



**CITY OF JONESVILLE
DOWNTOWN DEVELOPMENT AUTHORITY AGENDA
MAY 10, 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 / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
2. **APPROVAL OF AGENDA** [Action Item]
3. **APPROVAL OF MINUTES**
 - A. March 8, 2022 Regular Meeting [Action Item]
 - B. April 26, 2022 Special Meeting [Action Item]
4. **PUBLIC COMMENT**
5. **FINANCIAL REPORT**
 - A. Through March 31, 2022 [Action Item]
6. **COMMITTEE REPORTS**
 - A. None
7. **NEW BUSINESS**
 - A. FY 2022-23 Budget Recommendation [Action Item]
8. **OTHER BUSINESS**
 - A. Staff Updates [Information Item]
9. **ADJOURNMENT**– Next Scheduled Meeting: Tuesday, July 12, 2022 8:30 a.m.

**Jonesville Downtown Development Authority
Regular Meeting
Minutes of March 8, 2022**

Present: Don Toffolo, Joe Ruden, Anthony Smith, Penny Sarles and Mary Ellen Sattler.

Absent: Gerry Arno, Chris Fast, Gale Fix and Abe Graves.

Also Present: Jeff Gray, Alex Stemme, Victor Face, Dan Loew and Mike Karaptian.

Chairman Don Toffolo called the meeting at the Jonesville Police Department, 116 W. Chicago Street, Jonesville, MI to order at 8:32 a.m.

Clerk Means performed the Oath of Office for the new DDA member, Anthony Smith.

Joe Ruden made a motion and was supported by Penny Sarles to approve the agenda as presented. All in favor. Absent: Gerry Arno, Chris Fast, Gale Fix and Abe Graves. Motion carried.

A motion was made by Joe Ruden and supported by Penny Sarles to approve the minutes of January 11, 2022. All in favor. Absent: Gerry Arno, Chris Fast, Gale Fix and Abe Graves. Motion carried.

A motion was made by Joe Ruden to accept the Financial Report through January 31, 2022. The motion was supported by Mary Ellen Sattler. All in favor. Absent: Gerry Arno, Chris Fast, Gale Fix and Abe Graves. Motion carried.

Victor Face of D.H. Roberts Construction spoke on behalf of the Chicago Street Riverfront Redevelopment proposal. The Pre-Development Agreement will allow DH Roberts 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.

A motion was made by Penny Sarles and supported by Joe Ruden 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. All in favor. Absent: Gerry Arno, Chris Fast, Gale Fix and Abe Graves. Motion carried.

Discussion was held involving the DDA Infrastructure Projects including the Streetscape design, the South Parking Lot and the Road Diet study projects.

Manager Gray provided updates on the City Hall renovation, installation of the new siren, and Riverfest.

The next scheduled DDA Meeting is Tuesday, May 10, 2022 at 8:30 a.m.

A motion was made by Joe Ruden and supported by Penny Sarles to adjourn the meeting at 9:07 a.m. All in favor. Absent: Chris Fast, Gale Fix, and Abe Graves. Motion carried.

Submitted by,

Cynthia D. Means
Clerk

**Jonesville Downtown Development Authority
Special Meeting
Minutes of April 26, 2022**

Present: Don Toffolo, Joe Ruden, Anthony Smith, Gerry Arno and Chris Fast. .

Absent: Gale Fix, Mary Ellen Sattler, Penny Sarles and Abe Graves.

Also Present: Jeff Gray and Jeff Wingard of Fleis and Vandenbrink.

Chairman Don Toffolo called the meeting at the Jonesville Police Department, 116 W. Chicago Street, Jonesville, MI to order at 8:01 a.m.

Gerry Arno made a motion and was supported by Joe Ruden to approve the agenda as presented. All in favor. Absent: Gale Fix, Mary Ellen Sattler, Penny Sarles and Abe Graves. Motion carried.

Discussion ensued regarding MDOT's suggestion that a Transportation Alternatives Program grant application would be competitive for the City of Jonesville as it addresses pedestrian and bicycle safety. With Jonesville having the Rail Trail and the Middle School as bookends to the Downtown, it would make our project competitive. The project engineer has submitted the attached proposal for additional survey work and grant application administration in the amount of \$6,000. Due to MDOT's schedule for resurfacing US-12, it is necessary to have a grant application prepared in time for a June submittal. Jeff Wingard of Fleis and Vandenbrink attended the meeting to answer any questions the DDA had.

A motion was made by Joe Ruden and supported by Chris Fast to approve the TAP (Transportation Alternatives Program) Grant Agreement in the amount of \$6,000. All in favor. Absent: Gale Fix, Mary Ellen Sattler, Penny Sarles and Abe Graves. Motion carried.

A motion was made by Anthony Smith and supported by Chris Fast appoint the following as the Fiscal Year 2022-23 Budget Committee: Gerry Arno, Joe Ruden and Don Toffolo. All in favor. Absent: Gale Fix, Mary Ellen Sattler, Penny Sarles and Abe Graves.

Manager Gray provided updates.

The next scheduled DDA Meeting is Tuesday, May 10, 2022 at 8:30 a.m.

A motion was made by Joe Ruden and supported by Gerry Arno to adjourn the meeting at 8:16 a.m. All in favor. Absent: Gale Fix, Mary Ellen Sattler, Penny Sarles and Abe Graves. Motion carried.

Submitted by,

Cynthia D. Means, Clerk



To: Jonesville DDA Board
From: Jeffrey M. Gray, City Manager 
Date: May 6, 2022
Re: Manager Report and Recommendations – May 10, 2022 DDA Meeting

DDA Project Priorities:

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

5. A. Financial Report

[Action]

Attached is a revenue and expenditure report for the DDA through March 31st. The report shows revenue and expenditure activity for the month of March and fiscal year-to-date. It also illustrates the amount budgeted for each line item and the available balance in that line. Also attached is a report of the current cash balances in all accounts as of March 31st. I recommend a motion to accept the financial report through March 31, 2022. *Please refer to the attached revenue and expenditure report and cash balance report.*

NEW BUSINESS:

7. A. FY 2022-23 Budget Recommendation

[Action]

Committee members Don Toffolo, Joe Ruden, and Mayor Gerry Arno met and prepared the enclosed recommendations for the 2022-23 fiscal year budget that begins on July 1st. Due to recent sales and property investments in the Downtown, property values are anticipated to increase in the upcoming fiscal year. The recommended budget also anticipates bond proceeds that will be necessary to complete the Streetscape Reconstruction and the South Parking Lot improvements. In addition, fund balance will be utilized for any financial incentives that would be necessary to assist with redevelopment of Klein Tool. All other DDA operations will be accomplished, including funding to support façade improvement grants. The Committee is recommending the proposed budget, as it meets all operational objectives and advances the top three DDA project priorities. A motion to recommend that City Council approve the proposed FY 2022-23 budget, as recommended by the Budget Committee or with amendments, will be necessary. *Please refer to the enclosed copy of the draft budget, the projected fund balance, and capital projects sheets.*

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 02/28/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 02/28/2022	2021-22 AMENDED BUDGET	AVAILABLE		% BGDG USED
		MONTH 02/28/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	BALANCE	
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	4.80	22.17	250.00	227.83		8.87	
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		4.80	33,746.45	158,250.00	124,503.55		21.32	
TOTAL REVENUES		4.80	33,746.45	158,250.00	124,503.55		21.32	
Expenditures								
Dept 442 - PARKING LOTS								
248-442-921.000	ELECTRICITY	96.43	964.57	1,500.00	535.43		64.30	
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		96.43	964.57	15,490.00	14,525.43		6.23	
Dept 443 - SIDEWALKS								
248-443-702.000	SALARIES AND WAGES	191.22	624.09	600.00	(24.09)		104.02	
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	13.91	45.95	50.00	4.05		91.90	
248-443-716.000	HEALTH INSURANCE	40.78	87.17	50.00	(37.17)		174.34	
248-443-718.000	DISABILITY	1.23	4.08	5.00	0.92		81.60	
248-443-719.000	RETIREMENT - EMPLOYER PORTION	9.56	35.06	50.00	14.94		70.12	
248-443-721.000	LIFE INSURANCE	1.14	3.71	3.00	(0.71)		123.67	
248-443-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.12	0.39	1.00	0.61		39.00	
248-443-723.000	DENTAL INSURANCE	4.66	14.19	10.00	(4.19)		141.90	
248-443-724.000	OPTICAL INSURANCE	0.83	2.65	2.00	(0.65)		132.50	
248-443-930.000	REPAIRS & MAINTENANCE	0.00	0.00	200.00	200.00		0.00	
248-443-940.000	EQUIPMENT RENTAL	651.21	1,092.70	800.00	(292.70)		136.59	
Total Dept 443 - SIDEWALKS		914.66	1,909.99	1,821.00	(88.99)		104.89	
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	9.00	39.09	0.00	(39.09)		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	7,182.00	7,182.00	28,728.00	21,546.00		25.00	
Total Dept 729 - DEVELOPMENT ACTIVITIES		7,191.00	11,071.52	50,265.00	39,193.48		22.03	

User: LSPAHR
DB: Jonesville

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 02/28/2022	2021-22 AMENDED BUDGET	AVAILABLE		% BGDG USED
		MONTH 02/28/2022	INCREASE (DECREASE)			NORMAL (ABNORMAL)	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Dept 733 - DOWNTOWN/STREETSCAPE								
248-733-702.000	SALARIES AND WAGES	0.00		2,818.58	5,500.00		2,681.42	51.25
248-733-715.000	EMPLOYERS SHARE - FICA & MEDICARE	0.00		210.15	500.00		289.85	42.03
248-733-716.000	HEALTH INSURANCE	0.00		298.15	500.00		201.85	59.63
248-733-718.000	DISABILITY	0.00		24.86	50.00		25.14	49.72
248-733-719.000	RETIREMENT - EMPLOYER PORTION	0.00		174.93	300.00		125.07	58.31
248-733-721.000	LIFE INSURANCE	0.00		19.09	30.00		10.91	63.63
248-733-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.00		2.00	5.00		3.00	40.00
248-733-723.000	DENTAL INSURANCE	0.00		46.74	100.00		53.26	46.74
248-733-724.000	OPTICAL INSURANCE	0.00		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	516.85		4,270.98	5,300.00		1,029.02	80.58
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	0.00		1,600.63	2,700.00		1,099.37	59.28
Total Dept 733 - DOWNTOWN/STREETSCAPE			516.85	11,446.50	19,785.00		8,338.50	57.85
Dept 895 - PROMOTIONS								
248-895-702.000	SALARIES AND WAGES	0.00		4,261.94	4,000.00		(261.94)	106.55
248-895-715.000	EMPLOYERS SHARE - FICA & MEDICARE	0.00		318.68	400.00		81.32	79.67
248-895-716.000	HEALTH INSURANCE	0.00		304.99	350.00		45.01	87.14
248-895-718.000	DISABILITY	0.00		28.65	30.00		1.35	95.50
248-895-719.000	RETIREMENT - EMPLOYER PORTION	0.00		258.74	300.00		41.26	86.25
248-895-721.000	LIFE INSURANCE	0.00		23.40	20.00		(3.40)	117.00
248-895-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.00		2.46	5.00		2.54	49.20
248-895-723.000	DENTAL INSURANCE	0.00		65.44	50.00		(15.44)	130.88
248-895-724.000	OPTICAL INSURANCE	0.00		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	0.00		733.99	1,100.00		366.01	66.73
Total Dept 895 - PROMOTIONS			0.00	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			8,718.94	67,364.40	153,748.00		86,383.60	43.81
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES			4.80	33,746.45	158,250.00		124,503.55	21.32
TOTAL EXPENDITURES			8,718.94	67,364.40	153,748.00		86,383.60	43.81
NET OF REVENUES & EXPENDITURES			(8,714.14)	(33,617.95)	4,502.00		38,119.95	746.73

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH - CHECKING	7,547.47
248-000-007.000	CASH - MI CLASS INVESTMENT ACCT	82,115.19
248-000-123.000	PREPAID EXPENSES	126.00
Total Assets		89,788.66
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	622.28
Total Liabilities		622.28
*** 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		(33,617.95)
Ending Fund Balance		89,166.38
Total Liabilities And Fund Balance		89,788.66

FY 2023 BUDGET WORKSHEET FOR CITY OF JONESVILLE

GL NUMBER	DESCRIPTION	ACTIVITY 18-19	ACTIVITY 19-20	ACTIVITY 20-21	BUDGET 21-22	ACTIVITY THRU 12/31/2021	REQUESTED BUDGET	COMMENTS
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
REVENUES								
248-000-403.000	CURRENT PROPERTY TAX	116,314.09	125,645.25	114,713.16	141,000.00	0.00	156,804.00	
248-000-403.050	PERSONAL PROPERTY TAX	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-403.075	PERSONAL PROPERTY TAX REIMBURSEMENT	16,977.06	15,658.03	16,979.90	17,000.00	3,724.28	17,000.00	
248-000-403.100	CURRENT WINTER TAX/FROM TOWNSHIP	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-403.200	PERSONAL PROPERTY TAX/FROM TOWNSHIP	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-539.000	GRANT FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-566.000	MSHDA GRANT - RENTAL REHAB	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-665.000	INTEREST EARNINGS	4,735.54	3,104.54	166.36	250.00	13.45	25.00	
248-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	2,500.00	0.00	10,600.00	0.00	30,000.00	0.00	
248-000-678.000	REIMBURSEMENTS - MISC	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-694.000	OTHER INCOME	0.00	0.00	10,600.00	0.00	0.00	0.00	
248-000-698.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	600,000.00	TBD-South Parking Lot/Streetscape
TOTAL ESTIMATED REVENUES		140,526.69	144,407.82	153,059.42	158,250.00	33,737.73	773,829.00	
APPROPRIATIONS								
Dept 442-PARKING LOTS								
248-442-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-702.100	SALARIES AND WAGES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-702.200	SALARIES AND WAGES - DOUBLETIME	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-715.000	EMPLOYERS SHARE - FICA & MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-718.000	DISABILITY	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-719.000	EMPLOYERS SHARE - 401	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-721.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-740.000	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-801.100	PROF SVC - N PARKING LOT	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-818.000	CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-818.100	CONTRACTUAL - RELOCATE POWER LINES	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-900.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-921.000	ELECTRICITY	1,400.55	1,345.38	1,392.79	1,500.00	757.14	1,500.00	
248-442-930.000	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-965.100	CONTRIB TO GEN FUND - PARKING LOT M&P	14,000.00	16,000.00	16,000.00	13,990.00	0.00	209,490.00	Gen Fund - maint/South Parking Lot Impr.
248-442-965.200	CONTRIB TO GEN FUND - PARKING LOT IMPR	0.00	0.00	0.00	0.00	0.00	0.00	
248-442-975.000	ADDITIONS & IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	
Totals for dept 442-PARKING LOTS		15,400.55	17,345.38	17,392.79	15,490.00	757.14	210,990.00	
Dept 443-SIDEWALKS								
248-443-702.000	SALARIES AND WAGES	380.81	991.81	721.50	600.00	385.28	600.00	
248-443-702.100	SALARIES AND WAGES - OVERTIME	0.00	0.00		50.00		50.00	
248-443-715.000	EMPLOYERS SHARE - FICA & MEDICARE	28.34	73.07	52.55	50.00	28.62	50.00	
248-443-716.000	HEALTH INSURANCE	38.79	129.95	140.43	50.00	33.93	50.00	
248-443-718.000	DISABILITY	3.76	7.28	4.70	5.00	2.56	5.00	
248-443-719.000	EMPLOYERS SHARE - 401	20.29	58.22	41.62	50.00	23.12	50.00	
248-443-721.000	LIFE INSURANCE	2.01	4.62	3.16	3.00	2.27	3.00	
248-443-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.30	0.69	0.48	1.00	0.24	1.00	
248-443-723.000	DENTAL INSURANCE	6.40	20.89	15.66	10.00	8.11	10.00	
248-443-724.000	OPTICAL INSURANCE	1.27	4.40	3.34	2.00	1.56	2.00	
248-443-818.000	CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00	
248-443-930.000	REPAIRS & MAINTENANCE	79.70	0.00	0.00	200.00	0.00	0.00	
248-443-940.000	EQUIPMENT RENTAL	350.24	748.44	1,065.77	800.00	301.91	800.00	

FY 2023 BUDGET WORKSHEET FOR CITY OF JONESVILLE

GL NUMBER	DESCRIPTION	ACTIVITY 18-19	ACTIVITY 19-20	ACTIVITY 20-21	BUDGET 21-22	ACTIVITY THRU 12/31/2021	REQUESTED BUDGET	COMMENTS
Totals for dept 443-SIDEWALKS		911.91	2,039.37	2,049.21	1,821.00	787.60	1,621.00	
Dept 729-DEVELOPMENT ACTIVITIES								
248-729-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00	323.62	0.00	
248-729-715.000	EMPLOYERS SHARE - FICA & MEDICARE	0.00	0.00	0.00	0.00	23.14	0.00	
248-729-716.000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	88.76	0.00	
248-729-718.000	DISABILITY	0.00	0.00	0.00	0.00	2.21	0.00	
248-729-719.000	EMPLOYERS SHARE - 401	0.00	0.00	0.00	0.00	16.18	0.00	
248-729-721.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	2.28	0.00	
248-729-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.00	0.00	0.00	0.00	0.24	0.00	
248-729-723.000	DENTAL INSURANCE	0.00	0.00	0.00	0.00	10.11	0.00	
248-729-724.000	OPTICAL INSURANCE	0.00	0.00	0.00	0.00	1.94	0.00	
248-729-727.000	OFFICE SUPPLIES	69.83	14.69	6.25	0.00	0.00	0.00	
248-729-740.000	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	30.09	0.00	
248-729-800.000	COMM PROMO-FACADE PROGRAM	0.00	0.00	0.00	17,500.00	2,500.00	15,000.00	Façade grants
248-729-800.100	COMM PROMO-REVOLVING LOAN FUND	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-800.200	COMM PROMO-MARKETING GRANT	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-800.300	COMMUNITY PROMOTION-BUSINESS RECRU	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-801.000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	370.00	0.00	
248-729-801.500	PROF SVC - BLUEPRINTS FOR MI DOWNTOWN	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-818.000	CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-820.000	MEMBERSHIPS/DUES/SUBSCRIPTIONS	200.00	200.00	200.00	200.00	200.00	200.00	MDA membership
248-729-865.000	MILEAGE/TRANS/MEALS/LODGING	0.00	9.16	0.00	0.00	0.00	0.00	
248-729-900.000	PRINTING & PUBLISHING	65.25	0.00	0.00	0.00	311.95	0.00	
248-729-910.000	INSURANCE	(2.00)	0.00	(8.00)	0.00	0.00	0.00	
248-729-930.000	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-956.000	MISCELLANEOUS	6,000.00	6,500.00	6,000.00	0.00	0.00	0.00	
248-729-960.000	TRAINING & CONFERENCES	0.00	175.00	0.00	0.00	0.00	0.00	
248-729-964.000	TAX REFUNDS AND REBATES	0.00	3,281.70	529.90	0.00	0.00	0.00	
248-729-965.100	CONTRIB TO WATER CONTRACT PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-965.101	CONTRIB TO GEN FUND-PURCH/IMPR	25,113.50	14,426.96	53,531.04	0.00	0.00	455,000.00	Streetscape
248-729-965.200	CONTRIB TO GEN FUND	2,700.00	3,600.00	4,500.00	3,837.00	0.00	8,067.00	Rail trail cost reimbursement (60%)
248-729-965.202	CONTRIB TO MAJOR STS -	0.00	0.00	0.00	0.00	0.00	0.00	
248-729-965.300	CONTRIB TO GEN FUND - ADMIN/WAGES	24,700.00	26,501.00	27,546.00	28,728.00	0.00	28,728.00	
248-729-965.400	CONTRIB TO GEN FUND - FAST PARK ELEC	0.00		0.00	0.00	0.00	0.00	
248-729-965.500	CONTRIB TO LOCAL ST	0.00		0.00	0.00	0.00	0.00	
248-729-965.590	CONTRIB TO SEWER FUND - DEBT	0.00		0.00	0.00	0.00	0.00	
248-729-965.591	CONTRIB TO WATER FUND - TOWER DEBT	0.00		0.00	0.00	0.00	0.00	
248-729-974.000	CONSTRUCTION	0.00		0.00	0.00	0.00	0.00	
Totals for dept 729-DEVELOPMENT ACTIVITIES		58,846.58	54,708.51	92,305.19	50,265.00	3,880.52	506,995.00	
Dept 733-DOWNTOWN/STREETSCAPE								
248-733-702.000	SALARIES AND WAGES	4,119.45	5,460.76	6,157.11	5,500.00	2,693.07	5,500.00	
248-733-702.100	SALARIES AND WAGES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	
248-733-715.000	EMPLOYERS SHARE - FICA & MEDICARE	307.83	405.98	457.55	500.00	200.78	500.00	
248-733-716.000	HEALTH INSURANCE	294.89	545.61	581.17	500.00	288.26	500.00	
248-733-718.000	DISABILITY	36.28	44.36	45.40	50.00	24.01	50.00	
248-733-719.000	EMPLOYERS SHARE - 401	235.12	292.00	378.82	300.00	167.69	300.00	
248-733-721.000	LIFE INSURANCE	21.97	25.07	27.93	30.00	18.39	30.00	
248-733-722.000	EMPLOYEE ASSISTANCE PROGRAM	3.22	3.66	4.01	5.00	1.92	5.00	
248-733-723.000	DENTAL INSURANCE	64.38	52.48	117.63	100.00	44.47	100.00	
248-733-724.000	OPTICAL INSURANCE	14.35	18.67	24.17	25.00	9.29	25.00	
248-733-740.000	OPERATING SUPPLIES	161.25	79.89	80.19	500.00	0.00	500.00	
248-733-818.000	CONTRACTUAL	3,374.85	0.00	90.00	0.00	0.00	0.00	
248-733-818.301	CONTRACTUAL - DPW SEASONAL	0.00	0.00	0.00	0.00	0.00	0.00	

FY 2023 BUDGET WORKSHEET FOR CITY OF JONESVILLE

GL NUMBER	DESCRIPTION	ACTIVITY 18-19	ACTIVITY 19-20	ACTIVITY 20-21	BUDGET 21-22	ACTIVITY THRU 12/31/2021	REQUESTED BUDGET	COMMENTS
248-733-910.000	INSURANCE	165.00	134.16	163.44	175.00	190.00	200.00	Property/Liability Insurance
248-733-921.000	ELECTRICITY	5,134.61	5,226.37	5,404.23	5,300.00	3,135.24	5,000.00	
248-733-921.100	ELECTRICITY - CHRISTMAS LIGHTS	962.90	854.08	923.48	1,100.00	424.00	1,100.00	
248-733-924.000	WATER AND SEWER	760.58	127.63	15.79	200.00	8.75	200.00	
248-733-930.000	REPAIRS & MAINTENANCE	312.34	392.26	442.57	800.00	20.99	800.00	
248-733-930.100	REPAIRS & MAINT - STREET LIGHTS	1,071.59	719.85	441.79	2,000.00	1,326.96	2,500.00	LED lighting
248-733-940.000	EQUIPMENT RENTAL	1,815.67	2,085.77	3,226.52	2,700.00	1,519.58	2,700.00	
248-733-966.000	REHABILITATION RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	
248-733-975.000	ADDITIONS & IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	
Totals for dept 733-DOWNTOWN/STREETSCAPE		18,856.28	16,468.60	18,581.80	19,785.00	10,073.40	20,010.00	
Dept 895-PROMOTIONS								
248-895-702.000	SALARIES AND WAGES	4,488.14	3,311.90	2,520.04	4,000.00	3,273.07	4,300.00	
248-895-702.200	SALARIES AND WAGES - DOUBLETIME	0.00	0.00	0.00	0.00	0.00	0.00	
248-895-715.000	EMPLOYERS SHARE - FICA & MEDICARE	336.23	245.18	187.66	400.00	244.56	400.00	
248-895-716.000	HEALTH INSURANCE	316.34	353.79	206.60	350.00	245.94	350.00	
248-895-718.000	DISABILITY	36.49	23.42	18.87	30.00	22.53	30.00	
248-895-719.000	EMPLOYERS SHARE - 401	271.24	196.52	154.91	300.00	199.02	300.00	
248-895-721.000	LIFE INSURANCE	21.71	14.74	11.64	20.00	18.32	20.00	
248-895-722.000	EMPLOYEE ASSISTANCE PROGRAM	3.15	2.15	1.65	5.00	1.93	5.00	
248-895-723.000	DENTAL INSURANCE	66.05	63.67	48.85	50.00	49.06	50.00	
248-895-724.000	OPTICAL INSURANCE	15.21	13.81	9.69	10.00	10.29	10.00	
248-895-818.301	CONTRACTUAL - DPW SEASONAL	0.00	0.00	0.00	0.00	0.00	0.00	
248-895-882.000	DECORATIONS-CHRISTMAS/BANNERS/BOW	1,545.56	874.73	1,281.17	2,000.00	1,659.25	2,000.00	Fall Display/New pine trees/flags
248-895-883.000	OTHER-LUMINATE/CELEBRATE/GATHER,ETC	168.97	185.74	21,200.00	500.00	30,040.00	1,100.00	Christmas in Jonesville
248-895-883.100	OTHER - RIVERFEST/JBA/ETC	0.00	0.00	0.00	1,000.00	1,100.00	2,000.00	Local event support
248-895-884.000	BEAUTIFICATION-TREES/FLOWERS/PLANTS	0.00	0.00	0.00	300.00	0.00	0.00	
248-895-884.100	AMERICA IN BLOOM	0.00	0.00	0.00	0.00	0.00	0.00	
248-895-900.000	PRINTING & PUBLISHING	75.00	0.00	0.00	0.00	0.00	0.00	
248-895-940.000	EQUIPMENT RENTAL	1,324.37	1,132.98	841.34	1,100.00	549.90	1,100.00	
Totals for dept 895-PROMOTIONS		8,668.46	6,418.63	26,482.42	10,065.00	37,413.87	11,665.00	
Dept 897-OTHER ACTIVITIES								
248-897-965.301	CONTRIB TO DEBT SERVICE	57,510.00	57,900.00	58,172.00	56,322.00	3,161.00	58,346.00	North Parking Lot - 2024 payoff
248-897-969.100	CAAMSHDA - RENTAL REHAB EXPENSES		0.00	0.00	0.00	0.00	0.00	
Totals for dept 897-OTHER ACTIVITIES		57,510.00	57,900.00	58,172.00	56,322.00	3,161.00	58,346.00	
TOTAL APPROPRIATIONS		160,193.78	154,880.49	214,983.41	153,748.00	56,073.53	809,627.00	
NET OF REVENUES/APPROPRIATIONS - DDA		(19,667.09)	(10,472.67)	(61,923.99)	4,502.00	(22,335.80)	(35,798.00)	

**CITY OF JONESVILLE
2022/23 ESTIMATED YEAR END FUND BALANCES**

	GEN FD	MAJOR	LOCAL	STATE	L.D.F.A.	D.D.A.	DEBT SVC	SEWER	WATER	M.V.P.
Est 21/22 EOY Fund Balance	\$1,660,480	\$517,242	\$623,413	\$13,594	\$2,302,854	\$157,374	\$0	\$805,370	\$98,797	\$124,729
Budgeted 22/23 Revenue		\$765,228	\$805,259	\$35,675	\$361,700	\$773,829	\$121,286			\$134,550
Budgeted 22/23 Expenditures		(\$702,031)	(\$1,070,875)	(\$35,674)	(\$216,085)	(\$809,627)	(\$121,286)			(\$141,480)
	\$1,660,480	\$580,439	\$357,797	\$13,595	\$2,448,469	\$121,576	\$0	\$805,370	\$98,797	\$117,799
Plus Depreciation								\$277,000	\$168,000	\$70,000
Amendments										
Fund Bal Before Res	\$1,660,480	\$580,439	\$357,797	\$13,595	\$2,448,469	\$121,576	\$0	\$1,082,370	\$266,797	\$187,799
Park Reserve	(\$54,700)									
Expansion Reserve (thru FY2021)					(\$360,000)					
Special Projects Reserve (thru FY2021)					(\$290,000)					
Infrastructure Impr. Reserve (thru FY2021)					(\$320,000)					
Est 22/23 EOY Fund Balance	\$1,605,780	\$580,439	\$357,797	\$13,595	\$1,478,469	\$121,576	\$0	\$1,082,370	\$266,797	\$187,799



City of
Jonesville

Capital Improvement Plan

Fiscal Years 2022-23 through 2027-28



DRAFT

Rev. 5/2/22

Adopted: _____

City of Jonesville

Capital Improvement Plan 2022-23 through 2027-28

Overview

The Capital Improvement Plan (CIP) is a six-year schedule of all proposed major capital improvement projects including project priorities, cost estimates, methods of financing, and annual estimated operating and maintenance costs for the proposed projects. The CIP, therefore, is a tool to assess the long-term capital project requirements for Jonesville. Since capital improvements are spread across many community needs (fire protection, police, sewer and water, parks and recreation, municipal administration, etc.) the CIP helps to prioritize these projects across the City over time.

Capital Improvement Projects

Capital improvements are major, infrequent expenditures, such as construction of a new facility, a major rehabilitation or repair to an existing facility, or the purchase of major equipment. Capital improvements are non-recurring expenditures that tend to be both large in physical size and cost, and have a longer useful life. Examples of capital projects include:

- Construction of a new City building
- Major road construction, such as bridge replacement or repaving
- Extension of a sewer and/or water line
- Purchase of a new fire truck
- Major repairs and/or renovations to the City Hall or Police Station
- Creation of a new park

The following projects are examples of expenditures that would be categorized as operating expenses, and would not usually constitute a capital improvement project:

- Purchase of new office furniture
- Purchase of new/used small equipment (lawn mowers, copiers, individual computers, etc.)
- Recurring maintenance of existing facilities
- Minor repairs to buildings or equipment
- Minor improvements to existing buildings (carpeting, painting, fixtures, etc.)

Major Expenditures

The term “major expenditure” is relative – what is major to Jonesville may be minor in another community. A capital improvement for the purposes of the Jonesville CIP is a major, non-recurring expenditure if it meets one or more of the following criteria:

- Any acquisition of land for a public purpose which costs \$5,000 or more.
- Any construction of a new facility (City building, water or sewer lines, parks), or any addition to an existing public facility, the cost of which equals \$5,000 or more and has a useful life of five or more years.

- A non-recurring rehabilitation (not including annual/recurring maintenance) of a building, its grounds, a facility or equipment, the cost of said rehabilitation being \$5,000 or more with a useful life of five or more years.
- Purchase of major equipment which, individually or in total, cost \$5,000 or more with a useful life of five or more years.
- Planning, feasibility, engineering or design studies related to an individual capital improvement project with a cost of \$5,000 or more.

Benefits

Completion of a six-year Capital Improvement Plan is a requirement of the Michigan Planning Enabling Act (Public Act 33 of 2008). Beyond meeting the State law, adoption of a CIP is beneficial to elected officials, administrative staff and the general public. Among the benefits of an adopted and well-maintained Capital Improvement Plan are:

- Prudent use of taxpayer dollars;
- Focusing expenditures on the needs of the community;
- Prioritizing projects across the needs of the community;
- Generating community support by inviting public input;
- Promoting economic development;
- Improving eligibility for State and Federal grants;
- Providing an implementation tool for the goals and objectives of the Master Plan;
- Transparency in identification of high-priority projects;
- Coordination/cost-sharing between projects.

Each year the Capital Improvement Plan will be revised for the next fiscal year. At the end of each fiscal year, the projects completed during that year are removed from the plan and an additional year's projects are added. Projects can then be adjusted in priority to reflect actual resources available. As the CIP is annually updated, a continuous relationship will be maintained between the CIP and the annual budget.

General Fund Department projects begin on **page 4**. Streets and Public Works Departments begin on **page 16**. LDFA and DDA projects begin on **page 24**. Water and Waste Water Department projects begin on **page 28**.

THE FOLLOWING CODES ARE USED THROUGHOUT THE DOCUMENT TO INDICATE THE SOURCE OF
FUNDING FOR THE PROPOSED PROJECTS

DDA – Downtown Development Authority

DO – Donations

FG – Federal Grant

GF – General Fund

GO – General Obligation Bonds

LDFA – Local Development Finance Authority

LS – Local Street Fund

LG – Local Grant

MS – Major Street Fund

MVP – Motor Vehicle Pool

PD – Private Developer

SA – Special Assessment

SF – Sewer Fund

SG – State Grant

SH – State Highway Fund

SM – Special Millage

WF – Water Fund

**City of Jonesville
Capital Improvement Plan**

EXECUTIVE SUMMARY – DOWNTOWN DEVELOPMENT AUTHORITY AND
LOCAL DEVELOPMENT FINANCE AUTHORITY

2022-2023 Fiscal Year		
Project	Cost	Funding Source
Chicago St. Riverfront Redevelopment	TBD	DDA/FG/SG
DDA Capital Projects	\$650,000	DDA/FG/SG

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

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

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

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

2027-2028 Fiscal Year		
Project	Cost	Funding Source
Gaige St./Reading Ln. Traffic Circulation	\$45,000	LDFA/FG/SG

City of Jonesville
Capital Improvement Plan
 PROJECT DESCRIPTION

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

Fiscal Year	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Est. Cost	TBD	-	-	-	-	-

Project Description and Location
<p>Redevelopment of the former Klein Tool building has been identified in the City’s Master Plan as the top community priority. The City has entered into a six-month option with a local development company to allow due diligence and studies to prepare a complete redevelopment concept for the property.</p> <p>The preliminary project proposal calls for exploring the feasibility of creating retail space compatible with the Downtown and market rate housing.</p> <p>It is anticipated that the DDA may offer financial assistance for the redevelopment to leverage Federal, State, and other funding to accomplish the reuse of the building.</p> <p>Costs will be known when a potential development is identified.</p>

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

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

City of Jonesville
Capital Improvement Plan
PROJECT DESCRIPTION

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

Fiscal Year	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Est. Cost	\$650,000	-	\$25,000	TBD	TBD	-

Project Description and Location
<p>The Downtown Development Authority supports certain capital projects that enhance the Downtown and encourage private economic investment. The following is a list of projects that are anticipated over the next several years.</p> <p>FY 2022-23 and FY 2023-24 - \$650,000 – US-12/Chicago Street streetscape (\$455,000) and South Parking Lot (\$195,000) financing bidding and construction FY 2024-25 – \$25,000 – Downtown wayfinding signs; may be executed with the streetscape projects FY 2025-26 – TBD – North Parking Lot surfacing FY 2026-27 – TBD – Design of M-99/Olds St. streetscape enhancements (timing subject to MDOT plans for M-99 and availability of grant funds)</p>

Project Need and Impact
<p>These projects are intended to promote private investment and improved property values in the Downtown district. The project list will be reviewed on an annual basis and updated as needs change and conditions warrant.</p>

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

City of Jonesville
Capital Improvement Plan
 PROJECT DESCRIPTION

Project Title	Gaige St./Reading Ln. Traffic Circulation		
Department	Local Dev. Finance Auth.	Funding Source	L DFA/FG/SG

Fiscal Year	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Est. Cost	-	-	-	-	-	\$45,000

Project Description and Location

This project would address short-term traffic congestion issues that take place in the vicinity of Gaige Street and M-99 (Olds St.). City staff has been working with representatives of the Michigan Department of Transportation (MDOT), the Michigan Economic Development Corporation (MEDC) the Hillsdale County EDP, and business interests to explore options. A preliminary design and cost estimate for an extension of Reading Ln. was completed in 2017, with right-of-way secured as well. Anticipating additional engineering and study, the LDFA has budgeted \$45,000 to be used toward additional engineering and needed traffic studies.

The final design of feasible improvements has not been determined at this time.

Project Need and Impact

The project is needed to address traffic congestion and to improve traffic circulation in the vicinity of M-99 and Gaige Street. Schedule will depend upon business interest in the traffic and circulation changes. Engineering would determine an appropriate number of potential solutions that could be agreed to by the parties. State and Federal grant opportunities will be explored to offset project costs.

Related Costs and Future Funding Needs

Any new or expanded streets will have ongoing winter and preventative maintenance costs following construction.