AGENDA

Charlevoix Downtown Development Authority and Main Street
Board of Directors

March 27, 2017 5:30pm
City Hall Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Inquiry into Potential Conflicts of Interest
5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

   a. Minutes of the February 27, 2017 Regular Board Meeting
   b. Minutes of the March 8, 2017 DDA Work Session
   c. Committee Meeting Minutes
   d. Main Street Monthly Report for February 2017
   e. Updated Job Description – Farmer's Market Manager

6. Reports
   a. Director's Report
   b. Branding Update
   c. Wayfinding Signage Update
7. Old Business - None
8. New Business
   a. Presentation of Donation from Cherry Republic, Inc.
   b. Mission Statement Update
   c. Proposal to Upgrade Performance Pavilion Sound System
   d. Façade Grant Application – DiMartino
   e. Façade Grant Application – Kurtz
   f. Work Plan Approval – Concert Series
9. Public Comment
10. Request for Future Agenda Items
11. Board Comments
12. Adjourn

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

Posted March 24, 2017 3:00 PM

CITY OF CHARLEVOIX
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET BOARD MINUTES
Monday, February 27, 2017 at 5:30 p.m.
210 State Street, City Hall, Second Floor Council Chambers, Charlevoix, Michigan

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

Chair:	Dan Barron
Members Present:	Fred DiMartino, Tami Gillespie, Luther Kurtz, Maureen Owens, Rick Wertz, John Yaroch
Members Absent:	Dianne DuPont, Kirby Dipert
City Staff:	Lindsey Dotson, Executive Director

4. **Inquiry into Potential Conflicts of Interest**
Mayor Kurtz stated that he owned a business on Antrim Street and had a conflict of interest with item 7b.

Chair Barron read his resignation letter effective April 2017. He said it was his privilege to have served on the Board since 1993 and the members thanked him for his service.

5. **Consent Agenda**
a. Minutes of the January 23, 2017 Board Meeting
b. Committee Meeting Minutes: Member Yaroch requested more timely Committee meeting minutes
c. Main Street Monthly Report for January 2017

Motion by Member Yaroch, second by Member Wertz, to approve the Consent Agenda as presented. Motion passed by unanimous voice vote.

6. **Reports**
a. Director's Report
Chair Barron stated that the Board could revise the By-Laws to reflect the current order of agenda items. He did not feel that the By-Laws needed to show the exact Order of Business for their agendas and he suggested that "Items of Business" replace "Order of Business", Article 4, Section 8.

Motion by Mayor Kurtz, second by Member Owens to revise the By-Laws to read: "The items of business to be addressed in a regular meeting of the DDA are as follows..." and then list the items. Motion passed by unanimous voice vote.

Director Dotson announced that order forms for the new "Open for Business" were available.

b. Branding Update
Director Dotson stated that they would have an in-person meeting with a5 to give them the first round of brand platforms. After the meeting, a5 would come back to share "identity refinements" of the brand with the Promotions Committee. She stated that they would also be receiving new event logos in the next week.

c. Wayfinding Signage Update
Director Dotson stated that once the Promotions Committee and DDA Board are close to finalizing the brand, they will be starting the wayfinding design process with Pro Image. She noted that they had some good partnerships for funding of the signage outside of the downtown area.

7. **Old Business**
a. A Resolution in Support of the Michigan Main Street Market Study Update & Business Recruitment Training Service Application & Suggested Strategies
Director Dotson stated that the Resolution was part of the application process to notify the Main Street organization that the DDA is truly dedicated to the service. Chair Barron stated that a correction was needed in that the 4th, 5th & 6th paragraphs were in reference to the trails project.

Motion by Member Wertz, second by Member Yaroch, to approve the Resolution with the corrections as noted.

CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY
A RESOLUTION IN SUPPORT OF THE MICHIGAN MAIN STREET MARKET STUDY UPDATE & BUSINESS RECRUITMENT TRAINING SERVICE APPLICATION AND SUGGESTED STRATEGIES

WHEREAS, the mission of the Charlevoix Main Street Program ties in with both the responsibilities and goals of the DDA, the two guiding principles of the Michigan Main Street Center, and the mission of the National Trust for Historic Preservation by emphasizing equal importance on preserving our history and promoting economic growth; and

WHEREAS, the overarching priorities of Charlevoix Main Street determined in 2015 including: 1) establish the foundation for a year round economy by expanding shoulder season activity, 2) bring businesses together to cooperate and coordinate resources to market downtown, and 3) establish the foundation for collaboration, partnerships, and communication; and

WHEREAS, Michigan Main Street's Market Study Update & Business Recruitment application based service supports the overarching priorities of Charlevoix Main Street.

NOW, THEREFORE, BE IT RESOLVED, that the Charlevoix Main Street DDA Board of Directors is in full support of the Market Study Update & Business Recruitment Training application; and

BE IT FURTHER RESOLVED, Charlevoix Main Street will actively participate in the process, including scheduling focus groups, creating an email contact list and actively promoting meetings; and

BE IT FURTHER RESOLVED, Charlevoix Main Street will actively work to educate and inform property and business owners, City Council and staff, other district stakeholders, and the broader community on the benefits of the market study update process (i.e. organizing public presentations/workshops, informational brochures/handouts, press releases on key steps in the process, etc.); and

BE IT FURTHER RESOLVED, Charlevoix Main Street commits to covering any costs relating to needs of additional time due to not meeting deadlines, costs related to workshops or presentations (such as beverages and/or food), publicity (flyers, brochures, posters, etc.), and public notices in the newspaper, etc.

RESOLVED this 27th day of February, 2017 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Barron, DiMartino, Gillespie, Kurtz, Owens, Wertz, Yaroch
Nays: None
Absent: DuPont, Dipert

b. Snowmelt/Heated Sidewalks on Antrim Street
Mayor Kurtz recused himself.

Director Dotson stated that DPW Superintendent Elliott and Bill Fries of Nealis Engineering, provided the cost to install a steam heated sidewalk/snowmelt system on Antrim Street during the 2017 infrastructure upgrades. The total estimated cost for this system on the North side of Antrim Street (12' x 305') and the South side of Antrim Street (6' x 305') was $164,700, with annual fuel costs estimated at $54,900. She noted that there were different approaches they could take for obtaining funding and she explained that an electric system was more expensive than a steam heated system. Discussion continued regarding system feasibility, maintenance costs, and how other streets may be addressed in the future.

Motion by Member Yaroch, second by Member Wertz, to table this matter indefinitely. Chair Barron voiced his concern with the annual cost associated for just one street. He felt that they would need City Council's support. Motion passed by unanimous voice vote, with Mayor Kurtz abstaining from the vote.

Mayor Kurtz rejoined the meeting.

c. Main Street Refresh Visit
Director Dotson reviewed the March 8th meeting schedule for the refresh project (2017 Transformation Strategic Planning & Alignment Visit).

8. New Business

a. Façade Grant Incentive Program Guidelines
Director Dotson stated the Design Committee developed proposed Façade Incentive Grant Program Guidelines for the Board's review. The funding for the Program was $30,000 which reimburses 50% of eligible project costs specific to historic buildings. The Design Committee would make recommendations and the DDA Board would make the final decision on any grant funds awarded. Discussion followed regarding potential conflicts of interest.

Motion by Member Wertz, second by Member Owens, to accept the Grant Program Guidelines as presented. Motion passed by unanimous voice vote.

b. Restaurant Week Work Plan Approval
Director Dotson explained the proposed Work Plan with the cost of this plan funded through sponsorships and restaurant participation. Discussion followed regarding fundraising efforts for work plans and other projects, various Committee functions, annual payments to the library, annual debt payments for the Marina and East Park, and the DDA reserve funds.

Motion by Member Wertz, second by Member DiMartino, to approve the Restaurant Week Work Plan as presented. Motion passed by unanimous voice vote.

9. Public Comment
None.

10. Request for Future Agenda Items
None.

11. Board Comments
Member Owens, member of the Organization Committee, commented that they did not have a proper Main Street mission statement. Director Dotson stated that the current statement basically says that "we do what the National Trust and the Michigan and National Main Street Centers do". The Organization Committee will draft a proposed mission statement for the Board's review.

Director Dotson noted that on March 6th at 5:00 p.m. she and Member Owens would be viewing a Board training video and that DDA members were welcome to attend.

12. Adjourn
Motion by Member DiMartino, second by Mayor Kurtz, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:53 p.m.

Joyce Golding/fgm City Clerk

Dan Barron Chair

Charlevoix Downtown Development Authority/Main Street
Work Session Minutes

Wednesday, March 8, 2017 – 6:15 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 6:15 p.m. by Chair Dan Barron.

1. **Pledge of Allegiance**

2. **Roll call**

Chair:	Dan Barron
Members Present:	Fred DiMartino, Dianne DuPont, Luther Kurtz, Maureen Owens, Rick Wertz, John Yaroch
Members Absent:	Kirby Dipert, Tami Gillespie
City Staff:	Lindsey Dotson, Executive Director

3. **Presentations**
   A. Transformation & Strategic Alignment
   Norma Ramírez de Miess, Senior Program Officer and Director of Leadership Development of the National Main Street Center shared findings from surveys and market research and facilitated a discussion about strategies that can help transform the district and bring life and economic vitality for the downtown.

4. **Adjourn.**
   Motion by Member Wertz, second by Mayor Kurtz, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 8:25 p.m.

Lindsey J. Dotson Executive Director

Dan Barron Chair

DRAFT

Charlevoix Main Street

Promotions Committee Minutes

March 16, 2017 City Hall; Council Chambers

I. **Call to order**: by Carissa Mullaney at 8:02 a.m.

Members Present – Maureen Owens, Nancy Suzor, Carissa Mullaney, Leanne Ackert, Larry Levengood, Sarah Hagen, Jessica Anderson, Kate Heady, Hudson Elowsky, Noah Carson, Isabel Hess and Lindsey Dotson.

II. **Approval of Minutes:** February 16, 2017 – Moved: Jessica Anderson, seconded: Sarah Hagen – Carried.

III. **Old Business:**

i. **Project Updates from Sub-Committees:**

Marketing & Communication Plan – Carissa Mullaney /Amanda Wilkin/Lindsey Dotson – a5 submitted their first presentation. Consensus by sub-committee was that more work needed to be done. The time line has been pushed back.

It was determined that every Work Plan needed a "must" short description for submission to the Charlevoix Main Street website.

Restaurant Week – Lindsey Dotson/Leanne Ackert/Kate Heady – Leanne reported that all restaurants are "In", however only a few have submitted form and money. She will touch base with everyone again. Leanne will also find out about the restaurant's interest in Tent Cards. Kate said the banners are being prepared and updated to go up at the North and South ends of town. Kate will distribute the new promo cards. Carissa will do a poster as soon as the participants are locked in.

Live From Charlevoix – Maureen Owens – The next event will be Saturday, March 25th, 2017. The 2017/2018 Season dates are being set up. Negotiation with the Fall Restaurant Week resulted in a change of those dates. Restaurant Week will begin on Sunday, November 12th to accommodate Live From Charlevoix.

Craft Beer Festival – Lindsey Dotson – City will pull liquor license.

Concert/Movie Series – Sarah Hagen – Solicitation of Sponsors has begun. Busking is still being developed. Movies are in negotiation. Students were invited to participate in the next meeting.

Lindsey added that CJ Winnell is in the process of preparing a presentation for updated equipment.

Main Street Monday – This event may be better suited to the Organization Committee.

V. **New Business:**

Nominations and Elections – Carissa Mullaney has asked to step down as Chair. Sarah Hagen was nominated and elected by unanimous vote. Maureen Owens asked to step down as Secretary and Jessica Anderson was nominated and elected by unanimous vote.

Much appreciation to Mullaney and Owens for all their hard work. Big thanks to Hagen and Anderson for accepting these important roles.

DDA Updates – Lindsey Dotson – The DDA approved the newest budget. This will now go to City Council for final approval and implementation.

Design Committee – Façade grant application was approved by the DDA and we already have an application.

Open For Business Campaign – Lindsey Dotson – The campaign received great coverage in the Detroit Free Press and still seems to be making an impact.

The Michigan Main Street market review showed the communities interest in focusing on having a year round economy with a focus on the "Health Care" areas. This includes emphasizing outdoor activities and a better business mix that would support this focus.

Lindsey Dotson gathered volunteer hours.

VII. **Adjournment:** 8:58 a.m. Motioned made by Jessica Anderson, seconded by Leanne Ackert. Motion carried.

Charlevoix Main Street Design Committee
Minutes
Thursday, February 2nd, 2017

I. **Call to Order:** The meeting was called to order at 4:00pm by John Campbell.

II. **Roll Call:**
   a. ***Members present include:*** Linda Adams, Rich Bergmann, Linda Boss, John Campbell, Gerard Doan, Denise Fate, David Miles, Zach Panoff, Rick Wertz, Alan Hubbard, Matt McCormick, Lindsey Dotson, Mark Heydlauff.
   b. ***Public:*** None

III. **Inquiry Regarding Possible Conflicts of Interest:** None.

IV. **Approval of Minutes:** January 3rd, 2017 minutes approved as presented.

V. **Approval of Agenda:** Rich Bergmann requested that Seasonal Storefronts be added to the agenda under new business.

VI. **Old Business:**

   a. **Wayfinding and Cultural Corridor:** Matt McCormick and Alan Hubbard from Pro Image Design presented an updated map of proposed locations and list of proposed signage content to the committee. Several potential items for inclusion were discussed and the map was reviewed by the committee.

      Matt brought up that specific businesses cannot be listed on typical MDOT wayfinding signs and must be generalized, and example being using Beaver Island Ferry instead of Beaver Island Boat Company when guiding to the ferry building/dock.

      Lindsey Dotson raised the question of whether the committee would prefer to have the post office or lake to lake trailhead on signage. Matt stated that if both were very important then they could ask MDOT to allow an extra item on the sign.

      For the sports fields on the list: Kipke Field, Shanahan Field and Rotary Park/Ballfields, the committee thought it best for Pro Image to contact the groups that schedule games at the locations and see what terminology they use. That could then be placed on signage to better match up with what locations visitors to Charlevoix are looking for when they come for sporting events.

David Miles asked why the Municipal Golf Course was not on the list. Matt stated that it was meant to be brought up by the committee so that terminology and signage location could be decided if they wished to include it. The committee thought that it should be included on signage as the Public Golf Course.

Lindsey questioned what the Marina District was referring to on the proposed signage. Alan stated that this is an attempt to district Charlevoix and get people off of US-31 with a small sign/item, and then define what is in the marina district once people were in or near that district. Something similar could be done with the Cultural Corridor, where vehicles coming from the south must turn left before Clinton St. and those coming from the north can turn directly on to Clinton St.

Denise Fate believed there were too many signs for the Mushroom Houses. When the budget is being considered, these could be pared down accordingly.

The committee thought that having a left lane/right lane divided sign approaching downtown from the north was a good idea. Even though it is technically only one lane across the bridge, MDOT has already placed signs for a turn lane to the right, so that could be used by this signage.

The Little Traverse Wheelway will allow the use of its logo on signs and the bike route through Charlevoix is in the process of being changed, so MDOT signage for that will be changed by them as well.

Rich Bergmann brought up the possibility of using the remaining spaces at the former middle school for downtown parking in the future and whether that should be considered for signage at this point. It was thought that that signage could be added in the future should discussions with the school take place.

VII. New Business:

a. **Seasonal Storefronts:** Rich Bergmann showed some renderings of what could be done to the buildings downtown that have suffered fire damage in the last few months. The committee thought that covering windows with some sort of screen would be a good idea. Mark Heydlauff said he would speak with the building owners and contractors working on the cleanup/repair.

VIII. Staff Updates:

a. **Façade Grant Program:** The proposed program will be discussed more at March's meeting.

b. **Volunteer Hours:** Lindsey requested that people start tracking their monthly volunteer hours between meetings and give them to her, so that it can be reported to the State.

IX. Miscellaneous Business of the Committee: The next meeting will be Thursday, March 2nd at 4pm.

X. Call for Public Comment: None.

XI. **Adjournment:** Meeting adjourned at 5:10pm.

Charlevoix
Main Street
210 State Street
Charlevoix, MI 49720
(231) 547-3257 | www.charlevoixmainstreet.org

Organization Committee Minutes
March 14, 2017 – 4:00 pm
City Hall First Floor Conference Room

1. Meeting was called to order by Executive Director Lindsey Dotson at 4:02 pm. Members present; Lindsey Dotson Main Street Executive Director, Maureen Owens, John Kurtz, John Yaroch, two new Committee Members, McKenna Ebert, and Collin Turkelson, they are high school seniors , (Chairman Dennis Kusina join meeting at 4:20)

2. Minutes from the February 14, 2017, meeting were approved
.

3. Old Business
a. Director Dotson gave a report of donations from the Pledge Supporters along with the other supporting donations.
b. There was much discussion on and about a mission statement). Maureen Owens shared Mission Statements from three other tourism based Main Street Communities. After discussion on these Mission Statements, the following was agreed on.

"The Mission of the Charlevoix Main Street Program is to strengthen the year-round economic vitality of our vibrant Historic Business District through community efforts, events, public and private partnerships and fostering a sense of community pride and ownership."

c. Continuing on the 2017 Work Plan
   1. Director Dotson reviewed with the committee a communication plan.
   2. Maureen Owens and Director Dotson led the discussion on how to draw new members into the committees.

4. Do to time restraints the remainder of the agenda will be discussed at the next meeting.

5. There was no agenda request for the next meeting.

6. Meeting was adjourned at 5:13 pm.

Next meeting is scheduled for Tuesday April 11, 2017, at 4:00 p.m. in 1st Floor Conference Room

Economic Vitality Committee
Charlevoix Main Street
March 14, 2017, 8 am
City Hall – Council Chambers

Present: Lindsey Dotson, Amanda Wilkin, Tim Fore, Alison Hubbard, Rich Hodgson, Luther Kurtz, John Haggard, Maureen Owens, Isabel Hess, Lukila Witthoeft, Matt Good.

Hodgson called meeting to order at 8:03 am.

Motion by Haggard, second by Wilkin to approve the minutes of the February 14, 2017 meeting. **Motion carried.**

Old Business:

Fore said Stafford's is ready to begin the Hospitality training program. A date will be set before Memorial Day. An additional restaurant will be added for variety in training. Local restaurants will be encouraged to have staff participate. Fore will work with Dotson on a work plan.

Owens notified the Committee that the Planning Commission will be having a Public Hearing at their April 10th meeting regarding single room rentals. The code change will then move on to the City Council in May. The Committee thinks it may be time to ask the local news sources to begin talking about the change in order to encourage locals' participation. May also let Charlevoix Township know in case their ordinance is restrictive as well.

The Work Plan for the Downtown Shuttle service with Charlevoix County Transit was reviewed. This service will focus on event weekends. Service cost is $50 per hour; half of which is paid by MDOT. Wilkin will work with hotels and Owens will work with restaurants about supplementing the costs. A brief meeting with these interested parties may be organized in April to discuss routes and Letter of Intent.

Dotson and Wilkin said that they have seen the first round submissions from a5 for branding. There were some a few that were liked, but the consensus was that more work needed to be done. The time lines have been pushed back.

Dotson said the application for the Market Study is due by 3/27/17 and will be submitted. We will know sometime in May if we were accepted. The program would begin in June or July with a final report in September and follow up in December. There are still a few openings for volunteers.

Fore and Hubbard are going to update the Building Inventory spreadsheet and get this into the Website.

The new Branding package will have a template to help with starting a business guide.

Clarification – Business Visitation Program refers to a work plan where Main Street committee members visit the downtown business to get feedback. This will need to be developed.

The Committee feels it is time to do a feasibility study to focus on year round and work force housing.

New Business:

The Michigan Main Street market review showed the communities interest in focusing on having a year round economy with a focus on the "Health Care" areas. This includes emphasizing outdoor activities and a better business mix that would support this focus.

Miscellaneous Business:

Fore stated his continued interest in developing a Patron group of high net worth individuals with personal ties to our community.

By consensus, the meeting was adjourned at 9:07 am.

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION | PURE MICHIGAN®

Michigan Main Street Monthly Report

Report only those items occuring in your specific Main Street project area for this month

Metrics Number	M-0000093501	**Status**	Submitted
Account	City of Charlevoix	**Name**	Judy Snell
Reporting Period Start	2/1/2017	**Reporting Period End**	2/28/2017
Submitter's Name	Lindsey Dotson	**Due Date**	3/10/2017

Design

Facade & Exterior Renovation in MSA: (exterior work only - painting, facade cleaning, signs, windows and awnings)

Business Name	Address	Project Description	Private Investment	Public Investment	Source of Public Fund

Public Improvements in MSA: (Streets, sidewalks,lights and fixtures, landscaping and public amenities)

Business Name	Address	Project Description	Private Investment	Public Investment	Source of Public Fund

Economic Vitality

Building Rehabilitation in MSA: (interior rehab - building systems (HVAC), roof etc)

Business Name	Address	Private Investment	Public Investment	Source of Public Fund

New Construction in MSA

Business Name	Address	Private Investment	Public Investment	Source of Public Fund

Buildings Sold in MSA

Address	Amount of Sale
216 Bridge Street	$119,500.00

New Business Opened in MSA

Business Name	Address	Type of Business	FTE Jobs Added	Part-time Jobs Added
Charlevoix Harbor Wear	407 Bridge Street #102	Retail Occupied	2.0	3.0
Facets of Charlevoix	108B Mason Street	Retail Occupied	1.0	1.0

Existing Downtown Businesses Contracted in MSA

Business Name	Address	Type of Business	Type of Contracted	FTE Jobs Lost	Part-time Jobs Lost

Existing Downtown Businesses Expanded in MSA

Business Name	Address	Type of Business	Type of Expansion	FTE Jobs Added	Part-time Jobs Added

Businesses Closed in MSA

Business Name	Address	Type of Business	FTE Jobs Lost	Part-time Jobs Lost

Businesses Moved out of Downtown

Business Name	Address	Type of Business	FTE Jobs Lost	Part-time Jobs Lost
Pat O'Brien & Associates	223 Bridge Street Suite #1	Service Business	5.0	

New Housing Completed Downtown

Type	# of Units	Address	Rent or Purchase Amount	Monthly Rent or Purchase Price

Promotion

Downtown Events & Activities - All Committees

Event	Type	# of Attendees	# of Volunteer Hours	Total Cost	Gross Event Expenses Incurred by Main Street	Main Street Net Event Revenue

Organization

Volunteer Hours Last Month

MS Board	Organization Committee	Promotion Committee	Design Committee	Economic Vitality Committee	Total
34.00	85.00	133.00	18.00	32.00	302.00

Fundraising/Membership Last Month

Type	Amount
Private	750.00

Training Sessions Attended

Event Title	Who Attended	Date	Topic
Quarterly Training - Wayland	Maureen Owens, Sarah Hagen	2/7/2017	Main Street Refresh

Board Member Changes: Position Names Leaving and Names Arriving

Position	Name Leaving	Email	Name Arriving	Email

Assistance Received

Grants	Source of Funds	Amount Received

Other News or Commentary

Fire updates: a construction company has been hired by both property owners that were affected by the fires. Two buildings affected by first fire will have to be demolished and that should begin soon. The building affected by 2nd fire will stand, but will be gutted entirely. The exterior will be preserved as much as possible. No solid timelines in place yet, but work has begun and downtown will be under construction very soon. Th bridge construction continues and closures are scheduled for 11 p.m. to 5 a.m. nightly from March 27 to April 7.

Program & Outlook

Our Refresh Visit went extremely well and I look forward to having you all back in April to get this ball rolling with your guidance. We are also in the midst of creating a Junior Main Street committee here in conjunction with the AP Government class at the local high school. Design Service applications are starting to come in and attention is being paid to our recent launch of a new Facade Grant Incentive Program - I think a lot of people are interested! We did award one Design Service already to the building occupied by Round Lake Books and the owner of the property is enthusiastic about the rehabilitation. Turns out the building is significant in relation to its builder - Archibald Buttars - who was once Lieutenant Governor of Michigan. Lots of great momentum being built here!

Suggestions for State and National Staff

Thanks as always!

Upload Attachments

Attach a copy of meeting minutes from last month's board meeting and copies of meeting minutes from committe meeting

Name	Date Uploaded
dda agenda pkt 2-27-2017.pdf	3/10/2017 10:54 AM

CITY OF CHARLEVOIX

Title: Farmer's Market Manager

FLSA: Non-exempt
STATUS: Seasonal Summer
Part-time, 10-20 hours/week

Department: Main Street/Downtown Development Authority

Reports To: Main Street Executive Director

Date: March 20, 2017

Position, Purpose, and Objectives: The Farmer's Market Manager coordinates all aspects of the market day including carrying and setting up the City's pop-up tent. The Market Manager works with the Main Street Executive Director & Farmer's Market Advisory Committee to make the market safe by enforcing rules, resolving conflict, communicating with the participants and customers, and with advertising and marketing efforts.

Scope and Environment: The Charlevoix Farmer's Market is held every Thursday, May through November, from 8:00am to 1:00pm, in all weather conditions. It is critical that the Market Manager is available at these times as well as for occasional meetings. The market is a no smoking environment.

Essential Job Functions:

- Maintain a clean, safe market environment.
- Ensure rules and regulations established by the Farmers Market Advisory Committee are communicated to market participations and enforced.
- Seek opportunities to improve the market and its participation – by participants and customers.
- Perform credit transactions.
- Ensure accurate records of transactions and other market functions are created and maintained.
- Write reports and summarize data and other information.
- Develop and implement marketing and advertising campaigns.
- Plan and implement mini events for market days and/or at other items during the season.
- Communicate with the Main Street Executive Director, committee members, and vendors as required.

Knowledge, Skills, and Abilities Required:

- Ability to project a positive and courteous public image.
- Knowledge of the local food culture and agricultural practices preferred.
- Ability to manage conflict professionally.
- Ability to be creative and resourceful regarding market opportunities and challenges
- Moderately adept at basic computer Microsoft computer programs such as Word and Excel and social media.
- Ability to exhibit patience when working with people of all ages, abilities, and backgrounds.
- Excellent organization skills along with attention to detail.
- Excellent verbal and written communication skills.
- Ability to perform simple mathematics (addition, subtraction, division, multiplication, percentages) and use a calculator.
- Ability to remain standing for several hours at a time.
- Ability to lift and carry up to 25 pounds.
- Valid driver's license.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: 03/20/2017

CITY OF CHARLEVOIX

210 STATE STREET | CHARLEVOIX, MICHIGAN | 49720

Charlevoix Main Street DDA

(231) 547-3257 lindseyd@cityofcharlevoix.org

Memo

To: Charlevoix Downtown Development Authority/Main Street Board

From: Lindsey J. Dotson, Main Street/DDA Executive Director

Subject: Director's Report

Date: March 27, 2017

High School Visit/Junior Main Street

On Tuesday, March 7th Luther Kurtz and I spoke to Anne Marie Conway's AP Government class at Charlevoix High School. In addition to educating them about the Main Street program we invited them to participate in existing committee meetings and also to form their own Junior Main Street Committee. Each of our committee meetings this month had youth in attendance along with the Concert Series Committee meeting. I will be going back to the school on April 4th to give them an "Orientation" on Main Street and start the Junior Main Street effort during their AP Government class time.

Customer Service Training

The Charlevoix Public Library, Conventions & Visitors Bureau, Chamber of Commerce, and Main Street/DDA are teaming up to organize another educational workshop for our community businesses & non-profit organizations. It is scheduled to take place on **Tuesday, April 25th from 8-9:30 a.m.** at the Charlevoix Public Library. All businesses looking to improve their social media presence are invited to attend. The program is designed for business owners and employees that use social media to promote their business and would like to learn new tips and techniques. The workshop will guide participants through social media best practices and strategic application. Presenter Jonathan Campbell, Principal at Lake Effect Digital in Traverse City has been helping tourism related businesses become successful in the digital marketing realm.

Maps & Kiosks

On February 28th I met with representatives from the Chamber, CVB, City, and Harbor House Publishers to discuss updating our downtown tear-off maps and kiosk maps. This project should be wrapped up by the end of April.

Open for Business Campaign
This campaign continues to get a lot of free press which is really allowing us to get the word out as much as possible. Recent mentions have been the podcast: "Charlevoix is Open" by Petoskey News Review (http://www.petoskeynews.com/featured-pnr/podcast-charlevoix-open-for-business/html_10a6b13a-05b0-11e7-a116-c77c9c4fd229.html) & the story "Charlevoix's Message After Fires" in the Detroit News (http://www.detroitnews.com/story/news/local/michigan/2017/03/10/charlevoix-open/99042814/). We also received word that WCMU Public Radio took a 5 minute snippet from the PNR Podcast to be played on air.

National Main Street Center Visit
As a follow up to our Strategy Development & Alignment Visit a representative from the National Main Street Center will be in Charlevoix again on **Wednesday, April 12th at 5:30 PM (location TBD)**. This is open to all members of the Main Street committees as well as the Board of Directors. Once the location of this meeting has been confirmed I will send out an email invitation and put out notices for another Work Session.

Conferences
I will be attending the National Main Street Conference in Pittsburgh, PA and will be out of the office from Monday, May 1 – Thursday, May 4th. I am also attending the Michigan Historic Preservation Annual Conference in Petoskey (and helping coordinate their tour of Charlevoix) and will be out of the office in the afternoon on Thursday, May 18th and all day on Friday, May 19th.

CITY OF CHARLEVOIX

210 STATE STREET | CHARLEVOIX, MICHIGAN | 49720

Charlevoix Main Street DDA

(231) 547-3257 lindseyd@cityofcharlevoix.org

Memo

To: Charlevoix Downtown Development Authority/Main Street Board

From: Lindsey J. Dotson, Main Street/DDA Executive Director

Subject: Branding Update

Date: March 27, 2017

On March 2nd a team from a5 came to Charlevoix to present their first round of concepts to myself, Mark Heydlauff, Alison Hubbard, Carissa Mullaney, & Amanda Wilkin. The committee provided feedback for further refinements which has put our original timeline on delay. We are scheduled to see the second round of concepts on Friday, March 31st. Once we agree on which two are the best representations of our wonderful city, the next steps will be:

- Present core committee recommendations to promotions committee
- Present promotions committee recommendations to DDA
- Present DDA recommendation to City Council for adoption

We apologize for the delay caused but we want to be sure the end product is something that excites us all so that the community can embrace the new Charlevoix brand.

CITY OF CHARLEVOIX

210 STATE STREET | CHARLEVOIX, MICHIGAN | 49720

Charlevoix Main Street DDA

(231) 547-3257 lindseyd@cityofcharlevoix.org

Memo

To: Charlevoix Downtown Development Authority/Main Street Board

From: Lindsey J. Dotson, Main Street/DDA Executive Director

Subject: Wayfinding Update

Date: March 27, 2017

No updates available at this time.

CITY OF CHARLEVOIX

210 STATE STREET | CHARLEVOIX, MICHIGAN | 49720

Charlevoix Main Street DDA

(231) 547-3257 lindseyd@cityofcharlevoix.org

Memo

To: Charlevoix Downtown Development Authority/Main Street Board

From: Lindsey Dotson, Main Street/DDA Executive Director

Subject: Updated Mission Statement

Date: March 27, 2017

The Charlevoix Main Street Organization Committee has been working hard to plan for increased communications, volunteer management, and fundraising. A part of this effort was to see if our Mission Statement still represents the work that our program does. Currently, our mission statement reads:

> "The mission of the Charlevoix Main Street Program ties in with both the responsibilities and goals of the DDA, the two guiding principles of the Michigan Main Street Center, and the mission of the National Trust for Historic Preservation by emphasizing equal importance on preserving our history and promoting economic growth."

The committee worked to review that statement and started to work on refining it so that it can speak more clearly to our current scope of work. During their most recent meeting they came up with this:

> "The Mission of the Charlevoix Main Street Program is to strengthen the year-round economic vitality of our vibrant historic business district through community efforts, events, public and private partnerships, while fostering a sense of community pride and ownership."

The definition of a mission statement:

A written declaration of an organization's core purpose and focus that normally remains unchanged over time. Properly crafted mission statements (1) serve as filters to separate what is important from what is not, (2) clearly state which markets will be served and how, and (3) communicate a sense of intended direction to the entire organization.

A mission is different from a vision in that the former is the cause and the latter is the effect; a mission is

something to be accomplished whereas a vision is something to be pursued for that accomplishment. Also called company mission, corporate mission, or corporate purpose.

Read more: http://www.businessdictionary.com/definition/mission-statement.html

To avoid confusion, below is our **Vision Statement** that was drafted during the Baseline Assessment visit in May of 2015 (we are not suggesting be changed):

> "Our Downtown captures the spirit of community and is a place to live, work, and play. We are an innovative waterfront downtown that is dedicated to year-round economic sustainability through economic development, community collaboration, and historic preservation."

SOUND UPGRADE

Project Proposal

Prepared for: City of Charlevoix

Prepared by: Charles Winnell

March 21, 2017

SUMMARY

Objective

To upgrade parts of the pavilion sound system

Challenge

The current analog sound board and older monitors don't meet the needs of incoming acts. This requires the borrowing of equipment from both the CM/HS and CHX Montessori Academy to replace and fill in the gaps.

Solution

The purchase of a new digital sound console with networked stage boxes, and new monitors that meet the needs of artists performing in the pavilion.

Project Outline

Repurpose current portable rack for the new amps and stage boxes. New board will be getting a custom case to protect it. Mount, wire, and program equipment to interface with current speaker system. Equipment will be installed, programed, and throughly tested prior to first concert.

Purchasing

- Equipment purchase to be made through Charles Winnell
- Once payment is received in full, order will be placed.

Due Diligence

I have included a detailed estimate which includes all equipment to be purchased. All pricing is the same or better than can be purchased through other retailers.

7069 Applewood Dr
Charlevoix, MI 49720

ESTIMATE

Charles Winnell

Estimate

For: City Of Charlevoix
210 State St
Charlevoix MI 49720

Estimate No: 1701
Date: Mar 9, 2017

Description	Quantity	Rate	Amount
Yamaha TF5 sound board	1	$3,000.00	$3,000.00
Mixer case for TF5	1	$599.00	$599.00
Tio 1608 stage box	3	$900.00	$2,700.00
NY-64 dante card	1	$360.00	$360.00
QSC GXD4 amps	4	$499.00	$1,996.00
QSC E10 monitors	8	$379.00	$3,032.00
Whirlwind sbnl18442 monitor breakout	2	$117.00	$234.00
Whirlwind nl8-075 monitor cable	1	$264.00	$264.00
Whirlwind nl8-025 monitor cable	1	$167.00	$167.00
Neutrik NL8MM coupler	1	$20.00	$20.00
PRO CO 14-2 bulk monitor cable per ft	180	$0.80	$144.00
Neutrik nl4FX speak con	20	$4.29	$85.80
Neutrik NAC3FX-W power con	2	$8.31	$16.62
Custom panel	1	$400.00	$400.00
MA APV-6 vented panel	1	$57.75	$57.75

Description	Quantity	Rate	Amount
MA BR-1 cable passthrough	2	$50.00	$100.00
Pro-Co SMC1204FBX-50 sub snake	1	$214.00	$214.00
Shure PG 81 microphone	2	$124.00	$248.00
Shure PGA98H-TQG microphone	1	$124.00	$124.00
Sennheiser e609 microphone	2	$125.00	$250.00
VU mst100-10b short mic stand	2	$40.00	$80.00
VU MST100-30b tall mic stand	4	$50.00	$200.00
US JS KD50 super mic short stand	4	$25.00	$100.00
Pro co 10-mic-xx microphone cable	5	$30.00	$150.00
Pro co 25-mic-xx microphone cable	5	$39.00	$195.00
Neutrik NC3FXX xlr connector	12	$3.00	$36.00
Neutrik NC3MXX xlr connector	10	$3.00	$30.00
Neutrik NP3X BAG 1/4" connector	8	$4.50	$36.00
Airport Express wireless router	1	$99.00	$99.00
Ipad mini 2 w/ case	1	$300.00	$300.00
GRW-DRW3 rack drawers	2	$108.00	$216.00

* Indicates non-taxable item

Subtotal	$15,454.17
TAX (0.00%)	$0.00
Total	$15,454.17

Charlevoix Main Street Façade Incentive Grant Program Application

Applicant's Name: FREDERICK M. DiMARTINO Phone # 1-231-547-7511

Business Name TRADEMARK PROPERTIES LLC

Property Owner's Name FREDERICK M. DiMARTINO

Project Address 221 DOWN + 223 UP BRIDGE STREET, CHARLEVOIX MI. 49720

Parcel # 15-052-265-006-00

Mailing Address (Applicant) 4053 OLD US 31 SOUTH, CHARLEVOIX MI. 49720

The work to be performed in connection with the Charlevoix Main Street Façade Incentive Grant Program, for which the Applicant will be reimbursed, is outlined below:

Improvement(s) Planned (check whichever applies)

X Exterior brick or wall surface cleaning

X Pointing of brick/Mortar joint repair

X Patching and painting of façade walls

X Window and/or door replacement/repair

X Cornice repair and/or replacement

___ Other (please specify)_____

Façade(s) Impacted (check whichever applies)

X Front X Rear X Side X Corner lot

Total Cost of Improvement $_____

Incentive Amount Requested $ 2,3 YEAR PHASED PROJECT - $ 17,500.00 $10,000 max

The following information must be submitted with your application to ensure quick processing:

1. Project Improvement Plans drawn to scale, if applicable

9. The grant money awarded will be in keeping with the Façade Grant Incentive Program
Guidelines and shall not exceed the amount as outlined in the application.
10. It is expressly understood and agreed that the Applicant shall be solely responsible for all safety conditions and in compliance with all federal, state, and local safety conditions, safety regulations, building codes, ordinances and other applicable regulations.
11. The applicant shall, at his/her own expense, indemnify, protect, defend and hold harmless Charlevoix Main Street and/or its agent and employees, from all claims, damages, lawsuits, costs, and expenses, for any property damage, personal injury or other loss relating in any way to the Charlevoix Main Street Façade Incentive Grant Program.
12. The Applicant understands that he/she is responsible for the maintenance of the façade improvements described here for a period of ten years from the project completion.

Applicant's Signature Frederick M. DiMartino Date 3/8/17

Property Owner's Signature Frederick M. DiMartino Date 3/8/17

Complete and return to:

Charlevoix Main Street
210 State Street
Charlevoix, MI 49720
(231) 547-3257

1898

Charlv.

Horace S. Harsha's building in the middle of the 200 block next to the alley, completed in the summer of 1898. This became the van Pelt building in 1910 after Mr. van Pelt of Norwood bought it and remodeled the façade. On the left is Mrs. Levinson's dry goods store, soon to occupy the whole first floor after her son Meyer took over. On the right is one of the many sites of the Post Office, with rural delivery wagons in front. The Charlevoix Courier, the town's second newspaper, occupied the basement when this photo was taken. Horace S. Harsha's building

Charlv.

remodeled
facade 1910
RLEVOIX STATE SAVINGS BANK
CHARLEVOIX
TATE SAVINGS BANK
BAY VIEW ASSEMBLY

CITY OF CHARLEVOI 2016 Summer Tax Receipt

CITY OF CHARLEVOIX
KELLY MCGINN, TREASURER
210 STATE STREET
CHARLEVOIX, MI 49720
(231) 547-3261

CHECKS ARE ACCEPTED AS CONDITIONAL PAYMENT. IF NOT HONORED BY THE BANK, THE TAX IS CONSIDERED UNPAID AND THE RECEIPT VOID. THE TREASURER IS NOT RESPONSIBLE FOR PAYMENT ON THE WRONG PARCEL. CHECK YOUR PROPERTY DESCRIPTION.

Parcel #: 052-265-006-00

** CURRENT PAYMENT **

Date	Chk #	Amount
08/18/2016	1987	10,152.66
	Total Recvd:	**10,152.66**

Taxing Authority	MILLS	Prev Amt Due	Payment	Balance
STATE EDUCATION	6.0000	1,378.15	1,378.15	0.00
COUNTY ALLOCATED	4.6000	1,056.58	1,056.58	0.00
SCHOOL OPERATING	17.9838	4,130.75	4,130.75	0.00
SCHOOL DEBT 11	1.7174	394.47	394.47	0.00
SCHOOL DEBT 12	0.1806	41.48	41.48	0.00
SCHOOL DEBT 15	0.2604	59.81	59.81	0.00
CITY OPERATIONAL	9.0500	2,078.72	2,078.72	0.00
INFRASTRUCTURE	2.0459	469.92	469.92	0.00
REFUSE	1.0000	229.69	229.69	0.00
DDA	1.3631	313.09	313.09	0.00
Admin Fee		0.00	0.00	0.00
Interest/Pen		0.00	0.00	0.00
Over Payments		0.00	0.00	0.00
TOTALS -------->	44.20120	10,152.66	10,152.66	0.00

SEV:	300,300	CLASS:	201	PRE/MBT:	0.0000
TAXABLE VALUE:	229,693	SCHOOL:	15050		

PROPERTY ADDRESS: 221 BRIDGE ST (DOWN)

LEGAL DESCRIPTION:
221(DOWN)&223(UP)BRIDGE ST DDA 1984 C1 LOTS 6 & 7 OF HILLS SUBDIVISION BEING PTOF LOTS 12, 13 & 14 OF BLK 6 OF THE ORIGINAL PLAT OF THE CITY OF CHARLEVOIX.

CITY OF CHARLEVOI 2016 Summer Tax Receipt

CITY OF CHARLEVOIX
KELLY MCGINN, TREASURER
210 STATE STREET
CHARLEVOIX, MI 49720
(231) 547-3261

RECEIPT NO: 00001106
PAID DATE: 08/18/2016
INTEREST DATE: 08/18/2016
CHECK NO: 1987
PAID BY: DIMARTINO FREDERICK M

052-265-006-00
DIMARTINO FREDERICK M
04053 OLD 31 S
CHARLEVOIX MI 49720-9691

	MILLS	Prev Amt Due	Payment	Balance
TOTALS -------->	44.20120	10,152.66	10,152.66	0.00

CITY OF CHARLEVOI 2016 Winter Tax Receipt

CITY OF CHARLEVOIX
KELLY MCGINN, TREASURER
210 STATE STREET
CHARLEVOIX, MI 49720
(231) 547-3261

CHECKS ARE ACCEPTED AS CONDITIONAL PAYMENT. IF NOT HONORED BY THE BANK, THE TAX IS CONSIDERED UNPAID AND THE RECEIPT VOID. THE TREASURER IS NOT RESPONSIBLE FOR PAYMENT ON THE WRONG PARCEL. CHECK YOUR PROPERTY DESCRIPTION.

Parcel #: 052-265-006-00

** CURRENT PAYMENT **

Date	Chk #	Amount
02/09/2017	2013	1,822.56
	Total Recvd:	1,822.56

Taxing Authority	MILLS	Prev Amt Due	Payment	Balance
CHAR EM ALLOC	0.1996	45.84	45.84	0.00
SPECIAL ED 64	0.6701	153.91	153.91	0.00
SPECIAL ED 08	1.1600	266.44	266.44	0.00
VOCATION AL ED	0.7487	171.97	171.97	0.00
CHX LIB OP 97	0.4440	101.98	101.98	0.00
CHX LIB OP 04	0.6339	145.60	145.60	0.00
CHX LIBRARY BOND	0.6200	142.40	142.40	0.00
COUNTY TRANSIT	0.2497	57.35	57.35	0.00
CO. SR CITIZEN	0.6494	149.16	149.16	0.00
COUNTY RECYCLING	0.1498	34.40	34.40	0.00
COUNTY ROADS	0.9991	229.48	229.48	0.00
COUNTY PARKS	0.15	34.40	34.40	0.00
COUNTY VETERANS	0.10	22.94	22.94	0.00
GRANDVUE OPER	0.75	172.10	172.10	0.00
Admin Fee		18.04	18.04	0.00
Interest/Pen		0.00	0.00	0.00
Over Payments		0.00	0.00	0.00
TOTALS -------->	7.85660	1,822.56	1,822.56	0.00

SEV:	300,300	CLASS:	201	PRE/MBT:	0.0000
TAXABLE VALUE:	229,693	SCHOOL:	15050		

PROPERTY ADDRESS: 221 BRIDGE ST (DOWN)

LEGAL DESCRIPTION:
221(DOWN)&223(UP)BRIDGE ST DDA 1984 C1 LOTS 6 & 7 OF HILLS SUBDIVISION BEING PTOF LOTS 12, 13 & 14 OF BLK 6 OF THE ORIGINAL PLAT OF THE CITY OF CHARLEVOIX.

CITY OF CHARLEVOI 2016 Winter Tax Receipt

CITY OF CHARLEVOIX
KELLY MCGINN, TREASURER
210 STATE STREET
CHARLEVOIX, MI 49720
(231) 547-3261

RECEIPT NO: 00002033
PAID DATE: 02/09/2017
INTEREST DATE: 02/09/2017
CHECK NO: 2013
PAID BY: DIMARTINO FREDERICK M

052-265-006-00
DIMARTINO FREDERICK M
04053 OLD 31 S
CHARLEVOIX MI 49720-9691

	MILLS	Prev Amt Due	Payment	Balance
TOTALS -------->	7.85660	1,822.56	1,822.56	0.00

Huntington

Date: March 14, 2017

Re: Trademark Properties LLC/ Frederick DiMartino

To Whom It May Concern:

Please accept this letter as verification that Mr. Frederick DiMartino, of Trademark Properties LLC, holds deposits in excess of $17,500 at Huntington National Bank FKA First Merit Bank, as of the date of this letter.

Sincerely,

Jennifer Rekasi
Branch Manager
Huntington Bank – Charlevoix Downtown
Ph. 231-547-1566

Member FDIC. ® and Huntington® are federally registered service marks of Huntington Bancshares Incorporated.

WOLGAST RESTORATION

1494 N. Graham Rd., Freeland, MI 48623
Office: (989)-781-0173
Fax: (989)-781-0744
EIN # 38-1912119

Client:	Trademark Properties (Fred DeMartino)	Home:	(231) 547-7511
Property:	221 Bridge St. Charlevoix, MI 49720		
Operator:	MBELLOR		
Estimator:	Michael Bellor	Business:	(989) 781-0173
Position:	Senior Estimator	E-mail:	mbellor@wolgastrestoration.com
Company:	Wolgast Restoration		
Type of Estimate:	Remodeling Work		
Date Entered:	3/16/2017	Date Assigned:	
Price List:	MIGA8X_JAN17		
Labor Efficiency:	Restoration/Service/Remodel		
Estimate:	CHERRY_REPUBLIC		

Per the project coordinator Jay Klein, this estimate for Masonry repair/replace on the East facing elevation , North facing elevation and West facing elevation is submitted to property owner Fred DiMartino (Owner of Trade Mark Properties LLC 221 Bridge Street Charlevoix Mi. 49720) for the purpose of applying to the local Charlevoix Main Street Facade Incentive Grant Program .

This estimate will include all required labor & materials , as well as safety preventive precautions due to the location, height and detailed repairs involved .

Please feel free to contact Jay Klein, project manager of the Wolgast Corporation with any questions and or concerns you may have regarding this estimate for masonry services.

Thank you
Project coordinator
Jay Klein
989-233-3940 cell
jklein@wolgastrestoration.com

WOLGAST RESTORATION ,

1494 N. Graham Rd., Freeland, MI 48623
Office: (989)-781-0173
Fax: (989)-781-0744
EIN # 38-1912119

2017-03-16-1202

Front Elevation Work

Front Elevation Work

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Scaffold - per section (per week)	80.00 WK	0.00	48.00	0.00	768.00	4,608.00
40 sections of scaffolding for 2 weeks to repair brick on West Side of Building						
2. Labor to set up and take down scaffold - per section	40.00 EA	0.00	19.99	0.00	159.92	959.52
3. Fall protection harness and lanyard - per week	2.00 WK	0.00	22.00	0.00	8.80	52.80
4. R&R Stud wall - 2" x 8" - 16" oc	738.00 SF	0.29	3.24	60.22	533.06	3,198.42
Install temporary wall on front facade to support front of building during brick removal and interior demolition.						
Total: Front Elevation Work				60.22	1,469.78	8,818.74

Main Level

Main Level

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
5. R&R Brick veneer	282.29 SF	1.70	8.43	67.75	585.48	3,512.82
Replace damaged brick veneer on the front, main level of the building.						
Total: Main Level				67.75	585.48	3,512.82

2nd floor offices

2nd floor offices

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
6. R&R Brick veneer	237.96 SF	1.70	8.43	57.11	493.52	2,961.16
Replace damaged brick veneer on the front, 2nd floor level of the building.						
Total: 2nd floor offices				57.11	493.52	2,961.16
Total: Front Elevation Work				185.08	2,548.78	

= 6473.

3,236.9

North Elevation Work

North Elevation Work

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
7. Brick veneer	1,776.00 SF	0.00	8.43	426.24	3,079.58	18,477.50
Replace 2 rows of wythe exterior brick veneer wall down 6' from top of parapet wall.						
8. Scaffold - per section (per week)	140.00 WK	0.00	48.00	0.00	1,344.00	8,064.00

9238.75

WOLGAST RESTORATION

1494 N. Graham Rd., Freeland, MI 48623
Office: (989)-781-0173
Fax: (989)-781-0744
EIN # 38-1912119

CONTINUED - North Elevation Work

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
70 sections of scaffolding for 2 weeks to repair brick on North Side of Building						
9. Labor to set up and take down scaffold - per section	70.00 EA	0.00	19.99	0.00	279.86	1,679.16
10. Fall protection harness and lanyard - per week	4.00 WK	0.00	22.00	0.00	17.60	105.60
Total: North Elevation Work				426.24	4,721.04	28,326.26

Rear Elevation Work

Rear Elevation Work

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
11. Brick veneer	1,280.00 SF	0.00	8.43	307.20	2,219.52	13,317.12 6658.56
Replace 2 rows of wythe exterior brick veneer wall down 8' from top of parapet wall.						
12. Scaffold - per section (per week)	80.00 WK	0.00	48.00	0.00	768.00	4,608.00
40 sections of scaffolding for 2 weeks to repair brick on West Side of Building						
13. Labor to set up and take down scaffold - per section	40.00 EA	0.00	19.99	0.00	159.92	959.52
14. Fall protection harness and lanyard - per week	2.00 WK	0.00	22.00	0.00	8.80	52.80
Total: Rear Elevation Work				307.20	3,156.24	18,937.44
Line Item Totals: 2017-03-16-1202				**918.52**	**10,426.06**	**62,556.42**

Grand Total Areas:

43,492.24	SF Walls	16,625.71	SF Ceiling	60,117.95	SF Walls and Ceiling
17,003.95	SF Floor	1,889.33	SY Flooring	3,826.28	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	4,151.13	LF Ceil. Perimeter
17,003.95	Floor Area	17,625.88	Total Area	39,781.23	Interior Wall Area
15,859.62	Exterior Wall Area	1,404.52	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

WOLGAST RESTORATION

1494 N. Graham Rd., Freeland, MI 48623
Office: (989)-781-0173
Fax: (989)-781-0744
EIN # 38-1912119

Summary

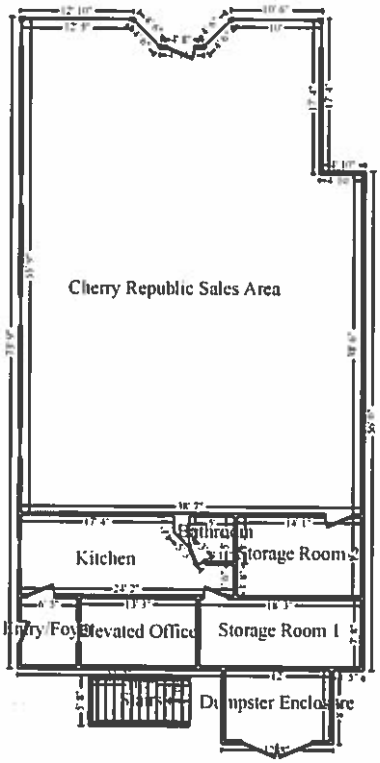
Line Item Total	51,211.84
Material Sales Tax	918.52
Subtotal	52,130.36
Overhead	5,213.03
Profit	5,213.03
Replacement Cost Value	**$62,556.42**
Net Claim	**$62,556.42**

Michael Bellor
Senior Estimator

5% of 6,473.98 = 3,236.99 (front) 3,236.99
20% of 18,477.50 = 9,238.75 (side) → max $2,500
10% of 13,317.12 = 6,658.56 (rear) → max $5,000

$10,736.99

Front Elevation Work - Main Level



N

Main Level

Charlevoix Main Street Façade Incentive Grant Program Application

Applicant's Name: Celebrate Me Home Phone # 231-622 2052

Business Name " "

Property Owner's Name " "

Project Address 217 Bridge Street

Parcel # 052-246-001-00

Mailing Address (Applicant) 427 Michigan Ave
Charlevoix, MI 49720

The work to be performed in connection with the Charlevoix Main Street Façade Incentive Grant Program, for which the Applicant will be reimbursed, is outlined below:

Improvement(s) Planned (check whichever applies)

X Exterior brick or wall surface cleaning

___ Pointing of brick/Mortar joint repair

X Patching and painting of façade walls

X Window and/or door replacement/repair

___ Cornice repair and/or replacement

X Other (please specify) replacing door and window to historic location rebuilding historic entryway

Façade(s) Impacted (check whichever applies)

X Front ___ Rear ___ Side ___ Corner lot

Total Cost of Improvement $ 350,000 to building $25,000 - $30,000 to façade

Incentive Amount Requested $ 10,000

The following information must be submitted with your application to ensure quick processing:

✓ 1. Project Improvement Plans drawn to scale, if applicable

(1/2)

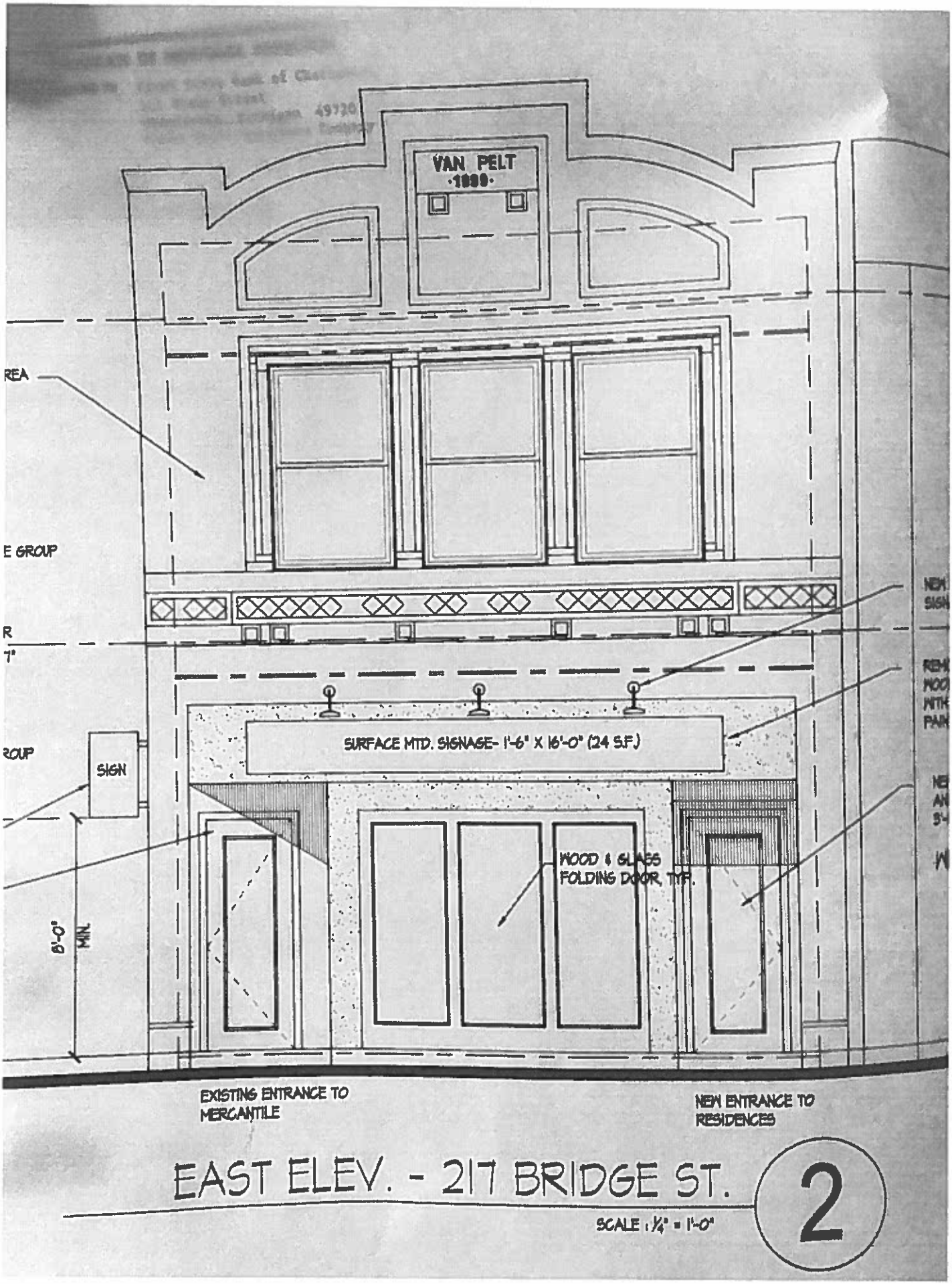
9. The grant money awarded will be in keeping with the Façade Grant Incentive Program
Guidelines and shall not exceed the amount as outlined in the application.
10. It is expressly understood and agreed that the Applicant shall be solely responsible for all safety conditions and in compliance with all federal, state, and local safety conditions, safety regulations, building codes, ordinances and other applicable regulations.
11. The applicant shall, at his/her own expense, indemnify, protect, defend and hold harmless Charlevoix Main Street and/or its agent and employees, from all claims, damages, lawsuits, costs, and expenses, for any property damage, personal injury or other loss relating in any way to the Charlevoix Main Street Façade Incentive Grant Program.
12. The Applicant understands that he/she is responsible for the maintenance of the façade improvements described here for a period of ten years from the project completion.

Applicant's Signature _____ Date 3-15-17

Property Owner's Signature _____ Date 3-15-17

Complete and return to:

Charlevoix Main Street
210 State Street
Charlevoix, MI 49720
(231) 547-3257



EAST ELEV. - 217 BRIDGE ST.

SCALE : ¼" = 1'-0"

2

DAVIDWHITNEYKIMBLE•ARCHITECT

Mar. 16,2017

Charlevoix Main
Street Design Committee

217 Bridge St.

Color Scheme: (All Paint Colors are from Benjamin Moore "Preview" series)

Existing Brick to remain- Color "golden tan"

Main Body (currently light green) to be lightest value, HC-81 "Manchester Tan"

Upper floor-Window Jambs and Details (currently now dark green) to be medium value, HC-95 "Sag Harbor Gray"

Cornice to be HC-81 "Manchester Tan"

Area behind new signage, surrounding new Picture Window Door, and including new door to apartments, (currently dark green area), to be darkest value , HC-103 "Cromwell Grey".

Light fixtures to be Dark Bronze

Windows & Picture Window Door to be Dark Bronze

New Retail Entry Door to be Natural wood stain, White Oak

All hardware to be Dark Bronze

Retail Signage color T.B.D. by Tenant and approved by Owner & Architect

566 E. Lake St. Harbor Springs, MI 49740•231-838-9466•dave@kimblearchitect.com

217 Bridge Street Color Scheme:

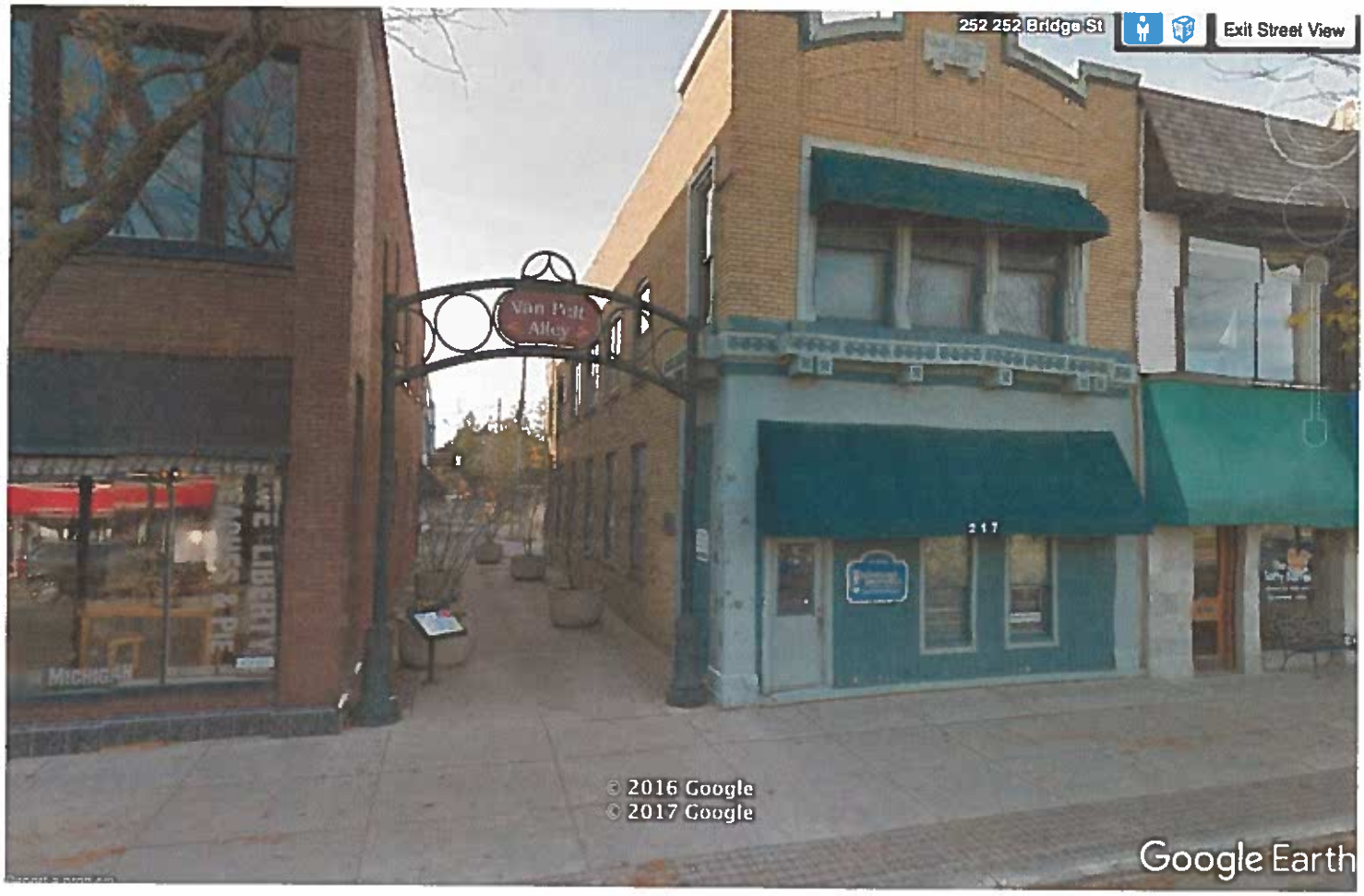
Our plan is to chemically remove the paint on the façade and determine what the original material color is. If that is acceptable, we will try to keep that. If we cannot determine the original color, or its awful, we will use the following color scheme.

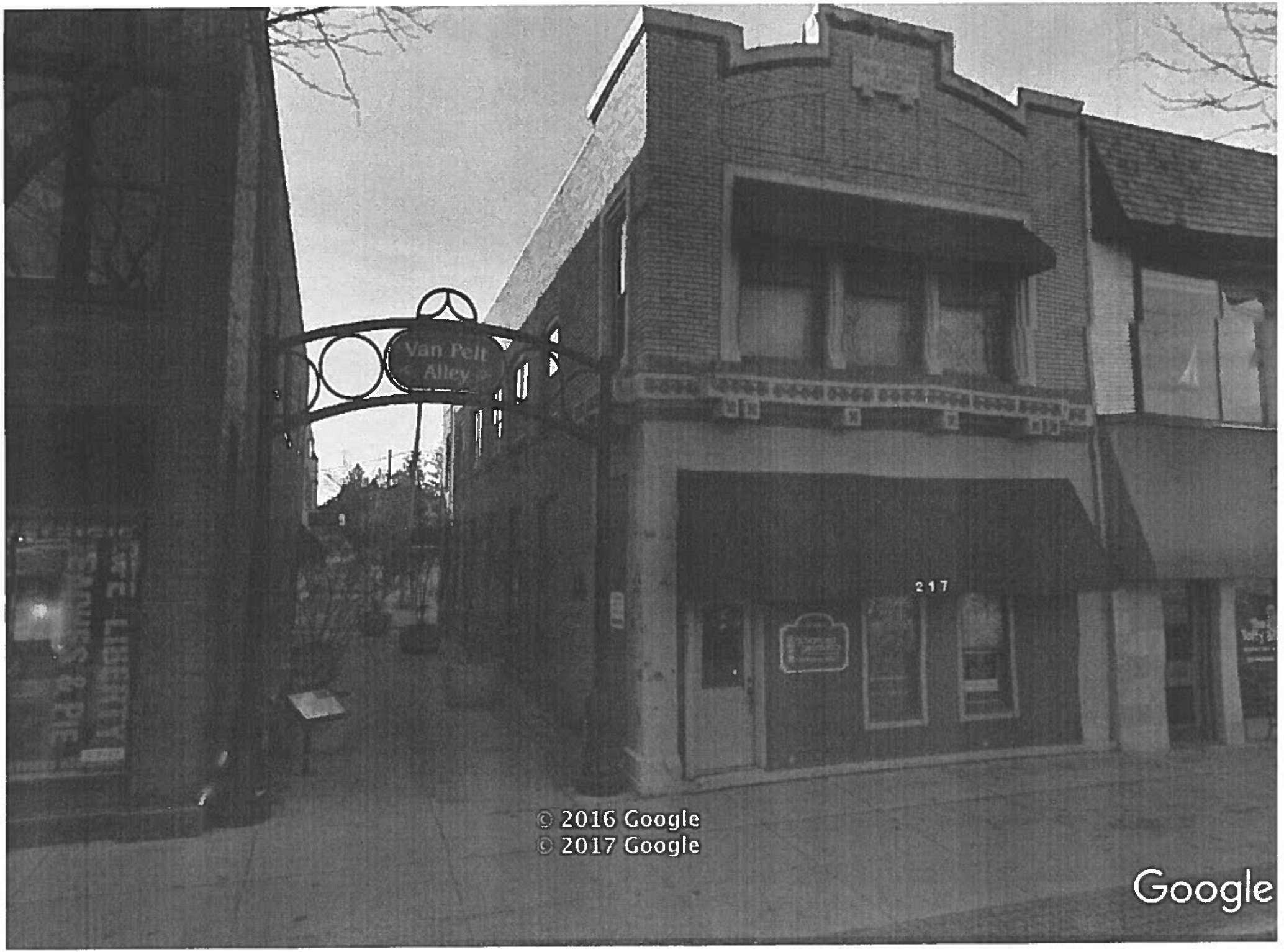
We plan to leave the brick as it is.

Solid Block Structure: match existing color.
Diamonds in decorative structure: match existing color

Back drop for sign: Grey.

GAMBLE STORES


252 252 Bridge St
Exit Street View
Van Pelt Alley
217
© 2016 Google
© 2017 Google
Google Earth


Van Pelt
Alley
217
© 2016 Google
© 2017 Google
Google

DAVIDWHITNEYKIMBLE•ARCHITECT

Mar. 16,2017

Charlevoix Main
Street Design Committee

Estimate of Cost-217 Bridge Street Historic Façade Restoration Project

1.	Picture Window Door-Nana Wall System	$10,000.
2.	Labor to Prepare & Install	~~3,600.~~
3.	Storefront Door-Wood/Glass Combo	1,500.
4.	Restoration of entry vestibule	3,500.
5.	Apartment Entry Door	500.
6.	Signage	1,800.
7.	Lighting-Signage	750.
8.	Windows (3) replacement	2,500.
9.	Paint Removal / Replacement	5,000.
10.	Miscellaneous Labor	2,500.

Total Estimated Budget = ~~$31,650.~~ $28,050

$14,025

(max $10,020)

Respectfully Submitted,

David W. Kimble, Architect

566 E. Lake St. Harbor Springs, MI 49740•231-838-9466•dave@kimblearchitect.com

CITY OF CHARLEVOI 2016 Summer Tax Receipt

CITY OF CHARLEVOIX
KELLY MCGINN, TREASURER
210 STATE STREET
CHARLEVOIX, MI 49720
(231) 547-3261

CHECKS ARE ACCEPTED AS CONDITIONAL PAYMENT. IF NOT HONORED BY THE BANK, THE TAX IS CONSIDERED UNPAID AND THE RECEIPT VOID. THE TREASURER IS NOT RESPONSIBLE FOR PAYMENT ON THE WRONG PARCEL. CHECK YOUR PROPERTY DESCRIPTION.

Parcel #: 052-246-001-00

** CURRENT PAYMENT **

Date	Chk #	Amount
08/31/2016	1036	9,451.88
	Total Recvd:	9,451.88

Taxing Authority	MILLS	Prev Amt Due	Payment	Balance
STATE EDUCATION	6.0000	1,283.03	1,283.03	0.00
COUNTY ALLOCATED	4.6000	983.65	983.65	0.00
SCHOOL OPERATING	17.9838	3,845.63	3,845.63	0.00
SCHOOL DEBT 11	1.7174	367.24	367.24	0.00
SCHOOL DEBT 12	0.1806	38.61	38.61	0.00
SCHOOL DEBT 15	0.2604	55.68	55.68	0.00
CITY OPERATIONAL	9.0500	1,935.24	1,935.24	0.00
INFRASTRUCTURE	2.0459	437.49	437.49	0.00
REFUSE	1.0000	213.83	213.83	0.00
DDA	1.3631	291.48	291.48	0.00
Admin Fee		0.00	0.00	0.00
Interest/Pen		0.00	0.00	0.00
Over Payments		0.00	0.00	0.00
TOTALS -------->	44.20120	9,451.88	9,451.88	0.00

SEV:	215,000	CLASS:	201	PRE/MBT:	0.0000
TAXABLE VALUE:	213,839	SCHOOL:	15050		

PROPERTY ADDRESS: 217 BRIDGE ST

LEGAL DESCRIPTION:
217 BRIDGE ST DDA 1984 C1 BEG AT SE COR LOT 1 BLK 6 TH N 24 FT TH W 82 FT TH S 24 FT TH E TO POB PT LOTS 1&2 BLK 6 VIL OF CX

CITY OF CHARLEVOI 2016 Summer Tax Receipt

CITY OF CHARLEVOIX
KELLY MCGINN, TREASURER
210 STATE STREET
CHARLEVOIX, MI 49720
(231) 547-3261

052-246-001-00
CELEBRATE ME HOME LLC
427 MICHIGAN
CHARLEVOIX MI 49720

RECEIPT NO: 00001986
PAID DATE: 08/31/2016
INTEREST DATE: 08/31/2016
CHECK NO: 1036
PAID BY: FEINDT LAWRENCE R

	MILLS	Prev Amt Due	Payment	Balance
TOTALS -------->	44.20120	9,451.88	9,451.88	0.00

CITY OF CHARLEVOI 2016 Winter Tax Receipt

CITY OF CHARLEVOIX
KELLY MCGINN, TREASURER
210 STATE STREET
CHARLEVOIX, MI 49720
(231) 547-3261

CHECKS ARE ACCEPTED AS CONDITIONAL PAYMENT. IF NOT HONORED BY THE BANK, THE TAX IS CONSIDERED UNPAID AND THE RECEIPT VOID. THE TREASURER IS NOT RESPONSIBLE FOR PAYMENT ON THE WRONG PARCEL. CHECK YOUR PROPERTY DESCRIPTION.

Parcel #: 052-246-001-00

** CURRENT PAYMENT **

Date	Chk #	Amount
01/24/2017	2442470258	1,696.78
	Total Recvd:	1,696.78

Taxing Authority	MILLS	Prev Amt Due	Payment	Balance
CHAR EM ALLOC	0.1996	42.68	42.68	0.00
SPECIAL ED 64	0.6701	143.29	143.29	0.00
SPECIAL ED 08	1.1600	248.05	248.05	0.00
VOCATION AL ED	0.7487	160.10	160.10	0.00
CHX LIB OP 97	0.4440	94.94	94.94	0.00
CHX LIB OP 04	0.6339	135.55	135.55	0.00
CHX LIBRARY BOND	0.6200	132.58	132.58	0.00
COUNTY TRANSIT	0.2497	53.39	53.39	0.00
CO. SR CITIZEN	0.6494	138.86	138.86	0.00
COUNTY RECYCLING	0.1498	32.03	32.03	0.00
COUNTY ROADS	0.9991	213.64	213.64	0.00
COUNTY PARKS	0.15	32.03	32.03	0.00
COUNTY VETERANS	0.10	21.36	21.36	0.00
GRANDVUE OPER	0.75	160.22	160.22	0.00
Admin Fee		16.79	16.79	0.00
Interest/Pen		0.00	0.00	0.00
Over Payments		0.00	0.00	0.00
TOTALS -------->	7.85660	1,696.78	1,696.78	0.00

SEV:	215,000	CLASS:	201	PRE/MBT:	0.0000
TAXABLE VALUE:	213,839	SCHOOL:	15050		

PROPERTY ADDRESS: 217 BRIDGE ST

LEGAL DESCRIPTION:
217 BRIDGE ST DDA 1984 C1 BEG AT SE COR LOT 1 BLK 6 TH N 24 FT TH W 82 FT TH S 24 FT TH E TO POB PT LOTS 1&2 BLK 6 VIL OF CX

CITY OF CHARLEVOI 2016 Winter Tax Receipt

CITY OF CHARLEVOIX
KELLY MCGINN, TREASURER
210 STATE STREET
CHARLEVOIX, MI 49720
(231) 547-3261

RECEIPT NO: 00001591
PAID DATE: 01/24/2017
INTEREST DATE: 01/24/2017

CHECK NO: 2442470258
PAID BY: CELEBRATE ME HOME LLC

052-246-001-00
CELEBRATE ME HOME LLC
427 MICHIGAN
CHARLEVOIX MI 49720

	MILLS	Prev Amt Due	Payment	Balance
TOTALS -------->	7.85660	1,696.78	1,696.78	0.00

Charlevoix State Bank

111 State Street · P.O. Box 217 · Charlevoix, Michigan 49720 · (231) 547-4411 · FAX (231) 547-1840

March 16, 2017

Charlevoix Main Street
210 State Street
Charlevoix, MI 49729

To Whom It May Concern:

I am writing to provide verification that Celebrate Me Home, LLC has the capacity to fund $35,000 worth of façade improvements to 217 Bridge Street. Please contact me if you require additional information.

Respectfully,

Michael R. Hinkle
President and CEO

Charlevoix Main Street **2017 Work Plan** **Committee: Promotions**

Objective: Increase traffic in downtown
Project: Concert Series
Project Manager: Maureen Owens

Project Tasks	Person Responsible	Start Date	End Date	Hours	Budget	Comments
Set up Sponsorship levels & info sheet	J. Musilek	10/19/2016	11/16/2016	1		
Secure main acts	J. Musilek, M. Owens, S. Hagen	10/20/2016	3/20/2017	25	$10,000	Hoping to cover $9000+ with sponsorships
Secure busking performers					$6,000	
Secure sponsors	J. Musilek, M. Owens, S. Hagen	10/20/2016	3/20/2017	20		
Marketing: press release (thx to sponsors & get involved)	J. Musilek	10/19/2016	11/16/2016	1		
Marketing: design and print rack cards/posters	K. Prior	3/20/2017	4/20/2017	3	$2,500*	*In Kind Contribution
Marketing: banners		3/20/2017	4/20/2017	1		Paid in 2016
Marketing: social media promotion and ads				4	$500	
Marketing: radio advertisement	J. Musilek	10/19/2016	2/28/2017	5	$2,500	
Distribution of rack cards	Promo committee	5/20/2017	6/20/2017	10		
Distribution of weekly posters	Promo committee	ongoing through series		36		4.5 hrs per week
Concert set-up, tear-down, sound operation	C Winnell J. Sharrow J. Musilek S. Hagen M. Owens N. Dean	6/29/2017	8/24/2017	40		
Totals:				**146**	**$19,000**	

Measurement of Success: Larger crowds in the park and noticable increase in foot traffic through downtown shops/restaurants.