE		% BGDG USED
		MONTH 03/31/2021	INCREASE (DECREASE)			NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-733-723.000	DENTAL INSURANCE	0.00		89.92	100.00		10.08	89.92
248-733-724.000	OPTICAL INSURANCE	0.00		18.65	25.00		6.35	74.60
248-733-740.000	OPERATING SUPPLIES	0.00		0.00	500.00		500.00	0.00
248-733-818.000	CONTRACTUAL	0.00		90.00	10,300.00		10,210.00	0.87
248-733-910.000	INSURANCE	0.00		177.00	150.00		(27.00)	118.00
248-733-921.000	ELECTRICITY	0.00		3,787.98	5,200.00		1,412.02	72.85
248-733-921.100	ELECTRICITY - CHRISTMAS LIGHTS	0.00		418.31	1,100.00		681.69	38.03
248-733-924.000	WATER AND SEWER	0.00		15.08	800.00		784.92	1.89
248-733-930.000	REPAIRS & MAINTENANCE	0.00		442.57	800.00		357.43	55.32
248-733-930.100	REPAIRS & MAINT - STREET LIGHTS	0.00		441.79	1,000.00		558.21	44.18
248-733-940.000	EQUIPMENT RENTAL	19.04		2,514.69	2,700.00		185.31	93.14
Total Dept 733 - DOWNTOWN/STREETSCAPE		51.21		13,091.32	29,460.00		16,368.68	44.44
Dept 895 - PROMOTIONS								
248-895-702.000	SALARIES AND WAGES	0.00		2,253.92	5,000.00		2,746.08	45.08
248-895-715.000	EMPLOYERS SHARE - FICA & MEDICARE	0.00		168.14	400.00		231.86	42.04
248-895-716.000	HEALTH INSURANCE	0.00		170.05	350.00		179.95	48.59
248-895-718.000	DISABILITY	0.00		17.22	30.00		12.78	57.40
248-895-719.000	RETIREMENT - EMPLOYER PORTION	0.00		138.83	300.00		161.17	46.28
248-895-721.000	LIFE INSURANCE	0.00		10.12	20.00		9.88	50.60
248-895-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.00		1.47	5.00		3.53	29.40
248-895-723.000	DENTAL INSURANCE	0.00		41.26	50.00		8.74	82.52
248-895-724.000	OPTICAL INSURANCE	0.00		8.23	10.00		1.77	82.30
248-895-882.000	DECORATIONS-CHRISTMAS/BANNERS/BOWS	0.00		1,281.17	500.00		(781.17)	256.23
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		806.76	1,100.00		293.24	73.34
Total Dept 895 - PROMOTIONS		0.00		4,897.17	8,565.00		3,667.83	57.18
Dept 897 - OTHER ACTIVITIES								
248-897-965.301	CONTRIB TO DEBT SERVICE	0.00		4,086.00	58,064.00		53,978.00	7.04
Total Dept 897 - OTHER ACTIVITIES		0.00		4,086.00	58,064.00		53,978.00	7.04
TOTAL EXPENDITURES		51.21		81,824.14	179,836.00		98,011.86	45.50
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		9.59		131,842.54	148,000.00		16,157.46	89.08
TOTAL EXPENDITURES		51.21		81,824.14	179,836.00		98,011.86	45.50
NET OF REVENUES & EXPENDITURES		(41.62)		50,018.40	(31,836.00)		(81,854.40)	157.11

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH - CHECKING	6,948.96
248-000-007.000	CASH - MI CLASS INVESTMENT ACCT	227,661.76
248-000-123.000	PREPAID EXPENSES	116.00
Total Assets		234,726.72
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
248-000-390.000	FUND BALANCE	184,708.32
Total Fund Balance		184,708.32
Beginning Fund Balance		184,708.32
Net of Revenues VS Expenditures		50,018.40
Ending Fund Balance		234,726.72
Total Liabilities And Fund Balance		234,726.72

FY 2022 BUDGET WORKSHEET FOR CITY OF JONESVILLE

GL NUMBER	DESCRIPTION	ACTIVITY 17-18	ACTIVITY 18-19	ACTIVITY 19-20	BUDGET 20-21	ACTIVITY THRU 12/31/2020	REQUESTED BUDGET	COMMENTS
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
REVENUES								
248-000-403.000	CURRENT PROPERTY TAX	102,537.93	116,314.09	125,645.25	128,500.00	0.00	141,000.00	
248-000-403.050	PERSONAL PROPERTY TAX	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-403.075	PERSONAL PROPERTY TAX REIMBURSEME	16,267.57	16,977.06	15,658.03	15,000.00	16,979.90	17,000.00	
248-000-403.100	CURRENT WINTER TAX/FROM TOWNSHIP	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-403.200	PERSONAL PROPERTY TAX/FROM TOWNSH	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-539.000	GRANT FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-566.000	MSHDA GRANT - RENTAL REHAB	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-665.000	INTEREST EARNINGS	3,243.78	4,735.54	3,104.54	4,500.00	123.29	250.00	
248-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	2,400.00	2,500.00	0.00	0.00	0.00	0.00	
248-000-678.000	REIMBURSEMENTS - MISC	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-698.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL ESTIMATED REVENUES		124,449.28	140,526.69	144,407.82	148,000.00	17,103.19	158,250.00	
APPROPRIATIONS								
Dept 442-PARKING LOTS								
248-442-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-702.100	SALARIES AND WAGES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-702.200	SALARIES AND WAGES - DOUBLETIME	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-715.000	EMPLOYERS SHARE - FICA & MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-718.000	DISABILITY	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-719.000	EMPLOYERS SHARE - 401	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-721.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-740.000	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-801.100	PROF SVC - N PARKING LOT	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-818.000	CONTRACTUAL	0.00	0.00	0.00	12,500.00	0.00	0.00	Design started current year; finish in FY 2022
248-442-818.100	CONTRACTUAL - RELOCATE POWER LINES	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-900.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-921.000	ELECTRICITY	1,325.25	1,400.55	1,345.38	1,500.00	675.21	1,500.00	MK
248-442-930.000	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-965.100	CONTRIB TO GEN FUND - PARKING LOT M&F	20,015.00	14,000.00	16,000.00	16,015.00	0.00	13,990.00	Equal to Gen Fund expenses
248-442-965.200	CONTRIB TO GEN FUND - PARKING LOT IMP	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-975.000	ADDITIONS & IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	
Totals for dept 442-PARKING LOTS		21,340.25	15,400.55	17,345.38	30,015.00	675.21	15,490.00	
Dept 443-SIDEWALKS								
248-443-702.000	SALARIES AND WAGES	310.54	380.81	991.81	600.00	185.01	600.00	MK
248-443-702.100	SALARIES AND WAGES - OVERTIME	0.00	0.00	0.00	50.00	0.00	50.00	
248-443-715.000	EMPLOYERS SHARE - FICA & MEDICARE	23.35	28.34	73.07	50.00	13.51	50.00	
248-443-716.000	HEALTH INSURANCE	24.73	38.79	129.95	50.00	35.75	50.00	
248-443-718.000	DISABILITY	2.74	3.76	7.28	5.00	0.78	5.00	
248-443-719.000	EMPLOYERS SHARE - 401	9.91	20.29	58.22	50.00	12.95	50.00	
248-443-721.000	LIFE INSURANCE	1.73	2.01	4.62	3.00	0.57	3.00	
248-443-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.25	0.30	0.69	1.00	0.09	1.00	
248-443-723.000	DENTAL INSURANCE	3.49	6.40	20.89	10.00	1.78	10.00	
248-443-724.000	OPTICAL INSURANCE	0.96	1.27	4.40	2.00	0.69	2.00	
248-443-818.000	CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00	
248-443-930.000	REPAIRS & MAINTENANCE	3,949.40	79.70	0.00	200.00	0.00	200.00	
248-443-940.000	EQUIPMENT RENTAL	517.17	350.24	748.44	800.00	20.07	800.00	MK
Totals for dept 443-SIDEWALKS		4,844.27	911.91	2,039.37	1,821.00	271.20	1,821.00	

FY 2022 BUDGET WORKSHEET FOR CITY OF JONESVILLE

GL NUMBER	DESCRIPTION	ACTIVITY 17-18	ACTIVITY 18-19	ACTIVITY 19-20	BUDGET 20-21	ACTIVITY THRU 12/31/2020	REQUESTED BUDGET	COMMENTS
Dept 729-DEVELOPMENT ACTIVITIES								
248-729-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-715.000	EMPLOYERS SHARE - FICA & MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-716.000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-718.000	DISABILITY	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-719.000	EMPLOYERS SHARE - 401	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-721.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-723.000	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-724.000	OPTICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-727.000	OFFICE SUPPLIES	39.37	69.83	14.69	0.00	0.00	0.00	
248-729-740.000	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-800.000	COMM PROMO-FACADE PROGRAM	0.00	0.00	0.00	20,000.00	0.00	17,500.00	
248-729-800.100	COMM PROMO-REVOLVING LOAN FUND	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-800.200	COMM PROMO-MARKETING GRANT	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-800.300	COMMUNITY PROMOTION-BUSINESS RECRU	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-801.000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-801.500	PROF SVC - BLUEPRINTS FOR MI DOWNTOV	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-818.000	CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-820.000	MEMBERSHIPS/DUES/SUBSCRIPTIONS	395.00	200.00	200.00	200.00	200.00	200.00	MDA membership
248-729-865.000	MILEAGE/TRANS/MEALS/LODGING	0.00	0.00	9.16	0.00	0.00	0.00	
248-729-900.000	PRINTING & PUBLISHING	195.00	65.25	0.00	0.00	0.00	0.00	
248-729-910.000	INSURANCE	456.44	(2.00)	0.00	0.00	0.00	0.00	
248-729-930.000	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-956.000	MISCELLANEOUS	6,029.30	6,000.00	6,500.00	0.00	0.00	0.00	
248-729-960.000	TRAINING & CONFERENCES	0.00	0.00	175.00	400.00	0.00	0.00	
248-729-964.000	TAX REFUNDS AND REBATES	0.00	0.00	3,281.70	0.00	0.00	0.00	
248-729-965.100	CONTRIB TO WATER CONTRACT PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-965.101	CONTRIB TO GEN FUND-PURCH/IMPR	0.00	25,113.50	14,426.96	0.00	42,946.04	0.00	
248-729-965.200	CONTRIB TO GEN FUND	6,000.00	2,700.00	3,600.00	3,765.00	0.00	3,837.00	Rail trail cost reimbursement (60%)
248-729-965.202	CONTRIB TO MAJOR STS -	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-965.300	CONTRIB TO GEN FUND - ADMIN/WAGES	24,700.00	24,700.00	26,501.00	27,546.00	6,886.50	28,728.00	
248-729-965.400	CONTRIB TO GEN FUND - FAST PARK ELEC	0.00	0.00		0.00	0.00	0.00	
248-729-965.500	CONTRIB TO LOCAL ST	0.00	0.00		0.00	0.00	0.00	
248-729-965.590	CONTRIB TO SEWER FUND - DEBT	0.00	0.00		0.00	0.00	0.00	
248-729-965.591	CONTRIB TO WATER FUND - TOWER DEBT	0.00	0.00		0.00	0.00	0.00	
248-729-974.000	CONSTRUCTION	0.00	0.00		0.00	0.00	0.00	
Totals for dept 729-DEVELOPMENT ACTIVITIES		37,815.11	58,846.58	54,708.51	51,911.00	50,032.54	50,265.00	
Dept 733-DOWNTOWN/STREETScape								
248-733-702.000	SALARIES AND WAGES	5,199.72	4,119.45	5,460.76	5,500.00	3,664.58	5,500.00	MK
248-733-702.100	SALARIES AND WAGES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	
248-733-715.000	EMPLOYERS SHARE - FICA & MEDICARE	394.48	307.83	405.98	500.00	271.28	500.00	
248-733-716.000	HEALTH INSURANCE	143.38	294.89	545.61	400.00	432.30	500.00	
248-733-718.000	DISABILITY	44.65	36.28	44.36	50.00	28.86	50.00	
248-733-719.000	EMPLOYERS SHARE - 401	264.54	235.12	292.00	300.00	246.19	300.00	
248-733-721.000	LIFE INSURANCE	26.28	21.97	25.07	30.00	18.32	30.00	
248-733-722.000	EMPLOYEE ASSISTANCE PROGRAM	3.86	3.22	3.66	5.00	2.66	5.00	
248-733-723.000	DENTAL INSURANCE	78.02	64.38	52.48	100.00	84.38	100.00	
248-733-724.000	OPTICAL INSURANCE	16.13	14.35	18.67	25.00	17.60	25.00	
248-733-740.000	OPERATING SUPPLIES	207.44	161.25	79.89	500.00	0.00	500.00	MK
248-733-818.000	CONTRACTUAL	711.18	3,374.85	0.00	10,300.00	90.00	0.00	Design started current year; finish in FY 2022
248-733-818.301	CONTRACTUAL - DPW SEASONAL	1,363.45	0.00	0.00	0.00	0.00	0.00	
248-733-910.000	INSURANCE	146.28	165.00	134.16	150.00	177.00	175.00	Property/Liability Insurance
248-733-921.000	ELECTRICITY	5,069.63	5,134.61	5,226.37	5,200.00	2,649.31	5,300.00	MK
248-733-921.100	ELECTRICITY - CHRISTMAS LIGHTS	1,035.49	962.90	854.08	1,100.00	418.31	1,100.00	MK

FY 2022 BUDGET WORKSHEET FOR CITY OF JONESVILLE

GL NUMBER	DESCRIPTION	ACTIVITY 17-18	ACTIVITY 18-19	ACTIVITY 19-20	BUDGET 20-21	ACTIVITY THRU 12/31/2020	REQUESTED BUDGET	COMMENTS
248-733-924.000	WATER AND SEWER	673.62	760.58	127.63	800.00	15.08	200.00	MK
248-733-930.000	REPAIRS & MAINTENANCE	181.28	312.34	392.26	800.00	422.58	800.00	MK
248-733-930.100	REPAIRS & MAINT - STREET LIGHTS	598.97	1,071.59	719.85	1,000.00	441.79	2,000.00	LED lighting
248-733-940.000	EQUIPMENT RENTAL	3,230.42	1,815.67	2,085.77	2,700.00	2,250.04	2,700.00	MK
248-733-966.000	REHABILITATION RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	
248-733-975.000	ADDITIONS & IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	
Totals for dept 733-DOWNTOWN/STREETScape		19,388.82	18,856.28	16,468.60	29,460.00	11,230.28	19,785.00	
Dept 895-PROMOTIONS								
248-895-702.000	SALARIES AND WAGES	5,554.46	4,488.14	3,311.90	5,000.00	1,658.11	4,000.00	MK
248-895-702.200	SALARIES AND WAGES - DOUBLETIME	0.00	0.00	0.00	0.00	0.00	0.00	
248-895-715.000	EMPLOYERS SHARE - FICA & MEDICARE	418.07	336.23	245.18	400.00	123.64	400.00	
248-895-716.000	HEALTH INSURANCE	324.37	316.34	353.79	350.00	121.10	350.00	
248-895-718.000	DISABILITY	42.77	36.49	23.42	30.00	12.62	30.00	
248-895-719.000	EMPLOYERS SHARE - 401	303.74	271.24	196.52	300.00	105.82	300.00	
248-895-721.000	LIFE INSURANCE	26.40	21.71	14.74	20.00	7.58	20.00	
248-895-722.000	EMPLOYEE ASSISTANCE PROGRAM	3.87	3.15	2.15	5.00	1.10	5.00	
248-895-723.000	DENTAL INSURANCE	85.54	66.05	63.67	50.00	31.90	50.00	
248-895-724.000	OPTICAL INSURANCE	19.40	15.21	13.81	10.00	6.43	10.00	
248-895-818.301	CONTRACTUAL - DPW SEASONAL	36.85	0.00	0.00	0.00	0.00	0.00	
248-895-882.000	DECORATIONS-CHRISTMAS/BANNERS/BOW	2,580.34	1,545.56	874.73	500.00	1,281.17	2,000.00	New pine trees/flags
248-895-883.000	OTHER-LUMINATE/CELEBRATE/GATHER,ETC	560.91	168.97	185.74	500.00	0.00	500.00	Christmas in Jonesville
248-895-883.100	OTHER - RIVERFEST/JBA/ETC	0.00	0.00	0.00	0.00	0.00	0.00	
248-895-884.000	BEAUTIFICATION-TREES/FLOWERS/PLANTS	621.62	0.00	0.00	300.00	0.00	300.00	Fall Display
248-895-884.100	AMERICA IN BLOOM	0.00	0.00	0.00	0.00	0.00	0.00	
248-895-900.000	PRINTING & PUBLISHING	50.00	75.00	0.00	0.00	0.00	0.00	
248-895-940.000	EQUIPMENT RENTAL	1,089.30	1,324.37	1,132.98	1,100.00	491.73	1,100.00	MK
Totals for dept 895-PROMOTIONS		11,697.64	8,668.46	6,418.63	8,565.00	3,841.20	9,065.00	
Dept 897-OTHER ACTIVITIES								
248-897-965.301	CONTRIB TO DEBT SERVICE	58,040.00	57,510.00	57,900.00	58,084.00	4,086.00	56,322.00	North Parking Lot - 2024 payoff
248-897-969.100	CAAMSHDA - RENTAL REHAB EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
Totals for dept 897-OTHER ACTIVITIES		58,040.00	57,510.00	57,900.00	58,084.00	4,086.00	56,322.00	
TOTAL APPROPRIATIONS		153,126.09	160,193.78	154,880.49	179,836.00	70,136.43	152,748.00	
NET OF REVENUES/APPROPRIATIONS - DDA		(28,676.81)	(19,667.09)	(10,472.67)	(31,836.00)	(53,033.24)	5,502.00	

CITY OF JONESVILLE
2021/22 ESTIMATED YEAR END FUND BALANCES

	GEN FD	MAJOR	LOCAL	STATE	L.D.F.A.	D.D.A.	DEBT SVC	SEWER	WATER	M.V.P.
Est 20/21 EOY Fund Balance						\$152,872				
Budgeted 21/22 Revenue						\$158,250				
Budgeted 21/22 Expenditures						(\$152,748)				
	\$0	\$0	\$0	\$0	\$0	\$158,374	\$0	\$0	\$0	\$0
Plus Depreciation										
Amendments										
Fund Bal Before Res	\$0	\$0	\$0	\$0	\$0	\$158,374	\$0	\$0	\$0	\$0
Park Reserve										
Expansion Reserve										
Special Projects Reserve										
Infrastructure Impr. Reserve										
Est 21/22 EOY Fund Balance	\$0	\$0	\$0	\$0	\$0	\$158,374	\$0	\$0	\$0	\$0



City of
Jonesville

Capital Improvement Plan
Fiscal Years 2021-22 through 2026-27



DRAFT

Adopted: _____

**City of Jonesville
Capital Improvement Plan**

EXECUTIVE SUMMARY – DOWNTOWN DEVELOPMENT AUTHORITY AND
LOCAL DEVELOPMENT FINANCE AUTHORITY

2021-2022 Fiscal Year		
Project	Cost	Funding Source
Chicago St. Riverfront Redevelopment	TBD	DDA/FG/SG
Gaige St./Reading Ln. Traffic Circulation	TBD	LDFA/FG/SG

2022-2023 Fiscal Year		
Project	Cost	Funding Source
DDA Capital Projects	\$500,000	DDA/FG/SG

2023-2024 Fiscal Year		
Project	Cost	Funding Source
DDA Capital Projects	-	DDA/FG/SG

2024-2025 Fiscal Year		
Project	Cost	Funding Source
DDA Capital Projects	\$25,000	DDA/FG/SG

2025-2026 Fiscal Year		
Project	Cost	Funding Source
DDA Capital Projects	TBD	DDA/FG/SG

2026-2027 Fiscal Year		
Project	Cost	Funding Source
DDA Capital Projects	TBD	DDA/FG/SG

City of Jonesville
Capital Improvement Plan
 PROJECT DESCRIPTION

Project Title	Chicago Street Riverfront Redevelopment		
Department	Downtown Dev. Auth.	Funding Source	DDA/FG/SG

Fiscal Year	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Est. Cost	TBD	-	-	-	-	-

Project Description and Location
<p>Redevelopment of the former Klein Tool building has been identified in the City’s Master Plan as the top community priority. An environmental Due Care Plan was developed by State grant and the DDA has developed a Request for Proposals that describes the intended reuse of the property.</p> <p>The DDA intends to partner with the City to market the property to a private owner for redevelopment. It is anticipated that the DDA may offer financial assistance for the redevelopment to leverage Federal, State, and other funding to accomplish the reuse of the building.</p> <p>Costs will be known when a potential development is identified.</p>

Project Need and Impact
<p>The project is needed to add tax base and/or new jobs in the Downtown. It will also bring the building back into productive use and end its deterioration.</p>

Related Costs and Future Funding Needs
<p>There may be marketing costs incurred, as well as public infrastructure or other investments needed to support the new development. The creation of jobs and tax base will add to the economic welfare of the Downtown and City.</p>

City of Jonesville
Capital Improvement Plan
PROJECT DESCRIPTION

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

Fiscal Year	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Est. Cost	-	\$500,000	-	\$25,000	TBD	TBD

Project Description and Location
<p>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.</p> <p>FY 2021-22 – Completing engineering for US-12/Chicago Street streetscape improvements and South Parking Lot improvements that was initiated in FY 2020-21</p> <p>FY 2022-23 and FY 2023-24 - \$490,000 – US-12/Chicago Street streetscape (\$350,000) and South Parking Lot (\$150,000) financing bidding and construction</p> <p>FY 2024-25 – \$25,000 – Downtown wayfinding signs; may be executed with the streetscape projects</p> <p>FY 2025-26 – TBD – North Parking Lot surfacing</p> <p>FY 2026-27 – TBD – Design of M-99/Olds St. streetscape enhancements (timing subject to MDOT plans for M-99 and availability of grant funds)</p>

Project Need and Impact
<p>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 updated as needs change and conditions warrant.</p>

Related Costs and Future Funding Needs
<p>The streetscape improvements will have ongoing maintenance and upkeep costs. These costs are typically budgeted in the DDA annual operating budget.</p>



**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
FACADE IMPROVEMENT PROGRAM GRANT APPLICATION**

Applicant Name <i>Mary Playford</i> <i>BPM Properties, LLC</i>		Phone Number <i>517-610-1341</i>	Email Address <i>playfordml@gmail.com</i>
Property Address <i>255 E. Chicago St. Jonesville MI 49250</i>			
Business Name <i>Playford Real Estate, LLC</i>	Business Contact Name <i>Mary Playford</i>	Business Phone <i>517-849-7622</i>	
Applicant is (check one): <input type="radio"/> Property Owner <input checked="" type="radio"/> Property Owner <input type="radio"/> Tenant			

Property Owner Name <i>Mary Playford</i>	Phone Number <i>517-610-1341</i>	Email Address <i>playfordml@gmail.com</i>
---	-------------------------------------	--

Project Description – Please provide a brief description of the proposed project and façade improvements:

Install windows in the upstairs apartment, fix rotting around windows, repair brick work See quotes. Install facade + trim around front office - Don't have a sign quote yet.

Façade Improvements – Check what is applicable and indicate the cost estimate

Awnings: \$ <input type="checkbox"/>	Signage: \$	Windows: \$ ^{6000.00} _{for upstairs only}	Doors: \$ <i>1400.00</i>
Paint: \$	Masonry: \$	Lighting: \$	Demolition: \$
Exterior Carpentry: \$		Other _____: \$	
Total Estimated Cost of Façade Improvements:		\$ <i>25,000.00</i>	

Eligible Match – Check what is applicable and indicate the cost estimate

Structural: \$	Electrical: \$	HVAC: \$ <input type="checkbox"/>	Plumbing: \$
Parking: \$ <input type="checkbox"/>	Landscape: \$ <input type="checkbox"/>	Other _____: \$	
Total Estimated Cost of Eligible Match Items:		\$	

Project Financing – Have you secured all resources necessary for the proposed project, including the grant funds that would be reimbursed following completion?

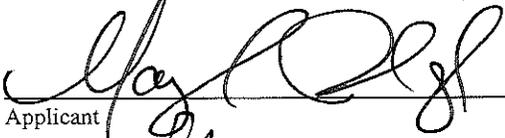
Yes No

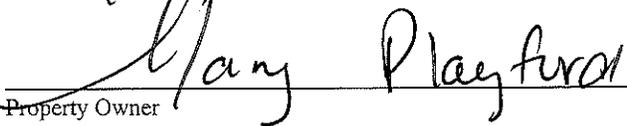
Please check all that apply:

This is the first grant application for this location
This location was previously awarded a grant for a façade improvement on (date): _____
I have previously received a façade grant from the DDA for another location: _____

- Attachments** – Please include all of the following with your completed application form:
- An exact color photograph or drawing, in appropriate scale of the improvements being proposed.
 - A written description of improvements, including materials and colors.
 - Cost estimates for proposed improvements.
 - Signage information must include where and how it will be attached or mounted, size and material.
 - Tenants must also include authorization from Property Owner.

I/we certify that the information contained in this application is, to the best of my/our knowledge, true and accurate. I/we have reviewed the Jonesville DDA Façade Improvement Program Guidelines and understand that the completed project must conform. I/we agree to maintain the improvements made to the building through the Façade Improvement Program. I/we understand that the grant is paid as a reimbursement, based on actual costs incurred after the work is complete; the reimbursement amount shall not exceed the amount awarded by the DDA, without prior approval of the DDA.

 _____ Date 1-18-2021

 _____ Date 1-18-2021

To be completed by the DDA

The application for the property located at _____

Has been found to be: **consistent** **inconsistent** with Façade Improvement Program Guidelines

It is therefore: **eligible** **not eligible** for the grant program

Determined by action of the Jonesville DDA at a meeting held on the ____ day of _____, 20____

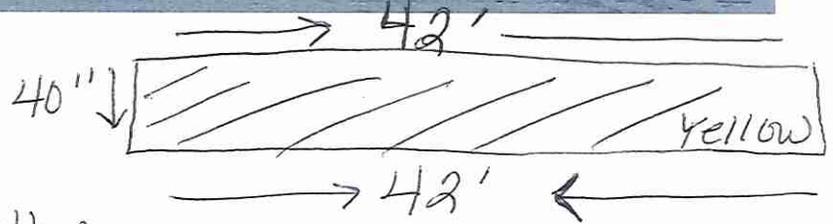
Total amount to be granted upon installation/completion: \$ _____

Total amount reimbursed: \$ _____ **Date:** _____

Attach copies of proof of payment, submitted by applicant



- 6 New windows
- Repair brick work
- Wrap facade Black / Bellino



PLAYFORD REAL ESTATE



Estimate

1470 Vera Drive, Hillsdale, MI 49242
 Web Site: www.gandglass.com

Date	Estimate #
1/7/2021	21-0006

Name / Address
PLAYFORD REAL ESTATE MARY 255 E CHICAGO JONESVILLE, MI 49250

Job Site Address
UPSTAIRS APARTMENTS 255 E CHICAGO JONESVILLE, MI 49250 517-610-1341

Description	Qty
INSTALL WEATHERMASTER II WINDOWS WITH LOW E, ARGON AND HALF SCREENS BLACK EXTERIOR AND WHITE INTERIOR IN UPSTAIRS APARTMENTS INSTALL FACADE AND TRIM AROUND FRONT OFFICE WINDOWS PER OUR DISCUSSION DOUBLE HUNG SIZE- 40 X 78 TEMPERED GLASS BOTTOM SASH ONLY DELUXE MATERIALS LABOR SALES TAX	6

ACCEPTANCE OF PROPOSAL:

Prices are valid for 30 days.
 The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.
 50% required when placing your order. Balance due 15 days once the invoice is received.

Any additional materials needed to complete the job above, will involve extra charges. The extra charges will be added to the final bill.

Total Price	\$20,000.00
--------------------	-------------

Date of Acceptance:

Customer Signature:

Authorized Signature:	Prepared By:
	AMY



PLAYFORD REAL ESTATE - raised letters

Customer: Mary Playford
Address: 255 E Chicago St
Jonesville, MI 49250

Phone: 517-849-7622
Fax:
Cell:
Email: playfordmi@gmail.com

Date: 4-15-21

Quantity: 1

Background color: yellow
Text color: black
Logo color:

File name: P/Playford Real Estate/
raised letters

\$4,415.55

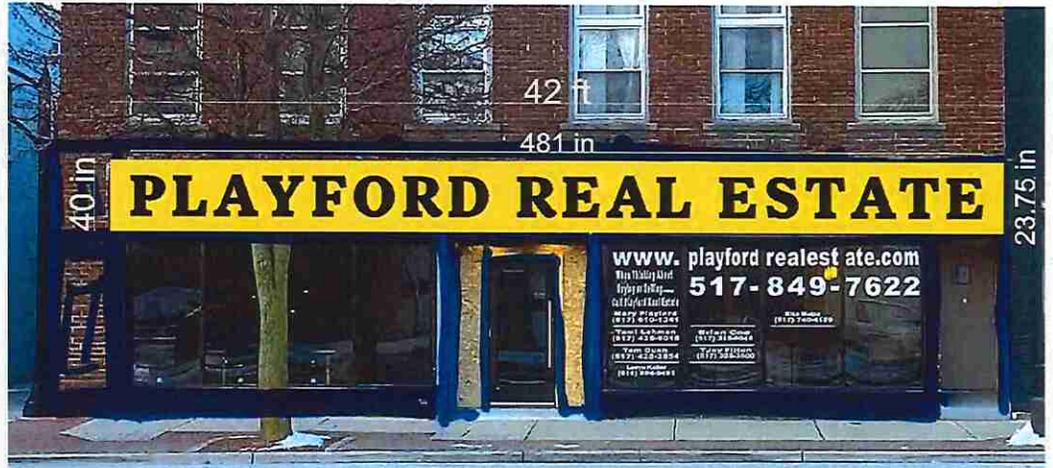
Above costs includes all labor, material and taxes.
3/4 down, balance due upon completion.
Permits if needed, are extra.
If paying by credit/debit card a 3.5% will be added.
Please call with any questions.

NOTE: The colors called out in the rendering
do not exactly match the print, to see actual
color samples ask your sales representative.

Proof #: 1 Date Created: 4-20-21 Date Edited:
Sales Person: Leslie Designer: Leslie Estimator: Leslie

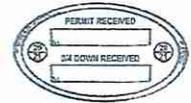
DESCRIPTION:

To install raised Gemini 3/4" thick
flat cut acrylic, flush stud
mounted to structure (by others).



Existing

For formed plastic
standard letters
\$2,839.54



APPROVED BY: _____ DATE: _____
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