



**CITY OF JONESVILLE
PLANNING COMMISSION AGENDA
WEDNESDAY, JULY 13, 2022, 7:00 p.m.
JONESVILLE POLICE DEPARTMENT, 116 W. CHICAGO STREET**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. PUBLIC COMMENT**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
 - A. April 13, 2022 Meeting
- 5. PUBLIC HEARING AND SUBSEQUENT ACTION**
 - A. None
- 6. NEW BUSINESS**
 - A. Capital Improvement Plan
 - B. Recreation Master Plan Scope
- 7. OTHER BUSINESS**
 - A. Project Updates
- 8. ADJOURNMENT - Next meeting Wednesday, August 10, 2022 at 7:00 pm**

[Information Item]
[Action Item]

**CITY OF JONESVILLE
PLANNING COMMISSION
Minutes of April 13, 2022**

A City of Jonesville Planning Commission meeting was held on Wednesday, April 13, 2022 at the Jonesville Police Department, 116 W. Chicago Street, Jonesville, MI. Chair Christine Bowman called the meeting to order at 7:06 p.m.

Present: Christine Bowman, Jerry Drake, Jim Ackerson, Charles Crouch, Marty Ethridge, Annette Sands and Olivia Stemen.

Absent: None.

Also Present: City Manager Jeff Gray, DPW Superintendent Mike Kyser, and Mayor Gerry Arno.

Olivia Stemen led the Pledge of Allegiance and the moment of silence.

Mayor Arno thanked the Planning Commission for their service to the community.

Manager Gray administered the Oath of Office to new member Marty Ethridge. Chair Christine Bowman welcomed Marty to the Planning Commission.

A motion was made by Jerry Drake and supported by Annette Sands to approve the agenda as presented. All in favor. Motion carried.

Annette Sands made a motion and was supported by Jim Ackerson to approve the minutes from January 12, 2022. All in favor. Motion carried.

Manager Gray provided an overview of the proposal from DH Roberts Construction for the redevelopment of the former Klein Tool Building. The current zoning and future land use of the property were reviewed. The purpose of the discussion was to familiarize the Commission with the tentative plans and the current zoning in anticipation of receipt of a full development proposal once the company completes its studies over the next six months.

Updates were provided by Manager Gray on the following: City Hall repairs, the replacement storm siren, various development sites, and the Jonesville Riverfest.

Motion by Jerry Drake, second by Charles Crouch to adjourn the meeting. All in favor. Motion carried. The meeting was adjourned at 7:46 p.m.

The next meeting is scheduled for May 11, 2022 at 7:00 p.m.

Submitted by,

Jeffrey M. Gray
City Manager



To: Jonesville Planning Commission
From: Jeffrey M. Gray, City Manager *JMG*
Date: July 8, 2022
Re: Manager Report and Recommendations – July 13, 2022 Planning Commission Meeting

6. A. Capital Improvement Plan

[Information]

As part of the development of the Fiscal Year 2022-23 Budget that took effect on July 1, 2022, the City updated the five-year Capital Improvement Plan (CIP) that is used to plan for likely future projects. I have attached an excerpt of the CIP that the Council approved at their meeting last month.

The document is presented to the Planning Commission in context to your function in considering the long-term development of the City. You will note that projects are described in each of the major funds that are included in the City budget and are broken broadly into categories of the General Fund, Public Works and Streets, Local Development Finance Authority (LDFA) and Downtown Development Authority (DDA), and Water and Waste Water. The excerpt includes the summary list of projects. Detailed project sheets can be reviewed in the complete document that is available on the City's website at: <https://bit.ly/JV-CIP-FY22-23>. If you would like a paper copy of the CIP, please contact City staff.

The CIP includes a couple of key first steps in implementing recent planning projects. The Parks projects include the development of the Parks and Recreation Master Plan that will be discussed later in this agenda and removal of the Wright Street tennis courts in the upcoming fiscal year. Improvements to the park were the top priority in the Recreation Master Plan. DDA support for the Chicago Street Riverfront Redevelopment (former Klein Tool Building) project is planned, following the approval of a development option with DH Roberts Construction. This, of course, comes from the top community priority in the current Master Plan update.

I will be prepared to provide an overview of the planned projects at the Planning Commission meeting. *Please refer to the attached excerpt of the Capital Improvement Plan.*

6.B. Recreation Master Plan Scope

[Action]

In 2015, the City completed and updated Recreation Master Plan as a joint effort with Fayette Township. A recreation master plan is an important tool in assuring that there are adequate park facilities and recreation opportunities to meet the needs of the community. An updated recreation plan is also needed for the City to be eligible to apply for State grants for parks facilities. The State requires plans to be updated every five years. The City Council has budgeted for the update of the City's plan in this fiscal year.

This agenda item is reserved for a work session to familiarize the Planning Commission with the previously adopted plan, including the community priorities that were identified in that plan, and work that has taken place since the plan was adopted.

I believe that there would be benefits to considering a different approach with the development of the updated plan, including incorporating it into the existing development Master Plan. Among the benefits is improved coordination of recreation goals and objectives with other community objectives. If this approach is of interest to the Planning Commission, we will discuss a corresponding project scope for the plan update.

I have attached a copy of the Action Plan from the 2015-2019 Jonesville/Fayette Township Recreation Master Plan for reference. The entire Recreation Plan can be viewed online here: <https://bit.ly/JV-RecPlan>. *Please refer to the Action Plan excerpt from the Recreation Master Plan.*



City of
Jonesville

Capital Improvement Plan

Fiscal Years 2022-23 through 2027-28



Adopted: June 15, 2022

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 17. LDFA and DDA projects begin on page 25. Water and Waste Water Department projects begin on page 29.

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 – GENERAL FUND DEPARTMENTS

2022-2023 Fiscal Year		
Project	Cost	Funding Source
Computer Hardware Upgrades	\$12,000	GF
City Hall Maint. and Improvements	\$285,000	GF
City Hall Furniture and Security	\$26,000	GF
Cemetery Projects	\$17,000	GF
Motor Vehicle Rescue Equipment	\$20,000	GF
Public Safety Facilities Maintenance	\$45,000	GF
Parks Improvements	\$21,550	GF/SG

2023-2024 Fiscal Year		
Project	Cost	Funding Source
Computer Hardware Upgrades	\$10,000	GF
Cemetery Projects	\$12,000	GF
Fire Training Facility	\$60,000	GF
Parks Improvements	TBD	GF/SG

2024-2025 Fiscal Year		
Project	Cost	Funding Source
Computer Hardware Upgrades	\$8,000	GF
Cemetery Projects	\$12,000	GF
Police Patrol Vehicle Replacement	\$48,000	MVP/SG/FG
Engine 535 Pump Refurbishment	\$100,000	GF/MVP
Parks Improvements	TBD	GF/SG

2025-2026 Fiscal Year		
Project	Cost	Funding Source
Computer Hardware Upgrades	\$8,000	GF
Cemetery Projects	TBD	GF
Station Exhaust Removal System	\$75,000	GF
Parks Improvements	TBD	GF/SG

2026-2027 Fiscal Year		
Project	Cost	Funding Source
Computer Hardware Upgrades	\$8,000	GF
Cemetery Projects	\$2,000	GF

2027-2028 Fiscal Year		
Project	Cost	Funding Source
Computer Hardware Upgrades	\$8,000	GF
Cemetery Projects	\$2,000	GF

**City of Jonesville
Capital Improvement Plan**

EXECUTIVE SUMMARY – STREET AND PUBLIC WORKS DEPARTMENTS

2022-2023 Fiscal Year		
Project	Cost	Funding Source
Street Reconstruction – West Street	\$841,000	LS
Street Maint. – Chip and Fog Seal	\$49,000	LS/MS
Crack Fill – Major and Local Streets	\$14,000	LS/MS/LDFA
Sidewalk Repair/Extensions/ADA Ramps	\$10,000	GF/LS/MS

2023-2024 Fiscal Year		
Project	Cost	Funding Source
Street Maint. – Chip and Fog Seal	TBD	MS/LS
Crack Fill – Major and Local Streets	\$14,000	LS/MS/LDFA
Sidewalk Repair/Extensions/ADA Ramps	\$10,000	GF/LS/MS
Replace 2009 Pickup & Plow	\$60,000	MVP

2024-2025 Fiscal Year		
Project	Cost	Funding Source
Street Maint. – Chip and Fog Seal	TBD	MS/LS
Crack Fill – Major & Local Streets	\$14,000	LS/MS/LDFA
Sidewalk Repair/Extensions/ADA Ramps	\$10,000	GF/LS/MS
Replace Backhoe	TBD	MVP

2025-2026 Fiscal Year		
Project	Cost	Funding Source
Street Maint. – Chip and Fog Seal	TBD	MS/LS
Crack Fill – Major & Local Streets	\$14,000	LS/MS/LDFA
Sidewalk Repair/Extensions/ADA Ramps	\$10,000	GF/LS/MS
Replace 2010 Dump Truck	\$150,000	MVP/SG

2026-2027 Fiscal Year		
Project	Cost	Funding Source
Street Maint. – Chip and Fog Seal	TBD	MS/LS
Crack Fill – Major and Local Streets	\$14,000	MS/LS
Sidewalk Repair/Extensions/ADA Ramps	\$10,000	GF/LS/MS

2027-2028 Fiscal Year		
Project	Cost	Funding Source
Street Maint. – Chip and Fog Seal	TBD	MS/LS
Crack Fill – Major and Local Streets	\$14,000	LS/MS/LDFA
Sidewalk Repair/Extensions/ADA Ramps	\$10,000	GF/LS/MS

**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**

EXECUTIVE SUMMARY – WASTE WATER AND WATER DEPARTMENT PROJECTS

2022-2023 Fiscal Year		
Project	Cost	Funding Source
Inlet & Primary Tank Railings	\$12,000	SF
Trickling Filter Pumps	\$20,000	SF
Vactor 360 Plan	\$22,000	SF/WF
Water Reliability Study	\$12,000	WF
Water Service Replacements	\$112,000	WF/SG

2023-2024 Fiscal Year		
Project	Cost	Funding Source
Sewer Lining	\$125,000	SF
UV Disinfection System	\$120,000	SF
Digester Mixed Air Unit	\$30,000	SF
Outside Door Replacement	\$23,000	SF
Pickup Truck	\$40,000	MVP
Water Service Replacements	\$112,000	WF/SG

2024-2025 Fiscal Year		
Project	Cost	Funding Source
Sewer Lining	\$25,000	SF
High Service & Well Pump Repair	\$60,000	WF
Water Service Replacements	\$112,000	WF/SG

2025-2026 Fiscal Year		
Project	Cost	Funding Source
Sewer Lining	\$25,000	SF
Water Service Replacements	\$112,000	WF/SG

2026-2027 Fiscal Year		
Project	Cost	Funding Source
Sewer Lining	\$25,000	SF
Water Service Replacements	\$112,000	WF/SG

2027-2028 Fiscal Year		
Project	Cost	Funding Source
Sewer Lining	\$25,000	SF
Water Service Replacements	\$112,000	WF/SG



Jonesville Rail Trail | photo courtesy of City of Jonesville

Chapter 6

Action Program

Jonesville & Fayette Township Joint Recreation Plan

Action Program

The following action program was developed for the joint recreation plan:

Priority (i.e., short-term) projects

The following projects are proposed for the current 5-year planning period. Please note that the projects are not prioritized, but simply organized by park or use (i.e., activity).

Improvements to Wright Street Park

1. Create a plan for the renovation and improvement of the Wright Street Park which may include new facilities, including baseball and softball diamonds
2. Improve barrier-free access to existing recreation facilities and park areas in the Wright Street Park and incorporate universal design standards into the construction of new facilities and park areas
3. Redevelop the existing Wright Street Park tennis courts into multi-use recreation facilities (e.g., tennis, basketball, ice skating, etc.)

Non-motorized network enhancements

4. Continue to coordinate with the Headwaters Recreational Authority—and other pertinent institutions—on the implementation of the developing non-motorized network as it traverses the Jonesville Area*
5. Identify important gaps in the existing non-motorized network as it traverses the Jonesville Area and make those connections*
6. Install sidewalks along Concord Road between US-12 and Salem Drive

* *These projects are not included on the Action Program map; please see the "Pathway Options Map" included in Appendix C for possible projects*

Improvements to Carl Fast Park

7. Replace Carl Fast Park's existing playground equipment
8. Consider alternative uses of the east end of Carl Fast Park
9. Improve barrier-free access to existing recreation facilities and park areas in Carl Fast Park and incorporate universal design standards into the construction of new facilities and park areas

Secondary (i.e., long-term) projects

The following projects are proposed beyond the current 5-year planning period. Please note that the projects are not prioritized, but simply organized by use (i.e., activity).

Improving St. Joseph River access

10. Continue to develop St. Joseph Riverfront access in the Jonesville Area as opportunities arise

Further enhancement to the proposed non-motorized network

11. Extend the North Country Scenic Trail north of the Jonesville Rail Trail and explore potential non-motorized connections westward to Allen and Quincy and northward to Concord

Developing a new park

12. Develop the old Jonesville dumpsite as a park and incorporate the riverside trail proposed by the Headwaters Recreational Authority into the design of the new park

Background Information

The Plan's goals and objectives are the basis for the projects listed in the above action program.

Developing trails and sidewalks

In recognition of goal #1—"continue to develop the non-motorized network"—3 of the 9 priority (i.e., short-term) projects propose further development of trails and sidewalks within the Jonesville Area. For example, proposed coordination "with the Headwaters Recreational Authority—and other pertinent institutions—on the implementation of the proposed non-motorized network as it traverses the Jonesville Area" fulfills the objective to "partner with . . . other organizations and institutions involved in planning efforts to expand the Jonesville Area's non-motorized network" (please see the "Pathway Options Map" included in Appendix C). Some of the various options identified in the master plan developed by the Headwaters Recreational Authority provide access to the river, fulfilling the objective to "improve access to the St. Joseph River via trails and sidewalks (please see goal #3)". The objective to "develop needed sidewalk connections throughout the City and surrounding area" is addressed by the proposals to "identify important gaps in the existing non-motorized network as it traverses the Jonesville Area and make those connections" and, more specifically, to "install sidewalks along Concord Road between US-12 and Salem Drive". Extending "the North Country Scenic Trail north of the Jonesville Rail Trail and explore connections with nearby non-motorized trails westward to Allen and Quincy and northward to Concord"—a secondary (i.e., long-term) project— satisfies the objective to "connect with other nearby trail systems to create a regional non-motorized network whenever opportunities arise".

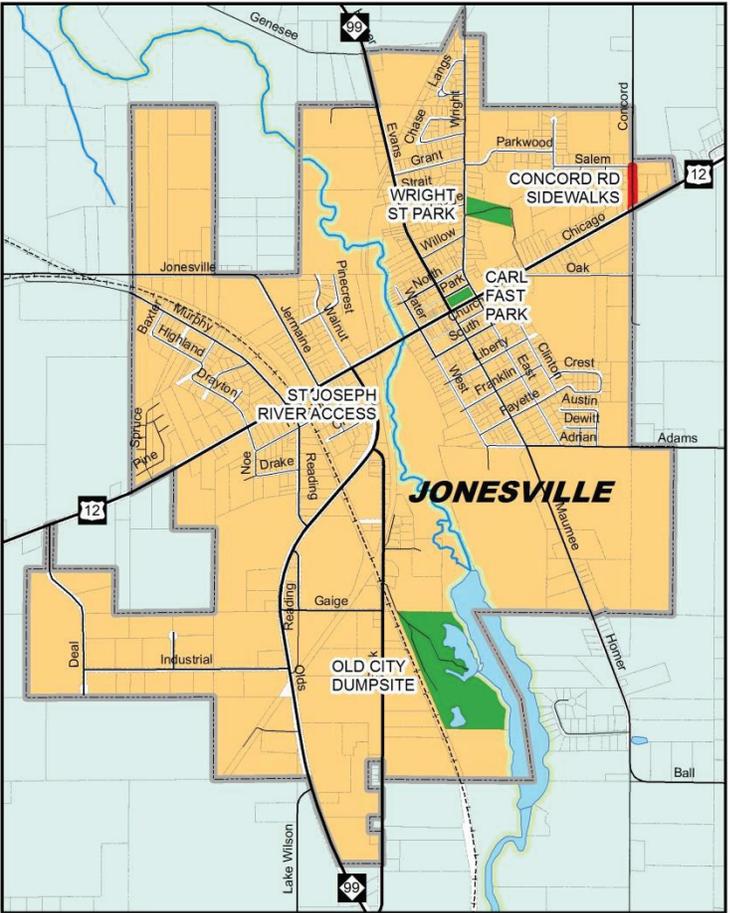
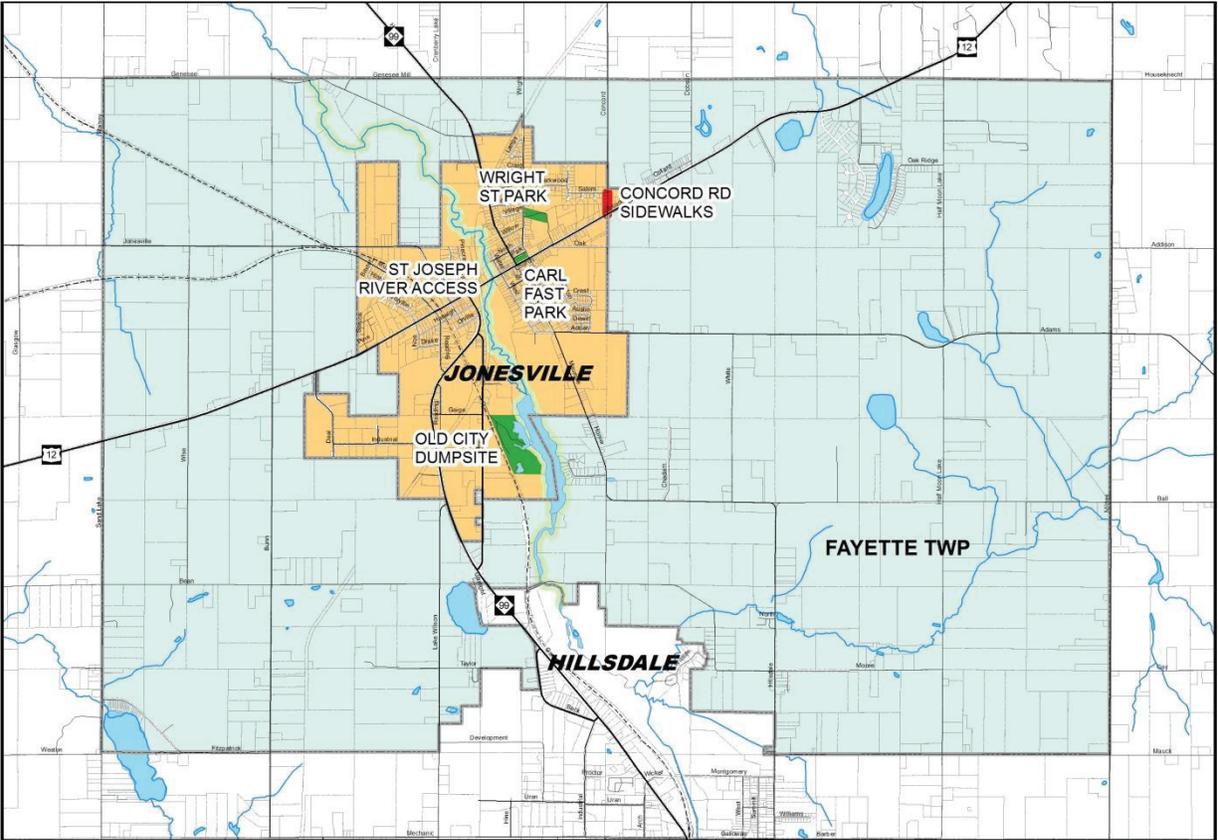
Improvements to existing parks

In recognition of goal #2—“focus on improving existing parks”—6 of the 9 priority projects propose various improvements to the City’s Wright Street and Carl Fast Parks (please see the Action Program map). For example, improvements are proposed in both parks in order to fulfill the objective to increase “barrier-free access to existing recreation facilities and park areas and [incorporate] universal design standards into the construction of new recreation facilities and park areas whenever possible”. The renovation of existing recreation facilities, the installation of new facilities, and facility maintenance are planned for both parks, as directed by the objectives to “renovate and maintain existing recreation facilities and park areas as necessary” and “add and maintain new recreation facilities and parks areas where feasible”. The proposal to “redevelop the existing Wright Street Park tennis courts into multi-use recreation facilities (e.g., tennis, basketball, ice skating, etc.)” fulfills the objective to “evaluate the potential” for that project. Finally, the development of a plan for the Wright Street Park will aid the City in fulfilling all goal #2 objectives as they relate to what is likely the Area’s most visited park (please see the survey).

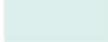
St. Joseph River

In recognition of goal #3—“provide access to the St. Joseph River”—several priority and secondary projects will increase the general public’s accessibility to that important resource (please see the Action Program map). For example, developing “the old Jonesville dumpsite as a park and [incorporating] the riverside trail proposed by the Headwaters Recreational Authority into the design of the new park” will provide direct access to the St. Joseph River.¹ The proposal to “continue [developing] riverfront access in the Jonesville Area as opportunities arise” will also help to fulfill that goal. Incorporation of a Headwaters Recreational Authority trail into the proposed park accomplishes the objectives to “provide connections between the river and the proposed non-motorized network whenever possible” and “continue to support projects that improve river access for Riverfest and other activities”. The project will also help to satisfy the objective under goal #1 to “improve access to the St. Joseph River via trails and sidewalks (please see goal #3)”.

¹ It is important to note that this project does not conflict with goal #2—“focus on improving existing parks”—because 1 of its objectives allows for the “*addition of new Jonesville Area parks as opportunities arise*” (*emphasis added*).



LEGEND

-  MUNICIPAL LIMITS
-  PARCELS
-  CITY
-  TOWNSHIP
- TRANSPORTATION**
-  HIGHWAYS
-  MAIN ROADS
-  LOCAL ROADS
-  RAILROADS
- WATER**
-  LAKES & PONDS
-  RIVERS & STREAMS

