

MEETING AGENDA
May 18, 2021 at 7:30 am
Tax Increment Finance Authority
City of Hillsdale
97 N Broad Street

I. Consent Agenda - Action

- A. Minutes from Meeting 3/16/2021
- B. Financial Reports
- C. Communications
 - 1. City Social Media Policy

II. Public Comment

Agenda items only – 3 min.

III. Committee Appointment Review

IV. Committee Reports

- A. Program Committee – Cindy Bieszk, Chair
 - 1. General Report
 - 2. Façade Grant Applications
 - a. 57 N. Howell
 - b. 32 E. Bacon
- B. Targeted Development Committee – Mary Wolfram, Chair.
 - 1. General Report
 - 2. Dawn Theater Project Update
- C. Beautification Committee – Margaret Braman, Chair
 - 1. General Report
- D. Dawn Theater Governance Committee – Mary Wolfram, Liaison
 - 1. General Report

V. Old Business

- A. No Old Business

VI. New Business

- A. Lance Lashaway Request

VII. Economic Development Update/Board Round Table

VIII. Adjournment

Next Meeting: July 20, 2021 at 7:30 am.



CITY OF HILLSDALE

Tax Increment Finance Authority TIFA Regular Meeting March 16, 2021

Minutes

I. Call to Order at 7:35 am

- A. Members Present (in-person): Chair Andrew Gelzer, Cindy Bieszk, Councilman Greg Stuchell, Matthew McLain, Lance Lashaway
- B. Members Present (electronic): Mary Wolfram, Darin Spieth, Chris Bahash
- C. Others present (in-person): David Mackie, Alan Beeker, Penny Swan, Jack McLain, Tim Sullivan
- D. Others present (electronic): Nathan Watson, Brant Cohen
- E. Members Absent: Tim Dixon, Michael Clark, John Spiteri, Margaret Braman, Mary Spiteri

II. Consent Agenda – Greg Stuchell made a motion to approve the consent agenda as presented. Cindy Bieszk seconded, motion passed.

III. Public Comment

Tim Sullivan, owner of 71-75 N. Howell St., addressed a sidewalk issue on the west side of the buildings that have been tagged as a code enforcement issue due to settling. The sidewalk has a large void under it and could cost up to \$30,000 to repair. Mr. Sullivan is actively pursuing a solution and has been further frustrated because contractors are scheduled into July. He appreciates all that TIFA does for the district and hopes that they, the City and he can work together to resolve the problem.

Jack McLain said he could not find minutes for the Dawn Theater Governance Committee when they held the joint meeting with the Targeted Development Committee in February.

Penny Swan stated that she did not feel that CL Real Estate should be granted the requested extension since she did not see code enforcement repairs being granted extensions. She would like all entities to be equally accountable.

IV. Committee Reports

- A. Program Committee – Cindy Bieszk, Chair
 - 1. General Report – No report
- B. Targeted Development Committee – Mary Wolfram, Chair.

1. General Report – The Committee helped with the finalization of the purchase agreement along with negotiating the sale of the liquor license. They also discussed the stenciling for the Dawn Theater
- C. Beautification Committee – Margaret Braman, Chair
 1. General Report – Greg Stuchell reported that the committee is working on looking at creative measures the help improve the aesthetics of the downtown without costing the TIFA any funds in the next fiscal year.
- D. Dawn Theater Governance Committee – Mary Wolfram, Liaison
 1. General Report – The Committee discussed the stencil project at the Dawn Theater.

V. Old Business

- A. Dawn Theater Project – Alan Beeker updated the Board on the progress going on at the Dawn Theater. The drywall in half of the House is complete and painted and the scaffold will be removed next week.

VI. New Business

- A. Current FY Budget Amendment.
 1. The first payment for the Installment Purchase Agreement of \$20,860 is due on May 1, 2021 and the Legal Services budget has been expended and should be doubled to \$4000 due to anticipated legal fees.

Greg Stuchell moved to amend the budget to include \$20,860 for the SMBT payment and \$2000 increase to the Legal Services budget, Cindy Bieszk seconded, motion passed 7-1.

- B. Proposed 2021-22 FY Budget.
 1. The proposed FY budget includes funds to complete the Dawn Theater, Legal Services and repayment of debt.

Lance Lashaway moved to accept the proposed budget as, Greg Stuchell seconded and motion passed 8-0.

- C. Keefer Hotel Purchase Agreement Extension.
 1. Due to MEDC delays in gaining gap funding, CL Real Estate is requesting that the May 25, 2021 completion date be extended and additional 18 months to November 25, 2022.
 2. Andrew Gelzer told the Board that after multiple discussions with CL, he supported of the extension request.
 3. Mary Wolfram gave a brief overview of the purchase, financing and project development of the Keefer with CL.
 - a. The building was purchased in May 2018
 - b. The project start date was amended in September 2019 to be January 2020. The project started with hazardous material abatement in December 2019.
 - c. Final Gap funding from MEDC was to be attained at the MSF Board meeting in the spring of 2020. MEDC placed a moratorium on any

project funding without a Letter of Interest (LOI) in March 2020 leaving the CL project on an indefinite waiting list.

4. Greg Stuchell listed the many benefits of having the Keefer returned as a full service hotel in the downtown.
5. Matthew McLain and Lance Lashaway have reservations about granting an extension.
6. Nathan Watson of CL spoke to the concerns of some of the Board members. Mr. Watson reviewed the financing involved in the \$12 million Keefer project, most of which is private investment which is currently in escrow. He also asked that the rumor mongering cease. CL is being accused of “sitting” on properties for 10-15 years when the company has only existed for 5 years. The complexity of the project and the delays created by shutdowns during 2020 requires an adjustment to the schedule. The plan is to “break” ground in May with construction beginning immediately following.

Chris Bahash moved to grant CL Real Estate the requested purchase agreement completion date amendment, Greg Stuchell seconded, and motion passed 6-0.

D. Councilman Greg Stuchell Request.

1. Mr. Stuchell began his request by reminding the Board of the mission of TIFA and that all members of the board are to be of good character. He then accused Mr. Lashaway of displaying character contrary to that mission through his participation in public defamation of State Senator Shirkey. (Councilman Stuchell’s statement attached)
2. Mr. Stuchell requested Mr. Lashaway make a public apology to the Board, the City and Senator Shirkey for his participation in the defamation.
3. Mr. Lashaway denied his knowledge of the plan to defame the Senator.

VII. Adjournment – Chris Bahash moved to adjourn, Greg Stuchell seconded. Meeting adjourned at 8:28 a.m.

Next Regular Meeting: May 18, 2021 at 7:30 am.

PERIOD ENDING 04/30/2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			04/30/2021 NORMAL (ABNORMAL)	MONTH 04/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCE ATH.						
Revenues						
Dept 000.000						
247-000.000-402.000	CURRENT TAXES	92,000.00	87,111.92	0.00	4,888.08	94.69
247-000.000-406.000	TAXES - PA 86 SEC. 17 PPT REPLACEMENT	36,000.00	0.00	0.00	36,000.00	0.00
247-000.000-529.000	FEDERAL GRANT - CDBG	1,000,000.00	976,933.50	152,272.00	23,066.50	97.69
247-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	31,208.01	0.00	(31,208.01)	100.00
247-000.000-665.000	INTEREST	0.00	895.98	6.44	(895.98)	100.00
Total Dept 000.000		1,128,000.00	1,096,149.41	152,278.44	31,850.59	97.18
TOTAL REVENUES		1,128,000.00	1,096,149.41	152,278.44	31,850.59	97.18
Expenditures						
Dept 900.000 - CAPITAL OUTLAY						
247-900.000-726.000	SUPPLIES	5,000.00	356.14	0.00	4,643.86	7.12
247-900.000-801.000	CONTRACTUAL SERVICES	2,000.00	700.00	700.00	1,300.00	35.00
247-900.000-801.005	CONTRACTUAL SERVICES - DAWN THEATER	3,500.00	3,500.00	0.00	0.00	100.00
247-900.000-801.006	CONTRACTUAL SERVICES - MEDC GRANT	1,000,000.00	993,317.54	0.00	6,682.46	99.33
247-900.000-801.007	CONTRACTUAL SERVICES - TIFA GRANTS	30,000.00	0.00	0.00	30,000.00	0.00
247-900.000-801.247	CONTRACTUAL SERV-FACADE GRANT	0.00	10,000.00	0.00	(10,000.00)	100.00
247-900.000-806.000	LEGAL SERVICES	2,000.00	2,362.50	150.00	(362.50)	118.13
247-900.000-850.000	INSURANCE	0.00	7,393.00	0.00	(7,393.00)	100.00
247-900.000-920.000	UTILITIES	1,000.00	1,311.34	124.41	(311.34)	131.13
247-900.000-970.000	CAPITAL OUTLAY	264,000.00	0.00	0.00	264,000.00	0.00
247-900.000-995.000	DEBT SERVICE - INTEREST	0.00	860.00	860.00	(860.00)	100.00
Total Dept 900.000 - CAPITAL OUTLAY		1,307,500.00	1,019,800.52	1,834.41	287,699.48	78.00
TOTAL EXPENDITURES		1,307,500.00	1,019,800.52	1,834.41	287,699.48	78.00
Fund 247 - TAX INCREMENT FINANCE ATH.:						
TOTAL REVENUES		1,128,000.00	1,096,149.41	152,278.44	31,850.59	97.18
TOTAL EXPENDITURES		1,307,500.00	1,019,800.52	1,834.41	287,699.48	78.00
NET OF REVENUES & EXPENDITURES		(179,500.00)	76,348.89	150,444.03	(255,848.89)	42.53

Fund 247 TAX INCREMENT FINANCE ATH.

GL Number	Description	Balance
*** Assets ***		
247-000.000-001.000	CHECKING ACCOUNT - COMMON	719,829.95
247-000.000-001.002	CHECKING ACCT - ACCT PAYABLE	(21,710.00)
247-000.000-020.000	INVESTMENTS - MBIA/CLASS	151,106.77
247-000.000-082.001	DUE FROM OTHERS - BRIDGE LOANS	265,000.00
247-000.000-130.000	LAND	65,000.00
247-000.000-136.000	PLANT AND EQUIPMENT	211,464.55
247-000.000-137.000	ACCUMULATED DEPRECIATION-EQUI	(392,784.54)
247-000.000-138.000	INFRASTRUCTURE	381,672.00
247-000.000-158.000	CONSTRUCTION WORK IN PROGRESS	142,416.36
Total Assets		1,521,995.09
*** Liabilities ***		
247-000.000-202.000	ACCOUNTS PAYABLE	425.00
247-000.000-214.582	DUE TO ELECTRIC	200,000.00
247-000.000-300.000	BONDS PAYABLE - LONG TERM	380,000.00
Total Liabilities		580,425.00
*** Fund Balance ***		
247-000.000-390.000	FUND BALANCE	865,221.20
Total Fund Balance		865,221.20
Beginning Fund Balance		865,221.20
Net of Revenues VS Expenditures		76,348.89
Ending Fund Balance		941,570.09
Total Liabilities And Fund Balance		1,521,995.09

SOCIAL MEDIA POLICY CITY OF HILLSDALE

The City of Hillsdale has the right and duty to protect itself from unauthorized disclosure of information. Therefore, the City's Social Media Policy includes rules and guidelines for personal social networking and other electronic postings and communications, to the extent that they affect the City. In administering this policy, the City will honor the First Amendment's protection of an individual's right to free speech.

Applicability

This policy applies to all employees. It is hoped and highly recommended that elected and appointed officials will adhere to this policy as well, in accordance with their public responsibilities.

Definition

In the rapidly expanding world of electronic communication, "*social media*" can mean many things. "*Social media*," as that term is used in this Policy, includes all means of communicating or posting information or content of any sort on the Internet or through other means of electronic communication, including to an individual's own or someone else's weblog or blog, journal or diary, personal website, podcasts, social networking or affinity websites (including but not limited to: WordPress, Facebook, Myspace, Twitter, LinkedIn, YouTube, Flickr, Tumblr, or Photobucket), web bulletin board, wiki page, or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication, such as text messaging and the electronic communication of images, audio, and video.

Considerations in Use

The City respects the right of individuals to privately utilize blogs and social networking sites as a medium of self-expression and public conversation and does not intend to discourage such uses. The City understands that City employees and other individuals affiliated with the City may use social media for personal interests and affiliations, to comment on matters of public concern, or for other lawful purposes. However, because the City is a municipal corporation, use of social media by City employees and others affiliated with the City also presents certain risks and carries with it certain responsibilities, both for the City and for the individuals involved. Ultimately, City employees and other individuals are solely responsible for what they post online. Before creating online content, the City asks that its employees and those individuals otherwise affiliated with the City consider some of the risks and rewards that are involved in posting material online. The City has developed this Social Media Policy to assist in making such assessments.

In posting material online, employees of the City are cautioned to keep in mind that any of their conduct that adversely affects their job performance or the performance of fellow employees, or that adversely affects the residents of the City, individuals or entities affiliated with the City (including, but not limited to, those who do business with the City), and/or the City's legitimate interests, may result in disciplinary action up to and including termination, as further provided in this Policy.

1. 1. No use of social media may discriminate against or harass another person on the basis of any characteristic protected by applicable law.
2. Only individuals authorized by the City Manager and/or the Mayor have the authority to speak or communicate on behalf of the City. Any individual who is employed by or affiliated with the City, or who chooses to identify himself or herself as affiliated with the City, may be viewed as a spokesperson. Therefore, the City requires that such individual state in any personal social media posting or other electronic communication that the views expressed are his or her own and may not reflect those of the City, or of any person or organization affiliated with or conducting business with the City.
3. All employees or other applicable individuals and groups are expected to protect the privacy of the City and its employees. They are prohibited from disclosing personal and private information of others, without their express authorization, and any other proprietary and nonpublic information maintained by the City.
4. There shall be no posting of the City logo on personal blogs, and no use or communication of proprietary, confidential, or privileged information or materials, including information or materials protected by trademark, copyright, intellectual property, or other legal protection, or documents, information, or other materials issued, possessed by, or otherwise maintained by the City, unless approved by the City Manager in advance of the posting, use, or communication. There shall also be no advertisements or photographs of City services, or linking from a personal blog or social media site to any internal or external web site maintained by the City or any of its departments.
5. Individuals shall not post on personal blogs or social media photographs of City employees, council members, board members, commission members, persons engaged in City business, or individuals present at City events without the prior consent of those individuals.
6. There shall be no use of City time or City-owned equipment including, but not limited to, computers, licensed software, or cell phones, to conduct personal blogging or social networking activities unless authorized in advance by the City Manager.
7. Employees and other individuals should have no expectation of privacy while using any City communication equipment or facilities for any purpose, and the City has the right to access and monitor all postings and other electronic communications stored on or transmitted to or from City communication equipment or facilities. Employees and other individuals should be aware that postings and other electronic communications made while using any City communication equipment or facilities are considered public communications and may be subject to disclosure as such. The City also reserves the right to monitor social media; websites visited; postings; and comments and discussions that occur using the City's equipment, and the City reserves the right to use content management tools to monitor, review, or block content on social media that involve the use of the City's equipment. With regard to individual postings or communications made by

City employees or other individuals, such employees and individuals should be aware that the City reserves the right to and may use blog search tools and software to monitor social media and forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites, provided those sites are publicly viewable or searchable.

Authorized Use

The City may specifically authorize individuals to engage in social networking and blogging to share municipal-related events; information and ideas; promote City services; communicate with the public; and issue or respond to breaking news or publicity. When social media is utilized, individuals must ensure that all communications maintain the City's integrity and reputation, while minimizing actual or potential legal risks. They should immediately correct any published mistakes and may not alter previous published posts to social media without specifically stating what change has been made. When the City Manager authorizes the use, the rules and guidelines in this policy apply to all individuals.

Authorized individuals may prepare and modify content for the City's social media. The content must be relevant, and add value. Questions or concerns regarding content, information, or material should be discussed with the City Manager. Authorized individuals must identify themselves and their affiliation with the City when posting information. Any copyrighted, proprietary, trade secret, or other information protected from disclosure by applicable law that has not been pre-authorized for dissemination or publication by the City Manager cannot be posted. Individuals contacted by anyone regarding any posting, or any individual with questions or concerns relating to this Policy, should direct the inquiry to the City Manager.

Responsibilities and Consequences of Non-Compliance

Supervisors are responsible for ensuring that all activity of those under their supervision complies with this Policy. The City Manager is authorized to take disciplinary action against employees that do not comply with the rules and guidelines set forth in this Policy. Any disciplinary action shall be consistent with existing City personnel policies and applicable collective bargaining agreements. Such disciplinary action can occur without advance notice.

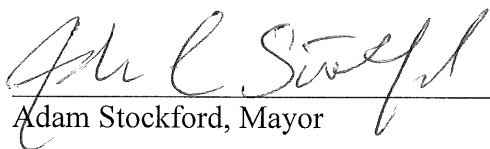
All employees, elected officials, board and commission members, and others affiliated with the City are personally responsible for their commentary on blogs and social networking sites and may be held personally liable for commentary that is considered defamatory, obscene, threatening, harassing, abusive, hateful, embarrassing, or libelous by any offended individual or entity. Elected and appointed officials are reminded that they are subject to removal from their positions for actions that constitute misconduct in office pursuant to the City Charter, City ordinance, and other applicable law.


Anyone who has reason to believe an employee or other individual may be violating any aspect of this Policy is to contact the City Manager. The City will investigate and take any necessary action. The City prohibits taking negative action against any employee or other individual affiliated with the City for reporting a possible violation of this Policy or for cooperating in an investigation. Any

employee who retaliates against another employee or other individual affiliated with the City for reporting a possible violation of this Policy or for cooperating in an investigation will be subject to disciplinary action consistent with City personnel policies and applicable collective bargaining agreements.

Revised March 5, 2018

Passed at the regular City Council meeting this 5th day of March, 2018.


Adam Stockford, Mayor


Stephen M. French, City Clerk

TIFA Façade Improvement Program Application



Applicant Information:

Name	Daniel Satow
Mailing Address	32 E Bacon Street, Hillsdale, MI 49242
Phone Number	517-439-1770
E-Mail Address	hcboard@yahoo.com, dan@spiethandsatow.com
Business Name	Hillsdale County Board of Realtors
Project Address	32 E Bacon Street, Hillsdale, MI 49242
Property Owner Name	Hillsdale County Board of Realtors

Description of Proposed Improvements: (including design and/or architectural elements to be used)

New roof over all three units, Tuckpoint & Paint unit 3, new gutters on all three units

(Attach additional pages as necessary).

Estimated Total Cost of Proposed Improvements: \$37,674.00

Agreement and Signature

By submitting this application, I (we):

- Affirm that the information provided herein is true and accurate to the best of my (our) knowledge and
- Acknowledge that I (we) have read and understood the terms and conditions of the City of Hillsdale TIFA Façade Improvement Program.
- Understand that if my (our) application is approved that I (we) will be required to sign a Façade Improvement Grant Agreement prior to commencement of work on proposed project.
- Understand that all project work must be pre-approved by TIFA before funding.
- Allow any photos, renderings, or descriptions of the work to be performed on said project to be used by the City of Hillsdale TIFA for promotional purposes.
- Understand that this application and all supporting documentation are subject to the Freedom of Information Act (FOIA).

Name (printed)	Daniel Satow
Signature	
Date	3-26-2021
Name (printed)	
Signature	
Date	

RECEIVED

MAR 28 2021

Planning Dept

Please attach the following items:

- 1) Brief narrative explaining the scope of the project.
- 2) Color photos or renderings of the existing façade.
- 3) Color photos or renderings showing the location of the proposed façade improvements.
- 4) Samples of proposed paint colors.
- 5) Detailed cost estimate(s) from licensed contractor(s).
- 6) Proposed project timeline.
- 7) Letter of permission from property owner stating their approval of the application for assistance and proposed improvements (if applicable).

Addendum to application

The Hillsdale County Board of Realtors (The Board) purchased the building it is housed in known as 32 E Bacon. The building encompasses 3 units that include Midstate Title Agency and an vacant unit. There has been little to no maintenance procedures by the previous owners as far as preventative maintenance. The Board has received bids to paint (white) and tuckpoint the facade of the empty unit, reroof the entire building and replace the gutters on the rear of the building.

We have given all of the contractors the "Go Ahead" Work should be started in the next month.



Front of building w/ 3 units



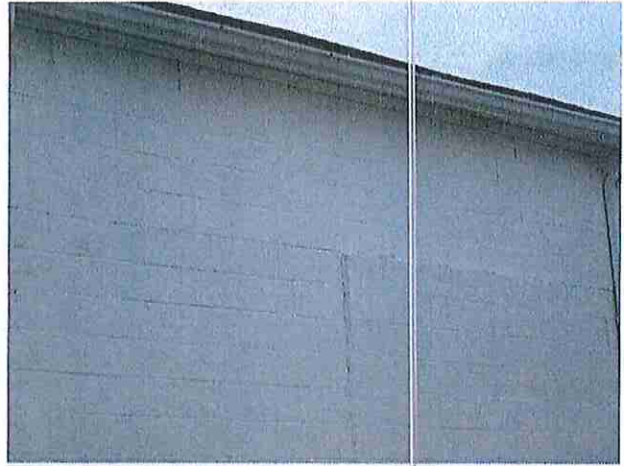
Unit C we are tuckpointing & Painting



Unit C we are tuckpointing & Painting



RECEIVED



Gutters we are replacing



Gutters we are replacing

Energy Guard and Gutter Pro

144 E CHICAGO ST
Coldwater MI 49036

Estimate

Date	Estimate #
2/9//021	284

Name / Address
The Hillsdale County Board of Realtors 32 E Bacon Street Hillsdale MI 49242

			Project
Description	Qty	Rate	Total
Remove and dispose of existing gutters and downspouts on the back of building. Install 67' of commercial sized gutter and three 3x4 downspouts.		755.00	755.00
Total			\$755.00

PROPOSAL AND CONTRACT



Date: 03/03/21 Proposal #: 030321A

This Proposal Agreement Is Between:

Knisely Home Improvement

(Contractor's Name)
MI 2102215481
 (Contractors License Number)
305 Hillcrest Ave
 (Contractors Address)
Camden, MI 49232
 (City,State,Zip)
(517) 617-3991
 (Telephone Number)

HCBOR

(Owner's Name)
32 E Bacon
 (Job Address)
Hillsdale MI
 (City,State,Zip)

 (lot) (Block) (Tract)

 (Telephone Number)

We hereby propose to furnish all material and equipment, and perform all labor necessary to complete the following work:

Repair/ tuck point brick masonry for paint. Paint front and rear of building.

All materials included in proposal will be contractor grade unless otherwise specified, and the above work to be performed in accordance with the drawings and/or specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of:

\$2,600.00

with payments as follows:

50% on acceptance of agreement. Weekly draws based on completion with full payment at completion.

You, the homeowner(buyer) or tenant have the right to require the contractor to furnish you with a performance bond. You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See attached Notice of Cancellation by the buyer after the right to rescind has passed, shall be deemed a material breach of this agreement and entitles the contractor to damages. State law requires contractors to substantially commence work within twenty (20) days of the date indicated below. Failure to do so without lawful excuse is a violation of the law.

Contractors are required by law to be licensed and regulated by the Contractor's State License Board which has jurisdiction to investigate complaints against contractors if a complaint is filed within three years of the date of the alleged violation.

Any questions regarding a contractor to your state Contractor's License Board.

Contractors Name: Knisely Home Improvement

By: Bruce Knisely

Contractors Lic #: MI 2102215481

Address: 305 Hillcrest Ave

City, State,Zip: Camden, MI 49232

Phone #: (517) 617-3991

Note:

This proposal may be withdrawn by us if not accepted within 45 days.

If accepted, work will begin on (approx.) TBD

ACCEPTANCE

You are hereby authorized to furnish all material, equipment and labor to complete the work described in the above proposal, for which the undersigned agrees to pay the amount stated in said proposal and according to the terms thereof. Any change involving extra cost of labor or materials will be executed only after submission and acceptance of a written change order.

Contractor: _____ Owner: _____
 Date: _____ Date: _____

HILLSDALE
PHONE: 517-437-3874
FAX: 517-437-7006
dave@bramanroofing.com
lori@bramanroofing.com



ALBION
PHONE: 517-629-9221
COLDWATER
PHONE: 517-278-2664

Proposal / Contract

Customer's Name/Address Date: September 10, 2020 Midstate Title Joshua Stiverson 32 E. Bacon Street, Suite B Hillsdale, Michigan	Project: 32 E. Bacon Street Hillsdale, Michigan
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AREA "A" OVER HILLSDALE BOARD OF REALTORS


We propose to supply all labor, materials and permit necessary to reroof Area "A" approximately 38' x 85' as follows:

- Install new roofing over the existing roof
- Install one layer of 1.5" R-8.5 ISO insulation board secured to the roof deck with screws and plates
- Install a 60 Mil fully adhered EPDM roof and flashing system
- Install metal roof edge trim

Cost: Thirteen thousand three hundred forty-four dollars (\$13,344.00)

Prices quoted are valid for thirty (30) days.

Payment Terms: Payment due when work is completed

Respectfully Submitted:  David Ferrone, President	ACCEPTANCE OF PROPOSAL Signature _____ Date _____
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73 Spring Street • Hillsdale, Michigan 49242

License #2102200724

www.bramanroofing.com

HILLSDALE
PHONE: 517-437-3874
FAX: 517-437-7006
dave@bramanroofing.com
lori@bramanroofing.com



ALBION
PHONE: 517-629-9221
COLDWATER
PHONE: 517-278-2664

Proposal / Contract

Customer's Name/Address Date: September 10, 2020 Midstate Title Joshua Stiverson 32 E. Bacon Street, Suite B Hillsdale, Michigan	Project: 32 E. Bacon Street Hillsdale, Michigan	
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AREA "B" OVER MIDSTATE TITLE


We propose to supply all labor, materials and permit necessary to reroof Area "B" approximately 30' x 85' as follows:

- Install new roofing over the existing roof
- Install one layer of 1.5" R-8.5 ISO insulation board secured to the roof deck with screws and plates
- Install a 60 Mil fully adhered EPDM roof and flashing system
- Install metal roof edge trim

Cost: Ten thousand fifty dollars (\$10,050.00)

Prices quoted are valid for thirty (30) days.

Payment Terms: Payment due when work is completed

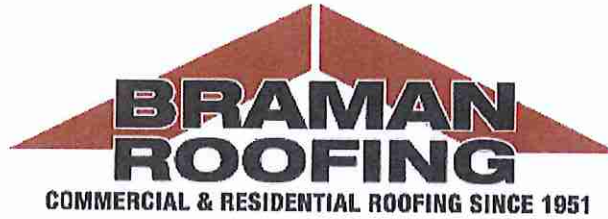
Respectfully Submitted:  David Firrone, President	ACCEPTANCE OF PROPOSAL	
	Signature	Date

73 Spring Street • Hillsdale, Michigan 49242

License #2102200724

www.bramanroofing.com

HILLSDALE
PHONE: 517-437-3874
FAX: 517-437-7006
dave@bramanroofing.com
lori@bramanroofing.com



ALBION
PHONE: 517-629-9221
COLDWATER
PHONE: 517-278-2664

Proposal / Contract

Customer's Name/Address Date: September 10, 2020 Midstate Title Joshua Stiverson 32 E. Bacon Street, Suite B Hillsdale, Michigan	Project: 32 E. Bacon Street Hillsdale, Michigan
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AREA "C" OVER VACANT SPACE


We propose to supply all labor, materials and permit necessary to reroof Area "C" approximately 32' x 85' as follows:

- Install new roofing over the existing roof
- Install one layer of 1.5" R-8.5 ISO insulation board secured to the roof deck with screws and plates
- Install a 60 Mil fully adhered EPDM roof and flashing system
- Install metal roof edge trim

Cost: Ten thousand nine hundred twenty-five dollars (\$10,925.00)

Prices quoted are valid for thirty (30) days.

Payment Terms: Payment due when work is completed

Respectfully Submitted:  David Firrone, President	ACCEPTANCE OF PROPOSAL _____ Signature _____ Date
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73 Spring Street • Hillsdale, Michigan 49242

License #2102200724

www.bramanroofing.com

TIFA Façade Improvement Program Application



Applicant Information:

Name	Todd H. Ryan DDS
Mailing Address	57 N. Howell St
Phone Number	517-437-1000
E-Mail Address	toddrhryandds@email.com
Business Name	Todd H. Ryan DDS, PLLC
Project Address	57 N. Howell
Property Owner Name	Todd H. Ryan

RECEIVED

MAR 29 2021

Planning Dept

Description of Proposed Improvements: (including design and/or architectural elements to be used)

2nd Floor Window Replacement of 55,57,61 N. Howell, same look as currently just replacing original leaky windows.

(Attach additional pages as necessary).

Estimated Total Cost of Proposed Improvements:

\$13,500

Agreement and Signature

Todd H. Ryan DDS

By submitting this application, I (we):

- Affirm that the information provided herein is true and accurate to the best of my (our) knowledge and
- Acknowledge that I (we) have read and understood the terms and conditions of the City of Hillsdale TIFA Façade Improvement Program.
- Understand that if my (our) application is approved that I (we) will be required to sign a Façade Improvement Grant Agreement prior to commencement of work on proposed project.
- Understand that all project work must be pre-approved by TIFA before funding.
- Allow any photos, renderings, or descriptions of the work to be performed on said project to be used by the City of Hillsdale TIFA for promotional purposes.
- Understand that this application and all supporting documentation are subject to the Freedom of Information Act (FOIA).

Name (printed)	Todd H. Ryan
Signature	<i>Todd H. Ryan</i>
Date	3/22/2021
Name (printed)	
Signature	
Date	

Please attach the following items:

- 1) Brief narrative explaining the scope of the project.
- 2) Color photos or renderings of the existing façade.
- 3) Color photos or renderings showing the location of the proposed façade improvements.
- 4) Samples of proposed paint colors.
- 5) Detailed cost estimate(s) from licensed contractor(s).
- 6) Proposed project timeline.
- 7) Letter of permission from property owner stating their approval of the application for assistance and proposed improvements (if applicable).



1470 Vera Drive, Hillsdale, MI 49242
 Web Site: www.gandglass.com

Estimate

Date	Estimate #
2/3/2021	21-0018

Name / Address
DR. TODD RYAN DDS 57 N. HOWELL HILLSDALE, MI 49242

Job Site Address
DR. TODD RYAN DDS 57 N. HOWELL HILLSDALE, MI 49242 517-437-1000

Description	Qty
INSTALL NEW WHITE WEATHERMASTER I WINDOWS WITH LOW E, ARGON AND HALF SCREENS DOUBLE HUNG WITH TRANSOM PICTURE WINDOW MULLED ON TOP 37 X 101 1/2 (UPSTAIRS WINDOWS) LABOR LIFT AND PERMITS SALES TAX	12

ACCEPTANCE OF PROPOSAL:

Prices are valid for 30 days.


The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. 50% required when placing your order. Balance due 15 days once the invoice is received.

Any additional materials needed to complete the job above, will involve extra charges. The extra charges will be added to the final bill.

Total Price	\$13,500.00
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Date of Acceptance:

Customer Signature:

Authorized Signature: 	Prepared By: AMY
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