



AGENDA
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING
Monday, June 24, 2019- 5:30 PM
Council Chambers - 210 State Street, Charlevoix, MI 49720

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Inquiry Regarding 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. Committee Minutes
 - B. Minutes
 - C. Monthly Report
 - D. Memorandum of Understanding with CEDAM
- 6. Reports**
 - A. Director's Report
Lindsey Dotson, Executive Director
- 7. Old Business**
- 8. New Business**
 - A. Summary of Work Session & Establishment of Updated Goals
Maureen Owens, Board Chair
 - B. Facade Grant Applications
Lindsey Dotson, Executive Director
 - C. Coworking/Business Incubator Space
Lindsey Dotson, Executive Director
- 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.

CHARLEVOIX MAIN STREET MISSION

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, and public/private partnerships while fostering a sense of community pride and ownership.

DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Consent Agenda

TITLE: Committee Minutes

DATE: June 24, 2019

ATTACHMENTS:

- ▣ Organization/Promotions Committee - May 23rd
- ▣ Design Committee - June 6, 2019
- ▣ Economic Vitality Committee - June 18th



Promotions/Organization Committee
Thursday, May 23 2019
8:00 a.m.; City Hall; Upstairs

Members Present: Lindsey Dotson, Sarah Hagen, Jessica Anderson, Dennis Kusina, Richard Christner, Dan Barron, Katherine Forrester, Leanne Ackert, Nancy Suzor, Jean Musilek, Greg Stevens.

8:00am I. Call to Order: 8:01

8:01am II. Approval of Minutes: April 25, 2019; Richard/Dennis

8:03am III. Ongoing Business:

A. Events & Projects – Updates, Needs

1. Hoop Skirt Alley Project (Lindsey): Lights are up and furniture is here- just needs to be assembled and put out. Thursday, June 6th is a “work day” to make sure alley looks good and is sup up. 6pm on June 8th is the ribbon cutting-will have a band and Hot Dogger’s Cart.
2. Cooperative Ad Campaign (Lindsey): Taproom ads running now, June will be Brian’s Ice Cream Experience. Thistle stats: Lindsey will email. Leanne was roped into buying a sweater for one of the “wine things.”
3. Summer Concert Series – Upcoming Event (Jean) Got all funding-Grant approved. Posters are here. June 27th is first show.
4. Restaurant Week – Recap (Katherine or Caitlin) 1 negative person, all the rest were positive. Will get feedback from restaurants to see if they want to continue spring event. Katherine will follow up with hotels to see how they did.
5. Main Street Monday (Dan): Same line up as last year but added kid’s dance group, Studio 45, from Petoskey. Will also have Tommy Tropic, Miriam Pico, and will show How to Train Your Dragon 3 on July 22nd.

B. Supported Events – Updates, Needs

1. Round Lake Music Festival – Upcoming (Maureen): Need volunteers. Moved to Bridge Park-Rain plan: Bands will play inside from 7-9.

C. Organization

1. Newsletter
 - i. May Statistics (Richard): 41% open rate; 16% Click Through; 26% went to Summer Concert Series.

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ii. June Deadline (Richard): June 8th

- 8:40am IV. New Business**
- A.** Quarterly Training in Owosso (Lindsey): If you want to go, let Lindsey know by Friday.
 - B.** Tasks/Engagement (Lindsey): New board chair wants to create purpose and hand out tasks to all committee members.
 - C.** Facebook Group for volunteers: partnered with CharEm United Way.
- 8:50am V. Volunteer Hours: 184**
- 8:55am VI. Good of the Order: Congratulations to Nancy and Elements on 20 years!!!**
- 9:00am VII. Adjournment**

Next meeting: June 20, 2019

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Charlevoix Main Street Design Committee
Thursday, June 6, 2019
4:00 PM – City Hall Council Chambers
Minutes

Attendees: L. Dotson, J. Duerr, D. Fate, D. Miles, L. Keinath, M. Owens, E. Selph

Absent: P. Glotzhober, P. Weston

- I. **Approval of Minutes** - The Minutes from the April 4, 2019, meeting which were sent out in advance via email were approved as written.
- II. **Outstanding Business**
 - a. Report from the DDA and Main Street America meetings: Lindsey reported that a Americorps VISTA full-time volunteer has been approved for the City. The individual selected will work on developing co-working space. Key priorities for the DDA are implementing SBEI and how to impact Charlevoix's housing issues. Maureen explained that the DDA has some new members; she would welcome fresh ideas pertaining to design which our members think DDA needs to address.
 - b. 2019 Work Plans:
 - i. Street Lighting - Holiday Lighting confirmed that they will service our tree lights, and in fact recently did a survey of the lights. A list of items needing attention was sent to Lindsey with an estimate of cost which fit close to within budget. Authorization was given to proceed.
 - ii. Historic Signage - Lindsey and Denise recently did a walk-about with Matt from Pro Image Design to mark the exact spots for the signs. Final corrections are being made to the verbiage on the signs, and they are expected to be installed in June. The group discussed a possible public 'unveiling' on July 5 in advance of the play in East Park.
 - c. Main Street Design Guidelines - Lindsey has reformatted the document and is still working through final text with examples. She will resend the draft when completed. The group agreed it would be useful to communicate them and educate local contractors about the Guidelines. The committee would like to spend more time at our next meeting discussing our vision for use of the Guidelines.
 - d. Design Assistance - Lindsey was not satisfied with the results of the design work done for Thistle. She will address this with MI MS going forward.

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- e. Hoop Skirt Alley Opening June 8 - The unveiling including historic photos will be at 6 pm. There will be live music and the Hot Dogger will be onsite.
- f. Façade Grant Applications:
 - i. Morning Dew Cafe - Application was approved as submitted for \$2,300
 - ii. Hotel Earl - Application was approved as submitted for \$10,000

A few changes were requested for the applications and rating chart: add the year the building was built, and whether the building is 'historically significant'. The second round of applications will be requested to be submitted in advance of our next meeting, which was moved to August 15, 2019, to allow building owners better timing to plan and implement projects.

III. **New Business**

Main Street now has a large mocked-up check to use for photo opportunities when presenting grant checks.

IV. **Call for Future Agenda/Research Items**

Think about design-related ideas for DDA to consider. Prior to planning the next budget year, we also want to discuss how to stimulate more projects for facade grants. The topic of the bridge railings and the failing paint was discussed.

- V. **Adjournment** - the meeting was adjourned at 5:00 PM.
- VI. **Volunteer Hours** - were reported.
- VII. **Next meeting: Thursday, August 15, 4:00 PM at City Hall**

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Charlevoix Main Street
Economic Vitality Committee
Meeting Minutes
June 18, 2019 - 8am

Present: Lindsey Dotson; Laura Simmonds; Dana Kollewehr; Kirby Dipert; Sarah Hagen; Maureen Owens; Mark Heydlauff; John Haggard; Sam Bingham; Bob Klein; Patti McCreadie; Luther Kurtz; Daniel Schrader; Amanda Wilkin

Mark Heydlauff called the meeting to order at 8:00am.

New Business

- a) Dana Kollewehr - Economic Vitality Specialist with Michigan Main Street at MEDC updated the committee on recent organizational changes at the state level and the new partnership between Main Street and the Redevelopment Ready Communities program.
- b) **Updates on DDA Board Goals** - Maureen Owens discussed the conversations that took place during a recent DDA Board work session where it was decided that our top priorities at this time are the implementation of the SBEI recommendations and also to address the housing crisis however we can in the downtown.

Old Business

- a) **Remote Office/Home Office (ROHO) Collaborative Update** - Patti McCreadie spoke to the group about her experience as a remote worker.
 - a. 14 regular attendees thus far
 - b. Lindsey Dotson updated the group about Charlevoix hosting an AmeriCorps VISTA member for the year who will be tasked with working on the ROHO effort.
 - c. A space has been identified for the Charlevoix coworking/incubator location and the DDA board will be discussing this more during their June meeting.
- b) **Recruitment Materials/RRC Update** - Mark Heydlauff updated the group about our progress with RRC. A discussion also took place about redevelopment site selection since we now know that it has to be in the downtown. The following sites were discussed:
 - a. Oleson's Lot on Hurlbut & State
 - b. AT&T Building on Mason & State
 - c. Christian Science Building
 - d. Adding a 2nd floor to Scovie's building
 - e. City owned parking lots
 - f. The Chamber of Commerce building



- c) **"Match on Main" grant update** – Lindsey Dotson informed the committee that currently My Grandmother's Table is working on a grant application and that some property owners have expressed interest in using this as an effective recruitment tool for future tenants.
- d) An Entrepreneurial Ecosystem Technical Assistance Report Meeting was scheduled to take place on Tuesday, August 6th at 8:00 AM in the 2nd Floor Conference Room of City Hall.

Economic Development Update

- a) **Businesses: opening and closing** – Dotson updated the committee about the new salon J. Luxe that will be opening up where Hair Qtrs. Used to be in the Edgewater complex. Kurtz informed every one of the Long Day Coffee "truck" opening in Van Pelt Alley next to Alley Mac n Melts.
- b) **Buildings: sold and for sale** – no updates were given.

Miscellaneous Business of the Committee – Bob Klein brought up the childcare initiative he's been working on along with an idea about community college tuition grants being available for high school students who stay in the area.

Volunteer hours were reported: 53

Meeting adjourned at 9:00 am.

Next regular meeting is September 10, 2019 at 8am

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(231) 547-3257 lindseyd@cityofcharlevoix.org

Consent Agenda

TITLE: Minutes

DATE: June 24, 2019

ATTACHMENTS:

- ▣ Minutes - Regular Meeting

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Tuesday, May 28, 2019 at 5:30 p.m.
210 State Street, City Hall, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens

Members Present: Kirby Dipert, Sam Bingham, Richard Christner, Luther Kurtz, Paul Silva, Rick Wertz, Amanda Wilkin, Sean Bradley

Members Absent: None

City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

A. Minutes

B. Committee Minutes

C. Monthly Reports

D. 2019 Tax Rate Request Form

Chair Owens questioned the amount raised at the LCBC fundraising event for Hoop Skirt Alley and Director Dotson stated the amount was \$250. Member Wilkin arrived at the meeting at this time.

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

6. Reports

A. Director's Report

Chair Owens questioned the shape of the pictures going up in Hoop Skirt Alley and Director Dotson stated that they would be square.

Director Dotson summarized how the *Match on Main Small Business Grant Program* worked. She stated in the beginning they had eight businesses interested in applying for the grant, but since that time they have learned that the business must be new or activating under-utilized space in the downtown area. Using this criteria only one applicant was eligible.

B. Easter Egg Hunt Report

Sarah Hagan of the Charlevoix Chamber of Commerce stated that the Easter Egg Hunt attendance varies year to year and that there were 600-700 children in attendance this year.

7. Old Business

Chair Owens stated that the Radio Proposal that was tabled at the previous meeting did not need to be discussed at this time since it was tabled with a timeline for discussion during the next budget process.

Motion by Mayor Kurtz, second by Member Dipert to remove Item 7.B from the agenda. Motion passed by unanimous voice vote.

A. Snowmelt System Feasibility Study Proposal

Director Dotson stated that she contacted *GMB Architecture & Engineering* in Holland, MI to discuss the expense for a snowmelt system in Charlevoix. She stated the engineering proposal from GMB included two prices, one for 2019 (\$12,500) and for 2020 (\$13,200). Director Dotson stated that the DDA did have a Fund Balance where this expense would need to come from if the Board chose to go forward with this study. Discussion followed regarding the estimated cost of an actual snowmelt system. Director Dotson stated that to go forward with constructing such a system the DDA would have to go out for TIF financing via a bond issuance and do an assessment on the downtown businesses for maintenance costs.

Motion by Member Wilkin, second by Mayor Kurtz to table the Snowmelt System Feasibility Study until the next scheduled Board meeting. Motion passed by unanimous voice vote. Member Wilkin added to the motion that Director Dotson send a letter to the DeVos Foundation who did the Market Study in 2016 to ask a) if they would be willing to fund the Study and b) would they consider funding part of the construction cost of the project. Mayor Kurtz seconded the amended motion and the amendment passed by unanimous voice vote.

B. Radio Proposal from Joe Charlevoix
Item removed from the agenda.

C. AmeriCorps VISTA Application

Director Dotson stated that she submitted the VISTA Application and the Charlevoix DDA was accepted as a host site. She stated that if the Board agreed they could discuss the position requirements/duties during the work session.

Motion by Member Wilkin, second by Member Christner to accept Host Site status for a CEDAM's AmeriCorps VISTA member and to work on a job description to include tasks based on priorities set at the Work Session today. Motion passed by a 7 to 2 roll call vote:

Yeas: Bingham, Bradley, Christner, Kurtz, Owens, Silva, Wilkin

Nays: Dipert, Wertz

8. **New Business**

Chair Owens welcomed Sean Bradley as an official voting member of the DDA duly elected by the City Council.

A. Venetian Festival Sponsorship Request

Director Dotson stated that the request was for \$2,500 plus Main Street Monday expenses (\$600 for movie alone) which would put the DDA at the Admiral level of sponsorship.

Motion by Member Dipert, second by Member Wertz to approve a \$2,500 sponsorship for Charlevoix Venetian Festival. Motion passed by unanimous voice vote.

9. **Public Comment**

10. **Request for Future Agenda Items**

11. **Board Comments**

12. **Adjourn**

Motion by Member Wertz, second by Member Christner to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:01 p.m.

Joyce Golding/fgm

City Clerk

Maureen Owens

Chair

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Consent Agenda

TITLE: Monthly Report

DATE: June 24, 2019

ATTACHMENTS:

- ▣ May Report to MEDC

[Home](#)[My Profile](#)[Project Information](#)[MEDC Programs](#)[My Applications](#)[My Awards](#)[Other Reports](#)**Michigan Main Street Monthly Report**

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

Metrics Number M-0000110296
 Account City of Charlevoix
 Reporting Period Start 5/1/2019
 Submitter's Name Lindsey Dolson

Status Submitted
 Name Leigh Young
 Reporting Period End 5/31/2019
 Due Date 6/10/2019

Activity & Use / Employment**New Business Opened In MSA**

Business Name	Address	Type of Business	FTE Jobs Added	Part-time Jobs Added
Boulique Emmanuel	229 Bridge Street	Retail Occupied	1.0	3.0
GraffitiTees	329 Bridge Street	Retail Occupied	2.0	0.0

Businesses Closed In MSA

Business Name	Address	Type of Business	FTE Jobs Lost	Part-time Jobs Lost
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Business that Moved out of MSA

Business Name	Address	Type of Business	FTE Jobs Lost	Part-time Jobs Lost
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Existing Businesses that Expanded In MSA

Business Name	Address	Type of Business	Type of Expansion	FTE Jobs Added	Part-time Jobs Added
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Existing Businesses that Contracted In MSA

Business Name	Address	Type of Business	Type of Contracted	FTE Jobs Lost	Part-time Jobs Lost
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Housing**New & Rehab Housing In MSA**

Type	# of Units	Address	Rent or Purchase Amount	Monthly Rent or Purchase Price
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Investment**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
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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
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Building Rehabilitation In MSA: (interior rehab - building systems (HVAC), roof etc)

Business Name	Address	Private Investment	Public Investment	Source of Public Fund
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New Construction In MSA

Business Name	Address	Private Investment	Public Investment	Source of Public Fund
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Buildings Sold In MSA

Address	Amount of Sale
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Main Street Data

Volunteer

Total Board Volunteer Hours	Total Volunteer Cost	Total Project (Non Event) Volunteer Hours
27.00	\$0.00	156.00

Training Sessions Attended

Event Title	Who Attended	Date	Topic
MHPN Annual Conference	Lindsey Dotson	5/16/2019	Historic Preservation
MDA Spring Workshop	Lindsey Dotson	5/31/2019	Local Developers

Fundraising/Membership Last Month

Type	Amount
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Downtown Events & Activities - All Committees

Event	Type	# of Attendees	# of Volunteer Hours	Event Expenses Incurred by Main Street	Main Street Event Revenue
Grubstake Local Investors Workshop	Community	20	0	\$0.00	\$0.00

Other new/Comments

Board Member Changes: Position Names Leaving and Names Arriving

Position	Name Leaving	Email	Name Arriving	Email
Board Member			Sean Bradley	20brasea@rayder.org

Other News or Commentary	Sean Bradley (or previous non-voting student member) was appointed as a voting member of the Main Street DDA Board. We have been accepted as an AmeriCorps VISTA host site.
Program & Outlook	New chairperson Maureen Owens is working with the Board and other committees to reinvigorate volunteers and make sure everyone is engaged in activities/tasks they enjoy.
Suggestions for State and National Staff	The June Quarterly Training was great, thanks!

Upload Attachments

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

Name	Date Uploaded
Agenda_2019_5_28_Meeting(79).pdf	6/10/2019 4:36 PM

michiganbusiness.org

Michigan Economic Development Corporation, 300 N. Washington Sq., Lansing MI 48913 Phone: 888.522.0103

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Consent Agenda

TITLE: Memorandum of Understanding with CEDAM

DATE: June 24, 2019

ATTACHMENTS:

- ▣ MOU for AmeriCorps VISTA Host Site

CEDAM's AmeriCorps VISTA Program

Memorandum of Understanding

This agreement is entered into between the Community Economic Development Association of Michigan (CEDAM) and the host site requesting AmeriCorps resources. The following roles and responsibilities are required by each organization in order to participate in the AmeriCorps program per the policies and procedures set forth by the Corporation for National and Community Service, the funding agency for CEDAM's AmeriCorps VISTA program:

This Memorandum of Understanding (MOU) establishes a collaborative partnership between CEDAM and the host site organization from the date of signing through August 18, 2020.

The obligations of the parties hereto are subject to and governed by the terms and conditions of the Memorandum of Agreement between the Corporation for National & Community Service (CNCS) and CEDAM which is incorporated herein by reference, and federal laws and regulations and CNCS policies applicable to the project, or which may become applicable to it subsequent to the execution of this Memorandum of Understanding (MOU).

1. The Community Economic Development Association of Michigan will:
 - a. Serve as the Fiscal Agent and overall administrator for the grant and provide overall supervision of the grant, provide assistance to host site organizations and VISTA members in support of grant implementation and be the liaison between host sites, VISTA members and the Corporation for National and Community Service.
 - b. Comply with the provisions of the Memorandum of Agreement between the Corporation for National & Community Service and CEDAM.
 - c. Assign VISTA placement(s) to the host site for the duration of this Memorandum of Understanding subject to the availability of funding and recruitment/training deadlines for VISTA Pre-Service Orientation (PSO) set forth by the CNCS.
 - d. Assist the host site with the development of VISTA Assignment Descriptions (VADs). Provide final approval of all VADs prior to VISTA candidates attending Pre-Service Orientation and beginning their term of VISTA service.
 - e. Assist with the recruitment, screening, interviewing and selection of VISTA candidates as agreed upon at host site supervisor orientation.
 - f. Reimburse VISTA members for travel to four required program trainings during the service term.
 - g. Facilitate program-specific member orientation. Orientation will cover general skills needed to successfully complete a VISTA term such as volunteer management, fundraising and leadership development in addition to programmatic policies and procedures.
2. The host site will:
 - a. Provide an on-site site supervisor provide day-to-day supervision of the activities of the VISTA member(s).
 - b. Recruit, screen, interview, select, and submit VISTA candidates to CEDAM for approval and placement by July 19, 2019. CEDAM will assist with candidate recruitment and selection upon, request CNCS final approval for all VISTA candidates. Final candidates are subject to review and selection by the Michigan CNCS office.

- c. Submit a VISTA Assignment Description for approval prior to the VISTA member's start date.
- d. Provide the VISTA member(s) individualized On-Site Orientation and Training at the beginning of their term of service.
- e. Use the approved VISTA Assignment Description as the source of tasks and responsibilities for the VISTA member to empower the capacity building activities of the member.
- f. Ensure that VISTA members dedicate a minimum of 37.5 hours per week to their approved VISTA Assignment Descriptions to address the community needs identified in the approved Host site Application. CEDAM will track VISTA member's personal and sick time on a quarterly basis. Host sites should use their existing policies and procedures to account for a VISTA member's actual work schedule and hours served.
- g. Ensure that the VISTA member completes and submits timesheets by the deadlines listed in the supervisor handbook.
- h. Schedule weekly meetings with the VISTA member(s) to discuss progress on their VISTA Assignment Description and other goals.
- i. Provide adequate working space, materials, supplies and access to a phone and computer to permit the VISTA member to perform his/her assigned duties.
- j. Ensure that the VISTA member is reimbursed for all local travel associated with the project. Mileage reimbursement should be done in accordance with the host site's existing policies and procedures.
- k. Allow the VISTA member to participate in scheduled professional development and training opportunities, site visits and conference calls.
- l. Allow the VISTA member to participate in National Days of Service activities as required by the program.
- m. Inform CEDAM of any changes in status of the VISTA and other concerns related to the VISTA Project.

3. Joint Responsibilities

Both parties to the Memorandum of Understanding shall:

- a. Make every reasonable effort to ensure that the health and safety of the VISTA members are protected during the performance of their assigned duties. Neither the host site nor the CEDAM shall assign or require VISTA members to perform duties which would jeopardize their safety or cause them to sustain injuries.
- b. Ensure that persons selected as VISTA members are not related by blood or marriage to host site staff, CEDAM staff, officers or members of CEDAM's or the host site's boards of directors or responsible program staff at CNCS.
- c. Neither CEDAM nor the host site has the discretion or authority to dismiss or separate a VISTA member from service; CNCS is the sole authority that can terminate a VISTA member's term of service. The Project Site should document any performance or behavior issues and immediately report them to CEDAM. The Director of National Service Programs will report such incidences to the state CNCS office and resolve them in accordance with rules governing the grant. This is necessary to provide VISTA members due process.

4. Non-Discrimination & Sexual Harassment

- a. No person with responsibilities in the operation of the project shall discriminate against any VISTA member, member of the staff of or beneficiary of the project with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status or military service.
- b. Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. As a recipient of federal financial assistance from CNCS, CEDAM and the host site are responsible for violations of the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:
 - i. Acts of "quid pro quo," sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether CEDAM or the host site, their agents or supervisory employees should have known of the acts.
 - ii. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature which have the purpose or effect of creating an intimidating, hostile or offensive service environment.
 - iii. Acts of sexual harassment toward fellow AmeriCorps VISTA members or non-employees, where CEDAM or host site, their agents, or supervisory employees knew or should have known of the conduct, unless they took immediate and appropriate corrective action.

5. Legal Restrictions

VISTA members should work to emphasize the mobilization of local human, financial and material resources, the transference of skills to community residents and the expansion of the capacity of the low income community to solve its own problems. VISTA members should NOT perform administrative duties except for those related to the goals and objectives identified in their work plan.

The host site agrees that no VISTA member assigned under this MOU shall participate in:

- a. Partisan and non-partisan political activities, including voter registration.
- b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition.
- c. Labor or anti-labor organization or related activities.
- d. Religious instruction, worship services, proselytization or any other religious activity as an official part of their duties.

The host site further agrees not to:

- e. Carry out projects (related to VISTA) resulting in the identification of such projects with partisan or non-partisan political activities, including voter registration activities or providing voters transportation to the polls.
- f. Assign VISTA members to activities that would result in the hiring or displacement of employed workers, filling-in for absent employees or supervisors or impairing existing contracts for services.
- g. Approve the involvement of any VISTA member assigned to it in planning, initiating, participating in or otherwise siding or assisting in any demonstrations whatsoever.
- h. Accept, or permit the acceptance of, compensation from the VISTA members or from beneficiaries for the service of the VISTA members.

6. Modifications

This Memorandum of Understanding may be amended at any time by an agreement in writing executed by authorized representatives of CEDAM and host site.

7. Termination

- a. CEDAM will use the above provisions to determine continued eligibility of the host site organization. Failure to comply with any of the roles and responsibilities as outlined in this MOU will result in responsive and corrective action to include removal of the VISTA member placed at your site. In this case, CEDAM will provide 14 days' notice of termination of and/or VISTA removal/transfer from the project.
- b. Any termination of the Memorandum of Understanding CEDAM and the Corporation for National & Community Service will result in the termination of all provisions of this Memorandum of Understanding.

8. Host Site Fee Amount

- a. In order host an AmeriCorps member through CEDAM's AmeriCorps VISTA program, host sites must agree to pay a host site fee amount of \$6,000 per member. The fee is nonrefundable. For this grant cycle, the full amount is due to CEDAM by June 10, 2019.
- b. If payment is not received by June 10, 2019, the host site forfeits its AmeriCorps VISTA slot. At that point, CEDAM will proceed to the next host site on the waiting list and offer them the position instead. If members leave their assignments early or host sites are unable to place a member, refunds will not be issued, regardless of the amount of time the member has served. In addition, if there is a site issue that is unable to be worked out, CEDAM reserves the right to transfer the VISTA member to another eligible host site without a refund of the match amount.

Authorization

I have read the 2019-2020 CEDAM's AmeriCorps program host site agreement. I understand the duties and responsibilities of the host site and agree to the terms set forth in this document. I agree to comply with all the AmeriCorps policies and procedures, and I understand the financial consequences if I fail to do so.

Site supervisor (printed): Lindsey Dotson

Site supervisor (signature): Lindsey Dotson

Site supervisor title: Main Street Executive Director

Date: 6/10/19

Executive Director (printed): Lindsey Dotson

Executive Director (signature): Lindsey Dotson

Date: 6/10/19

The host site agreement must be signed and returned to CEDAM by June 10, 2019.

DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Reports

TITLE: Director's Report

DATE: June 24, 2019

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

Media Mentions

<https://content.govdelivery.com/accounts/MI/EDC/bulletins/248e3ae>

[https://upnorthlive.com/news/local/improvements-made-to-charlevoix-alley?
fbclid=IwAR0xDROpWPS_60fL274Bn4G4eqjw7zCXtjlxQrqVi56Va1eJb-6JsuaFCHI](https://upnorthlive.com/news/local/improvements-made-to-charlevoix-alley?fbclid=IwAR0xDROpWPS_60fL274Bn4G4eqjw7zCXtjlxQrqVi56Va1eJb-6JsuaFCHI)

<https://upnorthlive.com/news/local/charlevoix-main-street-receives-main-street-america-designation>

<https://www.9and10news.com/2019/06/19/charlevoix-main-street-dda-receives-national-accreditation/>

<https://upnorthlive.com/news/local/charlevoix-main-street-receives-main-street-america-designation>

Director Schedule

I am planning to be out of the office on the following days:

July 29 - August 2 (vacation)

October 1 & 2 (CEC Conference in Ludington)

October 7 & 8 (Michigan Main Street Quarterly Training - Grand Haven, MI)

October 9 (Build Institute in Detroit)

November 7 - 8 (MDA Annual Conference - Holland, MI)

Upcoming Director Speaking Engagements

October 1 & 2 - CEC Conference in Ludington

Match on Main Small Business Grant

Applications will start being accepted on June 1st. We have one business in Charlevoix (My Grandmother's Table) that is eligible for this grant at this time. That business has been engaged and preparing by working on their business plan with SBDC. Main Street will apply on behalf of the business. Once the application is complete I will bring to the Board for approval since we have to enter into a grant agreement with the business. I am working with a property owner who is interested in using this as a strategic recruitment tool to fill a space downtown. Hopefully this can become a way we can have a positive influence on the type of business that comes to Charlevoix ensuring that they have a solid business plan and are open year round.

Cooperative Ad Campaign Update

The following measurable results from the May ads we ran for Bridge Street Tap Room are below.

- Billboard: 594,804 total impressions

- Northern Express: 90,000 readers
- Community Shopper: ???
- Facebook promotion: 3,474 people reached, 77 page likes, of which 65% were women and the largest age group was 35-44. 5,152 total video plays.
- Instagram promotion: 73 likes, 2 comments, 5,169 reached, 17,055 impressions of which 56% were men and the largest age group was 18-24.
- Life in Charlevoix Mobile App: 886 users in May - 301 viewed coupons & specials, 15 viewed the Tap Room profile
- Blog: 62 readers as of 6/13 - average view time is 3:02

Downtown Maps & Kiosks Update

The maps are done and the kiosks should be updated very soon!

Quarterly Training Recap - Owosso

See attached report for a summary/notes from the Quarterly Training I attended in June.

Hoop Skirt Alley Update

It's finished! Our budget looks good, and one last piece will be added soon - student stained glass artwork. All expenses are accounted for at this point, as is all income. Bravo to all who helped with this project!

Income	Est.	\$17,179.45
	Actual	\$18,884.00
Expense	Est.	\$16,735.00
	Actual	\$18,076.84

Important Dates

June 26 at 6pm: Public Visioning for Ferry Relocation
 July 1 at noon: Boutique Emmanuel Ribbon Cutting
 July 4 at 10pm: Bridge Lighting Ceremony
 July 18 4-7pm: Cultural Corridor Moon Landing Celebration

ATTACHMENTS:

- ▢ Quarterly Training Recap

Entrepreneurial Ecosystem with Matt Wagner

- How many resources do we dedicate to businesses from within vs reeling in the “big fish”?
- EV means rethinking downtowns and MAKING things happen not LETTING things happen
- EV committee members:
 - Creative/entrepreneurial thinkers
 - People who like to shop
 - People that represent transformation strategies
 - Good listeners (can keep secrets/are trustworthy)
 - People who like puzzles
 - Good problem solvers and negotiators
 - People who like math
 - Good salespeople
- How to use Ideation in your EV work:
 - Swell the team as necessary
 - Take 15 mins of meeting (no longer)
 - Establish ground rules to frame discussion and keep focus by clearly identifying the problem, issue, etc.
 - Create an environment of inclusive and safe dialogue
 - Rank best ideas
 - Work plan them out
 - Rule out the “we can’t do that,” “we’ve already tried that years ago,” etc.

Where do innovative ideas/concepts come from?

- Be a voracious reader
- Dedication to lifelong learning
- Willing to try new things without fear of failure
- Explore other areas/competitors
- Expand your network
- Use THE POINT
- Ideas are great but the ability to transfer to implementation/action is “priceless”

Crowdsourcing/Community Capital Real Estate

- Commercial real estate open house - realtor, owner on site
- Community Foundation - impact investing -
- Commercial deed restrictions

Finance Tools for Real Estate Development

- Property Donation
- Facade Grants
- Low Interest Loans
- TIF

- Historic Tax Credits (syndication)
- Affordable Housing Tax Credits
- Rental Gap Program
- State Gap Funding
- Bank Financing (long term leases as key collateral)
- Leveraging building equity
- EB-5
- Eminent Domain
- Opportunity Zones
- Community Capital
- Match on Main

Strengthen Existing Businesses

- Communication (two-way) and relationship building
 - Build trust
- Counseling/business assistance
 - Help increase profits
 - Solve business problems
 - Increase incentives
 - Facilitate transfer of ownership
- Be an advocate/ombudsman
- Demonstrate a pro-business attitude

Get Businesses to support each other

- Inform businesses about interdependence vs independent
- Walk about (monthly visits to businesses - 20 minutes)

Business Retention Activities

- Through surveys find out what help they need
- Nominal cost to attend trainings (but do charge something free doesn't work)
- Partner - SBDC, chamber, universities
- Invite non-downtowners

IDEA: go around and ask EVERY business if they could get free help with ONE thing what would it be?

First concept: creating more opportunities to fail fast with retail R&D

- It's cheaper to fail fast and easier to quickly transition with customer feedback
- Can bring more ideas into the pipeline - think of it as a funnel
- Allows for transition to version 2.0 and better prepared entrepreneurs
- ^ THIS IS WHERE AN INCUBATOR SPACE COULD BENEFIT DOWNTOWN - TO REDUCE TURNOVER
- In store pop-ups with complimentary uses - coffee shop & flower shop
- Mojo bikes and brewery - Matthews NC

- Line extensions for expansions
- Hello Records store and coffee
- The Brooklyn strategist - coffee and games
- Incubation within existing stores - experiential + tangible
- Pipelines for neutral location businesses and office users
 - Parking lot park let for office users
 - Can we do a remote working pop up in East Park?
 - Pop ups focusing on OFF season vs summer
 - Pop ups for late night dining gap
- Online Platforms for makers/artisans
 - 60% of ETSY stores have a bricks & mortar stores
 - Mine using zip code searches by category
 - Link with transformation strategy?
- Mobile retailing:
- It doesn't have to go from business plan to bricks and mortar - there are so many in between and your ecosystem has to support that
- Additional pipelines:
 - Graduates from local/regional college and university entrepreneurship programming
 - Participants/clients from your local/regional SBDCs
 - Participants of area pitch-it contests and/or share tank like contests
 - Maker spaces
 - Incubators/accelerators
 - Push cart vendors
 - Scout markets/fairs/art festivals to see if anyone could support your market/transformation strategy

Norma - NEW ACCREDITATION STANDARDS

1. Broad-based Community Commitment
 2. Leadership and Organizational Capacity
 3. Diverse and Sustainable Funding
 4. Strategy Driven Programming
 5. Preservation-Based Economic Development
 6. Demonstrated Impact and Results
- Annual progress review
 - Community Self-Assessment
 - Background materials and reporting
 - Regular connection with Coordinating Program - trainings, technical assistance, etc.
 - Regular connection with National Main Street Center - National Conference, MSAI, technical assistance, etc.
 - Onsite assessment/accreditation visit - at a minimum every two years
 - Meetings with local leaders

DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

New Business

TITLE: Summary of Work Session & Establishment of Updated Goals

DATE: June 24, 2019

PRESENTED BY: Maureen Owens, Board Chair

BACKGROUND:

During the work session that took place in May, members of the Board were asked to list projects/ideas that they'd like to see happen in the downtown. Several things were mentioned, including:

- SBEI Study Recommendations
- Vacant land surrounding DNR fish hatchery building
- Workforce Housing
- Projects to continue extending season like snowmelt system or ice rink
- Recycling
- Expansion of Marina/Docks
- East Park - more uses in off-season
- Tap into ski resort market more effectively
- Tap into Traverse City market more aggressively - via bus?
- Coworking Space as a means to attract new people to the area
- Re-do Parking lot behind 300 block
- Projects surrounding environmental sustainability

Once everyone listed their ideas each member was asked to vote for their top priorities from the list. The top choice was the implementation of the SBEI study recommendations followed by workforce housing in the downtown. The board also agreed to have the AmeriCorps VISTA member work on the creation of a coworking space in the downtown.

RECOMMENDATION:

Motion to establish two priorities of the Main Street DDA Board including the implementation of the SBEI study recommendations and addressing workforce housing issues in the downtown.

DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

New Business

TITLE: Facade Grant Applications

DATE: June 24, 2019

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

The Design Committee received two complete applications for the first round of funding in the 19/20 fiscal year. Applications were received from Hotel Earl and the building where North Coast Properties & Morning Dew Cafe are located. Each application was scored by committee members ahead of time and each received the minimum score needed to be eligible for funding. Therefore, it is recommended by the member of the Design Committee to approve the grant applications as submitted for the following amounts:

- Morning Dew Cafe - \$2,300
- Hotel Earl - \$10,000

RECOMMENDATION:

Motion to award a Facade Grant to Hotel Earl in the amount of \$10,000 and LSB Ventures in the amount of \$2,300.

ATTACHMENTS:

- ▣ Hotel Earl Application
- ▣ Morning Dew Cafe Application



Charlevoix Main Street Façade Incentive Grant Program Application

Applicant's Name Hotel Earl

Phone # 2487055969

Business Name Hotel Earl

Property Owner's Name Paul Silva

Project Name Hotel Earl Renovation

Address 120 Michigan Avenue

Parcel # 15-052-199-000-0

Mailing Address (Applicant) 120 Michigan Avenue Charlevoix, MI 49720

Were Main Street Design Services used? Please check: ☐ Yes ☒ No

If yes, please attach report with recommendation.

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

Summary of project and work for which grant is requested (attach separately if more space is needed):

Total renovation of complete structure including brand new Wojan Windows. — windows on front of building

Improvements planned (check all that apply):

- ☐ Exterior brick or wall surface cleaning
- ☐ Pointing of brick/Mortar joint repair
- ☐ Patching and painting of façade walls
- ☒ Window and/or door replacement/repair
- ☐ Cornice repair and/or replacement
- ☐ Other (please specify) _____



Charlevoix Main Street Façade Incentive Grant Program Application

Façade(s) impacted (check all that apply)

☒ Front ☒ Rear ☒ Side ☒ Corner lot

Total Cost of Improvement \$ 250000

Total Project Cost (if different) \$ 3600000

Incentive Amount Requested \$ 10000.00

The following information must be submitted with your application:

1. Project Improvement Plans drawn to scale, if applicable
2. Samples of paint colors to be used in façade improvements
3. Photograph(s) of existing condition of property
4. Historic photo of building(s), which can be found in the archives of the Charlevoix Historical Society
5. Proposed project budget and detailed cost estimates (minimum of two) for work, clearly indicating costs for improvements applicable to incentive grant application
6. Written permission by property owner, if tenant
7. Proof of payment of taxes (available at Charlevoix City Hall)
8. \$250 application fee (check payable to Charlevoix Main Street DDA)
9. Proof of project funding (letter from bank or statement)

The Applicant certifies and agrees to the terms and conditions set forth below:

1. The Applicant is the owner or tenant of a property in the Charlevoix Main Street Façade Incentive Grant Program Target Area as outlined in the Charlevoix Main Street Façade Incentive Grant Program Guidelines Exhibit "A", hereinafter referred to as "Program Guidelines".
2. The Applicant is in good standing with the City of Charlevoix in terms of payment of taxes and utilities.
3. The Applicant agrees to be bound by the rules as outlined in the Façade Grant Incentive Program Guidelines and should consult the Secretary of Interiors Standards for Rehabilitation (see Exhibit C) when making decisions regarding the aesthetic quality of the façade design.
4. All improvements to be undertaken will be consistent with all applicable zoning and building codes. Further, if review is necessary by the Charlevoix Planning Commission in accordance with the Charlevoix Zoning Ordinance, the review will



Charlevoix Main Street Façade Incentive Grant Program Application

be conducted before the work on the façade begins. Applicant must pay all relevant fees.

5. Only the work that is outlined on the application will be eligible for reimbursement.
6. The project must be completed within one year of approval of the application. There are no extensions of grant funds. The project is not eligible for reimbursement if the work is not completed during the approved time period.
7. Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is complete and certified by City staff and the grant inspector to be in compliance with the approved design. The work must also adhere to any required inspections (e.g. Charlevoix County) before funds are disbursed for reimbursement. The Applicant must submit copies of invoices, receipts and an itemized statement of the total cost of the project, signed by the applicant. All documentation for payment must be provided at one time to Charlevoix Main Street for one payout, and the receipts must be provided no later than fifteen (15) months after the application has been approved. Payment will be made to the applicant by Charlevoix Main Street within 4-6 weeks. Charlevoix Main Street will only make checks payable to the Applicant. The amount of the reimbursement must adhere to the Program Guidelines. The specific amount is outlined in the application.
8. The Applicant understands that he/she is responsible for the construction management for the entire project.
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 DDA and/or its agent and employees, from all claims, damages, lawsuits, costs, and expenses, for any property damage,



Charlevoix Main Street Façade Incentive Grant Program Application

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 05/20/2019
Property Owner's Signature _____ Date 05/20/2019

Complete and return to:

Charlevoix Main Street DDA
210 State Street
Charlevoix, MI 49720
(231) 547-3257
lindseyd@charlevoixmi.gov



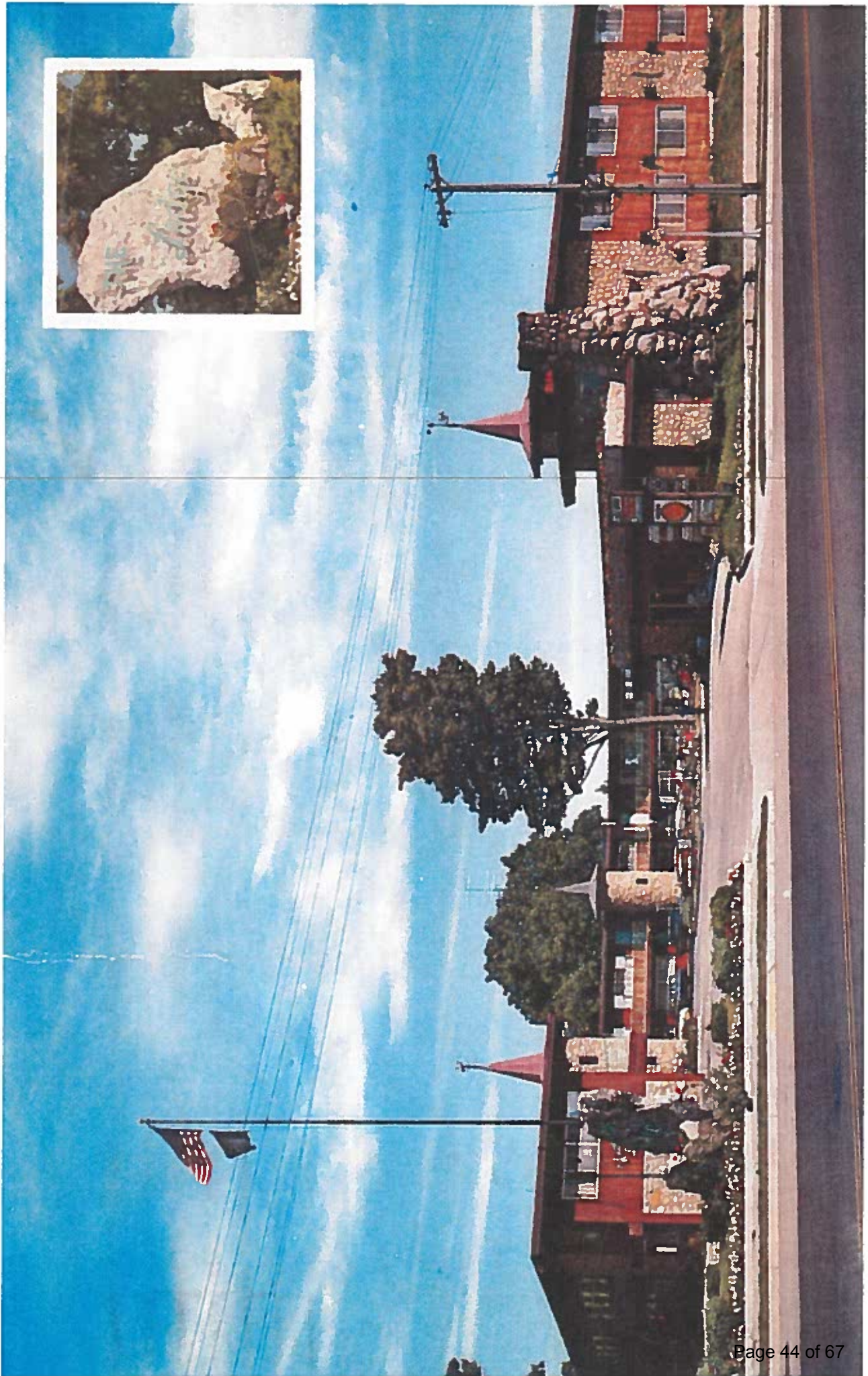












B205 - Framing	Framing of new third floor with standard roof trusses 170,000 Misc framing to change lower two floor unit floor plans 20,000 Framing of new enclosed hallways 60,000 Budget for new pool area framing 30,000	1	\$280,000.00	\$280,000.00
B206 - Roofing	Installation of standard dimensional roofing approx 120sq	1	\$30,000.00	\$30,000.00
B207 - Windows	Installation of new windows complete 150,000 Installation of new patio doors 27,500 Installation of new glass for enclosed hallways 150,000 New glass in pool area 50,000	1	\$377,500.00	\$377,500.00
B208 - Siding	Installation of new siding on complete building approx 250 sq at 250.00 Demo of existing where needed 10,000	1	\$72,500.00	\$72,500.00
B209 - Electrical	New electrical for third floor 85,000 Installation of upgraded service 20,000 Misc. changes and upgrades in lower units 170,000 New electric for pool area, misc. as needed on property 20,000	1	\$295,000.00	\$295,000.00
B210 - HVAC	Installation of mini splits in every unit	1	\$129,464.68	\$129,464.68
B211 - Plumbing	Rough and finish plumbing for the existing 40 units 120,000 Fixture budget for existing 40 units 40,000 Rough and finish plumbing for third floor units 60,000 Fixture budget for new units 20,000 Rough, finish, fixture for bathroom in lobby 2000	1	\$242,000.00	\$242,000.00
B212 - Insulation	Installation of new mineral wool in all walls and ceilings where possible 55,000 Installation of new fiberglass in third floor attic 10,200	1	\$65,200.00	\$65,200.00
B213 - Drywall	Installation of new drywall complete	1	\$120,000.00	\$120,000.00
B215 - Tile	Installation of new bathroom tile packages 120 sq ft per unit. 10 labor / 5 material 100,000	1	\$100,000.00	\$100,000.00
B217 - Millworks	New bathroom vanities 400 each 22,000 Install vanities 50 each 2,750 New entry door 500 each 30,000 New entry lock system 500 per unit door 27,500 New base and case in units mat 500/ labor 500 55,000	1	\$137,250.00	\$137,250.00
B219 - Painting	Interior painting	1	\$120,000.00	\$120,000.00
B220 - Appliances	55 microwaves at 100	1	\$5,500.00	\$5,500.00
B221 - Elevator	Installation of new elevator	1	\$120,000.00	\$120,000.00
B222 - Fire Suppression	Installation of new suppression system	1	\$120,000.00	\$120,000.00
B223 - Landscaping	Budget	1	\$10,000.00	\$10,000.00
B225 - Gutters		1	\$5,000.00	\$5,000.00
B227 - Masonry	Masonry repairs to rear stone walls 30,000 Stone work to raise two existing towers 50,000	1	\$80,000.00	\$80,000.00
B229 - Construction Clean	Cleaning through project and after completion	1	\$10,000.00	\$10,000.00
B230 - General Labor	Labor as needed for small projects instead of using subcontractors 10,000	1	\$22,000.00	\$22,000.00

Moving of materials on site 5,000
 Unloading of deliveries 5,000
 Budget to pick up material if deliveries will delay
 project 2,000

B232 - Steel Fabrication/Installation	budget for steel work for new enclosed balcony and hallway system	1	\$150,000.00	\$150,000.00
B234 - Construction Management Fee	10%	1	\$330,591.46	\$330,591.46
B235 - Dumpster	Budget for remainder of project 30 at 600	1	\$12,000.00	\$12,000.00
B236 - Portable Restroom		1	\$1,500.00	\$1,500.00
C305 - Other (See Memo)	Budget for renovation of pool area 200,000 Budget for new parking lot 35,000 Budget for first floor patios 40,000 Budget for new rear patios on all upper units 105,000	1	\$380,000.00	\$380,000.00
C305 - Other (See Memo)	This is a budget based on pre construction drawings not final bid ready prints	1	\$0.00	\$0.00

Total Price: \$3,636,506.14

Signature _____

Print Name: _____

Date: _____

Zimbra

lindseyd@charlevoixmi.gov

Fwd: Hotel Earl windows

From : Paul Silva <Paul@spmliving.com> Mon, May 20, 2019 05:36 PM
Subject : Fwd: Hotel Earl windows 1 attachment
To : lindseyd@charlevoixmi.gov

Will this work?

Paul Silva
President
Silva Properties
O 248-399-1292
O 800-299-6881
F 800-605-0991
C 248-705-5969
www.spmliving.com

Sent from my iPhone, please excuse any typos.

Begin forwarded message:

From: Jerrod Clement <jc@clementcompanies.net>
Date: May 20, 2019 at 5:24:19 PM EDT
To: Paul Silva <Paul@spmliving.com>
Subject: Hotel Earl windows

Paul,

We had **Wausaw windows** quote this and they were I believe
20 percent higher at roughly **425,000.00**

Andersen windows quoted 800 series vinyl windows at roughly

250,000 but we're a cheap residential window.

We looked into making custom store front glass that was much higher at roughly 550,000+

The best quality window at the best value would be wojan at roughly 350,000



Charlevoix Main Street Façade Incentive Grant Program Application

Applicant's Name John Murray

Phone # 231-675-9905

Business Name Morning Dew Cafe and North Coast Properties

Property Owner's Name LSB Ventures LLC.

Project Name Cedar Shake project

Address 113 Antrim

Parcel # 052-348-005-75

Mailing Address (Applicant) 203 Bridge Street Charlevoix, MI 49720

Were Main Street Design Services used?

Please check:

☐

Yes

☒

No

If yes, please attach report with recommendation.

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

Summary of project and work for which grant is requested (attach separately if more space is needed):

Re-do Existing Cedar Shake facade on front of
Building and repair Stucco

Improvements planned (check all that apply):

☐

Exterior brick or wall surface cleaning

☒

Pointing of brick/Mortar joint repair

☐

Patching and painting of façade walls

☐

Window and/or door replacement/repair

☐

Cornice repair and/or replacement

☒

Other (please specify) Remove and replace the Cedar Shake Facade



Charlevoix Main Street Façade Incentive Grant Program Application

Façade(s) Impacted (check all that apply)

☒ Front ☐ Rear ☒ Side ☐ Corner lot

Total Cost of Improvement \$ 4600

Total Project Cost (if different) \$ _____

Incentive Amount Requested \$ 2300

The following information must be submitted with your application:

1. Project Improvement Plans drawn to scale, if applicable
2. Samples of paint colors to be used in façade improvements
- ✓ 3. Photograph(s) of existing condition of property
- ✓ 4. Historic photo of building(s), which can be found in the archives of the Charlevoix Historical Society
- ✓ 5. Proposed project budget and detailed cost estimates (minimum of two) for work, clearly indicating costs for improvements applicable to incentive grant application
- ✓ 6. Written permission by property owner, if tenant
- ✓ 7. Proof of payment of taxes (available at Charlevoix City Hall)
- ✓ 8. \$250 application fee (check payable to Charlevoix Main Street DDA)
9. Proof of project funding (letter from bank or statement)

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4. All improvements to be undertaken will be consistent with all applicable zoning and building codes. Further, if review is necessary by the Charlevoix Planning Commission in accordance with the Charlevoix Zoning Ordinance, the review will



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Charlevoix Historical Society

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W. PEARSALL CONSTRUCTION INC.

January 13, 2019

To : LSB Ventures

Charlevoix, MI 49720

For : 113 Antrim st. Property

Proposal: Remove and replace cedar shake roof on the entrance awning. Pattern to match existing.

Labor and Materials included : \$4600

Thank you for your business!

William Pearsall

231-675-7272

G.M. Construction
1102 Beacon Street
Charlevoix, MI 49720

231-881-3253

Estimate

Date 1/30/2019
Estimate # 1075

John Murray
8877 Mercer Road
Charlevoix, MI 49720

P.O. #
Terms

UPON RECEIPT P...

Due Date 1/30/2019
Other

Description	Qty	Rate	Total
Rebuild front roof @ 113 Antrim street property	1	5,060.00	5,060.00

Subtotal	\$5,060.00
Sales Tax (0.0%)	\$0.00
Total	\$5,060.00

I hereby give my permission
to conduct any business
On behalf of LSB ventures LLC
to John Murray

 1-29-19

DDA/Main Street Board
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

New Business

TITLE: Coworking/Business Incubator Space

DATE: June 24, 2019

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

It has been brought to our attention that the office space below the Huntington Bank Building is currently available. Members of the Board along with other interested parties have toured the space which is substantial (approximately 2,000 square feet plus ample storage). The listing can be found here complete with photos: <https://www.mittslee.com/ListingDetails/201-State-St-Charlevoix-MI-49720/457617>

The space features a large conference room, three private locking offices, 4 locking work stations/desks, 3 other desks that could be used for drop-ins, a kitchen, men's & women's restrooms, and an area for a shared copier and mailboxes. Parking is available in the lot which can be beneficial during busy times of the year. The main drawbacks are that it is under ground with no windows, and needs some updating in order to be an attractive space for entrepreneurs. Thankfully all of the furniture seen in the photos is included with the space, which saves a lot of up-front expenses.

Description from listing:

Charlevoix downtown office space, this is the whole lower level of the building offers 5+ offices with a private conference room and break room. Large Storage space available and onsite parking. Located in the heart of Downtown, only half block from courthouse and Marina. Ideal use, lawyers office, medical, accounting, insurance, tech, etc. Handicap accessible with elevator...

Attached you will find a rough budget based on thorough research if we were to operate a coworking/business incubator out of the space. Based on feedback gathered thus far, we know that we have one solid tenant with two more that are likely. With the rent being so low it would not be challenging to make that amount back each month with the private office rentals alone.

Currently the rent is \$800 plus utilities which is estimated to be \$200 per month. This would be a 3 year lease.

RECOMMENDATION:

Motion to authorize the Executive Committee to enter into a lease for the office space at 201 State Street to be used as a co-working/business incubator for Charlevoix and to amend our 2019/2020 budget to include a line for this project in both the expense & income sections with expenses not to exceed \$26,000.

ATTACHMENTS:

- ▣ Rough Budget

Expense:

Management Software: (proximity space)99/month

-1188

Rent/Utilities (1000/month)

-12000

Internet (2 providers) 210/month

-2520

Copier Maintenance Contract \$163 a month for 3 year lease

-1956

Office Supplies

-2500

Cell signal booster (\$250 up front - no monthly)

Mail boxes, décor, paint,

?

Cleaning (\$15/hour 2 hours per week)

-1560

Marketing

-1000

-22724

Income:

Private Office Rentals (250x3=1050x12=) 9000

Day Use/Drop Ins (300x20) 6000

Conference Room Rentals (\$40 for 2 hours) 2000

Cubicle/dedicated desk rentals (\$150x5x12) 9000

26000

3276