

CITY OF JONESVILLE DOWNTOWN DEVELOPMENT AUTHORITY AGENDA NOVEMBER 19, 2024, 8:30 A.M. JONESVILLE CITY HALL, 265 E. CHICAGO STREET

DDA Project Priorities:

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

1. CALL TO ORDER

- 2. APPROVAL OF AGENDA
- 3. PUBLIC COMMENT

4. APPROVAL OF MINUTES A. May 14, 2024 Regular Meeting

5. FINANCIAL REPORTS

A. Through May 31, 2024

6. UNFINISHED BUSINESS

A. None

7. NEW BUSINESS

- A. Chicago Street Road Diet and Streetscape Plans
- B. City Logo Recommendation
- C. 2025 Meeting Calendar

8. OTHER BUSINESS

- A. Staff Updates
- 9. ADJOURNMENT- Next Scheduled Special Meeting: Tuesday, August 6, 2024 8:30 a.m.

[Action Item]

[Action Item] [Action Item] [Action Item]

[Information Item]

Jonesville Downtown Development Authority Regular Meeting Minutes of July 9, 2024

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

Absent: Chris Fast and one vacancy

Also Present: Larry Hummel, Fleis and Vandenbrink and Manager Jeff Gray

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

Joe Ruden made a motion and was supported by Anthony Smith to approve the agenda as presented. All in favor. Absent: Chris Fast. Motion carried.

Gerry Arno made a motion and was supported by Joe Ruden to approve the minutes of the May 14, 2024 regular meeting. All in favor. Absent: Chris Fast. Motion carried.

Anthony Smith made a motion and was supported by Mary Ellen Sattler to accept the May 31, 2024 financial reports. The reports show assets, liabilities, and fund balance as of May 31, 2024, and revenue and expenditure activity for the month of May and fiscal year-to-date. All in favor. Absent: Chris Fast. Motion carried.

Larry Hummel with Fleis and Vandenbrink presented various tree species, concrete treatments, and seat wall options that can be chosen as part of the Chicago Street pavement resurfacing, road diet, and streetscape improvement project, which will be completed in 2025.

Larry showed certain tree species that MDOT allows in state highway rights of way, explaining that one or several varieties can be chosen. Joe Ruden made a motion and was supported by Abe Graves to choose Musashino Columnar Zelkova and Armstrong Gold Maple. All in favor. Absent: Chris Fast. Motion carried.

Larry presented various concrete treatments that can be used to replace the existing stamped concrete and brickwork. Penny Sarles made a motion and was supported by Abe Graves to choose a contrasting color concrete with no stamping. All in favor. Absent: Chris Fast. Motion carried.

Larry presented various seat walls that can be chosen as part of the project. Mary Ellen Sattler made a motion and was supported by Anthony Smith to purchase portable benches instead of having seat walls. All in favor. Absent: Chris Fast. Motion carried.

Discussion also included planting low-maintenance and hardy perennials in the landscape areas, ensuring that we have electricity in the tree wells, and incorporating irrigation for the flower pots.

Larry said that he will be available for the August 6^{th} special meeting with updated plans. He also stated that they will submit 70 - 75% complete plans to MDOT by August 22^{nd} , another preliminary submittal by October 30^{th} , and that final submittal is due by December 6^{th} .

Abe Graves made a motion and was supported by Anthony Smith to set a special DDA meeting for August 6th at 8:30 a.m. in the Jonesville Police Department Conference Room. Downtown business owners will be invited for input. All in favor. Absent: Chris Fast. Motion carried.

Penny Sarles made a motion and was supported by Abe Graves to schedule the South Parking Lot Improvement Project for Summer 2026, since the Streetscape Project will occur in 2025. All in favor. Absent: Chris Fast. Motion carried.

Penny Sarles made a motion and was supported by Joe Ruden to recommend appointing Rick Jenkins with Stoll Construction to fill the DDA vacancy. All in favor. Absent: Chris Fast. Motion carried.

Manager Gray provided updates regarding the progress of the Tag Line design, the former Klein Tools building, and downtown blight enforcement.

Don Toffolo thanked Cindy for another successful Recreation season. He stated that he coached two teams, and that he thought everyone enjoyed themselves.

The next scheduled special meeting is Tuesday, August 6, 2024 at 8:30 a.m., in the Jonesville Police Department Conference Room.

Joe Ruden made a motion and was supported by Penny Sarles to adjourn the meeting at 9:42 a.m. All in favor. Absent: Chris Fast. Motion carried.

Submitted by,

Lenore Spahr Deputy Clerk



(517) 849-2104 (517) 849-9037 Fax

To: Jonesville DDA Board

From: Jeffrey M. Gray, City Manager

Date: November 15, 2024

Re: Manager Report and Recommendations – November 19, 2024 DDA Meeting

DDA Project Priorities:

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

5. A. Financial Report

Attached is a revenue and expenditure report for the DDA through September 30, 2024. The report shows revenue and expenditure activity for the month of September 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 the end of September. I recommend a motion to accept the financial report. *Please refer to the attached revenue and expenditure report and cash balance report.*

7. A. Streetscape Improvements

This agenda item is reserved for review and approval of the construction plans for the Chicago Street Road diet and Downtown streetscape improvements. An excerpted set of the road diet plans is attached. Staff has a 98-page plan set for the complete paving project that includes the entire length of US-12 within the City limits, as well as the north let of M-99. The plan set can be forwarded on request.

Staff has reached out to the project engineer (attached), since the plan set does not reflect the details that have been discussed regarding the colored concrete treatment, tree species, irrigation, and other improvements. We anticipate that these details will be available prior to the DDA meeting. Once the plan details can be confirmed to the satisfaction of the DDA, it will be appropriate to recommend the final plan set for approval by the City Council. *Please refer to the Downtown road diet plans and staff communication*.

7. B. City Logo Recommendation

The DDA has engaged the services of Navigant Media to develop a new City logo that incorporates "The Real Deal" tagline. Option C is the recommended logo, as it uses a modern font to contrast with the current City logo and to project the City as progressive and forward thinking. The City history is incorporated into the Deal font and established date. Other options are shown, and the designer is willing to produce variations if the DDA desires. Once a logo is selected, a motion will be necessary to recommend it to the City Council. *Please refer to the City logo options.*

[Action]

[Action]

[Action]

7. C. 2025 Meeting Calendar

Consistent with the current meeting calendar, the proposed 2025 calendar proposes meeting every other month on the second Tuesday at City Hall at 8:30 a.m. In prior years, the November meeting has been moved to avoid any conflict for those travelling for the start of deer hunting season; members will want to advise if the proposed date poses a conflict. 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 2025 Meeting Calendar.*

8. A. Staff Updates

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

[Action]

[Information]

11/14/2024 04:30 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF JONESVILLE

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User: LSPAHR DB: Jonesville

PERIOD ENDING 09/30/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2024 INCREASE (DECREASE)	YTD BALANCE 09/30/2024 NORMAL (ABNORMAL)	2024-25 Amended budget	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
	WN DEVELOPMENT AUTHORITY					
Revenues						
Dept 000 - BALANCE		0.00		170 000 00	170 000 00	0 00
248-000-403.000 248-000-403.075	REAL PROPERTY TAXES PERSONAL PROP TAX REIMBURSEMENT	0.00 0.00	0.00 0.00	170,000.00 15,000.00	170,000.00 15,000.00	0.00 0.00
248-000-539.000	GRANT FUNDS	0.00	0.00	799,000.00	799,000.00	0.00
248-000-665.000	INTEREST EARNINGS	496.80	1,546.52	2,000.00	453.48	77.33
248-000-698.000	BOND PROCEEDS	0.00	0.00	400,000.00	400,000.00	0.00
Total Dept 000 - H	BALANCE SHEET/REVENUE	496.80	1,546.52	1,386,000.00	1,384,453.48	0.11
TOTAL REVENUES		496.80	1,546.52	1,386,000.00	1,384,453.48	0.11
Expenditures						
Dept 442 - PARKING	G LOTS					
248-442-921.000	ELECTRICITY	73.20	219.72	1,200.00	980.28	18.31
248-442-965.100	CONTRIB TO GEN FUND - PARKING LOT M&R	0.00	0.00	14,090.00	14,090.00	0.00
Total Dept 442 - H	PARKING LOTS	73.20	219.72	15,290.00	15,070.28	1.44
Dept 443 - SIDEWAI	LKS					
248-443-702.000	SALARIES AND WAGES	67.96	139.44	600.00	460.56	23.24
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	5.16 4.26	10.56 9.99	50.00 50.00	39.44	21.12 19.98
248-443-716.000 248-443-718.000	HEALTH INSURANCE DISABILITY	4.20	0.55	5.00	40.01 4.45	19.98
248-443-719.000	RETIREMENT - EMPLOYER PORTION	3.40	3.40	50.00	46.60	6.80
248-443-721.000	LIFE INSURANCE	0.00	0.27	3.00	2.73	9.00
248-443-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.03	0.07	1.00	0.93	7.00
248-443-723.000	DENTAL INSURANCE	0.34	0.83	10.00	9.17	8.30
248-443-724.000	OPTICAL INSURANCE	0.10	0.14	2.00	1.86	7.00
248-443-940.000	EQUIPMENT RENTAL	3.42	10.26	800.00	789.74	1.28
Total Dept 443 - S	SIDEWALKS	84.83	175.51	1,621.00	1,445.49	10.83
Dept 729 - DEVELOR	PMENT ACTIVITIES					
248-729-727.000	OFFICE SUPPLIES	0.00	9.75	0.00	(9.75)	100.00
248-729-800.000	COMMUNITY PROMOTION-FACADE PROGRAM	0.00	0.00	8,000.00	8,000.00	0.00
248-729-801.000	PROFESSIONAL SERVICES	0.00	500.00	2,000.00	1,500.00	25.00
248-729-820.000 248-729-965.101	MEMBERSHIPS/DUES/SUBSCRIPTIONS CONTRIB TO GEN FUND-PURCH/IMPR	0.00 0.00	250.00 0.00	500.00 1,209,000.00	250.00 1,209,000.00	50.00 0.00
248-729-965.200	CONTRIB TO GEN FUND-FURCH/IMPR CONTRIB TO GEN FUND	0.00	0.00	9,531.00	9,531.00	0.00
248-729-965.300	CONTRIB TO GEN FUND - ADMIN/WAGES	0.00	0.00	33,770.00	33,770.00	0.00
Total Dept 729 - I	DEVELOPMENT ACTIVITIES	0.00	759.75	1,262,801.00	1,262,041.25	0.06
Dept 733 - DOWNTON	WN / STREETSCAPE					
248-733-702.000	SALARIES AND WAGES	57.73	321.25	5,200.00	4,878.75	6.18
248-733-715.000	EMPLOYERS SHARE - FICA & MEDICARE	4.36	24.25	500.00	475.75	4.85
248-733-716.000	HEALTH INSURANCE	5.82	25.17	600.00	574.83	4.20
248-733-718.000	DISABILITY	0.48	2.23	50.00	47.77	4.46
248-733-719.000	RETIREMENT - EMPLOYER PORTION	0.00	3.99	300.00	296.01	1.33
248-733-721.000	LIFE INSURANCE	0.40	1.87	30.00	28.13	6.23

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REVENUE AND EXPENDITURE REPORT FOR CITY OF JONESVILLE

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User: LSPAHR DB: Jonesville

PERIOD ENDING 09/30/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2024 INCREASE (DECREASE)	YTD BALANCE 09/30/2024 NORMAL (ABNORMAL)	2024-25 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
		INCREASE (DECREASE)	NORMAL (ABNORMAL)	AMENDED BODGEI	NORMAL (ABNORMAL)	USED
	WN DEVELOPMENT AUTHORITY					
Expenditures		0.04	0.01	F 00	4 30	4 00
248-733-722.000 248-733-723.000	EMPLOYEE ASSISTANCE PROGRAM DENTAL INSURANCE	0.04 0.52	0.21 3.45	5.00 100.00	4.79 96.55	4.20 3.45
248-733-724.000	OPTICAL INSURANCE	0.32	0.26	25.00	24.74	1.04
248-733-740.000	OPERATING SUPPLIES	0.00	0.20	500.00	500.00	0.00
248-733-818.000	CONTRACTUAL	0.00	0.00	23,650.00	23,650.00	0.00
248-733-910.000	INSURANCE	0.00	192.00	250.00	58.00	76.80
248-733-921.000	ELECTRICITY	298.87	818.32	5,000.00	4,181.68	16.37
248-733-921.100	ELECTRICITY - CHRISTMAS LIGHTS	0.00	0.00	800.00	800.00	0.00
248-733-924.000	WATER AND SEWER	42.64	127.92	200.00	72.08	63.96
248-733-930.000	REPAIRS & MAINTENANCE	7.98	102.86	800.00	697.14	12.86
248-733-930.100	REPAIRS & MAINT - STREET LIGHTS	0.00	0.00	2,000.00	2,000.00	0.00
248-733-940.000	EQUIPMENT RENTAL	39.51	184.38	2,700.00	2,515.62	6.83
Total Dept 733 - I	DOWNTOWN/STREETSCAPE	458.35	1,808.16	42,710.00	40,901.84	4.23
Dept 895 - PROMOTI	IONS					
248-895-702.000	SALARIES AND WAGES	67.35	191.65	5,000.00	4,808.35	3.83
248-895-715.000	EMPLOYERS SHARE - FICA & MEDICARE	5.08	14.48	500.00	485.52	2.90
248-895-716.000	HEALTH INSURANCE	6.79	11.05	400.00	388.95	2.76
248-895-718.000	DISABILITY	0.56	0.97	30.00	29.03	3.23
248-895-719.000	RETIREMENT - EMPLOYER PORTION	0.00	11.08	300.00	288.92	3.69
248-895-721.000	LIFE INSURANCE	0.47	0.73	20.00	19.27	3.65
248-895-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.05	0.11	5.00	4.89	2.20
248-895-723.000	DENTAL INSURANCE	0.60	2.17	60.00	57.83	3.62
248-895-724.000	OPTICAL INSURANCE	0.00	0.32	20.00	19.68	1.60
248-895-882.000	DECORATIONS-CHRISTMAS/BANNERS/BOWS	260.00	260.00	2,000.00	1,740.00	13.00
248-895-883.000	OTHER-LUMINATE/CELEBRATE/GATHER,ETC	0.00	0.00	1,000.00	1,000.00	0.00
248-895-883.100	OTHER - RIVERFEST/JBA/ETC	0.00	0.00	1,000.00	1,000.00	0.00
248-895-940.000	EQUIPMENT RENTAL	98.46	101.88	1,200.00	1,098.12	8.49
Total Dept 895 - H	PROMOTIONS	439.36	594.44	11,535.00	10,940.56	5.15
TOTAL EXPENDITURES	5	1,055.74	3,557.58	1,333,957.00	1,330,399.42	0.27
Fund 248 - DOWNTON	IN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		496.80	1,546.52	1,386,000.00	1,384,453.48	0.11
TOTAL EXPENDITURES	5	1,055.74	3,557.58	1,333,957.00	1,330,399.42	0.27
NET OF REVENUES &		(558.94)	(2,011.06)	52,043.00	54,054.06	3.86
NEI UF KEVENUES &	EVL FIND I I OVEO	(556.94)	(2,011.00)	JZ,043.00	34,034.00	3.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets **	*	
248-000-001.000	CASH - CHECKING	6,900.80
248-000-007.000	CASH - MI CLASS INVESTMENT ACCT	116,025.04
248-000-123.000	PREPAID EXPENSES	39.00
Total	Assets	122,964.84
*** Liabiliti	es ***	
248-000-202.000	ACCOUNTS PAYABLE	682.69
248-000-214.101	DUE TO GENERAL FUND	7,216.80
Total	Liabilities	7,899.49
*** Fund Bala	nce ***	
248-000-390.000	FUND BALANCE	84,537.52
Total	Fund Balance	84,537.52
Beginn	84,537.52	
Net of	32,538.89	
	End FB/24-25 Beg FB	117,076.41
	Revenues VS Expenditures - Current Year Fund Balance	(2,011.06)
Ending	115,065.35	

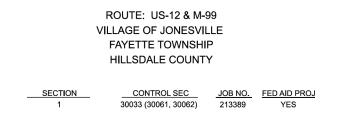
* Year Not Closed

PERFORM ALL WORK COVERED BY THESE PLANS IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION 2020 STANDARD SPECIFICATIONS FOR CONSTRUCTION.

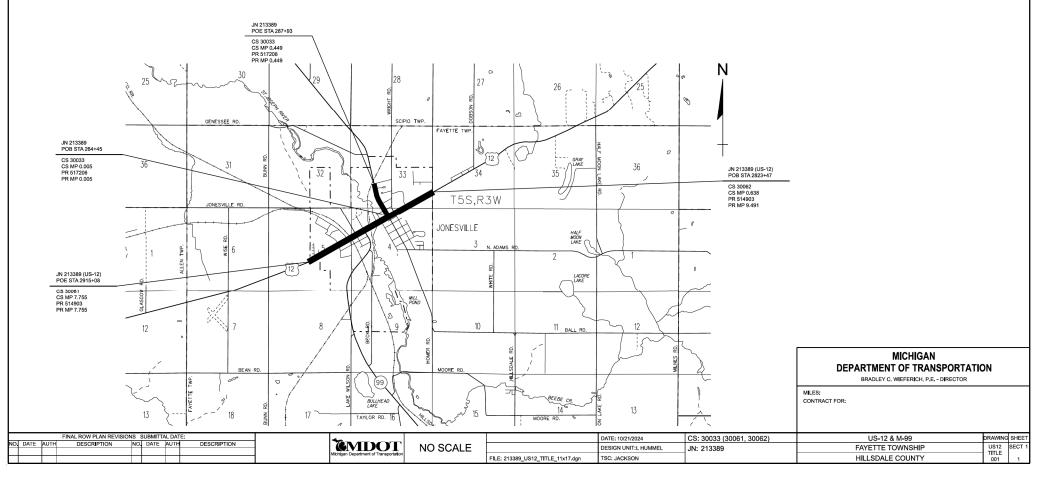
PHYSICAL ROAD NUMBER (PR#) & MILEPOST (MP) DATA ARE FROM MICHIGAN GEOGRAPHIC FRAMEWORK VERSION # .

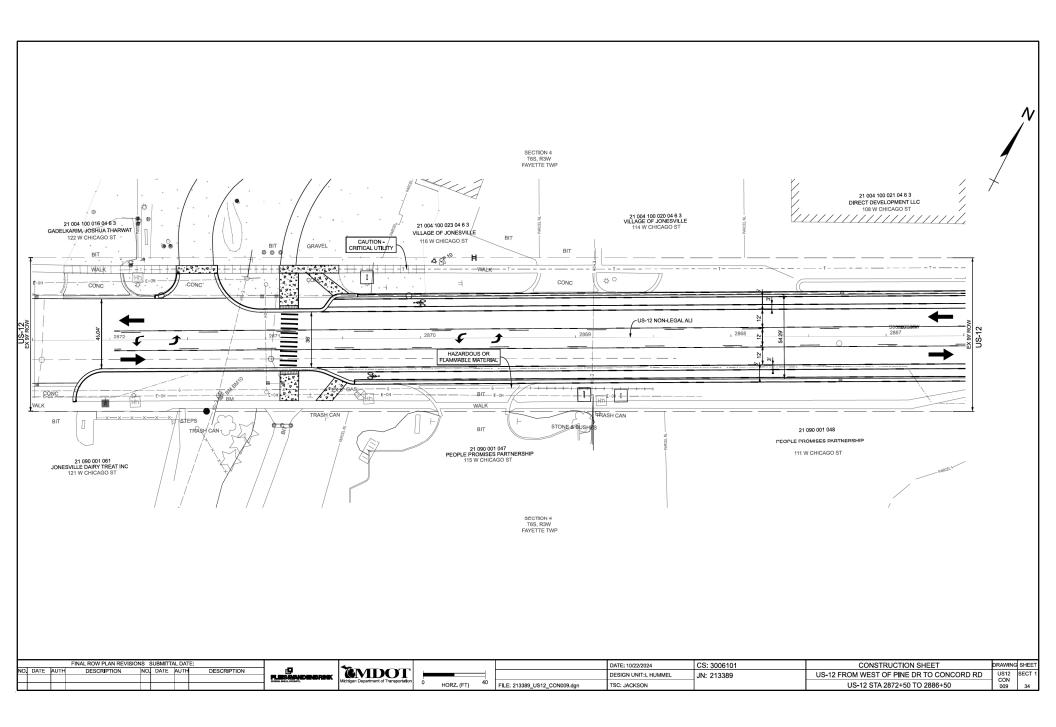
TRAFFIC DATA SPEED DATA							
ROAD	YEAR	ADT	DHV	COMM	DESIGN	POSTED	LIMITS
US-12	2020	8.644		10%	45	40	CONCORD RD TO OAK ST
US-12	2020	8,644		10%	35	30	OAK ST TO M-99 (EVANS ST)
US-12	2020	11,866		13%	35	30	M-99 (EVANS ST) TO M-99 (OLDS ST)
US-12	2020	4,975		13%	45	40	M-99 (OLDS ST) TO WEST OF PINE DR
M-99	2020	4,455		5%	40	35	US-12 TO GRANT ST

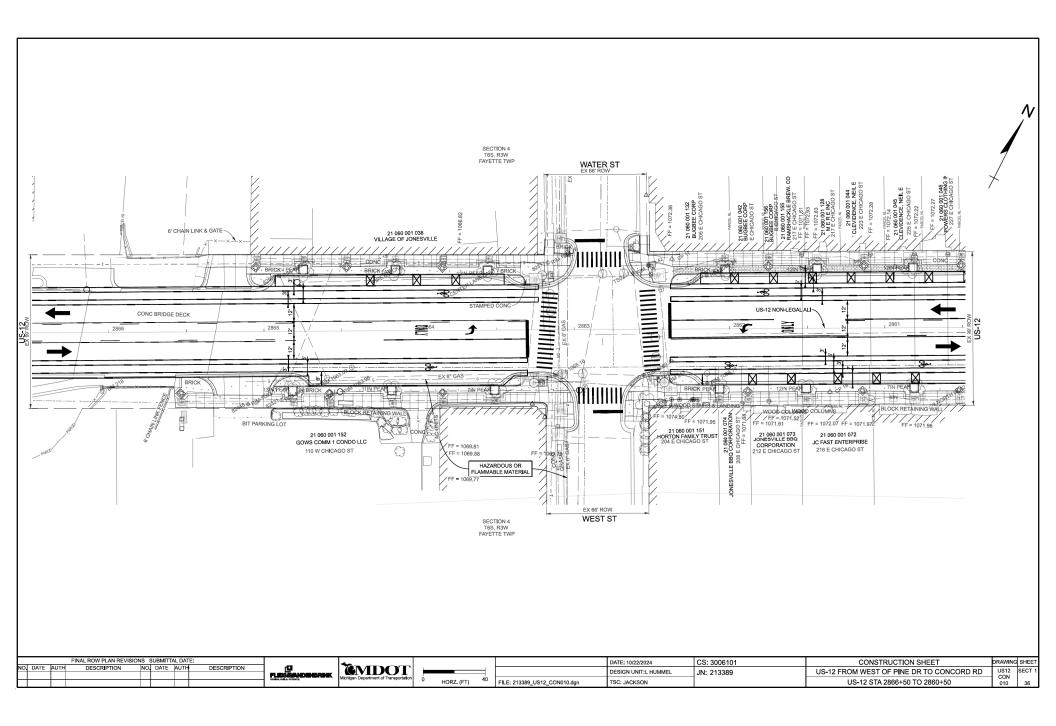
MICHIGAN DEPARTMENT OF TRANSPORTATION

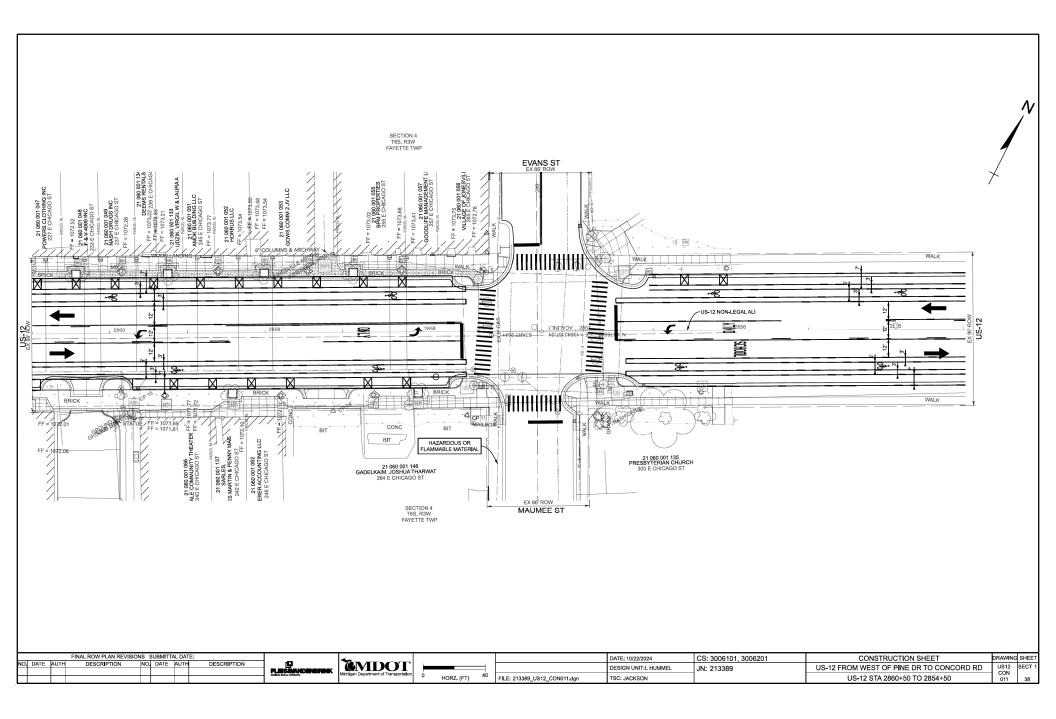


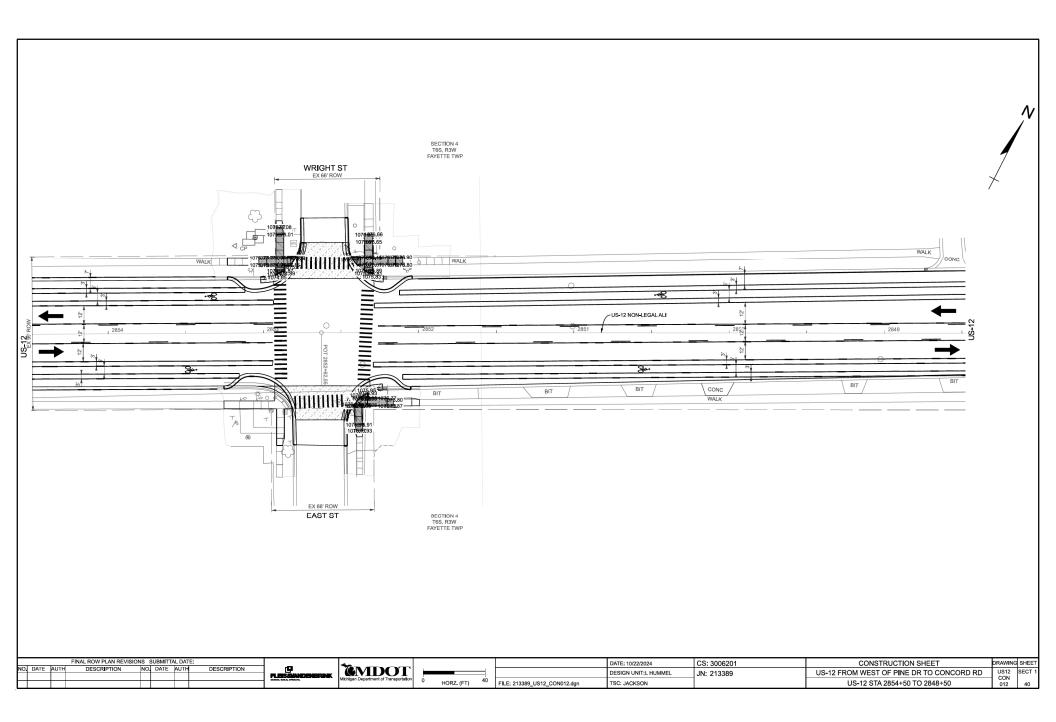


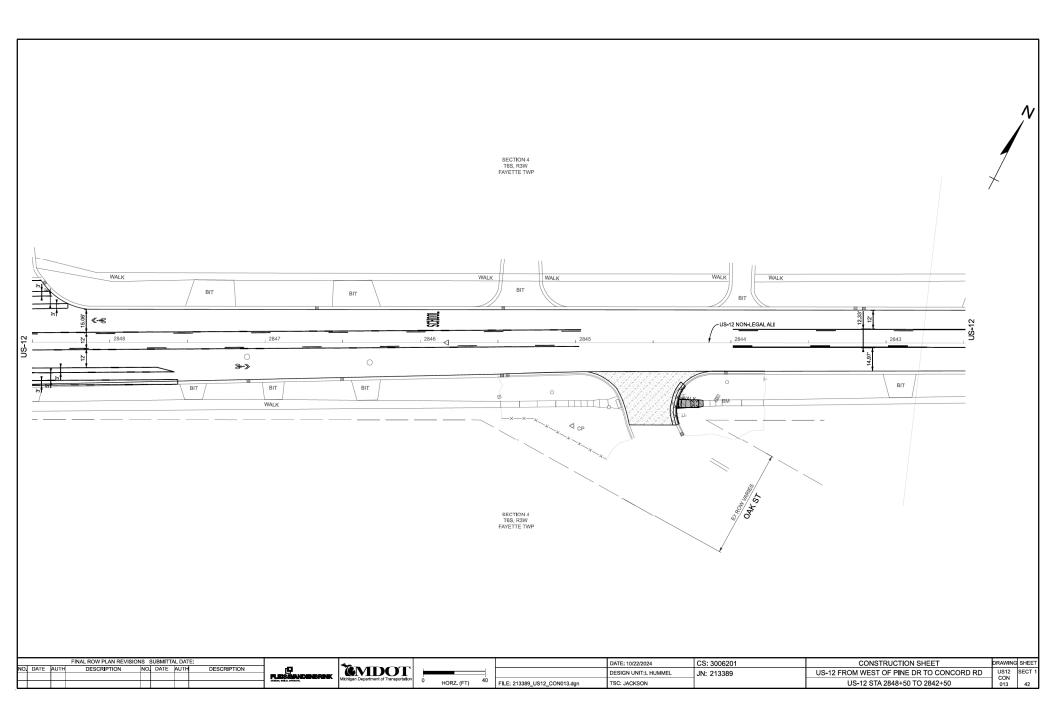


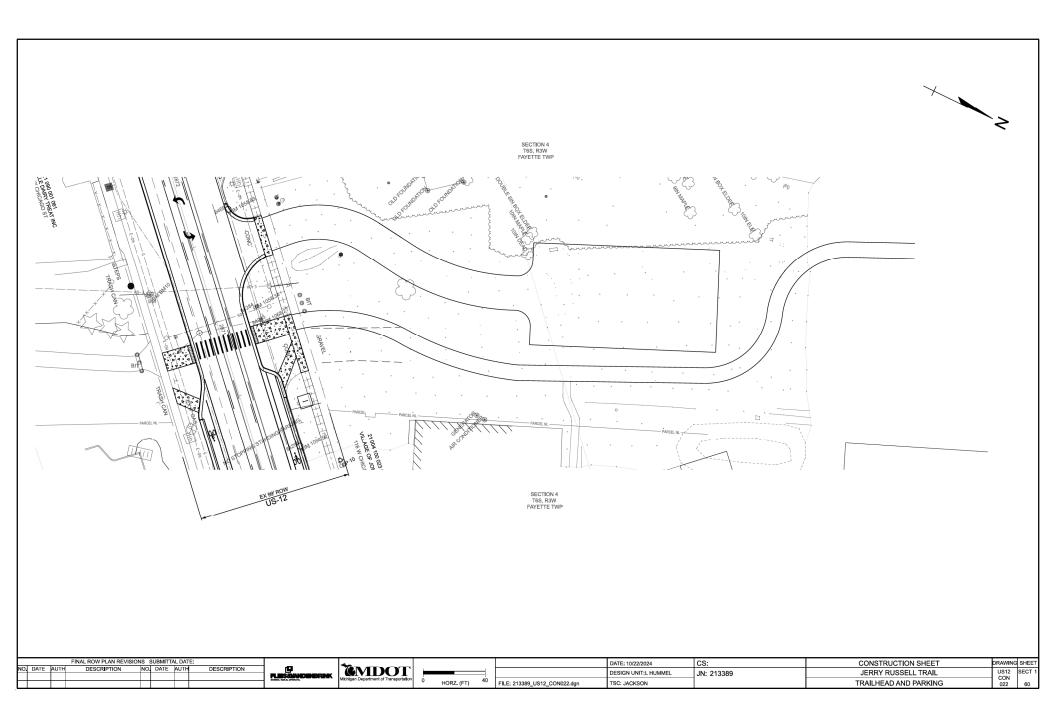


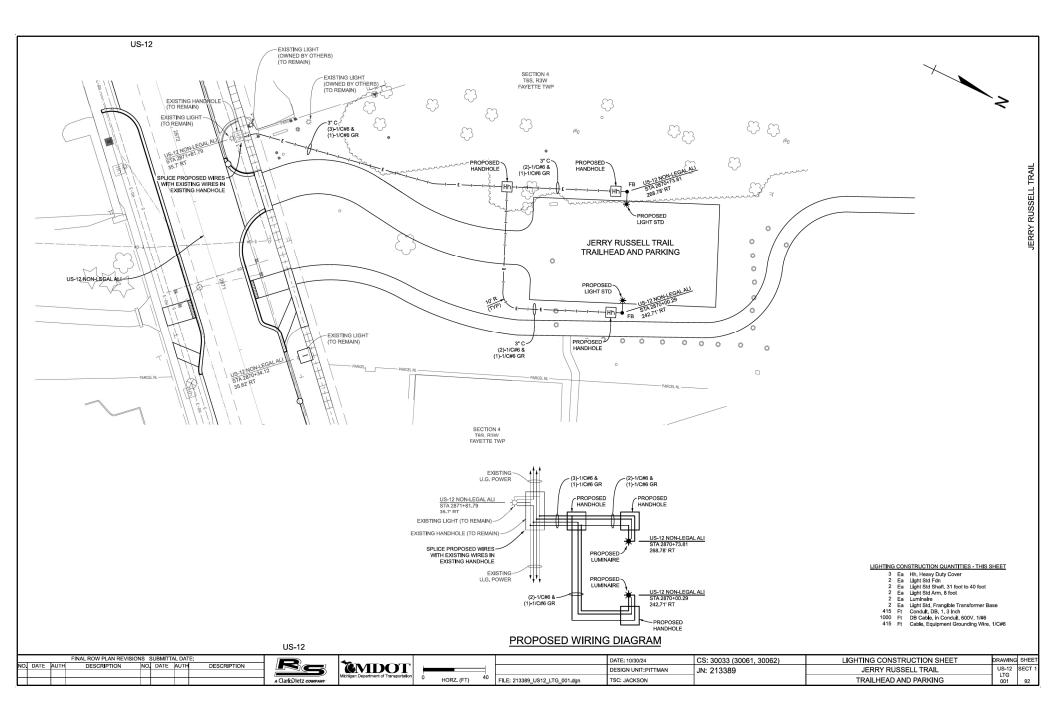


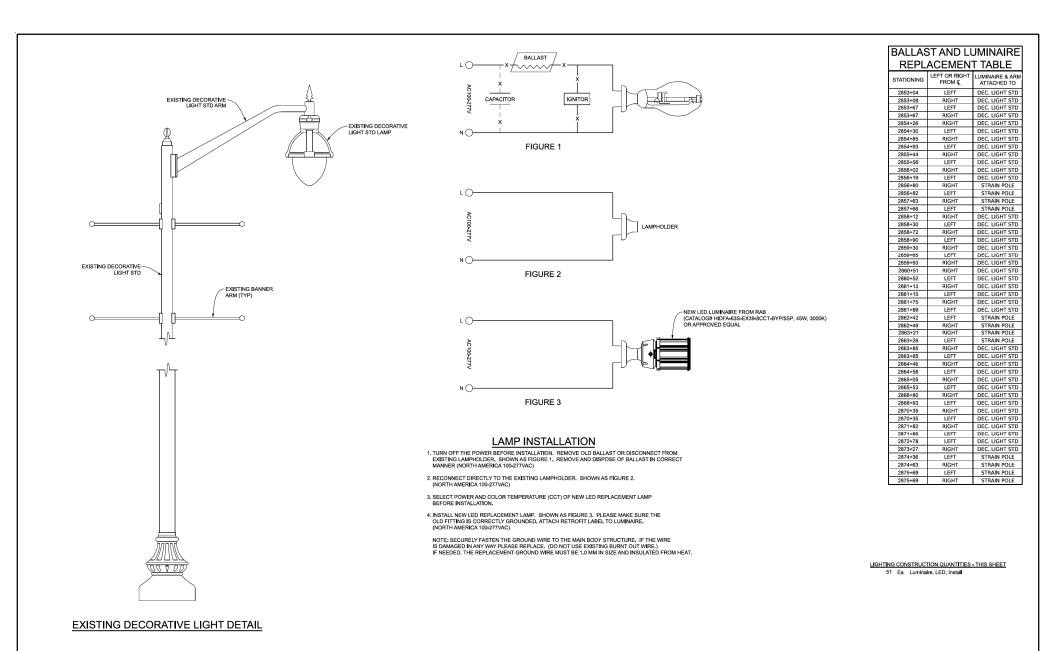












- F	FINAL ROW PLAN REVISIONS SUBMITTAL DATE:				<u> </u>			DATE: 10/30/24	CS: 30033 (30061, 30062)	MISCELLANEOUS LIGHTING DETAILS	DRAWING	SHEET	
ľ	O DATE AUTH	DESCRIPTION NO. DA	TE AUTH	DESCRIPTION	NG	ČMDOT	NO SCALE		DESIGN UNIT: PITTMAN	JN: 213389		US-12	SECT 1
Ŀ					A ClarkoDietz company	Michigan Department of Transportation		FILE: 213389_Lighting Details.dgn	TSC: JACKSON			003	94

Jeff Gray

From: Sent: To: Cc: Subject: Jeff Gray Wednesday, November 13, 2024 2:53 PM Larry Hummel Lamb, Veronica (MDOT) RE:

Larry,

I'm reviewing the plan set and a couple of questions have come to mind:

- Is the plan set showing pavement work only? When I look at the Downtown sections on the construction sheets (sheets 36 and 38 especially), the notes along the streetscape state "brick" where the pavers are "pear" for the trees. Are there separate sheets that I am missing for the streetscape work?
- I will share the entire plan set with the boards, but I am wondering if there is a more accessible way to share
 with the lay members of the board and public the changes that are taking place (concrete treatment in place of
 brick, tree species, sidewalk repairs, watering manifolds, repairs to electrical outlets in the tree wells, etc.)? I
 expect that several will have their own checklists and want to try and show that all is covered.

Thanks in advance,

Jeff

Jeffrey M. Gray· City Manager City of Jonesville 265 E. Chicago Street· Jonesville, MI 49250 (517) 849-2104



From: Larry Hummel <lhummel@fveng.com> Sent: Thursday, November 7, 2024 3:14 PM To: Jeff Gray <JGray@jonesville.org> Cc: Lamb, Veronica (MDOT) <LambV@michigan.gov> Subject:

Good Afternoon Jeff,

Per the meeting earlier this week, please find attached the current combined plan set for your review and distribution to the DDA and Council. Please let me know that you received the email. Due to the size of the file I want to be sure you are not having any issues.

Thank you,

Larry

Lawrence "Larry" B. Hummel, PE Regional Manager FLEIS & VANDENBRINK DESIGN. BUILD. OPERATE.

O: 989.837.3280
C: 616.401.8053
F: 989.837.3290

3562 Ridgecrest Drive, Suite 102, Midland, MI 48642



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DOWNTOWN DEVELOPMENT AUTHORITY (DDA) 2025 ANNUAL MEETING CALENDAR SECOND TUESDAY / EVERY OTHER MONTH Unless otherwise noted

TUESDAY	JANUARY 14, 2025	8:30 A.M.
TUESDAY	MARCH 10, 2025	8:30 A.M.
TUESDAY	MAY 13, 2025	8:30 A.M.
TUESDAY	JULY 8, 2025	8:30 A.M.
TUESDAY	SEPTEMBER 9, 2025	8:30 A.M.
TUESDAY	NOVEMBER 11, 2025	8:30 A.M.

All meetings are held at the Jonesville City Hall – 265 E. Chicago Street, Jonesville, MI, unless otherwise noted on the 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 (517) 849-2104 www.jonesville.org

Cindy Means, Clerk clerk@jonesville.org