



**CITY OF JONESVILLE  
DOWNTOWN DEVELOPMENT AUTHORITY AGENDA  
MARCH 9, 2021, 8:30 A.M.**

Pursuant to Section 3a of the Open Meetings Act, Act 267 of 1976, as amended, participation in this meeting will be by Zoom Meeting. The Board, staff and public wishing to participate may do so by logging onto the website or calling the telephone number below. When prompted enter the Meeting ID and Password.

**WEB ADDRESS:** [www.zoom.us](http://www.zoom.us)  
**CALL-IN TELEPHONE NUMBERS:**  
1-312-626-6799 or  
1-929-205-6099

**MEETING ID: 848 1510 1255**  
**PASSWORD: 784615**

**DDA FY 2020-21 Project Priorities:**

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

1. **CALL TO ORDER**
2. **OATH OF OFFICE/WELCOME NEW MEMBER**
  - A. Mary Ellen Sattler
3. **PRESENTATIONS AND RECOGNITIONS**
  - A. None
4. **APPROVAL OF AGENDA** [ROLL CALL][Action Item]
5. **APPROVAL OF MINUTES** – January 19, 2021 Meeting [ROLL CALL][Action Item]
6. **PUBLIC COMMENT**
7. **FINANCIAL REPORT**
  - A. Through January 31, 2021 [ROLL CALL][Action Item]
8. **COMMITTEE REPORTS**
  - A. Budget Committee [ROLL CALL][Action Item]
  - B. Redevelopment Committee [Information Item]
  - C. Facilities and Design Committee [Information Item]
9. **NEW BUSINESS**
  - A. Streetscape and South Parking Lot Design [ROLL CALL][Action Item]
10. **OTHER BUSINESS**
  - A. Project Updates [Information Item]
11. **ADJOURNMENT**– Next Scheduled Meeting: Tuesday, May 11, 2021 8:30 a.m.

**Jonesville Downtown Development Authority  
Regular Meeting  
Minutes of January 19, 2021**

**Pursuant to Section 3a of the Open Meetings Act, Act 267 of 1976, as amended, participation in this meeting was by Zoom Meeting. The Board, staff and public were allowed to participate.**

Present via Zoom Meeting: Don Toffolo, Don Germann, Gerry Arno, Joe Ruden, and Gale Fix.

Absent: Abe Graves, Penny Sarles, and Chris Fast.

Also Present via Zoom Meeting: Jeff Gray and Zach Bigelow (Ramshackle Brewing Company).

Chairman Don Toffolo called the meeting was called to order at 4:30 p.m.

A motion was made by Gerry Arno and supported by Gale Fix to approve the agenda with an addition of one item, 7. F. Façade Grant Application – Playford Real Estate. Roll Call Vote: Ayes: Don Germann, Gerry Arno, Joe Ruden, Gale Fix and Don Toffolo. Nays: None. Absent: Abe Graves, Penny Sarles and Chris Fast. Motion carried.

Joe Ruden made a motion and was supported by Gerry Arno to approve the minutes of November 17, 2020. Roll Call Vote: Ayes: Don Germann, Gerry Arno, Joe Ruden, Gale Fix and Don Toffolo. Nays: None. Absent: Abe Graves, Penny Sarles and Chris Fast. Motion carried.

Zach Bigelow spoke briefly regarding Ramshackle Brewing Company and the difficulties the year 2020 brought to his business, along with other local business owners in the surrounding area.

Joe Ruden made a motion to accept the Financial Report showing revenue and expenditure activity for the month November and year-to-date, along with a current cash balances report in all accounts as of November 30, 2020. Gerry Arno supported the motion. Roll Call Vote: Ayes: Don Germann, Gerry Arno, Joe Ruden, Gale Fix and Don Toffolo. Nays: None. Absent: Abe Graves, Penny Sarles and Chris Fast. Motion carried.

A motion was made by Don Germann and supported by Gale Fix to recommend to City Council the appointment of Mary Ellen Sattler, owner of Jilly Beans Too, to fill the vacancy on the DDA. The position would be for the remainder of a four-year term, ending in November 2024. Roll Call Vote: Ayes: Don Germann, Gerry Arno, Joe Ruden, Gale Fix and Don Toffolo. Nays: None. Absent: Abe Graves, Penny Sarles and Chris Fast. Motion carried.

Through two generous donations from Consumers Energy and third from a private donor, the DDA was able to fund a gift card and gift certificate incentive program that invested \$21,200 in participating businesses in the Downtown in mid-December. At least one card or certificate was purchased from each participating business with buyers generally spreading their purchases to multiple businesses.

A motion was made by Joe Ruden and supported by Gerry Arno to designate the top 2 to 3 priorities of the DDA to assure that there is agreement about utilization of resources to complete projects as follows: 1) Klein Tool Building Redevelopment, 2) Streetscape Reconstruction and 3) South Parking Lot. Roll Call Vote: Ayes: Don Germann, Gerry Arno, Joe Ruden, Gale Fix

and Don Toffolo. Nays: None. Absent: Abe Graves, Penny Sarles and Chris Fast. Motion carried.

Gerry Arno made a motion and was supported by Don Germann to establish additional standing committees at the recommendation of Chairman Don Toffolo. The Committees were established as follows: Redevelopment Committee – Don Germann, Gale Fix and Don Toffolo. Facilities and Design Committee – Don Germann, Gale Fix and Don Toffolo. Roll Call Vote: Ayes: Don Germann, Gerry Arno, Joe Ruden, Gale Fix and Don Toffolo. Nays: None. Absent: Abe Graves, Penny Sarles and Chris Fast. Motion carried.

A motion was made by Joe Ruden and supported by Gale Fix to refer the Fiscal Year 2020-21 Operating Budget to the Budget Committee for review due to the reduction of property value at the Walmart site and other pending valuation appeals. Roll Call Vote: Ayes: Don Germann, Gerry Arno, Joe Ruden, Gale Fix and Don Toffolo. Nays: None. Absent: Abe Graves, Penny Sarles and Chris Fast. Motion carried.

Gale Fix made a motion and was supported by Joe Ruden to approve the Façade Grant Application from Mary Playford, Playford Real Estate, in the amount of \$2500, with the condition that the required drawings and quotes are provided confirming at least \$25,000 in eligible improvements. Roll Call Vote: Ayes: Don Germann, Gerry Arno, Joe Ruden, Gale Fix and Don Toffolo. Nays: None. Absent: Abe Graves, Penny Sarles and Chris Fast. Motion carried.

Discussion ensued regarding the Consumers Energy easement located on Water Street. Manager Gray advised the DDA that he will reach out to Mayor Arno and Chair Toffolo when additional discussion is requested from Consumers as will be subject to both Council and DDA approval.

Project updates were provided by Manager Gray.


The meeting was adjourned at 5:12 p.m.

The next scheduled DDA Meeting is Tuesday, March 9, 2021 at 8:30 a.m.

Submitted by;

Cynthia D. Means  
Clerk



To: Jonesville DDA Board  
From: Jeffrey M. Gray, City Manager   
Date: March 5, 2021  
Re: Manager Report and Recommendations – March 9, 2021 DDA Meeting

**DDA FY 2020-21 Project Priorities:**

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

**2. A. Oath of Office/Welcome New Member**

Clerk Cindy Means will administer the Oath of Office to our newest board member, Mary Ellen Sattler. We welcome Mary Ellen and thank her for her willingness to serve!

**7. A. Financial Report**

[ROLL CALL][Action]

Attached is a revenue and expenditure report for the DDA through January 31<sup>st</sup>. The report shows revenue and expenditure activity for the month of January and fiscal year-to-date. It also illustrates the amount budgeted for each line item and the available balance in that line. Also attached is a report of the current cash balances in all accounts as of January 31<sup>st</sup>. I recommend a motion to accept the financial report through January 31, 2021. *Please refer to the attached revenue and expenditure report and cash balance report.*

**COMMITTEE REPORTS:**

**8. A. Budget Committee** (Members Germann, Toffolo, Ruden)

[ROLL CALL][Action]

The Budget Committee met to review the fiscal year budget in light of diminished revenues from recent property value appeals. The Committee is recommending that the Board adopt the attached amended budget that reflects these reduced revenues. Although no reductions in expenditures are proposed at this time, it is anticipated that most of the \$20,000 budgeted for façade improvements will remain unspent, making up for a significant portion of the revenue reduction. The Committee is also recommending that the dedicated reserve for a Revolving Loan Fund be closed with all funds left in the undedicated fund balance. Based on projected revenues and expenditures, the fund balance at the close of the fiscal year would be at least \$80,000. The Budget Committee is recommending that the DDA Board adopt the amended budget. *Please refer to the Budget Worksheet.*

The Budget Committee will be meeting in the next few months, as the City is entering the start of development of the Fiscal Year 2021-22 operating budget, which will be effective on July 1. The budget recommendation is usually presented at the May regular meeting.

**8. B. Redevelopment Committee** (Members Fix, Germann, Toffolo)

[Information]

The Committee is anticipated to meet in the near future to discuss the marketing plan and potential leads for the redevelopment of the Klein Building. Other privately owned vacancies will be discussed, as well. Members can expect a report at a future meeting.

**8. C. Facilities and Design Committee** (Members Fix, Germann, Toffolo) **[Information]**

The Committee has not met, but is expected to be active in the upcoming Streetscape and South Parking Lot design projects.

**NEW BUSINESS:**

**9. A. Streetscape and South Parking Lot Design** **[ROLL CALL][Action]**

Anticipating the adoption of the amended budget that is recommended by the Budget Committee, the DDA will want to consider moving forward with beginning design for the Streetscape and South Parking Lot projects. The first step will be a meeting with the project engineer so that the Board can communicate its vision for those two projects. The Board can hold that discussion at the May regular meeting or schedule a special meeting sooner for that purpose.

I have attached the engineer's proposal for design services. I would recommend that the Board consider a motion to determine the meeting date and time. I would also encourage Board members who might have questions or considerations about the project to forward them to staff in advance of the meeting. I can forward them to Mr. Heck so that he might come prepared to address your questions and concerns.

*Please refer to the DDA Parking Lot and Streetscape services proposal from Wolverine Engineers and Surveyors, Inc.*

**OTHER BUSINESS:**

**10. A. Project Updates** **[Information]**

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

User: LSPAHR

DB: Jonesville

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 01/31/2021	2020-21 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 01/31/2021 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	128,500.00	128,500.00	0.00		
248-000-403.075	PERSONAL PROP TAX REIMBURSEMENT	0.00	16,979.90	15,000.00	(1,979.90)	113.20		
248-000-665.000	INTEREST EARNINGS	7.86	131.15	4,500.00	4,368.85	2.91		
Total Dept 000 - BALANCE SHEET/REVENUE		7.86	17,111.05	148,000.00	130,888.95	11.56		
TOTAL REVENUES		7.86	17,111.05	148,000.00	130,888.95	11.56		
Expenditures								
Dept 442 - PARKING LOTS								
248-442-818.000	CONTRACTUAL	0.00	0.00	12,500.00	12,500.00	0.00		
248-442-921.000	ELECTRICITY	124.19	799.40	1,500.00	700.60	53.29		
248-442-965.100	CONTRIB TO GEN FUND - PARKING LOT M&R	0.00	0.00	16,015.00	16,015.00	0.00		
Total Dept 442 - PARKING LOTS		124.19	799.40	30,015.00	29,215.60	2.66		
Dept 443 - SIDEWALKS								
248-443-702.000	SALARIES AND WAGES	124.87	309.88	600.00	290.12	51.65		
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	9.11	22.62	50.00	27.38	45.24		
248-443-716.000	HEALTH INSURANCE	24.36	60.11	50.00	(10.11)	120.22		
248-443-718.000	DISABILITY	1.05	1.83	5.00	3.17	36.60		
248-443-719.000	RETIREMENT - EMPLOYER PORTION	6.25	19.20	50.00	30.80	38.40		
248-443-721.000	LIFE INSURANCE	0.63	1.20	3.00	1.80	40.00		
248-443-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.10	0.19	1.00	0.81	19.00		
248-443-723.000	DENTAL INSURANCE	2.78	4.56	10.00	5.44	45.60		
248-443-724.000	OPTICAL INSURANCE	0.53	1.22	2.00	0.78	61.00		
248-443-930.000	REPAIRS & MAINTENANCE	0.00	0.00	200.00	200.00	0.00		
248-443-940.000	EQUIPMENT RENTAL	311.46	331.53	800.00	468.47	41.44		
Total Dept 443 - SIDEWALKS		481.14	752.34	1,821.00	1,068.66	41.31		
Dept 729 - DEVELOPMENT ACTIVITIES								
248-729-800.000	COMMUNITY PROMOTION-FACADE PROGRAM	0.00	0.00	20,000.00	20,000.00	0.00		
248-729-820.000	MEMBERSHIPS/DUES/SUBSCRIPTIONS	0.00	200.00	200.00	0.00	100.00		
248-729-960.000	TRAINING & CONFERENCES	0.00	0.00	400.00	400.00	0.00		
248-729-965.101	CONTRIB TO GEN FUND-PURCH/IMPR	0.00	42,946.04	0.00	(42,946.04)	100.00		
248-729-965.200	CONTRIB TO GEN FUND	0.00	0.00	3,765.00	3,765.00	0.00		
248-729-965.300	CONTRIB TO GEN FUND - ADMIN/WAGES	0.00	6,886.50	27,546.00	20,659.50	25.00		
Total Dept 729 - DEVELOPMENT ACTIVITIES		0.00	50,032.54	51,911.00	1,878.46	96.38		
Dept 733 - DOWNTOWN/STREETSCAPE								
248-733-702.000	SALARIES AND WAGES	336.03	4,000.61	5,500.00	1,499.39	72.74		
248-733-715.000	EMPLOYERS SHARE - FICA & MEDICARE	25.24	296.52	500.00	203.48	59.30		
248-733-716.000	HEALTH INSURANCE	13.57	445.87	400.00	(45.87)	111.47		
248-733-718.000	DISABILITY	2.48	31.34	50.00	18.66	62.68		
248-733-719.000	RETIREMENT - EMPLOYER PORTION	20.03	266.22	300.00	33.78	88.74		
248-733-721.000	LIFE INSURANCE	1.41	19.73	30.00	10.27	65.77		
248-733-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.21	2.87	5.00	2.13	57.40		

User: LSPAHR

DB: Jonesville

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 01/31/2021	2020-21 AMENDED BUDGET	AVAILABLE		% BGDG USED
		MONTH 01/31/2021	INCREASE (DECREASE)			NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-733-723.000	DENTAL INSURANCE	5.54		89.92	100.00		10.08	89.92
248-733-724.000	OPTICAL INSURANCE	1.05		18.65	25.00		6.35	74.60
248-733-740.000	OPERATING SUPPLIES	0.00		0.00	500.00		500.00	0.00
248-733-818.000	CONTRACTUAL	0.00		90.00	10,300.00		10,210.00	0.87
248-733-910.000	INSURANCE	0.00		177.00	150.00		(27.00)	118.00
248-733-921.000	ELECTRICITY	620.46		3,269.77	5,200.00		1,930.23	62.88
248-733-921.100	ELECTRICITY - CHRISTMAS LIGHTS	0.00		418.31	1,100.00		681.69	38.03
248-733-924.000	WATER AND SEWER	0.00		15.08	800.00		784.92	1.89
248-733-930.000	REPAIRS & MAINTENANCE	19.99		442.57	800.00		357.43	55.32
248-733-930.100	REPAIRS & MAINT - STREET LIGHTS	0.00		441.79	1,000.00		558.21	44.18
248-733-940.000	EQUIPMENT RENTAL	133.95		2,383.99	2,700.00		316.01	88.30
Total Dept 733 - DOWNTOWN/STREETSCAPE		1,179.96		12,410.24	29,460.00		17,049.76	42.13
Dept 895 - PROMOTIONS								
248-895-702.000	SALARIES AND WAGES	595.81		2,253.92	5,000.00		2,746.08	45.08
248-895-715.000	EMPLOYERS SHARE - FICA & MEDICARE	44.50		168.14	400.00		231.86	42.04
248-895-716.000	HEALTH INSURANCE	48.95		170.05	350.00		179.95	48.59
248-895-718.000	DISABILITY	4.60		17.22	30.00		12.78	57.40
248-895-719.000	RETIREMENT - EMPLOYER PORTION	33.01		138.83	300.00		161.17	46.28
248-895-721.000	LIFE INSURANCE	2.54		10.12	20.00		9.88	50.60
248-895-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.37		1.47	5.00		3.53	29.40
248-895-723.000	DENTAL INSURANCE	9.36		41.26	50.00		8.74	82.52
248-895-724.000	OPTICAL INSURANCE	1.80		8.23	10.00		1.77	82.30
248-895-882.000	DECORATIONS-CHRISTMAS/BANNERS/BOWS	0.00		1,281.17	500.00		(781.17)	256.23
248-895-883.000	OTHER-LUMINATE/CELEBRATE/GATHER,ETC	0.00		0.00	500.00		500.00	0.00
248-895-884.000	BEAUTIFICATION-TREES/FLOWERS/PLANTS	0.00		0.00	300.00		300.00	0.00
248-895-940.000	EQUIPMENT RENTAL	315.03		806.76	1,100.00		293.24	73.34
Total Dept 895 - PROMOTIONS		1,055.97		4,897.17	8,565.00		3,667.83	57.18
Dept 897 - OTHER ACTIVITIES								
248-897-965.301	CONTRIB TO DEBT SERVICE	0.00		4,086.00	58,064.00		53,978.00	7.04
Total Dept 897 - OTHER ACTIVITIES		0.00		4,086.00	58,064.00		53,978.00	7.04
TOTAL EXPENDITURES		2,841.26		72,977.69	179,836.00		106,858.31	40.58
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		7.86		17,111.05	148,000.00		130,888.95	11.56
TOTAL EXPENDITURES		2,841.26		72,977.69	179,836.00		106,858.31	40.58
NET OF REVENUES & EXPENDITURES		(2,833.40)		(55,866.64)	(31,836.00)		24,030.64	175.48

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH - CHECKING	7,495.18
248-000-007.000	CASH - MI CLASS INVESTMENT ACCT	121,995.14
248-000-123.000	PREPAID EXPENSES	116.00
<b>Total Assets</b>		<b>129,606.32</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	764.64
<b>Total Liabilities</b>		<b>764.64</b>
*** Fund Balance ***		
248-000-390.000	FUND BALANCE	184,708.32
<b>Total Fund Balance</b>		<b>184,708.32</b>
<b>Beginning Fund Balance</b>		<b>184,708.32</b>
<b>Net of Revenues VS Expenditures</b>		<b>(55,866.64)</b>
<b>Ending Fund Balance</b>		<b>128,841.68</b>
<b>Total Liabilities And Fund Balance</b>		<b>129,606.32</b>

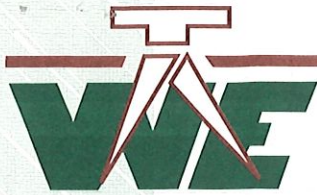


02/02/2021 REVENUE AND EXPENDITURE REPORT FOR CITY OF JONESVILLE								
PERIOD ENDING 12/31/2020								
GL NUMBER	DESCRIPTION	12/31/2020 ACTIVITY INCREASE (DECREASE)	12/31/2020 YTD BALANCE NORMAL (ABNORMAL)	2020-21 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED	INCREASE/ DECREASE	COMMENTS
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000 - BALANCE SHEET/REVENUE								
248-000-403.000	REAL PROPERTY TAXES	0.00	0.00	128,500.00	128,500.00	0.00	(21,000.00)	Tax collection still taking place - subtraction is Walmart MTT
248-000-403.075	PERSONAL PROP TAX REIMB	0.00	16,979.90	15,000.00	(1,979.90)	113.20	1,979.90	
248-000-665.000	INTEREST EARNINGS	8.30	123.29	4,500.00	4,376.71	2.74		
Total Dept 000 - BALANCE SHEET/REVENUE		8.30	17,103.19	148,000.00	130,896.81	11.56	(19,020.10)	
TOTAL REVENUES		8.30	17,103.19	148,000.00	130,896.81	11.56	128,979.90	
Expenditures								
Dept 442 - PARKING LOTS								
248-442-818.000	CONTRACTUAL	0.00	0.00	12,500.00	12,500.00	0.00		South Parking Lot Design Cost
248-442-921.000	ELECTRICITY	129.66	675.21	1,500.00	824.79	45.01		
248-442-965.100	CONTRIB TO GEN FUND - PKG LOT M&R	0.00	0.00	16,015.00	16,015.00	0.00		Lump sum reimbursement of actual expenses
Total Dept 442 - PARKING LOTS		129.66	675.21	30,015.00	29,339.79	2.25	0.00	
Dept 443 - SIDEWALKS								
248-443-702.000	SALARIES AND WAGES	0.00	185.01	600.00	414.99	30.84		
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	13.51	50.00	36.49	27.02		
248-443-716.000	HEALTH INSURANCE	0.00	35.75	50.00	14.25	71.50		
248-443-718.000	DISABILITY	0.00	0.78	5.00	4.22	15.60		
248-443-719.000	RETIREMENT - EMPLOYER PORTION	0.00	12.95	50.00	37.05	25.90		
248-443-721.000	LIFE INSURANCE	0.00	0.57	3.00	2.43	19.00		
248-443-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.00	0.09	1.00	0.91	9.00		
248-443-723.000	DENTAL INSURANCE	0.00	1.78	10.00	8.22	17.80		
248-443-724.000	OPTICAL INSURANCE	0.00	0.69	2.00	1.31	34.50		
248-443-930.000	REPAIRS & MAINTENANCE	0.00	0.00	200.00	200.00	0.00		
248-443-940.000	EQUIPMENT RENTAL	0.00	20.07	800.00	779.93	2.51		
Total Dept 443 - SIDEWALKS		0.00	271.20	1,821.00	1,549.80	14.89	0.00	
Dept 729 - DEVELOPMENT ACTIVITIES								
248-729-800.000	COMM PROMO-FACADE PROGRAM	0.00	0.00	20,000.00	20,000.00	0.00		\$2,500 committed to Playford façade
248-729-820.000	MEMBERSHIPS/DUES/SUBSCRIPTIONS	0.00	200.00	200.00	0.00	100.00		
248-729-960.000	TRAINING & CONFERENCES	0.00	0.00	400.00	400.00	0.00		
248-729-965.101	CONTRIB TO GEN FUND-PURCH/IMPR	0.00	42,946.04	0.00	(42,946.04)	100.00	53,531.04	Balance paid in FY for MDOT Signal Project
248-729-965.200	CONTRIB TO GEN FUND	0.00	0.00	3,765.00	3,765.00	0.00		Rail Trail maintenance (60%)
248-729-965.300	CONTRIB TO GEN FUND - ADMIN/WAGES	6,886.50	6,886.50	27,546.00	20,659.50	25.00		
Total Dept 729 - DEVELOPMENT ACTIVITIES		6,886.50	50,032.54	51,911.00	1,878.46	96.38	53,531.04	

02/02/2021		REVENUE AND EXPENDITURE REPORT FOR CITY OF JONESVILLE						
		PERIOD ENDING 12/31/2020						
		12/31/2020	12/31/2020 YTD	2020-21	AVAILABLE			
GL NUMBER	DESCRIPTION	ACTIVITY	BALANCE	AMENDED	BALANCE	% BDGT	INCREASE/	COMMENTS
		INCREASE	NORMAL	BUDGET	NORMAL	USED	DECREASE	
		(DECREASE)	(ABNORMAL)		(ABNORMAL)			
Dept 733 - DOWNTOWN/STREETSCAPE								
248-733-702.000	SALARIES AND WAGES	103.31	3,664.58	5,500.00	1,835.42	66.63		
248-733-715.000	EMPLOYERS SHARE - FICA & MEDICARE	7.61	271.28	500.00	228.72	54.26		
248-733-716.000	HEALTH INSURANCE	15.99	432.30	400.00	(32.30)	108.08		
248-733-718.000	DISABILITY	0.83	28.86	50.00	21.14	57.72		
248-733-719.000	RETIREMENT - EMPLOYER PORTION	5.79	246.19	300.00	53.81	82.06		
248-733-721.000	LIFE INSURANCE	0.47	18.32	30.00	11.68	61.07		
248-733-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.07	2.66	5.00	2.34	53.20		
248-733-723.000	DENTAL INSURANCE	1.49	84.38	100.00	15.62	84.38		
248-733-724.000	OPTICAL INSURANCE	0.34	17.60	25.00	7.40	70.40		
248-733-740.000	OPERATING SUPPLIES	0.00	0.00	500.00	500.00	0.00		
248-733-818.000	CONTRACTUAL	0.00	90.00	10,300.00	10,210.00	0.87		Streetscape Design Cost
248-733-910.000	INSURANCE	0.00	177.00	150.00	(27.00)	118.00		
248-733-921.000	ELECTRICITY	562.83	2,649.31	5,200.00	2,550.69	50.95		
248-733-921.100	ELECTRICITY - CHRISTMAS LIGHTS	349.96	418.31	1,100.00	681.69	38.03		
248-733-924.000	WATER AND SEWER	0.00	15.08	800.00	784.92	1.89		
248-733-930.000	REPAIRS & MAINTENANCE	192.71	422.58	800.00	377.42	52.82		
248-733-930.100	REPAIRS & MAINT - STREET LIGHTS	0.00	441.79	1,000.00	558.21	44.18		
248-733-940.000	EQUIPMENT RENTAL	39.61	2,250.04	2,700.00	449.96	83.33		
Total Dept 733 - DOWNTOWN/STREETSCAPE		1,281.01	11,230.28	29,460.00	18,229.72	38.12	0.00	
Dept 895 - PROMOTIONS								
248-895-702.000	SALARIES AND WAGES	1,040.60	1,658.11	5,000.00	3,341.89	33.16		
248-895-715.000	EMPLOYERS SHARE - FICA & MEDICARE	77.32	123.64	400.00	276.36	30.91		
248-895-716.000	HEALTH INSURANCE	107.54	121.10	350.00	228.90	34.60		
248-895-718.000	DISABILITY	8.41	12.62	30.00	17.38	42.07		
248-895-719.000	RETIREMENT - EMPLOYER PORTION	59.73	105.82	300.00	194.18	35.27		
248-895-721.000	LIFE INSURANCE	4.71	7.58	20.00	12.42	37.90		
248-895-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.69	1.10	5.00	3.90	22.00		
248-895-723.000	DENTAL INSURANCE	16.42	31.90	50.00	18.10	63.80		
248-895-724.000	OPTICAL INSURANCE	3.42	6.43	10.00	3.57	64.30		
248-895-882.000	DECORATIONS-CHRISTMAS/BANNERS/BO	159.52	1,281.17	500.00	(781.17)	256.23		
248-895-883.000	OTHER-LUMINATE/CELEBRATE/GATHER, E	0.00	0.00	500.00	500.00	0.00		
248-895-884.000	BEAUTIFICATION-TREES/FLOWERS/PLAN	0.00	0.00	300.00	300.00	0.00		
248-895-940.000	EQUIPMENT RENTAL	422.36	491.73	1,100.00	608.27	44.70		
Total Dept 895 - PROMOTIONS		1,900.72	3,841.20	8,565.00	4,723.80	44.85	0.00	
Dept 897 - OTHER ACTIVITIES								
248-897-965.301	CONTRIB TO DEBT SERVICE	0.00	4,086.00	58,064.00	53,978.00	7.04		
Total Dept 897 - OTHER ACTIVITIES		0.00	4,086.00	58,064.00	53,978.00	7.04	0.00	
TOTAL EXPENDITURES		10,197.89	70,136.43	179,836.00	109,699.57	39.00	233,367.04	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		8.30	17,103.19	148,000.00	130,896.81	11.56	128,979.90	
TOTAL EXPENDITURES		10,197.89	70,136.43	179,836.00	109,699.57	39.00	233,367.04	
NET OF REVENUES & EXPENDITURES		(10,189.59)	(53,033.24)	(31,836.00)	21,197.24	166.58	(104,387.14)	

DOWNTOWN DEVELOPMENT AUTHORITY  
 2020/21 ESTIMATED YEAR END FUND BALANCE

	BUDGET	WITH CHANGES	COMMENTS
FY 19/20 EOY Fund Balance	136,731.00	184,708.00	Fund balance with changes reflects carry over of signal project from FY 19/20 to 20/21
FY 20/21 Revenue	148,000.00	128,979.90	
FY 20/21 Expenditures	179,836.00	233,367.04	
<b>Fund Balance Before Reserv</b>	<b>104,895.00</b>	<b>80,320.86</b>	
Revolving Loan Fund	25,000.00	0.00	Move reserved funds to undesignated balance
<b>FY 20/21 EOY Fund Balance</b>	<b>79,895.00</b>	<b>80,320.86</b>	



# Wolverine Engineers & Surveyors, Inc.

312 North Street • Mason, Michigan 48854 • 517.676.9200 • Fax 517.676.9396

July 10, 2020

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

RECEIVED  
JUL 13 2020

BY:-----

RE: DDA Parking Lot and Streetscape

Dear Mr. Gray:

Pursuant to our proposal for Professional Services for the parking lot on the southern side of US-12 and the US-12 corridor streetscape improvements, we offer the following information outlining the specific services to be provided.

On behalf of the City of Jonesville and the DDA, Wolverine Engineers & Surveyors, Inc. proposes to provide the following services for two (2) distinct and separate projects which shall be commonly referred to as the parking lot and the streetscape:

1. Meeting(s), as necessary and requested, with the DDA Board to discuss scope and design requirements.
2. Complete a topographic survey of the site for use in the preparation of the plans.
3. Prepare plans and contract documents suitable for obtaining bids.
4. Coordinate with the applicable utility companies.
5. Submit for permits as may be necessary and appropriate.
6. Advertise the projects for bidding.
7. Review the bids as received and provide a recommendation of award to the DDA.
8. Conduct a pre-construction meeting and prepare and distribute meeting minutes.
9. Provide contract administrative services including the preparation of pay requests, review shop drawings, answer contractor questions, etc.

Mr. Gray  
July 10, 2020  
Page 2 of 2

10. Provide on site construction inspection and testing (as necessary and appropriate).

This outline is intended to cover the major work items but may not be all-inclusive; however, it is the intent of the agreement to provide the services required for a complete Design-Bid-Build construction project.

We look forward to working with the DDA and the City of Jonesville on this project.

As always, if you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

WOLVERINE ENGINEERS & SURVEYORS, INC.



Donald B. Heck, P.E.

DBH:ood

# **City of Jonesville**

## **Main Street (US 12) Downtown Corridor**

### **Executive Summary**

Based upon a meeting and discussions with the City of Jonesville it is our understanding the US 12 corridor streetscape between M-99 South and M-99 North is aging and in need of updates. Included in these discussions are the removal and replacement of the street trees, sidewalk improvements (not including ADA crosswalks) and re-painting of the light poles.

It is further understood that MDOT will be completing a signal replacement project in 2019 replacing the mast arm signals with box spans and that US-12 is scheduled for repaving in 2021. Either or potentially both projects will have an impact on the crosswalk ramps which is why we have not included that work with our scope and estimates.

Additional discussions included improvements to enhance pedestrian and bicyclist safety, non-motorized connectivity, a potential "road diet" for traffic calming purposes and additional parking to serve the downtown businesses. These items will all require the coordination of efforts with MODT and design work to finalize pricing and as such are not included with the estimates provided herein. As discussed, it may be prudent for the Downtown Development Authority (DDA) to address these items through a Comprehensive "Master Plan" which involves representatives of all stakeholders within the corridor.

### **Discussion of Assumptions and Estimates**

Pursuant to the discussions with the City of Jonesville, Wolverine Engineers & Surveyors, Inc. has reviewed the downtown corridor along Main Street (US-12) from M-99 South to M-99 North with emphasis on the street lights, street trees and the brick pavers.

In general, this segment of Main Street was reconstructed approximately 20 years ago likely utilizing MDOT Enhance Funds for many aspects of the project. While the facilities as constructed 20 years ago have all performed well, many things are at the end of their respective useful lives, including the trees and the brick pavers.

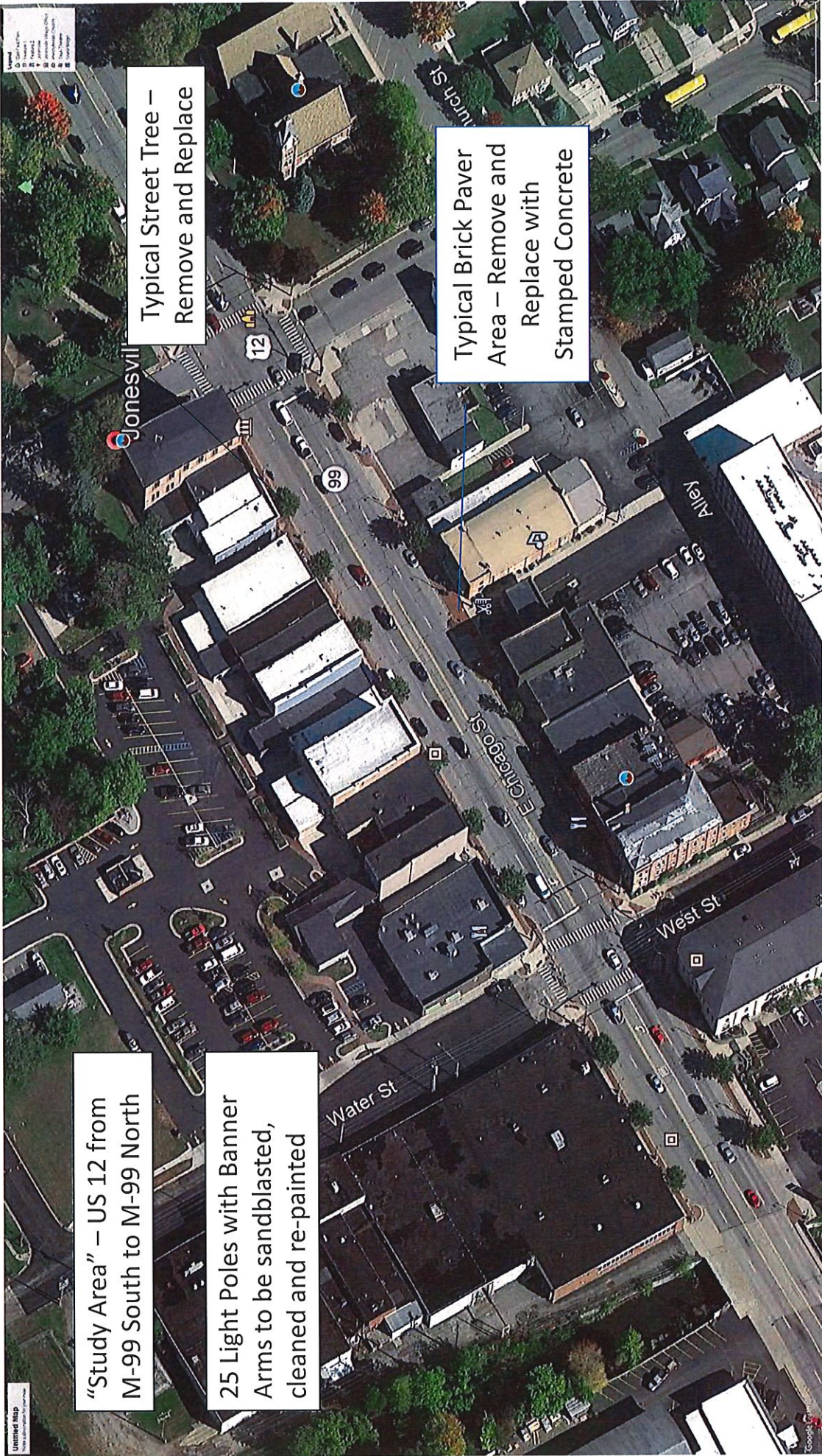
The estimate as attached provides for the removal of ALL areas that are currently finished in brick and replacing that detail with concrete that is stamped, colored and sealed in a decorative –pattern (assumed to be brick). The estimates include salvaging the existing brick and turning it over to the City. Our estimate does include some minor curb and gutter replacement, the adjustment of structures within the sidewalk and some minor bituminous (asphalt) hand patching. It does not include any ADA ramp work as it is understood this will be addressed on upcoming MDOT funded projects. Please note, replacement of brickwork stops at the bridge; however, replacement of sidewalk continues to the west and includes sidewalk, ramps and driveway upgrades.

All the existing street trees (assumed to be Bradford Pear) have outgrown their confines and have reached a height and spread whereby they are obscuring the view from the street to the downtown businesses. The estimate provides for the removal of the existing concrete "curbing" around the trees and the trees

themselves and the replacement of the trees. A specific tree has not been designated but it is our opinion the estimated value provided would allow for the City to have a reasonable choice in the selection of new tree species.

Finally, we have provided an estimate for the re-painting of the twenty-five (25) light poles within the study corridor. In addition, we have contacted the representative for Sternberg Lighting for specification of the original factory finishes and recommendations for re-finishing the lights. While the methods for re-painting the light poles would ultimately be the responsibility of a Contractor, we would anticipate the most economical methodology would be to remove the lights to a controlled setting for sand-blasting, cleaning and painted in lieu of attempting to re-finish the poles on site.

We provide a single estimate for all the items noted above. This was done to minimize costs incurred due to traffic control on a US highway; however, each segment may be completed as a stand-alone project with the recognition that the overall costs will be greater due to the traffic control requirements, mobilization and clean ups costs.



"Study Area" - US 12 from M-99 South to M-99 North

25 Light Poles with Banner Arms to be sandblasted, cleaned and re-painted

Typical Street Tree - Remove and Replace

Typical Brick Paver Area - Remove and Replace with Stamped Concrete



VILLAGE OF JONESVILLE, MICHIGAN  
 US-12 (CHICAGO ST.) M-99 N. to M-99 S.  
 BRICK REPLACEMENT AND SIDEWALK IMPROVEMENT ESTIMATES  
 ENGINEERS OPINION OF PROBABLE COST  
 09-06-2018

ITEM	EST. QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	1,100	Syd	Remove Ex. Brick and Salvage to Village.	\$14.00	\$15,400.00
2	120	Cyd	Remove Excess Aggregate Subgrade to New Concrete Grade (Approx. 3 1/2").	\$30.00	\$3,600.00
3	9,500	Sft	Install, 6", Stamped, Colored and Sealed Decorative Concrete.	\$18.00	\$171,000.00
4	500	Lft	Remove and Replace Concrete Curb and Gutter.	\$30.00	\$15,000.00
5	2,500	Sft	Remove and Replace 4" Concrete Sidewalk, Plain.	\$6.00	\$15,000.00
6	2,000	Sft	Remove and Replace 6" Concrete Sidewalk or Driveway, Plain.	\$7.00	\$14,000.00
7	6	Ea	Adjust Ex. Manholes or Electric Handhole Boxes, in Walk	\$450.00	\$2,700.00
8	25	Ea	Sand Blast, Clean, Repaint Existing Decorative Light Poles.	\$1,000.00	\$25,000.00
9	380	Lft	Remove and Replace Concrete "E" Curb Around Tree Openings.	\$25.00	\$9,500.00
10	18	Ea	Remove and Replace Decorative Trees.	\$500.00	\$9,000.00
11	400	Lft	Sawcut Bit. Pavement for Curb Removal.	\$3.50	\$1,400.00
12	25	Tons	Bituminous Hand Patching.	\$140.00	\$3,500.00
13	1	LSum	Construction Signing and Traffic Maintenance.	\$14,000.00	\$14,000.00
14	1	LSum	Pedestrian Traffic Control and Maintenance.	\$9,000.00	\$9,000.00
15	1	LSum	Project Cleanup.	\$4,000.00	\$4,000.00
<b>Total Estimated Construction Cost</b>					<b>\$312,100.00</b>
NOTES: -The brick removal and replacement with stamped concrete include <u>ALL</u> existing brick areas along US-12 between M-99 North and M-99 South. No sidewalk ramp work is included in this scope. No road construction or improvements are included in this scope. Costs are included for curb, walk and drive replacement for these items that are damaged and or require replacement for ADA compliance.					