



**DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL MEETING AGENDA
JONESVILLE CITY HALL | 265 E. CHICAGO STREET | JONESVILLE, MI
FEBRUARY 11, 2025, 8:30 A.M.**

DDA Project Priorities:

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

1. CALL TO ORDER

2. APPROVAL OF AGENDA

[Action Item]

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES

- A. November 19, 2024 Regular Meeting
- B. December 17, 2024 Special Meeting

[Action Item]

[Action Item]

5. FINANCIAL REPORTS

- A. Through November 30, 2024

[Action Item]

6. UNFINISHED BUSINESS

- A. None

7. NEW BUSINESS

- A. FY 2023-24 Fiscal Year Report
 - i. PA 57 Treasury Report
 - ii. Activity Synopsis
- B. Consider Proposal – DDA Plan Amendment
- C. PA 57 Informational Meetings

[Action Item]

[Action Item]

[Discussion Item]

8. OTHER BUSINESS

- A. Staff Updates

[Information Item]

9. ADJOURNMENT– Next Scheduled Meeting: Tuesday, March 11, 2025, 8:30 a.m.

Jonesville Downtown Development Authority
Regular Meeting
Minutes of November 19, 2024

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

Absent: None.

Also Present: Larry Hummel, Fleis and Vandenbrink, Veronica Lamb and Kelby Wallace, MDOT, and Manager Jeff Gray

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

Abe Graves made a motion and was supported by Anthony Smith to approve the agenda as presented. All in favor. Motion carried.

Gerry Arno made a motion and was supported by Joe Ruden to approve the minutes of the July 9, 2024 regular meeting. All in favor. Motion carried.

Gerry Arno made a motion and was supported by Mary Ellen Sattler to accept the September 30, 2024 financial reports. The reports show revenue and expenditure activity for the month of September and fiscal year-to-date. All in favor. Motion carried.

Larry Hummel with Fleis and Vandenbrink, along with Veronica Lamb and Kelby Wallace with MDOT, were available for discussion of the construction plans for the Chicago Street Road Diet and Downtown Streetscape Improvements. Mr. Hummel discussed the option of choosing between two different tree species, colored concrete replacing the existing bricks in the sidewalk, and the upgrade of electrical boxes. Larry will provide a mock-up drawing to show DDA what specific colors will look like with the sidewalks with the options being red, gray and brown. Project photos from existing projects that have been completed will be provided. A special DDA meeting was scheduled for Tuesday, December 17, 2024 at 8:30 a.m. No action was taken at this time.

A motion was made by Anthony Smith and supported by Mary Ellen Sattler to recommend to City Council to accept Option C as the recommended City Logo that incorporates “The Real Deal” Tagline. Option C uses a modern font to contrast with the current City logo and to project City as progressive and forward thinking. The city history is incorporated into the Deal font and established date. All in favor. Motion carried.

A motion was made by Joe Ruden and supported by Penny Sarles to accept the 2025 DDA Meeting Calendar with one change, Tuesday, November 11, 2025 changed to Wednesday, November 12, 2025, 8:30 a.m. All in favor. Motion carried.

Manager Gray provided updates regarding the Klein Tool building project.

The next scheduled special meeting is Tuesday, December 17, 2024 at 8:30 a.m.

The meeting was adjourned at 9:30 a.m.

Submitted by,

Cynthia D. Means
Clerk

**Jonesville Downtown Development Authority
Special Meeting
Minutes of December 17, 2024**

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

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

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

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

Anthony Smith made a motion and was supported by Rick Jenkins to approve the agenda as presented. All in favor. Absent: Abe Graves, Penny Sarles and Mary Ellen Sattler.

Larry Hummel with Fleis and Vandenbrink provided information regarding the Chicago Street Road Diet and Streetscape improvements, along with an excerpted set of the road diet plans and a set of options for treatment to the concrete where the pavers will be removed. Placement of trees were discussed and colored concrete options and patterns.

A motion was made by Anthony Smith and supported by Chris Fast to recommend for approval by the City Council the road diet and streetscape plans for Downtown Jonesville, with amendments described by Larry Hummel and including Option 4 of the Colored Concrete options and patterns (tan – Gray - Dark Gray) and arched shaped tree boxes.

Manager Gray provided updates regarding Christmas in Jonesville.

The next scheduled meeting is Tuesday, January 14, 2025 at 8:30 a.m.

The meeting was adjourned at 9:19 a.m.

Submitted by,

Cynthia D. Means
Clerk



To: Jonesville DDA Board
From: Jeffrey M. Gray, City Manager 
Date: February 7, 2025
Re: Manager Report and Recommendations – February 11, 2025 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 November 30, 2024. The report shows revenue and expenditure activity for the month of November and fiscal year-to-date. It also illustrates the amount budgeted for each line item and the available balance in that line. Also attached is a report of the current cash balances in all accounts as of the end of November. I recommend a motion to accept the financial report. *Please refer to the attached revenue and expenditure report and cash balance report.*

7. A. FY 2023-24 Fiscal Year Report **[Action]**

Public Act 57 of 2018 mandated reporting requirements for the DDA. The first is a financial report to the Michigan Department of Treasury on a form provided by the Department. The second is an annual synopsis of DDA activities, which was previously sent for member review by email. Motions to approve the attached reports, as presented or with amendments, are necessary. I recommend a motion to approve the Annual Report on Status of Tax Increment Financing Plan and to authorize staff to submit the same to the Michigan Department of Treasury. I also recommend a motion to approve the Fiscal Year 2023-24 Annual Report and to post the same on the DDA section of the City website. *Please refer to the Annual Report on Status of Tax Increment Financing Plan, and the Fiscal Year 2023-24 Annual Report.*

7. B. Consider Proposal – DDA Plan Amendment **[Action]**

In considering finance options for the local match on the Road Diet and Streetscape project and the future reconstruction of the South Parking Lot, it is unlikely that bonds will be fully repaid prior to the expiration of the current DDA plan in 2034. The DDA is not permitted to borrow beyond the term of its plan. The City's bond counsel, Miller Canfield, has submitted the attached letter of engagement to complete the amendment to extend the plan. The City has a long-standing relationship with Miller Canfield and the \$2,500 cost seems reasonable to complete the amendment. I recommend that the DDA consider a motion to engage the services of Miller Canfield in the amount of \$2,500 to complete the DDA Plan amendment. *Please refer to the attached proposed engagement letter.*

7. C. PA 57 Informational Meetings **[Discussion]**

The Public Act also requires the DDA to hold two public meetings each year to share information about goals, projects, and funding. The format of these has varied in the past, with meetings held prior to regular DDA meetings, jointly with the LDFA, and prior to a City Council meeting. We have previously discussed a larger, multi-board meeting to discuss various board projects and goals. This agenda item is reserved for discussion of the DDA's preference with regard to these required meetings for 2025.

8. A. Staff Updates

[Information]

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

User: LSPAHR

DB: Jonesville

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 11/30/2024	2024-25 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 11/30/2024	INCREASE (DECREASE)			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	170,000.00	170,000.00	0.00		
248-000-403.075	PERSONAL PROP TAX REIMBURSEMENT	0.00	19,318.94	15,000.00	(4,318.94)	128.79		
248-000-539.000	GRANT FUNDS	0.00	0.00	799,000.00	799,000.00	0.00		
248-000-665.000	INTEREST EARNINGS	534.58	2,585.53	2,000.00	(585.53)	129.28		
248-000-698.000	BOND PROCEEDS	0.00	0.00	400,000.00	400,000.00	0.00		
Total Dept 000 - BALANCE SHEET/REVENUE		534.58	21,904.47	1,386,000.00	1,364,095.53	1.58		
TOTAL REVENUES		534.58	21,904.47	1,386,000.00	1,364,095.53	1.58		
Expenditures								
Dept 442 - PARKING LOTS								
248-442-921.000	ELECTRICITY	74.68	368.74	1,200.00	831.26	30.73		
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 - PARKING LOTS		74.68	368.74	15,290.00	14,921.26	2.41		
Dept 443 - SIDEWALKS								
248-443-702.000	SALARIES AND WAGES	0.00	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	0.00	10.56	50.00	39.44	21.12		
248-443-716.000	HEALTH INSURANCE	0.00	9.99	50.00	40.01	19.98		
248-443-718.000	DISABILITY	0.00	0.55	5.00	4.45	11.00		
248-443-719.000	RETIREMENT - EMPLOYER PORTION	0.00	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	0.00	0.07	1.00	0.93	7.00		
248-443-723.000	DENTAL INSURANCE	0.00	0.83	10.00	9.17	8.30		
248-443-724.000	OPTICAL INSURANCE	0.00	0.14	2.00	1.86	7.00		
248-443-940.000	EQUIPMENT RENTAL	0.00	10.26	800.00	789.74	1.28		
Total Dept 443 - SIDEWALKS		0.00	175.51	1,621.00	1,445.49	10.83		
Dept 729 - DEVELOPMENT 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	MEMBERSHIPS/DUES/SUBSCRIPTIONS	0.00	250.00	500.00	250.00	50.00		
248-729-865.000	MILEAGE/TRANS/MEALS/LODGING	0.00	58.76	0.00	(58.76)	100.00		
248-729-965.101	CONTRIB TO GEN FUND-PURCH/IMPR	0.00	0.00	1,209,000.00	1,209,000.00	0.00		
248-729-965.200	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 - DEVELOPMENT ACTIVITIES		0.00	818.51	1,262,801.00	1,261,982.49	0.06		
Dept 733 - DOWNTOWN/STREETSCAPE								
248-733-702.000	SALARIES AND WAGES	121.32	871.81	5,200.00	4,328.19	16.77		
248-733-715.000	EMPLOYERS SHARE - FICA & MEDICARE	9.15	65.84	500.00	434.16	13.17		
248-733-716.000	HEALTH INSURANCE	5.82	43.76	600.00	556.24	7.29		
248-733-718.000	DISABILITY	0.72	4.38	50.00	45.62	8.76		
248-733-719.000	RETIREMENT - EMPLOYER PORTION	7.19	37.15	300.00	262.85	12.38		

User: LSPAHR

DB: Jonesville

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 11/30/2024	2024-25 AMENDED BUDGET	AVAILABLE		% BGDG USED
		MONTH 11/30/2024	INCREASE (DECREASE)			NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-733-721.000	LIFE INSURANCE	0.65	4.31	30.00	25.69	14.37		
248-733-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.07	0.46	5.00	4.54	9.20		
248-733-723.000	DENTAL INSURANCE	1.69	10.84	100.00	89.16	10.84		
248-733-724.000	OPTICAL INSURANCE	0.21	1.60	25.00	23.40	6.40		
248-733-740.000	OPERATING SUPPLIES	0.00	0.00	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	203.00	250.00	47.00	81.20		
248-733-921.000	ELECTRICITY	417.59	1,583.83	5,000.00	3,416.17	31.68		
248-733-921.100	ELECTRICITY - CHRISTMAS LIGHTS	0.00	0.00	800.00	800.00	0.00		
248-733-924.000	WATER AND SEWER	44.98	215.54	200.00	(15.54)	107.77		
248-733-930.000	REPAIRS & MAINTENANCE	0.00	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	9.81	303.12	2,700.00	2,396.88	11.23		
Total Dept 733 - DOWNTOWN/STREETScape		619.20	3,448.50	42,710.00	39,261.50	8.07		
Dept 895 - PROMOTIONS								
248-895-702.000	SALARIES AND WAGES	2,649.44	3,198.54	5,000.00	1,801.46	63.97		
248-895-715.000	EMPLOYERS SHARE - FICA & MEDICARE	198.51	239.56	500.00	260.44	47.91		
248-895-716.000	HEALTH INSURANCE	321.50	390.04	400.00	9.96	97.51		
248-895-718.000	DISABILITY	14.06	17.25	30.00	12.75	57.50		
248-895-719.000	RETIREMENT - EMPLOYER PORTION	112.99	140.24	300.00	159.76	46.75		
248-895-721.000	LIFE INSURANCE	13.69	16.41	20.00	3.59	82.05		
248-895-722.000	EMPLOYEE ASSISTANCE PROGRAM	1.44	1.76	5.00	3.24	35.20		
248-895-723.000	DENTAL INSURANCE	42.86	53.10	60.00	6.90	88.50		
248-895-724.000	OPTICAL INSURANCE	7.12	8.79	20.00	11.21	43.95		
248-895-882.000	DECORATIONS-CHRISTMAS/BANNERS/BOWS	0.00	779.37	2,000.00	1,220.63	38.97		
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	785.68	920.04	1,200.00	279.96	76.67		
Total Dept 895 - PROMOTIONS		4,147.29	5,765.10	11,535.00	5,769.90	49.98		
TOTAL EXPENDITURES		4,841.17	10,576.36	1,333,957.00	1,323,380.64	0.79		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		534.58	21,904.47	1,386,000.00	1,364,095.53	1.58		
TOTAL EXPENDITURES		4,841.17	10,576.36	1,333,957.00	1,323,380.64	0.79		
NET OF REVENUES & EXPENDITURES		(4,306.59)	11,328.11	52,043.00	40,714.89	21.77		

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH - CHECKING	736.75
248-000-007.000	CASH - MI CLASS INVESTMENT ACCT	135,382.82
248-000-123.000	PREPAID EXPENSES	39.00
Total Assets		136,158.57
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	534.91
248-000-214.101	DUE TO GENERAL FUND	7,217.58
248-000-214.661	DUE TO MOTOR VEHICLE POOL FUND	1.56
Total Liabilities		7,754.05
*** Fund Balance ***		
248-000-390.000	FUND BALANCE	117,076.41
Total Fund Balance		117,076.41
Beginning Fund Balance		117,076.41
Net of Revenues VS Expenditures		11,328.11
Ending Fund Balance		128,404.52
Total Liabilities And Fund Balance		136,158.57



City of Jonesville Downtown Development Authority FY 2023-24 Annual Report

This report is provided in accordance with the Michigan Recodified Tax Increment Financing Act, Public Act 57 of 2018. It reports the Authority's operations during the 2023-24 fiscal year and is intended to fulfill the requirements of the annual synopsis of activities of the authority, required in Section 910(1)(h) of the Act. The authority fiscal year begins on July 1st and ends June 30th.

Authority Accomplishments

- Granted approximately \$4,500 in façade improvement grants to encourage private investment in two Downtown properties.
- Administered a community contest and recommended a new "Real Deal" tagline for the City. The tagline will be used for new branding for the City, including an updated City logo.

Projects and Investments

- Collaborated with local businesses and the Michigan Department of transportation on the Chicago Street road diet and streetscape design. The project is being completed in conjunction with the MDOT project to pave Chicago Street in the City limits. Project construction is planned for the 2025 construction season.

Events and Promotions

- Provided financial support for the Downtown fall display.
- The DDA supported costs associated with park and Downtown decorations, including additional lights in Carl Fast Park and electricity costs to support the Lion's Club Lights of Love project.
- Programing costs to support the Christmas Tree Lighting and Downtown decorating associated with Christmas in Jonesville.

Fund Balance and Capital Project Planning

The DDA retains an estimated fund balance at the close of the fiscal year of \$117,076.

Planned streetscape and safety improvements in the Downtown, as well as development support for the redevelopment of the Klein Tool Building will likely exceed the current reserve funds. Grants and new debt are expected to cover the costs of improvements. New debt service has been planned with debt obligations for the North Parking Lot project completed in 2024.

Upcoming projects include streetscape improvements, South Parking Lot enhancements, and wayfinding signs. Future projects, as prioritized during review by the Budget Committee are summarized on pages 22-25 of the FY2024-25 through 2029-30 Capital Improvement Plan, available for review at City Hall or on the City's website, www.jonesville.org.

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	City of Jonesville	TIF Plan Name	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2024. MCL 125.4911(2)	Downtown Development Authority		2024
	Year AUTHORITY (not TIF plan) was created:	1993	
	Year TIF plan was created or last amended to extend its duration:	2009	
	Current TIF plan scheduled expiration date:	2034	
	Did TIF plan expire in FY24?	No	
	Year of first tax increment revenue capture:	1994	
	Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	No	
	If yes, authorization for capturing school tax:		
	Year school tax capture is scheduled to expire:		

Revenue:

Tax Increment Revenue	\$	163,651
Property taxes - from DDA millage only	\$	-
Interest	\$	3,963
State reimbursement for PPT loss (Forms 5176 and 4650)	\$	17,642
Other income (grants, fees, donations, etc.)	\$	-
Total	\$	185,256

Tax Increment Revenues Received

	Revenue Captured	Millage Rate Captured
From counties	\$ 53,334	7.9230
From cities	\$ 110,317	16.3880
From townships	\$ -	
From villages	\$ -	
From libraries (if levied separately)	\$ -	
From community colleges	\$ -	
From regional authorities (type name in next cell)	\$ -	
From regional authorities (type name in next cell)	\$ -	
From regional authorities (type name in next cell)	\$ -	
From local school districts-operating	\$ -	
From local school districts-debt	\$ -	
From intermediate school districts	\$ -	
From State Education Tax (SET)	\$ -	
From state share of IFT and other specific taxes (school taxes)	\$ -	
Total	\$ 163,651	

Expenditures

Parking lot repair and maintenance	\$	17,026
Downtown sidewalk repair and maintenance	\$	2,061
Downtown development activities	\$	8,051
Downtown streetscape repair and maintenance	\$	14,846
Promotions (decorations/downtown events)	\$	11,795
Debt service	\$	58,240
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
Transfers to other municipal fund (list fund name)	\$	-
Transfers to other municipal fund (list fund name)	\$	-
Transfers to General Fund	\$	40,698
Total	\$	152,717

Total outstanding non-bonded Indebtedness	Principal	\$	-
	Interest	\$	-
Total outstanding bonded Indebtedness	Principal	\$	-
	Interest	\$	-
	Total	\$	-
Bond Reserve Fund Balance		\$	-
Unencumbered Fund Balance		\$	117,076
Encumbered Fund Balance		\$	-

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	
				↓	TIF Revenue
Ad valorem PRE Real	\$ 639,650	\$ 245,050	\$ 394,600	24.3110000	\$9,593.12
Ad valorem non-PRE Real	\$ 11,231,308	\$ 4,474,300	\$ 6,757,008	24.3110000	\$164,269.62
Ad valorem industrial personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
Ad valorem commercial personal	\$ 1,657,900	\$ 1,637,707	\$ 20,193	24.3110000	\$490.91
Ad valorem utility personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
Ad valorem other personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ 22,136	\$ (22,136)	24.3110000	(\$538.15)
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ 418,100	\$ (418,100)	24.3110000	(\$10,164.43)
IFT New Facility personal property, all other	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Exempt (from all property tax) Real Property	\$ -	\$ -	\$ -	0.0000000	\$0.00
Total Captured Value		\$ 6,797,293	6,731,565	Total TIF Revenue	\$163,651.08

Founded in 1852
by Sidney Davy Miller

MILLER CANFIELD

THOMAS D. COLIS
TEL (313) 496-7677
FAX (313) 496-8450
E-MAIL colis@millercanfield.com

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January 23, 2025

Via email only

Mr. Jeffrey M. Gray
City Manager
City of Jonesville
265 East Chicago Street
Jonesville MI 49250

Re: Engagement Letter – Downtown Development Authority Plan Amendment

Dear Jeff:

It was a pleasure talking with you and Lenore recently regarding the proposed amendment to the City of Jonesville Downtown Development Authority's (the "DDA") Development and Tax Increment Financing Plan (the "Plan"). We are delighted that our firm has been asked to assist the City and the DDA in connection with the proposed amendments. We value highly our relationship with the City and the DDA and you may be assured of our prompt and complete attention to this matter. It is our practice when proposing to begin work on a new matter to send an engagement letter like this which sets forth the scope of our legal services, conflict of interest policy, and the nature of our compensation.

Scope of Legal Services – What We Will Do

Our services would consist of preparation of all resolutions, ordinances, notices, certificates and related material necessary to approve an amendment to the existing Plan. We will also review all documentation prepared by the DDA, the City, and other consultants, if any, relating to the DDA and proposed changes to the Plan. When requested we will consult with City and DDA officials to explain the procedures for the adoption of an amended Plan, the capture of tax increment revenues, and operating activities of the DDA in general. As is customary for this type of work, we do not anticipate that our engagement would include the rendering of any written opinions regarding the Plan. Should the need for such opinions arise, we would be pleased to provide you with a fee quote for such service.

Mr. Jeffrey M. Gray

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January 23, 2025

Our professional responsibilities as attorneys in this matter will be limited to interpretations of law and other legal issues and the drafting of legal documents. In no event, of course, would we presume to assume the responsibilities of the City, the DDA, or the professional responsibilities of any other advisor with respect to such non-legal matters.

Conflict of Interest Policy

Our firm is one of the largest in Michigan. In addition to having the largest public finance practice in the State, our attorneys represent a great many clients and our practice is in many different legal areas. We are not representing and do not intend to represent any other party in this matter. We do not believe that our representation in unrelated matters of the various other parties, both in and out of the municipal area will affect our ability to serve the City.

Because we are a large firm with many clients we are asked occasionally to represent a client in a matter adverse to the City. We, of course, would decline to represent any client in a matter involving the City that would conflict with our services to the City as counsel for the above matter. Moreover, before we would represent a client adverse to the City in any area not involving this issue, we would advise the City before undertaking such representation.

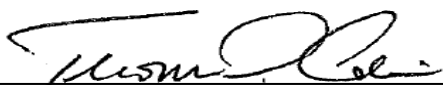
Fees

Our compensation for legal services in connection with the Plan amendment would be based on a fixed fee of \$2,500. Our fee may vary if unusual or unforeseen circumstances arise which require a significant increase in our time or responsibility. If at any time we believe that circumstances require an adjustment of our original fee, we will consult with you. In addition to our fee for services, we will expect to be reimbursed for all out-of-pocket expenses incurred in connection with this matter, including travel, mileage, document production, delivery services, etc.

We welcome this opportunity to be of service to the City and look forward to working with you. If you have any questions regarding this letter, please give me a call.

Very truly yours,

Miller, Canfield, Paddock and Stone, P.L.C.

By: 
Thomas D. Colis