



CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING

WEDNESDAY, FEBRUARY 10, 2016

ALBION FOOD HUB

112 E. ERIE ST., ALBION, MI 49224

7:30 A.M.

MIKE TYMKEW-CHAIRPERSON

AGENDA

- I. Call To Order (Reminder: turn off cell phones)
- II. Roll Call of the DDA
- III. Approval of Prior Meeting Minutes
 - January 13, 2016 Special Meeting
- IV. Correspondence
- V. Order of Business
 - A. Discussion-Part Time Employee for the DDA
 - B. Accept Bid for Reconstruction of 3rd Floor for Ismon House
 - C. Accept Promissory Note for Ismon House Reconstruction
 - D. Miscellaneous Items
 - E. Excuse Absent Board Members
- VI. Citizen Comments (Persons addressing the DDA shall limit their comments to no more than 5 minutes. Proper decorum is required.)
- VII. Adjournment

City Of Albion
Albion Downtown Development Authority
Special Meeting Minutes – January 13, 2016

I. CALL TO ORDER

Vice Chairperson Mike Tymkew called the meeting to order at 7:30 a.m.

II. ROLL CALL

X	Scott Brown	X	Jennifer Yawson
X	Joseph Domingo, Mayor	X	Peggy Sindt
X	Alfredia Dysart-Drake	X	Mike Tymkew
X	Nora Jackson	X	Nidia Wolf
X	Marcola Lawler	X	Don Masternak

Administration: Sheryl L. Mitchell, City Manager and Jill Domingo, City Clerk.

III. Approval of Prior Meeting Minutes

A. December 9, 2015 Regular Meeting Minutes

Board Member Dysart-Drake asked whether or not Taco Bell was building a new building and also if the meeting schedule was decided upon at the December 9th, 2015 meeting.

Motion by Domingo, supported by Masternak to approve prior regular meeting minutes as presented.

(MOTION carried, voice vote)

IV. Correspondence – NONE

V. Order of Business

A. Election New Officers for the Board

Motion by Wolf, supported by Sindt, to nominate Mike Tymkew as Chairperson.
(MOTION carried, voice vote)

Motion by Domingo, supported by Jackson, to nominate Scott Brown as Vice Chairperson.
(MOTION carried, voice vote)

Motion by Masternak, supported by Jackson, to nominate Marcola Lawler as Secretary.
(MOTION carried, voice vote)

Motion by Sindt, supported by Brown, to nominate Alfredia Dysart-Drake as Treasurer.
(MOTION carried, voice vote)

The 2016 DDA Officers are as follows:

Chairperson	Mike Tymkew
Vice-Chairperson	Scott Brown
Secretary	Marcola Lawler
Treasurer	Alfredia Dysart-Drake

B. Discussion 2016 Meeting Schedule

City Manager Mitchell stated there had been previous discussions of going from quarterly to monthly meetings of the DDA Board. The meetings will be cancelled if there isn't a need to meet.

Wolf moved, Yawson supported, to approve monthly meeting schedule as presented.

(MOTION carried, voice vote)

C. Discussion of Downtown Activity

City Manager Mitchell stated the Ismon House will have another bid opening for the renovation of the building. The previous bids were coming in at double the grant dollars.

Board Member Sindt stated the construction was done on the Food Hub. They will be proceeding with an owner training on the alarm system and also on the equipment. They plan to open in early February.

Board Member Yawson asked if the DDA could have the February 10th, 2016 meeting at the Food Hub. A reminder of the change of location for the February 10th, 2016 will be sent out prior to the meeting.

Board Member Sindt also talked about the non-profit business Proactis. She stated this non-profit was formed in response to securing a loan to attract businesses. Proactis is not a part of the EDC and there is no compensation for members of the Board. The President is Joyce Spicer, Vice-President-Tom Hunsdorfer and Secretary/Treasurer-Peggy Sindt. They assist with purchasing downtown properties with funds secured from Dr. Shaheen. The property was purchased quietly so the price didn't raise. Proactis currently does not own any property downtown. They are a 501 C-3, however they are not exempt from property taxes.

The interest in the downtown area has increased. There is interest in businesses relocating and also in new business start-ups. The EDC had previously been handling some of the downtown inquiries but they are not funded for handling all of the downtown activity. The following were some of the suggestions that were made to help facilitate the interest in downtown activity and work with the local business owners:

- Speaking with a new non-profit to work with developer for new tenants and create fund raisers to promote their business
- Create a model as Holland, Michigan did with local businesses creating a nonprofit that would purchase the properties and renovate.

This would help to involve the public sector to be more involved in the downtown.

- Hire a City Planner
- Hire a part-time employee.

If the DDA hired a part-time employee, the following questions and comments were raised:

- What qualifications would the individual need to have?
- Would this be just a "go-to" person or would they need experience?
- What duties would be involved and how many hours per week would this position be working?
- The Board would like to see the following qualifications for the position
 - A. Knowledgeable on the downtown
 - B. What buildings are available and what they can be used for
 - C. Flexible and devoted to the position
 - D. Good with people
 - E. Has some understanding of assessing and property taxes
 - F. Some sort of real estate background
 - G. Understands the workings of the City
 - H. Create a good working relationship with business owners

The Board also discussed how this position would be funded. A few of the suggestions were to fund this position but giving up façade grants for a year or two or taking the funds from the contractual services of the DDA and EDC.

The consensus of the Board is that Board Member Wolf and City Manager Mitchell will work on creating a job description for the position; Board Member Sindt will speak with the new non-profit and see if there is any interest in helping with the downtown and Board Member Brown will check with the Chamber to see what information they have on the downtown.

Comments were received from Board Members Brown, Domingo, Yawson, Masternak, Wolf, Sindt, Tymkew, Lawler, Dysart-Drake and Jackson.

D. Miscellaneous Items

Board Member Lawler asked if the hardware store downtown is now closed. Board Member Wolf stated it is now closed and she has talked to Citizens Lumber and asked them to advertise additional items they have to offer that would supplement the closing of the hardware store.

E. Excuse Absent Board Members

No action was necessary as all Board Members were present.

VI. Citizens Comments (Persons addressing the DDA shall limit their comments to no more than 5 minutes. Proper decorum is required.)

No comments were received.

VII. ADJOURNMENT

Motion by Brown, supported by Sindt to adjourn the meeting of the DDA.

(MOTION CARRIED, voice vote).

Meeting adjourned the meeting at 8:35 a.m.

Recorded by Jill A. Domingo

City of Albion Job Description

Downtown Development Director

(Non-Union Contract Position)

Supervised by: Downtown Development Authority Chairperson
Supervises: Volunteers, Interns, Consultants

General Summary:

The Downtown Development Director is responsible for planning the physical and economic development of downtown Albion. The Downtown Development Director is responsible for the development and implementation of the Downtown Development Plan as adopted by the Downtown Development Authority Board of Directors and City Council. The Downtown Development Director is the principal on-site staff person responsible for coordinating all project activities locally as well as for representing the community regionally and nationally as appropriate.

Essential Job Functions:

An employee in this position may be called upon to do any of all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Responsible for planning the physical and economic development of downtown Albion.
2. Oversee the development and implementation of strategic plans for the downtown and manages major projects of significant scope and complexity.
3. Become familiar with all persons and groups directly or indirectly involved in the downtown commercial district.
4. Assist individual tenants and property owners with physical improvement projects, market planning, and financing improvements through the use of local resources such as the DDA Façade Grant Program, the Economic Development Corporation Revolving Loan Fund, and state tax incentive programs.
5. Promote the goals of the master plan through public presentations, the development of promotional materials and other events.
6. Help build strong and productive working relationships with appropriate public agencies at the local and state levels.
7. Provide direction and administrative support for Board committees.
8. Research the availability of grants and foundation funds to be used for the activities of the downtown plan including capital projects identified by the master plan.

9. Make policy recommendations and develop appropriate policies, ordinances, etc. to further the goals of the master plan.
10. Manage all administrative aspects of the Albion Downtown Development Authority, including budget development, preparing all necessary reports, etc. in conjunction with the City of Albion Finance Department.
11. Manage the Authority's web-site and a database of the downtown businesses.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Education requirements include Bachelor's Degree or the equivalent is desired, with coursework in business administration, historic preservation, economics, finance, public administration, marketing, nonprofit administration and/or small business development.
- Must be sensitive to issues confronting local business people, property owners, public agencies and community organizations.
- Individual must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in a very independent situation.
- Individual should have excellent written and oral communication skills.
- Grant-writing experience desirable.
- Proficiency in Front-Page and Microsoft Office desirable.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to reach with hands and arms, and use hand to finger, handle or feel. The employee must frequently lift and/or move lightweight objects. The employee may frequently bend or kneel. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee may be required to lift up to 30 pounds. The employee must be able to travel the central business district in a mobile fashion.

While performing the duties of this job, the employee regularly works in a business office setting and will traverse the central business district. The noise level in the work environment is usually moderate.

Fund 248 DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.00	CASH	27,948.76
248-000-078.00	DUE FROM STATE	13,437.78
248-000-123.00	PREPAID EXPENSES	626.50
Total Assets		42,013.04
*** Liabilities ***		
248-000-202.00	ACCOUNTS PAYABLE	1,000.00
Total Liabilities		1,000.00
*** Fund Balance ***		
248-000-390.00	FUND BALANCE	49,150.12
Total Fund Balance		49,150.12
Beginning Fund Balance		49,150.12
Net of Revenues VS Expenditures		(8,137.08)
Ending Fund Balance		41,013.04
Total Liabilities And Fund Balance		42,013.04

Calculations as of 12/31/2015

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2014 ACTIVITY THRU 12/31/15	2015 AMENDED BUDGET	2016 COUNCIL APPR'D BUDGET
Fund: 248 DDA FUND					
Dept 000					
ESTIMATED REVENUES					
UNK_REV					
248-000-402.00	CURRENT PROPERTY TAXES	12,238	11,158	12,000	9,000
248-000-402.10	CURRENT PROP TAXES - STATE REIMBU	9,960	13,438	13,400	10,500
248-000-665.00	INTEREST	222	240	200	200
248-000-671.00	OTHER REVENUES	15	0	0	0
TOTAL UNK_REV		22,435	24,836	25,600	19,700
TOTAL ESTIMATED REVENUES		22,435	24,836	25,600	19,700
NET OF REVENUES/APPROPRIATIONS - 000-					
Dept 735-DDA					
APPROPRIATIONS					
UNK_EXP					
248-735-744.00	POSTAGE	0	0	50	50
248-735-776.00	MATERIALS AND SUPPLIES	0	0	200	200
248-735-801.00	PROFESSIONAL SERVICES	0	2,500	2,500	0
248-735-802.00	CONTRACTUAL SERVICES	25	455	455	500
248-735-840.00	ADMINISTRATION FEES	1,817	2,200	2,200	2,200
248-735-880.00	COMMUNITY PROMOTIONS	2,551	1,624	2,000	2,700
248-735-950.00	INSURANCE AND BONDS	1,338	1,318	1,320	1,350
248-735-955.00	MISCELLANEOUS	51	51	300	500
TOTAL UNK_EXP		5,782	8,148	9,025	7,500
TOTAL APPROPRIATIONS		5,782	8,148	9,025	7,500
NET OF REVENUES/APPROPRIATIONS - 735-DDA		(5,782)	(8,148)	(9,025)	(7,500)
Dept 741-MARKETING/WAYFINDING SIGNAGE					
APPROPRIATIONS					
UNK_EXP					
248-741-801.00	PROFESSIONAL SERVICES	52	0	0	0
TOTAL UNK_EXP		52	0	0	0
TOTAL APPROPRIATIONS		52	0	0	0
NET OF REVENUES/APPROPRIATIONS - 741-MARKETING/WAY		(52)	0	0	0
Dept 757-BOHM THEATRE					
ESTIMATED REVENUES					
UNK_REV					
248-757-502.00	FEDERAL GRANTS	360,000	0	0	0
TOTAL UNK_REV		360,000	0	0	0
TOTAL ESTIMATED REVENUES		360,000	0	0	0
APPROPRIATIONS					
UNK_EXP					
248-757-802.00	CONTRACTUAL SERVICES	360,000	0	0	0
TOTAL UNK_EXP		360,000	0	0	0
TOTAL APPROPRIATIONS		360,000	0	0	0
NET OF REVENUES/APPROPRIATIONS - 757-BOHM THEATRE		0	0	0	0
Dept 793-SPECIAL PROGRAMS					
APPROPRIATIONS					
UNK_EXP					

Calculations as of 12/31/2015

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY THRU 12/31/15	2015 AMENDED BUDGET	2016 COUNCIL APPR'D BUDGET
Fund: 248 DDA FUND					
Dept 793-SPECIAL PROGRAMS					
APPROPRIATIONS					
248-793-870.00	FACADE GRANTS	0	24,825	25,675	10,000
TOTAL UNK_EXP		0	24,825	25,675	10,000
TOTAL APPROPRIATIONS		0	24,825	25,675	10,000
NET OF REVENUES/APPROPRIATIONS - 793-SPECIAL PROGR					
Dept 806-ISMAN HOUSE RENOVATION					
ESTIMATED REVENUES					
UNK_REV		0	0	0	120,000
248-806-540.00	STATE GRANTS	0	0	0	80,000
248-806-580.00	CONTRIBUTION FROM LOCAL UNITS	0	0	0	200,000
TOTAL UNK_REV		0	0	0	200,000
TOTAL ESTIMATED REVENUES		0	0	0	200,000
APPROPRIATIONS					
UNK_EXP		0	0	0	200,000
248-806-802.00	CONTRACTUAL SERVICES	0	0	0	200,000
TOTAL UNK_EXP		0	0	0	200,000
TOTAL APPROPRIATIONS		0	0	0	200,000
NET OF REVENUES/APPROPRIATIONS - 806-ISMAN HOUSE R					
ESTIMATED REVENUES - FUND 248					
APPROPRIATIONS - FUND 248					
NET OF REVENUES/APPROPRIATIONS - FUND 248					
BEGINNING FUND BALANCE					
ENDING FUND BALANCE					
		382,435	24,836	25,600	219,700
		365,834	32,973	34,700	217,500
		16,601	(8,137)	(9,100)	2,200
		32,547	49,150	49,150	41,013
		49,148	41,013	40,050	43,213

BID TAB

Job Name: Mary Sheldon Ismon House
 Third Floor Renovations

Date: 1-22-16 10:06 AM

Contractor	Base Bid Amount	Alternates Note any missing	Allowances Note any missing	Bid Bond Y/N	Addenda Circle all	Remarks
1 David Bontrager	127,437.82	#1 #2 #3 #4 N/A	Note Regarding Flooring	Y	1 2 3	Note Regarding Flooring
2 Larry Andreas	306,000.00	#1 #2 #3 #4 N/A	None	N	N/A	
3 Moore Trosper		#1 #2 #3 #4			1 2 3	
4		#1 #2 #3 #4			1 2 3	
5		#1 #2 #3 #4			1 2 3	
6		#1 #2 #3 #4			1 2 3	
7		#1 #2 #3 #4			1 2 3	

Present:

signed

[Signature]

1-22-2016

BID FORM

NAME OF BIDDER ANDREAS CONSTRUCTION INC

STREET ADDRESS P.O. Box 877

CITY, STATE, ZIP ALBION, MI 49224

TELFAX NO. 517-629-7177 SAME E-mail: ANDREASCONST@ATT.NET

We, the undersigned, will furnish all labor, materials, equipment, services, facilities and all other items required for the **Bohm Theater** as defined by the Drawings and Specifications herein attached and referenced. This **BASE BID** amount is being submitted in accordance with the Documents and Specifications prepared by:



as identified by Project No.1424 for the amount of:

THREE HUNDRED & SIX THOUSAND DOLLARS (\$ 306,000⁰⁰)

WILL KEEP TRACK OF JOB TIME & MATERIAL. IF IT COSTS BONDS LESS, YOU PAY LESS.

A Bid Bond (5% of bid amount) in the amount of \$ _____ has been attached and forms part of this proposal. The method selected by the Bidder for the Bid Bond will be _____.

A Performance and Payment Bond will be furnished for all contracts equal to or greater that \$100,000, as indicated in the Invitation to Bid. The premium for the assurance of this project will be \$ _____, and is part of the lump sum above.

ADDENDA

We acknowledge receipt of the following Addenda that are included in our bid:

Addendum No. _____, Dated _____ Addendum No. _____, Dated _____
Addendum No. _____, Dated _____ Addendum No. _____, Dated _____
Addendum No. _____, Dated _____ Addendum No. _____, Dated _____

PREPARATION OF BIDS

Proposals shall be based upon these Instructions, the AIA A201 (2007) - General Conditions as Part of these Construction Documents, and the General and Supplemental Conditions which may also be included herein.

WORK AND OCCUPANCY COORDINATION

We have reviewed and, by initialing below, indicate that we will fully comply with the requirements of Section 01010 - "Summary of the Work" pertaining to work and occupancy- as applicable. Initial: _____

CHANGES TO WORK

For additions or deletions to work performed during the course of the Project upon the authorization of Owner - Bidder agrees to accept the following fees:

For additions or deletions to work performed by our own forces, an add/deduct of _____% of cost/credit will be included.

For additions or deletions to work performed by subcontractors, an add/deduct of _____% of cost/credit will be included.

TIME OF COMPLETION

If awarded the Contract, we agree to complete the work described in the Contract Documents within _____ days after award, based on straight time performance of work.

PROPOSAL GUARANTEE

The price stated in this Proposal is guaranteed for a period of not less than sixty (60) days, and, if authorized to proceed within that period, we agree to complete the work covered by this proposal at said price.

UNIT PRICES:

Refer to **Section 00910 – UNIT PRICES** to be attached to this Bid Form (if applicable).

ALTERNATES:

Refer to **Section 00920 – ALTERNATES** to be attached to this Bid Form (if applicable).

INFORMATION REQUIRED

Bidder to state if individual, partnership, or corporation: CORPORATION

1. If partnership, list names of all partners:

2. If corporation:

(A) Give state of incorporation: MICHIGAN

(B) Give states in which qualified to do business: MICHIGAN

ANDREAS CONSTRUCTION INC
NAME OF BIDDER

BY _____

SECRETARY
TITLE

1/14/2016
DATE

P.O. Box 877, Albion, Mi 49224
HOME OFFICE ADDRESS OF BIDDER

END OF SECTION 00300

Please enclose three (3) copies of this Form as your Bid. Attach copies of Specification Section(s) 00910 and/or 00920 as Applicable.

BID FORM

NAME OF BIDDER ANDREAS CONSTRUCTION INC

STREET ADDRESS P.O. Box 877

CITY, STATE, ZIP ALBION, MI 49224

TEL/FAX NO. 517-629-7177 SAME E-mail: ANDREASCONST@ATT.NET

We, the undersigned, will furnish all labor, materials, equipment, services, facilities and all other items required for the **Bohm Theater** as defined by the Drawings and Specifications herein attached and referenced. This **BASE BID** amount is being submitted in accordance with the Documents and Specifications prepared by:



as identified by Project No.1424 for the amount of:

THREE HUNDRED & SIX THOUSAND DOLLARS (\$ 306,000⁰⁰)

WILL KEEP TRACK OF JOB TIME & MATERIAL. IF IT COSTS BONDS LESS, YOU PAY LESS.

A Bid Bond (5% of bid amount) in the amount of \$ _____ has been attached and forms part of this proposal. The method selected by the Bidder for the Bid Bond will be _____.

A Performance and Payment Bond will be furnished for all contracts equal to or greater that \$100,000, as indicated in the Invitation to Bid. The premium for the assurance of this project will be \$ _____, and is part of the lump sum above.

ADDENDA

We acknowledge receipt of the following Addenda that are included in our bid:

- Addendum No. _____, Dated _____

PREPARATION OF BIDS

Proposals shall be based upon these Instructions, the AIA A201 (2007) - General Conditions as Part of these Construction Documents, and the General and Supplemental Conditions which may also be included herein.

WORK AND OCCUPANCY COORDINATION

We have reviewed and, by initialing below, indicate that we will fully comply with the requirements of Section 01010 - "Summary of the Work" pertaining to work and occupancy- as applicable. Initial: _____

CHANGES TO WORK

For additions or deletions to work performed during the course of the Project upon the authorization of Owner - Bidder agrees to accept the following fees:

For additions or deletions to work performed by our own forces, an add/deduct of _____% of cost/credit will be included.

For additions or deletions to work performed by subcontractors, an add/deduct of _____% of cost/credit will be included.

TIME OF COMPLETION

If awarded the Contract, we agree to complete the work described in the Contract Documents within _____ days after award, based on straight time performance of work.

PROPOSAL GUARANTEE

The price stated in this Proposal is guaranteed for a period of not less than sixty (60) days, and, if authorized to proceed within that period, we agree to complete the work covered by this proposal at said price.

UNIT PRICES:

Refer to **Section 00910 – UNIT PRICES** to be attached to this Bid Form (if applicable).

ALTERNATES:

Refer to **Section 00920 – ALTERNATES** to be attached to this Bid Form (if applicable).

INFORMATION REQUIRED

Bidder to state if individual, partnership, or corporation: CORPORATION

1. If partnership, list names of all partners:

2. If corporation:

(A) Give state of incorporation: MICHIGAN

(B) Give states in which qualified to do business: MICHIGAN

ANDREAS CONSTRUCTION INC

NAME OF BIDDER

BY

SECRETARY

TITLE

1/14/2016

DATE

P.O. Box 877, Albion, Mi 49224

HOME OFFICE ADDRESS OF BIDDER

END OF SECTION 00300

Please enclose three (3) copies of this Form as your Bid. Attach copies of Specification Section(s) 00910 and/or 00920 as Applicable.

BID FORM

NAME OF BIDDER Bon Trager Construction
 STREET ADDRESS 29301 N Drive South
 CITY, STATE, ZIP Homer Mich 49245
 TEL/FAX NO. 517 568 3487 E-mail: _____

We, the undersigned, will furnish all labor, materials, equipment, services, facilities and all other items required for the **Mary Sheldon Ismon House** as defined by the Drawings and Specifications herein attached and referenced. This **BASE BID** amount is being submitted in accordance with the Documents and Specifications prepared by:



4987 HOLLOWAY ROAD ADRIAN, MICHIGAN 49221 P. 517-424-4090

as identified by Project No.1424 for the amount of:

_____ DOLLARS (\$ 127,437.29)

BONDS

A **Bid Bond** (5% of bid amount) in the amount of \$ 6371.86 has been attached and forms part of this proposal. The method selected by the Bidder for the Bid Bond will be check.

A **Performance and Payment Bond** will be furnished for all contracts equal to or greater that \$100,000, as indicated in the Invitation to Bid. The premium for the assurance of this project will be \$ _____, and is part of the lump sum above.

ADDENDA

We acknowledge receipt of the following Addenda that are included in our bid:

Addendum No. 3, Dated 10-8-15 Addendum No. _____, Dated _____
 Addendum No. _____, Dated _____ Addendum No. _____, Dated _____
 Addendum No. _____, Dated _____ Addendum No. _____, Dated _____

PREPARATION OF BIDS

Proposals shall be based upon these Instructions, the AIA A201 (2007) - General Conditions as Part of these Construction Documents, and the General and Supplemental Conditions which may also be included herein.

WORK AND OCCUPANCY COORDINATION

We have reviewed and, by initialing below, indicate that we will fully comply with the requirements of Section 01010 - "Summary of the Work" pertaining to work and occupancy- as applicable. Initial: D.B.

CHANGES TO WORK

For additions or deletions to work performed during the course of the Project upon the authorization of Owner - Bidder agrees to accept the following fees:

For additions or deletions to work performed by our own forces, an add/deduct of 10 % of cost/credit will be included.

For additions or deletions to work performed by subcontractors, an add/deduct of 10 % of cost/credit will be included.

TIME OF COMPLETION

If awarded the Contract, we agree to complete the work described in the Contract Documents within _____ days after award, based on straight time performance of work.

PROPOSAL GUARANTEE

The price stated in this Proposal is guaranteed for a period of not less than sixty (60) days, and, if authorized to proceed within that period, we agree to complete the work covered by this proposal at said price.

UNIT PRICES:

Refer to **Section 00910 – UNIT PRICES** to be attached to this Bid Form (if applicable).

ALTERNATES:

Refer to **Section 00920 – ALTERNATES** to be attached to this Bid Form (if applicable).

INFORMATION REQUIRED

Bidder to state if individual, partnership, or corporation: Individual

1. If partnership, list names of all partners:

2. If corporation:

(A) Give state of incorporation: _____

(B) Give states in which qualified to do business: _____

David Bontrager
NAME OF BIDDER

David Bontrager
BY

owner
TITLE

1-22-16
DATE

2930 N Drive South Homer Mich 49245
HOME OFFICE ADDRESS OF BIDDER

END OF SECTION 00300

Please enclose three (3) copies of this Form as your Bid. Attach copies of Specification Section(s) 00910 and/or 00920 as Applicable.

PROMISSORY NOTE

Borrower: Albion Downtown Development Authority of 112 W. Cass St., Albion, MI, 49224 (the "Borrower")

Lender: City of Albion of 112 W. Cass St., Albion, MI, 49224 (the "Lender")

Principal Amount: \$120,000.00 USD

1. FOR VALUE RECEIVED, The Borrower promises to pay to the Lender at 112 W. Cass St., Albion, MI 49224, the principal sum of \$120,000.00 USD.
2. This Note will be repaid in full on or before September 30th, 2016.
3. At any time while not in default under this Note, the Borrower may pay the outstanding balance then owing under this Note to the Lender without further bonus or penalty.
5. All costs, expenses and expenditures including, and without limitation, the complete legal costs incurred by the Lender in enforcing this Note as a result of any default by the Borrower, will be added to the principal then outstanding and will immediately be paid by the Borrower.
6. If any term, covenant, condition or provision of this Note is held to be invalid, void or unenforceable, it is the parties' intent that such provision be reduced in scope by the court only to the extent deemed necessary by that court to render the provision reasonable and enforceable and the remainder of the provisions of this Note will in no way be affected, impaired or invalidated as a result.
7. This Note will be construed in accordance with and governed by the laws of the State of Michigan.
8. This Note will enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and assigns of the Borrower and the Lender. The Borrower waives presentment for payment, notice of non-payment, protest and notice of protest.

9. The Borrower will provide the Lender with copies of any monthly reports submitted to the State of Michigan regarding the use of the monies borrowed herein.
10. Requests for disbursements of funds loaned, by virtue of this Note by Lender to Borrower, must be accompanied by copies of invoices or other acceptable documentation and provided to the Lender prior to payment.
11. The Borrower further agrees to compensate the Lender for administrative support in administering this loan at the rate of \$20.00 per hour (with a minimum of 2 hours per month). This amount shall be due by the 30th of each month while this Note is in effect. Lender shall invoice Borrower for the same on a monthly basis. Payment shall be made to the Lender at 112 W. Cass St., Albion, MI 49224.
12. In the event of Borrower's default, interest on any outstanding balance shall accrue at the rate of 1%, compounded monthly. Additionally, Borrower herein agrees and stipulates that in the event of Borrower's default, Lender herein may satisfy any outstanding balance on this Note through the use of any and all other funds held by Lender on Borrower's behalf, except as prohibited by Michigan law.
13. The Borrower may not assign this note to any other person or entity without the written consent of the Lender.
14. This Note may not be modified except in writing and signed by all parties herein.
15. Borrower and Lender agree that any and all disagreements, suits, litigation, complaints, or disputes arising out of this Note shall be litigated in the courts for Calhoun County, Michigan.
16. This Note is effective upon the signature of both parties herein.

Dated: _____

Joe Domingo, Mayor, City of Albion

Dated: _____

Jill Domingo, Clerk, City of Albion

Subscribed and sworn to before me on
this ____ day of _____, 2016.

, Notary Public
County of _____, Michigan
My Commission expires: _____

Dated: _____

Michael Tymkew, Albion DDA

Subscribed and sworn to before me on
this ____ day of _____, 2016.

, Notary Public
County of _____, Michigan
My Commission expires: _____

FRIENDS OF THE MARY SHELDON ISMON HOUSE

Minutes of the Board

January 26, 2016

Call to Order: Shirley Zeller called the meeting to order at 5:33

Present: Shirley Zeller, Carol Gnich, Marcola Lawler, Don Masternak, Sheryl Mitchell, Harley Ulbrich, Marjorie Ulbrich, William Zeller. Craig Spiegel , architect, was also in attendance.

Secretary's Report: Accepted as corrected: Don Masternak was in attendance, Carol Gnich was not. Under rentals: an increase of \$25 in each category was approved and this increase must be approved by DDA.

Treasurer's Report: Our income statement from 2015 shows \$21,937 in income & \$20,106 in expenditures.

Shirley presented a proposed budget for 2016 (required for a grant proposal for Andersons). Some changes were made: City of Albion admin. costs increased from \$350 to \$500; Building Repair added to Equipment Repair and amount increased from \$5,000 to \$10,000; DDA added to "grant payable to city/DDA; under asterisk - \$50,000 from Albion Trust not DDA. Final version shows Revenue of \$96,600 and Expenditures of \$67,540.

2016 budget was approved as amended. It is to be reviewed in 3 months.

Construction Bid: David Bontrager came in at \$127,000; Andreas at \$306,000

David had missed the mechanical on the 3rd floor so will resubmit a revised bid next Friday adjusted to include the mechanical as well as the bathroom plumbing on the 2nd floor. The state is ok with us just doing the 3rd floor now, as well as anything we can afford on the 2nd.

Craig will also submit our plans to "Plan Rooms", an electronic place for such

bids with bids due a week from Friday. *We will meet to look at new bids on FEBRUARY 5 at 10:00. The board will meet directly after to vote on the bids.*

Rental Update: We have had over \$1,050 in rentals so far in January. This is much improved over last year when a storm caused many cancellations.

Discussion concerning new rates once 3rd floor is complete:

New rates approved: \$600 for the 3rd floor (includes bathrooms in basement)

\$800 for all 3 available floors

These rates need to be approved by DDA.

Old Business:

Fundraiser: We have received \$11,620 so far.

Mailbox: We would like a locked box on the building and Harley and Bill will follow up.

No Smoking sign needs to be placed near elevator. State law requires smokers to be 50 feet from doors.

Front step repair: Andreas said he could fix and seal once weather was warmer. We need a price from him for board to approve and Bill will contact.

We need to check to confirm we have enough bathroom capacity with none on the 3rd floor. Shirley will check with Craig.

Tuck pointing is needed on basement walls. Don will check to see what college did in similar situation.

New Business: Sheryl, as City Manager, wants a 3 party document between DDA, us, & the city to protect city if there is any problem with funds from the state.

Shirley is putting together a grant proposal to Andersons. Doug Deland is writing the manger recommendation for us.

Other income possibilities were discussed: Homestead Bank is willing to issue

another line of credit; another craft show at Festival of Forks; an auction,
Philanthropic Women, Community Foundation.

A new marketing committee was organized: Cheryl Krause (chair?), Marcola,
and Sheryl

Meeting adjourned at 6:53

Submitted by Carol Gnich in the absence of secretary, Gwen Tabb.

PSAs

Feb. 2: MLK Convocation with Diane Nash as speaker

Feb. 12 & 13: Fundraiser for Holland Park

Play: In Search of Giants by Von Washington

Feb. 27: Tribut to Motown evening

Next Meeting: Readjusted Bids: Friday, Feb. 5 at 10:00

Board Meeting to follow to vote on bids.

