

**AGENDA**  
**September 15, 2020 at 7:30 am**  
**Tax Increment Finance Authority**  
**City of Hillsdale**  
**97 N Broad Street**

**I. Consent Agenda - Action**

- A. Minutes from Regular Meeting 07/21/2020
- B. Minutes from Dawn Theater Governance Board 9/8/2020
- C. Minutes from Targeted Development 07/28/2020
- D. Financial Reports

**II. Communications**

Minutes from Economic Development Corporation meeting – 06/18/2020

**III. Public Comment**

Agenda items only – 3 min.

**IV. Membership Update**

Committee Appointments – Dawn Theater Governance Board

**V. Old Business**

Dawn Theater Project Update

**VI. Committee Reports**

- A. Program Committee – Cindy Bieszk, Chair
  - 1. General Report
- B. Targeted Development Committee – Mary Wolfram, Chair.
  - 1. General Report
- C. Beautification Committee - Kathy Newell, Chair
  - 1. General Report
- D. Dawn Theater Governance Board – Mary Wolfram, Liaison
  - 1. General Report

**VII. New Business**

Informational meeting

**VIII. Economic Development Update/Board Round Table**

**IX. Adjournment**

**Next Meeting: November 17, 2020 at 7:30 am.**



# CITY OF HILLSDALE

## Tax Increment Finance Authority TIFA Regular Meeting July 21, 2020

### Minutes

#### **I. Call to Order at 7:48 am**

- A. Members Present: Vice Chair Andrew Gelzer, Cindy Bieszk, Mary Wolfram, John Spiteri, Councilman Greg Stuchell, Margaret Braman, Matthew McLain
- B. Others present: Alan Beeker, Jack McLain
- C. Members Absent: Tim Dixon, Darin Spieth, Kathy Newell, Michael Clark

#### **II. Consent Agenda**

- A. Minutes from Meeting 5/19/2020
- B. Minutes from Targeted Development 6/23/2020
- C. Minutes from Dawn Theater Governance Board (DTGB) 5/26/2020
- D. Financial Reports
- E. State Treasury Report for 2019-20

Cindy Bieszk moved to accept the minutes and agenda with changes, Greg Stuchell seconded, motion passed.

#### **III. Communications**

- A. Minutes from Economic Development Corporation meeting – 02/20/2020
- B. Minutes from Organizational meeting of Friends of Dawn Theater – 07/08/2020

#### **IV. Public Comment**

Jack McLain noted that the Friends of Dawn Theater minutes noted Kathryn Wales was mentioned in the DTGB minutes but there is no mention in the DTGB minutes as published. He still questions the requirements for TIFA Board members. He would like to know if TIFA had pursued the expansion of the District under the new Act. He feels it would be in the best interest if the TIFA would own the organ, not the Friends of Dawn Theater.

#### **V. Membership Update**

- A. New Members Welcome. The Board welcomed the newest members, Margaret Braman and Matthew McLain.

- B. Board Vacancies. Mr. Beeker let the Board know that there are two vacancies left by Mr. Sumnar and Dr. Miller.
- C. Officer Elections. Cindy Bieszk nominated Andrew Gelzer for Chair, Greg Stuchell seconded, motion passed. Andrew Gelzer nominated John Spiteri for Vice Chair, Greg Stuchell seconded, motion passed.
- D. Committee Appointments. Margaret Braman was appointed to the Beautification Committee and Matthew McLain was appointed to the Program Review Committee.

## **VI. Committee Reports**

- A. Program Review Committee – Cindy Bieszk, Chair
  - 1. General Report – Nothing new to report
- B. Targeted Development Committee – Andrew Gelzer, Chair
  - 1. General Report – The Committee is currently looking at the liquor license to determine whether keeping it or selling it is the best option for TIFA and the Dawn Theater.
- C. Beautification/ Downtown Amenities- Kathy Newell, Chair
  - 1. General Report – Nothing new to report.
- D. Dawn Theater Governance Board (DTGB) – Mary Wolfram, Liaison
  - 1. General Report – Mary Wolfram told the Board that the organization of Friends of Dawn Theater was complete. Kathryn Wales is the Chair. The group has received their first donation and has opened a checking account with the funds.

## **VII. Old Business**

- A. Dawn Theater Project Update – Mr. Beeker gave a brief update on the project. The Mason is approx. 1/3 completed with the front façade and has begun repair to the rear walls. Demolition is approx. 60% complete.

## **VIII. New Business**

- A. Informational Meeting Requirements. The re-codified TIFA Act 57 of 2018, Sec. 125.410 (910 (4)) states that two informational meetings that are in addition to regular board meetings must be held annually. The meeting can be held in conjunction with another public meeting of the authority. Mr. Beeker suggested that the first one be held at the Library and that the second could be held with Council.
- B. Councilman Stuchell read a letter that a group of residents have signed and will be sending to the Michigan Economic Development Corporation (MEDC). The letter thanks MEDC for working with the City to help improve the infrastructure and preserve the historic fabric of the downtown.

## **IX. Economic Development Update/Board Round Table**

Kelly LoPresto submitted a brief report to TIFA.

New Businesses to the Downtown: The Salty Shark, a women’s clothing boutique located at 33 N. Broad St., MoseArt, an Artisan Gallery located at 41 N. Broad St., and The Pediatric Place, Pediatric Healthcare located at 39 North St.

The following businesses relocated to a larger space within the City of Hillsdale: Smith's Flowers -92 N Broad St., The Blossom Shop – 14 N. Howell St, Crow's Nest-34 E. Bacon St., Jilly Bean's – 18 N. Howell St, and Cottage Inn/Silo's Fun Park – 3883 W Carleton Rd.

Current Office Solutions is still open mainly as an online only business at [www.currentofficesolutions.com](http://www.currentofficesolutions.com).

ExtrOrdinary Solutions located at 41 E. Bacon St. and provides in-home services: Home Health Care, Community Living, Companion Care and Housekeeping.

Now available: Open Road RV Repair – Mobile RV Repair Service - Open road is a 100% mobile service that comes to customers' homes, campsites, storage areas, etc., 1-800-708-1976 or [www.camper-repair.com](http://www.camper-repair.com).

- X. Adjournment** – Greg Stuchell moved to adjourn, Mary Wolfram seconded. Meeting adjourned at 8:30 a.m.

**Next Regular Meeting: September 15, 2020 at 7:30 am.**

Dawn Theater Governance Board,  
Tax Increment Finance Authority  
September 8, 2020, 5:00 PM

## MINUTES

Meeting called to order at 5:14 pm. Members in attendance: Ron Scholl, Dr. James Brandon, Peggy Youngs, Mary Wolfram, Mary Bertakis (by phone)  
Others in attendance: Jack McClean, Kathryn Wales

- I. Wurlitzer organ Agreement with Dr. Horton: Ms. Youngs reported on a meeting earlier in the day between Dr. Jeffrey Horton and the Friends of the Dawn Theater. No Agreement has yet been signed for the donation of Dr. Horton's Wurlitzer organ to the Dawn. He has concerns about the high cost of renovation and wants the Friends to get more estimates. He does plan on making a large financial donation towards the restoration of the organ. Overall, it was a very good meeting.
- II. General discussion of Governance Board and Friends of the Dawn Theater:  
Dr. Brandon shared his understanding of the different roles that each group should play, and that members should serve in the organization that meets their interest. Ms. Youngs mentioned that she wants to make sure that the Dawn Theater does not become competition for the Sauk Theater in Jonesville. Ms. Bertakis offered her resignation from the Governance Board so that she could focus on fundraising with the Friends. Mr. Scholl offered his resignation from the Governance Board noting his absence over the winter months. He suggested Ms. Wolfram become Chair of the Governance board. Mary Bertakis made the motion to accept these resignations. Mary Wolfram seconded. Vote: all in favor. Suggestions were made for new members to the G.B.
- III. Audio visual consulting service contract. Discussion was had regarding the progress of the design contract with AVI . Systems. Dr. Brandon will take the lead with follow up with Spencer Symington and the AVI engineer. The Friends will be responsible for raising the money for the AV equipment, hopefully with the help of Rotary. It will need to be decided who will actually hold the contract for buying and installing the AV equipment, the G.B. or the Friends.
- IV. Rotary project: Rotary still needs to raise some money to finish the Sandy Beach parking lot. After that, they expect to make the Dawn Theater their primary fundraising focus. If Rotary raises the money for the projector, screen, and other film equipment, perhaps there could be a named Rotary Film Series. The 100 year Rotary dinner and celebration is October 7 at the Searle Center for \$35. Members of the public are invited and Ron Scholl is selling tickets.
- V. Public comment: Jack McClean bought several Rotary dinner tickets. He then noted that the minutes of the last G.B. meeting were not released with this meeting agenda. Ms. Wolfram apologized. He feels that members of the Governance Board should meet the same requirements as being a member on TIFA. At the same time, he feels we should broaden our membership to others in the community and meet at different places in the TIFA district. Kathryn Wales wants the Dawn Theater to remain available for plays to be performed.

Meeting adjourned: 6:22 pm

# CITY OF HILLSDALE

## Tax Increment Finance Authority TIFA Targeted Development Committee 2<sup>nd</sup> Floor City Hall August 25, 2020

### **I. Call to Order at 5:30 pm**

- Members Present: Andrew Gelzer, Mary Wolfram (Chair), Tim Dixon
- Members Absent:
- Others present: Alan Beeker

### **II. Consent Agenda**

Tim Dixon moved to approve the consent agenda as submitted, Drew Gelzer seconded, motion passed unanimously.

### **III. Old Business**

- Dawn Theater Project Update
  - Alan Beeker told the Committee that the demolition is complete.
  - The masons have returned to finish the façade.
  - The trusses, being fully exposed, are worse than expected but the Structural Engineer does not see an issue. He evaluated them today and will send Foulke Construction a plan to finish the repairs. He also indicated that the additional repairs can be done while installing the new roof.
  - The basement structural work is complete as is the repairs to the stage.
- Dawn Theater Liquor License
  - Mary Wolfram requested John Lovinger draft a purchase agreement for the sale of the DT Liquor License.
  - Mary Wolfram moved to recommend sale of the licenses to Keefer House LLC or their designee for \$20,000 with a caveat to have first right to repurchase the license for no more than \$20,000 from Keefer House LLC if they decide to sell it in the future. Tim Dixon seconded. Motion passed.

### **IV. New Business**

- Dawn Theater Governance Board
  - Mary Wolfram wanted to try and confirm the involvement of the DTGB during the rehabilitation.
  - Tim Dixon doesn't think the DTGB would need to be involved until the structural work is completed and Foulke is working on finishes.

- Alan Beeker suggested that the DTGB contact the Interior Designer to make sure they are involved in the choices of finishes.
- DTGB has contracted with the A/V designer who will be supplying drawings to the Architect and General Contractor with locations of junction boxes and conduit that will be used for the installation of the A/V equipment once the finishes are completed.
- With the creation of the Friends of Dawn Theater, there is some question as to whether DTGB will still be needed?
- DTGB was expected to be responsible for the programming of the theater once completed and work closely with the Manager.
- Tim Dixon suggested making the DTGB a separate group that would be contracted by TIFA to represent and work with the Manager.
- Mary Wolfram indicated that would require an amendment to the Management Agreement.

**V. Public Comment**

No public comment

**VI. Adjournment** - Mr. Gelzer moved to adjourn, Mr. Dixon seconded. Meeting adjourned at 6:45 pm.

Fund 247 TAX INCREMENT FINANCE ATH.

GL Number	Description	Balance
*** Assets ***		
247-000.000-001.000	CHECKING ACCOUNT - COMMON	(72,125.23)
247-000.000-020.000	INVESTMENTS - MBIA/CLASS	150,965.12
247-000.000-040.000	ACCOUNTS RECEIVABLE	550.00
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	(388,555.25)
247-000.000-138.000	INFRASTRUCTURE	381,672.00
<b>Total Assets</b>		<b>613,971.19</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
247-000.000-390.000	FUND BALANCE	715,133.84
<b>Total Fund Balance</b>		<b>715,133.84</b>
<b>Beginning Fund Balance - 19-20</b>		<b>715,133.84</b>
<b>Net of Revenues VS Expenditures - 19-20</b>		<b>(37,094.71)</b>
<b>*19-20 End FB/20-21 Beg FB</b>		<b>678,039.13</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(64,067.94)</b>
<b>Ending Fund Balance</b>		<b>613,971.19</b>
<b>Total Liabilities And Fund Balance</b>		<b>613,971.19</b>

\* Year Not Closed



# CITY OF HILLSDALE



Economic Development Corporation

97 North Broad Street  
Hillsdale, Michigan 49242-1695  
(517) 437-6426

## **Economic Development Corporation (EDC) MINUTES** **REGULAR MEETING** **CITY HALL, 97 N. BROAD ST., 3<sup>rd</sup> FLOOR** **June 18, 2020 at 7:30 am**

**Members Present:** Matt Granata, Dean Affholter, John Condon, Barry Hill, David Loader, Rich Moeggenberg

**Members Excused:** Amanda Janes, Ed Sumnar, Andrew Gelzer, Rachel Lott

**Others Present:** Kelly LoPresto, Economic Development Coordinator

**Meeting called to order at 7:30 a.m.**

**A. PUBLIC COMMENT ON AGENDA ITEMS** – No public comment.

**B. CONSENT AGENDA**

1. Approval of Minutes: Regular EDC Meeting February 20, 2020
2. Financial Statements as of May 31, 2020

Mr. Moeggenberg made a motion to approve the consent agenda. Mr. Condon seconded. Motion passed.

**C. COMMUNICATION**

1. New Year's Eve Bash Thank you Letter included.
2. Census Flyer included.
3. City of Hillsdale Summer Newsletter included.
4. Resolution - Mr. Affholter presented Mr. Hill with a plaque and a resolution thanking him for his years of service to the City of Hillsdale and the Economic Development Corporation board.

**D. OLD BUSINESS**

1. Three Meadows Property Disposition and Tax Implications – The requested information and documents were submitted. The State Tax Commission approved the request, so the last step is to have the Treasurer review it. We are hoping to hear something within the next couple of weeks.
2. Fiber – Mr. Hill advised waiting to meet with a developer from Lansing that is interested in looking at a public/private partnership on the Fiber project. The board discussed the importance of fiber. Mr. Affholter would like to get an update on what ACD.net is doing, meet with Mr. Mackie and schedule a Fiber Committee meeting soon. Mr. Hill advised he is willing to continue to serve on the Fiber Committee.
3. Three Meadows – Lot 1 – Hillsdale ISD is working on having the lot surveyed.

- a. Homeowners Association –Mr. Greg Bailey advised waiting for bank lobbies to open so the HOA can open a bank account.
- 4. **EDC Goals for 2020/2021**
  - a. Conduct a minimum of six retention / good will visits with a resident of the Manufacturing and Technology Park by 12/31/20. **Need to coordinate with Sue**
  - b. Chair one Joint meeting between EDC, ISD, Hillsdale Community Schools and Jackson College for purpose of creating at least one new avenue for retaining talent locally by 10/30/20. **Requesting Amanda to assist**
  - c. Share EDC Goals and subsequent bi-monthly updates with Council, TIFA, Planning Commission starting April 30, 2020. **April minutes shared ... will continue throughout year**
  - d. Fiber – develop two initiatives to promote the Fiber project by August 1, 2020. **Mr. Affholter to coordinate with Mr. Mackie**
  - e. Provide Financial Support to at least three Trade and /or Technical Training programs for purpose of skill and labor retention of area, by 12/31/2020. **Will need to implement during Fall Quarter w/ High School. On-going support for ISD build program**
  - f. Install at least two Phase I signs in support of the City wide Wayfinding Sign Project by 12/31/20. **Mr. Affholter to coordinate with Mr. Beeker**
  - g. Develop a go-forward plan for the Phases II and III for Three Meadows by 12/31/2020. **...On-going discussions ...City Engineer to present estimates at next meeting.**

#### **E. NEW BUSINESS**

- 1. Board Member replacement – The board discussed potential board members.
- 2. Officer Elections/Committee Assignments –
  - a. Officer Elections – Mr. Affholter agreed to serve as chair and Mr. Granata agreed to serve as Vice Chair for another year. Mr. Hill made a motion to appoint Mr. Affholter as chair. Mr. Condon seconded. Motion passed.  
Mr. Hill made a motion to appoint Mr. Granata as vice-chair. Mr. Condon seconded. Motion passed.
  - b. Committee Assignments – Mr. Moeggenberg made a motion to appoint the following:
    - 1. Architectural Control Committee – Mr. Loader- Chair, Ms. Janes, and Mr. Sumnar
    - 2. Business Review Committee/Other Projects – Mr. Moeggenberg – Chair, Mr. Gelzer, Mr. Condon and Ms. Lott
    - 3. Manufacturing & Technology Park Committee – Mr. Condon – Chair, Mr. Granata, and Mr. Loader
 Mr. Hill seconded. Motion passed.
- 3. RFP for Real Estate Broker Services – The board discussed the option of listing the remaining vacant land at Three Meadows and decided to table it for now.

4. Mr. Granata made a motion to extend the listing agreement for Hillsdale Manufacturing and Technology Park vacant land with JLL until August 4, 2021. Mr. Condon seconded. Motion passed.  
Mr. Condon made a motion to extend the listing agreement with Ms. Cathy Galloway on Lots 7 and 10 and the commercial lot at Three Meadows until August 15, 2021. Mr. Hill seconded. Motion passed.
5. Gift Card Program - Ms. LoPresto discussed a program other communities are doing to help the economy. The program includes businesses participating, providing gift cards, the consumer purchases \$25 and EDC would donate \$10 for each gift card. The consumer would receive a \$35 gift card and the business would receive \$35 for each gift card. The program is to help put money into the community. The Business Review Committee will meet to discuss in further detail.

#### **F. COMMITTEE REPORTS**

1. Three Meadows/ Architectural Control Committee – nothing at this time.
2. Manufacturing & Technology Park – nothing at this time.
3. Business Review Committee/Other Projects – nothing at this time.

#### **G. BOARD ROUND-TABLE/ECONOMIC DEVELOPMENT STERRING COMMITTEE UPDATE**

#### **H. PUBLIC COMMENT** – No public comment.

- I. Adjournment:** Mr. Condon made a motion to adjourn at 9:23 a.m. Mr. Loader seconded. Motion passed.

**Next Meeting: August 20, 2020**

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 247 TAX INCREMENT FINANCE ATH.							
Department 000.000							
07/01/2018			247-000.000-529.000 FEDERAL GRANT - CDBG		BEG. BALANCE		0.00
03/12/2019	CR	RCPT	MISCELLANEOUS 03/12/2019			83,800.00	(83,800.00)
07/01/2019			2019-20 Fiscal Year Begin				0.00
09/25/2019	CR	RCPT	MISCELLANEOUS 09/25/2019			36,900.00	(36,900.00)
12/05/2019	CR	RCPT	MISCELLANEOUS 12/05/2019			1,350.00	(38,250.00)
01/14/2020	CR	RCPT	MISCELLANEOUS 01/14/2020			1,700.00	(39,950.00)
01/14/2020	CR	RCPT	MISCELLANEOUS 01/14/2020			13,950.00	(53,900.00)
03/24/2020	CR	RCPT	MISCELLANEOUS 03/24/2020			3,955.00	(57,855.00)
06/30/2020	GJ	JE	RECLASSIFY MEDC GRANT ESB 218006 - DJ	13501		800.00	(58,655.00)
07/01/2020			2020-21 Fiscal Year Begin				0.00
07/31/2020			247-000.000-529.000	END BALANCE			0.00
			Cumulative Net Debits and Credits:		0.00	142,455.00	(142,455.00)
TOTAL FOR DEPARTMENT 000.000					0.00	142,455.00	
Department 900.000 CAPITAL OUTLAY							
07/01/2018			247-900.000-801.006 CONTRACTUAL SERVICES - MEDC		BEG. BALANCE		0.00
03/11/2019	AP	INV	HAGER CONSULTING, LLC	02262019	950.00		950.00
03/11/2019	AP	INV	MEDC GRANT				
03/11/2019	AP	INV	HAGER CONSULTING, LLC	02262019	3,850.00		4,800.00
07/01/2019			2019-20 Fiscal Year Begin				0.00
08/08/2019	AP	INV	GARY W ANDERSON ARCHITECTS	18-4446	8,900.00		8,900.00
09/05/2019	AP	INV	DAWN THEATER DRAWING REVISIONS & CON				
09/05/2019	AP	INV	MIDWEST ENVIRONMENTAL, INC	08.01.2019	36,900.00		45,800.00
10/03/2019	AP	INV	DAWN THEATER REHABILITATION PROJECT				
10/03/2019	AP	INV	MIDWEST ENVIRONMENTAL, INC	2	4,100.00		49,900.00
10/17/2019	AP	INV	DAWN THEATER REHABILITATION PROJECT				
10/17/2019	AP	INV	GARY W ANDERSON ARCHITECTS	18-4461	5,593.00		55,493.00
10/31/2019	AP	INV	DAWN THEATER DRAWING REVISIONS & CON				
10/31/2019	AP	INV	SPARTAN BARRICADING & TRAFFIC CONTR	142333	140.00		55,633.00
10/31/2019	AP	INV	DAWN THEATER PROJECT				
10/31/2019	AP	INV	SPARTAN BARRICADING & TRAFFIC CONTR	142333	391.00		56,024.00
10/31/2019	AP	INV	DAWN THEATER PROJECT				
10/31/2019	AP	INV	SPARTAN BARRICADING & TRAFFIC CONTR	142333	3,915.00		59,939.00
10/31/2019	AP	INV	DAWN THEATER PROJECT				
12/12/2019	AP	INV	HAGER CONSULTING, LLC	201970	800.00		63,667.48
01/09/2020	AP	INV	DAWN THEATER DRAW #4				
01/09/2020	AP	INV	FOULKE CONSTRUCTION	5	13,950.00		77,617.48
01/09/2020	AP	INV	DAWN THEATER REHABILITATION				
01/09/2020	AP	INV	GARY W ANDERSON ARCHITECTS	19-4519	2,163.88		79,781.36
01/09/2020	AP	INV	DAWN THEATER PROJECT CONSTRUCTION AI				
01/09/2020	AP	INV	HAGER CONSULTING, LLC	5	1,700.00		81,481.36
02/01/2020	GJ	JE	RECLASSIFY HAGAR CONSULTING ADMIN-DAW	13079	1,350.00		82,831.36
02/06/2020	AP	INV	FOULKE CONSTRUCTION	19008-1	3,750.00		86,581.36
02/06/2020	AP	INV	DAWN THEATER PROJECT				
02/06/2020	AP	INV	VESTED RISK STRATEGIES INC	7424.00	7,424.00		94,005.36
02/28/2020	AP	VOID	DAWN THEATER RENOVATION			7,424.00	86,581.36
04/02/2020	AP	INV	VESTED RISK STRATEGIES INC	7424.00			
04/02/2020	AP	INV	Void Invoice 7424.00 2075				
04/02/2020	AP	INV	FOULKE CONSTRUCTION	19-1466	3,555.00		90,136.36
04/02/2020	AP	INV	TIFA DAWN MEDC GRANT				
04/02/2020	AP	INV	HAGER CONSULTING, LLC	202009	400.00		90,536.36
06/03/2020	AP	INV	DAWN THEATER MEDC GRANT				
06/03/2020	AP	INV	FOULKE CONSTRUCTION	3	4,500.00		95,036.36
06/03/2020	AP	INV	DAWN THEATER REHABILITATION				
06/03/2020	AP	INV	GARY W ANDERSON ARCHITECTS	20-4604	660.00		95,696.36
06/25/2020	AP	INV	DAWN THEATER PROJECT				
06/25/2020	AP	INV	FOULKE CONSTRUCTION	4	23,580.00		119,276.36
06/25/2020	AP	INV	DAWN THEATER REHABILITATION				
06/25/2020	AP	INV	GARY W ANDERSON ARCHITECTS	20-4613	1,125.00		120,401.36
06/30/2020	AP	INV	DAWN THEATER REHABILITATION				
06/30/2020	AP	INV	FOULKE CONSTRUCTION	DRAW-005	21,465.00		141,866.36
06/30/2020	AP	INV	DAWN THEATER REHABILITATION				
06/30/2020	AP	INV	HAGER CONSULTING, LLC	202015	550.00		142,416.36
07/01/2020			DAWN THEATER REHABILITATION				0.00
07/31/2020			2020-21 Fiscal Year Begin				0.00
07/31/2020			247-900.000-801.006	END BALANCE			0.00
			Cumulative Net Debits and Credits:		154,640.36	7,424.00	147,216.36
TOTAL FOR DEPARTMENT 900.000 CAPITAL OUTLAY					154,640.36	7,424.00	
TOTAL FOR FUND 247 TAX INCREMENT FINANCE ATH.					154,640.36	149,879.00	0.00



## DAWN THEATER

## Structural Report 02

LOCATION: 110 North Broad St – Hillsdale, MI 49242

DATE of EVALUATION: 08.25.2020

### EXISTING TIMBER TRUSSES.

- **BRICK COMPOSITE WALL AND TRUSS BEARING:** Due to the trusses having sagged/deflected bearing at the ends of the truss is compromised and will need to be repaired.
  - The brick pilasters appear to be in decent condition. The pilasters that have had the plaster removed appear to be tight to the wall with little movement.
  - The brick directly below the bearing show signs of stress – the ones at the outer edge of the truss where most of the bearing load is currently applied.
  - Detail attached to provide solid bearing under the truss and increase the bearing area evenly on the brick pilaster.
  - If other pilasters show more signs of stress, additional brick repair may be required.
- **TRUSSES 3, 4, 5, 6: EXTREME SAGGING AND DEFLECTION WITH BOTTOM/TOP CHORD CRACKING**
  - Now that the ceiling has been fully removed and a full-length work floor installed under the trusses a full review of the existing trusses has been able to be completed.
  - The trusses have sagged approximately 15” to 20” from center to truss bearing.
  - Portions of the bottom chord are cracked/broken and pulled away.
  - A couple of the trusses are exhibiting bottom chord rotation.
  - Details of the required stabilization repair have been attached.
  - The repair should stabilize the truss in the current configuration. It is not possible to bring the existing truss back to the original shape (without sag/deflection).
- **TRUSSES 7, 8, 9: SLIGHT SAG AND DEFLECTION WITH BOTTOM CHORD CRACKING.**
  - These trusses are showing similar signs of fatigue as the 3-6 but with much less sag and damage.
  - Details to stabilize have been attached and are similar to the 3-6 trusses, although not as extensive.

**SUMMARY OF FINDINGS:** The existing trusses are in significantly worse condition than originally determined based on the limited site visit and limited access to the trusses. Once full access was provided, and more in-depth review was able to be performed. Kabil Associates has analyzed the existing trusses in their current condition and has provided details for stabilization. This stabilization is based on the current roof loading (dead and code required live/snow). If additional dead loads or roof top units are to be installed the stabilization should be reviewed. Another possible solution would be to remove the trusses, decking and roofing and replace with new trusses. A possibility of utilizing standard gable trusses at 2ft on center would be a good solution as this style is an industry standard, in lieu of the heavy timber style installed currently.

PHOTOS AND DETAIL BELOW





PHOTO #1 – Existing Truss shown extreme sag. Drop is evident on right side.



PHOTO #2: Existing Truss shown extreme sag. Drop is evident on right side.





PHOTO #3: Existing top chord repair to be removed to allow for proper roofing to be installed.

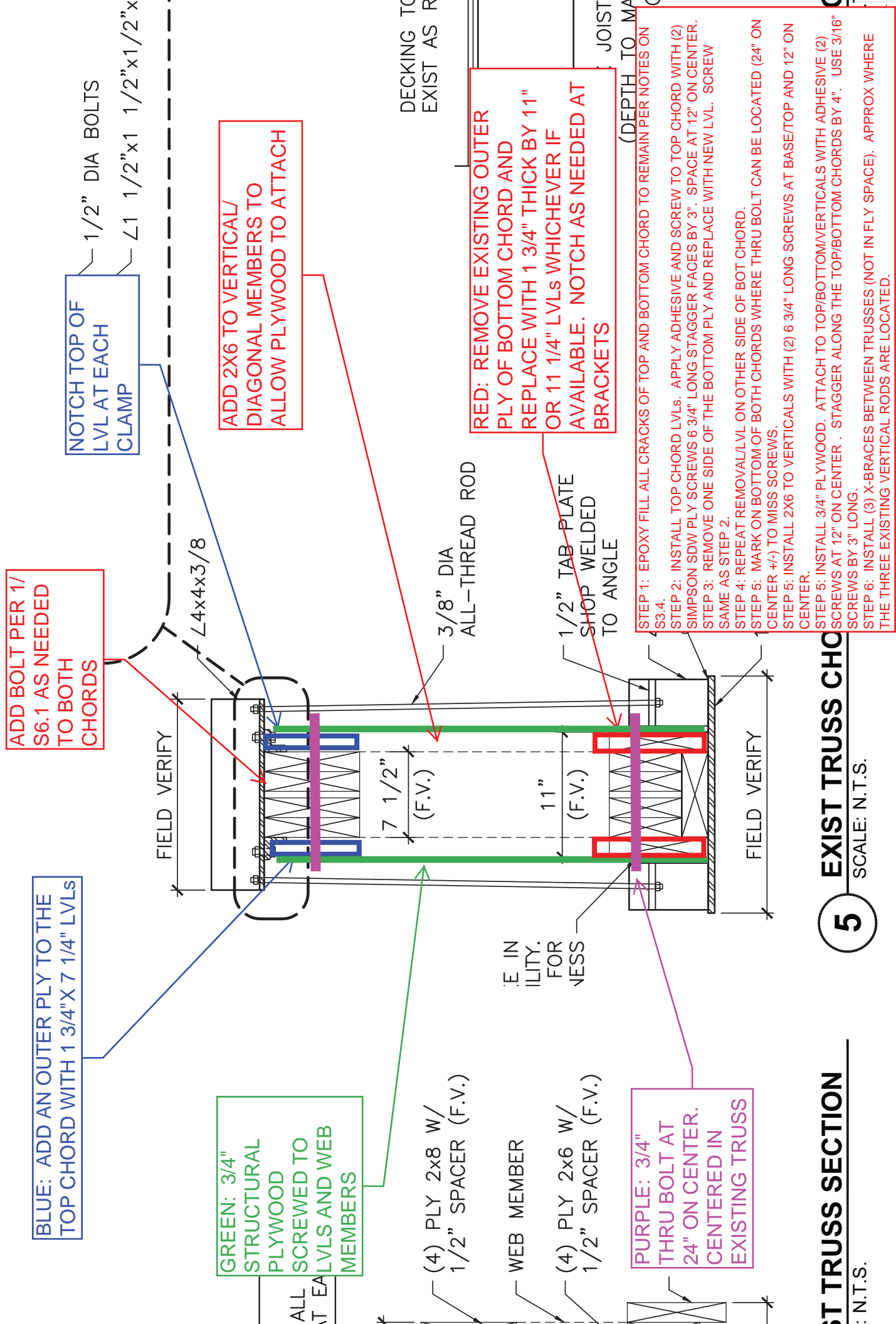


Respectfully submitted,

*James F Dixon*

Jim Dixon, PE  
Kabil Associates, Inc.

END OF REPORT



**5** EXIST TRUSS CHO

EXIST TRUSS SECTION

REPAIR FOR TRUSSES: 3, 4, 5, 6



BLUE: ADD AN OUTER PLY TO THE TOP CHORD WITH 2X8 JOISTS

ADD BOLT PER 1/8" S6.1 AS NEEDED TO BOTH TOP CHORDS

NOTCH TOP OF 2X AT EACH CLAMP

GREEN: 3/4" STRUCTURAL PLYWOOD SCREWED TO LVL'S AND WEB MEMBERS

GREEN: NOTCH 1/2" PLYWOOD AT CLAMPS

WEB MEMBER

(4) PLY 2x6 W/ 1/2" SPACER (F.V.)

PURPLE: 3/4" THRU BOLT AT 24" ON CENTER, CENTERED IN EXISTING TRUSS

FIELD VERIFY

FIELD VERIFY

1/2" DIA BOLTS  
L1 1/2"x1 1/2"x1/2"x

ADD 2X6 TO VERTICAL/DIAGONAL MEMBERS TO ALLOW PLYWOOD TO ATTACH

EXISTING BOTTOM CHORD TO REMAIN. REPAIR AS NEEDED WITH EPOXY AND SCREWS PER DRAWINGS.

- STEP 1: EPOXY FILL ALL CRACKS OF TOP AND BOTTOM CHORD TO REMAIN PER NOTES ON S3.4.
- STEP 2: INSTALL TOP CHORD 2X. APPLY ADHESIVE BETWEEN PLYS AND SCREW TO TOP CHORD WITH (2) SIMPSON SDW PLY SCREWS 6 3/4" LONG STAGGER FACES BY 3". SPACE AT 12" ON CENTER.
- STEP 3: INSTALL 2X6 TO VERTICALS WITH (2) 6 3/4" LONG SCREWS AT BASE/TOP AND 12" ON CENTER.
- STEP 4: INSTALL 3/4" PLYWOOD. ATTACH TO TOP/BOTTOM VERTICALS WITH ADHESIVE AND (2) SCREWS AT 12" ON CENTER. STAGGER SCREWS ALONG THE TOP/BOTTOM CHORDS BY 4". USE 3/16" SCREWS BY 3" LONG.
- STEP 5: INSTALL THRU BOLTS TO BOTTOM AND TOP CHORDS - INTENT IS TO LOCATE THE BOLTS IN BETWEEN THE SDW SCREWS (BOLTS AT 24" AND SCREWS AT 12" SPACING)
- STEP 6: INSTALL THRU BOLTS TO BOTTOM AND TOP CHORDS - INTENT IS TO LOCATE THE BOLTS IN BETWEEN THE SDW SCREWS (BOLTS AT 24" AND SCREWS AT 12" SPACING)
- STEP 6: INSTALL (3) X-BRACES BETWEEN TRUSSES (NOT IN FLY SPACE). APPROX WHERE THE THREE EXISTING VERTICAL RODS ARE LOCATED.

### 5 EXIST TRUSS SECTION

SCALE: N.T.S.

REPAIR FOR TRUSSES: 7, 8, 9

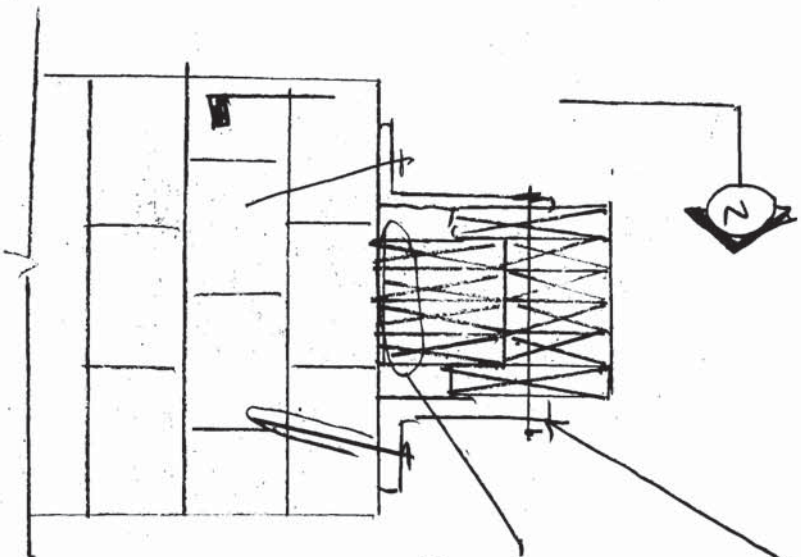
### EXIST TRUSS SECTION

SCALE: N.T.S.

DECKING TO EXIST AS R

NEW 2X JOIST (DEPTH TO MA

1

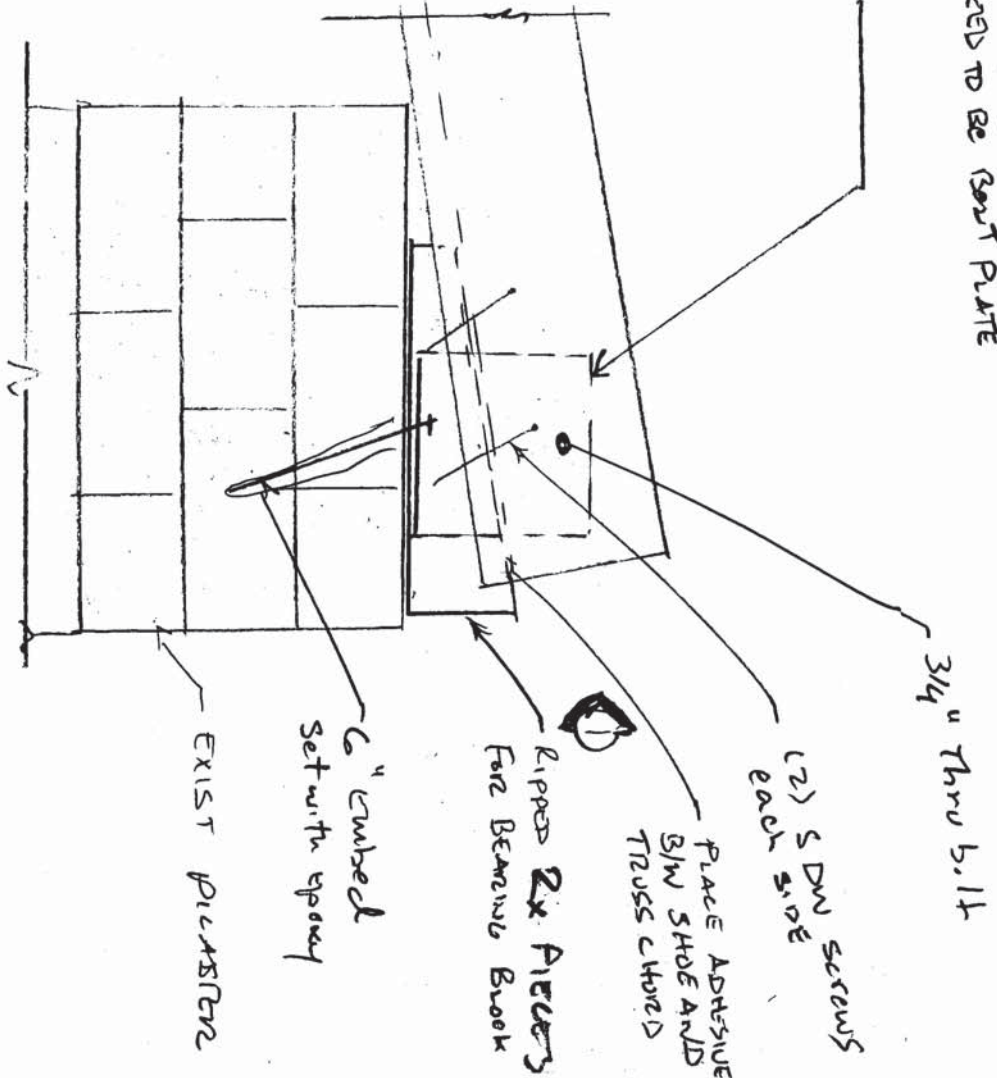


LVL 5/16 x 0.6" LG  
EA SIDE OF TRUSS

RIPPED  
2x PIECES  
FOR BEAMING  
SHOE

CONTRACTOR TO VERIFY  
SIZE WILL WORK  
- MAY NEED TO BE BOAT PLATE

2



3/4" thru 5.11

(2) S DW SCREWS  
EACH SIDE

PLACE ADHESIVE  
B/W SHOE AND  
TRUSS CHORD

RIPPED 2x PIECES  
FOR BEAMING  
SHOE

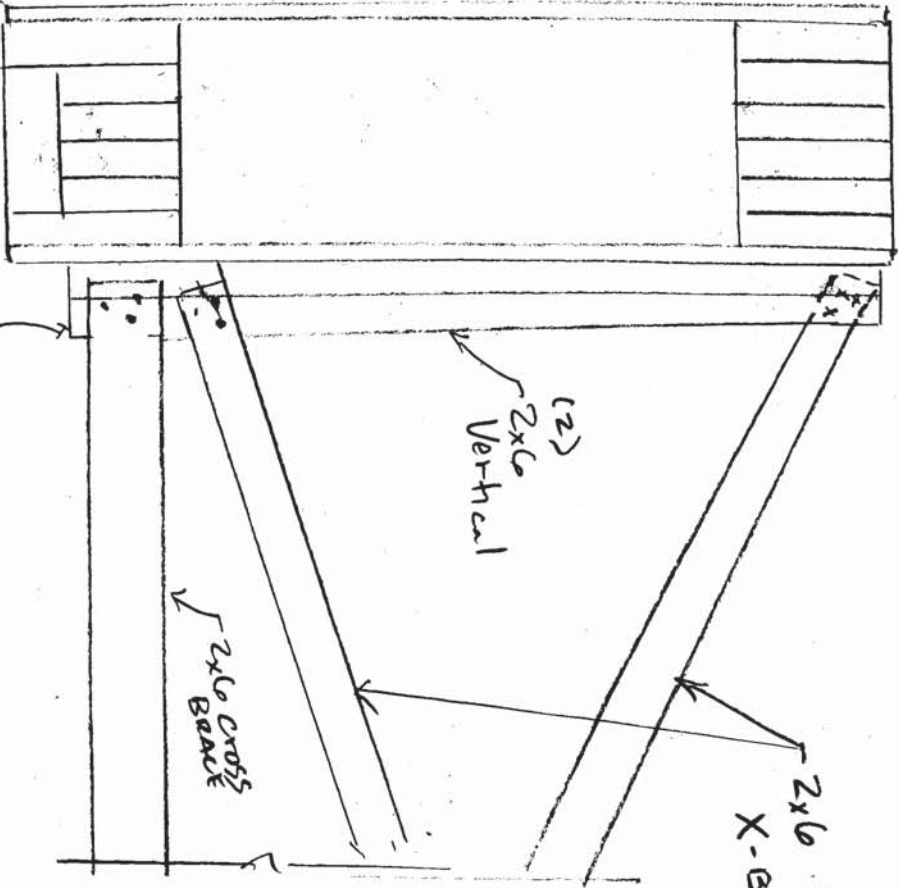
6" Curbed  
Set with epoxy

EXIST PICKSTERN

DAVID REPAIR

BEAMING REPAIR

REPAIRERS  
TRUSS



Screw Double 2x6  
PLANE TO TOP/BOT CHORD  
WITH (4) SDW SCREWS EACH

2x6  
X-BRACE

(2)  
2x6  
Vertical

2x6 CROSS  
BRACE

Draw Repair

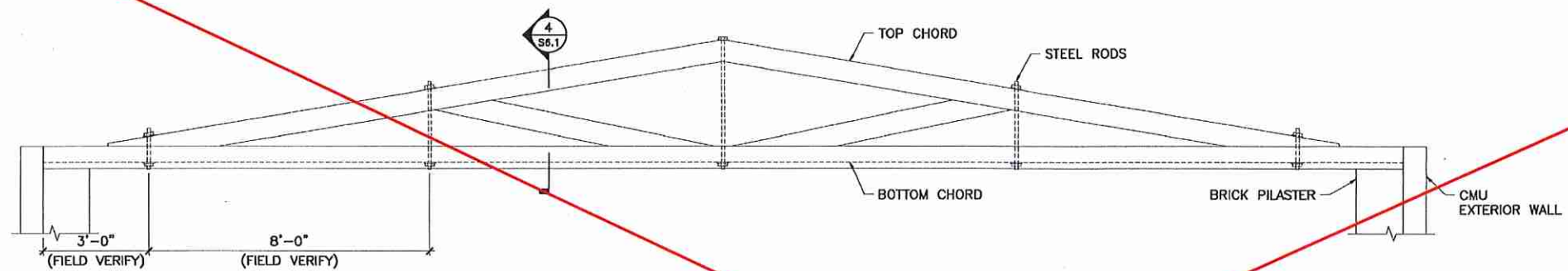
LOCATE (3) X-BRACES  
AT CENTER AND  
WHERE EXIST VERTICAL  
ROD IS LOCATED

Screw together  
at center

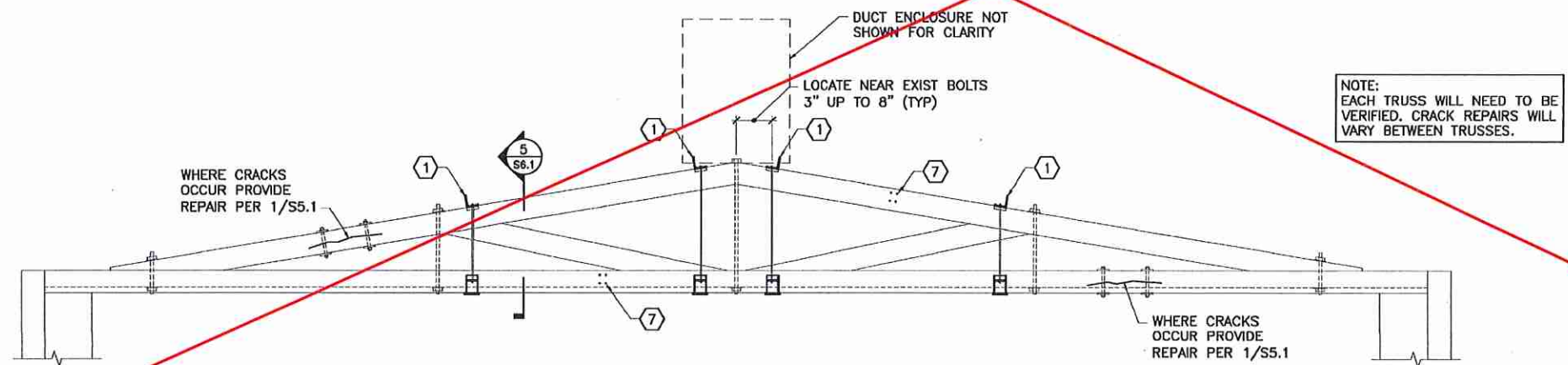
3

X-BRACE

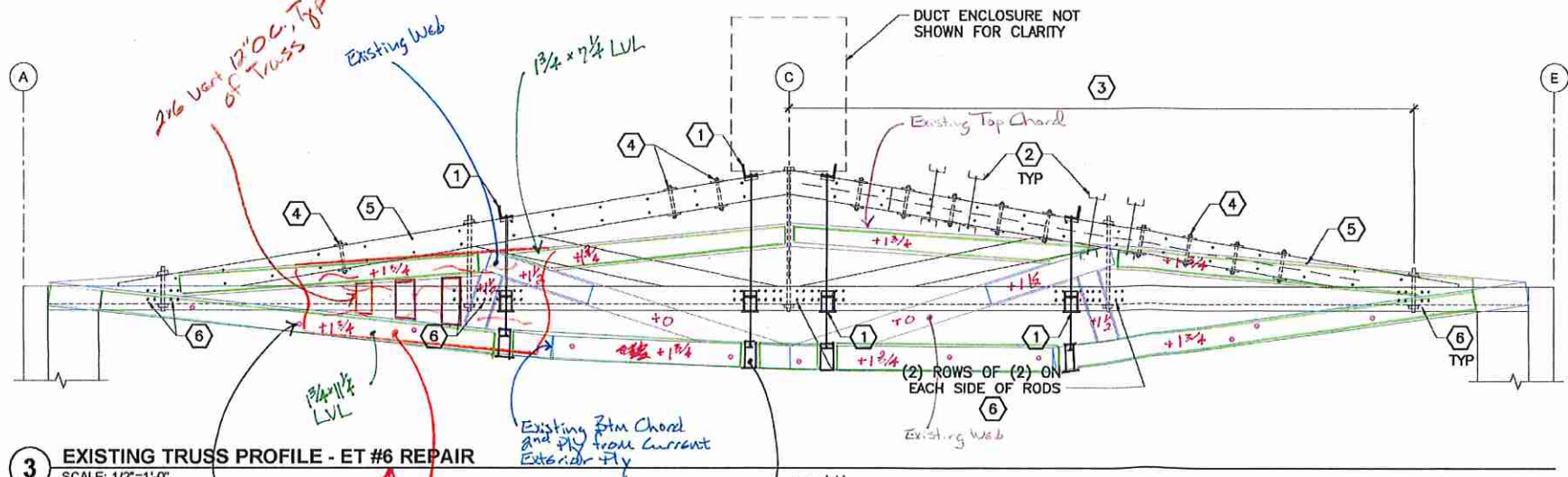




**1 EXISTING TRUSS PROFILE**  
SCALE: 1/2"=1'-0"



**2 EXISTING TRUSS PROFILE - CHORD CLAMP REPAIRS**  
SCALE: 1/2"=1'-0"



**3 EXISTING TRUSS PROFILE - ET #6 REPAIR**  
SCALE: 1/2"=1'-0"

Remove & Replace Existing Bolts Add Bolts to achieve 24" O.C.

3/4 Structural Plywood  
Note: Trusses are warped & out of plane. New LVL 2x6 #1 plywood will also be out of plane

Steel Saddle  
Note: 3/4 LVL won't clear Steel Saddle. They will be discontinuous at each saddle and at other locations where existing kinks prevent continuity

Note: Shoring of trusses will be necessary prior to any removal of existing plys or bolts

**TRUSS NOTES**

1. FIELD VERIFY TOP AND BOTTOM CHORD WIDTH AT EACH TRUSS LOCATION.
2. SEE TRUSS CRACK REPAIRS NOTES ON SHEET S3.4
3. TRUSSES, ROOF JOISTS, AND DECKING HAVE NOT BEEN FULLY REVIEWED FOR REPAIR DUE TO EXIST FINISHES. THE CONTRACTOR SHALL INCLUDE IN THE BID, TIME FOR ROOF FRAMING TO BE EXPOSED, REVIEWED AND APPROPRIATE REPAIRS PROVIDED.
4. REFER TO "CONTRACTOR PROVIDED MATERIALS AND ALLOWANCES" ON S0.2 FOR BID REPAIRS.
5. THE CONTRACTOR SHALL PROVIDE AN INSPECTOR WITH EXPERIENCE IN WOOD TO IDENTIFY SOFT, DECAYED, DAMAGED FRAMING

**CODED NOTES**

- ① CHORD CLAMP REPAIRS - SEE 5/S6.1
- ② EXIST TRUSS STABILIZATION TO REMAIN
- ③ TOP CHORD OF TRUSS #6 SHOWS A LARGE HORIZ CRACK. CRACK TO BE REPAIRED PER DETAIL 1/S6.1. LOCATE BOLTS AT APPROX 24" O.C. ALONG LENGTH OF TOP CHORD.
- ④ REPAIR TOP CHORD CRACK AT TRUSS #6 - SEE DETAIL 1/S6.1. SUGGEST SEQUENCE OF CONSTRUCTION.
- ⑤ (2) ROWS OF SIMPSON SDW PLY SCREWS 6 3/4" NOMINAL LENGTH @ 16" O.C. BOTH FACES. STAGGER FACES BY 3". SCREW TOP CHORD TOGETHER FOR LENGTH OF TOP CHORD.
- ⑥ (2) ROWS OF (2) SIMPSON SDW PLY SCREWS 6 3/4" NOMINAL LENGTH ON BOTH FACES. STAGGER FACES BY 3". SCREW BOTTOM CHORD TOGETHER AT EACH ROD.
- ⑦ AREAS WITH CHORD PLY SEPARATION: INSTALL (2) ROWS OF (2) SIMPSON SDW PLY SCREWS 6 3/4" NOM LG ON BOTH FACES. STAGGER FACES BY 3"

**TRUSS REPAIR (TRUSSES #2-#5, #2-#10)**

1. (24) THRU-BOLTS/WASHERS PER 1/S6.1
2. TRUSS EPOXY CRACK REPAIR = 100 LIN FT. SEE NOTES ON S3.4
3. CHORD CLAMP REPAIRS, 4 PER TRUSS: 32 REPAIRS, SEE 5/S6.1
4. AREAS W/ CHORD PLY SEPARATION: 32 AREAS OF (8) PLY SCREWS (4 PER FACE PER CODED NOTE 7)

**TRUSS REPAIR (TRUSS #6)**

1. (12) THRU-BOLTS/WASHERS PER 1/S6.1
2. TRUSS EPOXY CRACK REPAIR = 30 LIN FT. SEE NOTES ON S3.4
3. CHORD CLAMP REPAIRS: 4, SEE 5/S6.1
4. AREAS OF PLY SEPARATION: SEE 3/S5.1

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**DAWN THEATER REHABILITATION & BLIGHT ELIMINATION**  
110 NORTH BROAD STREET, HILLSDALE, MI 49724

DESIGNED BY:	JFD
DRAWN BY:	KABIL
CHECKED BY:	SFS
DATE	
REVISION	
NUMBER	



STRUCTURAL TRUSS PROFILES

11/14/2018  
**S5.1**

M.T. 9-3-20



**FOULKE** CONSTRUCTION COMPANY

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September 9, 2020

City of Hillsdale, TIFA  
97 N. Broad St  
Hillsdale, MI 49242

Attn: Mr. Alan Beeker  
Re: Dawn Theater, Clay Brick Façade Additional Stabilization

Dear Alan

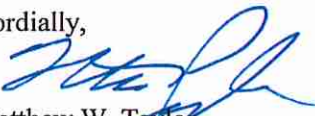
We have recently removed the front façade metal coping from the Dawn Theater and framed the proposed stepped parapet backer wall. We've also removed 3 to 4 courses of brick in an effort to reach a point in the existing brick veneer and existing brick columns from which we could bear new brick and continue upward to build our new brick veneered parapet.

We've found that even after removing the top 3 to 4 courses, an additional 5 to 6 courses need to be removed from the entire top of the front brick façade to get to a point where enough stability may exist from which we could place new brick on. This is outside the current scope of work. The cost to reconstruct this portion of the top of the existing wall would be thirteen thousand nine hundred eighty four dollars (\$13,985).

Unfortunately we will need to temporarily stop brick masonry work at the end of the day today until we are authorized to perform this additional work. During this stoppage we will continue to incur scaffolding cost. Therefore as part of this potential extra, we will need to add \$50 per day, beginning September 15, 2020, for each day scaffolding remains idle on site.

If you have questions regarding this matter or if you'd like to meet to review the situation, please don't hesitate to contact me and I'll make arrangements to meet you on site your first available opportunity.

Cordially,



Matthew W. Taylor  
V.P., Foulke Construction