



**CITY OF JONESVILLE
LOCAL DEVELOPMENT FINANCE AUTHORITY
REGULAR MEETING AGENDA
JUNE 16, 2021 8:30 A.M.**

JONESVILLE FIRE DEPARTMENT, 114 W. CHICAGO STREET

- 1. CALL TO ORDER**
- 2. PRESENTATIONS AND RECOGNITIONS**
 - A. None
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES** – April 21, 2021 Meeting
- 5. PUBLIC COMMENT**
- 6. FINANCIAL REPORT**
 - A. Through April 30, 2021 **[Action Item]**
- 7. NEW BUSINESS**
 - A. Fiscal Year 2021-22 Budget Recommendation **[Action Item]**
- 8. OTHER BUSINESS**
 - A. Economic Development Partnership of Hillsdale County Report
 - B. Staff Updates
- 9. ROUNDTABLE DISCUSSION**
 - A. LDFA Board Member Updates
- 10. ADJOURNMENT**– Next Scheduled Meeting: **Wednesday, August 18, 2021 at 8:30 a.m.**

JONESVILLE FIRE DEPARTMENT MEETING/TRAINING ROOM

This meeting will be held in the meeting room at the Jonesville Fire Department, located at 114 W. Chicago Street. The meeting is open to the public.

If you are able, please consider parking in the Jerry Russell Trail parking area, located west of the Police Department (see illustration below). This will leave parking available at the Fire Station for firefighters to respond to emergency incidents, if that becomes necessary during the meeting. There is a sidewalk that connects the Russell Trail Parking to the Fire Station parking area along the north side of the Police Department.

Please enter the meeting through the north (rear) entrance to the building.



City of Jonesville
Local Development Finance Authority
Minutes of April 21, 2021

Present: Gerry Arno, Kathleen Schmitt, Chellie Broesamle, Rick Schaerer, Jim Parker, Steve Harding, Scott Campbell and Manager Jeff Gray.

Absent: Scott Jones and Loretta Blank.

Also Present: Sue Smith (EDP) and Melissa Brannan (Comcast)

Chairman Schaerer called the meeting to order at the Jonesville Fire station, 114 W. Chicago Street, Jonesville, MI at 8:30 a.m.

The Oath of Office was administered by Clerk Means to LDFA member Scott Campbell.

A motion as made by Chellie Broesamle and supported by Jim Parker to approve the agenda as presented. All in favor. Absent: Scott Jones and Loretta Blank. Motion carried.

Chellie Broesamle made a motion to approve the minutes of December 16, 2020. Kathleen Schmitt supported the motion. All in favor. Absent: Scott Jones and Loretta Blank. Motion carried.

A motion was made by Gerry Arno and supported by Jim Parker to accept the financial report through March 31, 2021 that was submitted. All in favor. Absent: Scott Jones and Loretta Blank. Motion carried.

Melissa Brannan, representative of Comcast, provided an Industrial Park Broadband update regarding the project to install broadband fiber and coaxial internet to serve the Industrial Park. Ms. Brannan advised that she was going to meet with Industrial Park business owners today after the conclusion of the meeting to discuss pricing models for Comcast services.

Chellie Broesamle made a motion and was supported by Jim Parker to authorize the expenditure for the paving and milling of Gaige Street in the amount of \$91,930 by Michigan Paving and Materials Company. All in favor. Absent: Scott Jones and Loretta Blank. Motion carried.

A motion was made by Steve Harding and supported by Jim Parker to appoint the Fiscal Year 2021-22 Budget Committee which consists of LDFA Chair Rick Schaerer, Mayor Gerry Arno and City Manager Jeff Gray. All in favor. Absent: Scott Jones and Loretta Blank. Motion carried.

Sue Smith, EDP Director, provided an update regarding the revolving loan fund, unemployment statistics for Hillsdale and Jackson Counties, working with ISD recruiting students for internships and work experience opportunities, Business retention with Ritz-Craft (Dan English) and Hillsdale Hospital (Kevin Young), Consulting for business communities with a collaboration of Lenawee Now and the EDP, funding obtained from Region 2 Planning Commission and the

EDA. Sue also provided copies of an article representing Hillsdale County in Trade & Industrial Development.

Manager Gray provided updates.

L DFA members provided updates.

The meeting was adjourned by Chairperson Schaerer at 9:31 a.m.

Submitted by,

Cynthia D. Means
Clerk



To: Jonesville LDFA Board
From: Jeffrey M. Gray, City Manager 
Date: April 16, 2021
Re: Manager Report and Recommendations – April 21, 2021 DDA Meeting

6. A. Financial Report

[Action]

Attached is a revenue and expenditure report for the LDFA through April 30th. The report shows revenue and expenditure activity for the month of April and 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 April 30th. I recommend a motion to accept the financial report through April 30, 2021. *Please refer to the attached revenue and expenditure report and cash balance report.*

7. A. Fiscal Year 2021-22 Budget Recommendation

[Action]

Chair Rick Schaerer, Mayor Gerry Arno and I met and prepared the enclosed recommendations for the 2021-22 fiscal year budget that begins on July 1st. The budget includes reserve funding for future expansion of the industrial park, for development incentives proposed in the LDFA plan, and future maintenance and expansion of infrastructure. A motion to approve the budget and recommend City Council approval is needed. City Council will consider the budget with the City operating budget at their meeting on the evening of June 16th. *Please refer to the enclosed copy of the draft budget and budget presentation sheets.*

8. A. Economic Development Partnership Report

This item is reserved for and additional updates from Executive Director Sue Smith.

8. B. Staff Updates

This item is reserved for updates by staff regarding LDFA projects.

9. A. LDFA Board Member Organization Updates

This item reserved for updates from members of the Board to provide updates regarding their organizations and other activities of interest to the LDFA.

User: LSPAHR
DB: Jonesville

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 04/30/2021	2020-21 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 04/30/2021	INCREASE (DECREASE)			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
Fund 247 - LOCAL DEVELOPMENT FINANCE AUTHORITY								
Revenues								
Dept 000 - BALANCE SHEET/REVENUE								
247-000-403.000	REAL PROPERTY TAXES		0.00	82,425.15	90,000.00		7,574.85	91.58
247-000-403.075	PERSONAL PROP TAX REIMBURSEMENT		0.00	281,144.56	200,000.00		(81,144.56)	140.57
247-000-664.000	LEASE/IND PARK RADIO TOWER		1,426.57	14,094.19	14,000.00		(94.19)	100.67
247-000-665.000	INTEREST EARNINGS		102.84	2,044.34	10,000.00		7,955.66	20.44
247-000-694.100	OTHER INCOME - FARM LAND		0.00	2,178.40	2,175.00		(3.40)	100.16
Total Dept 000 - BALANCE SHEET/REVENUE			1,529.41	381,886.64	316,175.00		(65,711.64)	120.78
TOTAL REVENUES			1,529.41	381,886.64	316,175.00		(65,711.64)	120.78
Expenditures								
Dept 729 - DEVELOPMENT ACTIVITIES								
247-729-702.000	SALARIES AND WAGES		501.34	994.35	3,000.00		2,005.65	33.15
247-729-715.000	EMPLOYERS SHARE - FICA & MEDICARE		36.88	73.57	300.00		226.43	24.52
247-729-716.000	HEALTH INSURANCE		68.44	116.27	400.00		283.73	29.07
247-729-718.000	DISABILITY		2.91	6.25	35.00		28.75	17.86
247-729-719.000	RETIREMENT - EMPLOYER PORTION		31.07	61.74	350.00		288.26	17.64
247-729-721.000	LIFE INSURANCE		2.07	4.07	25.00		20.93	16.28
247-729-722.000	EMPLOYEE ASSISTANCE PROGRAM		0.29	0.56	5.00		4.44	11.20
247-729-723.000	DENTAL INSURANCE		11.40	18.94	75.00		56.06	25.25
247-729-724.000	OPTICAL INSURANCE		2.35	4.03	15.00		10.97	26.87
247-729-727.000	OFFICE SUPPLIES		6.25	52.50	75.00		22.50	70.00
247-729-740.000	OPERATING SUPPLIES		0.00	45.38	1,000.00		954.62	4.54
247-729-801.000	PROFESSIONAL SERVICES		0.00	5,000.00	10,000.00		5,000.00	50.00
247-729-801.100	PROF SERVICES - EDP PARTNERSHIP		0.00	15,000.00	15,000.00		0.00	100.00
247-729-801.500	PROF SVCS - ENGINEERING/READING AVE EXT		0.00	0.00	45,000.00		45,000.00	0.00
247-729-818.000	CONTRACTUAL		498.96	6,297.56	14,000.00		7,702.44	44.98
247-729-900.000	PRINTING & PUBLISHING		0.00	75.15	0.00		(75.15)	100.00
247-729-921.000	ELECTRICITY		189.46	946.42	900.00		(46.42)	105.16
247-729-924.000	WATER AND SEWER		0.00	0.00	500.00		500.00	0.00
247-729-930.000	REPAIRS & MAINTENANCE		196.20	220.70	1,500.00		1,279.30	14.71
247-729-940.000	EQUIPMENT RENTAL		59.41	334.40	1,500.00		1,165.60	22.29
247-729-965.000	CONTRIB TO GEN FUND-ADMIN WAGES/BENE		7,281.50	21,844.50	29,126.00		7,281.50	75.00
247-729-965.100	CONTRIB TO GEN FUND - ST LIGHT ELEC		0.00	0.00	5,304.00		5,304.00	0.00
247-729-965.300	CONTRIB TO MAJOR STS - GAIGE		0.00	0.00	67,000.00		67,000.00	0.00
247-729-965.400	CONTRIB TO WATER CONTRACT PAYMENT		0.00	0.00	25,000.00		25,000.00	0.00
247-729-965.600	CONTRIB TO GEN FUND		0.00	0.00	1,255.00		1,255.00	0.00
247-729-966.000	RESERVE FOR FUTURE EXPANSION		0.00	0.00	45,000.00		45,000.00	0.00
247-729-967.000	RESERVE FOR SPECIAL PROJECTS		0.00	0.00	35,000.00		35,000.00	0.00
247-729-967.500	RESERVE FOR INFRASTRUCTURE IMPROVEMENTS		0.00	0.00	35,000.00		35,000.00	0.00
Total Dept 729 - DEVELOPMENT ACTIVITIES			8,888.53	51,096.39	336,365.00		285,268.61	15.19
TOTAL EXPENDITURES			8,888.53	51,096.39	336,365.00		285,268.61	15.19
Fund 247 - LOCAL DEVELOPMENT FINANCE AUTHORITY:								
TOTAL REVENUES			1,529.41	381,886.64	316,175.00		(65,711.64)	120.78
TOTAL EXPENDITURES			8,888.53	51,096.39	336,365.00		285,268.61	15.19
NET OF REVENUES & EXPENDITURES			(7,359.12)	330,790.25	(20,190.00)		(350,980.25)	1,638.39

Fund 247 LOCAL DEVELOPMENT FINANCE AUTHORITY

GL Number	Description	Balance
*** Assets ***		
247-000-001.000	CASH - CHECKING	49,714.73
247-000-007.000	CASH - MI CLASS INVESTMENT ACCT	2,359,782.07
247-000-130.000	LAND	97,544.00
Total Assets		2,507,040.80
*** Liabilities ***		
247-000-202.000	ACCOUNTS PAYABLE	783.93
247-000-214.101	DUE TO GENERAL FUND	12.25
247-000-339.000	DEFERRED REVENUES	1,210.07
Total Liabilities		2,006.25
*** Fund Balance ***		
247-000-390.000	FUND BALANCE	2,174,244.30
Total Fund Balance		2,174,244.30
Beginning Fund Balance		2,174,244.30
Net of Revenues VS Expenditures		330,790.25
Ending Fund Balance		2,505,034.55
Total Liabilities And Fund Balance		2,507,040.80

FY 2022 BUDGET WORKSHEET FOR CITY OF JONESVILLE

GL NUMBER	DESCRIPTION	ACTIVITY 17-18	ACTIVITY 18-19	ACTIVITY 19-20	BUDGET 20-21	ACTIVITY THRU 12/31/2020	REQUESTED BUDGET	COMMENTS
Fund 247 - LOCAL DEVELOPMENT FINANCE AUTHORITY								
REVENUES								
247-000-403.000	REAL PROPERTY TAX	89,315.02	90,364.61	91,125.74	90,000.00	0.00	93,000.00	
247-000-403.050	PERSONAL PROPERTY TAX	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-403.075	PERSONAL PROPERTY TAX REIMBURSEMENT	198,052.97	248,889.33	264,353.19	200,000.00	281,144.56	250,000.00	
247-000-403.100	REAL WINTER TAX	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-403.200	PERSONAL PROPERTY TAX	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-403.300	CURR/DEL PROP TAX FM COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-407.000	DELINQUENT TAX	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-664.000	LEASE/IND PARK RADIO TOWER	14,464.54	14,985.61	16,520.69	14,000.00	7,192.94	14,000.00	
247-000-665.000	INTEREST EARNINGS	18,730.25	36,438.00	31,076.94	10,000.00	1,590.43	3,000.00	
247-000-676.000	CONTRIBUTIONS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-678.000	REIMBURSEMENTS - MISC	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-694.000	OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-694.100	OTHER INCOME - FARM LAND	2,178.40	2,178.40	2,178.40	2,175.00	2,178.40	2,175.00	Land lease
247-000-694.200	OTHER INCOME - SALE OF LAND	0.00	0.00	0.00	0.00	0.00	0.00	
247-000-698.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL ESTIMATED REVENUES		322,741.18	392,855.95	405,254.96	316,175.00	292,106.33	362,175.00	
APPROPRIATIONS								
Dept 729-DEVELOPMENT ACTIVITIES								
247-729-702.000	SALARIES AND WAGES	686.38	2,282.12	795.40	3,000.00	227.58	3,000.00	
247-729-702.100	SALARIES AND WAGES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-702.200	SALARIES AND WAGES - DOUBLETIME	0.00	0.00	87.65	0.00	0.00	0.00	
247-729-715.000	EMPLOYERS SHARE - FICA & MEDICARE	51.54	170.54	65.38	300.00	16.95	150.00	
247-729-716.000	HEALTH INSURANCE	36.50	197.11	101.52	400.00	21.00	200.00	
247-729-718.000	DISABILITY	2.37	20.35	6.56	35.00	1.78	25.00	
247-729-719.000	EMPLOYERS SHARE - 401	28.77	145.29	52.11	350.00	13.38	150.00	
247-729-721.000	LIFE INSURANCE	1.61	11.78	4.21	25.00	1.02	20.00	
247-729-722.000	EMPLOYEE ASSISTANCE PROGRAM	0.22	1.72	0.61	5.00	0.14	5.00	
247-729-723.000	DENTAL INSURANCE	4.92	36.49	18.57	75.00	3.80	40.00	
247-729-724.000	OPTICAL INSURANCE	1.30	8.45	4.07	15.00	0.78	10.00	
247-729-727.000	OFFICE SUPPLIES	39.37	102.39	64.84	75.00	46.25	100.00	
247-729-740.000	OPERATING SUPPLIES	19.00	15.00	88.36	1,000.00	45.38	1,000.00	
247-729-801.000	PROFESSIONAL SERVICES	335.00	0.00	0.00	10,000.00	0.00	0.00	
247-729-801.100	PROFESSIONAL SERVICES - EDP FEE	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	
247-729-801.300	PROFESSIONAL SERVICES-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-801.400	PROFESSIONAL SERVICES-FIBER OPTICS	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-801.500	PROFESSIONAL SERVICES-ENGINEERING	0.00	0.00	0.00	45,000.00	0.00	0.00	
247-729-818.000	CONTRACTUAL	11,368.48	4,181.36	2,966.78	14,000.00	5,798.60	10,000.00	Mowing, Painting center lines
247-729-818.300	CONTRACTUAL - LANDSCAPING	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-818.301	CONTRACTUAL - DPW SEASONAL	257.95	0.00	0.00	0.00	0.00	0.00	
247-729-818.700	CONTRACTUAL - K & K TANNERY LOT IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-818.800	CONTRACTUAL - RELOCATE POWER LINES	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-820.000	MEMBERSHIPS/DUES/SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-865.000	MILEAGE/TRANS/MEALS/LODGING	0.00	12.48	9.17	0.00	0.00	0.00	
247-729-900.000	PRINTING & PUBLISHING	0.00	130.50	87.00	0.00	75.15	2,000.00	Marketing and signs
247-729-921.000	ELECTRICITY	983.38	980.19	919.94	900.00	565.50	1,000.00	
247-729-924.000	WATER AND SEWER	1.87	0.00	0.00	500.00	0.00	500.00	
247-729-930.000	REPAIRS & MAINTENANCE	971.00	469.90	0.00	1,500.00	0.00	1,500.00	
247-729-940.000	EQUIPMENT RENTAL	429.84	944.07	444.63	1,500.00	115.76	1,500.00	
247-729-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-956.200	MISCELLANEOUS - PROPERTY TAX	691.73	0.00	0.00	0.00	0.00	0.00	
247-729-960.000	TRAINING & CONFERENCES	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-965.000	CONTRIB TO GEN FUND-ADMIN WAGES/BEN	26,403.00	26,400.00	28,021.00	29,126.00	7,281.50	30,392.00	

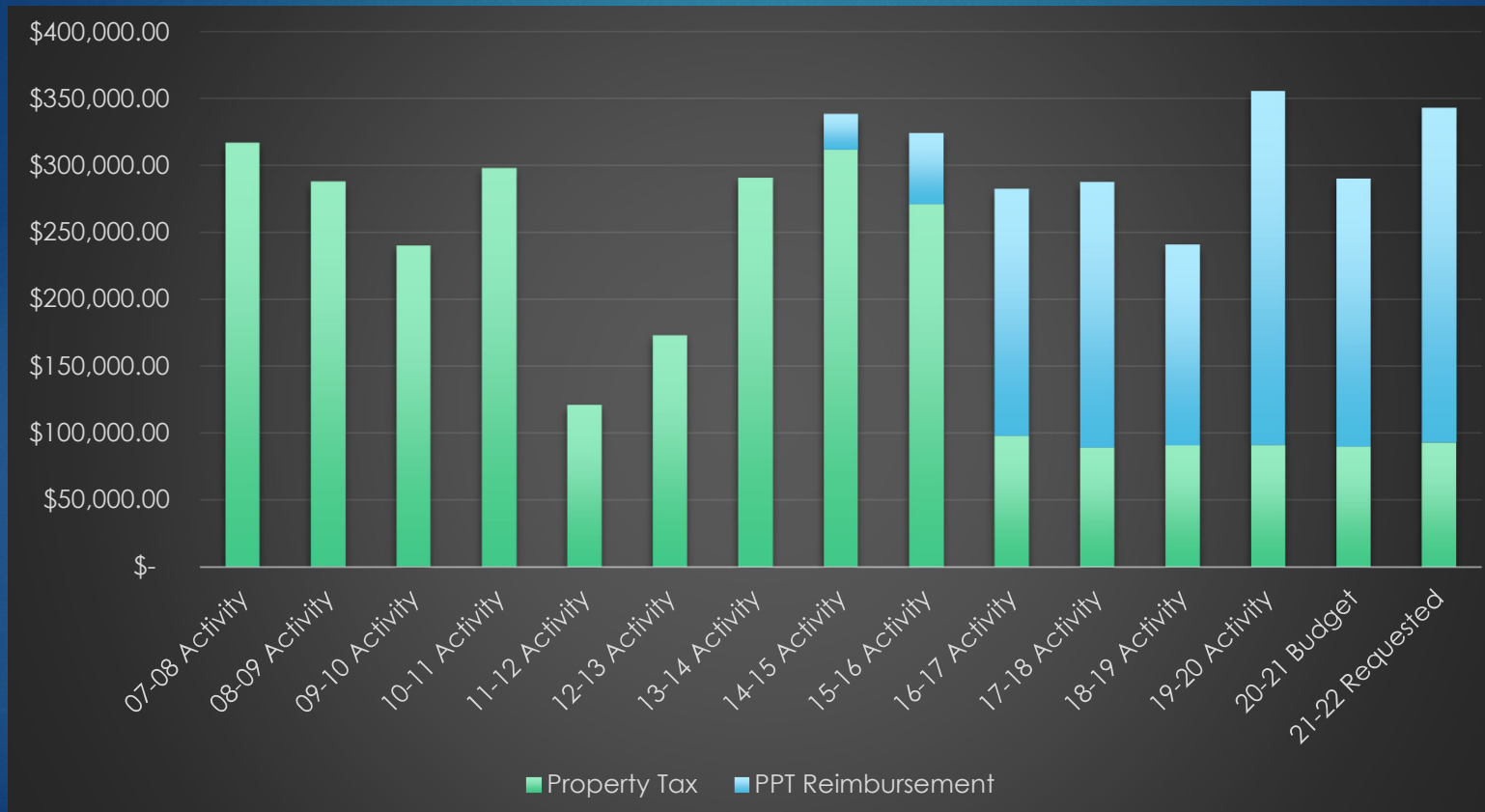
FY 2022 BUDGET WORKSHEET FOR CITY OF JONESVILLE

GL NUMBER	DESCRIPTION	ACTIVITY 17-18	ACTIVITY 18-19	ACTIVITY 19-20	BUDGET 20-21	ACTIVITY THRU 12/31/2020	REQUESTED BUDGET	COMMENTS
247-729-965.100	CONTRIB TO GEN FUND - ST LIGHT ELEC	5,304.00	5,304.00	5,304.00	5,304.00	0.00	5,304.00	
247-729-965.101	CONTRIB TO GEN FUND - PURCH/IMPR	0.00	0.00	0.00	67,000.00	0.00	0.00	
247-729-965.300	CONTRIB TO MAJOR STS - GAIGE	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-965.400	CONTRIB TO WATER STORAGE/DIST SYSTE	0.00	0.00	25,000.00	25,000.00	0.00	25,000.00	
247-729-965.401	CONTRIBUTION TO WATER-US12 EXTENSIO	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-965.500	CONTRIB TO LOCAL ST	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-965.590	CONTRIBUTION TO SEWER FUND - DEBT	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-965.600	CONTRIB TO GEN FUND	2,000.00	900.00	1,200.00	1,255.00	0.00	1,479.00	Rail trail cost reimbursement (20%)
247-729-965.700	CONTRIBUTION TO LOCAL ST - ST REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-965.800	CONTRIBUTIONS TO MAJOR ST - REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-966.000	RESERVE FOR FUTURE EXPANSION	0.00	0.00	0.00	45,000.00	0.00	45,000.00	
247-729-967.000	RESERVE FOR SPECIAL PROJECTS	0.00	0.00	0.00	35,000.00	0.00	35,000.00	
247-729-967.500	RESERVE FOR INFRASTRUCTURE IMPROVE	0.00	0.00	0.00	35,000.00	0.00	35,000.00	
247-729-968.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-971.000	LAND ACQUISITION	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-974.000	CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-975.000	ADDITIONS & IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-975.100	LAND IMPROVEMENTS - PROP OWNER REB	0.00	0.00	0.00	0.00	0.00	0.00	
247-729-975.200	CAPITAL IMPROVEMENT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	
Totals for dept 729-DEVELOPMENT ACTIVITIES		64,618.23	57,313.74	80,241.80	336,365.00	29,214.57	213,375.00	
Dept 731-INDUSTRIAL PARK - PHASE II								
Totals for dept 731-INDUSTRIAL PARK - PHASE II		0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL APPROPRIATIONS		64,618.23	57,313.74	80,241.80	336,365.00	29,214.57	213,375.00	
NET OF REVENUES/APPROPRIATIONS - LDFA		258,122.95	335,542.21	325,013.16	(20,190.00)	262,891.76	148,800.00	

**CITY OF JONESVILLE
2021/22 ESTIMATED YEAR END FUND BALANCES**

	GEN FD	MAJOR	LOCAL	STATE	L.D.F.A.	D.D.A.	DEBT SVC	SEWER	WATER	M.V.P.
Est 20/21 EOY Fund Balance					\$2,154,054					
Budgeted 21/22 Revenue					\$362,175					
Budgeted 21/22 Expenditures					(\$213,375)					
	\$0	\$0	\$0	\$0	\$2,302,854	\$0	\$0	\$0	\$0	\$0
Plus Depreciation										
Amendments										
Fund Bal Before Res	\$0	\$0	\$0	\$0	\$2,302,854	\$0	\$0	\$0	\$0	\$0
Park Reserve										
Expansion Reserve (FY 2015 - 2020)					(\$240,000)					
Special Projects Reserve (FY 2015 - 2020)					(\$200,000)					
Infrastructure Impr. Reserve (FY 2015 - 2020)					(\$240,000)					
Est 21/22 EOY Fund Balance	\$0	\$0	\$0	\$0	\$1,622,854	\$0	\$0	\$0	\$0	\$0

LDFA Tax Capture Revenue



LDFA Expenditures – p.12

- ▶ CIP (p.19) – Gaige and Reading Ln. Traffic Circulation
 - ▶ Project to be removed
- ▶ Future project planning
 - ▶ Marketing
 - ▶ Park expansion/entrepreneur development
- ▶ Water Maintenance contribution (\$25,000/year for 10 years)
- ▶ Future project reserves
 - ▶ Future expansion
 - ▶ Development incentives
 - ▶ Infrastructure

