



**CITY OF JONESVILLE
DOWNTOWN DEVELOPMENT AUTHORITY AGENDA
JANUARY 11, 2022, 8:30 A.M.
JONESVILLE POLICE DEPARTMENT, 116 W. CHICAGO STREET**

DDA 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** [Action Item]
4. **APPROVAL OF MINUTES**
 - A. September 14, 2021 Meeting [Action Item]
 - B. November 9, 2021 Informational Meeting [Action Item]
5. **PUBLIC COMMENT**
6. **FINANCIAL REPORT**
 - A. Through November 30, 2021 [Action Item]
7. **COMMITTEE REPORTS**
 - A. RFP Review Committee [Information Item]
8. **NEW BUSINESS**
 - A. FY 2019-20 Annual Report [Action Item]
 - i. PA 57 Treasury Report
 - ii. Activity Synopsis
 - B. Façade Grant Request [Action Item]
 - C. DDA Infrastructure Projects – Streetscape and South Parking Lot [Action Item]
 - D. Our Town Gift Card Incentive Metrics [Information Item]
 - E. Christmas in Jonesville 2021 [Information Item]
 - F. 2022 Meeting Calendar [Action Item]
9. **OTHER BUSINESS**
 - A. Staff Updates [Information Item]
10. **ADJOURNMENT**– Next Scheduled Meeting: Tuesday, March 8, 2022 8:30 a.m.

Jonesville Downtown Development Authority
Regular Meeting
Minutes of September 14, 2021

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

Absent: Penny Sarles and Gale Fix.

Also Present: Jeff Gray

Chairman Don Toffolo called the meeting to order at 8:30 a.m.

A motion was made by Joe Ruden and supported by Abe Graves to approve the agenda as presented. Motion carried.

Gerry Arno made a motion and was supported by Mary Ellen Sattler to approve the minutes of May 11, 2021. Motion carried.

A motion was made by Joe Ruden and supported by Mary Ellen Sattler to accept the financial report through August 31, 2021. Motion carried.

A motion as made by Joe Ruden and supported by Abe Graves to approve the Request for Proposals for the former Klein Tool building and recommend the same to City Council to be approved at their regular meeting scheduled for Wednesday, September 15, 2021. An Open House will be held on Wednesday, October 6, 2021 from 4:00 p.m. to 6:00 p.m. for interested parties. It was recommended that a review committee be formed with members of the DDA, Council and Planning Commission. Don Toffolo and Joe Ruden volunteered for that committee. All in favor. Motion carried.

Joe Ruden made a motion and was supported by Don Toffolo to accept the resignation of Don Germann. Motion carried.

Manager Gray provided an update to the Streetscape and Parking Lot Design, providing options for additional parking from David Fisher of Wolverine Engineering.

Manager Gray provided project updates.

The meeting was adjourned at 9:31 a.m.

The next scheduled DDA Meeting is Tuesday, November 9, 2021 at 8:30 a.m. and will be located at the Jonesville Fire Station.

Submitted by;

Cynthia D. Means
Clerk

**Jonesville Downtown Development Authority
Local Development Finance Authority
PA 57 Informational Meeting
Minutes of November 9, 2021**

Present: Don Toffolo, Gerry Arno, and Gale Fix.

Absent: Abe Graves, Penny Sarles, Chris Fast, Joe Ruden and Mary Ellen Sattler.

Also Present: Jeff Gray and Rick Schaerer (LDFA Chairman).

Chairman Don Toffolo called the meeting was called to order at 8:30 a.m.

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 updates in the 2021 calendar year from the DDA and the LDFA regarding recent development projects and near-term priorities. LDFA Chairman Rick Schaerer updated the DDA regarding LDFA activities. Chairman Don Toffolo will attend the LDFA meeting on December 15th to provide a similar update. The proposed Fiscal Year 2020-21 DDA Annual Report was also discussed. Notice of the meeting has been provided to the City Council and Hillsdale County Board of Commissioners, as required in the act.

The PA 57 Informational meeting was adjourned at 8:37 a.m.

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

There was no quorum for the meeting, the meeting was not convened and no action was taken.

Manager Gray provided informational updates for those present on Christmas in Jonesville, RFP Review Committee, US-12 resurfacing in 2023, and Consumers Energy Gift Card program.

The next scheduled DDA Meeting is Tuesday, January 11, 2022 at 8:30 a.m.

Submitted by;

Cynthia D. Means
Clerk



To: Jonesville DDA Board
From: Jeffrey M. Gray, City Manager 
Date: January 7, 2022
Re: Manager Report and Recommendations – January 11, 2022 DDA Meeting

DDA Project Priorities:

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

6. A. Financial Report

[Action]

Attached is a revenue and expenditure report for the DDA through November 30th. The report shows revenue and expenditure activity for the month of November 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 November 30th. I recommend a motion to accept the financial report through November 30, 2021. *Please refer to the attached revenue and expenditure report and cash balance report.*

COMMITTEE REPORTS:

7. A. RFP Review Committee (Members Don Toffolo and Joe Ruden, also Council Members George Humphries, Jr. and Andy Penrose; Planning Commissioner Annette Sands and alternate Charles Crouch)

This item is reserved for an update regarding the October 6th building open house and the October 27th committee meeting.

NEW BUSINESS:

8. A. FY 2020-21 Annual Report

[Action]

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. The second is an annual synopsis of DDA activities. These documents were presented at the Informational Meeting; however, there was not a quorum present to act to approve them. The documents were forwarded to the State of Michigan prior to December 31st. I would request a motion to affirm that the DDA approves staff's submittal of the documents in accordance with the law. *Please refer to the Annual Report on Status of Tax Increment Financing Plan, and the Fiscal Year 2020-21 Annual Report.*

8. B. Façade Grant Request

[Action]

Staff has been working with John and Rebekah Salazar on their application for a façade grant related to their planned improvements of the former Nash Drugs property at 237 E. Chicago Street. The qualifying investments to date total \$47,079.32. They anticipate additional investments for signage, which will also qualify for a grant. I anticipate receipt of a quote for that work and a front building rendering in the near future. Grant program guidelines allow a grant of 10% of the qualifying costs, up to \$2,500. I

recommend a motion to approve the grant in that amount, pending receipt of the sign quote and building drawing.

8. C. DDA Infrastructure Projects – Streetscape and South Parking Lot [Action]

The DDA has asked our project engineer about the possibility of converting the Downtown lane configuration to match the profile in downtown Quincy and Coldwater. Our Michigan Department of Transportation (MDOT) representatives have indicated that this can be considered. This item is reserved for discussion and possible action on the steps to pursue the project, as well as updates on the project engineering. *Please refer to the attached email and project checklist.*

8. D. Our Town Gift Card Incentive Metrics [Information]

The City staff administered two rounds of donations from Consumers Energy to fund a gift card matching program. We were successful in purchasing \$30,000 in gift cards to Downtown businesses before the holidays. The attached metrics include data requested by Consumers Energy regarding the program. *Please refer to the attached program metrics and thank you letter.*

8. E. Christmas in Jonesville 2021 [Information]

The DDA sponsored the tree lighting event in the park that included visits with Santa Claus and horse-drawn wagon rides. Debriefing notes from the park activities is attached. Any additional feedback is welcomed. *Please refer to the attached notes.*

8. F. 2022 Meeting Calendar [Action]

Consistent with the current meeting calendar, the proposed 2022 calendar proposes meeting every other month on the second Tuesday at City Hall at 8:30 a.m. 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 2022 Meeting Calendar.*

OTHER BUSINESS:

9. 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 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 11/30/2021	2021-22 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 11/30/2021 INCREASE (DECREASE)	NORMAL (ABNORMAL)			NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000 - BALANCE SHEET/REVENUE								
248-000-403.000	REAL PROPERTY TAXES	0.00	0.00	141,000.00	141,000.00	0.00		
248-000-403.075	PERSONAL PROP TAX REIMBURSEMENT	3,724.28	3,724.28	17,000.00	13,275.72	21.91		
248-000-665.000	INTEREST EARNINGS	2.38	10.50	250.00	239.50	4.20		
Total Dept 000 - BALANCE SHEET/REVENUE		3,726.66	3,734.78	158,250.00	154,515.22	2.36		
TOTAL REVENUES		3,726.66	3,734.78	158,250.00	154,515.22	2.36		
Expenditures								
Dept 442 - PARKING LOTS								
248-442-921.000	ELECTRICITY	142.71	630.94	1,500.00	869.06	42.06		
248-442-965.100	CONTRIB TO GEN FUND - PARKING LOT M&R	0.00	0.00	13,990.00	13,990.00	0.00		
Total Dept 442 - PARKING LOTS		142.71	630.94	15,490.00	14,859.06	4.07		
Dept 443 - SIDEWALKS								
248-443-702.000	SALARIES AND WAGES	0.00	264.71	600.00	335.29	44.12		
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	19.53	50.00	30.47	39.06		
248-443-716.000	HEALTH INSURANCE	0.00	33.93	50.00	16.07	67.86		
248-443-718.000	DISABILITY	0.00	2.00	5.00	3.00	40.00		
248-443-719.000	RETIREMENT - EMPLOYER PORTION	0.00	14.68	50.00	35.32	29.36		
248-443-721.000	LIFE INSURANCE	0.00	1.70	3.00	1.30	56.67		
248-443-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.00	0.18	1.00	0.82	18.00		
248-443-723.000	DENTAL INSURANCE	0.00	5.57	10.00	4.43	55.70		
248-443-724.000	OPTICAL INSURANCE	0.00	1.07	2.00	0.93	53.50		
248-443-930.000	REPAIRS & MAINTENANCE	0.00	0.00	200.00	200.00	0.00		
248-443-940.000	EQUIPMENT RENTAL	0.00	274.64	800.00	525.36	34.33		
Total Dept 443 - SIDEWALKS		0.00	618.01	1,821.00	1,202.99	33.94		
Dept 729 - DEVELOPMENT ACTIVITIES								
248-729-702.000	SALARIES AND WAGES	0.00	323.62	0.00	(323.62)	100.00		
248-729-715.000	EMPLOYERS SHARE - FICA & MEDICARE	0.00	23.14	0.00	(23.14)	100.00		
248-729-716.000	HEALTH INSURANCE	0.00	88.76	0.00	(88.76)	100.00		
248-729-718.000	DISABILITY	0.00	2.21	0.00	(2.21)	100.00		
248-729-719.000	RETIREMENT - EMPLOYER PORTION	0.00	16.18	0.00	(16.18)	100.00		
248-729-721.000	LIFE INSURANCE	0.00	2.28	0.00	(2.28)	100.00		
248-729-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.00	0.24	0.00	(0.24)	100.00		
248-729-723.000	DENTAL INSURANCE	0.00	10.11	0.00	(10.11)	100.00		
248-729-724.000	OPTICAL INSURANCE	0.00	1.94	0.00	(1.94)	100.00		
248-729-740.000	OPERATING SUPPLIES	0.00	30.09	0.00	(30.09)	100.00		
248-729-800.000	COMMUNITY PROMOTION-FACADE PROGRAM	0.00	2,500.00	17,500.00	15,000.00	14.29		
248-729-801.000	PROFESSIONAL SERVICES	0.00	370.00	0.00	(370.00)	100.00		
248-729-820.000	MEMBERSHIPS/DUES/SUBSCRIPTIONS	0.00	200.00	200.00	0.00	100.00		
248-729-900.000	PRINTING & PUBLISHING	0.00	311.95	0.00	(311.95)	100.00		
248-729-965.200	CONTRIB TO GEN FUND	0.00	0.00	3,837.00	3,837.00	0.00		
248-729-965.300	CONTRIB TO GEN FUND - ADMIN/WAGES	0.00	0.00	28,728.00	28,728.00	0.00		
Total Dept 729 - DEVELOPMENT ACTIVITIES		0.00	3,880.52	50,265.00	46,384.48	7.72		

User: LSPAHR

DB: Jonesville

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 11/30/2021	2021-22 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
		MONTH 11/30/2021	INCREASE (DECREASE)				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 733 - DOWNTOWN/STREETSCAPE							
248-733-702.000	SALARIES AND WAGES	608.55		2,074.12	5,500.00	3,425.88	37.71
248-733-715.000	EMPLOYERS SHARE - FICA & MEDICARE	45.61		154.64	500.00	345.36	30.93
248-733-716.000	HEALTH INSURANCE	37.75		217.67	500.00	282.33	43.53
248-733-718.000	DISABILITY	4.81		19.86	50.00	30.14	39.72
248-733-719.000	RETIREMENT - EMPLOYER PORTION	35.41		129.66	300.00	170.34	43.22
248-733-721.000	LIFE INSURANCE	3.69		15.36	30.00	14.64	51.20
248-733-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.37		1.61	5.00	3.39	32.20
248-733-723.000	DENTAL INSURANCE	9.01		41.20	100.00	58.80	41.20
248-733-724.000	OPTICAL INSURANCE	1.77		8.04	25.00	16.96	32.16
248-733-740.000	OPERATING SUPPLIES	0.00		0.00	500.00	500.00	0.00
248-733-910.000	INSURANCE	0.00		190.00	175.00	(15.00)	108.57
248-733-921.000	ELECTRICITY	616.42		2,446.78	5,300.00	2,853.22	46.17
248-733-921.100	ELECTRICITY - CHRISTMAS LIGHTS	77.28		77.28	1,100.00	1,022.72	7.03
248-733-924.000	WATER AND SEWER	0.00		8.75	200.00	191.25	4.38
248-733-930.000	REPAIRS & MAINTENANCE	20.99		20.99	800.00	779.01	2.62
248-733-930.100	REPAIRS & MAINT - STREET LIGHTS	0.00		1,109.18	2,000.00	890.82	55.46
248-733-940.000	EQUIPMENT RENTAL	204.72		1,328.39	2,700.00	1,371.61	49.20
Total Dept 733 - DOWNTOWN/STREETSCAPE		1,666.38		7,843.53	19,785.00	11,941.47	39.64
Dept 895 - PROMOTIONS							
248-895-702.000	SALARIES AND WAGES	318.87		1,283.13	4,000.00	2,716.87	32.08
248-895-715.000	EMPLOYERS SHARE - FICA & MEDICARE	23.83		96.05	400.00	303.95	24.01
248-895-716.000	HEALTH INSURANCE	20.89		89.74	350.00	260.26	25.64
248-895-718.000	DISABILITY	2.38		10.16	30.00	19.84	33.87
248-895-719.000	RETIREMENT - EMPLOYER PORTION	18.84		74.29	300.00	225.71	24.76
248-895-721.000	LIFE INSURANCE	1.96		7.78	20.00	12.22	38.90
248-895-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.22		0.82	5.00	4.18	16.40
248-895-723.000	DENTAL INSURANCE	5.80		18.58	50.00	31.42	37.16
248-895-724.000	OPTICAL INSURANCE	1.11		3.72	10.00	6.28	37.20
248-895-882.000	DECORATIONS-CHRISTMAS/BANNERS/BOWS	337.03		1,081.97	2,000.00	918.03	54.10
248-895-883.000	OTHER-LUMINATE/CELEBRATE/GATHER,ETC	0.00		0.00	500.00	500.00	0.00
248-895-883.100	OTHER - RIVERFEST/JBA/ETC	0.00		0.00	1,000.00	1,000.00	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	84.29		183.41	1,100.00	916.59	16.67
Total Dept 895 - PROMOTIONS		815.22		2,849.65	10,065.00	7,215.35	28.31
Dept 897 - OTHER ACTIVITIES							
248-897-965.301	CONTRIB TO DEBT SERVICE	3,161.00		3,161.00	56,322.00	53,161.00	5.61
Total Dept 897 - OTHER ACTIVITIES		3,161.00		3,161.00	56,322.00	53,161.00	5.61
TOTAL EXPENDITURES		5,785.31		18,983.65	153,748.00	134,764.35	12.35
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		3,726.66		3,734.78	158,250.00	154,515.22	2.36
TOTAL EXPENDITURES		5,785.31		18,983.65	153,748.00	134,764.35	12.35
NET OF REVENUES & EXPENDITURES		(2,058.65)		(15,248.87)	4,502.00	19,750.87	338.71

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH - CHECKING	1,500.18
248-000-007.000	CASH - MI CLASS INVESTMENT ACCT	107,103.71
248-000-123.000	PREPAID EXPENSES	126.00
Total Assets		108,729.89
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	1,194.43
Total Liabilities		1,194.43
*** Fund Balance ***		
248-000-390.000	FUND BALANCE	122,784.33
Total Fund Balance		122,784.33
Beginning Fund Balance		122,784.33
Net of Revenues VS Expenditures		(15,248.87)
Ending Fund Balance		107,535.46
Total Liabilities And Fund Balance		108,729.89

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	City of Jonesville	TIF Plan Name	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 ending in 2021.	Downtown Development Authority		2021
	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 FY21?	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:		
	Year school tax capture is scheduled to expire:		

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan ↓	TIF Revenue
Ad valorem PRE Real	\$ 281,720	\$ 220,800	\$ 60,920	24.3900000	\$1,485.84
Ad valorem non-PRE Real	\$ 9,326,206	\$ 4,449,750	\$ 4,876,456	24.3900000	\$118,936.76
Ad valorem industrial personal	\$ -	\$ -	\$ -	24.3900000	\$0.00
Ad valorem commercial personal	\$ 1,644,400	\$ 1,637,707	\$ 6,693	24.3900000	\$163.24
Ad valorem utility personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
Ad valorem other personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ 22,136	\$ (22,136)	12.1950000	(\$269.95)
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ 418,100	\$ (418,100)	12.1950000	(\$5,098.73)
IFT New Facility personal property, all other	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax New Facility	\$ 7,540	\$ 48,800	\$ (41,260)	24.3900000	(\$1,006.33)
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ 20,596	\$ -	\$ 20,596	24.3900000	\$502.34
Commercial Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Exempt (from all property tax) Real Property	\$ -	\$ -	\$ -	0.0000000	\$0.00
Total Captured Value		\$ 6,797,293	\$ 4,483,169		\$114,713.17 Total TIF Revenue



City of Jonesville Downtown Development Authority FY 2020-21 Annual Report

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 2020-21 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 1st and ends June 30th.

Authority Accomplishments

- Restarted the Façade Improvement Program, including updated guidelines allowing for a grant of up to \$2,500 to match 10% of total project costs.
- Partnered with Consumer's Energy's Our Town Gift Card Match program and a private contributor. The \$10,600 in donations matched individual gift card purchases to distribute \$21,200 to Downtown businesses before Christmas.
- Appointed a Redevelopment Committee and a Facilities and Design Committee to assist the board with planning of Downtown activities. The DDA also established the following board priorities: Klein Tool building redevelopment; streetscape reconstruction; and South Parking Lot improvements.

Projects and Investments

- Engaged the services of Wolverine Engineers & Surveyors, Inc. for design services for the Chicago Street Streetscape and South Parking Lot improvements.
- Completed the final investment to maintain mast arm traffic signals associated with the Michigan Department of Transportation (MDOT) signal modernization project.
- 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

- Provided financial support for the Downtown fall display.
- The DDA supported costs associated with park and Downtown decorations, including additional lights in Carl Fast Park and electricity costs to support the Lion's Club Lights of Love project. The City received many compliments about the appearance of the park and the Downtown during the holiday season.

Fund Balance and Capital Project Planning

The DDA retains an estimated fund balance at the close of the fiscal year of approximately \$157,000. The DDA eliminated the \$25,000 reserve for a revolving loan fund, out of the interest of assuring maximum flexibility for the use of those funds for eligible projects and Downtown investments.

The DDA has several capital projects planned for the next 5 years whose cost exceeds the current reserve funds. The DDA Budget Committee met through the spring and developed a tentative prioritization of future capital projects to commence after debt obligations are completed for the North Parking Lot project in 2024.

Upcoming projects include streetscape improvements, South Parking Lot enhancements, and wayfinding signs. Future projects, as prioritized during review by the Budget Committee are summarized on pages 21-23 of the FY2021-22 through 2026-27 Capital Improvement Plan, available for review at City Hall or on the City's website, www.jonesville.org.



City of
Jonesville

RECEIVED
DEC 22 2021

BY: _____
265 E. Chicago Street, Jonesville, MI 49250

(517) 849-2104
(517) 849-9037 Fax
www.jonesville.org
manager@jonesville.org

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

Applicant Name	Phone Number	Email Address
John & Rebekah Salazar	517-425-2174	Salazar.beauty@yahoo.com
Property Address		
237 East Chicago St. Jonesville, MI		
Business Name	Business Contact Name	Business Phone
Belleza Salon & Spa	Rebekah Salazar	517.42.2174
Applicant is (check one): <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Tenant		

Property Owner Name	Phone Number	Email Address
John & Rebekah Salazar	517-902-5908	SalazarJohnP@gmail.com

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

Light demo with 5 new rooms placed upstairs. New lights, new HVAC, new electrical, New plumbing, new flooring, New awnings, new paint (interior/exterior). Building will meet requirements to be a Salon & Spa at end.

Façade Improvements – Check what is applicable and indicate the cost estimate			
<input checked="" type="checkbox"/> Awnings: \$2,720.32	<input type="checkbox"/> Signage: \$	<input type="checkbox"/> Windows: \$	<input type="checkbox"/> Doors: \$
<input type="checkbox"/> Paint: \$	<input type="checkbox"/> Masonry: \$	<input type="checkbox"/> Lighting: \$	<input type="checkbox"/> Demolition: \$
<input type="checkbox"/> Exterior Carpentry: \$		<input type="checkbox"/> Other _____: \$	
Total Estimated Cost of Façade Improvements:		\$ 2,720.32	

Eligible Match – Check what is applicable and indicate the cost estimate			
<input type="checkbox"/> Structural: \$	<input type="checkbox"/> Electrical: \$ 7,500.00	<input type="checkbox"/> HVAC: \$23,959.00	<input type="checkbox"/> Plumbing: \$12,900.00
<input type="checkbox"/> Parking: \$	<input type="checkbox"/> Landscape: \$	<input type="checkbox"/> Other _____: \$	
Total Estimated Cost of Eligible Match Items:		\$ 44,359.00	

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.

Rebekah Salazar _____ 12.20.21 _____
Applicant Date

Rebekah Salazar _____ 12.20.21 _____
Property Owner Date

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



GRIDER

MECHANICAL SPECIALISTS

512 W. Chicago St. • Jonesville, MI • 49250 • (517) 474-5305 • gridermechanical@gmail.com

Belleza Salon and spa John Salazar. For the property at 237 East Chicago Jonesville Mi.

For a complete HVAC System to include...

A 7.5 ton Bryant Commercial rooftop unit equipped with a stainless steel heat exchanger, a smoke detector and a factory installed economizer to let 25 to 30 percent outside air into the building as required by state code. Unit to be set on a roof curb and placed on the roof, roof flashing to be done by others.

A complete duct system using exposed spiral in the main salon area with round diffusers routed to the work stations and return airs to be routed to the common wall mounted high facing the salon area. The duct for the office and spa rooms to go into ceiling diffusers, supply and return in each room.

A WiFi Thermostat to control the unit wherever you are.

This price includes taxes, permits, labor and material.

TOTAL INVESTMENT: 23,959.00

Thank you for the opportunity to bid this work and we look forward to working with you in the near future.

Sincerely, Chris Grider

Jabour Plumbing LLC

1781 Grays Lake
Jonesville, MI. 49250
517-849-7466

9-22-2021

Estimate; Belleza Salon and Spa

John and Rebekah Salazar
517-902-5908

We will supply and install complete plumbing package, including all water and drain connections for the following;

2 new ADA compliant toilets in same locations
1 hand sink
2 shampoo sinks
2 pedicure stations
1 washer connection box
1 Navien tankless gas water heater with hot water recirc pump and buffer tank.
1 water softener by Heffernan Soft Water of Hillsdale

We will supply new American Standard toilets and seats, Navien tankless gas water heater and water softener.

Hand sink and faucet, shampoo sinks and faucets, and pedicure stations supplied by owner.

We will connect to existing water and sewer piping in basement.

All the above, including toilets, water heater, softener and all piping materials, labor and permit for the sum of **\$12,900.00.**

Thank you for considering Jabour Plumbing!
Ryan Jabour
517-398-2421 (cell)

WADE ELECTRO INC
 108 WEST ST. JOE
 PO BOX 297
 LITCHFIELD, MI 49252-0297
 517-320-7897



Estimate

DATE	ESTIMATE #
8/4/2021	BELLEZA

REBEKAH SALAZAR
 BELLEZA SALON
 JONESVILLE, MI

PROJECT

QTY	DESCRIPTION
	WE PROPOSE TO SUPPLY LABOR AND MATERIALS FOR COMMERCIAL SALON SPACE AS FOLLOWS:
36	RECEPTACLES - GENERAL PURPOSE THROUGHOUT
11	LIGHTING - SWITCHES
17	LIGHTING - BOXES AND CONNECTIONS FOR OWNER PROVIDED LIGHTING FIXTURES
3	EMERGENCY LIGHTING / EXIT SIGNS
1	SIGN CIRCUIT FOR BUILDING FRONT
1	ELECTRICAL PERMIT
	MI SALES TAX

	TOTAL	\$7,500.00
--	--------------	------------

ADDISON AWNING & SIGN

Since 1895

3990 Francis Street ~ Jackson, Michigan 49203
(517) 782-8473 ~ FAX (517) 782-6170 ~ E-MAIL info@addisonawning.com

~~~~~  
Belleza Salon & Spa  
237 East Chicago Rd.  
Jonesville, MI 49250  
517-425-2174

September 24, 2021  
Proposal

Salazar.beauty@yahoo.com  
~~~~~

Two new fixed frame awnings and take down of old large awnings complete with all materials, labor, framework, graphic, installation and sales tax.

Frames – New, 1” Square welded awning tube

Material – Sunbrella, Black

Graphic – Address “237” on both awnings

Size -	Rear awning	Front awning
	Width 60”	Width 84”
	Height 48”	Height 36”
	Projection 42”	Projection 36”
	Face 8”	Face 8”

Price - \$2,720.32

Terms – ½ Down, net complete

Completion – 4 to 6 weeks

Thank you,



Owen Welsh



DOWNTOWN DEVELOPMENT AUTHORITY (DDA) FACADE IMPROVEMENT PROGRAM GUIDELINES

The purpose of the program is to encourage and stimulate improvements to the exterior of commercial buildings within the district. This includes the front, rear and sides of buildings where the public would regularly access the business. The Jonesville DDA finds that the creation and maintenance of a visually pleasing and inviting business sector is a public purpose which can be achieved in part through improvements to commercial building facades in the district. The improvement and maintenance of business facades will enhance our image as a consumer-friendly and economically prosperous community in which to shop, dine and do business. The intent of the facade improvement program is to strengthen the economic viability of the Downtown Development Authority district by providing financial incentives for improving the exterior appearances of its commercial buildings. The program provides an opportunity to preserve the architectural heritage of the downtown and enhance the other commercial sectors of our community.

Program Description:

Subject to funding availability and project approval, the Jonesville DDA may rebate up to 10% of the cost of eligible commercial building improvements. The total rebate for a facade improvement grant may not exceed **\$2,500.00** per project **and must be utilized entirely for exterior façade improvements.** The 90% applicant match may include structural improvements such as roof and foundation repair and/or electrical, HVAC, and plumbing upgrades. The match may also include improvements to parking areas and landscaping, provided these improvements are located between the front of the building and the street.

Eligible Applicants:

Owners, tenants with owner's approval, or both who have structures located within the Downtown Development Authority district may apply for facade improvement program funds for a building in which commercial business is conducted.

Eligible Buildings:

Any existing commercial building located within the DDA district that is used by an eligible applicant and is currently used or occupied by an operating commercial business is eligible. Newly constructed buildings and additions to existing structures are also eligible subject to funding availability. Storage buildings and other accessory buildings not accessible to the public are not eligible for funding.

If a building under one ownership is divided into more than one unit for purposes of commercial tenancy, each separate unit which has an individual storefront, side or rear facade and an independent ground floor entry shall be eligible to receive funding provided however, that the funding shall not exceed **\$5,000.00** for the entire building, subject to funding availability.

Program Financing:

The Jonesville DDA will reimburse 10% (up to **\$2,500.00**) of total eligible facade grant program expenses. Once a building has reached the maximum amount of **\$2,500** in facade grant reimbursement the building may not be eligible for additional funding for a period of **3 years** from the date of the final reimbursement.

Design Guidelines:

Projects approved for facade improvement program funds must comply with all applicable City of Jonesville ordinances, including the Design Standards for Downtown buildings described in Section 9.04 of the Zoning Ordinance and included in Appendix A of these program guidelines. Projects must comply with applicable building codes. Building permits and plan approvals, if applicable, shall be obtained prior to commencing work. Fees and costs associated with permit approvals are not eligible for reimbursement by the façade grant program funds.

Eligible Exterior/Facade Improvements:

Materials and wages for improvements to the front, rear and side facades of eligible buildings that are open to public access, when completed in conjunction with a significant renovation project, such as, but not limited to the following items:

Awnings	Carpentry	Doors/Entryways
Lighting	Masonry Cleaning	Painting
Removal/Demolition	Restoration	Signs
Storefront Constructions	Windows	

Ineligible Exterior Façade Expenses:

All expenses incurred prior to the DDA’s receipt, review and approval of a Facade Improvement Program application are ineligible. Examples of additional ineligible expenses include, but not limited to the following items:

- Property acquisition
- Mortgage or land contract refinancing expenses and interest
- Loan Fees, Building Permit Fees, Site Plan Fees, Sign Permit Fees
- Appraiser, attorney, interior decorator fees
- Wages paid to the applicant or relatives unless licensed to perform such work
- Furnishings, trade fixtures, display cases, counters or other items considered “personal property”
- Reusable or removable items
- Interior building work or improvements
- Site improvements completed in conjunction with a City of Jonesville special assessment district
- Any portion of expenses for which applicant pays a contractor in merchandise or service

Timetable:

Unless otherwise agreed in writing when the project is approved for Facade Improvement Program funding, in the event the actual physical construction on a project has not commenced within 90 days of the DDA funding commitment, the Jonesville DDA will re-evaluate the status of the project. At its discretion, the DDA reserves the right to cancel or extend the funding commitment.

Program Exceptions:

At the DDA’s discretion and with a majority vote of the Board, an exception to any facade improvement program guidelines may be granted due to special conditions or situations which were not apparent at the time of the program’s inception.

Application, Approval & Payment Procedures:

Contact the Jonesville City Hall for Facade Improvement Program information and application packet during normal business hours at 265 E. Chicago Street and review proposed facade improvement design with City Manager, City Zoning Administrator and/or DDA Chairperson.

Submit completed application, design plans, cost estimates to the Jonesville DDA via Jonesville City Hall, 265 E. Chicago Street, Jonesville, Michigan 49250. The DDA accepts applications throughout the year. The deadline for submission of facade improvement program applications containing all required information is the first of each month.

CONSTRUCTION WORK BEGUN PRIOR TO ISSUANCE OF A BUILDING PERMIT, IF REQUIRED, AND PRIOR TO DDA'S RECEIPT, REVIEW AND APPROVAL OF THE APPLICATION WILL NOT BE CONSIDERED AN ELIGIBLE EXPENSE AND WILL NOT BE REIMBURSED TO THE APPLICANT.

Appendix A: Design Guidelines for Façade Improvements

From Section 9.04 of the Zoning Ordinance

SECTION 9.04 DESIGN STANDARDS

In addition to standards set forth in this Chapter, all proposed development in the Downtown Form-Based Code (DFBC) Districts shall comply with the standards set forth herein.

A. Building Design and Materials:

1. **Overall Design:** It is the intent of this Chapter to improve the appearance of and add visual interest to the DFBC. Emphasis shall be placed upon methods that focus attention on attractive buildings that front on the adjacent right-of-way.
2. **Materials.** Durable building materials, simple configurations, and solid craftsmanship are required. Fifty percent (50%) of walls visible from public streets, exclusive of wall areas devoted to meeting transparency and ground story activation requirements, shall be constructed of brick, glass, fiber cement siding, metal (beams, lintels, trim elements, and ornamentation only), wood flap, split-faced block, or stone. Exterior Insulation Finishing Systems (E.I.F.S), stucco and vinyl or aluminum siding should only be used for accents.

B. Façade Variation: The maximum length of an uninterrupted building façade facing public streets and/or parks shall be thirty (30) feet. Façade articulation or architectural design variations for building walls facing the street are required to ensure that the building is not monotonous in appearance. Building wall offsets (projections and recesses), cornices, varying building materials or pilasters shall be used to break up the mass of a single building.

C. Ground Story Activation:

1. **Transparency:**
 - a. The first floors of all buildings shall be designed to encourage and complement pedestrian-scale activity and crime prevention techniques. It is intended that this be accomplished principally by the use of windows and doors arranged so that active uses within the building are visible from or accessible to the street, and parking areas are visible to occupants of the building. The first floor of any front façade facing a right-of-way in the D-1 sub-district shall be no less than seventy percent (70%) windows and doors, and the minimum transparency for facades facing a side street, side yard, or parking area shall be no less than thirty percent (30%) of the façade. The first floor of any front façade facing a right-of-way in the D-2 sub-district shall be no less than fifty percent (50%) windows and doors, and the minimum transparency for facades facing a side street, site yard, or parking area shall be no less than thirty percent (30%) of the façade.

When property in both the D-1 and D-2 sub-districts have frontage on US-12 and another street, any other street frontage is considered a side street.

- b. Transparency requirements shall not apply to sides which abut an alley.

- c. Windows for building sides shall be concentrated toward the front edge of the building, in locations most visible from an urban open space or public right-of-way.

Figure 9-1. Transparency and Building Façade Features



2. Transparency Alternatives: The following alternatives may be used singularly or in combination. They may count toward no more than fifty percent (50%) of the transparency requirement.
- a. Wall Design: Wall designs that provide visual interest and pedestrian-scale may count as a transparency alternative if they provide a minimum of three (3) of the following elements, occurring at intervals no greater than twenty-five (25) feet horizontally and ten (10) feet vertically:
- Expression of structural system and infill panels through change in plane not less than three (3) inches.
 - System of horizontal and vertical scaling elements such as: belt course, string courses, cornice, pilasters, and the like (See Figure 9-1 on previous page).
 - System of horizontal and vertical reveals not less than one (1) inch in width/depth.
 - Variations in material module, pattern, and/or color.
 - System of integrated architectural ornamentation.
 - Green screen or planter walls.
 - Translucent, fritted, patterned or colored glazing.

- b. Outdoor Dining/Seating: Outdoor dining/seating located between the building and the primary street zone lot line may count toward the transparency requirement. Such spaces must be permanently created by a wall or other permanent improvement defining the outdoor dining area.
- c. Permanent Art. Non-commercial art or graphic design of sufficient scale and orientation to be perceived from the public right-of-way and rendered in materials or media appropriate to an exterior, urban environment and permanently integrated into the building wall may count toward the transparency requirement.

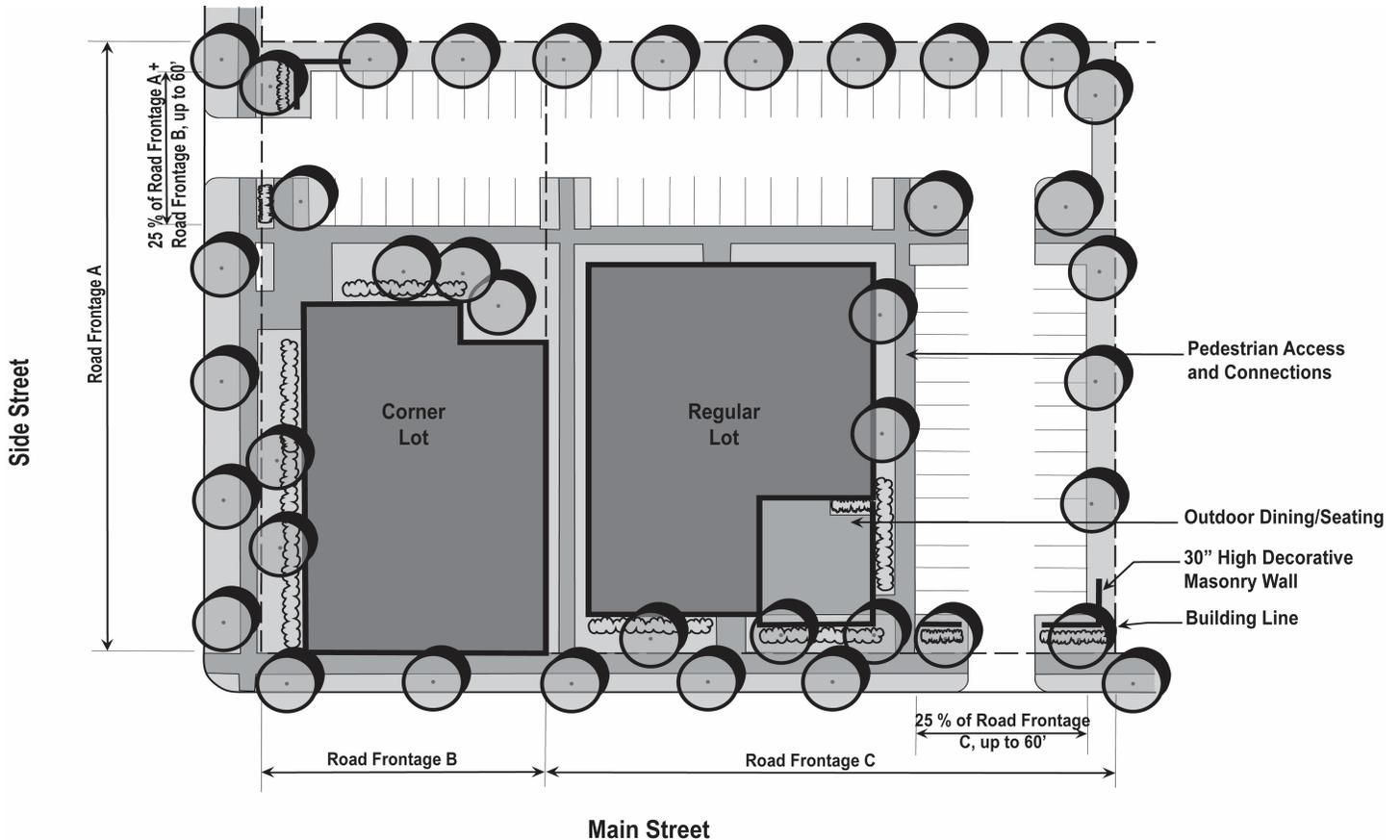
D. Pedestrian Access/Entrance:

- 1. The primary entrance for a non-residential and/or mixed-use building shall be clearly identifiable, useable and located facing the right-of-way.
- 2. A pedestrian connection shall provide a clear, obvious, publicly-accessible connection between the primary street upon which the building fronts and the building. The pedestrian connection shall comply with the following (for those public entryways recessed from the public sidewalk):
 - a. Fully paved and maintained surface not less than five (5) feet in width.
 - b. Unit pavers or concrete pavers distinct from the surrounding parking and drive lane surface.
 - c. Located either within a raised median or between wheel stops to protect pedestrians from vehicle overhangs where parking is adjacent.
- 3. Additional Entrances: If a parking area is located in the rear or side yard, it must also have a rear entrance to the building that is consistent with the materials and quality to that of the primary entrance.
- 4. Direct vehicular access to a building within the DFBC from the right-of-way is prohibited.

E. Parking: Parking may be provided in the D-1 and D-2 sub-districts. When provided on-site, whether required or not required, parking must comply with the following:

- 1. When parking is located in a side yard (behind the front building line) but fronts on a required building line, no more than twenty-five percent (25%) of the total site's linear feet along the required building line or sixty (60) feet, whichever is greater, shall be occupied by parking.
- 2. For a corner lot or lot with multiple frontages, no more than twenty-five percent (25%) of the total site's linear feet along the required building line or sixty (60) feet, whichever is greater, shall be occupied by parking on both frontages.

Figure 9-2. Parking Location



F. Landscape and Streetscape. Landscape and streetscape elements shall be required in accordance with the following:

1. Street furniture shall be provided at a ratio of one (1) element for every thirty (30) linear feet of frontage along a right-of-way. Street furniture may be located in the right-of-way or on private property, provided they are located between the front building line and the back-of-curb. Permitted street furniture features include:
 - a. A permanently mounted seating fixture constructed of decorative metal.
 - b. A permanently reserved planting bed with defined, durable edges. Such beds must be a minimum of twenty (20) square feet in area and should be raised or protected from the surrounding paved areas by a durable curb, edge, or other designed feature. Planting beds must be planted with hardy plants and general areas within planting beds must be planted with groundcover to reduce soil loss.
 - c. Waste receptacle constructed of decorative metal.
2. Parking areas which front a right-of-way shall be screened from the public right-of-way by a thirty (30)-inch decorative masonry wall. Such wall may be located directly along the front property line or may be recessed and buffered by a landscape bed three (3) feet in depth.

Jeff Gray

From: Fossitt, Jason (MDOT) <FossittJ@michigan.gov>
Sent: Wednesday, October 13, 2021 9:01 AM
To: Jeff Gray
Cc: Pittman, Jason (MDOT)
Subject: US-12 Jonesville Road Diet
Attachments: 1629_Jonesville_Road_Diet.pdf

Jeff,

After a quick review of the average daily traffic on US-12 in Jonesville it was determined a Road Diet can be considered. The average daily traffic for US-12 in Jonesville is approximately 12,000. MDOT will typically allow the study for a Road Diet if average daily traffic is 15,000 or less.

If the village of Jonesville would like to move forward with this the next step is to complete the Road Diet checklist. (See attached file). To complete this checklist the village would have to hire a Consultant to complete some traffic modeling and safety review. One key part to this process is the village hosting a public meeting to get input from your residents and have your council pass a resolution of support. After the checklist items are completed it is submitted to MDOT for review.

Once the checklist is completed and reviewed MDOT will incorporate the changes from a 4 lane to 3 lane cross sections into our construction plans. MDOT will cover the construction costs for implementing the new cross section. The conversion will be accomplished by pavement restriping and addition of signage. If the city wants something above this it would have to participate in the cost.

The Jackson TSC is going to construct a 4-3 lane conversion on M-50 in Tecumseh. They followed the same process.

I think it would be best to set another meeting to go over this information in the next week or two. Please let me know when you are available.

Thank you

Jason Fossitt PE
Operations Engineer
Jackson TSC
517-719-3215

ROAD DIET CHECKLIST

The Road Diet Checklist is a tool for Department staff to utilize when analyzing a roadway segment for a potential road diet. All items should be considered, but are not required (unless otherwise noted). Department staff should use the completed checklist along with engineering judgment to determine if a road diet should be implemented. A Road Diet is considered to be any reduction in the number of through lanes along a roadway segment.

The completed checklist must be presented to the Engineering Operations Committee (EOC) for information only prior to being implemented on the road. Completed checklists should be sent to the Engineer of Traffic and Safety, for placement on the next available EOC Agenda.

ROAD DIET LOCATION

TSC		COUNTY		CITY / VILLAGE / TOWNSHIP
ROUTE	CS	BMP	EMP	ADT
JN (if app)	COMPLETED BY		DATE	LOCATION DESCRIPTION

GENERAL ITEMS

	The Road Diet is being proposed by an entity other than the Department.
	The local municipality's governing body has passed a formal resolution in support of the Road Diet. <i>This item is required. Attach copy of resolution.</i>
	The local municipality (city/village/township) within which the Road Diet is being considered has adopted a Transportation Plan, Master Plan and/or Complete Streets Policy. <i>If this item is 'No', the next item is not applicable.</i>
	The Transportation Plan, Master Plan and/or Complete Streets Policy have been considered during the planning and design of the Road Diet.

	<p>The Road Diet will result in on-street parking where it does not currently exist. If this item is 'No', the next item is not applicable.</p>
	<p>A formal agreement between MDOT and the local municipality indicating the local municipality's responsibility in participating in funding the project and future maintenance of the on-street parking areas has been drafted.</p>
	<p>The Road Diet is located within a CMAQ nonattainment or maintenance area. If this item is 'No', the next item is not applicable.</p>
	<p>The proposed lane configuration has been analyzed for air quality conformity and is determined to be acceptable.</p>
	<p>The Road Diet will utilize federal funding. If this item is 'No', the next item is not applicable. If this item is 'Yes', the next item is required.</p>
	<p>The FHWA Area Engineer has been informed of the Road Diet.</p>
	<p>A public involvement meeting to which all road users were invited, including area residents/business owners and commuters, must take place prior to the project's design being 30% complete. Written comments from the public must be taken at the meeting and will be used to determine if controversy exists. This item is required. Provide details of public feedback in COMMENTS section.</p>

COMPLETE STREETS ITEMS

	<p>It is predicted that the Road Diet will result in an improvement in mobility for non-vehicular transportation modes.</p>
--	---

	Accommodations for non-motorized users (i.e. bike lanes, pedestrian refuge islands) have been incorporated into the design of the Road Diet where appropriate.
	Bus routes exist within the Road Diet influence area. <i>If this item is 'No', the next item is not applicable.</i>
	Accommodations for maintenance of safe bus loading and unloading zones have been incorporated into the design of the Road Diet where appropriate.
	An at-grade railroad crossing exists within the Road Diet influence area. <i>If this item is 'No', the next item is not applicable.</i>
	Accommodations have been incorporated into the design for commercial and transit vehicles that must stop at the at-grade railroad crossing.

GEOMETRIC, OPERATIONS AND SAFETY ITEMS

	Turning movements at all signalized and major un-signalized intersections are acceptable for the appropriate design vehicle.
	Where on-street parking is proposed, intersection sight distance at all affected intersections is acceptable.
	The Geometric Design Unit has reviewed and concurs with the Road Diet.

	A SYNCHRO analysis for proposed conditions and future traffic volumes (a) shows that a reasonable Level of Service (LOS) will be maintained during the peak hour at all signalized and major un-signalized intersections. A reasonable LOS is defined as D or better for urban and C or better for rural/between.
	Delay mitigation techniques have been incorporated into the design for individual intersection movements that are predicted to operate at LOS D or worse according to the SYNCHRO model.
	Potential timing and/or phasing changes to existing traffic signals have been vetted through the Traffic Signals Unit for incorporation into the Road Diet.
	The route on which the Road Diet is being considered is a Freeway Emergency Route.
	The route on which the Road Diet is being considered part of the National Truck Network or Special Designated Highways.
	Historically, how many times per year has freeway traffic been diverted to the route on which the Road Diet is being considered as the result of an incident or emergency? <i>If this item is '0', the next item is not applicable.</i>
	Additional features (i.e. special signal timing plans) have been incorporated into the design of the Road Diet to mitigate delays and congestion associated with the diversion of traffic during a freeway closure.
	A Highway Safety Manual analysis predicts an overall crash reduction as a result of the Road Diet under future traffic volumes (a).
	A Road Safety Audit has been conducted for the Road Diet. <i>If this item is 'No', the next item is not applicable.</i>

	The Road Safety Audit Team recommended that the Road Diet be implemented.
--	---

ENVIRONMENTAL ITEMS

	To be environmentally classified, the project must include "Road Diet" in the scope of work provided to the Environmental Coordinator. Is "Road Diet" included in the scope of work? <i>This item is required.</i>
--	---

	Pilot projects will have the same level of requirement as permanent road projects. Is this a pilot project?
--	---

	If the Road Diet is over one mile in length, has the environmental section been contacted? <i>This item is required.</i>
--	---

(a) Future traffic volumes refer to 15-20 years out when reestablishment of curb lines is required; 3 years out when only pavement marking and signing changes are required. Seasonal fluctuations in traffic volumes, if they exist, should also be considered.

COMMENTS (Attach additional pages if necessary)

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2021 "OUR TOWN" GIFT CARD MATCH PROGRAM METRICS



For both rounds of the sale, customers ordered gift cards from City staff for any participating business in the DDA district. An individual gift card purchase of \$25.00 would be matched with \$25.00 in program funds, to provide a \$50.00 gift card. Sales were limited so that an individual could purchase up to four gift cards, and were encouraged to consider purchasing from multiple businesses.

Round One

- Donation Amount: \$9,000
- Sale Date: Tuesday, December 7, 2021
- Sold out in 20 minutes

Round Two

- Donation Amount: \$6,000
- Sale Date: Thursday, December 17, 2021
- Sold out in just under 2 hours

Number of Social Media and Email Outreach Impressions

- There were a total of 8 postings to the City's Jonesville Michigan Facebook page.
 - There were two postings, plus a Facebook event posted before each of the two sales.
 - There was one thank-you posting after each of the two rounds.
- Our Facebook insights show that a total of 9,290 people were reached between the 8 posts.
 - The largest single outreach was on the initial post announcing the program, which reached 2,627 people.
- We made two direct email announcements to the DDA and City Council at the time that press went out on each of the two rounds.
- The City also maintained a dedicated webpage for the program at www.jonesville.org/giftcards.aspx and directed traffic for order forms and other event information. The website was updated for the two rounds of the program.

Number of Times Consumers Energy was Tagged in Outreach Impressions

- In each posting, the City tagged Consumers Energy and used the recommended hashtag #SupportLocalMI.
- Where Facebook events do not allow tagging of other accounts or hashtags, we developed a unique program graphic that featured the Our Town logo and Consumers Energy's generous donations.
- Consumers Energy's donation was announced in the two email announcements to the DDA and City Council, as well.

Number of Certificates Sold

- A total of 360 \$50.00 certificates/cards were sold to 93 different individuals in Round One.
- A total of 240 \$50.00 certificates/cards were sold to 67 different individuals in Round Two.

- There were 16 participating businesses; individuals selected at least one gift card from all but one of the businesses.
- Individuals favored the restaurants with their purchases. The top three businesses for purchases were Olivia's Chop House (142 cards), Saucy Dogs (108), and Main Street Pizza (102).

Number of Media Stories or Mentions

- The City issued three different press releases regarding the two rounds of sales
 - Release dated 11-23-21 announced the first round of the sale and the \$9,000 Consumers Energy donation.
 - Release dated 12-9-21 announced that Round One sold out and thanked Consumers Energy for its donation.
 - Release dated 12-10-21 announced Round Two of the sale and the \$6,000 additional donation.
- The Hillsdale Daily News ran one newspaper story in its print and online editions regarding local holiday sales that included a mention about the Round One sale.
- Radio Hillsdale – WCSR, ran dozens of announcements during their hourly news breaks. These included announcements of the press release on or around the date of receipt of the release and again on each day of the sale.

Attachments:

1. Email Announcements to DDA and City Council (2)
2. Website Updates (2)
3. Event Graphics (2)
4. Press Releases (3)
5. Hillsdale Daily News Story (1)

Jeff Gray

From: Jeff Gray
Sent: Tuesday, November 23, 2021 5:30 PM
To: Abe Graves; Chris Fast; Don Toffolo; Don Toffolo; Gale Fix; Joe Ruden; MaryEllen Sattler; Penny Sarles; Andy Penrose; Brenda Guyse; Delesha Padula; George Humphries Jr.; Gerald Arno; Jerry Drake; Tim Bowman
Cc: 'Cindy Means (clerk@jonesville.org)'
Subject: Gift Card Incentive
Attachments: Press Release-Our Town-Gift Cards 2021.pdf; Jonesville GC Program App 2021.pdf; Gift Card-Poster.pdf

Council and DDA,

We are going live today with details on this year's Our Town gift card match incentive, sponsored by Consumers Energy.

Program details are included in the attached press release, program application and poster.

You will find additional info on the City's webpage at www.jonesville.org/giftcards.aspx.

We are, of course, grateful for Consumer's donation of \$9,000 and grateful for the \$18,000 impact that it will soon have on our Downtown!

Have a wonderful Thanksgiving.

Jeff

Jeffrey M. Gray · City Manager
City of Jonesville

Please note our temporary location:
116 W. Chicago Street · Jonesville, MI 49250
(517) 849-2104



Jeff Gray

From: Jeff Gray
Sent: Friday, December 10, 2021 3:33 PM
To: Abe Graves; Chris Fast; Don Toffolo; Don Toffolo; Gale Fix; Joe Ruden; MaryEllen Sattler; Penny Sarles; Andy Penrose; Brenda Guyse; Delesha Padula; George Humphries Jr.; Gerald Arno; Jerry Drake; Tim Bowman
Subject: Gift Card Match Program
Attachments: Press Release-Our Town-2021 Rd2.pdf; Jonesville GC Program App 2021.pdf

Council and DDA,

Our gift card sale, supported by a \$9,000 donation from Consumers Energy sold out in 20 minutes on Tuesday night.

We have received the great news that Consumers is donating another \$6,000 to fund Round Two!! We are going to hold the sale on Thursday night at 5:00 p.m. at the Police Department. There are details on the City's website here:

<http://jonesville.org/giftcards.aspx>

The press release regarding the event is attached. Also attached is a card application in case you want to come down on Thursday.

Have a wonderful weekend!
Jeff

Jeffrey M. Gray · City Manager
City of Jonesville

Please note our temporary location:
116 W. Chicago Street · Jonesville, MI 49250
(517) 849-2104





SUPPORT DOWNTOWN JONESVILLE

"Our Town" Gift Card Program



Thanks to ANOTHER generous donation from Consumers Energy's "Our Town" gift card program, the Jonesville Downtown Development Authority (DDA) is doubling the amount of gift cards and gift certificates purchased through the

end of the year. This means that when you spend \$25.00, you will get an additional \$25.00 for FREE to spend at a participating business in Downtown Jonesville.

With your help, Consumers Energy and the Jonesville DDA will invest \$18,000 in Downtown businesses!

The program will take place on Tuesday, December 7th from 5:00 p.m. to 7:00 p.m., or until donated funds run out. Individuals (not businesses) may purchase up to 4 gift cards or gift certificates under the program. You are encouraged to purchase not more one card or certificate from a single business to spread the benefit to many. Orders will be processed on a first-come, first served basis.

This program sold out VERY QUICKLY last year. Once the donated funds run out, the program will be done.

How to Purchase

Purchasing is easy! Download an order form, select up to 4 gift cards from participating businesses, bring your form

Contact

Cindy Means, Clerk

cmeans@jonesville.org

City Hall, 116 W. Chicago Street

(Temporary Location)

(517) 849-2104

Quick Links

[Order Form](#)

[Press Release - 11-23-21](#)

[Program Poster](#)



payment. Gift cards will be available for pickup before Christmas. Staff will contact you when your cards are available for pickup.

Questions? Contact City Hall at (517) 849-2104.

Participating Businesses

Jilly Beans Too	Performance Automotive
Jonesville Bakery	Powers Clothing
Jonesville Hardware	Ramshackle Brewing Comany
Main Street Pizza	Saucy Dog's
My Buddy's Clip Joint	Shear Magic
Mystic Tint	Subway
Nutrition Xtreme	Udderside
Olivia's Chophouse	Vintage 720

Frequently Asked Questions

When can I redeem my gift card? And when will it expire?

This depends on the business. We recommend contacting the individual business with any questions about redemption, expiration, and current hours of operation.

My favorite business is not on the list of businesses to choose from. How can I get them involved?

Due to program limitations, only locally-owned businesses and franchises with less than 50 employees located within the DDA District are eligible. If your favorite business in the DDA District is not listed, they may not have registered to participate in the program. You may still purchase gift cards directly through the business. While there won't be a \$25 incentive you will still be helping to show your support.

How were businesses in the DDA notified of this program?

City staff made phone calls to each eligible business in the DDA District.

Terms of Service



Jonesville and the DDA from all liability and responsibility with any United States Postal Service delay and/or failure to deliver gift cards.

- Gift cards issued under this program carry the same risk that all gift cards have. Specifically, that the merchant issuing the gift card may cease business and not be able to provide the goods or services.
- After the issuance of the gift card, purchasers should contact the merchant directly with any questions or problems. Purchasers understand and agree that problems associated with a gift card or gift certificate are the sole responsibility of the issuing merchant not the City of Jonesville or the DDA.
- Purchaser releases the City of Jonesville and the DDA from all liability and responsibility associated with the failure of the issuing merchant to be able to provide the goods or services.
- No refunds or exchanges will be given.

City of Jonesville
 265 E Chicago
 Street
 Jonesville MI
 49250

(517) 849-2104
 (517) 849-9037
 Staff Directory

Monday - Friday
 8:00 a - 4:30 p

Connect with
 us 
 Employee Email



SUPPORT DOWNTOWN JONESVILLE

"Our Town" Gift Card Program



Contact

Cindy Means, Clerk
✉ cmeans@jonesville.org

📍 City Hall, 116 W. Chicago Street

(Temporary Location)

☎ (517) 849-2104

ROUND TWO!!



Consumers Energy has announced another \$6,000 donation to fund Round Two of the "Our Town" gift card program. Thanks to the donation the Jonesville Downtown Development Authority (DDA) is doubling the amount of gift cards and gift

certificates purchased on Thursday, December 16th. This means that when you spend \$25.00, you will get an additional \$25.00 for FREE to spend at a participating business in Downtown Jonesville.

[With your help, Consumers Energy and the Jonesville DDA will invest \\$30,000 in Downtown businesses!](#)

The sale will take place on December 16th at the Police Department, 116 W. Chicago Street. The sale will begin at 5:00 p.m. and continue until the donated funds run out. There are a few important details to remember:

- CASH ONLY, no other forms of payment will be accepted!
- Limit 4 gift cards per person; consider supporting multiple businesses.

Quick Links

- Gift Card Order Form
- Press Release - 12-10-21
- Press Release 12-9-21 Sold Out
- Press Release - 11-23-21
- Program Poster



- Gift cards are not available at the event, but will be available for pickup before Christmas.
- If you purchased in Round One, you are not eligible to buy in Round Two.

Thank you for supporting Downtown businesses!

Questions? Contact City Hall at (517) 849-2104.

Participating Businesses

Jilly Beans Too	Performance Automotive
Jonesville Bakery	Powers Clothing
Jonesville Hardware	Ramshackle Brewing Comany
Main Street Pizza	Saucy Dog's
My Buddy's Clip Joint	Shear Magic
Mystic Tint	Subway
Nutrition Xtreme	Udderside
Olivia's Chophouse	Vintage 720

Frequently Asked Questions

When can I redeem my gift card? And when will it expire?

This depends on the business. We recommend contacting the individual business with any questions about redemption, expiration, and current hours of operation.

My favorite business is not on the list of businesses to choose from. How can I get them involved?

Due to program limitations, only locally-owned businesses and franchises with less than 50 employees located within the DDA District are eligible. If your favorite business in the DDA District is not listed, they may not have registered to participate in the program. You may still purchase gift cards directly through the business. While there won't be a \$25 incentive you will still be helping to show your support.

How were businesses in the DDA notified of this program?

City staff made phone calls to each eligible business in the DDA District.



is only the administrator of the Gift Card/Certificate Incentive Program. Purchasers release the City of Jonesville and the DDA from all liability and responsibility with any United States Postal Service delay and/or failure to deliver gift cards.

- Gift cards issued under this program carry the same risk that all gift cards have. Specifically, that the merchant issuing the gift card may cease business and not be able to provide the goods or services.
- After the issuance of the gift card, purchasers should contact the merchant directly with any questions or problems. Purchasers understand and agree that problems associated with a gift card or gift certificate are the sole responsibility of the issuing merchant not the City of Jonesville or the DDA.
- Purchaser releases the City of Jonesville and the DDA from all liability and responsibility associated with the failure of the issuing merchant to be able to provide the goods or services.
- No refunds or exchanges will be given.

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Connect with
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 Employee Email



BROUGHT TO YOU BY



Thanks to another
generous donation from
Consumers Energy



THE *Our Town Gift Card Match* IS BACK!!

**DECEMBER 7 | 5:00 PM - 7:00 PM
OR UNTIL DONATED FUNDS RUN OUT**

Jonesville Police Department
116 W. Chicago Street

**Spend \$25, get a \$50 gift card to a participating
business in Downtown Jonesville!**

- Funds are limited. Once the \$9,000 donation has been expended, no additional cards will be sold.
- Limit up to 4 gift cards per person; consider supporting multiple businesses
- Only one form will be accepted from each person.
- Purchasers must be present at the Police Department with their form
- Purchasers must be at least 18 years of age
- All purchases must be made with cash
- Gift cards will be available for pickup before Christmas
- Visit www.jonesville.org/giftcards.aspx for details



BROUGHT TO YOU BY



Thanks to another
generous donation from
Consumers Energy



THE *Our Town Gift Card Match* **ROUND TWO!!**

**DECEMBER 16 | 5:00 PM - 7:00 PM
OR UNTIL DONATED FUNDS RUN OUT**

Jonesville Police Department
116 W. Chicago Street

**Spend \$25, get a \$50 gift card to a participating
business in Downtown Jonesville!**

- Funds are limited. Once the \$6,000 donation has been expended, no additional cards will be sold
- Limit up to 4 gift cards per person; consider supporting multiple businesses
- Only one form will be accepted from each person
- Purchasers must be present at the Police Department with their form
- Purchasers must be at least 18 years of age
- All purchases must be made with cash
- Gift cards will be available for pickup before Christmas
- If you purchased in Round One, you are not eligible to buy in Round Two
- Visit www.jonesville.org/giftcards.aspx for details



**NEWS RELEASE
CITY OF JONESVILLE**

FOR IMMEDIATE RELEASE

DOUBLE YOUR DOLLARS IN DOWNTOWN JONESVILLE THIS HOLIDAY SEASON

Thanks to another generous donation of \$9,000 from Consumers Energy's "Our Town" gift card program, the Jonesville Downtown Development Authority (DDA) is doubling the amount of gift cards and gift certificates purchased for a second straight year. This means that when you spend \$25.00, you will get an additional \$25.00 for FREE to spend at a participating business in Downtown Jonesville. It also means that \$18,000 will be invested in local businesses this holiday season.

Gift card sales will take place on Tuesday, December 7th beginning at 5:00 p.m. until 7:00 p.m., or until donated funds run out. Individuals may purchase up to 4 gift cards or gift certificates under the program. Purchasers are encouraged to purchase not more one card or certificate from a single business to spread the benefit to many. Orders will be processed on a first-come, first-served basis.

"Consumers Energy is excited to again support Michigan's small businesses and communities we serve this holiday season," said Lauren Youngdahl Snyder, Consumers Energy's vice president of customer experience. "'Our Town' made an impact across Michigan last year, and we look forward to seeing the program's dollars and shoppers give a boost to shops and restaurants in their hometowns."

"The DDA is very grateful that Consumers Energy would consider us for another donation," said DDA Chair Don Toffolo. "We are very appreciative of their generosity and support of local business in Jonesville."

In 2020, donations from the Consumers Energy Our Town program and a private donation resulted in \$21,200 in investments in Downtown Jonesville businesses.

Purchases must be made in-person at the Jonesville Police Department on December 7th beginning at 5:00 p.m. to be eligible for the match program. Go to www.jonesville.org/giftcards.aspx to download an order form and to view program terms. Please note that this year all purchases must be made with cash, only one order form will be accepted from each person, and the purchaser must be at least 18 years of age and present with their form at the Police Department.

Program funds are limited to the \$9,000 donation. Once the donation has been expended, no additional gift cards or certificates will be sold. The program sold out very quickly last year.

Gift cards will be available for pickup at the Police Department before Christmas. City staff will contact purchasers when cards are available for pickup. Those with questions can contact City Hall at 849-2104.

###

Contact Information:
Jeff Gray, City Manager
116 W. Chicago Street
Jonesville, MI 49250
(517) 849-2104
jgray@jonesville.org



**NEWS RELEASE
CITY OF JONESVILLE**

FOR IMMEDIATE RELEASE

DOWNTOWN JONESVILLE GIFT CARD MATCHING PROGRAM SOLD OUT

Thanks to a generous donation of \$9,000 from Consumers Energy's "Our Town" gift card program, the Jonesville Downtown Development Authority (DDA) was able to double the amount of gift cards and gift certificates. The program sold out in 20 minutes!

This is exciting news for our Downtown businesses. Thanks to the donation and the gift card purchases, \$18,000 will be invested in participating businesses in our community! The Jonesville Downtown Development Authority wants to thank Consumers Energy for its donation and all those who purchased cards for this support of local business!

"Consumers Energy is excited to again support Michigan's small businesses and communities we serve this holiday season," said Lauren Youngdahl Snyder, Consumers Energy's vice president of customer experience. "'Our Town' made an impact across Michigan last year, and we look forward to seeing the program's dollars and shoppers give a boost to shops and restaurants in their hometowns."

If you missed out on the program, please consider supporting your favorite local business with a gift card or other purchase. Although your purchase won't be matched, it will make an investment in our local small businesses.

Purchasers should allow 7-10 business days for processing their gift card or gift certificate purchase. Staff will contact purchasers when gift cards are ready for pickup.

###

Contact Information:
Jeff Gray, City Manager
116 W. Chicago Street
Jonesville, MI 49250
(517) 849-2104
jgray@jonesville.org



**NEWS RELEASE
CITY OF JONESVILLE**

FOR IMMEDIATE RELEASE

DOUBLE YOUR DOLLARS (AGAIN!!) IN DOWNTOWN JONESVILLE

Thanks to a **second** generous donation from Consumers Energy's "Our Town" gift card program, the Jonesville Downtown Development Authority (DDA) will again double the amount of gift cards and gift certificates purchased through the end of the year. This means that when you spend \$25.00, you will get an additional \$25.00 for FREE to spend at a participating business in Downtown Jonesville.

Purchases must be made in-person at the Jonesville Police Department on Thursday, December 16th beginning at 5:00 p.m. to be eligible for the match program. Go to www.jonesville.org/giftcards.aspx to download an order form and to view program terms.

Please note all purchases must be made with cash, only one order form will be accepted from each person, and the purchaser must be at least 18 years of age and present with their form at the Police Department. If you purchased cards in Round One, you are not eligible to buy in Round Two.

"The City and DDA are very grateful to Consumers Energy for their generosity," said City Manager Jeff Gray. "With this second round of funding, a total of \$30,000 will be invested in local businesses in our Downtown."

Program funds are limited to the \$6,000 donation. Orders will be processed on a first-come, first served basis. Once the donation has been expended, no additional gift cards or certificates will be sold. The program sold out very quickly last year.

Gift cards will be available for pickup at the Police Department before Christmas. City staff will contact purchasers when cards are available for pickup. Those with questions can contact City Hall at 849-2104.

###

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Jeff Gray, City Manager
116 W. Chicago Street
Jonesville, MI 49250
(517) 849-2104
jgray@jonesville.org

HILLSDALE DAILY NEWS

NEWS

Local retailers ready for holiday shoppers

Corey Murray Hillsdale Daily News

Published 9:05 a.m. ET Nov. 26, 2021

Retailers throughout Hillsdale County are stocked and ready for holiday shoppers searching for unique gifts for their loved ones.

While some have reported the current national supply chain issues have slowed down delivery of inventory, they are mostly stocked and ready with a variety of merchandise to fit most needs.

At Powers Clothing in Jonesville, Jim Pope and the staff have been busy preparing this fall's inventory for the season.

"We're ready and we're still getting products in," Pope said.

Pope said the historic retail location typically sells a lot of Muck Boots, but the Carhartt brand clothing and apparel is probably one of their best sellers around the holidays.

The store's front has been appropriately decorated for the Christmas season in preparation for a coordinated Christmas Open House event of the downtown businesses which will coordinate with the tree lighting in the park Friday, Dec. 3 when Santa comes to town.

The open house blitz will span throughout the weekend with special sales throughout Jonesville's businesses.

Those interested in purchasing gift cards for their loved ones are in luck.

The city of Jonesville received a \$9,000 grant from Consumer's Energy for this year's gift card program to support downtown businesses.

Those wishing to purchase gift cards to participating locations can do so beginning at 5 p.m. Dec. 7 where a \$50 gift card can be purchased for \$25. Additional information on Jonesville's gift card program can be found on the city's website at www.jonesville.org/giftcards.aspx.

The city of Hillsdale is also participating in a gift card program for downtown businesses where purchasers can receive a \$35 gift card to participating locations for \$25.

Hillsdale Jewelers offers a variety of jewelry styles with affordable pricing.

Up the street, Checker Records offers a variety of music-related gifts, including some hard to find collectable vinyl and record players.

Those shopping for the outdoorsman in the family can find the perfect gift at either Litchfield Outdoors or Razorback Outdoors in Litchfield who have a variety of hunting supplies in stock and are preparing for the upcoming ice-fishing season as winter sets in.

While e-commerce and online shopping have seen major growth in recent years, many local retailers point to their loyal customer base who prefer to shop local.

“I think the locals try to support us and shop local,” Pope said. “We have to support each other to survive. It keeps the world turning locally.”



City of
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

(517) 849-2104
(517) 849-9037 Fax
www.jonesville.org

January 7, 2022

Roger Curtis, V.P. Public Affairs
and

via email (Roger.Curtis@cmsenergy.com)

Doug DeYoung, Community Affairs Director
Consumers Energy
One Energy Plaza
Jackson, MI 49201

via email (Douglas.DeYoung@cmsenergy.com)

Re: Our Town Gift Card Match Program

Dear Mr. Curtis and Mr. DeYoung:

On behalf of the Jonesville City Council and the Jonesville Downtown Development Authority (DDA), I want to thank you for Consumers Energy's generous donation of \$15,000 to the DDA through the Our Town gift card match program. We are very thankful that Consumers Energy would consider supporting the small businesses in Downtown Jonesville.

I've gotten to talk to a few business owners who are so grateful for the program. The nights of the sales were so much fun. The community was excited, with our first round selling out in 20 minutes and the second round in just under two hours! It is so amazing that we have been able to put \$30,000 into the local economy so quickly. All of your efforts and generosity are most appreciated!

Wishing you a prosperous New Year!

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey M. Gray".

Jeffrey M. Gray
City Manager

cc: Greg Moore, Consumers Energy Community Affairs Manager (via email
Gregory.Moore@cmsenergy.com)

Christmas in Jonesville – 2021

Notes

Park Events:

- Santa and Mrs. Claus left Wright Street Park at 5:30 p.m. by horse-drawn wagon, arrived at about 5:35 p.m. to light the tree
 - **Need more fanfare when Santa arrives. Difficult to know that the wagon was at US-12**
 - Use music – Sauk Carolers and invite the High School Band, coordinate music (Santa Claus is Coming to Town?), drumroll? Song when tree lit (We wish you a Merry Christmas? Oh Christmas Tree?)
 - Police Department? – Lights to help make it apparent
- Santa saw just under 100 kids (98 approximately)
 - Santa saw his last visitor at 7:10 p.m.
 - Cindy Means provided gift bags for each kid
 - Coupons were stapled for a free cookie from the bakery and a free hot chocolate from Jilly Beans
 - Bakery and Jilly Beans each reported around 75 coupons redeemed.
- Sauk Carolers sang from 5:30 p.m. until 6:15 p.m.
 - Without a spot in the pavilion, they were a little unclear of their role.
 - Provide a location, or encourage travelling caroling
- No band or carolers in the pavilion helped Santa to hear better
 - Invite band back – music is good addition and attracts band families Downtown
 - Tent? To keep them out of the elements.
- Horse drawn wagon rides went well
 - Advertised rides from 5:30 to 7:30
 - Two wagon teams was definitely the way to go, kept the line moving when the crowd was large
 - Total ride time from the park, up Wright Street and back was about 10 minutes
 - Rides wrapped up at 7:10 p.m. (the same time that Santa was done)
 - **Next year: advertise Santa and rides until 7:00, schedule both to work until 7:30.** Works well to encourage the park event to close while businesses are still open
- Crowd seemed to move well at the park then head Downtown
 - Moving the hot chocolate to Downtown seemed to help this
 - Generally, people visited Santa and/or took a wagon ride, then headed out of the park
 - Crowd seemed to be at its highest just after the tree lighting, then steadily dispersed
- Williams Elementary First Graders decorated the small trees Downtown
 - Don Toffolo coordinated

Costs:

- Santa - \$100, Scheduled for 5:30 pickup in the park until 7:30
- Wagon Rides - \$500 total (\$250 each team) 5:30 leave the park until 7:30



**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
2022 ANNUAL MEETING CALENDAR
SECOND TUESDAY / EVERY OTHER MONTH**

TUESDAY	JANUARY 11, 2022	8:30 A.M.
TUESDAY	MARCH 8, 2022	8:30 A.M.
TUESDAY	MAY 10, 2022	8:30 A.M.
TUESDAY	JULY 12, 2022	8:30 A.M.
TUESDAY	SEPTEMBER 13, 2022	8:30 A.M.
TUESDAY	NOVEMBER 8, 2022	8:30 A.M.

The meeting location will be shown on each meeting agenda.

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
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www.jonesville.org**

**Cindy Means, Clerk
clerk@jonesville.org**