



AGENDA
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING
Monday, April 25, 2022- 5:30 PM
Council Chambers, City Hall

1. Call to Order

- A. Biannual Info Meeting

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. Minutes
- B. Committee Minutes
- C. Monthly Report
- D. DDA Financials
- E. Michigan Main Street Program Community Requirements and Expectations Agreement
- F. Contract with Jon Mon for Cooperative Ad Film and Video

6. Reports

- A. Director's Report
Lindsey Dotson, Executive Director
- B. Destination Creation Course Report Out
Lindsey Dotson, Executive Director

7. Old Business

- A. 109 Bridge Park Drive Update
Maureen Owens, Chair
- B. Downtown Maps Discussion
Lindsey Dotson, Executive Director

- C. Public Restroom Discussion
Lindsey Dotson, Executive Director

8. New Business

- A. Election of Officers
Lindsey Dotson, Executive Director
- B. Closed Session: Executive Director Evaluation MCL 15.268(a)
Maureen Owens, Chair

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

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

Call to Order

TITLE: Biannual Info Meeting

DATE: April 25, 2022

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

Per PA57 of 2018 Director Dotson will give a brief presentation outlining recent accomplishments and future goals for members of the general public.

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

Consent Agenda

TITLE: Minutes

DATE: April 25, 2022

ATTACHMENTS:

- ▣ Regular Meeting - March 22, 2022
- ▣ Executive Committee Meeting - April 5, 2022
- ▣ Executive Committee Meeting - April 14, 2022

**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET MEETING**

Tuesday, March 22, 2022 at 5:30 p.m.

Council Chambers, City Hall

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens

Members Present: Sean Bradley – participated remotely, Luther Kurtz, Anne Oosthuizen, Paul Silva, Ron Way, Amanda Wilkin

Members Absent: Sam Bingham, Kirby Dipert

Non-Voting Student: Liam Dryer

City Staff: Lindsey Dotson, Executive Director

4. Inquiry Regarding Potential Conflicts of Interest

5. Consent Agenda

A. Minutes

B. Committee Minutes

C. Monthly Report

D. DDA Financials

Motion by Member Wilkin, seconded by Member Way to approve the Consent Agenda as presented. **Motion carried by unanimous voice vote.**

6. Reports

A. Director's Report

7. Old Business

A. 109 Bridge Park Drive Update

Chair Owens handed out a written update to the Board. She reported the DDA had signed a lease with JBird Provisions. She stated there are still negotiating with That French Place for the other half of the building and there have been concerns about the building's current electrical capabilities not being able to support their equipment. Chair Owens stated Wilmont Electric provided a quote of \$23,250 for 200-amp single-phase service to that part of the building, or \$23,910 for 400-amp service.

Discussion followed with the owners of That French Place and board members regarding the electrical cost, past issues with tenants who needed more electrical capacity, and the long-term viability of the building and the needed electrical upgrade.

Motion by Mayor Kurtz, seconded by Member Silva to stop negotiating with the prospective tenants and let John Murray bring a proposal back to the Board.

Yes: Kurtz, Oosthuizen, Silva, Way

No: Wilkin, Owens

Absent: Bingham, Dipert

Motion carried. 4-2-3 on a recorded vote

Motion by Member Wilkin, seconded by Mayor Kurtz that John Murray as the DDA's representative speak/email with That French Place owners within the next seven (7) days so that they can understand what's going on with the process.

Motion carried by unanimous voice vote.

Motion by Member Silva, seconded by Member Wilkin that the Executive Committee continue to negotiate with John Murray direct and make a decision as long as they inform the rest of the Board.

Motion carried by unanimous voice vote.

B. Downtown Maps Discussion

Director Dotson stated that the Board had requested a mockup of what the design team could prepare to stay within the Charlevoix brand for the downtown maps which was included in the agenda packet. She had requested revisions to the mockup but had not received a new version to date.

Motion by Member Wilkin, seconded by Member Oosthuizen to form a subcommittee to take the downtown map project and make a recommendation to the Board with potential mockups at the next meeting. **Motion carried by unanimous voice vote.**

The Sub-Committee will include Members Dreyer, Oosthuizen, and Wilkin and Director Dotson.

Chair Owen recommended that the Board say thank you for the offer, but the Board would prefer not to do business with Mr. Kruger for the downtown maps and the Board concurred.

C. Issue Media Group Rural Innovation eXchange partnership with Michigan Downtown Association

Director Dotson reviewed the status of this proposal and the DDA's financial commitment would be \$1,000. The DDA would get at least two (2) articles focusing on Charlevoix and a seat at the table to influence topics for the first year of the eXchange. Member Wilkin recommended letting the other communities go with this program for the first year and then consider joining in 2023.

Motion by Member Wilkin, seconded by Member Way for the DDA to strongly consider this proposal for the next annual budget cycle. **Motion carried by unanimous voice vote.**

D. Public Restroom Discussion

Director Dotson stated the original used restroom trailer that had been discussed previously had been sold, and Member Bingham obtained information regarding the cost of a new unit for approximately \$58,000 and the lead time for such a unit would be in the fall so it would not be available for the upcoming summer season.

Motion by Member Wilkin, seconded by Member Silva that the DDA Board strongly recommends that City Council consider keeping the bathrooms in the City building open seven (7) days a week. **Motion carried by unanimous voice vote.**

8. New Business

A. Alleyway Improvement Grant application

Director Dotson presented the two (2) applications as reviewed and approved by the Design Committee which were recommended for funding at \$5,000 each.

Motion by Member Wilkin, seconded by Member Oosthuizen to award two (2) Alleyway Improvement Grants to A Notable Way (100 Park Avenue) and 211 Bridge Street in the amount of \$5,000 each. **Motion carried by unanimous voice vote.**

B. Downtown Housing Incentive Grant Application

Director Dotson stated that the Economic Vitality Committee reviewed the application for the project which will add two (2) apartment units on the lower level of 211 Bridge Street, and both will be deed restricted for year-round housing occupancy. The applicant requested \$25,000 and the DDA budget includes \$50,000 for such grants.

Motion by Mayor Kurtz, seconded by Member Wilkin to approve the application from 211 Bridge Street for a Downtown Housing Incentive Program Grant in the amount of \$25,000. **Motion carried by unanimous voice vote.**

C. MDA Request for Sponsorship

Director Dotson described the sponsorship request.

Motion by Member Wilkin, seconded by Member Oosthuizen to approve sponsoring the Michigan Downtown Association Summer Workshop in the amount of \$500. **Motion carried by unanimous voice vote.**

D. Magical Tiny Doors

Director Dotson described the Magical Tiny Doors project proposed by artist Kristi Jenkins which is inspired by the Fairy Doors in Ann Arbor Program. Ms. Jenkins was asking the DDA to support the concept and there was no cost associated with the DDA's support.

Motion by Member Wilkin, seconded by Mayor Kurtz to support the overall concept of the Magical Tiny Doors project and the eventual expansion into public places deemed acceptable by City Council. **Motion carried by unanimous voice vote.**

E. New Grant Opportunities

Director Dotson stated the DDA was unable to apply for the Vibrancy Grant because of the inability to have a February DDA meeting and two (2) new grant opportunities are available. Motion by Member Wilkin, seconded by Member Oosthuizen to submit a grant application to the Michigan Retailers Association Grant Program. **Motion carried by unanimous voice vote.**

9. **Public Comments**

Sarah Van Horn, Charlevoix Chamber of Commerce Executive Director, spoke about the Bridge Park Building. She stated that the DDA is not a traditional landlord or commercial real estate operator which needs to be taken into consideration as negotiations go forward on property leases. She encouraged the DDA to look further at how they could make the space beneficial for the town, use it to help supporting businesses, and to help foster creativity and look at possible unused budget dollars from the 20/21 DDA budget.

Dave Baylo, landscaping business owner in Charlevoix, stated that he was starting a new project to offer healthy snacks and drinks through vending machines under the name of Good for You Vending. He thought that the public space near the restrooms by the Big Beaver Island boat company would be a good space for a machine, and he would be formally coming before the Board meeting on April 24. Mr. Baylo responded to questions from the Board members about the machines, locations, potential electrical cost, and possible commission fee for machines on public property.

10. **Request for Future Agenda Items**

11. **Board Comments**

Member Way stated that it appeared from both prospective tenants for the Bridge Park Property there was frustration with John Murray. After discussion the Board concurred Member Way will be copied on emails between the prospective tenants and Mr. Murray.

12. **Adjourn**

Meeting adjourned at 7:18 p.m.

Sarah J. Dvoracek/fgm

Maureen Owens

Chair

**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET
EXECUTIVE COMMITTEE MEETING
Tuesday, April 5, 2022 at 10:30 a.m.
210 State Street, Charlevoix, Michigan
Council Chambers**

The meeting was called to order at 10:30 a.m. by Chair Owens.

1. Call to Order

2. Roll Call

Chair:	Maureen Owens
Members Present:	Luther Kurtz, Ron Way
Members Absent:	Kirby Dipert
City Staff:	Lindsey Dotson, Executive Director
Others Present:	Mark Heydlauff, John Murray, Matthew Murray, Paul Silva (remotely)

3. New Business

a. 109 Bridge Park Drive Lease Discussion

John Murray of Northwest Rentals LLC outlined the negotiation process with prospective tenants, That French Place. That update also included information related to the electrical upgrade needed for the building to accommodate the business's needs.

Mr. Murray also provided an update that a lease has been signed by Jessica Nagel of J. Bird Provisions.

Motion by Mayor Kurtz, second by Member Way, for Mr. Murray to make a final offer to prospective tenant That French Place that would include splitting the cost of electrical upgrades that had been requested, that the rental rate would be \$800 per month, and that That French Place had until Friday, April 8th to respond to the offer. Motion passes unanimously.

4. Adjourn.

Meeting adjourned at 10:58 a.m.

Lindsey J. Dotson Executive Director

Maureen Owens

Chair

Thursday, April 14, 2022 at 2:30 p.m.
210 State Street, Charlevoix, Michigan
Council Chambers

The meeting was called to order at 2:32 p.m. by Chair Owens.

1. Call to Order

2. Roll Call

Chair: Maureen Owens
Members Present: Luther Kurtz, Ron Way
Members Absent:
City Staff: Lindsey Dotson, Executive Director
Others Present: Paul Silva (remotely), Kirby Dipert

3. New Business

a. 109 Bridge Park Drive Lease Discussion

Members of the committee discussed the notice given to That French Place on April 11th to remove their personal belongings from the property in 30 days or less, and that they had responded confirming that they would on April 13th upon their return from Italy.

Motion by Mayor Kurtz, second by Member Way, to instruct John Murray to actively seek out a 2nd tenant for the Bridge Park Drive space. Motion passes unanimously.

Paul Silva then suggested to recommend to the DDA Board that John Murray receive commission for a tenant that he successfully recruits with a payment equal to the first month's rent of a new lease. This topic will be discussed at the Regular DDA Meeting on April 25, 2022.

4. Adjourn.

Meeting adjourned at 2:47 p.m.

Lindsey J. Dotson Executive Director

Maureen Owens Chair

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: April 25, 2022

ATTACHMENTS:

- ▣ Design Committee - April 7, 2022
- ▣ Org and Promo Minutes - April 21, 2022



Charlevoix Main Street Design Committee
Thursday, February 3, 2022
4:00 PM – City Hall
Minutes

Attendees: G. DeMeyere, L. Dotson, J. Duerr, D. Fate, D. Miles, P. Weston

Absent: C. Kranz, J. Rowley, B. Slater, M. Owens

- I. The meeting was called to order at 4:00 pm. The Minutes from the February 3, 2022, meeting was approved as written.
- II. Outstanding Business
 - a. Report from DDA highlights: A tenant has been secured for the Bridge Park Drive property.
 - b. Alleyway Improvement (AI) Grant Project Status: Grant recipients were notified of their award and have begun work on their projects. The owner of 211 Bridge St was also awarded an affordable housing grant and is now motivated to add another residential unit in the building.
 - c. SBEI Study Updates: The MSU team is working with the feedback from their prior session and refining recommendations. The next meeting will likely be this summer at the Library.
 - d. Historic District Updates: The SHPO team is finalizing their survey of properties and taking additional photos. They will be in Charlevoix May 9 to meet with property owners.
- III. New Business
 - a. Michigan Downtown Association Summer Workshop in Charlevoix - Friday, June 3rd - Library. Lindsey sent the registration information to interested parties in Charlevoix.
 - b. Lindsey shared a couple of grant opportunities available for CLG communities and the changes they have made to their policies and timing.

The meeting adjourned at 4:40 pm.

Next meeting: Thursday, June 2, 2022 @ 4:00 PM in City Hall.

CHARLEVOIX MAIN STREET MISSION

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Promotions/Organization Committee
Thursday, April 21, 2022; 8:00am
My Grandmother's Table
115 Bridge Street

Minutes

Present: Caitlin Cole, Annie Oosthuizen, Lindsey Dotson

Approval of Minutes from previous meeting

Ongoing Business:

A. Events & Projects – Updates, Needs

1. **Ad Campaign Update** – Director Dotson reviewed the work plan for the new campaign and requested assistance from committee members on two items, which include: sending reminders to businesses to ensure we get all information needed to start their ad and help with scheduling/sending our weekly push notifications. Caitlin volunteered to help send reminders to businesses and Annie volunteered to help with the push notifications.
2. **First Fridays** – May 6th is the last event of the year! Director Dotson expressed interest in setting up the DJ, cornhole game, and prize giveaways in Van Pelt Alley, weather permitting. She also informed committee members that a group exercise of evaluating the First Fridays promotion will take place during the May meeting.
3. **Yiftee Community Card/Downtown Dollars** – Down to 35 locations due to some businesses closing - \$7,570 sold so far.
 - a. Still need helper to encourage more businesses to sign up to participate.
4. **Concerts** – need to send out sponsor sheet – already got one sponsor. Director Dotson asked who had volunteered to emcee the events this summer and the group mentioned Leanne Ackert, Caitlin Cole, and Eric from The Lake House.

June 30	The Ukulele Kings	Ukulele
July 7	Olivia Dear	Chill Acoustic
July 14	Levigator	Rock
July 28	Jeff Tucker Music	
August 4	Blue Water Ramblers	Country
August 11	Delilah DeWylde	Blues

Budget for the year: \$5,000

- \$4,000 bands

+ \$1,500 from sponsors

= \$2,500 for promotion

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B. Organization

1. Email Newsletter – The April newsletter was brief but sent out and the performance overview of the campaign is below.

Email Performance

Sent
Open Rate

57.3%

Click Rate

6.4%

	Original	Resend	Total
Opens		513	100 613
Sent		1054	560 1614
Bounces		49	18 67
Successful Deliveries		1005	542 1547

	Original	Resend	Total
Clicks		56	9 65
Did Not Open		492	442 934
Unsubscribed		1	0 1
Spam Reports		0	0 0

Desktop Open Percentage

87.7%

Mobile Open Percentage

12.3%

Link

<https://youtu.be/6WC2xw5XqVY>

18 Clicks

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Link	
https://charlevoixmainstre.wixsite.com/downtowncharlevoix/summer-concerts	19 Clicks
https://www.facebook.com/DowntownCharlevoix	6 Clicks
https://charlevoixmainstre.wixsite.com/downtowncharlevoix/post/the-clothing-company	8 Clicks
http://www.downtowncharlevoix.com/	7 Clicks

2. Fairy Doors – tour now live in Life in Charlevoix app but a page needs to be created on our website as well. Press coverage has included the local paper, Detroit Free Press, and now The Four on 9&10 News.

New Business:

C. Event Evaluation for First Fridays at May Meeting

9:00am Adjournment

Next meeting: May ?? 2022

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Charlevoix Main Street DDA
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Consent Agenda

TITLE: Monthly Report

DATE: April 25, 2022

ATTACHMENTS:

- ▣ Monthly Report to MEDC - March 2022

M-0000129959 City of Charlevoix

Main Street Progress Report

 Submitted

Reporting Period: Mar 1, 2022 To Mar 31, 2022

Submitted

07

Apr 2022

For more information about how to collect these reinvestment statistics please see the [Data Resource Guide](#). Report only those items occurring in your specific Main Street project area for this month.

Once updates are complete, submit the Main Street Progress Report from the "Additional Details" tab.

Business and Employment Data

New Businesses Opened

New businesses that opened in your Main Street Area within the past month.

Businesses Closed

Businesses that are no longer operating in your Main Street Area.

Businesses that Moved out of Downtown

Businesses that are still operating as businesses but have moved out of your Main Street Area.

Existing Downtown Businesses that Expanded

Existing businesses in your Main Street Area that have significantly expanded their business operations or physical space.

Existing Downtown Businesses that Contracted

Existing businesses in your Main Street Area that have significantly reduced their business operations or physical space.

Housing Data

Housing

Enter information related to new and/or rehabbed housing units within the Main Street Area.

Investment Data

Façade & Exterior Renovations

Only count upon completion of a project, to avoid double-counting. A façade is the face of a building that looks onto a street or open space. Exterior renovations include an improvement to a building's

exterior walls, roof, windows, or signage. Improvements could also include painting the exterior of the building, replacing awnings and exterior doors. If a project includes improvements to both the interior and exterior of a building, count that in the “Building Rehabilitation” category.

Public Improvements

Only count upon completion of a project, to avoid double-counting. “Public improvements” are defined as any improvement to the public realm – or the spaces between the buildings including streets, sidewalks, parking lots, lighting, alleys, bike lanes, public signage, benches, trash cans, public arts, banners, and crosswalks.

Buildings Sold

“Buildings sold” refers to the number of properties in your Main Street Area that have been purchased by a new owner. This does not include the sale of any individual residential units.

100 Michigan Ave. Unit 66 (Restaurant) Charlevoix, MI 49720

Amount of Sale

\$265,000.00

Building Rehabilitation

Only count upon completion of a project, to avoid double-counting. “Building renovations and rehabs” are defined as any repairing, renovating, or modifying of an existing building. This could include new carpeting, flooring, HVAC, or the installation of major appliances or interior structures. If a renovation or rehabilitation project includes improvements to both the interior and exterior of a building, classify that in this category, not in “Façade & Exterior Renovations”.

New Construction

Only count upon completion of a project, to avoid double-counting. “New construction” is defined as the development of any entirely new building. This does not include small building additions, such as a patio or side deck.

Main Street Data

Volunteer Hours

Enter all volunteer hours related to project (non-event) and board volunteer hours.

Volunteer Hours

Number of Board Volunteer Hours

20

Volunteer Cost

\$0.00

Number of Project (Non-Event) Volunteer Hours

15

Training Sessions

Total number of training or professional development events attended by the Executive Director, board members, or volunteers.

Michigan Downtown Association Lansing Day and Spring Workshop 3/2/2022

Who Attended

Lindsey Dotson

Topic

Legislative day followed by spring workshop covering several aspects of downtown management (MEDC incentives, transportation and technology, placemaking, etc.)

Michigan Main Street March Workshop - Itinerary Planning 3/8/2022

Who Attended

Lindsey Dotson, Amanda Wilkin, Jessica Anderson

Topic

Travel Itinerary Training with Ben Muldrow

Fundraising

All funds raised by the organization for projects, programming, events, operations, etc. Private - Funds raised through all private organizations and individuals including donations, sponsorships, and grants from non-government sources; Public - Local, state or federal contributions including government grants; In-kind donations - contributions or donations of goods or services that have a market value; Earned - Funds raised from membership dues, merchandise sales, or any other goods or services offered by the organization.

Private

Amount of Fundraising

\$24.00

Earned

Amount of Fundraising

\$982.00

Downtown Events & Activities

Enter event information for all events that take place in the Main Street Area including event attendees, event expenses and revenues, and event volunteer hours.

Board Member Changes

Board Member Changes

Position, Names Leaving and Names Arriving.

Board Member

Name Leaving

Amanda Wilkin

Email

amanda@visitcharlevoix.com

Name Arriving

Liam Dreyer

Email

liamdreyer@hotmail.com

Board Member

Name Leaving

Kirby Dipert

Email

ragmerchant@charter.net

Name Arriving

Email

Additional Details

Other News or Commentary

We just approved three grants - 2 \$5,000 grants for the Alleyway Improvement Grant program and \$25,000 for the downtown housing incentive that will deed restrict two new apartments being added to a building in the downtown for year round occupancy. We are wrapping up MOM grant paperwork for Cafe Meria and Smoke on the Water. Both projects are underway with building out/renovation and it will be exciting to see the final product of the hard work both businesses are putting in. Our new cooperative ad campaign has launched with video and a new blog format which has been really fun to put together.

Program & Outlook

With two board members terming out and our student member being appointed as a voting member we now have one vacant board seat and a vacant student member seat.

Suggestions for State and National Staff

N/A

Attachments



Agenda_2022_3_22_Meeting(262)

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

Consent Agenda

TITLE: DDA Financials

DATE: April 25, 2022

ATTACHMENTS:

- ▣ Financial Report as of April 21, 2022

CITY OF CHARLEVOIX
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING APRIL 30, 2022

FUND 255 - DOWNTOWN DEVELOPMENT FUND

		PRIOR YR ACTUAL	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
REVENUE							
255-000-403.000	CURRENT PROPERTY TAX LEVY	39,329.77	.00	.00	40,400.00	(40,400.00)	.00
255-000-403.001	CURRENT PROPERTY TAX LEVY T/F	453,334.71	.00	.00	453,300.00	(453,300.00)	.00
255-000-420.000	DELINQUENT TAXES - DDA	256.92	.00	.00	.00	.00	.00
255-000-437.000	IFT/CFT TAXES	771.02	.00	.00	.00	.00	.00
255-000-445.000	INTEREST & PENALTIES - DELINQ	155.36	.00	.00	100.00	(100.00)	.00
255-000-566.001	STATE GRANTS	25,000.00	25,000.00	25,000.00	.00	25,000.00	.00
255-000-573.000	STATE REVENUE - OTHER	13,121.49	.00	.00	10,000.00	(10,000.00)	.00
255-000-580.001	GRANTS - OTHER	14,000.00	.00	.00	5,000.00	(5,000.00)	.00
255-000-665.000	INTEREST EARNINGS	878.33	.00	.00	1,000.00	(1,000.00)	.00
255-000-668.000	RENTS & ROYALTIES - SUNSHINE	1,000.00	.00	.00	1,000.00	(1,000.00)	.00
255-000-668.002	PROPERTY RENT - BIBCO	32,400.96	.00	.00	33,600.00	(33,600.00)	.00
255-000-668.003	PROPERTY RENT - ROUND LAKE GR	.00	.00	.00	15,300.00	(15,300.00)	.00
255-000-668.004	PROPERTY RENT - LC BREWERS	.00	.00	.00	15,300.00	(15,300.00)	.00
255-000-668.005	PROPERTY RENT-LONG RD DISTILL	14,960.00	.00	.00	.00	.00	.00
255-000-675.001	CONTRIBUTIONS - TREE LIGHTS	375.39	23.22	23.22	.00	23.22	.00
255-000-675.002	CONTRIBUTIONS - CONCERTS	1,959.58	.00	.00	6,000.00	(6,000.00)	.00
255-000-675.003	CONTRIBUTIONS - PRIVATE SOURCE	14,083.22	.00	.00	.00	.00	.00
255-000-675.004	CONTRIBUTIONS - MAIN STREET	4,301.63	.00	.00	.00	.00	.00
255-000-692.000	MISCELLANEOUS	1,489.50	320.00	320.00	14,300.00	(13,980.00)	2.24
255-000-692.001	MISCELLANEOUS-THE VAULT	13,786.70	.00	.00	17,000.00	(17,000.00)	.00
TOTAL FUND REVENUE		631,204.58	25,343.22	25,343.22	612,300.00	(586,956.78)	4.14

CITY OF CHARLEVOIX

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING APRIL 30, 2022

FUND 255 - DOWNTOWN DEVELOPMENT FUND

		PRIOR YR ACTUAL	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
DOWNTOWN DEVELOPMENT AUTHO							
255-255-706.000	SALARIES & WAGES	43,082.68	3,488.19	3,488.19	50,000.00	46,511.81	6.98
255-255-706.001	WAGES (ICMA)	4,771.43	366.28	366.28	5,200.00	4,833.72	7.04
255-255-719.000	EMPLOYEE FRINGE BENEFITS	33,604.50	.00	.00	39,000.00	39,000.00	.00
255-255-740.000	OPERATING SUPPLIES	10,822.71	135.00	135.00	9,400.00	9,265.00	1.44
255-255-740.001	OPERATING SUPPLIES-THE VAULT	12,792.88	.00	.00	17,000.00	17,000.00	.00
255-255-776.000	IWF MAINTENANCE	.00	.00	.00	6,000.00	6,000.00	.00
255-255-801.000	MARKETING & PROMOTIONAL SVCS	35,618.19	500.00	500.00	28,300.00	27,800.00	1.77
255-255-801.003	PROMOTION COMMITTEE EXPENSES	15,238.00	.00	.00	7,300.00	7,300.00	.00
255-255-801.004	ORGANIZATION COMMITTEE	648.00	.00	.00	500.00	500.00	.00
255-255-801.005	BUSINESS RECRUITMENT/RETENTIO	75,596.00	.00	.00	.00	.00	.00
255-255-818.000	CONTRACTUAL SERVICES	29,877.97	.00	.00	30,700.00	30,700.00	.00
255-255-818.002	DESIGN COMMITTEE	17,869.82	.00	.00	15,600.00	15,600.00	.00
255-255-826.000	LEGAL FEES	2,187.41	.00	.00	500.00	500.00	.00
255-255-853.000	TELEPHONE	1,082.59	50.00	50.00	1,900.00	1,850.00	2.63
255-255-860.000	CONFERENCE & TRAVEL	2,054.77	686.20	686.20	1,000.00	313.80	68.62
255-255-888.000	LIBRARY CONTRIBUTION	30,000.00	.00	.00	30,000.00	30,000.00	.00
255-255-910.000	INSURANCE & BONDS	1,748.66	.00	.00	1,800.00	1,800.00	.00
255-255-933.000	MAINTENANCE - BRIDGE PARK	3,078.43	.00	.00	5,000.00	5,000.00	.00
255-255-962.000	MISCELLANEOUS	6,973.42	.00	.00	100.00	100.00	.00
255-255-962.002	MISCELLANEOUS - MAIN STREET	13,339.62	.00	.00	500.00	500.00	.00
255-255-964.000	REFUNDS & REBATES	4,172.50	4,394.42	4,394.42	6,000.00	1,605.58	73.24
255-255-999.594	TRANSFER TO MARINA FUND-BOND	336,200.00	.00	.00	336,100.00	336,100.00	.00
	TOTAL DOWNTOWN DEVELOPMENT	680,759.58	9,620.09	9,620.09	591,900.00	582,279.91	1.63
	TOTAL FUND EXPENDITURES	680,759.58	9,620.09	9,620.09	591,900.00	582,279.91	1.63
	NET REVENUES OVER EXPENDITURE	(49,555.00)	15,723.13	15,723.13	20,400.00	(4,676.87)	77.07

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

Consent Agenda

TITLE: Michigan Main Street Program Community Requirements and Expectations Agreement

DATE: April 25, 2022

ATTACHMENTS:

- ▣ Master Level Agreement

Michigan Main Street Program Community Requirements and Expectations Agreement

Master Level

THIS AGREEMENT is entered into and executed by the Michigan Economic Development Corporation (“**MEDC**”), whose address is 300 N. Washington Square, Lansing, MI 48913, the City of Charlevoix, Michigan, whose address is 210 State Street, Charlevoix, Michigan 49720 (the “**Municipality**”), and the City of Charlevoix Downtown Development Authority (the “**DDA**”) (collectively, the Municipality and the DDA are referred to as the “**Community**”). The MEDC and the Community are each a “**Party**” and collectively, are the “**Parties**” to this Agreement, for the purpose of implementing the MEDC’s Michigan Main Street Program (“**MEDC MMS Program**”) in the Community.

WHEREAS, MEDC has entered into a contract with the National Trust for Historic Preservation, National Main Street Center, Chicago (the “**NTHP NMSC**”), to provide technical expertise, training and services to designated Michigan communities pursuant to the MEDC MMS Program;

WHEREAS, the Community’s Local Michigan Main Street Program (the “**Local Program**”) has successfully completed all requirements and expectations of the Selected Level (which is the initial level of participation in the MEDC MMS Program) and have been accredited based on the Six Standards of Performance by the NTHP NMSC as outlined in Attachment 1;

WHEREAS, this Agreement is for the purpose of setting forth the MEDC MMS Program requirements and expectations for the Local Program, pursuant to its designation as a Master Michigan Main Street Community (“**MMS Community**”) and pursuant to contractual arrangements between the NTHP NMSC and MEDC, so as to assist in the revitalization of the designated Local Program area of Charlevoix, Michigan;

NOW THEREFORE, in consideration of the foregoing mutual covenants and agreements contained herein, the Parties have agreed to do as follows:

SECTION I. The Community agrees to these Minimum Participation Standards:

1. Employ a full-time (no less than forty (40) hours per week) program director for Local Program who will be responsible for the day-to-day administration of the Michigan Main Street program in the Community and develop a job description to describe the duties for which the program director is responsible. During transition periods between program directors, Local Program must make all efforts to hire a new director within a reasonable amount of time. Generally, an interim director

should be in place two months after a program director leaves and a full-time director should be in place six months after a director leaves.

2. Maintain an active Board of Directors and Committees, following the National Main Street 4-Point Approach™, to actively lead the Local Program by developing work plans, utilizing volunteers, and successfully completing all stated programmatic activities to the satisfaction of the MEDC.
3. Fund the Local Program for the term of this Agreement at a level allowing for the full operation of the program. Funding must contain both dedicated funds by public entities and private contributions through fundraising activities.
4. Participate in all scheduled the MEDC MMS Program services (outlined in Section II of this Agreement). Travel expenses to any required sessions are the sole responsibility of Local Program. If the Community is temporarily without a program director or the program director is unable to attend, then a representative from the Community is required to attend in their place.
 - B. Absenteeism: An unexcused absence by the Local Program director, or a representative from the Community, will result in the suspension of all services. Once services are suspended, a written warning to the chair of the board and the program director will be issued requesting an explanation on why training sessions have not been attended. Services will be reinstated if the issues are resolved to the satisfaction of the MEDC.
 - C. Full-time equivalent (FTE): At minimum, one (1) individual from the Community must be present for the entirety of the provided service. It is not acceptable for two (2) individuals to divide the time between them.
 - i. The Local Program director is specifically required, at minimum, to participate in Day 1 of the MEDC MMS Program Trainings.
 - ii. A representative from the Community is specifically required to participate in Day 2 of the MEDC MMS Program Trainings.
5. Submit complete and accurate monthly reports by the 10th of each month on the form provided by the MEDC MMS Program.
6. Submit complete and accurate annual reports by November each year on the form provided by the MEDC MMS Program. (All such monthly and annual reports being hereinafter referred to as “**Reports.**”)
7. Maintain a current membership in the National Main Street Center Network.
8. Continue to meet the Six Standards of Performance set by the NTHP NMSC for accreditation, as outlined in Attachment 1. The Local Program must meet these

standards at the end of each two-year period or the MEDC may terminate this Agreement pursuant to Section III(16) of this Agreement.

9. Utilize the MEDC MMS Program name and logo with MEDC pre-approval. The use of the name and logo can be used for marketing materials, window signs, flags, letterhead, banners, pins, etc. The MEDC MMS Program name and logo are trademark protected. Any MEDC MMS Program road signs given to the Community by the MEDC are property of the MEDC and shall be returned if the Community is no longer an MMS Community. See Section III, Number 3, of this Agreement.
10. Maintain Local Program's boundaries and organization structure approved upon the Community's designation as an MMS Community. Changes to either of these require MEDC approval as it could affect the services provided to the Community.
11. Understand all requirements of this Agreement must be met regardless of changes within the Local Program, such as temporary displacement of program director. If requirements of this Agreement are not met to the satisfaction of the MEDC, MEDC MMS Program services will be suspended, and a written warning to the Chairperson of the Board of Directors and program director will be issued requesting an explanation. Once requirements are met to the satisfaction of the MEDC, MEDC MMS Program services will be reinstated. If requirements continue to not be met to the satisfaction of the MEDC may terminate this Agreement pursuant to Section III(16).
12. Assume full responsibility for all costs and expenses associated with the performance of the Local Program and the performance of the Community's responsibilities under this Agreement. The Community further acknowledges that the MEDC is not responsible to the Community and/or the Local Program for any costs associated with this Agreement or the services provided under this Agreement, including but not limited to those costs or expenses incurred as a result of anticipated or actual participation in the MEDC MMS Program, the NTHP NMSC Program or pursuant to the Community's selection or participation as an MMS Community.
13. If the Community is engaged in the Redevelopment Ready Communities® Program, it shall discharge all duties and responsibilities related to the Community's participation in the Redevelopment Ready Communities® Program, including, without limitation, the Community's obligations as outlined in its Redevelopment Ready Communities® Program Memorandum of Understanding with the MEDC, and remain engaged and in good standing in the Redevelopment Ready Communities® Program, as determined solely by the MEDC.
14. Acknowledge that third-party technical assistance is only available for eligible MEDC MMS Program participants, as determined solely by the MEDC.

SECTION II. The MEDC agrees to provide these services subject to the Community's compliance with this Agreement:

1. Provide customized program training and technical assistance to the Community and Local Program, including any of the following services, which may be modified by the MEDC MMS Program, in its sole discretion, to meet programmatic needs:

Program Services provided to Master MEDC MMS Communities:

- Director Selection Assistance (V/C)*
- Board Training (V/C)*
- Business Recruitment
- Downtown Future services
- Director Training (V/C)*
- Committee/Taskforce Training (V/C)*
- Design Consultation/Services (V/C)*
- MEDC/MMS Trainings
- Branding Service (V/C)*
- Biennial Accreditation visits with the National Main Street Center (V/C)*
- Mentoring Opportunities

* (C) = Services provided within community

* (V) = Services provided virtually, at the discretion of the MEDC

2. Conduct MEDC MMS Program forums statewide for program directors and Local Program volunteers. Specific forum training topics will vary and be based on the combined needs of all MMS Communities.
3. Conduct a Biennial Program Evaluation for each Master Level Local Program. In order to receive this service, the Community and Local Program must be in compliance with the above Minimum Participation Standards (Section I above)
4. Conduct a Check-in Visit for each Master Level Local Program, to occur in alternating years with the above Biennial Program Evaluation (II.3). The year following the acceptance of the Local Program into the Master Level, the Check-in Visit will be performed in order to informally assess and advise Local Program. The next year, the Biennial Program Evaluation will occur, and the schedule will continue to alternate as such for the term of this Agreement.
5. Provide advice, information, and additional on-site assistance to the Community, Local Program, its staff, and its Board of Directors upon request by the Local Program and subject to the MEDC MMS Program schedule, program constraints, staff availability, and costs associated with the request. MEDC may request the assistance of other State or Federal agencies.

6. Design/Consultation/Service for up to one (1) building per year for the term of this Agreement. Consultation/Service may be scheduled according to the Community's needs with a maximum of one (1) service provided per year.
7. Invite the Local Program to attend training and technical assistance opportunities in the other Select or Master MMS Communities.
8. Accredited, on behalf of the NTHP NMSC, all eligible MMS Communities that meet the above Minimum Participation Standards (Section I) and the NTHP NMSC Six Standards of Performance outlined in Attachment 1, as determined in the sole discretion of the MEDC.

SECTION III. The PARTIES hereto otherwise agree as follows:

1. **TERM OF THE AGREEMENT.** This Agreement, beginning January 1, 2022 shall remain in effect until the earlier of December 31, 2023, or such time as the “**Termination or Cancellation**” provisions hereof are invoked. All procedures for termination and cancellation are outlined below in Section III(16).
2. **CONFIDENTIAL INFORMATION.** Except for information provided to MEDC at its request or as part of this Agreement, the Community, Local Program, and each of their employees, agents, and representatives shall not disclose, other than to the extent required by law, including without limitation, the Freedom of Information Act, any information or data, including but not limited to all materials furnished to the Community and/or Local Program by MEDC (“Confidential Information”) without the written consent of MEDC. Confidential information does not include information that is already in the possession of, or is independently developed by, the Community and/or Local Program; becomes publicly available other than through breach of this Section; or is received by the Community and/or Local Program from a third party with authorization to make such disclosures or is released with MEDC's prior written consent.
3. **LICENSING OF CERTAIN MARKS.** MEDC grants to the Community a license to utilize the MEDC MMS Program trade names, trademarks, logo, and/or service marks (“MEDC Marks”) for the express purpose of publicizing the Community's selection and involvement as an MMS Community. The Community's use of the MEDC Marks shall be approved by MEDC in advance of use.
4. **INTELLECTUAL PROPERTY RIGHTS.** The Community acknowledges that it is being granted a limited license during the term of this Agreement by MEDC hereunder to use the MEDC Marks in accordance with the terms and conditions of this Agreement, and that no further or greater rights are granted in or to the MEDC Marks. The Community acknowledges that MEDC owns all rights, title and interest in and to the MEDC Marks and that it will do nothing inconsistent with MEDC's ownership of the Marks.

5. **INDEMNIFICATION AND LIABILITY INSURANCE.** To the extent permitted by law, the DDA and the Municipality both shall, and shall both cause the Local Program to, indemnify, defend, and hold harmless MEDC and its subsidiaries, agents, employees and contractors from any damages, liability, costs or expenses that it may sustain through the negligence or willful acts of the Community and/or its Local Program pertaining to the performance of this Agreement. The Community and its Local Program shall maintain such insurance as shall be necessary to protect MEDC from claims that may arise out of or as a result of the Community's and/or Local Program's operations pursuant to this Agreement. The Community and/or Local Program will provide and maintain its own property damage insurance (written at not less than full replacement cost), workers compensation insurance (written for not less than any limits of liability required by law), and liability insurance (maintained at not less than \$1 million per occurrence, and \$5 million in the aggregate). MEDC shall be listed as an additional named insured on all such insurance policies. The Community and Local Program shall provide to MEDC periodic certificates of insurance to evidence the compliance with such insurance requirements, and, in any event, shall deliver such certificates to MEDC within 10 days after request by MEDC. The Municipality and the DDA are both jointly and severally liable for all obligations under this Agreement.
6. **TOTAL AGREEMENT.** This Agreement contains the entire agreement between the parties superseding any prior or concurrent agreements as to the services being provided, and no oral or written terms or conditions which are not contained in this Agreement shall be binding. This Agreement may not be changed except by mutual agreement of the parties, reduced to writing and signed.
7. **ASSIGNMENT/TRANSFER/SUBCONTRACTING.** Except as contemplated by the Agreement, neither the Municipality, nor the DDA, shall assign, transfer, convey, subcontract, or otherwise dispose of any duties or rights under this Agreement without the prior specific written consent of MEDC. Any future successors of the Municipality, the DDA or the Local Program will be bound by the provisions of this Agreement unless MEDC otherwise agrees in a specific written consent.
8. **COMPLIANCE WITH LAWS.** The Community and Local Program shall comply with all applicable laws, ordinances, regulations, rules, orders, judgments, decrees or other requirements imposed by any governmental authority (collectively, "laws"). The Community and/or Local Program is not, and will not during the term of this Agreement, be in violation of any laws to which it is subject, and will not fail to obtain any licenses, permits or other governmental authorizations necessary to carry out its duties hereunder.
9. **WAIVER.** A failure or delay in exercising any right with respect to this Agreement will not operate as a waiver unless otherwise stated in this Agreement, and will not

- excuse subsequent failures or delays, and a single or partial exercise of any right will not be presumed to preclude any subsequent or further exercise of that right, or the exercise of any other right, and will not be construed as an automatic exercise of subsequent rights.
10. **NOTICES.** Any notice, approval, request, authorization, direction or other communication under this Agreement shall be given in writing and shall be deemed to have been delivered and given for all purposes (i) on the delivery date if delivered by electronic mail or by confirmed facsimile; (ii) on the delivery date if delivered personally to the Party to whom the same is directed; (iii) one (1) business day after deposit with a commercial overnight carrier, with written verification of receipt; or (iv) three (3) business days after the mailing date, whether or not actually received, if sent by U.S. mail, return receipt requested, postage and charges prepaid, or any other means of rapid mail delivery for which a receipt is available. The notice address for the Parties shall be the address as set forth in this Agreement, with the other relevant notice information, including the recipient for notice and, as applicable, such recipient's fax number or e-mail address, to be reasonably identified by notifying Party. MEDC, the Community and Local Program may, by notice given hereunder, designate any further or different addresses to which subsequent notices shall be sent.
11. **SEVERABILITY.** The invalidity or unenforceability of a particular provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, provided that the principal intent of this Agreement can be preserved.
12. **GOVERNING LAW AND JURISDICTION.** This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan. The Parties agree that any legal actions concerning this Agreement shall be brought in the Ingham County Circuit Court in Ingham County, Michigan, USA. The terms of this paragraph shall survive the termination of the cancellation of this Agreement.
13. **NO EMPLOYMENT, PARTNERSHIP OR AGENCY RELATIONSHIP.** The MEDC MMS Program is limited to furnishing its technical services to the Community and its Local Program and thus nothing contained herein shall create any employer-employee relationship. Further, this Agreement does not create a partnership relationship.
14. **NO THIRD PARTY BENEFICIARIES.** There are no express or implied third party beneficiaries to this Agreement.
15. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts and by facsimile, each of which shall constitute an original, and all of which together shall constitute one and the same instrument.

16. TERMINATION OR CANCELLATION.

- A. This Agreement may be terminated by MEDC by providing written notice of default and termination to the Community (“Notice of Default and Intent to Terminate”) upon the occurrence of any of the following events or conditions (“Event of Default”):
- (i) any representation or covenant made by the Community is determined by MEDC, in its reasonable judgment, to be incorrect at the time that such representation or covenant was made in any material respect, including, but not limited to, the Reports and compliance with laws as required under this Agreement;
 - (ii) The Community’s and/or its Local Program’s failure to comply with any of the requirements of this Agreement;
 - (iii) use of the program training, technical assistance, and resources provided pursuant to this Agreement for purposes other than as set forth in this Agreement.
- B. Notwithstanding the foregoing, the Community acknowledges that MEDC’s performance of its obligations under this Agreement is dependent upon the continued approval of funding and/or the continued receipt of state funding. In the event that the State Legislature, the State Government or any State official, public body corporate, commission, authority, body or employees, or the federal government (a) takes any legislative or administrative action which fails to provide, terminates or reduces the funding or programmatic support necessary for this Agreement, or (b) takes any legislative or administrative action, which is unrelated to the source of funding or programmatic support for this Agreement, but which affects MEDC’s ability to fund and administer the MEDC MMS Program, then MEDC may cancel this Agreement by providing notice to the Community and its Local Program of cancellation. Cancellation may be made effective immediately, upon delivery of notice to the Community, or with such other time period as MEDC, in its sole discretion, deems reasonable.
- C. In addition to the above, either party may terminate its obligations under this Agreement, without cause, by giving the other party a 30-calendar day written notice of such termination.
- D. In the event that this Agreement is terminated, neither MEDC nor the Community shall have any further obligation to perform under this Agreement. The Community shall, unless otherwise directed by MEDC in writing, immediately take all reasonable steps to terminate operations under this Agreement. Further, in the event that this Agreement is terminated, the Community will no longer be an MMS Community and all rights associated

with the Community's participation in the MEDC MMS Program will be revoked, including the right to use the MEDC MMS Program name and logo.

- E. In the event of termination or cancellation of this Agreement by the Community, the Community shall be obligated to reimburse the MEDC for the cost of all third party services provided by the MEDC to the Local Program pursuant to the terms of this Agreement. Such cost shall be determined solely by the MEDC. The Local Program and the Community shall be jointly and severally liable for the payment of such reimbursement. Such reimbursement shall be made within thirty (30) days after delivery of an invoice therefor by the MEDC.
17. **RESERVATIONS.** The MEDC reserves the right to modify services provided to the Community and/or its Local Program as necessary.
18. **AUTHORITY TO EXECUTE THIS AGREEMENT.** The signatories below warrant that they are authorized to enter into this Agreement.
19. **Failure to sign and submit this agreement to MEDC on or before, [TWO MONTHS FROM DATE THE AGREEMENT IS SENT OUT TO THE COMPANY] MONTH DAY, 20XX, will result in the termination of the Community's participation in the MEDC MMS Program.**

[signatures follow on next page]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth below.

CITY OF CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY

BY: _____
Board Chair Date

CITY OF CHARLEVOIX

BY: _____
City Manager Date

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

BY: _____
Christin Armstrong Date

National Trust for Historic Preservation / National Main Street Center

**Six Standards of Performance
for Accreditation**

1. Broad-based Community Commitment to Revitalization
2. Inclusive Leadership & Organizational Capacity
3. Diversified Funding and Sustainable Program Operations
4. Strategy-Driven Programming
5. Preservation-Based Economic Development
6. Demonstrated Impact & Measurable Result

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

Consent Agenda

TITLE: Contract with Jon Mon for Cooperative Ad Film and Video

DATE: April 25, 2022

ATTACHMENTS:

▣ Contract

NMLIFESTYLE

801-623-2465, jonmon@nmlifestyle.com

231-468-8149, johnc@nmlifestyle.com

911 SHERMAN CHARLEVOIX, MI 49720

Date: 3/22/2022

Promotional Video/Photo Contract

Contact Person: Lindsey Dotson

Address: _____

Phone: _____ Alt. Phone: _____

Email: _____

1. The Purpose of this document is to establish a contract between NMLIFESTYLE Photography and Videography, hereinafter referred to as PRODUCER, and **Charlevoix DDA** hereinafter referred to as CLIENT for the production of a promotional video, commercial or web episodes hereinafter referred to as the PROJECT.

2. PRODUCER offers to produce the PROJECT for CLIENT in exchange for valuable consideration as specified in Paragraph 3 below.

3. DESCRIPTION OF THE PROJECT: The PROJECT is to be a series of promotional videos showcasing **Photography & Videography content broken into any partition including photo/video editing services.**

- 13 - 30 Second Videos Total = 6.5 Minutes at \$800 Per Finished Minute

-Photography at each location as needed

4. PRODUCER shall, subsequent to estimate approval, exercise sole discretion in the hiring and firing of cast, crew and other production staff. The producer assures the highest possible standards of production for the specified budget.

5. PRODUCER insures to provide a finished version of the PROJECT to the CLIENT within a reasonable time frame at the CLIENT'S place of business and/or online.

6. There are no other agreements or codicils relative to this PROJECT between either of the parties; hereto either verbally or in writing, and this document constitutes the entirety of the contract.

DEFINITION OF TERMS:

Copyrights. NMLIFESTYLE Photo and Video reserves the right to display/copy any part of raw video or produced video for future stock, demonstrations/displays and advertising purposes.

Liability. NMLIFESTYLE Photo and Video will perform production task to the best of their ability, but accepts no responsibility for unforeseen circumstances including but not limited to equipment failure, power outages, illnesses, inability to attend and perform services, and/or any other situation where the resulting video product is less than ideal.

NMLIFESTYLE Photo and Video's sole liability in any case shall be limited to a monetary amount no greater than the total of monies paid by the customer. This limitation of liability shall also apply in the event that video materials are damaged in processing, lost through camera/computer malfunction, or otherwise lost or damaged without the fault of the videographer.

Payment. Failure to provide payment in full by the due date as named above may forfeit the reservation of services as well as payment made up to but not to exceed the non-refundable deposit. Cash, check, certified check and money orders are accepted forms of payment. Payment arrangements are also available. Payment plan must be established at signing of contract.

The studio/videographer may substitute another videographer to take video in the event of studio/videographers' illness or of scheduling conflicts. In the event of such substitution, the studio/videographer warrants that the videographer taking video shall be a competent replacement.

RAW VIDEO IS NOT INCLUDED IN ANY OF THE PACKAGES, INCLUDING CUSTOM PACKAGES AND HOURLY SERVICES, UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE AND AN ADDITIONAL FEE PAID.

PRODUCER RESPONSIBILITIES:

The contractor is responsible for all of his own equipment and possible damage that may occur. The producer is solely responsible for obtaining proper permission for all media including but not limited to: photo and video subjects, company logos and music. The Producer will adhere to all pertinent copyright and or licensing laws as it applies to media work done for the client. Proof of Producers insurance must be provided to client.

CONTRACT TOTAL: \$5,200.00

This total is payable as follows: .

50% Deposit at signing and 50% due upon completion.

THIS CONTRACT MUST BE FILLED OUT ACCURATELY AND COMPLETELY. A COPY OF YOUR SIGNED CONTRACT WILL THEN BE RETURNED TO YOU. IF CHANGES NEED TO BE MADE, A NEW CONTRACT MUST BE WRITTEN. NO DATES ARE SECURED UNTIL CONTRACT AND DEPOSIT ARE IN HAND.

I UNDERSIGNED, HAVING READ THE ABOVE CONTRACT, AGREES TO THE TERMS AS SET FORTH.

(Client Signature) (Date)

(Company Signature) (Date)

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: April 25, 2022

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

Media Mentions

- <https://www.9and10news.com/2022/04/13/charlevoixs-live-on-the-lake-summer-concert-series-begin-june-30/>
- https://www.petoskeynews.com/story/entertainment/2022/04/02/charlevoix-main-street-announces-summers-live-lake-lineup/7242773001/?fbclid=IwAR0A-4Amv0ZJrsV0wPpUtKiUWUALA_ANa7fuEGcHxRg-E0GkgQz7rVBjwHM
- <https://www.petoskeynews.com/story/news/2022/04/08/16-year-old-appointed-charlevoixs-downtown-development-authority/9489561002/>
- <https://www.petoskeynews.com/story/news/2022/03/25/tiny-doors-bring-magical-mystery-downtown-charlevoix/7122880001/>
- <https://www.freep.com/story/news/2022/03/25/tiny-doors-bring-magical-mystery-downtown-charlevoix/7122880001/>

Director Planned Out of Office

May 16 - 19th - National Main Street Conference in Richmond, VA

May 30th - Memorial Day

June 13 - 17th - Vacation (tentative)

June 22 & 23rd - Vacation

July 4th - Independence Day

SBEI Round Two

We successfully gathered over 70 additional responses from the public on the round 2 design concepts but have not gotten additional info from the MSU team on when they will return to Charlevoix.

Downtown Dollars Update

35 participating businesses and we have now sold \$7,570 in gift cards! <https://app.yiftee.com/gift-card/charlevoix-main-street>

Igloo Island Update

The igloos were removed in late March and put into the Harbormaster building temporarily. As we were discussing storage location options, an idea came up to possibly put some of the chairs next to the Chamber building. I was instructed to seek permission from Council, which was not granted, so both the chairs and the igloos will be stored at Mt. McSauba for the summer.

First Fridays

The last First Fridays event will take place on May 6th. After the conclusion of the event for the year I

intend to do an intensive evaluation which will include surveying the businesses to see if there is support to continue the effort next year and also if its feasible to. I'll report back with results once the evaluation is complete.

Selfie Snowflake

The selfie snowflake is now in storage.

Cooperative Ad Campaign Update

The new campaign has started to run with The Clothing Company and is going well. I will include a report outlining the performance of the campaign each month in our packets from here on forward.

Match on Main Grant Update

We did not receive funding this most recent round on behalf of Scovie's Gourmet and That French Place.

Goodbye Novus, hello CivicClerk!

The City is transitioning over to a new agenda management system called CivicClerk and the official kickoff will be May 1, 2022. After this meeting I will set up each of your user accounts which will prompt an email directly from the system that will allow you to setup your username and password. Once you gain access to the system they have a brief video to serve as a primer. The Board Portal is very easy to use, and usually can be explained with this video and some minor guidance by staff.

You can access the video here:

Board Training: <https://boardsync.vids.io/videos/709ddebd1719eacaf8/board-portal-overview>

o Password: **Clerk8**

Then, during our May meeting, if folks still have questions we can go over them as a group.

New Grant: Resilient Lakeshore Heritage Grant Program

The Michigan State Historic Preservation Office (SHPO) is pleased to announce that program guidelines are now available for the **Resilient Lakeshore Heritage Grant Program**, which will provide funding for building rehabilitation (i.e., “bricks and mortar”) projects and associated pre-development work (e.g., plans and specifications) in select communities in proximity to the Great Lakes that participate in SHPO’s Certified Local Government program and the Michigan Economic Development Corporation’s Michigan Main Street and Redevelopment Ready Communities programs.

Eligible grant applicants in these communities include local units of government, non-profits, public entities, business owners, and private property owners who own a qualifying property. **Applicants may apply for between \$30,000 and \$100,000 in grant funding.** The program places a particular focus on projects that positively contribute to the economic, social, and/or cultural life of Michigan's lakeshore communities and promote continued or new investment in historic properties.

The application window is anticipated to open June 1. Program guidelines, preliminary application materials, and a frequently asked questions document are now available to assist applicants in gathering necessary materials in advance of the application window: <https://www.miplace.org/historic-preservation/programs-and-services/lakeshore-heritage-grant/>.

This opportunity is being shared with property owners that have expressed interest in restoring their historic buildings who would qualify for funding. More to come soon!

Downtown Charlevoix National Register Historic District Nomination Update

The State Historic Preservation Office has been assisting Charlevoix through a Community Partnership program affiliated with being a Certified Local Government to nominate the downtown to the National Register of Historic Places. During the course of this partnership, CLG Coordinator Alan Higgins has since determined that the district could include the bulk of our downtown instead of just the 200 block as we were told in years past. A draft district map is attached.

As a reminder - the National Register is an honorary designation only, not a regulatory one. Property owners will still have full ability to do whatever they wish to their buildings, but could benefit from a Federal and State Historic Tax Credit if they'd like to.

Alan Higgins from the SHPO will be in Charlevoix on **Monday, May 9th** for a meeting with property owners (and any interested citizen) to discuss what the district will mean for them and to answer questions they may have. The meeting will take place here at **City Hall at 2pm**.

There is a point in the nomination process that property owners will be officially notified so hopefully that will help with folks who aren't able to come to the meeting in May.

CPR/AED Training

On Wednesday, May 11th at 9am and 3:30pm a CPR class is being offered by the Lake Charlevoix EMS Authority free of charge for downtown Business Owners and their staff. Folks can sign up by filling out the form at this link: <https://forms.gle/qXBeKQW9QzYWxbHKA>

Michigan Downtown Association's Summer Workshop

Since we sponsored the event that will be taking place in Charlevoix on Friday, June 3rd, we have two complimentary registrations that could be used by Board members. I am already comped as a speaker. Please let me know if you would like to attend. The draft agenda for the event is as follows:

8:30: am- 9:00 am	Registration Be sure to visit our sponsors.
9:00 a.m. – 9:15 am	Welcome <i>Cristina Sheppard-Decius, Chair, Michigan Downtown Association</i>
9:15 am – 9:30 am	Attendee and Vendor Introductions
9:30 am – 9:45 am	Welcome to Charlevoix Mark & Luther
9:50 am -10:20 am	MEDC – Future of The Main Street Program The Mission of the Michigan Main Street program is to work with communities and neighborhood districts to create high-quality places that build stronger communities and neighborhood districts through preservation-based economic development. In this session you will learn about Michigan Main Streets focus for 2022 and upcoming plans for the Downtown Resource Center. <i>Leigh Young Senior Main Street Specialist, Michigan Economic Development Corporation</i>
10:20 am- 10:35 am	Interacting Break
10:35 am – 11:30 am	First Floor Residential! Innovative Zoning and Funding Options for Downtown Spaces What does it take to create residential units in your downtown's first floor spaces? Is this type of use right for your downtown? What are possible funding sources that make renovating a historical building realistic for a downtown building owner or developer? Bruce, owner

of Revitalize, LLC has been providing economic development opportunities in downtowns throughout Michigan for over 20 years. In this session, Bruce will discuss the possibilities for turning vacant first floor commercial space into thriving commercial/residential opportunities. How to determine if your downtown can support this type of initiative, and the funding sources available for a project including both Federal and State programs.

Bruce Johnson, Founder, Revitalize LLC

11:35- 12:20 pm Destination Creation- Investing in Your Downtown's Retail Sector

Lindsey Dotson

Jon Schallert

12:20 pm- 1:15 pm **Lunch & Interacting on Site**

1:15- 1:30pm Legislative Update

Nate Mack, MDA Legislative Committee

1:30 pm- 2:15 pm Stronger Together: Cultivating Impactful Relationships with Your Downtown Management

What does a municipality want and need a DDA to understand about its organization and how do you build a positive working relationship? The answers might surprise you! In this session, learn how to build a collaborative relationship between the municipality and the downtown management organization through effective communication and common goals.

2:15- 3:05pm Round Table Discussions, Sharing Ideas and Inspirations with Your Peers

- Landscape/ Snow Removal- **Jill Bahm, Giffels Webster**
- Social Districts- Kelly Allen, Partner, Adkison, Need, Allen & Rentrop, P.L.L.C.
- DDA Administration- **Ann Barnett & Member of MDA Leg. Committee**
- Grants available to Downtown Organizations- **MEDC Rep**
- Latest Covid Trends and Downtown Responses- **Eric Pratt**

3:10 pm – 4:20 pm Business Retention and Recruitment

Erick Phillips, Oakland County

Michael Abdallah, Oakland County

MIPDM credit available.

4:20 pm Closing Remarks

Dana Walker, Director, Michigan Downtown Association

Live on the Lake Summer Concerts Update

June 30	The Ukulele Kings	Ukulele
July 7	Olivia Dear	Chill Acoustic - Sponsored by Charlevoix Wear
July 14	Levigator	Rock - Sponsored by The Clothing Company
July 28	Jeff Tucker Music	Sponsored by ReNew It Deck
August 4	Blue Water Ramblers	Americana - Sponsored by J.Bird Provisions
August 11	Delilah DeWylde	Rockabilly - Sponsored by Round Lake Legal, PLLC.

Budget for the year: \$5,000
- \$4,000 bands
+ **\$1,500 from sponsors**
= **\$2,500 for promotion**

ATTACHMENTS:

- ▣ Resilient Heritage Lakeshore Grant
- ▣ Draft National Register District Boundary

RESILIENT LAKESHORE HERITAGE GRANT

SUPPORTING INVESTMENTS IN THE
IRREPLACEABLE HERITAGE ASSETS OF
MICHIGAN'S RURAL LAKESHORE COMMUNITIES



APPLICATION WINDOW OPENS JUNE 1 | GET THE FULL DETAILS AT
WWW.MIPLACE.ORG/HISTORIC-PRESERVATION/PROGRAMS-AND-SERVICES/LAKESHORE-HERITAGE-GRANT

ELIGIBLE COMMUNITIES

Grant funding is available in lakeshore communities under 50,000 in population that participate in the [Certified Local Government \(CLG\) program](#) or [Michigan Main Street \(MMS\) program](#), or communities that have been certified as a [Redevelopment Ready Community \(RRC\)](#). As of April 2022, eligible communities include:

- ALPENA
- BAY CITY
- BOYNE CITY
- CALUMET
- CHARLEVOIX
- CHEBOYGAN
- ESCANABA
- GRAND HAVEN
- HART
- HOLLAND
- HOUGHTON
- MANISTEE
- MACKINAC ISLAND
- MARQUETTE
- MENOMINEE
- MONROE
- MUSKEGON
- PETOSKEY
- ROGERS CITY
- SAGINAW
- SAULT STE MARIE
- SOUTH HAVEN
- TRAVERSE CITY

PROGRAM BASICS

ELIGIBLE APPLICANTS:

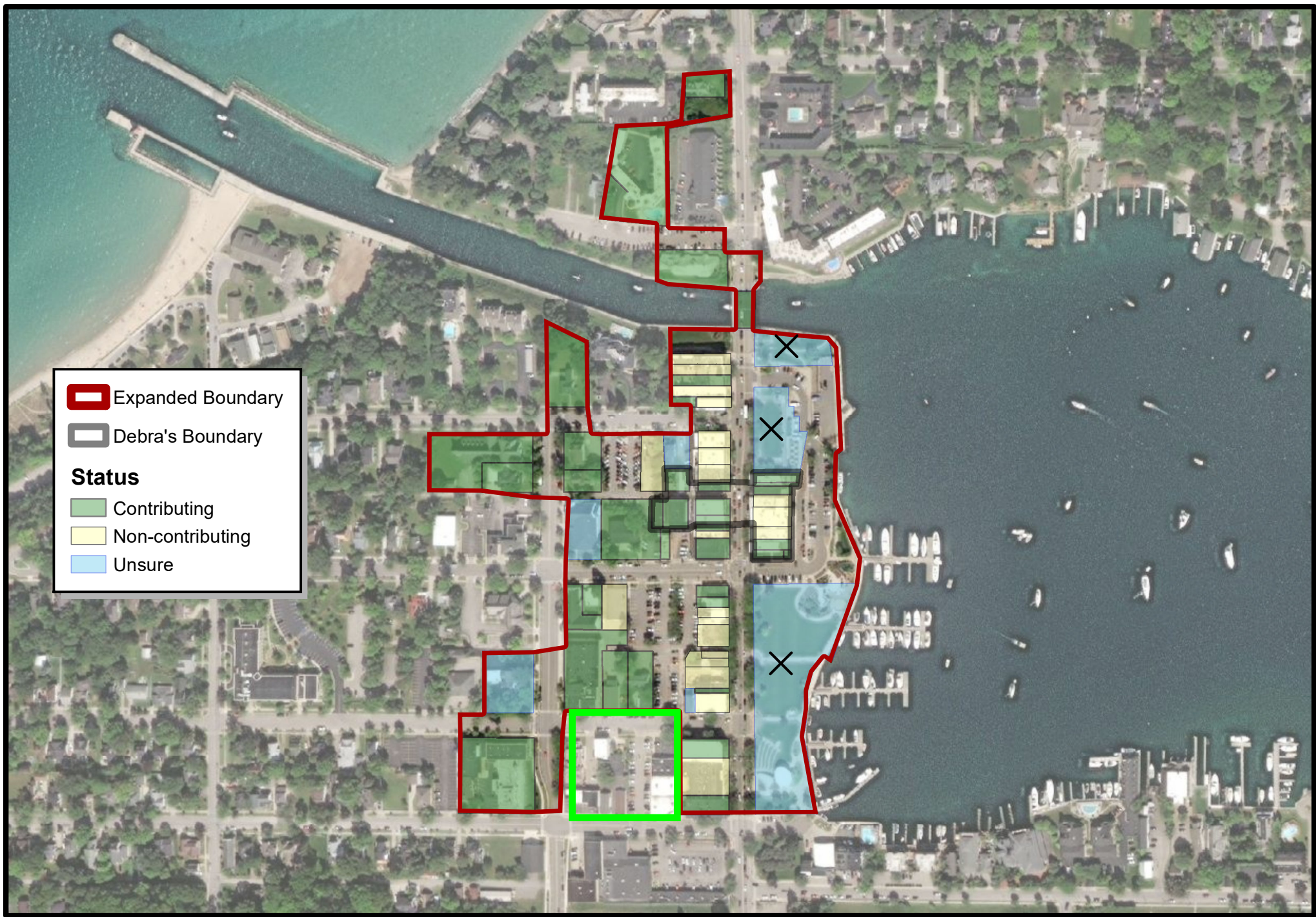
- LOCAL UNITS OF GOVERNMENT
- NON-PROFIT ORGANIZATIONS
- PUBLIC ENTITIES
- BUSINESS OWNERS (MICHIGAN-BASED)
- NON-RESIDENTIAL PROPERTY OWNERS

FUNDING: \$30,000—\$100,000/GRANT

MATCH: 10% MINIMUM

ELIGIBLE ACTIVITIES:

- STRUCTURAL REPAIRS AND STABILIZATION
- EXTERIOR FINISHES, FEATURES, SPACES
- INTERIOR FINISHES, FEATURES, SPACES
- WINDOW/DOOR REPAIR/REPLACEMENT
- STOREFRONT REHABILITATION
- BUILDING SYSTEM UPGRADES
- ACCESSIBILITY IMPROVEMENTS
- ENERGY EFFICIENT UPGRADES



Charlevoix Central District -- For Discussion Only

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

Reports

TITLE: Destination Creation Course Report Out

DATE: April 25, 2022

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

Our first "class" of Destination Creation Course has graduated! I've started to collect feedback from the group of seven Charlevoix businesses and here are some excerpts:

What do you feel would be a fair price for this course?

\$250+

\$250

\$250-\$300

\$350

Any areas the Facilitator did particularly well? Any areas of improvement for your Facilitator?

Lindsey did a nice job leading the discussions, but occasionally conversation derailed a bit. Which is to be expected in a larger group with lots of thoughts and opinions.

Lindsey got us to dig deep in different ways to think about what makes our business stand out from others.

All of the content was presented very well. It was easy to understand and follow along.

The facilitator was amazing

Facilitator was good at keeping discussion going; maybe have specific "other topics" outside of the lesson questions.

Please provide a testimonial about your overall experience.

To me, this course offered a lot of thought-provoking content. I left every class with a new idea that I could implement into our business practices. We don't have a signature product or service, so it took critical thinking to find the characteristic that sets us apart from other similar businesses. I feel like this course is perfect for someone with a signature product or service, and if you don't have those qualities, it will take some time to figure out your "thing". Some aspects did seem a little "gimmicky" but if I felt a tactic didn't fit our ethics, I left it behind. I found the guest interviews to be very interesting too!

Grateful I participated in this course. The time spent was a commitment but it was worth it. I grew my confidence as a next-generation business owner. Now that I have more confidence in my abilities, I have more ideas for growing the business

The content was very helpful. It brought up very good points that I hadn't thought of before. I feel like it was overall a very good and well thought out course.

I loved loved loved this course. I thought it was a genius way of looking at all aspects of my business and gave me such great ideas and inspiration. The bonding aspect of everyone in class was priceless and I would recommend it to anyone who owns a small boutique business

The Destination Creation course provided an abundance of unique information that I have never experienced in other trainings. Jon Schallert's experience is unmatched and he is an engaging speaker. The class interaction amongst fellow business owners was so important and the course would not be the same without that aspect (i.e. if it were online). The course challenged me to take my business to the next level and provided the tools to do it!

Please share your "Unique Positioning Statement" below.

The Clothing Company, open 362 days a year, is Charlevoix's only multi-generational clothing store! Family-owned and operated, we are known for our quality clothing, shoes, accessories, and unmatched customer service. We carry respected and current brands that suit the Up North lifestyle. Charlevoix's cornerstone store since 1975!

Charlevoix Wear has been family owned and operated since 1985 with one idea in mind; to provide quality, colorful, nostalgic tee-shirts and sweatshirts for the whole family. The original stacked, "sailboat" sweatshirt is what started it all, people travel from near and far to purchase this iconic design every year. Families have been shopping at Charlevoix Wear for generations, picking out a tee-shirt to commemorate their time in Charlevoix The Beautiful. Come visit Northern Michigan's oldest, family-run, tee-shirt business. We have sizes and styles for everyone!

Mushroom House Tours is voted the #1 "Thing to Do" in downtown Charlevoix and the ONLY tour company in America that visits over 26 houses built and designed by the same architect.

Thistle is your premier women's clothing destination in downtown Charlevoix for sophisticated casual styles and outstanding personalized service. Our team will style you head to toe and make

you feel confident and understood throughout the process. We carry signature items such as the Magic Sweater, Spanx clothing, Charleston shoes, Swan Creek candles, Doggie Denim, and our sustainable reusable shopping tote. Fill your senses and have a ball at Thistle!

ATTACHMENTS:

- ▣ Participants
- ▣ Graduates





CERTIFICATE
OF COMPLETION
Kristi Schubert / Northbound

CERTIFICATE
OF COMPLETION
Desire Weller / Thistle

CERTIFICATE
OF COMPLETION
Ellen Pear

CERTIFICATE
OF COMPLETION
Jill Opest

CERTIFICATE
OF COMPLETION
Jill Opest / The Clothing Company

CERTIFICATE
OF COMPLETION
Jill Opest / Charlevoix Wear

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

Old Business

TITLE: 109 Bridge Park Drive Update

DATE: April 25, 2022

PRESENTED BY: Maureen Owens, Chair

BACKGROUND:

During the Executive Committee meeting on April 14th, member Silva suggested to recommend to the DDA Board that John Murray receive commission for a tenant that he successfully recruits with a payment equal to the first month's rent of a new lease.

An additional item to consider in relation to this property is to request the Planning Commission to consider a change in how the Zoning Ordinance, specific to signage, applies to this building. Zoning Administrator Jonathan Scheel suggested it as a way to help ensure the future success of any tenants who are located in the space.

RECOMMENDATION:

Motion to approve paying a commission equal to one month's rent to John Murray for securing a 2nd tenant for the Bridge Park Drive building.

Motion to request the Planning Commission to consider adjusting signage requirements for the Bridge Park Building to improve visibility of commercial tenants.

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

Old Business

TITLE: Downtown Maps Discussion

DATE: April 25, 2022

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

During the March Regular meeting after reviewing the proposal and draft design presented by Scott Kruger, the Board formed a subcommittee to discuss other possibilities for the printing of downtown Charlevoix maps.

The subcommittee consists of former board member Amanda Wilkin, member Oosthuizen, and member Dreyer. They met on Tuesday, April 5th to discuss the topic and explore options.

An estimate was obtained by Wilkin from **Mitchell Graphics** that would cover the following:

Mitchell Graphics was able to confirm that they would be able to design the map for around \$500. They would be willing to give us an illustrator file that is editable so we could make changes on our own. I don't have quoted price for the 4 panel fold that you all preferred over the 6 panel, but I'm assuming the cost would be too much different than the less than \$2,500 for the folded and additional padded copies (10,000 copies total).

I spoke with the design team and they confirmed we are able to setup those map files! They asked for 6 hours (\$480) and can provide those in Illustrator for your designer to add points of interest.

An estimate was also obtained from **Harbor House Publishers**, who we have used for the last several years, just to ensure we were comparing current rates.

Charlevoix Downtown Map updates, design, production,

Manufacture 10,000 copies, per quotation

File conversions for The Wood Shop for kiosks

Balance due----- \$5,346.80

Committee members reviewed these options and recommend that we work with Mitchell Graphics this year for a significant cost savings with a comparable quality as the maps that have been printed before.

RECOMMENDATION:

Motion to work with Mitchell Graphics on the 2022 Downtown Charlevoix map.

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

Old Business

TITLE: Public Restroom Discussion

DATE: April 25, 2022

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

During the March regular meeting I was instructed to research modular restroom options that could be considered in lieu of the restroom trailer option that has been explored in recent months. I've attached some estimates and info that I've received from several companies for your review.

Mayor Kurtz will also provide an update related to the strong recommendation that the DDA made for City Hall restrooms to be open more often.

Estimate #1

I prepared an estimate for Green Flush's Aspen single cabin (\$74,750.00) and Durango I (\$101,500), II (\$104,500) and Breckenridge double (\$116,400) restroom models which you can see at this link. You can select/un-select options and the estimates will re-total.

In addition the following information gives you a good overview of Green Flush.

- These videos may be of interest Green Flush at American Lake Veteran's Golf Course shows an installation of a single cabin restroom model that is not connected to a sewer line. Green Flush Restroom at Cordata Park is a utility connected larger restroom.
- Lead time for a Green Flush restroom is typically about 5-8 months. This includes the time required to have engineering drawings approved.
- Here is a video showing the site prep and installation work required for placing one of our restrooms.
- For a look at most of the interior options Green Flush offers, go to greenflushrestrooms.com/customize-restroom-interior.
- Most of the exterior options are listed at greenflushrestrooms.com/siding-roofing-options.
- If the restroom is not connected to sewer, pumping should cost roughly \$0.15 per use. So 10,000 uses a year will result in \$1,500 a year in pumping charges, depending on local pumpers' rates. If not connected to water, water will need to be brought to the restroom by collecting rainwater, using an irrigation line or water truck.

Estimate #2:

Public Restroom Company

Ok, so our PS-011 (1 stall) or our PS-022 (2 stall) Restrooms are what you would ideally need. Rough budgetary pricing for each would be **\$159-189k** and **\$189-219k** installed.

Our pricing includes MI state approved and stamped drawings, MI state permitting, your restroom built in our state of the art climate-controlled plant, transportation to site, crane installed, our crew on site for 3-5

days, turnkey ready to run when we leave. Its virtually all inclusive. What you would need to do are; 1) Prepare a rock pad (perimeter footing if required) for us to put your building on, and bring utilities (water, sewer, electrical) within 6' of the exterior for your locally licensed utility installer to do the final tie in. Let me go ahead and include a copy of our Scope of Work as well as our Pad Prep Plan for you to review.

We also back our product with a 5-year component Warranty as well as an unparalleled 20-year structural Warranty.

Estimate #3:

Thank you for your interest in Modular Connections (\$85,895), please find attached our proposal for a 10X18 Restroom Building. Also, attached are some sample layout drawings of the building. Foundation design and off-loading diagram are included as well.

All permits, foundation installations, off-loading, and access to site will be the responsibility of others. See the attached quotation for items we are quoting on.

RECOMMENDATION:

Board discussion and direction.

ATTACHMENTS:

- ▣ Estimate #1
- ▣ Estimate #2 Info
- ▣ Estimate #2 Info B
- ▣ Estimate #2 Scope of Work
- ▣ Estimate #2 Site Prep Plan
- ▣ Estimate #3 Info
- ▣ Estimate #3 Floor Plan
- ▣ Estimate #3 Site Prep Specs
- ▣ Estimate #3 Plan
- ▣ Estimate #3 Example
- ▣ Estimate #3 Example
- ▣ Estimate #3 Specs
- ▣ Estimate #3 Info B
- ▣ Estimate #3 Offload
- ▣ Estimate #3 Pricing

Estimate

Please request a formal quote when you are within 30 days of procurement.

Client Charlevoix MI
Project Downtown restroom
Date 4/18/2022

Click the box to the left of the option to select it. This will adjust the total at the bottom.

Click on images and floor plans to make them larger.

Estimate includes delivery. Estimate does not include tax, installation, or site work.

Aspen Model Options	Price	QT Y	Subtotal
Aspen base model  	\$71,000.00	1	\$71,000.00
☐ Vault Allows for geothermal cooling/warming or operation without sewer, and/or water connections 	\$9,000.00	1	\$9,000.00
☐ Covered porch 	\$7,500.00	1	\$7,500.00
☐ Savings from connecting to pressurized potable water	-\$3,000.00	1	-\$3,000.00

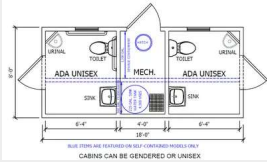
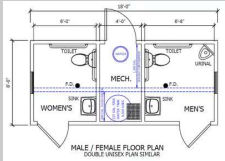
☒ Panel for connection to on-site electricity	\$0.00	1	\$0.00
☐ Solar power 	\$2,800.00	1	\$2,800.00
☒ Heaters Needed for year-round use	\$400.00	2	\$800.00
☐ Water heater	\$900.00	1	\$900.00
☐ Extra insulation May be required for heaters in certain climates	\$2,400.00	1	\$2,400.00
☐ Hand Dryer Instead of or in addition to paper towel dispenser, requires connection to on-site power  	\$1,100.00	1	\$1,100.00
☒ Interior light	\$300.00	2	\$600.00
☒ Exterior light	\$300.00	1	\$300.00
☒ Concrete floor Should come with a thick broom finish 	\$0.00	1	\$0.00
☐ Stained concrete floor Should come with a thick broom finish 	\$350.00	1	\$350.00

☒ Interior FRP walls Different colors are available 	\$0.00	1	\$0.00
☐ Interior tile walls - wainscot Twice the cost for tile up to 7'4" 	\$4,000.00	1	\$4,000.00
☒ 30 year shingle roof 	\$0.00	1	\$0.00
☐ Metal roof 	\$3,000.00	1	\$3,000.00
☐ Vertical groove siding Not available with concrete block 	\$0.00	1	\$0.00
☒ Board & batten siding 	\$1,000.00	1	\$1,000.00

☐ Lap siding 	\$900.00	1	\$900.00
☐ Shake siding 	\$1,200.00	1	\$1,200.00
☐ Allura lap siding Looks like stained wood 	\$5,100.00	1	\$5,100.00
☐ Stone siding wainscot 4' high 	\$5,200.00	1	\$5,200.00
☐ "Touchless" sensor operated toilet flushometer Instead of standard flushometer 	\$550.00	1	\$550.00
☒ "Touchless" sensor operated sink faucet Instead of a standard sink faucet 	\$400.00	1	\$400.00
☐ Automatic door locks	\$2,600.00	1	\$2,600.00

☐ Rainwater collection Not compatible with water connection	\$3,400.00	1	\$3,400.00
☐ Green roof foundation Shed roof with membrane roofing, fortified rafters and side flashing. Green roofing to be installed by others. Here's a link to the Green Roof Alliance for the Bay Area. http://greenroofalliance.com/	\$2,000.00	1	\$2,000.00
☐ Wastewater level indicator Gauge in mechanical room showing wastewater levels in the vault	\$700.00	1	\$700.00
 			
☐ Wastewater and flush water indicators Gauge in mechanical room showing wastewater and flushwater levels in vault	\$1,200.00	1	\$1,200.00
 			
☐ Occupancy indicator	\$150.00	1	\$150.00
 			
☒ Baby changing table	\$650.00	1	\$650.00
 			
☐ Adult changing table	\$3,700.00	1	\$3,700.00
 			

☐ Crane rental through Green Flush 	\$3,000.00	1	\$3,000.00
☐ On-site install supervision A Green Flush representative will be on-site to direct and assist with the install	\$2,500.00	1	\$2,500.00
☐	Total		\$74,750.00

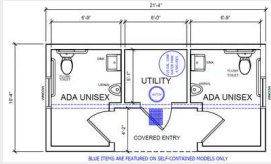
Durango Model Options	Price	QTY	Subtotal
Durango I base model   	\$100,000.00	1	\$100,000.00
☐ Durango II base model Instead of Durango base model   	\$3,000.00	1	\$3,000.00
☐ Vault Allows for geothermal cooling/warming or operation without sewer, and/or water connections 	\$10,000.00	1	\$10,000.00
☐ Savings from connecting to pressurized potable water Savings does not apply for restrooms with connection to sewer and water	-\$3,000.00	1	-\$3,000.00
☒ Panel for connection to on-site electricity	\$0.00	1	\$0.00
☐ Solar power 	\$2,800.00	1	\$2,800.00
☐ Heaters Needed for year-round use	\$400.00	3	\$1,200.00
☐ Water heater	\$900.00	1	\$900.00
☐ Extra insulation May be required for heaters in certain climates	\$3,350.00	1	\$3,350.00

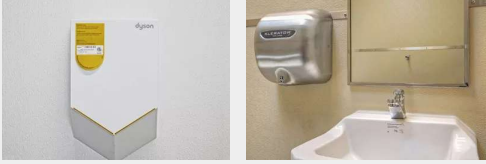
☐ Hand Dryers Instead of or in addition to paper towel dispenser, requires connection to on-site power 	\$1,100.00	2	\$2,200.00
☒ Interior lights	\$300.00	3	\$900.00
☒ Exterior lights	\$300.00	2	\$600.00
☒ Concrete floor 	\$0.00	1	\$0.00
☐ Stained concrete floor 	\$700.00	1	\$700.00
☐ Interior FRP walls Different colors are available 	\$0.00	1	\$0.00
☐ Interior tile walls - 4' wainscot FRP on top, makes it easy to hose down restroom interior 	\$8,000.00	1	\$8,000.00

☐ Full tile walls up to 7'6"	\$17,500.00	1	\$17,500.00
			
☒ 30 year shingle roof	\$0.00	1	\$0.00
			
☐ Metal roof	\$3,900.00	1	\$3,900.00
			
☐ Vertical groove siding	\$0.00	1	\$0.00
 			
☐ Board & batten siding	\$1,400.00	1	\$1,400.00
 			
☐ Lap siding	\$1,300.00	1	\$1,300.00
 			

☐ Shake siding 	\$1,700.00	1	\$1,700.00
☐ Allura lap siding Looks like stained wood 	\$7,100.00	1	\$7,100.00
☐ Stone siding wainscot 4' high 	\$7,200.00	1	\$7,200.00
☐ "Touchless" sensor operated toilet flushometer Instead of standard flushometer 	\$550.00	2	\$1,100.00
☐ "Touchless" sensor operated sink faucet Instead of a standard sink faucet 	\$400.00	2	\$800.00
☐ Automatic door locks	\$4,100.00	1	\$4,100.00
☐ Rainwater collection Not compatible with water connection	\$3,400.00	1	\$3,400.00

☐ Green roof foundation Shed roof with membrane roofing, fortified rafters and side flashing. Green roofing to be installed by others. Here's a link to the Green Roof Alliance for the Bay Area. http://greenroofalliance.com/	\$2,000.00	1	\$2,000.00
☐ Occupancy indicators 	\$150.00	2	\$300.00
☐ Baby changing tables 	\$650.00	2	\$1,300.00
☐ Adult changing tables 	\$3,700.00	2	\$7,400.00
☐ Crane rental through Green Flush 	\$3,000.00	1	\$3,000.00
☐ On-site install supervision A Green Flush representative will be on-site to direct and assist with the install	\$2,500.00	1	\$2,500.00
☐	Total		\$101,500.00

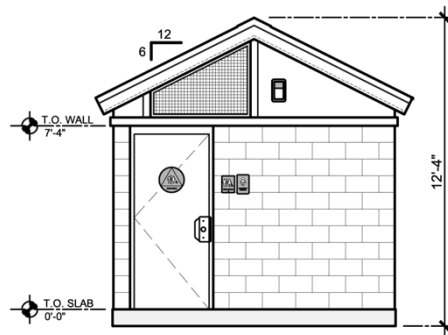
Breckenridge Model Options	Price	QTY	Subtotal
Breckenridge base model Instead of Durango base model  	\$114,000.00	1	\$114,000.00
☐ Vault Allows for geothermal cooling/warming or operation without sewer, and/or water connections 	\$14,000.00	1	\$14,000.00
☐ Savings from connecting to pressurized potable water Savings does not apply for restrooms with connection to sewer and water	-\$3,000.00	1	-\$3,000.00
☒ Panel for connection to on-site electricity	\$0.00	1	\$0.00
☐ Solar power 	\$2,800.00	1	\$2,800.00
☒ Heaters	\$400.00	3	\$1,200.00
☐ Water heater	\$900.00	1	\$900.00
☐ Extra insulation May be required for heaters in certain climates	\$4,800.00	1	\$4,800.00

☐ Hand Dryers Instead of or in addition to paper towel dispenser, requires connection to on-site power 	\$1,100.00	2	\$2,200.00
☒ Interior lights	\$300.00	3	\$900.00
☒ Exterior lights	\$300.00	1	\$300.00
☒ Concrete floor 	\$0.00	1	\$0.00
☐ Stained concrete floor 	\$850.00	1	\$850.00
☐ Interior FRP walls Different colors are available 	\$0.00	1	\$0.00
☐ Interior tile walls - wainscot Twice the cost for tile up to 7'4" 	\$9,200.00	1	\$9,200.00

☐ Full tile walls up to 7'6"	\$20,000.00	1	\$20,000.00
			
☒ 30 year shingle roof	\$0.00	1	\$0.00
			
☐ Metal roof	\$5,070.00	1	\$5,070.00
			
☒ Vertical groove siding	\$0.00	1	\$0.00
 			
☐ Board & batten siding	\$2,000.00	1	\$2,000.00
 			
☐ Lap siding	\$1,900.00	1	\$1,900.00
 			

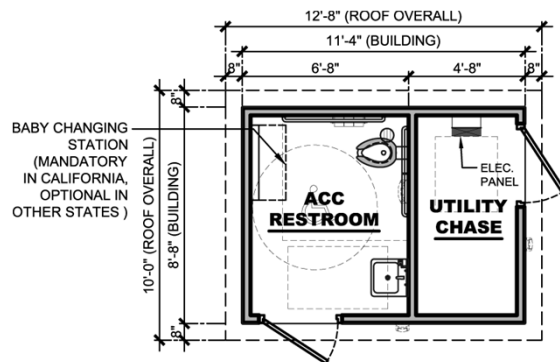
☐ Shake siding 	\$2,500.00	1	\$2,500.00
☐ Allura lap siding Looks like stained wood 	\$10,300.00	1	\$10,300.00
☐ Stone siding wainscot 4' high 	\$10,400.00	1	\$10,400.00
☐ "Touchless" sensor operated toilet flushometer Instead of standard flushometer 	\$550.00	2	\$1,100.00
☐ "Touchless" sensor operated sink faucet Instead of a standard sink faucet 	\$400.00	2	\$800.00
☐ Automatic door locks	\$4,100.00	1	\$4,100.00
☐ Rainwater collection Not compatible with water connection, \$1,500 less with a shed style room	\$5,000.00	1	\$5,000.00

☐ Occupancy indicators 	\$150.00	2	\$300.00
☐ Baby changing tables 	\$650.00	2	\$1,300.00
☐ Adult changing tables 	\$3,700.00	2	\$7,400.00
☐ Crane rental through Green Flush 	\$3,500.00	1	\$3,500.00
☐ On-site install supervision A Green Flush representative will be on-site to direct and assist with the install	\$2,500.00	1	\$2,500.00
☐	Total		\$116,400.00



ELEVATION

SCALE: 1/8"=1'0"



FLOOR PLAN

SCALE: 1/8"=1'0"

NOTE: STAINLESS FIXTURES

NOTE:
DOOR PICTOGRAM
(MANDATORY IN CALIFORNIA)
OPTIONAL IN OTHER STATES



PERSPECTIVE

(FINISHES SUBJECT TO CHANGE)

RESTROOM BUILDING

PS-011 PLAYGROUND SERIES

45 USERS/HR.



www.PublicRestroomCompany.com

2587 BUSINESS PARKWAY

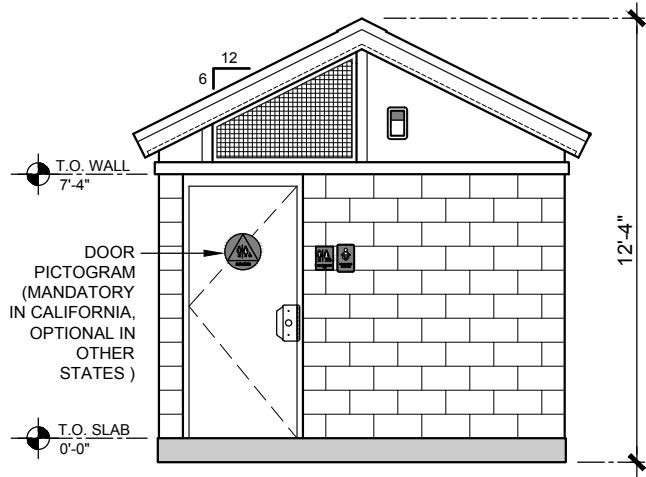
MINDEN NEVADA 89423

P: 888-888-2060 F: 888-888-1448

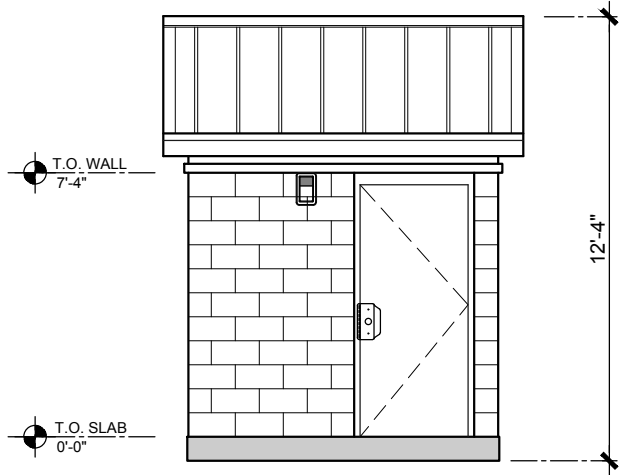
BUYBOARD 2019

ARTIST IMPRESSION: 3D RENDERING ONLY FOR REPRESENTATION. COLORS AND MATERIALS ARE SUBJECT TO CHANGE
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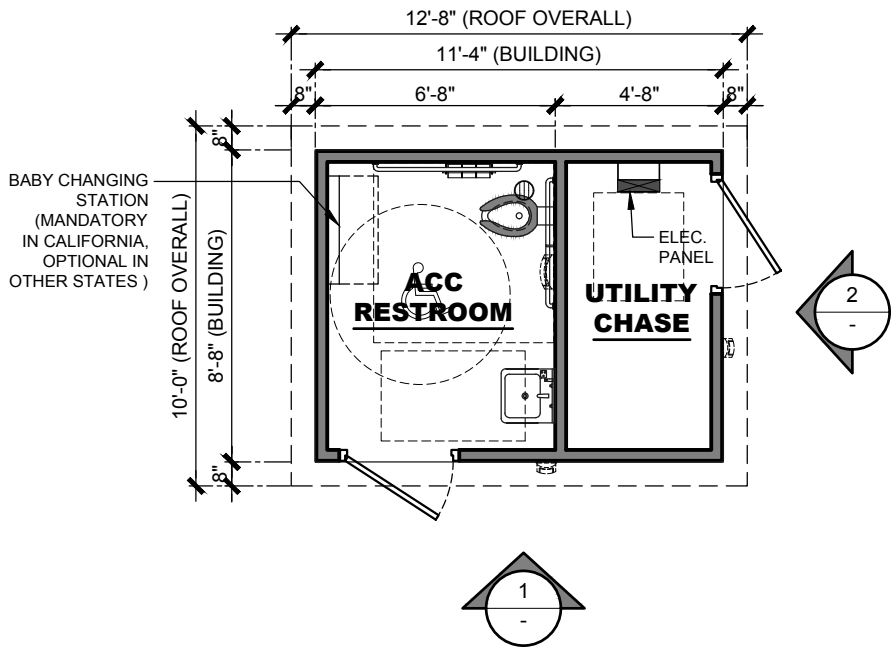
PLAYGROUND SERIES



ELEVATION 1
SCALE: 3/16"=1'-0"

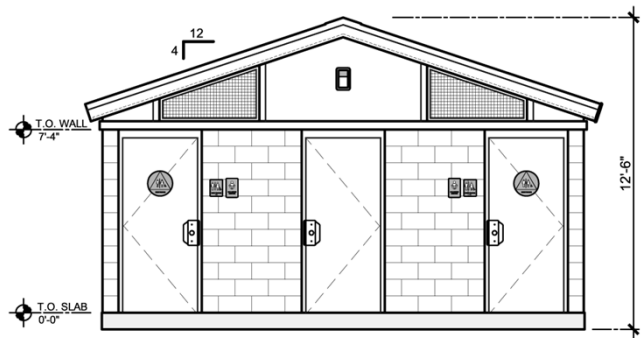


ELEVATION 2
SCALE: 3/16"=1'-0"



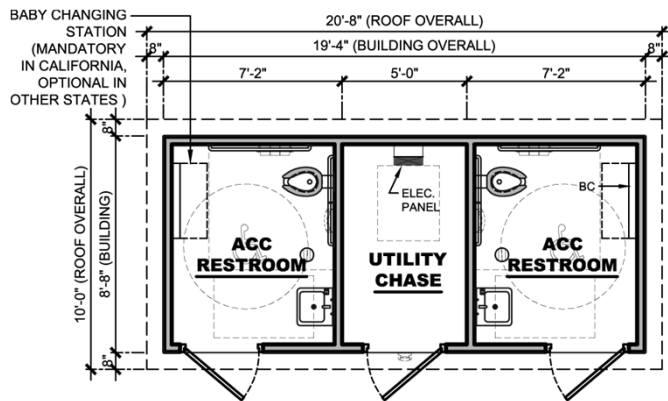
FLOOR PLAN
SCALE: 3/16"=1'-0"
W/ STAINLESS STEEL FIXTURE

 PUBLIC RESTROOM COMPANY Building Better Places To Go.™	COPYRIGHT 2019 PUBLIC RESTROOM COMPANY THIS MATERIAL IS THE EXCLUSIVE PROPERTY OF PUBLIC RESTROOM COMPANY AND SHALL NOT BE REPRODUCED, USED, OR DISCLOSED TO OTHERS EXCEPT AS AUTHORIZED BY THE WRITTEN PERMISSION OF PUBLIC RESTROOM COMPANY.	BUILDING TYPE: RESTROOM BUILDING PROJECT: PS-011 CITY, STATE	REVISION # -	REVISION DATE: -	SHEET# -
			PROJECT #: -	DRAWN BY: -	
				START DATE: -	MAX. PERSON / HOUR: 45 S
				DRAWN BY: -	



ELEVATION

SCALE: 1/8"=1'0"



FLOOR PLAN

SCALE: 1/8"=1'0"

NOTE: STAINLESS FIXTURES



PERSPECTIVE

(FINISHES SUBJECT TO CHANGE)

RESTROOM BUILDING
PS-022
PLAYGROUND SERIES

90 USERS/HR.



www.PublicRestroomCompany.com

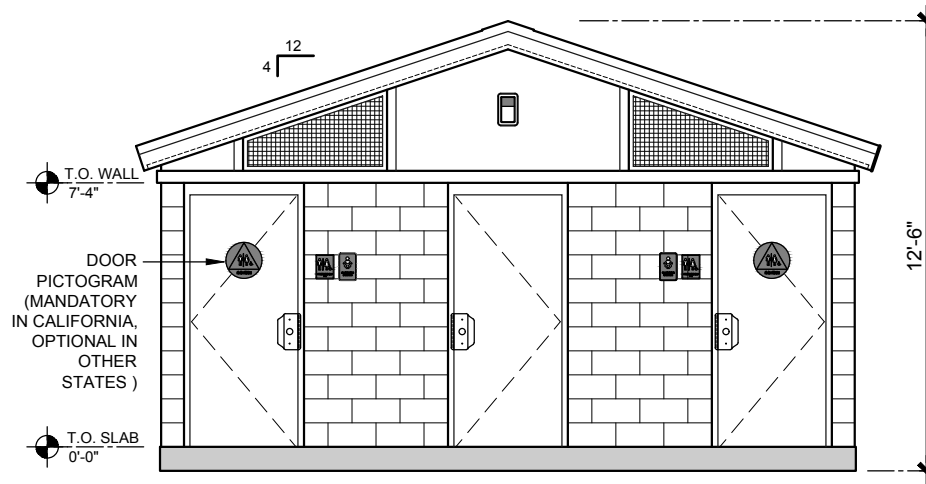
2587 BUSINESS PARKWAY

MINDEN NEVADA 89423

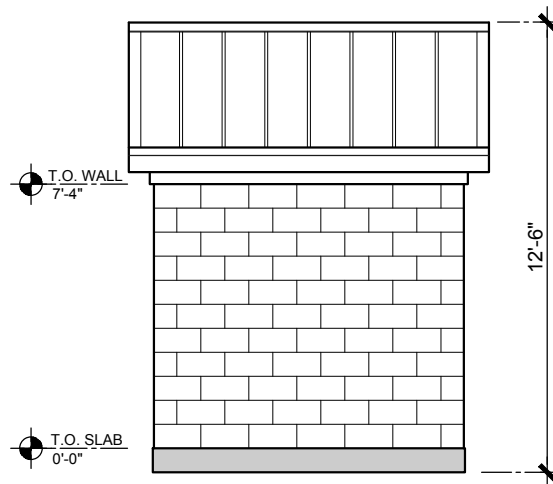
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BUYBOARD 2019

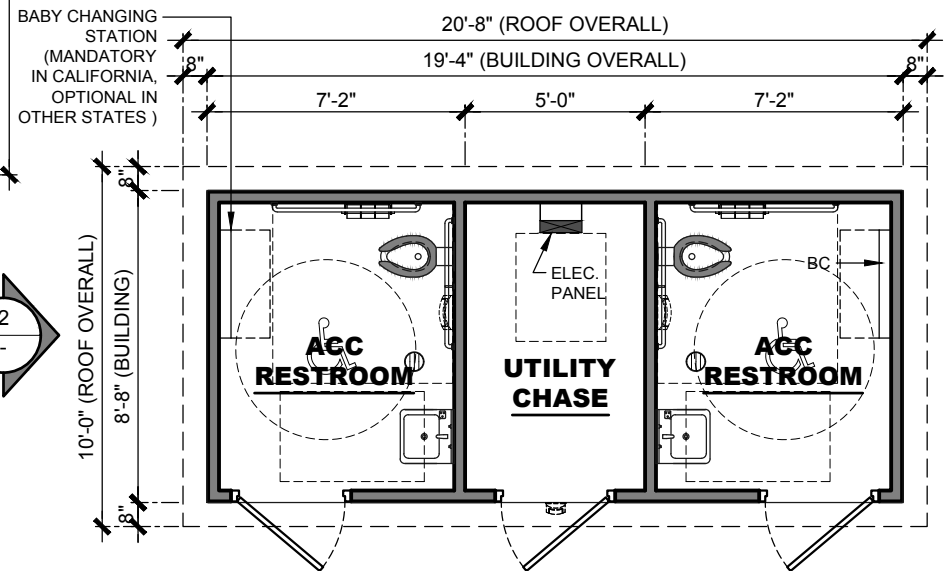
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ELEVATION 1
SCALE: 3/16"=1'-0"



ELEVATION 2
SCALE: 3/16"=1'-0"



FLOOR PLAN
SCALE: 3/16"=1'-0"
W/ STAINLESS STEEL FIXTURE



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BUILDING TYPE:

RESTROOM BUILDING

PROJECT:

PS-022
CITY, STATE

REVISION #

-

PROJECT #:

-

REVISION DATE:

-

DRAWN BY:

-

START DATE:

-

DRAWN BY:

-

SHEET#

MAX. PERSON / HOUR:

90 S

SCOPE OF WORK

PRC RESPONSIBILITIES

PROVIDE PLANS: We provide two sets of plans, first is design/development plans for your approval and color finalization. Once approved plans are returned, we procure and forward you the “State Approved and Stamped” plans and engineering calculations to support any local building department requirements.

CONSTRUCTION OF BUILDING: We manage quality control and third party certification on the in factory/off site construction to comply with approved plans and State requirements.

PERMITS: Manufacturing and transportation permits provided by PRC.

UTILITY CONNECTIONS: Our field staff will run the utilities from the building pad to the 6’ (POC) point of connection outside of the building pad, and make all interior connections providing services are available. If services are not available at time of installation, connections become your responsibility. When services are available, all utility connections inside the building are then tested by our site crew.

DELIVERY AND INSTALLATION: PRC will install the building turn-key. Site crew, transportation costs, crane costs, and applicable taxes are also paid by PRC.

WARRANTY: All work preformed by PRC shall be warranted to the owner to be free of defects in materials, workmanship, and title for 5 years for all components and 20 years for the structure, from the date of acceptance of the completed work.

CUSTOMER RESPONSIBILITIES

PROVIDE SITE ACCESS: You certify and provide suitable access to proposed building site. Suitable access is 14’ minimum width, 16’ minimum height clearance, & sufficient turning radius for a 70’ tractor trailer and crane.

PREPAIR BUILDING PAD: Preliminary building pad and footing plans (if footings are required) along with specifications will be supplied by PRC. It will be your responsibility to have the plans approved and stamped by a local engineer familiar with local soils, obtain local permit, and prepare the site to receive the building by time of delivery.

UTILITY CONNECTIONS: You are to bring the water, sewer, & electrical connections to a (POC) point of connection within 6’ of building pad and make final connections at the POC then run power to the breaker box.

BUILDING PERMITS: You are to provide necessary permits for the site work and utility work.

OWNER / GENERAL CONTRACTOR AND PUBLIC RESTROOM COMPANY RESPONSIBILITIES

PUBLIC RESTROOM COMPANY RESPONSIBILITIES:

1. PROVIDE FULL ARCHITECTURAL PLANS AND ENGINEERING CALCULATIONS, STAMPED BY STATE GOVERNING AGENCY SUITABLE FOR GENERAL CONTRACTOR TO FILE FOR REQUIRED BUILDING PERMIT.
2. FURNISH AND INSTALL UNDERGROUND UTILITIES UNDER SLAB (INCLUDING TRENCHING) EXTENDING 6 FEET MAX. BEYOND THE BUILDING LINE, MIN. OF 24" - MAX OF 36" BELOW GRADE.
3. FURNISH AND INSTALL SLAB TO FOUNDATION ANCHORS PER DETAILS INCLUDED HEREIN. APPLICABLE ONLY TO BUILDINGS WITH FOUNDATIONS.

GENERAL NOTES:

1. THE DIFFERENCE IN THE ELEVATION BETWEEN THE FINISH FLOOR OF THE BUILDING AT EXTERIOR DOORS AND THE SIDEWALK OUTSIDE IS 1/4" MAX. PRC RECOMMENDS SIDEWALK TO BE FLUSH WITH FINISH FLOOR AT ALL DOORS.
2. THE PLAN & DETAILS HEREIN ARE SPECIFIC TO THE BUILDING SIZE AND MODULE CONFIGURATION OF THIS BUILDING MODEL.

OWNER / GENERAL CONTRACTOR RESPONSIBILITIES:

1. PREPARE BUILDING PAD AND OR FOUNDATION.
2. PROVIDE SITE PLAN & ENGINEERED FOUNDATION PLAN (IF APPLICABLE) AND ATTACH IT TO THE PUBLIC RESTROOM COMPANY'S DEPARTMENT OF HOUSING APPROVED DOCUMENTS AND OBTAIN NECESSARY PERMITS FROM LOCAL JURISDICTION.
3. VERIFY AND SCHEDULE NECESSARY INSPECTIONS WITH LOCAL JURISDICTION FOR SITE PERFORMED WORK BY OTHERS, AND FOR UNDER BUILDING SLAB PLUMBING CONNECTIONS MADE BY PRC.
4. COORDINATE SEWER INVERT ELEVATION WITH THE PUBLIC RESTROOM COMPANY PRIOR TO BUILDING INSTALLATION, VERIFY & COORDINATE LOCATION OF EXISTING UTILITIES INCLUDING WATER METER SIZE, TYPE, AND LOCATION OF EXISTING UTILITIES COMING INTO THE BUILDING SUPPLIED BY PRC
5. MAKE FINAL UTILITY CONNECTIONS (INCLUDING NECESSARY UTILITY BOXES).
6. PREPARE SITE FOR MINIMUM ALLOWABLE SOIL BEARING PRESSURE OF 1,500 psf, WITH SUB-GRADE COMPACTED TO 90% M.D.D.
7. SUPPLY AND STOCK PILE REQUIRED QUANTITY OF COARSE MASON SAND WITHIN BUILDING PROXIMITY FOR USE BY PRC FOR UTILITY TRENCH BACKFILL.
8. PROJECTS WITH FOOTINGS: PROVIDE SLEEVES IN FOOTINGS ACCORDING TO UTILITY LOCATION PLAN AND PAD / FOUNDATION PLAN DIRECTION.

GENERAL SITE CONDITION LIABILITY NOTE:

PUBLIC RESTROOM COMPANY (PRC) PROVIDES BUILDING PAD / FOUNDATION PLAN DRAWINGS FOR PLACEMENT OF OUR BUILDING ON SITE FOUNDATIONS / PADS FOR **REFERENCE ONLY**. PRC DRAWINGS DO NOT INCORPORATE SITE DESIGN FOR LOCAL CODES, SOILS CONDITIONS, FOOTING REQUIREMENTS, AND / OR ANY OTHER CONTRIBUTING SITE FACTORS UP TO AN INCLUDING HIGH WATER TABLES. IT IS THE RESPONSIBILITY OF THE OWNER / GENERAL CONTRACTOR TO PROVIDE A PROPER SITE DESIGN TO ACCOMMODATE THE BUILDING AS WELL AS PROVIDE PROPER SITE CRITERIA SO PRC MAY MODEL SEWER, WATER, AND ELECTRICAL DESIGNS WITHIN THE BUILDING. OUR BUILDING DESIGN INCLUDES AN 8" THICK REINFORCED CONCRETE SLAB AND ASSUMES FULL SLAB BEARING ON SOILS WITH A MINIMUM OF 1500 PSF BEARING CAPACITY. OUR BUILDING DESIGNS SURCHARGE THE SOIL BENEATH THE MAT SLAB AT APPROXIMATE 208 PSF. ANY BUILDING FOUNDATION IN ADDITION TO THE INTEGRAL MAT SLAB ARE SHOWN FOR **REFERENCE ONLY** AND SHOULD BE VERIFIED BY A LICENSED SOILS ENGINEER TO CONFORM WITH REQUIRED CODES.

PRC ASSUMES NO LIABILITY FOR THE OWNER OR GENERAL CONTRACTOR ACCEPTANCE OF THESE TYPICAL DRAWINGS WITHOUT VERIFICATION BY A LICENSED SOILS / FOUNDATION ENGINEER.



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BUILDING TYPE:

RESTROOM BUILDING

PROJECT:

-

DATE: - DRAWN BY:

PROJECT #: -

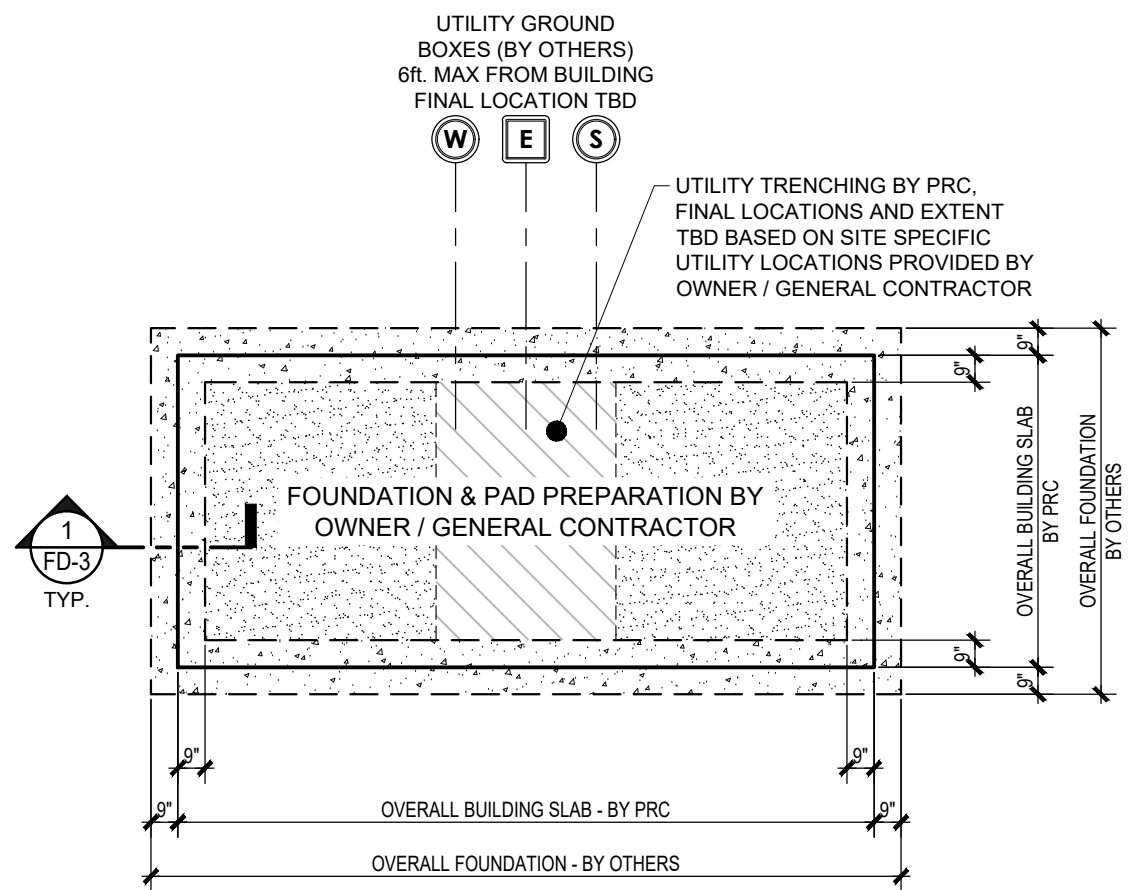
SHEET:

FD-1

1 OF 4

NOTES:

1. BOTTOM OF PRE-FAB BLDG. MANUFACTURERS SLAB IS DEAD FLAT. TOP OF FOOTINGS & COMPACTED BACK FILL MUST BE DEAD LEVEL. POUR FOOTING WITH LASER TRANSIT TO VERIFY TOP OF FOOTING. IF SHIM PLATES ARE REQUIRED A CHANGE ORDER IS REQUIRED.
2. REQUIRED ALLOWABLE SOIL BEARING PRESSURE = 1500 PSF; FIELD VERIFIED BY OTHERS

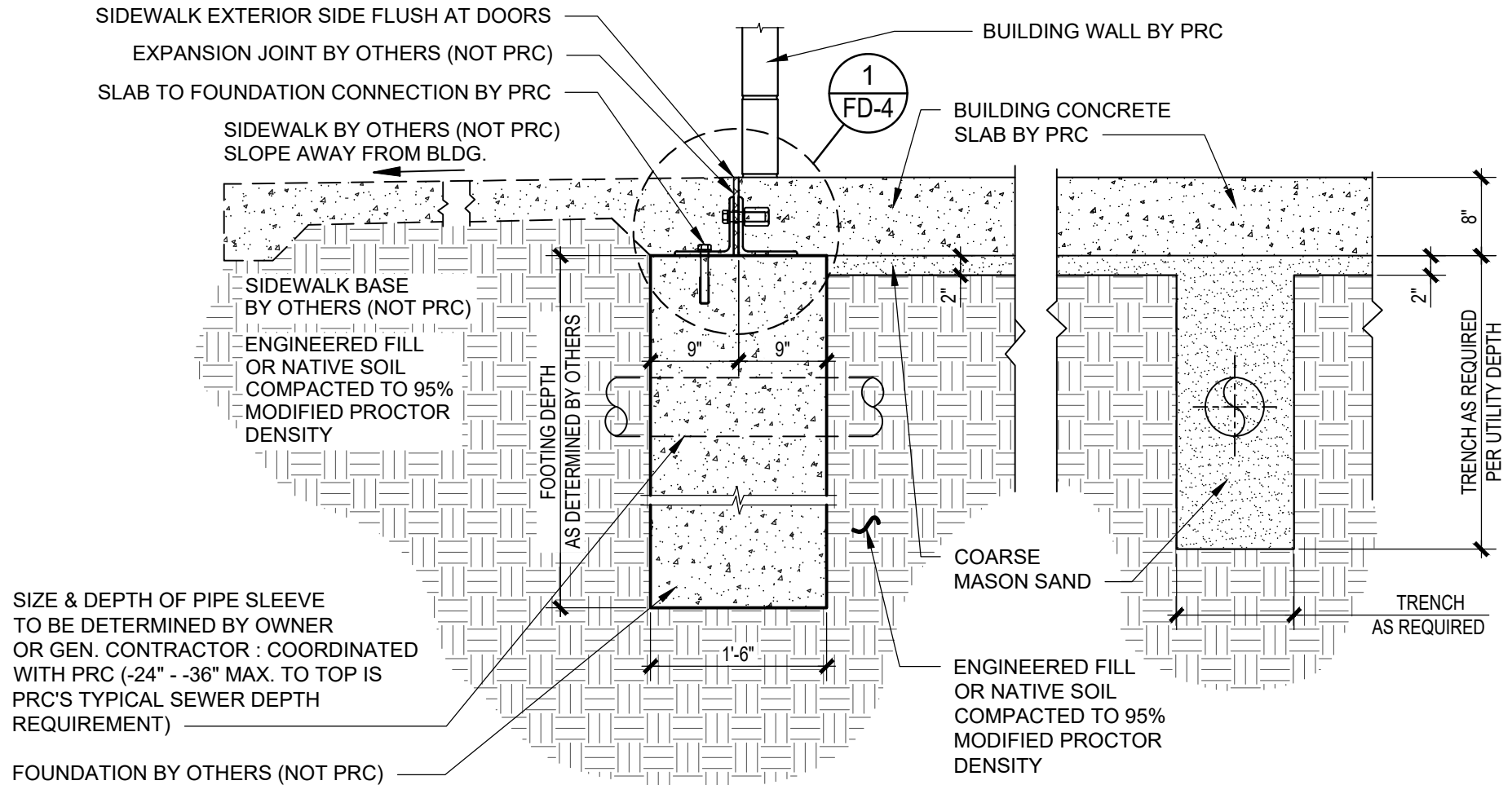


1
FD-2
EXAMPLE FOUNDATION / PAD PREPARATION PLAN
SCALE: NOT TO SCALE

NOTES:

1. BOTTOM OF PRE-FAB BLDG. MANUFACTURERS SLAB IS DEAD FLAT. TOP OF FOOTINGS & COMPACTED BACK FILL MUST BE DEAD LEVEL. POUR FOOTING WITH LASER TRANSIT TO VERIFY TOP OF FOOTING. IF SHIM PLATES ARE REQUIRED A CHANGE ORDER IS REQUIRED.

2. REQUIRED ALLOWABLE SOIL BEARING PRESSURE = 1500 PSF; FIELD VERIFIED BY OTHERS



1
FD-3

TYPICAL FOUNDATION SECTION DETAIL

SCALE: NOT TO SCALE



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BUILDING TYPE:

RESTROOM BUILDING

PROJECT:

DATE: - DRAWN BY:

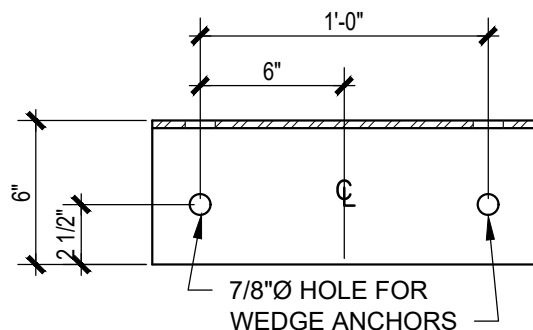
PROJECT #: -

SHEET:

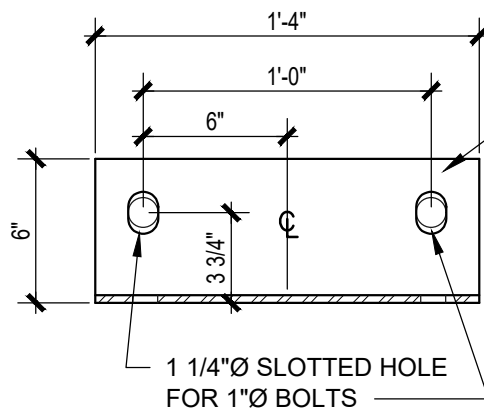
3 OF 4

FD-3

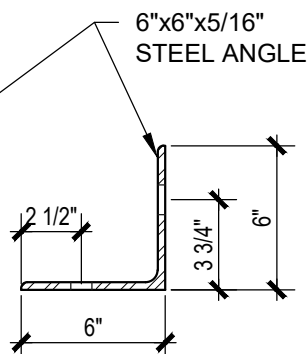
NOTE:
QUANTITY AND LOCATIONS OF ANCHORS TO BE DETERMINED BY PRC ENGINEER



TOP VIEW



FRONT VIEW



SIDE VIEW

BUILDING WALL BY PRC

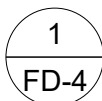
8" CONCRETE SLAB
 BY PRC

STEEL ANGLE CONNECTOR
 BOLTED TO PRC SLAB

3/4" DIA. x 5 3/4" MIN.
 SIMPSON STRONG BOLT 2
 WEDGE ANCHOR
 (MIN. 4 1/8" EMBEDMENT)

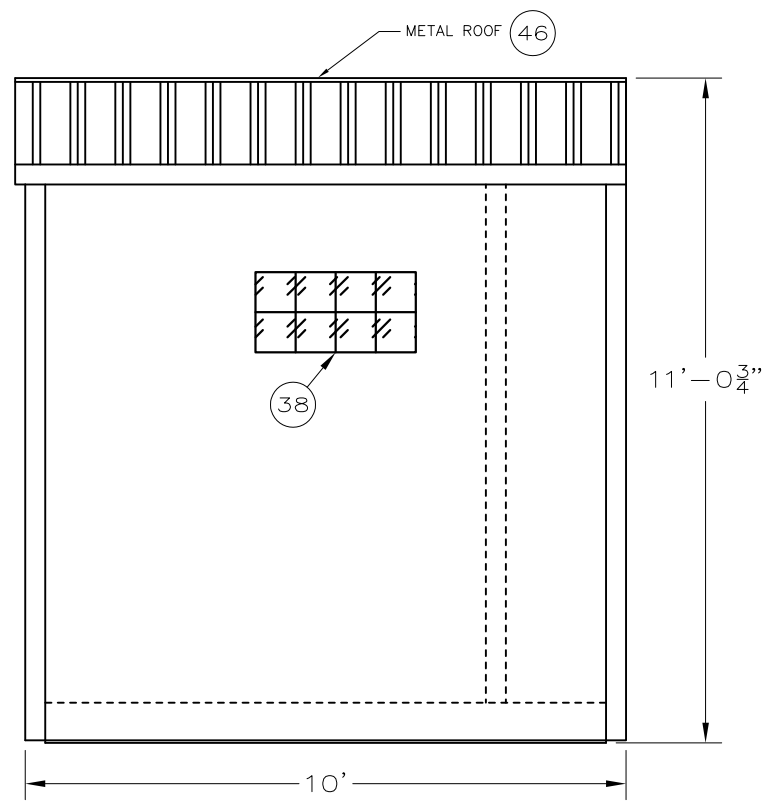
CONC. SLAB
 (BY OTHERS)

FOUNDATION
 (BY OTHERS)

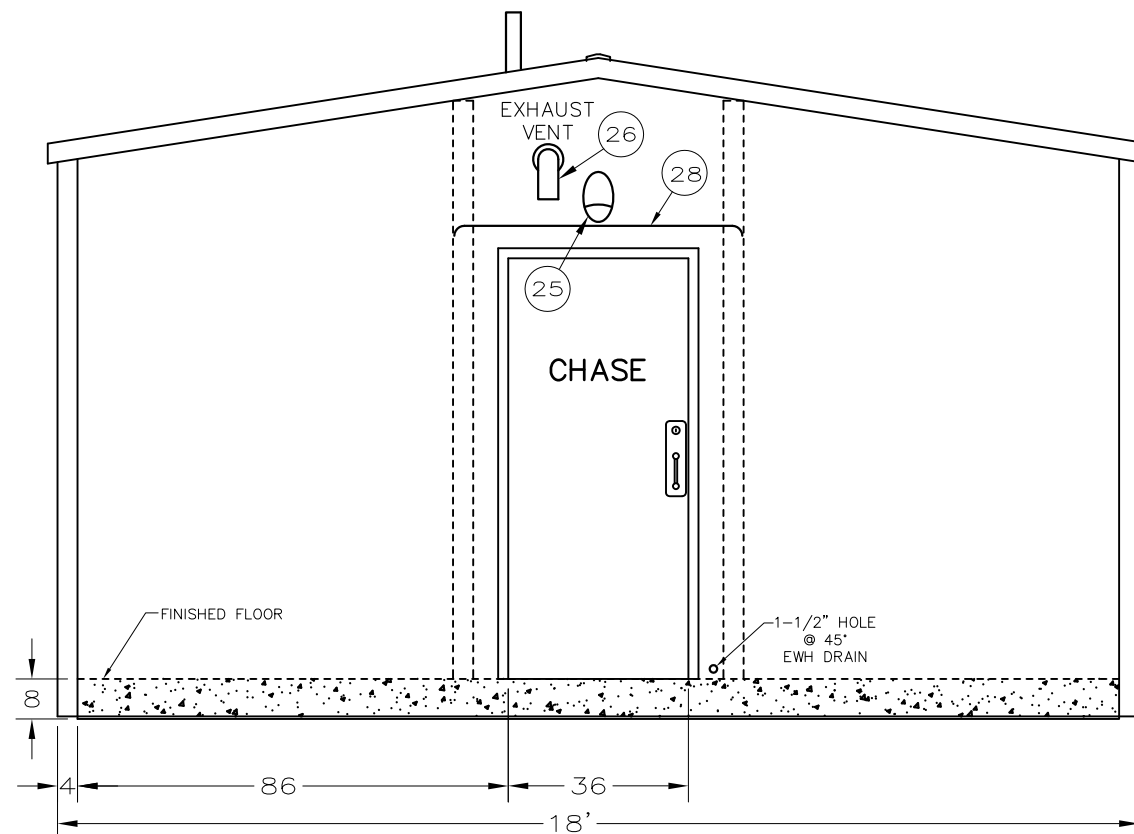


SLAB TO FOUNDATION ANCHOR DETAIL (BY PRC)

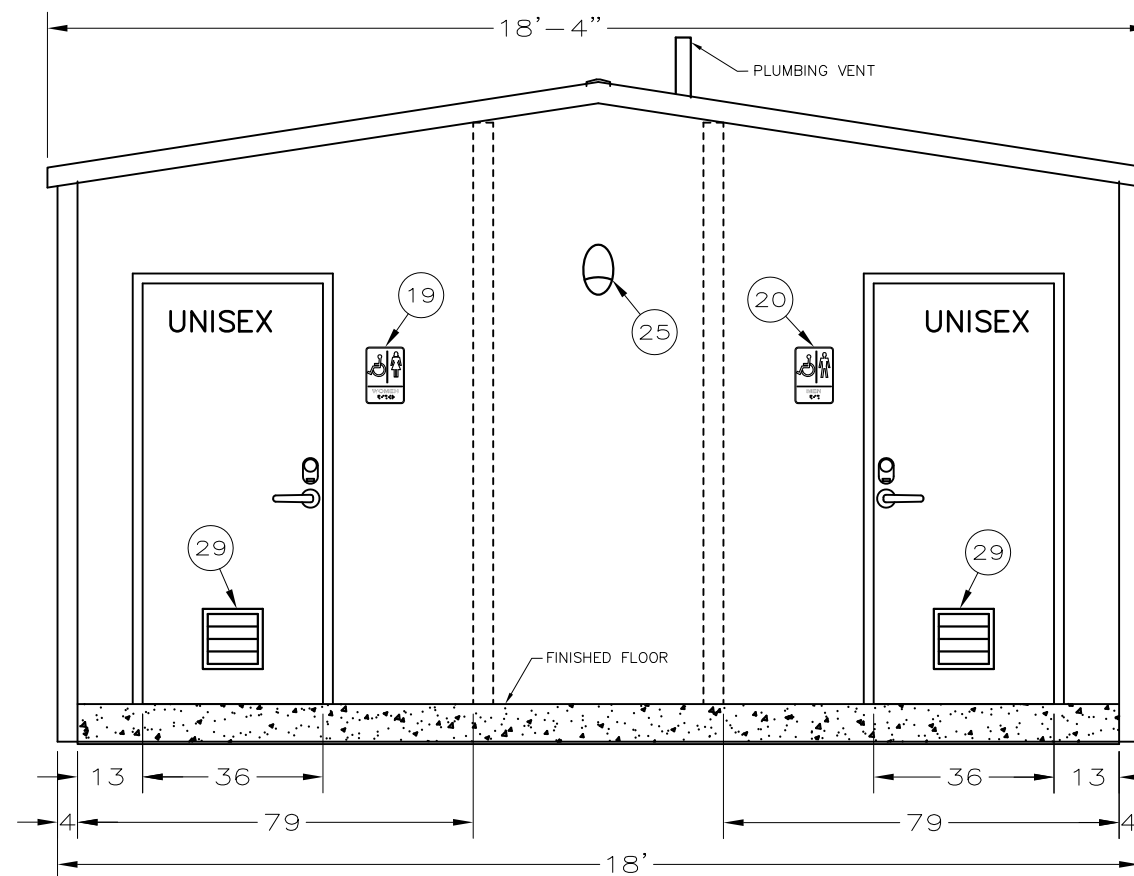
SCALE: NOT TO SCALE



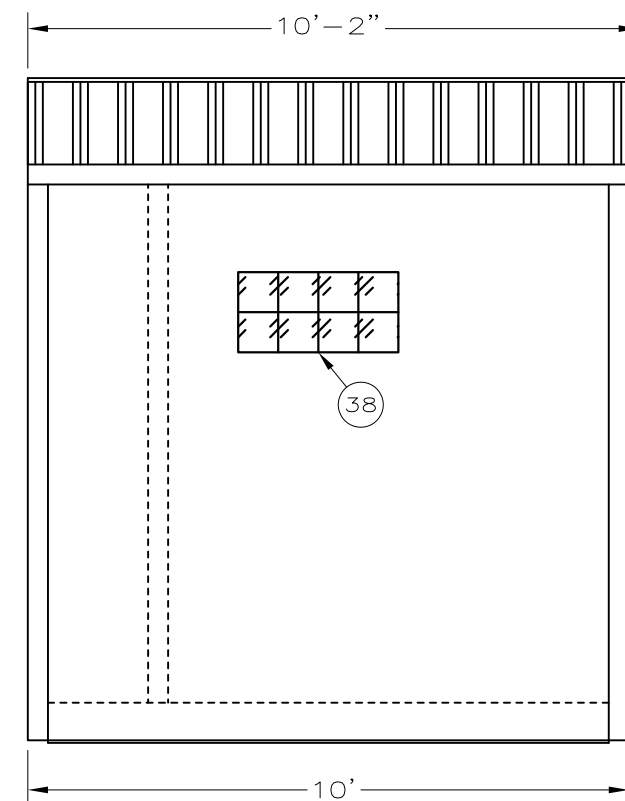
LEFT ENDWALL ELEVATION



REAR SIDEWALL ELEVATION



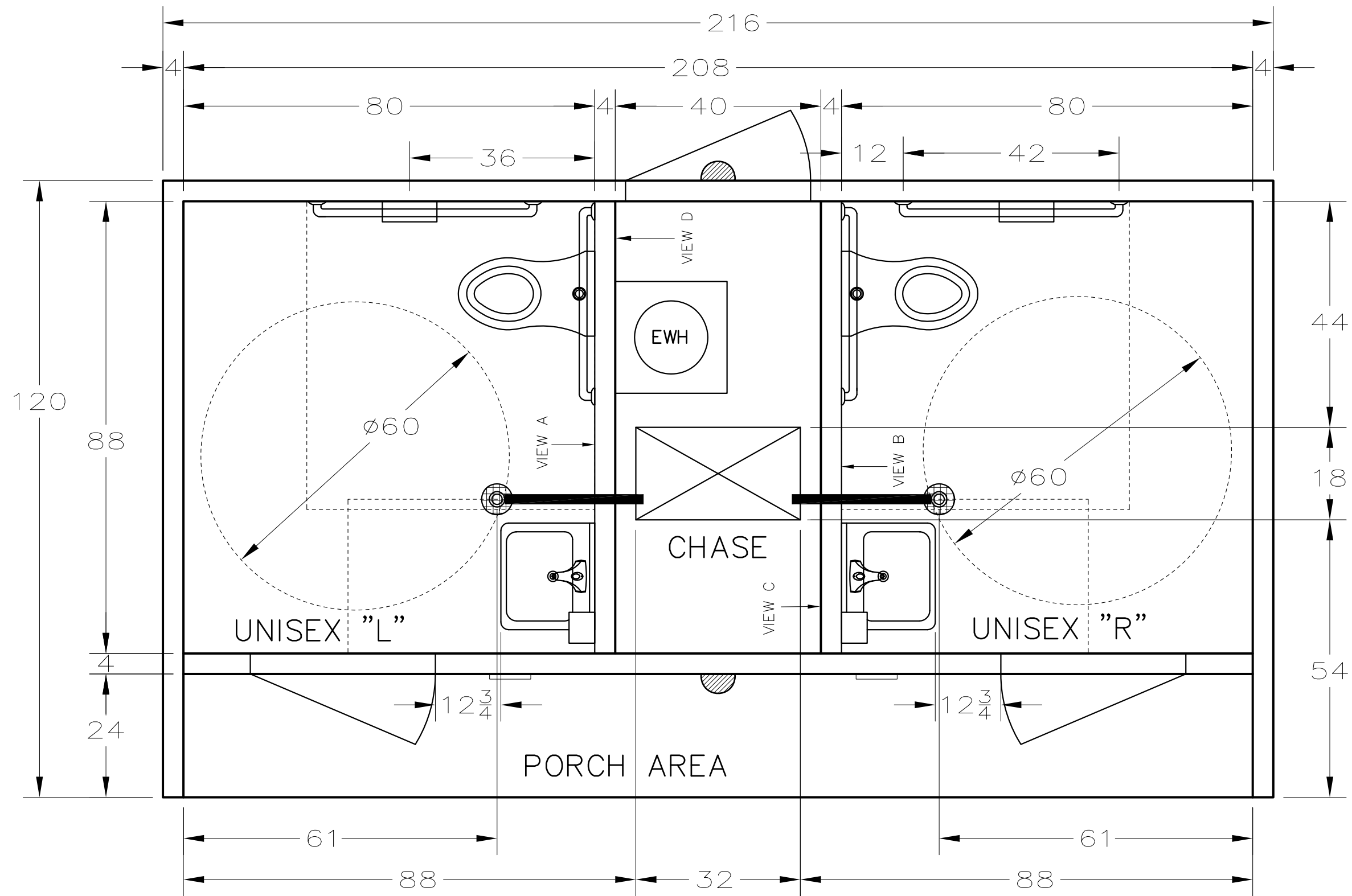
FRONT SIDEWALL ELEVATION



RIGHT ENDWALL ELEVATION

REV NO.	DESCRIPTION	DATE	DWN BY
1	MODULAR CONNECTIONS, LLC		
1090 Industrial Blvd Bessemer, AL 35022 Phone: 205-980-4565 Fax: 877-675-5851		DRAWN BY	JOB NO.
TITLE		SCALE	PROJ MGR
10' X 18' X 9' EXTERIOR VIEW		NONE	CLP
DRAWING NO.			SHEET
D15235 R0			07

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FLOOR PLAN

REV NO.	DESCRIPTION	DATE	DWN BY
	MODULAR CONNECTIONS, LLC 1090 Industrial Blvd Bessemer, AL 35022 Phone: 205-980-4565 Fax: 877-675-5851	JDS 02-24-17	
TITLE	10 X 18 X 10 TWO ROOM BATHROOM W/PLUMBING CHASE	SCALE NONE	PROJ MGR CLP
NOTICE: These drawings and specifications are the property of Modular Connections, LLC. All information contained herein which is not known generally in the field of Modular Connections, LLC shall be confidential except to any extent to which it is established to have been known previously from sources other than Modular Connections, LLC. These drawings and specifications may not be reproduced, copied or used as the basis for the manufacture or sale of apparatus without written permission.		DRAWING NO. D15235 R0	SHEET 03







GENERAL SPECIFICATIONS FOR PRECAST CONCRETE RESTROOMS

1. Scope

This specification addresses the materials for the fabrication of a transportable, prefabricated concrete restroom structure.

2. General

Restroom areas will meet the design criteria to satisfy the standards of public accommodation established by the Americans with Disabilities Act of 1990 and its subsequent revisions. The concrete wall panels will be engineered and manufactured to withstand the penetration of a 30/06 rifle projectile fired at distance of 15' (per UL 752 standards). The structure will be a two-hour fire rated concrete structure (per UBC). Design and manufacturing of the structure module(s) shall conform to the requirements of ACI 318-89 and its subsequent revisions.

Individual structure modules will be composed of single piece, steel reinforced concrete wall and floor panels. Roof panels will be a cast low slope 4" thick single panel, two 4" thick panels for gable profiles or a single flat panel to accept a site constructed secondary roof system. The finished floor to finished ceiling interior height will be no less than 8'-0" at the eaves for any roof profile. Completed structures may consist of more than one concrete module. Interior layouts to be customized to suit purchaser needs but all layouts will include a man accessible service/chase area constructed of either concrete or wood framed partition walls. Module(s) will have lifting points integrated into either the wall or roof panels and the necessary lifting brackets/shackles will be supplied with the module(s).

All service utilities will enter the structure via a cast-in opening in the floor of the service/chase area. All distribution of utilities within the structure shall terminate at the service/chase area floor opening.

3. Structural Design

Floor panels will be a single 8" thick waffled structural precast concrete panel. Ribs will be 2'-0" O.C. transverse and 4'-0" O.C. longitudinal. All surfaces to be form smoothed. Exposed floor finish may be either commercial grade 12"x12" vinyl tile applied with mastic or epoxy painted with texture additives.

Roof panels will extend beyond the module walls by a minimum of 2" on all sides (except on mating side of multiple module configurations). Exposed side of roof panel will be waterproofed, sheathed with a multi-layer rubber sealing membrane or covered with 24-gauge, overlapping ribbed metal roofing panels with exposed fasteners.

Wall panels will have a minimum 4" thickness with cast-in steel plates along the edges to facilitate a welded steel bar connection at all wall-to-wall, wall-to-roof and wall-to-floor intersections.

Interior framing for shower enclosures, concealment walls and partitions will be metal or treated wood stud construction with purchaser selected sheathing materials.

Exterior finish of wall panels may be one of three styles: 1) sealed exposed aggregate; 2) smooth acrylic paint over broom finish concrete; 3) smooth acrylic paint over a purchaser selected

General Specifications (continued)

architectural pattern (brick, rock, stone, wood grain, etc.) cast into the wall panel. No custom formed exterior pattern presenting a pattern reveal depth of greater than 5/8" will be available. Exterior surface of walls and roof shall be sealed prior to final finishing with two coats of concrete sealer.

Exterior finish for roof panels may be one of two styles: 1) rubber sealing membrane for cast, low slope profiles; 2) raised rib, exposed fastener secondary metal roofing.

Interior finish of wall panels and underside of roof panels may be one of three styles: 1) painted moisture resistant gypsum board; 2) 3/4" HDPE plywood sheathing; 3) acrylic paint over form smoothed concrete. Rigid foam board insulating material may be added to the gypsum board and HDPE plywood finishes to achieve specified insulating values. Purchaser to have choice of color scheme (single or contrasting) for wall panels, metal roofing, door & door trim from paint manufacturer's standard selections.

Floor finish will be either 12"x12" commercial grade vinyl tile or urethane based paint and non-slip textured additive with 4" flexible cove molding.

All exposed floor/wall and ceiling/wall intersections will be trimmed with painted fiber-cement board where no gypsum or HDPE interior finish exists.

All wall/floor/ceiling joints will be sealed with a continuous line of compressible, resilient sealant.

Door frames will be 16-gauge galvanized steel and cast into the wall panel.

When called for, natural lighting windows will be decorative glass block inserts mortared/grouted/sealed into cast-in wall openings.

4. Design Criteria

Structure module(s) will be designed to the following:

- floor panel to meet ASCE 7-88, uniform distributed load of 150 lbs. per square foot (200PSF or 300PSF options available).
- roof panel(s) to meet SCE 7-88 roof snow load specification of 60 lbs. per square foot (increased roof load options available and ice fall protection options are available).
- wind loading to meet ASCE 7-88 basic wind speed specifications of 150 MPH.
- structure will be designed for earthquake category D.

5. Materials Specifications

Compressive strength of concrete used will be 5000 PSI at 28 days.

Mix design shall be 114-118 lbs. per cubic foot structural lightweight concrete. Cement component of concrete mix will conform to the requirements of the Standard Specifications for Portland Cement, ASTM Designation C150. Concrete aggregates shall conform to one of the following:

- Specifications for Concrete Aggregates, ASTM Designation: C33.
- Specifications for Lightweight Aggregates for Structural Concrete, ASTM Designation C330.
- Water shall be free from injurious quantities of oil, alkali, vegetable matter and salt. Non-potable water shall not be used in mixing concrete. Admixtures to be used in concrete shall be subject to prior approval by the quality control supervisor and shall be shown capable of maintaining essentially the same composition and performance throughout the work as the product used in establishing the concrete proportions in the mix design.
- Air-entraining admixtures shall conform to Specifications for Air-entraining Admixtures for Concrete, ASTM Designation: C260.

General Specifications (continued)

- Water reducing admixtures, retarding admixtures, accelerating admixtures, and water reducing and accelerating admixtures shall conform to Specifications for Chemical Admixtures for Concrete, ASTM Designation: C494.
- Fly ash or other pozzolans used as admixtures shall conform to Specifications for Fly Ash and Raw or Calcined Natural Pozzolans for Use in Portland Cement Concrete, ASTM Designation: C618.

Reinforcement bars shall be deformed steel conforming to the requirements of the Specifications for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement, ASTM Designation: A615. Welded smooth wire fabric shall be steel wire fabric conforming to the requirements of the Specifications for Welded Steel Wire Fabric for Concrete Reinforcement, ASTM Designation: A185.

Concrete sealer will be Thoroseal waterproof sealant or equivalent.

Concrete form liner for simulated architectural features will be Dayton Superior products, Reckli products or equivalent.

Exterior color application will be BASF MasterProtect HB 400 (formerly Thorocoat) a water-based, high-build, 100% acrylic, waterproof coating for above-grade concrete. Interior color application (walls & ceiling) will be Sherwin Williams ProMar 200 acrylic coatings.

Floor color application will be Sherwin Williams Armorseal Rexthane single component, aliphatic, moisture cure urethane industrial floor coating or Armstrong 12"x12" standard Excelon Imperial Texture commercial vinyl tile with recommended adhesive.

Joint trim will be HardieTrim 4/4, 5/4 decorative non-load bearing trim products.

Metal parts color application shall be Sherwin Williams Sher-Kem metal finishing enamel.

Rubber roof sealing membrane to be multi-layer material affixed to face of roof panel with metal termination strip with fasteners at 6" intervals - Duro-Last 40 MIL (DL40) or equivalent.

Metal roof panels will be 26-gauge, R-panel style with exposed fasteners over sealing membrane - All American Metal Components or equivalent.

6. Doors & Windows

Entry doors will be 3'x7'x1-3/4" 18-gauge, flush fit, square edge style, galvanized insulated steel - CECO, Megamet, DeanSteel or equivalent. Hardware package and accessories will include NRP non-corrosive hinges or adjustable tension self-closing hinges, lever handle, mortise style lockset, interior deadbolt (where specified), door check, door stop, weather-stripping and exterior aluminum drip cap. Service area entry doors will be 2'7"x7'x1-3/4" size of identical materials.

Primary locksets will be mortise style with interchangeable core and keys - Sargent, Schlage, Yale or equivalent. Deadbolt locks, where required, will be configured to purchaser specifications - PDQ or equivalent. Interior panic bar exit hardware, where required, will be two-point style - Monarch or equivalent.

Natural lighting windows will be glass block arrays - Pittsburg Corning products or equal.

7. Electrical Equipment

Equipment and wiring will conform to the latest edition of the National Electrical Code and shall consist of the following as a minimum:

- 100 amp, 120/240v AC, 20 position surface mounted load center and cover with 12 single pole 20 amp breakers -
- PVC conduit, boxes and fittings
- appropriately gauged conductor for all circuits
- GFCI duplex outlets

Interior Lighting may be switch controlled or motion/occupancy activated damp location two bulb fluorescent or strip LED interior fixtures.

Exterior Lighting may be photocell actuated incandescent or LED weather protected fixtures.

Emergency & Exit Lighting will be two head style with batteries and charger.

8. Heating, Cooling & Ventilation Equipment

Segregated occupancy areas will each have an appropriately sized switch or motion actuated ventilation system that is comprised of an appropriately sized electric in line fan with grills and ducting to a common backdraft louvered exhaust vent located in the service/chase area drawing through louvered intake vents in the lower half of the entry doors or in the restroom area walls.

Where interior climate control is specified, heating and cooling equipment will consist of appropriately sized ductless style electric heat pump units with thermostat controls - Mitsubishi, Fujitsu or equivalent.

Wall mounted fan forced electric heaters will be located in service/chase area where piping freeze protection is specified - Qmark Type CRA or equivalent.

9. Plumbing

Plumbing materials, installation and testing will be in accordance with the latest edition of applicable state and local code procedures, methods and requirements including the most stringent health and safety standards as interpreted by the authority having jurisdiction. Above ground water supply piping to be Type L Hard Copper with soldered fittings and connections with all drain, waste and vent piping to be PVC Schedule 40.

10. Fixtures

Toilet stations to consist of wall mounted siphon jet style with carrier, rear or top spud, elongated bowl in either Vitreous china or stainless steel with hinged plastic seat (Kohler, Acorn, Metcraft or equivalent).

Urinal stations to consist of wall mounted siphon jet style with carrier, rear or top spud, in either Vitreous china or stainless steel (Kohler, Acorn, Metcraft or equivalent).

Lavatory stations will be wall mounted style with 4" centers in Vitreous china or stainless steel (Kohler, Acorn, Metcraft or equivalent).

Flush valves will be ADA compliant, low consumption style configured as concealed or exposed with either manual or sensor control (Zurn or equivalent).

General Specifications (continued)

Faucets will be ADA compliant configured as manual or sensor control with metering (Zurn, Delta, Symmons or equivalent).

Shower stalls will be 36"x36" transfer type chrome finish pushbutton timing shower valves - SYMMONS 4420 or equivalent and hand held shower head(s). Shower seats for ADA size shower stations will be reversible, solid phenolic folding style - BOBRICK B-5181 or equivalent

Hot water supply will be electric compact tank style water heaters.

Water fountains will be ADA compliant, single or double station, ambient or refrigerated, wall mounted style in stainless steel (Elkay or equivalent).

Restroom and service areas will have 2" PVC floor drains with covers.

11. Accessories & Amenities

Basic restroom accessories will include wall mounted multiple roll toilet paper dispensers (Royce Rolls or equivalent), wall mounted center pull paper towel dispensers, liquid soap dispensers, stainless steel framed wall hung mirrors and the appropriate ADA compliant building signage.

Optional accessories may include items such as concealed motor or flush mount electric air blown hand dryers, wall mounted, fold down baby changing stations, sanitary napkin receptacles, waste paper receptacles, coat hooks, kick plates, etc.

Parks and Recreation



14' x 36' Restroom & Concession Facility



10' x 18' Men's / Women's ADA Restroom & Rear Access Utility

Restrooms



10' x 18' Men's / Women's ADA Restroom with Vestibule



Men /Women ADA Restroom and Rear Showers

The Modular Connections team has the experience, knowledge, and solutions to meet your building and integration requirements. Our team will partner with you to provide cost effective building solutions to meet your specifications and construction schedule. Call us today to see how we can make the connection to your building solution or visit our Website for more information.

Modular Connections, LLC

1090 Industrial Blvd
Bessemer, AL 35022

205-980-4565

Website: www.ModularConnections.com

E-Mail: Sales@ModularConnections.com



APPLICATIONS

Restrooms and Shower Buildings
Concession and Vending Buildings
Office Applications
Secure Storage Buildings
Retail Kiosks

FEATURES

Solid Concrete Structure
Fast-Track Construction
Minimal Site Disruption
Single or Multi-Module Design
Custom Exterior/Interior Finishes
Storm Resistant
Seismic Rated
Bullet Resistant
Custom Design
Low Maintenance
50+ Year Life Cycle Structure
High Security
Aesthetically Pleasing

Restrooms

We offer a wide variety of standard features and custom finish options to meet your specifications.

China, Solid Surface &
Stainless Fixtures Available

Dividers & Partitions: Coated
Steel, Stainless, Laminates,
Plastic or Phenolic

ADA Compliant Designs

Complete Washroom
Accessory Options

Custom Interior Finishes:
Epoxy, Tile, Composite
Panel, Concrete

Various Climate Control
Options Available

Vandal Resistant & Security
Options

Your Custom Specifications
Welcome!



Modular Connections, LLC

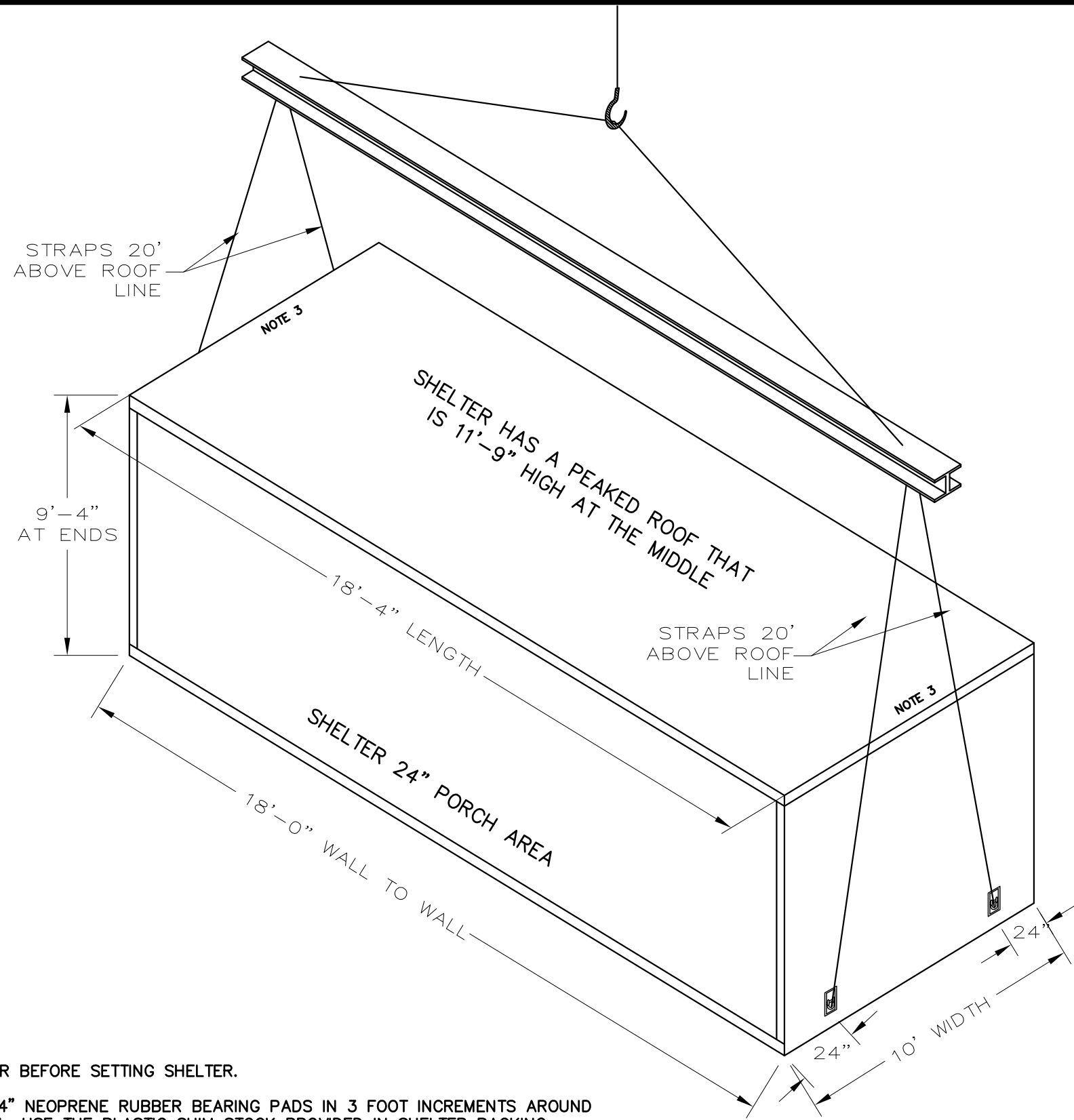
1090 Industrial Blvd

Bessemer, AL 35022

205-980-4565

Website: www.ModularConnections.com

E-Mail: Sales@ModularConnections.com



PLEASE READ
BEFORE UNLOADING!

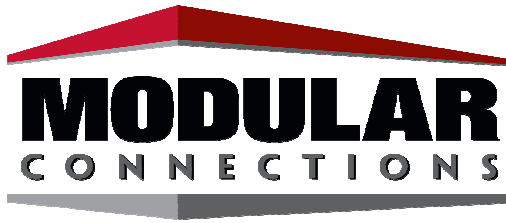
- NOTES:
- 1)REMOVE SHIPPING BOARDS OFF BOTTOM OF SHELTER BEFORE SETTING SHELTER.
 - 2)SHELTER MUST BE SET LEVEL AND SET ON THE 1/4" NEOPRENE RUBBER BEARING PADS IN 3 FOOT INCREMENTS AROUND PERIMETER OF FLOOR. IF FOUNDATION IS NOT LEVEL, USE THE PLASTIC SHIM STOCK PROVIDED IN SHELTER PACKING.
 - 3)EVERYTHING IS DIRECT VERTICAL LIFT!!! NO MORE THAN A 25 DEGREE ANGLED LIFT.

WARNING:
THIS SHELTER MUST BE UNLOADED LEVEL DUE TO HEAVY EQUIPMENT STAGED INSIDE THIS BUILDING. OPEN DOOR TO DETERMINE EXACT LOCATION OF STAGED EQUIPMENT. EXERCISE CAUTION TO ENSURE THE PROPER UNLOADING OF THIS SHELTER.

THIS IS ONLY A RECOMMENDATION. IT IS UP TO THE CONTRACTOR TO DETERMINE THE SIZE OF ALL HARDWARE FOR EACH SHELTER.

THIS SKETCH IS BEING SUPPLIED SOLELY AT THE REQUEST OF THE CUSTOMER AND MODULAR CONNECTIONS TAKES NO RESPONSIBILITY OF ANY KIND FOR ITS CONTENTS. IF SHELTER OFFLOADING IS THE RESPONSIBILITY OF OTHERS YOU SHOULD USE TRAINED & EXPERIENCED PERSONNEL.

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REV NO.	DESCRIPTION	DATE	DWN BY
MODULAR CONNECTIONS, LLC 1090 Industrial Blvd Bessemer, Al 35022 Phone: 205-980-4565 Fax: 877-675-5851 Email: Info@ModularConnections.com		DRAWN BY CLP DATE 8-22-16	JOB NO. ---
TITLE ENDWALL WALL CLEVIS PICK CRANE OFFLOAD DIAGRAM FOR CONCRETE SHELTERS		SCALE NONE	PROJ MGR ---
NOTICE: These drawings and specifications are the property of Modular Connections, LLC. All information contained herein which is not known generally in the field of Modular Connections, LLC shall be confidential except to any extent to which it is established to have been known previously from sources other than Modular Connections, LLC. These drawings and specifications may not be reproduced, copied or used as the basis for the manufacture or sale of apparatus without written permission.		DRAWING NO. EWCLEVIS10X18 RO	SHEET 1 OF 1



MODULAR CONNECTIONS, LLC

1090 Industrial Blvd.
Bessemer, AL 35022
205-980-4565
Fax 877-903-6335

April 19, 2022

Charlevoix Main Street DDA
210 State Street
Charlevoix, MI 49720

Quotation #: RR-TR-22422
Sales Rep: Tom Rohn
trohn@modularconnections.com

Attn: Lindsey Dotson
231-547-3257
lindseyd@charlevoixmi.gov

Project Reference: Prefabricated Restroom Structure 10X18

This document outlines the production details and pricing for the supply of a prefabricated concrete restroom structure by Modular Connections, LLC. This proposal is contingent upon the items disclosed in the General Product Information Section A and the Proposal Terms & Conditions Section D below.

A) Proposal Qualifiers

Supply Disclosure. The pricing offered herein is subject to revision for any equipment/vendor and finish preferences that deviate from the items described in the Product Configuration Summary Section B.

Basis of Supply. The structure proposed will be a standard product design that features:

- ♦ 4" thick exterior walls of steel rebar reinforced concrete
- ♦ a UL752 Level 4 (single shot from 30.06 caliber rifle at 15 feet) ballistic rating for the concrete wall panels only
- ♦ 150 PSF floor load, 60 PSF roof load (each uniformly distributed)
- ♦ 150 MPH wind load
- ♦ seismic rating – Category D
- ♦ a 2-Hour fire rating per UBC
- ♦ welded structural connections
- ♦ non-exposed structural seals
- ♦ manufactured in N.P.C.A. certified facility

B) Product Configuration Summary

I. Structure

- ♦ one (1) **10'0"WOD x 18'0"LOD** module with porch feature and painted concrete interior finish
- ♦ roof profile – side wall cast gable with two 4" thick concrete roof panels
- ♦ interior height – not less than 8'0"
- ♦ interior partition walls – 4" thick concrete
- ♦ user areas – two (2) separate, single user areas designated **Men's & Women's (both ADA compliant)**
- ♦ fixtures – one (1) toilet and one (1) sink in each user area

- ♦ estimated transportation weight – 50,000 lbs. per module

II. Finishes (exterior & interior)

- ♦ exterior wall panels – standard BASF MasterProtect HB300SB coating over broom smoothed concrete
- ♦ roof panel(s) – raised rib, exposed fastener, colored metal roofing panels with eave and rake finish trim
- ♦ interior walls and ceiling – Sherwin Williams Promar interior latex paint
- ♦ door frames and bodies – paint over metal primer
- ♦ interior floor – urethane paint with non-slip texture added

Purchaser to have choice of color scheme (single or contrasting) for the wall panels, door & door trim from BASF MasterProtect standard color offerings. Secondary roof panel colors from manufactures standard color offerings.

III. Doors & Windows

- ♦ user area entry – two (2) exterior insulated steel door units (16-gauge frame, 18-gauge door), outswing, 3'0"W x 7'0"H size, cylinder prepped, aluminum pull handles, aluminum door push plates, finish/weather proofing trim and hydraulic door closer
- ♦ user area door locks – two (2) cylinder, classroom function (key lock exterior side only)
- ♦ service entry – one (1) exterior insulated steel door unit, outswing, 3'0"W x 7'0"H size, mortise prepped and hydraulic door closer
- ♦ service door lock – one (1) lever handle mortise with removable core
- ♦ natural lighting windows – two (2) each to be 16"x32" opaque glass blocks (one window per user area)

IV. Electrical

- ♦ distribution panel – one (1) 120/240-volt, single phase, 60 Hz, 100-amp main breaker, 30 position with enclosure & breakers
- ♦ distribution – exposed PVC conduit, boxes, fittings, and clamps in user areas, exposed EMT conduit, boxes, fittings, and clamps in service area with conductor for lighting, receptacle, and mechanical circuits
- ♦ user area convenience receptacles – two (2) GFCI duplex
- ♦ service area convenience receptacles – one (1) GFCI duplex surface mounted

V. Heating, Cooling & Ventilation

- ♦ use ventilation – two (2) in line, motion activated (via lighting circuit) electric fan, grills, and ducting to one (1) louvered exhaust vent with two (2) door mounted, 12" x 12" louvered intake vents
- ♦ freeze protection – one (1) wall mounted 2 kW electric forced air heater with thermostat control in service area

VI. Lighting

- ♦ user area overhead – motion activated dual bulb 48" damp location fluorescent
- ♦ service overhead – switch controlled dual bulb 48" damp location fluorescent
- ♦ exterior – two (2) photocell-controlled LED fixtures

VII. Plumbing Fixtures

- ♦ toilets – two (2) wall mounted, commercial grade, white china, elongated bowl, siphon jet style with hinged plastic seat
- ♦ toilet valves – two (2) exposed, manual, low consumption flush
- ♦ sinks – two (2) wall mounted, commercial grade, white china with 4" centers
- ♦ sink faucets – two (2) push button, slow closing, metering

VIII. Accessories & Amenities

- ♦ ADA support bar(s) – stainless steel with hardware as required
- ♦ toilet tissue dispensers – two (2) wall mounted, stainless steel, multiple roll
- ♦ paper towel dispenser – two (2) wall mounted center pull
- ♦ soap dispensers – two (2) 40 oz. stainless-steel, push-button liquid soap
- ♦ mirrors – two (2) wall mounted, stainless steel framed 18"x36" size
- ♦ hot water supply – one (1) 6-gallon electric compact tank style
- ♦ user area floor drains – two (2) 2" with covers
- ♦ service water – one (1) interior keyed bib

Prices Quoted Are Your Cost Each - FOB Bessemer, AL

C) Pricing Information

10' WOD x 18' LOD x 8' HID Restroom----- \$ 75,595.00

Logistics Coordination Fee \$ 900.00

Estimate of delivery freight cost (billed at actual cost) \$ 9,400.00

Assumed delivery destination is to be Charlevoix, MI Area.

Off-loading and Set Up BY OTHERS**Optional Items**

Supply custom formed exterior finish pattern ----- \$ 13,580.00

two station ADA chilled water fountain (exterior mounted) ----- \$ 4,125.00

Supply concealed, sensor controlled flush valves ----- \$ 1,336.00

Baby Changing Station (Each) ----- \$515.00

Please note, NO Interior finish or insulation is included in our standard design. This means restroom building must be winterized during the cold season. If local codes require freeze protection/insulation we can add an interior finish and heaters at an additional cost.

WORK PERFORMED BY OTHERS – NOT INCLUDED IN PROPOSAL

- A) Any Site Preparation / Grading
- B) Foundation Installation
- C) Site Utility Prep – Electric/Water/Waste Water
- D) Site Utility Terminations to Building – Electric/Water/Waste Water
- E) Soil Borings – Soil Reports
- F) Custom Foundation Design For Rock or Poor Soil Conditions (less than 2,500psf soil bearing capacity)
- G) Roadways to or within the site locations. Ground is assumed to be adequate to support large truck equipment with adequate turning radius for exit
- H) No Site Work of Any Kind is Included In This Proposal

D) Proposal General Terms and Qualifiers

Scope of Work. The scope of work covered under this proposal is limited exclusively to the following:

1. manufacture of the structure module(s)
2. supply of an approved foundation design
3. transportation of module(s) to a site designated by purchaser

All site preparation, foundation construction/installation, structure installation and on-site utility terminations to be supplied by purchaser.

D) General Terms and Conditions

Certifications. Modular Connections, LLC will comply with State Building Programs where required. Local/municipal inspections/approvals, including site inspections, building permits, and zoning approvals, are purchaser's responsibility. Contact Modular Connections for availability and pricing if additional engineering, engineer seals or drawings are required.

Completion & Delivery. Estimated delivery date of structure is generally **25 weeks** from date of receipt of purchaser approval of design/engineering drawings. Purchaser should allow 5-6 weeks for submission of drawing package from Modular Connections. Delays arising from end user or state regulatory agency approvals are beyond the control of Modular Connections, LLC and may extend the estimated lead time of approval drawings. **Modular Connections, LLC will not be responsible for delays related to unexpected supply chain issues or workflow disturbances related to Covid 19.**

Engineering. Upon receipt of customer approval of design submittals by Modular Connections, LLC, this proposal includes up to three (3) PE sealed analysis packages. Additional engineering analysis packages will be \$650 each.

Freight. The freight/delivery charges shown are estimates only and assume that satisfactory hiway/road conditions exist to transport the structure to a site designated by purchaser and that said site is accessible, is capable of supporting heavy loads and will allow for the ingress/egress of the transport equipment. Additional costs incurred as a result of inadequate site conditions and accessibility will be borne by purchaser.

Fuel Surcharge Freight charges will be subject to a fuel surcharge which will be billed as a separate charge on freight bills. The fluctuating price of fuel, however, can add significant costs to carriers.

Crane. The crane charges shown are estimates only and assume accessible site conditions with no overhead, underground and/or peripheral obstructions. The estimate shown is based upon a lift radius (center of crane to center of foundation) of 30 feet. Additional crane cost incurred due to inadequate site conditions and/or accessibility conditions and/or increased radius dimensions will be invoiced to purchaser.

Commercial Terms. Formal purchase orders or sales agreements are contingent upon a review of purchaser's credit by Modular Connections, LLC. Progress invoicing and payment will be required. A 1/3rd of the structure price will be invoiced at submittal of design drawings, another 1/3rd of the structure price will be invoiced at substantial completion and the balance of the structure price will be invoiced on the date structure is ready for shipping. Commercial terms for all invoices will be Net 30 days. Payment for the first and second invoice amounts must be received by Modular Connections, LLC before structure will be released for shipping. Amounts not paid as agreed will incur a Service Charge of 1.5% per month for as long as they remain unpaid.

A Storage Fee of \$5 per day will be assessed to Buyer for each day of shipping delay caused by Buyer. Storage fees will begin on the 61st day after the original planned Goods shipping date established during the design submittal process. Should Modular Connections have to initiate any legal action on any unpaid invoices, purchaser will be responsible for all costs and expenses, including but not limited to reasonable attorneys' fees, incurred by Modular Connections to collect monies billed by and owed to Modular Connections.

Taxes. All pricing is exclusive of applicable sales, use, excise, or contractor taxes. If structure purchase transaction is subject to such taxes, purchaser will reimburse Modular Connections, LLC for any such taxes/fees, together with any interest and penalties that may be imposed by any taxing authority. If structure purchase transaction is exempt from such taxes/fees, purchaser must provide Modular Connections, LLC with proof of exemption (such as an exemption certificate) at the time the purchaser places the order.

Warranty. Concrete module(s) will carry a one (1) year structural and workmanship warranty. All peripheral components, equipment and accessories included will carry their original manufacturers' warranties.

Validity. This pricing proposal is valid for a period of **thirty (30) days** from the date of this letter.

Purchasing Information
Modular Connections, LLC
Attn: Illia Ayers
1090 Industrial Blvd.
Bessemer, AL 35022
PH: 205-980-4565
FX: 877-903-6335

Quotation Prepared by

Tom Rohn
OF: 205-203-0982
FAX: 877-903-6335
trohn@ModularConnections.com

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

New Business

TITLE: Election of Officers

DATE: April 25, 2022

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

It is time to elect officers. From the DDA Bylaws, below describes the duties of Chair and Vice Chair.

SECTION 1. - OFFICERS: The officers of the Authority shall be a Chair, and a Vice Chair.

SECTION 2. - TERM OF OFFICE: Officers shall be appointed for a term of one year at the annual meeting and shall remain in office until the next annual meeting.

SECTION 3. - REMOVAL OF OFFICERS: An officer may be removed by the Board whenever, in its judgment, the best interests of the Authority would be served.

SECTION 4. - FILLING OF VACANCIES: An officer vacancy may be filled by the Board for the unexpired portion of the term.

SECTION 5. - CHAIR: The Chair shall preside at all meetings of the Board and shall discharge the duties of a presiding officer. The Chair shall preserve decorum and decide all questions of order and the interpretation of these rules.

SECTION 6. - VICE CHAIR: In the absence of a Chair or in the event of his inability or refusal to act, the Vice Chair shall perform the duties of the Chair and when so acting shall have all the powers and be subject to all the restrictions of the Chair.

RECOMMENDATION:

Motion to nominate _____ for Vice Chair to a one year term ending in April of 2023.

Motion to nominate/elect _____ for Chair to a one year term ending in April of 2023.

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

New Business

TITLE: Closed Session: Executive Director Evaluation MCL 15.268(a)

DATE: April 25, 2022

PRESENTED BY: Maureen Owens, Chair

BACKGROUND:

It is the time for Director Lindsey Dotson's annual personnel evaluation and pursuant to her right under the Michigan Open Meetings Act, she requests the DDA Board of Directors enter closed session for purposes of conducting a periodic personnel evaluation of a public officer.

RECOMMENDATION:

Motion to enter Closed Session pursuant to MCL 15.268(a) for the purpose of conducting the annual evaluation of the Executive Director pursuant to her request.