



**CITY OF JONESVILLE
DOWNTOWN DEVELOPMENT AUTHORITY AGENDA
MARCH 8, 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. Oath of Office and Welcome – Anthony Smith
3. **APPROVAL OF AGENDA** [Action Item]
4. **APPROVAL OF MINUTES**
 - A. January 11, 2022 Meeting [Action Item]
5. **PUBLIC COMMENT**
6. **FINANCIAL REPORT**
 - A. Through January 31, 2022 [Action Item]
7. **COMMITTEE REPORTS**
 - A. None [Information Item]
8. **NEW BUSINESS**
 - A. Chicago Street Riverfront Redevelopment [Action Item]
 - B. DDA Infrastructure Projects – Streetscape and South Parking Lot [Information Item]
9. **OTHER BUSINESS**
 - A. Staff Updates [Information Item]
10. **ADJOURNMENT**– Next Scheduled Meeting: Tuesday, May 10, 2022 8:30 a.m.

Jonesville Downtown Development Authority
Regular Meeting
Minutes of January 11, 2022

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

Absent: Penny Sarles, Chris Fast and one vacancy.

Also Present: Jeff Gray and Tim Bowman

Chairman Don Toffolo called the meeting at the Jonesville Police Department, 116 W. Chicago Street, Jonesville, MI to order at 8:30 a.m.

Joe Ruden made a motion and was supported by Gale Fix to approve the agenda as presented. All in favor. Motion carried.

A motion was made by Gerry Arno and supported by Mary Ellen Sattler to approve the minutes of September 14, 2021. All in favor. Motion carried.

Gerry Arno made a motion and was supported by Joe Ruden to approve the minutes of November 9, 2021. All in favor. Motion carried.

Councilman Tim Bowman thanked the members for their willingness to serve on the DDA.

A motion was made by Gerry Arno to accept the Financial Report through November 30, 2021. The motion was supported by Abe Graves. All in favor. Motion carried.

A motion as made by Gale Fix and supported by Joe Ruden to extend the RFP for 60 days and to request the RFP Committee brainstorm options for redevelopment of the Klein Tool Building. All in favor. Motion carried.

A motion was made by Gerry Arno and supported by Mary Ellen Sattler to affirm that the DDA approves staff's submittal of the FY 2020-21 Annual Report to the Michigan Department of Treasury along with a synopsis of DDA activities, according to Public Act 57 of 2018. All in favor. Motion carried.

A motion was made by Joe Ruden and supported by Mary Ellen Sattler to approve the Façade Grant in the amount of \$2,500 submitted by John and Rebekah Salazar, the new owners of the Nash Drug Store building, 237 E. Chicago Street, pending receipt of the sign quote and building drawing. All in favor. Motion carried.

A motion was made by Joe Ruden and supported by Abe Graves to move forward with the Road Diet Study Chicago Street (US-12) with Fleis & Vandenbrink, pending further discussion with the Michigan Department of Transportation regarding partnering on the \$17,800 study cost. The study would explore the feasibility of redoing the lanes of traffic through the downtown, and hold a public meeting for input on the proposed configuration. All in favor. Motion carried.

Manager Gray provided information of City Staff administering two rounds of donations from Consumers Energy to fund a gift card matching program. \$30,000 in gift cards to Downtown businesses before the holidays.

Christmas in Jonesville 2021 was sponsored by the DDA which included lighting of the Christmas tree, visits with Santa Claus and horse drawn wagon rides. Santa visited with approximately 100 children, with each child receiving coupons for free hot cocoa at Jilly Beans Too and a free cookie from the Jonesville Bakery.

Gale Fix made a motion and was supported by Joe Ruden to adopt the 2022 DDA meeting calendar. All in favor. Motion approved.

Manager Gray provided updates.

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

A motion was made by Abe Graves and supported by Mary Ellen Sattler to adjourn the meeting at 9:40 a.m. All in favor. Motion carried.

Submitted by;

Cynthia D. Means
Clerk



To: Jonesville DDA Board
From: Jeffrey M. Gray, City Manager 
Date: March 4, 2022
Re: Manager Report and Recommendations – March 8, 2022 DDA Meeting

DDA Project Priorities:

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

2. A. Oath of Office and Welcome

Clerk Cindy Means will perform the Oath of Office for the DDA's newest member, Dr. Anthony Smith, who is President of Jonesville Eye Care.

6. A. Financial Report

[Action]

Attached is a revenue and expenditure report for the DDA through January 31st. The report shows revenue and expenditure activity for the month of January 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 January 31st. I recommend a motion to accept the financial report through January 31, 2022. *Please refer to the attached revenue and expenditure report and cash balance report.*

COMMITTEE REPORTS:

7. A. The 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) met on March 1st. Their report is addressed under New Business Item 8.A.

NEW BUSINESS:

8. A. Chicago Street Riverfront Redevelopment

[Action]

The RFP Committee met on March 1st and reviewed the attached proposal from DH Roberts Construction for the redevelopment of the former Klein Tool Building. Victor Face and Dan Loew from DH Roberts attended the meeting to discuss their proposal and answer committee questions. Following discussion, the Committee acted to unanimously recommend that the DDA and City Council approve entering into a Pre-Development Agreement with the company for the property.

The Pre-Development Agreement would give DH Roberts Construction exclusive access to the building for 6 months to complete due diligence activities and to develop a concept plan for redevelopment of the building. At the close of the due diligence period, the concept plan would be approved and the terms of transfer of ownership would be negotiated. I anticipate that representatives will be in attendance at the DDA meeting to answer your questions.

The proposal and a sworn statement of experience and financial ability are attached for your review. I have also attached a copy of the Request for Proposals. You can review it for a reminder of the criteria that were set out for evaluating proposals. If you want to focus in on the relevant sections for the review, take a look at the RFP Concept Guidelines, RFP Criteria, and Evaluation Criteria sections on pages 3 and 4.

Following discussion, I recommend that the DDA consider a motion to recommend that the City Council enter into a Pre-Development Agreement with DH Roberts Construction, including a 6-month due diligence period for study and development of concept plans for the former Klein Tool Building. *Please refer to the Proposal from DH Roberts Construction, statement of experience and financial ability, and redevelopment RFP.*

8. B. DDA Infrastructure Projects

[Information]

This agenda item is reserved for information and discussion of the Streetscape design, the South Parking Lot and the Road Diet Study projects.

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 01/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 01/31/2022	2021-22 AMENDED BUDGET	AVAILABLE		% BGDG USED
		MONTH 01/31/2022 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	0.00	3,724.28	17,000.00	13,275.72	21.91		
248-000-665.000	INTEREST EARNINGS	3.92	17.37	250.00	232.63	6.95		
248-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	30,000.00	0.00	(30,000.00)	100.00		
Total Dept 000 - BALANCE SHEET/REVENUE		3.92	33,741.65	158,250.00	124,508.35	21.32		
TOTAL REVENUES		3.92	33,741.65	158,250.00	124,508.35	21.32		
Expenditures								
Dept 442 - PARKING LOTS								
248-442-921.000	ELECTRICITY	111.00	868.14	1,500.00	631.86	57.88		
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		111.00	868.14	15,490.00	14,621.86	5.60		
Dept 443 - SIDEWALKS								
248-443-702.000	SALARIES AND WAGES	47.59	432.87	600.00	167.13	72.15		
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	3.42	32.04	50.00	17.96	64.08		
248-443-716.000	HEALTH INSURANCE	12.46	46.39	50.00	3.61	92.78		
248-443-718.000	DISABILITY	0.29	2.85	5.00	2.15	57.00		
248-443-719.000	RETIREMENT - EMPLOYER PORTION	2.38	25.50	50.00	24.50	51.00		
248-443-721.000	LIFE INSURANCE	0.30	2.57	3.00	0.43	85.67		
248-443-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.03	0.27	1.00	0.73	27.00		
248-443-723.000	DENTAL INSURANCE	1.42	9.53	10.00	0.47	95.30		
248-443-724.000	OPTICAL INSURANCE	0.26	1.82	2.00	0.18	91.00		
248-443-930.000	REPAIRS & MAINTENANCE	0.00	0.00	200.00	200.00	0.00		
248-443-940.000	EQUIPMENT RENTAL	139.58	441.49	800.00	358.51	55.19		
Total Dept 443 - SIDEWALKS		207.73	995.33	1,821.00	825.67	54.66		
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 01/31/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 01/31/2022	2021-22 AMENDED BUDGET	AVAILABLE		% BGDG USED
		MONTH 01/31/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Dept 733 - DOWNTOWN/STREETSCAPE								
248-733-702.000	SALARIES AND WAGES	125.51		2,818.58	5,500.00		2,681.42	51.25
248-733-715.000	EMPLOYERS SHARE - FICA & MEDICARE	9.37		210.15	500.00		289.85	42.03
248-733-716.000	HEALTH INSURANCE	9.89		298.15	500.00		201.85	59.63
248-733-718.000	DISABILITY	0.85		24.86	50.00		25.14	49.72
248-733-719.000	RETIREMENT - EMPLOYER PORTION	7.24		174.93	300.00		125.07	58.31
248-733-721.000	LIFE INSURANCE	0.70		19.09	30.00		10.91	63.63
248-733-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.08		2.00	5.00		3.00	40.00
248-733-723.000	DENTAL INSURANCE	2.27		46.74	100.00		53.26	46.74
248-733-724.000	OPTICAL INSURANCE	0.40		9.69	25.00		15.31	38.76
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	618.89		3,754.13	5,300.00		1,545.87	70.83
248-733-921.100	ELECTRICITY - CHRISTMAS LIGHTS	0.00		424.00	1,100.00		676.00	38.55
248-733-924.000	WATER AND SEWER	0.00		8.75	200.00		191.25	4.38
248-733-930.000	REPAIRS & MAINTENANCE	0.00		20.99	800.00		779.01	2.62
248-733-930.100	REPAIRS & MAINT - STREET LIGHTS	0.00		1,326.96	2,000.00		673.04	66.35
248-733-940.000	EQUIPMENT RENTAL	81.05		1,600.63	2,700.00		1,099.37	59.28
Total Dept 733 - DOWNTOWN/STREETSCAPE		856.25		10,929.65	19,785.00		8,855.35	55.24
Dept 895 - PROMOTIONS								
248-895-702.000	SALARIES AND WAGES	988.87		4,261.94	4,000.00		(261.94)	106.55
248-895-715.000	EMPLOYERS SHARE - FICA & MEDICARE	74.12		318.68	400.00		81.32	79.67
248-895-716.000	HEALTH INSURANCE	59.05		304.99	350.00		45.01	87.14
248-895-718.000	DISABILITY	6.12		28.65	30.00		1.35	95.50
248-895-719.000	RETIREMENT - EMPLOYER PORTION	59.72		258.74	300.00		41.26	86.25
248-895-721.000	LIFE INSURANCE	5.08		23.40	20.00		(3.40)	117.00
248-895-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.53		2.46	5.00		2.54	49.20
248-895-723.000	DENTAL INSURANCE	16.38		65.44	50.00		(15.44)	130.88
248-895-724.000	OPTICAL INSURANCE	2.99		13.28	10.00		(3.28)	132.80
248-895-882.000	DECORATIONS-CHRISTMAS/BANNERS/BOWS	0.00		1,659.25	2,000.00		340.75	82.96
248-895-883.000	OTHER-LUMINATE/CELEBRATE/GATHER,ETC	0.00		30,040.00	500.00		(29,540.00)	6,008.00
248-895-883.100	OTHER - RIVERFEST/JBA/ETC	0.00		1,100.00	1,000.00		(100.00)	110.00
248-895-884.000	BEAUTIFICATION-TREES/FLOWERS/PLANTS	0.00		0.00	300.00		300.00	0.00
248-895-940.000	EQUIPMENT RENTAL	184.09		733.99	1,100.00		366.01	66.73
Total Dept 895 - PROMOTIONS		1,396.95		38,810.82	10,065.00		(28,745.82)	385.60
Dept 897 - OTHER ACTIVITIES								
248-897-965.301	CONTRIB TO DEBT SERVICE	0.00		3,161.00	56,322.00		53,161.00	5.61
Total Dept 897 - OTHER ACTIVITIES		0.00		3,161.00	56,322.00		53,161.00	5.61
TOTAL EXPENDITURES		2,571.93		58,645.46	153,748.00		95,102.54	38.14
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		3.92		33,741.65	158,250.00		124,508.35	21.32
TOTAL EXPENDITURES		2,571.93		58,645.46	153,748.00		95,102.54	38.14
NET OF REVENUES & EXPENDITURES		(2,568.01)		(24,903.81)	4,502.00		29,405.81	553.17

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH - CHECKING	6,373.97
248-000-007.000	CASH - MI CLASS INVESTMENT ACCT	92,110.44
248-000-123.000	PREPAID EXPENSES	126.00
Total Assets		98,610.41
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	729.89
Total Liabilities		729.89
*** 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		(24,903.81)
Ending Fund Balance		97,880.52
Total Liabilities And Fund Balance		98,610.41

DH ROBERT'S CONSTRUCTION KLEIN BUILDING DEVELOPMENT

City of Jonesville

OVERVIEW

DH Robert's Construction is pleased to submit a concept/development plan for the Klein Tool Building for the City of Jonesville for its desire to bring more business and revenue for the downtown area. D H Roberts will be dedicated to partnering with quality retail establishments while increasing residential potential and parking for the downtown area. DH Roberts has a strong desire to work with the downtown community and the City to bring more business and revenue to the downtown area while redeveloping a vacant building into usable space.

The Objective

- Need #1: Make a large space of downtown usable again
- Need #2: Bring more quality retail into downtown
- Need #3: Financial incentives (Both City and DH Roberts)

The Opportunity

- Goal #1: Bring in tenants that will establish themselves for the long term in the City of Jonesville
- Goal #2: Provide quality housing units for people/family's that desire to be in town
- Goal #3: To bring in new jobs, tax base and revenue to the City, and a long-term investment for DH Roberts

OUR PROPOSAL

DH Roberts has been a fixture in the City of Jonesville for 30+ years. We have a desire to see the City of Jonesville grow and see an opportunity to help that happen.

Once we take possession of the property, we would plan to see revenue being generated within 3 years, with full development occupation in 5 years. DH Roberts has vast experience in the construction world with many new and remodel projects compete over the years. We will partner with our local contractors to complete this remodel to keep our investment in the community as much as possible. We work with many contractors in the Jonesville and surrounding area. Our goal is to bring the building into the modern era while still incorporating some of the existing downtown look. By that we plan to keep some of the existing brick, but open the front of the building up with store front windows. We would also start to work on the water street side along with the river side to modernize the look of the building. Idea's are fluid at this stage and nothing has been decided on at this point for a final look.

With the shape of the current building, we see many opportunities in developing the existing structure. Our initial ideas range from a new restaurant, an establishment aimed towards children, and even an establishment for indoor sports. Our primary goal is to find an anchor tenant that wants to establish themselves in the downtown area for many years to come. We would then surround that establishment with other tenants that would bring people to the downtown area.

We also see a need for residential accommodations in the downtown area. We have ideas for apartments, condos or townhouses. We see an opportunity to create middle to high end housing units in this space that range from family units to single or two person units. Developing these units are the fastest way for the City to start generating revenue from this property. Our focus would initially be on the residential side as we develop the retail space and find the right tenants for the City of Jonesville.

There will be a need for Parking with the added businesses and residential area that we are proposing. The initial plan to accommodate parking for new residential units and retail space is to turn a portion of the existing structure into covered parking. Entrance and exit for this parking would come from water street. Our goal would be to work with the City in developing and creating additional parking for when the property is at full occupancy. The purpose of our partnership with the City of Jonesville is to bring added revenue and jobs to the downtown area through this process.

Execution Strategy

Upon taking possession of the property, due to the environmental condition of the property, we will have a baseline assessment along with a phase 1 assessment conducted. We will also have an asbestos and lead evaluation performed so we can dispose of materials in the proper way. Once each of those assessments are complete, we can move forward with development plans.

We have already talked and partnered with a design engineer and discussed ideas with that company. Once a development plan has been set, we will move forward with that plan. We are prepared to invest in the property to make it a desired location for businesses. Our initial plan to keep the existing building, so we will have a roof assessment complete, and if needed, will replace roof if final plan includes keeping the existing structure. We want to come into the retail space and clean the area completely, new paint and fresh lights so we are able to bring prospective tenants into look at the space available, we estimate this to be around \$500,000 - \$600,000 USD. We would like to start the residential on side as well, developing that area in a timely manner so we can make these units available for occupation and we estimate this to be \$300,000 - \$400,000 USD. We would like to note that all options are on the table except a cannabis operation. We are looking for the best return on our investment, as well as bringing in jobs and revenue for the city.

DH Robert's goal is to move as fast as the process will allow us to move. The sooner we can make this happen, the sooner more jobs, tax base and a return on our investment will come to fruition.

CONCLUSION

We look forward to working with City of Jonesville and the existing downtown businesses to develop this vital space of the downtown area. We are confident that we can meet any challenge of the project and stand ready to partner with you in developing this property into a vital part of the downtown area.

If you have questions on this proposal, feel free to contact Victor Face/Dan Loew/Mike Karaptian at your convenience by email at vicdhroberts@gmail.com, dloewdhroberts@gmail.com, mike@dhrobertsconstruction.com or by phone at (517) 849-7236. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration,

DH Roberts Construction

Victor Face

Dan Loew

Mike Karaptian

DH Roberts Construction

ofc 517-849-7236

fax 517-849-7238

of Jonesville

2/17/22

Projects recently completed by DH Roberts const

Martinrea Jonesville, we have completed for them over the past two years: three additions, parking solutions and complete office remodel totaling over 4 million dollars. Contact Sagar Patel

We are currently starting a 38,000-sf addition totaling over 7.5 million. Project details are confidential on the new project. Additional information can be provided on request.

We own and operate 3 Biggby coffee shops yearly revenues combined total over 2.4 million

We own and operate Wolverine steel and welding in Concord, with revenues over 1.5 million

We currently own and are building out another Biggby coffee in Sturgis with anticipated yearly revenues over \$800K

I swear that we as a conglomerate organization (DH Roberts const, Wolverine Steel and Welding, V and K Cafe', KV properties) or as individuals (Victor or Karen Face) do not owe or have any delinquent taxes to any jurisdiction, local, state or Federal authorities. So help me God.

RESPECTFULLY SUBMITTED



VICTOR FACE
PRESIDENT
222 WATER ST
JONESVILLE, MI 49250
vicdhr Roberts@gmail.com



City of
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

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

REQUEST FOR PROPOSALS

DOWNTOWN JONESVILLE DEVELOPMENT OPPORTUNITY CHICAGO STREET RIVERFRONT REDEVELOPMENT

CITY OF JONESVILLE, MICHIGAN JONESVILLE DOWNTOWN DEVELOPMENT AUTHORITY

The City of Jonesville (City) and the Jonesville Downtown Development Authority (DDA) are accepting sealed proposals for the **“Chicago Street Riverfront Redevelopment.”** Proposals will be accepted until such time as the City and DDA have received a proposal that they deem to be most favorable to the interests of the City and DDA. Proposals will be reviewed beginning on Monday, October 25, 2021. Proposals will be considered until the City/DDA has entered into a Pre-Development Agreement with a potential developer, or December 31, 2021, whichever occurs sooner.

Please mark sealed envelopes: “Chicago Street Riverfront Redevelopment” on the lower left-hand corner. In addition, if the proposal is to be express mailed, “Proposal Documents Enclosed DO NOT OPEN” must be conspicuously marked on the package. Faxed and emailed proposals will not be considered or accepted.

Proposals shall be submitted to:

Jeff Gray, City Manager
City of Jonesville
116 W. Chicago Street
Jonesville, MI 49250
jgray@jonesville.org

The City and DDA reserve the right to reject any or all proposals, to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City and DDA.

**REQUEST FOR PROPOSALS
DOWNTOWN JONESVILLE DEVELOPMENT OPPORTUNITY
CHICAGO STREET RIVERFRONT REDEVELOPMENT**

The City of Jonesville (City) and the Jonesville Downtown Development Authority (DDA) are seeking experienced development entities that have demonstrated success in executing highly complex redevelopment projects. The selected entity will be the City/DDA’s redevelopment partner for the project. The selected developer will be responsible for coordinating all development activities, including, but not limited to: conceptual and final site plans, project pro formas, property acquisition, market and feasibility studies, securing private sector equity and financing, and partnering with the City of Jonesville and Jonesville DDA to facilitate all project components, including the potential use of public financing and other incentives. Should the City select a developer, it will require that the developer enter into a Pre-Development Agreement regarding their due diligence responsibilities. Any final development plans will be subject to negotiation of a complete development agreement between the City/DDA and developer, as well as the City’s development review process.

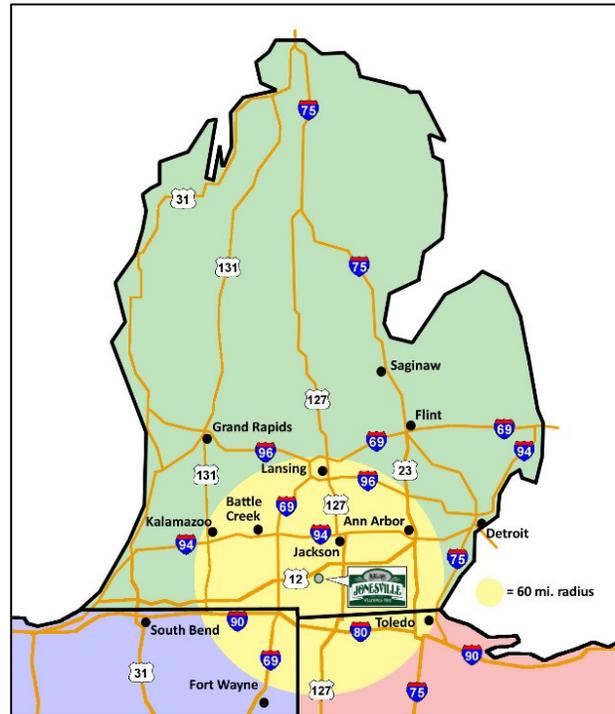
BACKGROUND

Jonesville is located in southern Michigan at the intersection of US-12 and M-99. The City is approximately 30 minutes south of Jackson and approximately 20 miles north of the point where the Michigan, Indiana and Ohio borders meet. The City is well-positioned within an hour drive to several cities in the three states, with good access to area interstates.

Jonesville is about 2.9 square miles and has a population of 2,258 residents (2010 Census). Despite its small size, the City boasts a diverse economy that includes professional services, retail and manufacturing. Industry includes a large international fabrication company, as well as several smaller shops and manufacturers, including several locally- and family-owned businesses.

Downtown Jonesville has established a reputation as a destination for food and arts. Our restaurants are widely known, with Jonesville often recognized as a top small town for food. We boast an active and vibrant community theater. There are many service and retail offerings, as well. Andrew Mack and Sons Brush Company, Jonesville Lumber, and Powers Clothing – the nation’s oldest Carhartt retailer – are all centennial businesses in the Downtown.

The DDA is active in Downtown maintenance, having upgraded the streetscape and investing in several public parking improvements. The City takes great pride in its efforts to maintain and improve its streets and other public infrastructure.



DETAILED DESCRIPTION OF SITE AND OPPORTUNITY

The City of Jonesville and the Jonesville DDA collectively own three parcels in the Downtown. The primary parcel includes a vacant 68,500 square foot former manufacturing building, depicted as Parcel I on Attachment A. Parcel II is a small parcel, formerly used for parking. It is separated from Parcel I by a Consumers Energy substation; there is an access easement across the rear of the substation property that connects Parcel I and II. Parcel IV was acquired by the City and DDA in anticipation that additional parking would be needed to accommodate the redevelopment.

The property provides a unique redevelopment opportunity, overlooking the St. Joseph River, and with frontage on US-12/Chicago Street. Traffic counts taken in 2020 put the Average Daily Traffic (ADT) on US-12/Chicago Street in the vicinity of the site at 11,866 vehicles per day.

The property was acquired by the City and DDA in 2010. Previously, the structure on Parcel I was operated from 1945 until 1986 by Vaco Products, a manufacturer of metal hand tools. Klein Tools purchased the building in 1986 and continued to manufacture metal hand tools until approximately 2008. The historic development of the existing building is illustrated in Attachment 2.

Known historical uses of Parcel I date back to 1884 and include Jonesville Woolen Mill building, as well as a restaurant, an engineering business, a steam printing business, a meat market, a fire house, hardware store, tin shop, photo shop, shed, icehouse, agricultural implements store, wagon shop, bowling alley, paint shop, dwelling, machine shop, laundry cleaning and pressing business, carpenter shop, auto garage, hardware store, auto repair facility, hay rack factory, auto sales business, and a lodge/hall.

ENVIRONMENTAL CONSIDERATIONS

The property has existing subsurface contaminants typical of a manufacturing site of its age. A baseline environmental assessment (BEA) conducted on behalf of the City in 2011 found known areas of volatile organic compounds (VOCs), polycyclic aromatic hydrocarbons (PAHs), metals, and trichloroethylene (TCE). The BEA includes both a Phase I and two Phase II Environmental Assessments, as well as soil and groundwater test results.

A Due Care Compliance Plan was completed in 2019 through a grant from the Michigan Department of Environment, Great Lakes and Energy (EGLE). The Plan includes additional subsurface tests, as well as indoor air sample results.

These environmental reports can be viewed on the City's website at:
<http://www.jonesville.org/redevelopment.aspx>.

DEVELOPMENT TOOLS - The City and DDA will assist the developer with public financing options with a number of local, state and federal tools.

- **Tax Increment Financing (TIF).** The use of Downtown Development Authority TIF may be used to cover eligible public infrastructure costs.
- **State and Federal Incentives.** The City will work with the developer to secure any available State and Federal incentives, including the Michigan Economic Development Corporation (MEDC) Community Revitalization Program and/or Community Development Block Grant (CDBG); remediation grants and loans from the Michigan Department of Environment, Great Lakes and

Energy (EGLE) or Environmental Protection Agency (EPA); and the Michigan Natural Resources Trust Fund (MNRTF) grant through the Michigan Department of Natural Resources (MDNR), if applicable. The City has previously worked closely with EGLE staff for environmental evaluations; EGLE has advised that they will consider grant and loan proposals for qualifying developments.

- **Property.** The building and land controlled by the City and DDA is available to the selected developer to purchase, as deemed appropriate based upon the project needs. The developer will negotiate with the Jonesville DDA/City on the sales price of the property. The City and DDA may consider a below market sale price to assist with a development that expands tax base and/or job creation in the Downtown. The DDA and City may consider partnering in the development of aspects of the project, particularly if public parking and/or public utilization of the riverfront are necessary to the redevelopment.

RFP CONCEPT GUIDELINES

The City and DDA are seeking a proposal that will maximize land values, and result in a design and use that compatible with existing uses in the Downtown. The purpose of this RFP **is not** to require prospective developers to fully design the project. On the contrary, the intent is to generate a design concept that the developer, City, and DDA feel has market potential and will be an improvement to Downtown Jonesville. The following guidelines are provided to assist in the development of a design concept for the redevelopment site:

- The DDA and City prefer that the property be redeveloped for a “Downtown compatible” use. The preferred building use or uses would include retail, office, food service, residential, or other uses similar to existing businesses Downtown.
- However, the DDA and City will entertain proposals for any viable re-use or redevelopment of the building that will result in the creation of new jobs and/or tax base in the Downtown.
- The building design would be consistent with the appearance and site design that exists Downtown, as stated in the form-based regulations for Downtown buildings. The City’s form-based regulations are included on the City’s website at:
<http://www.jonesville.org/redevelopment.aspx>.

RFP CRITERIA

Along with a concept plan, the City of Jonesville and Jonesville DDA are requesting that interested developers submit qualifications. The amount of information submitted is not limited to a set number of pages, but we ask that you be concise and mindful of the review team. The proposal must include a Letter of Interest, as well as the following content:

- **Development Entity.** Identify the development entity that would enter into a Pre-Development Agreement with the City/DDA, including all intended partners to the extent known at this time. Please indicate complete listing of names, titles, addresses, and phone numbers, as well as the primary contact person.
- **Relevant Experience.** Provide evidence of a substantial development project(s) that the development entity is currently undertaking or has completed. Please provide at least one reference for the City/DDA to contact in relation to each applicable project. Allow proprietary information related to prior development to be reviewed by select members of the review team if requested.

- **Financial Capacity.** Provide evidence of developing and financing similar projects. A sworn statement certifying that the submitting entity is not delinquent to any local, County, State or Federal taxing jurisdiction in any property, income, or business taxes must also be provided.

EVALUATION CRITERIA

Respondents shall provide sample reports, plans, schedules, financing strategies and photos of completed projects, as well as awards, recognition of successful project and partnerships

The best candidate will demonstrate the following:

- a. Years of experience in the field of large-scale development projects, including experience in Downtown redevelopment.
- b. Qualifications, financial capacity and track record of key personnel and the development entity.
- c. Ability to seek and secure multi-layer financing tools, coordinate complex construction schedules and lead a public/private partnership team and the capacity to deliver the overall project, as well as reasonable estimates of project costs and sources and uses of funds.
- d. Experience with brownfield redevelopment, including contaminated sites.
- e. Compatibility of the conceptual design and proposed use(s) with the Downtown.
- f. The evaluation criteria are intended to assist the review committee in comparing and assessing the qualifications; however, the determination of the most qualified entity or the most appropriate proposal may incorporate additional criteria or considerations.

SELECTION PROCESS

A Review Committee made up of representatives from the City, DDA, and representatives from related City Boards and Commissions will evaluate the qualifications based upon the criteria above. Proposals will only be accepted if the entity is deemed qualified under the qualifications criteria. The Review Committee will determine if there are one or more development entities/teams and conceptual proposals to consider further. If the evaluation results in more than one proposal being considered, then there will be an interview process to further evaluate the experience and qualifications of the key personnel. The review team will take their recommendation to the DDA and the City Council. City Council will make the final decision.

Upon selection of one development entity or team, the City and DDA would enter into a Pre-development Agreement that would include a defined timeline in which the developer will conduct additional due diligence in partnership with the City, and the City would commit not to sell the properties to anyone else during that defined term. During that due diligence phase the developer would be expected to further define the project scope, design and program, as well as to advance the financial evaluation of the site and conduct appropriate feasibility studies.

During the pre-development phase the City/DDA will perform a detailed review of the developer's financial capacity to complete the proposed project, among other considerations, which will also be reviewed. At the end of the time defined in the pre-development agreement the City/DDA and Developer would evaluate the results of the due diligence and determine if there is a feasible and mutually beneficial redevelopment project for the site that would justify moving toward negotiation of a development agreement.

The City and DDA reserve the right to reject any or all proposals, to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City and DDA. The public entities are not liable for any costs incurred by any developer prior to the negotiation, approval and execution of a development agreement.

ADDITIONAL INFORMATION

Questions and Inquiries

Any and all questions related to this RFP must be submitted in writing by 12:00 pm, Friday, October 15, 2021. No questions will be accepted after that time. Answers to questions will be provided on the City's project webpage (<http://www.jonesville.org/redevelopment.aspx>) on, or before 4:30 p.m. on Wednesday, October 20, 2021. All inquiries related to this RFP must be directed, in writing to:

Jeff Gray, City Manager
City of Jonesville
116 W. Chicago Street
Jonesville, MI 49250
jgray@jonesville.org

Acceptance of Responses

The RFP is not a binding agreement. Responses to the RFP will be evaluated, as cited herein, and respondents will be notified whether they have been chosen to proceed in the process. Submissions will be kept confidential, as permitted by law. The anticipated timeline for the selection process is outlined, as follows:

- September 17, 2021 – RFP Issued
- October 6, 2021 – Building open house, 4:00 p.m. to 6:00 p.m., 121 Water Street
- October 15, 2021 – Written questions/requests for clarification due by 12:00 p.m.: email to jgray@jonesville.org
- October, 20, 2021 – Responses to written inquiries posted to city's website <http://www.jonesville.org/redevelopment.aspx>
- October 25, 2021 – Review Committee will begin reviewing proposals, as they are received.

Written Proposals shall include: Nine (9) copies of the Proposal, along with one electronic copy (on CD or thumb drive) of proposal shall be submitted, as follows:

Proposals will be accepted until such time as the City and DDA have received a proposal that they deem to be most favorable to the interests of the City and DDA. Proposals will be reviewed beginning on Monday, October 25, 2021. Proposals will be considered until the City/DDA has entered into a Pre-Development Agreement with a potential developer, or December 31, 2021, whichever occurs sooner.

Please mark sealed envelopes: "Chicago Street Riverfront Redevelopment" on the lower left-hand corner. In addition, if the proposal is to be express mailed, "Proposal Documents Enclosed DO NOT OPEN" must be conspicuously marked on the package. Faxed and emailed proposals will not be considered or accepted.

Proposals shall be submitted to:
Jeff Gray, City Manager
City of Jonesville
116 W. Chicago Street
Jonesville, MI 49250
jgray@jonesville.org

- Following review of proposals, finalist firms will be selected for further consideration. If deemed warranted, interviews of a firm or firms will take place prior to recommending a firm to the City and DDA.
- Execution of a pre-development agreement would allow the selected firm to conduct due diligence and develop a project design and scope for consideration by the City and DDA.

Conflict of Interest

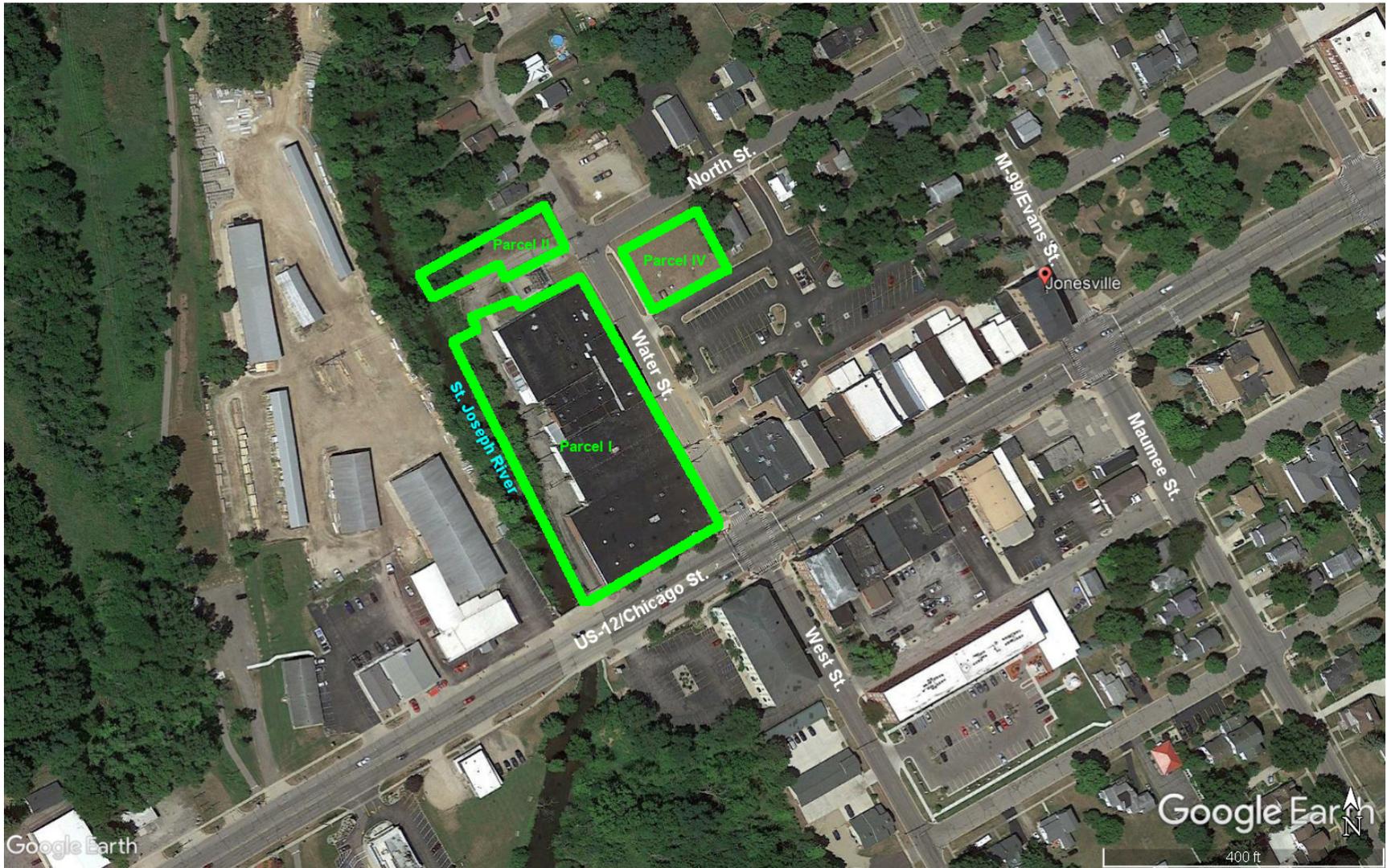
The respondent should disclose any conflicts of interest, in writing, to the City of Jonesville/Jonesville DDA. The City of Jonesville/Jonesville DDA will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.

A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and also includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence.

A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities, or gains any advantage by virtue of his/her position and working relationship with the City of Jonesville and Jonesville DDA.

Conflicts of interest may be real, potential or perceived. Failure by the respondent to disclose a conflict of interest, be it real, potential, or perceived, will result in disqualification.

Attachment 1



Attachment 2

