



CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING

WEDNESDAY, JULY 13, 2016

MAYOR'S OFFICE

112 W. CASS 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
 - May 11, 2016 Regular Meeting
- IV. Correspondence
- V. Order of Business
 - A. Approval Easement-Ismon House
 - B. Approval Michigan State Housing Development Authority -2nd Amendment Agreement
 - C. Discussion – Albion Comprehensive Plan and DDA Plan – Rosalyn Jones
 - D. Miscellaneous Items
 1. Ismon House Update
 - A. Application #6-Draw for 3rd Floor Renovation-\$34,518.15
 - B. Application #7-Draw for 3rd Floor Renovation-\$13,950.00
 - C. Application #8-Draw for 3rd Floor Renovation-\$11,565.00
 - D. Ismon House – Open House Celebration
 - 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
 Regular Meeting Minutes – May 11, 2016

I. CALL TO ORDER

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
	Nora Jackson	X	Nidia Wolf
X	Marcola Lawler		Don Masternak
X	Scott Evans		

Administration: Sheryl L. Mitchell, City Manager; Jill Domingo, City Clerk, Danielle Nelson, City Manager Intern and John Tracy, Planning/Building & Code Enforcement Director.

III. Approval of Prior Meeting Minutes

A. April 13, 2016 Regular Meeting Minutes

Correction to prior minutes are as follows:

Board Member Tymkew asked to have previous minutes changed to include the following:

Miscellaneous Items: Insert “have to the following: They would also ask a representative from the Tree Committee come to the meeting to answer questions they may have on the downtown tree replacements.

Motion by Wolf, supported by Sindt to approve prior regular meeting minutes with the above correction to the April 13, 2016 minutes.

(MOTION carried, voice vote)

IV. Correspondence – Board Member Tymkew stated we received five pieces of return mail from the letters that were mailed to the downtown businesses for the June 9th, 2016 meeting. The Board determined the return mail was for businesses that were all closed.

V. Order of Business

A. Planning for June 9th, 2016 Meeting with Downtown Businesses

City Manager Mitchell introduced Danielle Nelson, City Manager Intern, to the DDA Board. Danielle will be working in the City Manager’s Office on projects such as the Redevelopment Ready Community and Planning Commission Master Plan.

City Manager Mitchell stated the next Community engagement meeting will be on Thursday, May 12, 2016 at 6:30 p.m. at Gardner Washington School and will focus on a walkable community.

Danielle created a survey for the downtown area that the Board may wish to use to guide discussions at the June 9th, 2016 meeting or may want to mail to businesses to generate feedback. The Board had the following comments pertaining to the survey:

- Where do current customers park for a particular business
- Would like to change customer contact to the top of the form and not be optional information. In order to help the downtown businesses, the Board needs to know who they are.
- Add business or property owner to some of the specific questions that would apply to these.
- Would like to see some of the questions changed to a yes or no and also to add some optional answers to the questions.
- Would like to send out letters in the mail and also to use survey monkey to complete forms online.
- Email updated survey to DDA Board for approval before sending out the survey.
- Add how the City and DDA can be helpful during the 2017 Street Construction Project.

City Manager Mitchell stated the following updates for the June 9th, 2016 meeting:

- MDOT has confirmed attendance at the meeting. They will do a short presentation and be available for questions from the business owners.
- She will confirm attendance from the Tree Committee.
- She will check to see if architectural firm can also attend the meeting.
- Board Member Evans asked if Homestead Bank could receive a copy of the drawings from MDOT to display inside the bank. This will draw interest and community support. City Manager Mitchell will follow up with MDOT.

Comments were received from Board Members Wolf, Domingo, Yawson, Brown, Sindt, Evans and Tymkew.

B. Ismon House Update

City Manager Mitchell stated the Ismon House is making progress and should be done by July. They are currently on their 4th or 5th disbursement. They will need to add a sprinkler system for the second floor and at an approximate cost of \$10,000. This was an unexpected expense so The Friends of the Ismon House plan to get a signature loan for this expenditure and will not be using the Ismon House building as collateral.

The rates revision for the Ismon House rental will be on the next DDA meeting agenda.

Comments were received from Board Members Tymkew, Brown and Domingo.

C. Car Cruise Update

Board Member Wolf stated she has been unable to contact Robbie Hayes, Albion College Intern who had expressed interest in taking over the Car Cruise event so she

will continue to be the point of contact for the event. She updated the Board with the following:

- The Car Cruise will be held Thursday, June 30th, 2016 from 5:00 p.m. to 9:00 pm.
- Superior Street will be closed at 4:00 p.m. on June 30th, 2016
- Postcards are ready to mail out to previous participants
- They will have the same DJ as used previously
- Spoke with Harry Longon, Deputy Director of Public Services and permission has been granted by MDOT to close the street for the cruise.
- Chief Kipp has been notified and Public Safety will take care of any vehicles on Superior Street beginning at 3:00 p.m. on Thursday, June 30th, 2016.
- Dash plaques for participants will be ordered.
- Will check with local merchants for items to donate for goody bags for participants. Will need an approximate 125 bags.
- Will check to see if Bohm will be doing a pig roast fund raiser again this year.
- Will need approximately 12 volunteers to help with the event beginning at 4:00 p.m. on June 30th, 2016. Will need two people manning the tables and one at each barricade. Volunteers will be asked to work for approximately one hour.

Comments were received from Board Members Domingo, Yawson and Tymkew.

D. Miscellaneous Items

Board Member Wolf stated after reviewing the colored renderings for the downtown hotel, it does not have the detail in the buildings or fit in with the downtown historical area.

Board Member Sindt stated a real effort has been made in fitting in with the historical downtown. The building does have some detail around the windows and in between the floors and will be all brick however, this is new construction and will not look like a one hundred twenty five year old building. The hotel will not look like most Marriott's which does not have the extra detail and will be constructed of steel instead of wood.

Board Member Tymkew reminded the Board of the ground breaking ceremony being held on Thursday, May 12th, 2016 at 10:30 a.m. hosted by Albion College.

Additional comments were received from Board Member Domingo.

E. Excuse Absent Board Members

Moved by Brown, supported by Domingo to excuse Board Members Jackson and Masternak.

(MOTION carried, voice vote)

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

Board Member Sindt asked if the Board would be having the regular meeting on Wednesday, June 8th, 2016. The consensus of the Board is to cancel the June 8th, 2016 in light of the June 9th, 2016 meeting with the downtown businesses. If something comes up, a determination will be made by Board Chairman Tymkew and City Manager Mitchell to have a short meeting prior to the June 9th, 2016 meeting.

Board Member Wolf asked if the DDA Board was able to handle any business via email. The Board stated they could not.

VII. ADJOURNMENT

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

(MOTION CARRIED, voice vote).

Meeting adjourned the meeting at 8:08 a.m.

Recorded by Jill Domingo, City Clerk

MARY SHELDON ISMON HOUSE HISTORIC PRESERVATION EASEMENT

This Historic Preservation Easement ("Easement") is made between the ALBION DOWNTOWN DEVELOPMENT AUTHORITY, a municipal corporation, whose address is 112 WEST CASS STREET, ALBION, MICHIGAN, 49224 ("Grantor"), and the STATE OF MICHIGAN, MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY, a public body corporate and politic acting through its STATE HISTORIC PRESERVATION OFFICE ("SHPO" or "Grantee"), whose address is 702 W. Kalamazoo Street, Lansing, Michigan 48909-8240. The Grantor is a recipient of a Michigan Historic Restoration Program ("MHRP") Grant (the "Grant"), a competitive grant program established to assist in the funding of restoration and preservation projects in historically designated neighborhoods throughout the state of Michigan. The consideration for this Easement is ONE HUNDRED TWENTY SEVEN THOUSAND SEVEN HUNDRED TWO DOLLARS (\$127,702) received from the Grantee, which is authorized to award competitive grants to fund restoration and preservation projects.

The property that is the subject to this Easement is the historic MARY SHELDON ISMON HOUSE (the "Property"), a historically and architecturally significant building listed or eligible for listing in the National Register of Historic Places. The Property is located on a parcel of land in the City of Albion, County of Calhoun, State Of Michigan, and is more particularly described as:

LEGAL DESCRIPTION

The Mary Sheldon Ismon Club House, situated and being on Lot Number Five (5), Block Number Sixty-Two (62), according to the original plat of the City of Albion, D5 of Plats Page 000, in the Office of the Register of Deeds for Calhoun County, Michigan.

Tax Roll Number 13-51-001-045-00.

This Easement is executed consistent with Subpart 11 of Part 21 of Article 1, Conservation and Historic Preservation Easements of the Michigan Environmental Protection Act, MCL 324.2140 *et seq.*, and is executed subject to the following terms and conditions:

1. In accordance with Grantee's MHRP policy, the Grantor grants a twenty (20) year Easement.
2. The Grantor assumes all costs necessary to preserve the historic integrity of the features, materials, appearance, workmanship and environment of the Property pursuant to the U.S. Secretary of the Interior's *Standards for the Treatment of Historic Properties*, 36 CFR 67-68. Nothing in this Easement prohibits the Grantor from seeking financial assistance from any other source for additional preservation efforts.
3. The Grantor assumes the cost of the continued maintenance and repair of the Property so as to keep it in a sound state of repair, prevent deterioration and preserve the architectural, historical, and archaeological integrity of the Property and enhance those qualities that make the Property eligible for listing in the National Register of Historic Places.
4. In order to preserve and enhance the distinctive materials, features and spaces that caused the Property to be listed or eligible for listing on the National Register of Historic Places, the Grantor shall maintain and preserve the Property in accordance with the recommended approaches in the

U.S. Secretary of the Interior's *Standards for the Treatment of Historic Properties*, 36 CFR 67-68. The Grantor acknowledges that no visual or structural alterations will be made to the Property without prior written permission from the Grantee, its successors or assigns.

5. If the Grantor intends to undertake future work outside the scope of this Easement that may affect the Property, Grantor must give prior written notice to the Grantee, through the SHPO or the SHPO's successors or assigns.
6. The Grantor agrees that no ground-disturbing activities will be permitted to be undertaken which would affect any historically significant or archaeological resources without receiving prior written permission from the Grantee and affirming that such work will meet the Secretary of the Interior's *Standards for Archaeological and Historic Preservation*, 48 FR 44716. The Grantor also agrees to ensure that any relic and material excavated will be placed in a repository that will care for the relic and material or will care for them in the manner prescribed in the *Standards for Archaeological and Historic Preservation*, 48 FR 44716, or will comply with the requirements of the Native Americans Graves Protection and Repatriation Act and with 36 CFR 79 and 43 CFR 10.
7. The Grantor will permit the Grantee, its agents, officers, employees, subcontractors or designees to enter onto the Property at all reasonable times to inspect and ascertain compliance with the conditions of this Easement or carry out remedial actions as necessary. These rights shall be exercisable in any case in which an inspection, remedial action, response to remedial action, or corrective action is found to be necessary after the date of this Easement. The Grantor will not unreasonably withhold its permission for Grantee access to and inspection of the Property.
8. The Grantor will provide public access to the Property no less than twelve (12) days each calendar year so that the general public can view the grant-assisted work and investment of public funds on the Property. The days the Property is available to the public will be equitably spaced. The Grantor may take into account seasonal and other factors that will most effectively afford public access while implementing the purpose and intent of the Grant. The Grantor will also provide access to the Property by appointment.
9. The Grantor may charge a reasonable nondiscriminatory admission fee to the public that is comparable to fees charged at similar facilities in the area. The Grantor will not discourage public visitation of the Property.
10. The Grantor agrees to maintain flood insurance on the premises as required by Section 102 (a) of the Flood Disaster Protection Act of 1973, 42 USC 4001 *et seq.*, as amended, if the Property is situated in a location designated by the U.S. Secretary of Housing and Urban Development as a location with special flood hazards.
11. The Grantor shall comply with the Elliott-Larsen Civil Rights Act, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, MCL 37.1101 *et seq.*, and all other state, federal and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Easement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any other matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantor agrees to include in every subcontract entered into for the performance of its obligations under this Easement this same covenant not to discriminate in employment.

12. The Grantor must comply with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act when interior public access is required at least twelve (12) days per calendar year and at other times by appointment. The Grantor is not required to make every part of the Property accessible to and useable by disabled persons by means of physical alterations. During public access periods, videos, slide presentations and/or other audio-visual media should be used to depict otherwise inaccessible areas or features. The intent of this paragraph is to communicate that the preservation/accessibility issue must be addressed and that the solution is to take careful steps to determine what can be done to improve access without sacrificing historic fabric.
13. The Grantor covenants that upon receipt of a written request from the Grantee, the Grantor shall promptly furnish the Grantee with written certification that to the best of the Grantor's knowledge, the Grantor is in compliance with the terms and conditions of this Easement.
14. The Easement runs with the land and is binding on the Grantor, its successors and assigns. The Grantor agrees to provide notice of the Easement in any deed or other legal instrument in which it divests itself of either fee simple title or some other lesser estate in the Property.
15. If the Grantor plans to sell the Property or enter into a long-term lease during the term of this Easement, the Grantor covenants to first offer the Property to the Grantee for purchase or lease, at the same price and on the same terms of the intended sale or lease. If the Grantor proposes a conveyance other than a sale or long-term lease, the Grantor, before completing the conveyance, shall first offer the Property to the Grantee at a price based on the fair market value of the land, structures and improvements thereon. The Grantee has thirty (30) days from receipt of the offer to accept or reject it in writing.
16. If the Grantor leases the Property, the Grantor covenants to incorporate into the lease all of the terms, conditions and covenants of this Easement.
17. The Grantor covenants not to employ any subcontractor, manufacturer or supplier who appears in the register compiled by the State of Michigan, Department of Licensing and Regulatory Affairs, pursuant to 1980 PA 278, MCL 423.321 *et seq.* (State Contracts with Certain Employers Prohibited).
18. The Grantor covenants to consult with the Grantee through the SHPO or the SHPO's successors or assigns, to ensure that any contracts entered into for the performance of the obligations of this Easement comply with the applicable barrier free design laws, including the Architectural Barriers Act of 1968, 42 USC 4151 *et seq.*, and the Utilization of Public Facilities by Physically Limited Act, MCL 125.1351 *et seq.* It is understood that the Grantor may apply for lawful exemptions from the requirements of these laws.
19. The Grantor, its successors and assigns, shall pay all legally required property taxes and special assessments, if any, on the Property as they become due and will not permit any taxes and assessments to become delinquent.
20. In the event that the Property is damaged by flood, snow, ice, rain, windstorm, fire, earth movement or any other natural disaster or casualty, the Grantor agrees to notify the Grantee, through the SHPO or the SHPO's successors or assigns, in writing within fourteen (14) days of the damage or destruction, further indicating what, if any, emergency work has already been undertaken and completed. The Grantor agrees not to undertake repairs or reconstruction of any type, other than emergency work to prevent further damage to the Property or to protect public safety, without the Grantee's prior written approval, which specifies that the proposed work will conform with the

U.S. Secretary of the Interior's *Standards for the Treatment of Historic Properties*, 36 CFR 67-68. The Grantee agrees to give its approval or denial of work requested by the Grantor under this paragraph within sixty (60) days of receiving the Grantor's request.

21. The Grantor acknowledges that the Grantee, after providing written notice to the Grantor, may institute action(s) to enjoin violations of this Easement, to require specific performance, and to require restoration of the Property in conformity with the U.S. Secretary of the Interior's *Standards for the Treatment of Historic Properties*, 36 CFR 67-68. The Grantee has available to it all legal and equitable remedies to enforce Grantor's obligations under this Easement. If the Grantor is found by a court of competent jurisdiction to have violated any of its obligations, the Grantor shall reimburse the Grantee for all costs and expenses incurred in connection with the Grantee's enforcement of the terms of this Easement, including but not limited to all court costs, attorney's fees, architectural fees, engineering and expert witness fees.
22. This Easement constitutes the entire Easement between the parties and may only be amended in writing by the Grantor with the written approval of the Grantee, provided the amendment is consistent with the preservation purpose of the Grant Award and does not reduce the Easement term. No amendment will be effective unless it is executed in the same manner as this Easement was originally executed, expressly refers to the Easement and is recorded in the Register of Deeds' Office in the county in which the Property is located.
23. This Easement will be interpreted in accordance with the laws of the State of Michigan.
24. If any provision of this Easement or any amendment thereto is found to be illegal or otherwise unenforceable by a court of competent jurisdiction, such provision will be severed from the remainder of the Easement and such action will not affect the enforceability of the remaining provisions of the Easement.
25. Upon execution, the Grantor covenants to promptly record this Easement, in the Register of Deeds Office in Calhoun County in which the Property is located.

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FOLLOWS.

IN WITNESS WHEREOF, the Grantor subscribes its name on the date set forth below:

GRANTOR:
ALBION DOWNTOWN DEVELOPMENT
AUTHORITY

By: _____
Date: _____

State of Michigan)
)
County of _____)

The foregoing instrument was acknowledged before me on _____, 20__ , by,
_____, ALBION DOWNTOWN DEVELOPMENT AUTHORITY.

_____.

Notary Public, State of Michigan, County of _____.
My commission expires _____.
Acting in the County of _____.

Drafted By:

Brittany A. Campbell
Assistant Attorney General
State Operations Division
P. O. Box 30754
Lansing, MI 48909
(517) 373-1162

Legal Description Reviewed By:

Kara Hart-Negrich
Legal Affairs – Preservation Office
Michigan State Housing Development
Authority
735 E. Michigan Ave.
Lansing, MI 48912
(517) 335-2273

After Recording, Return to:

Kara Hart-Negrich
Legal Affairs – Preservation Office
Michigan State Housing Development
Authority
735 E. Michigan Ave.
Lansing, MI 48912
(517) 335-2273

STATE OF MICHIGAN
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

SECOND AMENDMENT

TO THE MICHIGAN HERITAGE RESTORATION PROGRAM GRANT AGREEMENT BETWEEN
THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY AND THE FRIENDS OF THE
MARY SHELDON ISMON HOUSE

FOR THE MARY SHELDON ISMON HOUSE SECOND AND THIRD FLOOR INTERIOR
REHABILITATION

WHEREAS, THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY, acting through its STATE HISTORIC PRESERVATION OFFICE and the State Historic Preservation Officer, Brian D. Conway (the "Authority" or "SHPO"), and the Friends of Mary Sheldon Ismon House ("Grantee"), collectively referred to as the "Parties", entered into and executed a Michigan Heritage Restoration Program ("MHRP") grant agreement numbered HRP15-001 ("Agreement") on August 21, 2015, for the purpose of assisting with the rehabilitation and preservation of the Mary Sheldon Ismon House, which is a significant historic resource in the state of Michigan; and

WHEREAS, on April 5, 2016, the Parties entered into and executed a First Amendment to the Agreement, amending SECTION II – Performance of Project Work, B. Project Representatives, Exhibit A - Scope Of Work and Exhibit C – Project Budget attached and incorporated into the Agreement, to better meet the purpose and intent of the Agreement; and

WHEREAS, the Parties concur that the Agreement must be extended to complete the work in accordance with the terms of the Agreement and that Section II entitled Performance of Project Work and Exhibit B - Work Schedule attached and incorporated into the Agreement must be modified to reflect the change of completion date to better meet the purpose and intent of the Agreement.

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NOW, THEREFORE, IT IS AGREED by and between the Parties that those portions of Exhibit B - Work Schedule attached and incorporated into the Agreement be modified as follows:

MHRP GRANT AGREEMENT HRP15-001

EXHIBIT B – WORK SCHEDULE

Attachment to Agreement between FRIENDS OF THE MARY SHELDON ISMON HOUSE
and
Michigan State Housing Development Authority
for the

**MARY SHELDON ISMON HOUSE SECOND AND THIRD FLOOR INTERIOR
REHABILITATION PROJECT**

July 25, 2015

* * * *

Rehabilitation of Second and Third Floor	
October 30, 2015	Install project sign and submit photo documentation to SHPO
	Begin rehabilitation of second and third floor
June 2016	Finish rehabilitation of second and third floor
June 2016	SHPO prepares historic preservation easement
July 2016	Final on-site inspection by SHPO
September 2016	Sign easement and record at Register of Deeds
September 2016	Submit recorded historic preservation easement to SHPO
Project Close-Out	
September 30, 2016	Submit Completion Report
September 30, 2016	Submit final reimbursement request with financial documentation to SHPO

IT IS FURTHER AGREED by and between the Parties that Section II of the above-referenced Agreement is hereby amended as follows:

**SECTION II
PERFORMANCE OF PROJECT WORK**

A. Period of Performance. TIME IS OF THE ESSENCE to this Agreement. The performance of project work shall begin on or after the execution of this Agreement by the Grantee and shall be completed no later than September 30, 2016.

IT IS LASTLY AGREED by and between the Parties that the Agreement executed on August 21, 2015, further amended by the First Amendment executed on April 5, 2016, and excepting the portion amended hereby, together with this amendatory instrument and the revised and amended provisions herein, constitute the entire agreement of the Parties and that, except as expressly modified in this Second Amendment, the terms and conditions expressed within the original Agreement executed on August 21, 2015, will remain in full force and effect.

IN WITNESS WHEREOF, the Parties agree that this Second Amendment shall take effect as of 6/14 day of 2016.

GRANTOR

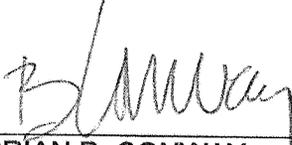
GRANTEE

STATE OF MICHIGAN
MICHIGAN STATE HOUSING
DEVELOPMENT AUTHORITY

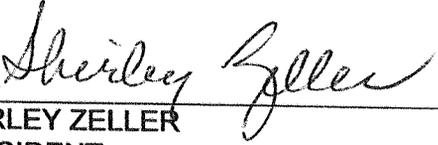
FRIENDS OF THE MARY SHELDON ISMON
HOUSE

BY

BY



BRIAN D. CONWAY
STATE HISTORIC PRESERVATION
OFFICER



SHIRLEY ZELLER
PRESIDENT

SCHEDULE OF VALUES

Architect: CLS Design
 Contractor: David Bontrager
 Project: Mary Sheldon Ismon House (3rd floor renovations)

Application No: 6
 Application Date: 6/1/2016
 Period to: 6/1/2016
 Architect's Project No: 1424

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored to Date (D+E+F)	G/C %	H Balance to Finish	I Retainage this period	J Total Retainage
			From Previous Application (D+E)								
1	General Conditions	\$18,000.00	16,500.00		\$850.00		\$17,350.00	96%	\$650.00	\$85.00	\$1,735.00
2	Demolition	\$9,500.00	9,500.00		\$0.00		\$9,500.00	100%	\$0.00	\$0.00	\$950.00
3	Flooring	\$19,250.00	2,887.50		\$10,000.00		\$12,887.50	67%	\$6,362.50	\$1,000.00	\$1,288.75
4	Drywall	\$26,503.50	24,500.00		\$2,003.50		\$26,503.50	100%	\$0.00	\$200.35	\$2,650.35
5	Doors and Hardware	\$6,000.00	4,500.00		\$0.00		\$4,500.00	75%	\$1,500.00	\$0.00	\$450.00
6	Rough Carpentry	\$15,550.00	15,550.00		\$0.00		\$15,550.00	100%	\$0.00	\$0.00	\$1,555.00
7	Wood trim & mouldings	\$10,600.00	0.00		\$8,000.00		\$8,000.00	75%	\$2,600.00	\$800.00	\$800.00
8	Woodwork Refurbish	\$10,500.00	3,500.00		\$6,000.00		\$9,500.00	90%	\$1,000.00	\$600.00	\$950.00
9	Painting	\$8,200.00	3,500.00		\$2,500.00		\$6,000.00	73%	\$2,200.00	\$250.00	\$600.00
10	Signage	\$2,000.00	340.00		\$0.00		\$340.00	17%	\$1,660.00	\$0.00	\$34.00
11	Bathroom	\$10,250.00	9,125.00		\$0.00		\$9,125.00	89%	\$1,125.00	\$0.00	\$912.50
12	Plumbing	\$14,578.00	13,000.00		\$0.00		\$13,000.00	89%	\$1,578.00	\$0.00	\$1,300.00
13	Mechanical	\$35,762.00	15,600.00		\$9,000.00		\$24,600.00	69%	\$11,162.00	\$900.00	\$2,460.00
14	Electrical	\$26,143.00	12,000.00		\$0.00		\$12,000.00	46%	\$14,143.00	\$0.00	\$1,200.00
15	Bullfin #1	\$0.00									\$0.00
16	Bullfin #2										\$0.00
17											\$0.00
18											\$0.00
19											\$0.00
20											\$0.00
21											\$0.00
Totals		\$212,836.50	\$130,502.50		\$38,353.50	\$0.00	\$168,856.00	79%	\$43,980.50	\$3,835.35	\$13,371.35

Total Minus Retainage

\$34,518.15

Approved: 
 Approved: _____
 Approved:  Shirley Zeller

Approved: _____ Shirley Zeller

SCHEDULE OF VALUES

Architect: CLS Design
 Contractor: David Bontrager
 Project: Mary Sheldon Ismon House (3rd floor renovations)

Application No: 7
 Application Date: 6/21/2016
 Period to: 6/21/2016
 Architect's Project No: 1424

Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not in D or E)	Total Completed and Stored to Date (D+E+F)	% (G/C)	Balance to Finish	Retainage this period	Total Retainage
			From Previous Application (D+E)	This Period						
1	General Conditions	\$18,000.00	17,350.00	\$0.00		\$17,350.00	96%	\$650.00	\$0.00	\$1,735.00
2	Demolition	\$9,500.00	9,500.00	\$0.00		\$9,500.00	100%	\$0.00	\$0.00	\$950.00
3	Flooring	\$19,250.00	12,887.50	\$2,000.00		\$14,887.50	77%	\$4,362.50	\$200.00	\$1,488.75
4	Drywall	\$26,503.50	26,503.50	\$0.00		\$26,503.50	100%	\$0.00	\$0.00	\$2,650.35
5	Doors and Hardware	\$6,000.00	4,500.00	\$0.00		\$4,500.00	75%	\$1,500.00	\$0.00	\$450.00
6	Rough Carpentry	\$15,550.00	15,550.00	\$0.00		\$15,550.00	100%	\$0.00	\$0.00	\$1,555.00
7	Wood trim & mouldings	\$10,600.00	8,000.00	\$0.00		\$8,000.00	75%	\$2,600.00	\$0.00	\$800.00
8	Woodwork Refurbish	\$10,500.00	9,500.00	\$0.00		\$9,500.00	90%	\$1,000.00	\$0.00	\$950.00
9	Painting	\$8,200.00	6,000.00	\$0.00		\$6,000.00	73%	\$2,200.00	\$0.00	\$600.00
10	Signage	\$2,000.00	340.00	\$0.00		\$340.00	17%	\$1,660.00	\$0.00	\$34.00
11	Bathroom	\$10,250.00	9,125.00	\$0.00		\$9,125.00	89%	\$1,125.00	\$0.00	\$912.50
12	Plumbing	\$14,578.00	13,000.00	\$0.00		\$13,000.00	89%	\$1,578.00	\$0.00	\$1,300.00
13	Mechanical	\$35,762.00	24,600.00	\$6,000.00		\$30,600.00	86%	\$5,162.00	\$600.00	\$3,060.00
14	Electrical	\$26,143.00	12,000.00	\$7,500.00		\$19,500.00	75%	\$6,643.00	\$750.00	\$1,950.00
15	Bulletin #1	\$0.00								\$0.00
16	Bulletin #2	\$9,878.00								\$0.00
17										-\$3,514.25
18										
19										
20										
21										
Totals		\$222,714.50	\$168,856.00	\$15,500.00	\$0.00	\$184,356.00	83%	\$28,480.50	\$1,550.00	\$14,921.35

Total Minus Retainage \$13,950.00

Approved:  Craig L. Spiegel
 Approved:  Shirley Zeller

SCHEDULE OF VALUES

Architect: **CLS Design** Application No: **8**
 Contractor: **David Bontrager** Application Date: **7/6/2016**
 Project: **Mary Sheldon Ismon House (3rd floor renovations)** Period to: **7/6/2016**
 Architect's Project No: **1424**

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period	F Materials Presently Stored (Not in D ore)	G Total Completed and Stored to Date (D+E+F)	G/C %	H Balance to Finish	I Retainage this period	J Total Retainage
			From Previous Application (D+E)								
1	General Conditions	\$18,000.00	17,350.00		\$650.00		\$18,000.00	100%	\$0.00	\$65.00	\$1,800.00
2	Demolition	\$9,500.00	9,500.00		\$0.00		\$9,500.00	100%	\$0.00	\$0.00	\$950.00
3	Flooring	\$19,250.00	14,887.50		\$3,500.00		\$18,387.50	96%	\$862.50	\$350.00	\$1,838.75
4	Drywall	\$26,503.50	26,503.50		\$0.00		\$26,503.50	100%	\$0.00	\$0.00	\$2,650.35
5	Doors and Hardware	\$6,000.00	4,500.00		\$500.00		\$5,000.00	83%	\$1,000.00	\$50.00	\$500.00
6	Rough Carpentry	\$15,550.00	15,550.00		\$0.00		\$15,550.00	100%	\$0.00	\$0.00	\$1,555.00
7	Wood trim & mouldings	\$10,600.00	8,000.00		\$0.00		\$8,000.00	75%	\$2,600.00	\$0.00	\$800.00
8	Woodwork Refurbish	\$10,500.00	9,500.00		\$0.00		\$9,500.00	90%	\$1,000.00	\$0.00	\$950.00
9	Painting	\$8,200.00	6,000.00		\$2,000.00		\$8,000.00	98%	\$200.00	\$200.00	\$800.00
10	Signage	\$2,000.00	340.00		\$0.00		\$340.00	17%	\$1,660.00	\$0.00	\$34.00
11	Bathroom	\$10,250.00	9,125.00		\$1,000.00		\$10,125.00	99%	\$125.00	\$100.00	\$1,012.50
12	Plumbing	\$14,578.00	13,000.00		\$1,200.00		\$14,200.00	97%	\$378.00	\$120.00	\$1,420.00
13	Mechanical	\$35,762.00	30,600.00		\$0.00		\$30,600.00	86%	\$5,162.00	\$0.00	\$3,060.00
14	Electrical	\$26,143.00	19,500.00		\$4,000.00		\$23,500.00	90%	\$2,643.00	\$400.00	\$2,350.00
15	Bulletin #1	\$0.00									\$0.00
16	Bulletin #2	\$0.00									\$0.00
17											
18											
19											
20											
21											
Totals		\$212,836.50	\$184,356.00		\$12,850.00	\$0.00	\$197,206.00	93%	\$15,630.50	\$1,285.00	\$16,206.35

Total Minus Retainage

\$11,565.00

Approved:  Craig L. Spiegel

Approved:  Shirley Zeller

INFORMATION ONLY

FRIENDS OF THE MARY SHELDON ISMON HOUSE

Minutes of the Board

March 15, 2016

Those present took a tour of the 2nd and 3rd floors to see the progress made.

The meeting was called to order at 5:51 by President Shirley Zeller.

Board members present: Shirley Zeller, Carol Gnich, Bill Warren, Cheryl Krause, Marcola Lawler, Sheryl Mitchell, Harley Ulbrich, Marjorie Ulbrich.

The agenda was approved.

The minutes from the Special Meeting on Feb. 5, 2016 were approved.

Treasurer's report: The unexpected expense of \$670 was paid to fix the elevator in March. We had people stuck in the elevator, but the problem has been solved. We will need an additional \$5,135 to match the extra money granted from the state.

Rentals: Rentals have been steady. We have already had requests for the 3rd floor once it is available this summer. Both the city and the DDA have had meetings here (no charge).

New rates for 3rd floor: \$600 for all day

\$500 for 5-6 hours

\$400 for 3-5 hours

\$350 for up to 3 hours

\$900 to rent all 3 floors (garden level, 1st, & 3rd)

These rates are added to the previous changes (for Nonprofits) which raised those rates by \$25 in each category.

Old Business:

Construction: Work is going well. The electrical, plumbing, and mechanical subcontractors have all been very prompt and are here daily including evening work on some days.

Fund Raiser(2015): Currently we have received \$11,275. Some checks are still dribbling in. We also have received a small amount from Amazon.

New Business:

Grants: We have not yet heard from Andersons. \$10,000 requested.

Barb Rafaill has a family foundation and has expressed an interest in working with us. She is interested in buying the tables and chairs we will need on the 3rd floor (\$6,000 estimated), the stonework downstairs, and the basement floor (which is limestone, not concrete) - needs to be sealed, possibly tiled. Midwest Masonry has been contacted concerning the walls - that work would take 10 days.

Fundraisers were again discussed: plays, something for the 50th anniversary of the Forks, flea market, community garage sale.

An Open House for donors, subcontractors, contractor, business people was discussed to celebrate the completion of the 3rd floor.

Andersons will do the front step repair once the weather warms. No bid yet.

We agreed to open a Sam's Club charge account for chairs, tables, toilet paper, etc. \$500 limit, board approval required for higher amounts.

Shirley looked into having us listed in the Historical Society of Michigan's travel guide. The requirements are beyond our capability now.

Announcements:

May brings us the Albion Week Celebration, the French Market, and the Ceremonial Groundbreaking for the hotel on the 12th.

MDOT: Superior Street renovation coming in 2017. 4 lanes to 3 with biking lanes. The side streets of Porter and Center will become 1 way to allow for diagonal parking which the hotel would like. Parking is an issue for us and for the downtown as a whole.

May 28th: Redevelopment of the Community as a Whole Kickoff
7-8 at Albion District Library.

Marketing Committee: will meet to talk about Open House and fund raising.

Next Meeting: will be called when needed

Meeting adjourned at 6:40.

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