




**CITY OF JONESVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING AGENDA
APRIL 26, 2022, 8:00 A.M.
JONESVILLE POLICE DEPARTMENT, 116 W. CHICAGO STREET**

DDA Project Priorities:

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

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
2. **PRESENTATIONS AND RECOGNITIONS**
 - A. None
3. **APPROVAL OF AGENDA** **[Action Item]**
4. **PUBLIC COMMENT**
5. **NEW BUSINESS**
 - A. Consider Service Agreement – TAP Grant Application **[Action Item]**
 - B. FY 2022-23 Budget Committee Appointment **[Action Item]**
6. **OTHER BUSINESS**
7. **ADJOURNMENT**– Next Scheduled Meeting: Tuesday, May 10, 2022 8:30 a.m.



To: Jonesville DDA Board
From: Jeffrey M. Gray, City Manager 
Date: April 21, 2022
Re: Manager Report and Recommendations – April 26, 2022 DDA Meeting

DDA Project Priorities:

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

5. A. Consider Service Agreement – TAP Grant Application [Action]

As part of the Streetscape improvement project, staff and our project engineer have met with Michigan Department of Transportation (MDOT) staff regarding potential grant opportunities. MDOT has suggested that a Transportation Alternatives Program grant application would be competitive. The application has to address pedestrian and bicycle safety; it appears that the trail crossing and Middle School as bookends to the Downtown would make our project competitive. The project engineer has submitted the attached proposal for additional survey work and grant application administration in the amount of \$6,000.

Due to MDOT's schedule for resurfacing the street, it will be necessary to have a grant application prepared in time for a June submittal. Staff appreciates the DDA's willingness to hold a special meeting to respond to this application schedule.

Jeff Wingard, with Fleis and Vandenbrink, will attend the meeting to answer any questions that the DDA may have. *Please refer to the attached Professional Services Agreement.*

5. B. FY 2022-23 Budget Committee Appointment [Action]

Over the next few months, the City will develop the Fiscal Year 2022-23 budget that will be effective July 1st. It is recommended that the DDA appoint a committee to prepare a recommendation to the board for the annual budget. I anticipate that the committee will meet once or twice this spring. Mayor Gerry Arno, Chair Don Toffolo, and Joe Ruden are past members of the Committee. I recommend a motion to appoint Committee representatives for development of a draft budget.

April 20, 2022

Mr. Jeffrey M. Gray
City Manager
City of Jonesville
116 W. Chicago Street
Jonesville, MI 49250

Re: Professional Services for the Preparation of a TAP Grant Application US-12 Improvements

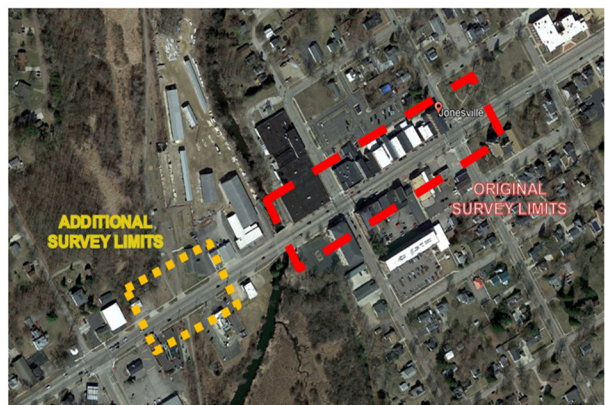
Dear Jeff:

In conjunction with the potential road diet and streetscape improvements along US-12 that were discussed at our virtual meeting on April 18, 2022, attached is an outline of the additional scope of work for topographical survey in the vicinity of the Jerry Russell Trail/US-12 intersecting zone and the preparation of a Transportation Alternatives Program (TAP) grant application.

MDOT TAP grant funding focus has been changing in recent years and the following are areas that will be evaluated in relation to an applications competitiveness

Pedestrian and Bicycle Facilities

- Connect and develop documented regional or statewide trail systems.
- Appropriate for the need and use types targeted.
- Benefit state tourism or economic development initiatives.
- If locally significant, have strong transportation connection and involve planning efforts to serve as connectors to regional trails.
- Are a priority on MDOT, county or regional trail plans.
- Address documented safety deficiencies.
- Part of a broader non-TAP-funded pedestrian and bicycle system.
- Include amenities that increase usability of bicycle and pedestrian facilities.



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SCOPE OF SERVICES

We propose the following scope of services to meet the project requirements.

TASK A – TOPOGRAPHICAL SURVEY

1. Prepare topographical survey mapping for project area in area of Russell Trail/US-12.
2. elevations for sanitary/storm sewer are not included.

TASK B – TRANSPORTATION ALTERNATIVE PROGRAM (TAP) Grant Application

We have worked with MDOT on many similar types of enhancement projects. For the application, F&V will format the information to meet current program filing criteria, add supplemental information and prepare final grant application for City approval prior to submittal. F&V will prepare the following sections:

1. Basic Project Information
2. Rationale for project competitiveness
3. Project Area Photos
4. Preliminary Budgeting of participating and non-participating funds
5. Preliminary Design Plans & Cross-sections
6. A maintenance plan needs to be specific with documentation on municipal line-item budgets to handle new construction. (work by F&V and City staff.)
7. Resolutions of support and letters of approval. Projects must have the support of the local unit of government as displayed by a resolution of support. Letters and other local support can be supported by inclusion of newspaper articles and/or lists of citizen's letters of support, retained in possession of the applicant (work by City staff.).
8. Project Schedule – with input from MDOT TSC and City staff.
9. Projects must have letters of support from the transportation agency with jurisdiction over the transportation facility. Projects along or next to state highways (M, US, and I routes) must have a letter of support from the MDOT region office in which the proposed project is found (work by City staff and F&V).
10. As the Act-51 agency, the City will be the official grant applicant.
11. Document stakeholder input process and document any potential easement acquisitions

Based on our understanding of the project, our services will be provided for Tasks A & B outlined above on a lump sum basis as itemized below:

Task	Description	Fee
A	Topographical Survey	\$1,000
B	MDOT TAP Grant Application	\$5,000
	Total Fee	\$6,000

We assume that there is no SHPO 106 application review or NEPA Environmental Assessment as part of this project at this time. If desired, we can provide a separate written proposal for City review and approval for these items when appropriate.

If this proposal is acceptable to you, authorization for this additional work can be given under the terms of our existing general consultation agreement with your signature below. If you have any questions, please feel free to contact us by phone (616.942.3606) or email (rstout@fveng.com).

Sincerely,

FLEIS & VANDENBRINK



Rick Stout, LA
Project Manager



Don DeVries PE
Municipal Group Manager

AUTHORIZATION-TO-PROCEED

FLEIS & VANDENBRINK IS AUTHORIZED TO PROCEED WITH THE PROFESSIONAL SERVICES FOR THE TAP GRANT APPLICATION FOR US-12 IMPROVEMENTS TASKS A-B AS NOTED ABOVE AND UNDER THE TERMS OF OUR GENERAL CONSULTATION PROFESSIONAL SERVICES AGREEMENT (PSA) DATED SEPTEMBER 23, 2014.

Jeffrey M. Gray, City Manager

Date