AGENDA

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, February 18, 2025

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. **Call to Order**

2. **Roll Call and Determination of Quorum**

3. **Approval of Minutes**

   A. Approval of DDA Regular Meeting Minutes of January 21, 2025

   B. Special Meeting Minutes - February 3 2025

4. **Approval of Agenda**

5. **Call to the Public**

   The DDA welcomes comments related to the work and spirit of the DDA on non-agenda items. Each person wishing to address the DDA Board shall be afforded an opportunity to do so. When recognized, give your name and address and direct your comments to the Chair. Comments on the agenda items may be allowed upon the calling of the item.

   COMMENTS ARE LIMITED TO THREE (3) MINUTES, OR AS ALLOWED BY THE BOARD CHAIR.

6. **Consent Agenda**

   All items on the Consent Agenda are approved by one vote.

   A. Financial Reports

   B. Snow Removal Contract – Budget and Payment

7. **Financial Matters**

   A. Bill Approval

8. **New and Old Business**

A. Village Capital Improvement Fund

B. Lumber Yard Progress Report

C. Requests for Proposal - Architectural Services

D. 2025 Strategic Plan - Schedule Final Review

9. Reports, Resolutions and Recommendations

A. Executive Directors Report

B. Assistant Director's Report

10. Board Comments and Training Feedback

11. Next Regular Meeting - March 18, 2025

12. Adjournment

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Village, at least three (3) business days in advance of the meeting, if requesting accommodations. The Village of Lake Orion will provide foreign language or hearing impaired interpretation services for those individuals who contact the village to request such services at least seven (7) days prior to the meeting.

En el espíritu de la observancia de la Ley de Estadounidenses con Discapacidades, las personas con discapacidad debe sentirse libre para ponerse en contacto con el pueblo, por lo menos tres (3) días hábiles de antelación a la fecha de la reunión, si se solicitan alojamiento. El municipio de Lake Orion proporcionará idioma extranjero o personas con problemas de audición servicios de interpretación para las personas que se ponen en contacto con el pueblo de solicitar dichos servicios con no menos de siete (7) días antes de la reunión.

DDA SUMMARY SHEET

MEETING DATE: February 18, 2025

TOPIC: Approval of DDA Regular Meeting Minutes of January 21, 2025

RECOMMENDED MOTION: To approve the Downtown Development Authority Board Regular Meeting Minutes of January 21, 2025, as presented.

MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Tuesday, January 21, 2025

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The January 21, 2025 Downtown Development Authority Regular Meeting was called to order at 6:37 PM by Chairperson Burgess.

2. Roll Call and Determination of Quorum

PRESENT
Chairperson Debbie Burgess
Vice Chairperson Sam Caruso
Secretary Hank Lorant
Treasurer Matt Shell
Board Member Sally Medina
Board Member Alaina Campbell
President Teresa Rutt

ABSENT
Board Member Lloyd Coe
Board Member Chris Barnett

STAFF PRESENT
Executive Director Matthew Gibb
Asst Director Janet Bloom

3. Approval of Minutes

A. December 2, 2024, DDA Special Meeting Minutes

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to approve the Downtown Development Authority Board Special Meeting Minutes of December 2, 2024, as presented.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

B. December 17, 2024, DDA Informational Meeting Minutes

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to approve the Downtown Development Authority Board Informational Meeting Minutes of December 17, 2024, as presented.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

C. December 17, 2024 – DDA Regular Meeting Minutes

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to approve the Downtown Development Authority Board Regular Meeting Minutes of December 17, 2024, as presented.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

4. Approval of Agenda

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to approve the agenda of January 21, 2025, Downtown Development Authority Board Regular Meeting, as presented.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant,Treasurer Matt Shell,Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

5. Call to the Public

None.

6. Consent Agenda

All items on the Consent Agenda are approved by one vote.

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to approve the January 21, 2025, Consent Agenda by one vote, as presented.

VOTING YEA:	Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY:	None
ABSENT:	Board Member Lloyd Coe and Board Member Chris Barnett
MOTION:	Carried

7. Financial Matters

A. Bill Approval

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to approve disbursements in the amount of $51,957.67 for December 2024.

Roll Call Vote:	Chairperson Debbie Burgess-yes, Vice Chairperson Sam Caruso-yes, Secretary Hank Lorant-yes, Treasurer Matt Shell- yes, Board Member Sally Medina-yes, Board Member Alaina Campbell-yes, President Teresa Rutt-yes.
VOTING NAY:	None
ABSENT:	Board Member Lloyd Coe and Board Member Chris Barnett
MOTION:	Carried

8. New and Old Business

A. Snow Removal Discussion/Options

MOTION: made by Secretary Hank Lorant, Seconded by Treasurer Matt Shell, to direct the Executive Director to cooperate with the Village Manager and DPW Director to organize accurate mapping and responsibility assignments, and bringing all information back with a supplemental recommendation at a future DDA Board meeting.

VOTING YEA:	Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY:	None
ABSENT:	Board Member Lloyd Coe and Board Member Chris Barnett
MOTION:	Carried

B. Requests for Proposals – Architectural Services

MOTION: made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant to approve Request for Proposals: LODDA-25-0001 Design and Architectural Services, for the Lumber Yard at Paint Creek, as presented, and authorize the Executive Director to finalize all legal compliance, publish and coordinate registration and opening with the Village Clerk on a date no later than February 12, 2025

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant,Treasurer Matt Shell,Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

9. Reports, Resolutions and Recommendations

A. Assistant Director's Report-Verbal

Assistant Director Janet Bloom read her report, which was added in the DDA Agenda Packet (hard copy).

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to receive and file the Assistant Director's Report.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

B. Committee Reports

Committee updates presented by Assistant Director Janet Bloom.

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to receive and file the Committee Reports.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

C. Lumber Yard Progress Report

DDA Executive Director Matthew Gibb provided an update on the Lumber Yard progress.

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to receive and file the Lumber Yard Progress Report.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

D. Executive Directors Report

Along with his report in the Agenda Packet, DDA Executive Director Matthew Gibb provided an update.

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to receive and file the Executive Director's Report.

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

10. Board Comments and Training Feedback

11. Next Regular Meeting – February 18, 2025

12. Adjournment

MOTION made by Treasurer Matt Shell, Seconded by Secretary Hank Lorant, to adjourn the January 21, 2025 Downtown Development Authority Board Regular Meeting

VOTING YEA: Chairperson Debbie Burgess, Vice Chairperson Sam Caruso, Secretary Hank Lorant, Treasurer Matt Shell, Board Member Sally Medina, Board Member Alaina Campbell, President Teresa Rutt
VOTING NAY: None
ABSENT: Board Member Lloyd Coe and Board Member Chris Barnett
MOTION: Carried

The January 21st, 2025 Downtown Development Authority Board Regular Meeting adjourned at 8:09 PM.

Debbie Burgess
Chairperson

Janet Bloom
Assistant Director/Recording Secretary

Sonja Stout
Village Clerk/Treasurer

DDA ACTION SUMMARY SHEET

MEETING DATE: February 18, 2025

TOPIC Special Meeting Minutes – February 3, 2025

BACKGROUND BRIEF:

A Special Meeting of the Board was Noticed for February 3, 2025 for the purpose of discussion and recommended action on a contract for Snow Removal and Treatment.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

Move to receive and file the Minutes for the Special Meeting of February 3, 2025.

MINUTES

SPECIAL MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Monday, February 3, 2025

5:00 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The Monday, February 3, 2025, Special Meeting of the Lake Orion Downtown Development Authority Board of Directors was called to order in the Lake Orion Village Hall Council Chambers located in the 21 East Church Street, Lake Orion, MI 48362 by Chair Debbie Burgess at 5:14 PM.

2. Roll Call and Determination of Quorum

Attendee Name	Organization	Title	Status	Arrived
Debbie Burgess	Village of Lake Orion	Chairperson	Present	
Sam Caruso	Village of Lake Orion	Vice Chairperson	Absent	
Matt Shell	Village of Lake Orion	Treasurer	Present	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Chris Barnett	Village of Lake Orion	Board Member	Absent	
Alaina Campbell	Village of Lake Orion	Board Member	Present	
Lloyd Coe	Village of Lake Orion	Board Member	Absent	
Sally Medina	Village of Lake Orion	Board Member	Absent	
Teresa Rutt	Village of Lake Orion	Council President	Present	

STAFF PRESENT:
Matthew Gibb, DDA Executive Director
Janet Bloom, DDA Assistant Director

3. Approval of Agenda

Motion to approve the agenda moved by Teresa Rutt, board member, and seconded by Matt Shell, Treasurer. Ayes: Shell, Lorant, Rutt, Burgess, Campbell. Absent: Coe, Caruso, Medina, Barnett. Motion adopted.

5. New and Old Business

A. AGREEMENT FOR SEASONAL SNOW REMOVAL AND TREATMENT

Motion was made by Matt Shell, Treasurer, and seconded by Alaina Campbell, member to approve the AGREEMENT FOR SEASONAL SNOW REMOVAL AND TREATMENT as presented, subject to the presentment and approval of the Lake Orion village council at its February 10, 2025 meeting with funding to be authorized at the Next Available DDA Board meeting following Village Council approval, and if no such approval is made the matter is closed for 2025.

Board discussion included review of mapping and contract terms, including district needs and purpose of the contract. One public comment was received from Brenda Byer (sic) who supported the contract, with reservations that business should be abiding by the ordinance.

MOTION PASSED

AYES: Shell, Lorant, Rutt, Burgess, Campbell. NAYS: 0 ABSENT: Coe, Caruso, Medina, Barnett.

6. Call to the Public

Brenda Byer (sic) exercised her right to comment, reiterating a need to enforce the snow removal ordinance.

7. Adjournment

Motion to adjourn the Monday, February 3, 2025, Special Meeting of the Downtown Development Authority Board.
Moved by Matt Shell, Treasurer and seconded by Teresa Rutt, member. Ayes: Shell, Lorant, Rutt, Burgess, Campbell, Nays 0, Absent: Coe, Caruso, Medina, Barnett. Motion adopted.

The Monday, February 3, 2025, Special Meeting of the Downtown Development Authority Board adjourned at 5:45 PM.

_____
Debbie Burgess
Chairperson

_____
Janet Bloom
Recording Secretary
DDA Assistant Director

Date Approved:_____

DDA ACTION SUMMARY SHEET

MEETING DATE: February 18, 2025

TOPIC Financial Reports

See attached Reports:
248 Fund Balance Sheet (General DDA Fund)
301 Fund Balance Sheet (DDA Bond 2023 Fund)
404 Fund Balance Sheet (Property Acquisition Fund)

Revenue and Expenditure Report
The following items will be the same on the balance sheet and the revenue and expenditure report for each fund (248, 301, or 404)

- Beginning Fund Balance
- Net of Revenues & Expenditures
- Appropriation of Fund Balance
- Ending Fund Balance

RECOMMENDED MOTION: Receive and File the financial reports for January 2025.

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 01/31/2025
% Fiscal Year Completed: 58.90
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Revenues						
Department: 000 REVENUE						
248-000-402-000	Current Real Property Taxes	987,129.00	651,126.17	0.00	336,002.83	65.96
248-000-402-100	Property Tax - Twp DDA Capture	0.00	0.00	0.00	0.00	0.00
248-000-405-000	Property Tax - Personal	0.00	0.00	0.00	0.00	0.00
248-000-412-000	Property Tax - DPPT P/Y & C/Y	0.00	3,123.87	2,822.25	(3,123.87)	100.00
248-000-441-000	Local Community Stabilization Share	15,000.00	14,033.68	0.00	966.32	93.56
248-000-445-000	Penalties & Interest on Taxes	2,000.00	0.00	0.00	2,000.00	0.00
248-000-539-000	State Grants	43,500.00	0.00	0.00	43,500.00	0.00
248-000-540-000	COUNTY/FEDERAL PROGRAM GRANTS PUBLIC	595,823.00	446,867.25	446,867.25	148,955.75	75.00
248-000-582-000	Intergovernment - Police	0.00	0.00	0.00	0.00	0.00
248-000-664-000	Interest Earned	2,500.00	7,342.26	0.00	(4,842.26)	293.69
248-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
248-000-673-000	Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00
248-000-676-404	Transfer From Prop Acq Fund	169,436.00	0.00	0.00	169,436.00	0.00
248-000-676-592	Reimbursment -Admin Fee - W&S	0.00	0.00	0.00	0.00	0.00
248-000-681-000	Reimburse - Insurance Claims	0.00	16,956.94	0.00	(16,956.94)	100.00
248-000-683-000	Reimbursements-Other	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	35,000.00	2,515.00	325.00	32,485.00	7.19
248-000-685-100	Transportaion Sponsorship	17,500.00	0.00	0.00	17,500.00	0.00
248-000-686-000	Downtown Events	18,500.00	3,358.49	0.00	15,141.51	18.15
248-000-686-002	Flower Fair Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-003	New Year Resolution Run Revenue	0.00	0.00	0.00	0.00	0.00
248-000-686-004	OktoberFest Revenue	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-005	Babes On Broadway	1,500.00	0.00	0.00	1,500.00	0.00
248-000-686-006	Electrical Vehicles	500.00	743.02	0.00	(243.02)	148.60
248-000-687-000	Merchandise Sales	1,000.00	0.00	0.00	1,000.00	0.00
248-000-688-000	Gift Certificate Sales	500.00	3,125.00	3,025.00	(2,625.00)	625.00
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	2,500.00	8,756.10	0.00	(6,256.10)	350.24
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NOTE	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		1,893,888.00	1,157,947.78	453,039.50	735,940.22	61.14
Revenues		1,893,888.00	1,157,947.78	453,039.50	735,940.22	61.14
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-701-000	Executive Director Wages	80,000.00	46,154.40	6,153.92	33,845.60	57.69
248-260-701-019	COVID 19 PAYROLL	0.00	0.00	0.00	0.00	0.00
248-260-704-000	Wages - Administrative Coordinator	37,188.00	8,623.49	1,749.52	28,564.51	23.19
248-260-706-000	Asst. Executive Director wages	71,000.00	40,962.00	5,461.60	30,038.00	57.69
248-260-706-001	Marketing Coordinator	0.00	0.00	0.00	0.00	0.00
248-260-707-000	Wages - Grounds Coordinator	5,400.00	2,276.69	0.00	3,123.31	42.16
248-260-711-013	OVERTIME	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	14,810.00	7,498.25	1,022.42	7,311.75	50.63
248-260-716-000	Health Insurance- Medical	12,000.00	10,240.00	0.00	1,760.00	85.33
248-260-717-000	Life & Disability Insurance	1,320.00	1,509.62	149.90	(189.62)	114.37
248-260-718-000	Dental Insurance	770.00	47.30	47.30	722.70	6.14
248-260-719-000	Pension	5,632.00	4,335.12	1,331.24	1,296.88	76.97

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 01/31/2025
% Fiscal Year Completed: 58.90
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 260 GENERAL ACTIVITIES						
248-260-720-000	Unemployment	0.00	0.00	0.00	0.00	0.00
248-260-721-000	Vision Care	143.00	605.82	605.82	(462.82)	423.65
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00
248-260-801-000	Contractual Services	15,000.00	8,967.50	4,559.50	6,032.50	59.78
248-260-801-002	Contr Services - Police Admin Fee	60,000.00	45,000.00	45,000.00	15,000.00	75.00
248-260-801-003	Contract Services - DPW Admin Fee	30,000.00	22,500.00	7,500.00	7,500.00	75.00
248-260-801-004	Contract Services - GF Admin Fee	70,000.00	58,333.33	17,500.00	11,666.67	83.33
248-260-801-005	Contractual Services- Township	2,700.00	0.00	0.00	2,700.00	0.00
248-260-801-012	Contractual Services-Parking Code En	21,000.00	0.00	0.00	21,000.00	0.00
248-260-801-022	Cont Service-Police Crowd Control	20,000.00	461.90	0.00	19,538.10	2.31
248-260-801-023	Contract Services-DPW event support	10,000.00	300.00	0.00	9,700.00	3.00
248-260-801-033	Contract Services-DPW snow removal	12,000.00	0.00	0.00	12,000.00	0.00
248-260-805-000	Audit Fees	4,490.00	3,979.00	0.00	511.00	88.62
248-260-810-000	Legal Services	8,000.00	2,821.97	0.00	5,178.03	35.27
248-260-823-000	Website/Software	6,000.00	1,635.73	178.14	4,364.27	27.26
248-260-823-001	Municipal Software	3,800.00	0.00	0.00	3,800.00	0.00
248-260-829-000	Planner Services	3,500.00	0.00	0.00	3,500.00	0.00
248-260-851-000	Telephone	3,500.00	1,740.08	296.06	1,759.92	49.72
248-260-900-000	Printing and Publication	500.00	0.00	0.00	500.00	0.00
248-260-920-000	Utilities	6,370.00	3,557.07	905.01	2,812.93	55.84
248-260-921-000	Municipal Street Lighting	7,340.00	5,815.83	1,587.71	1,524.17	79.23
248-260-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
248-260-930-002	Building Maintenance	1,100.00	281.29	0.00	818.71	25.57
248-260-940-000	Equipment Rental	750.00	102.03	0.00	647.97	13.60
248-260-941-000	Office Rent	16,800.00	12,600.00	4,200.00	4,200.00	75.00
248-260-942-000	Office Expenses	4,500.00	752.00	151.99	3,748.00	16.71
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	100.00	0.00	0.00	100.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,545.00	1,487.88	750.00	57.12	96.30
248-260-957-000	Education & Training	5,000.00	954.27	240.28	4,045.73	19.09
248-260-958-000	General Activities Misc	350.00	214.31	0.00	135.69	61.23
248-260-958-019	Covid General Activities	0.00	0.00	0.00	0.00	0.00
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Mileage	1,000.00	54.42	0.00	945.58	5.44
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	67,616.00	0.00	0.00	67,616.00	0.00
248-260-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-260-974-000	Capital Outlay - Equipment	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 260 - GENERAL ACTIVITIES		613,224.00	293,811.30	99,390.41	319,412.70	47.91
Department: 725 ORGANIZATION						
248-725-822-000	Newsletter	1,800.00	130.00	0.00	1,670.00	7.22
248-725-824-000	Volunteer Recognition & Dvp.	1,000.00	371.96	50.00	628.04	37.20
248-725-825-000	Gift Certificate Redemption	5,000.00	1,055.00	25.00	3,945.00	21.10
248-725-826-000	Historic Celebration/Education	1,000.00	290.40	0.00	709.60	29.04
248-725-827-000	Awareness Program	1,500.00	217.97	0.00	1,282.03	14.53

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 01/31/2025
% Fiscal Year Completed: 58.90
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 725 ORGANIZATION						
248-725-827-019	Covid Awareness Program/Organization	0.00	0.00	0.00	0.00	0.00
248-725-864-000	Grant & Scholorship Distriubution	0.00	0.00	0.00	0.00	0.00
248-725-881-000	Merchandise to Sell	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 725 - ORGANIZATION		11,300.00	2,065.33	75.00	9,234.67	18.28
Department: 726 DESIGN						
248-726-745-000	Beautification Supplies	2,600.00	1,227.18	0.00	1,372.82	47.20
248-726-746-000	Hanging Baskets	4,000.00	0.00	0.00	4,000.00	0.00
248-726-801-000	Contractual Services	5,500.00	3,080.24	0.00	2,419.76	56.00
248-726-843-000	Facade Program	23,680.00	273.96	0.00	23,406.04	1.16
248-726-845-000	Public Art Program	2,500.00	390.69	0.00	2,109.31	15.63
248-726-883-000	Banners and Holiday Lighting	10,000.00	6,766.08	0.00	3,233.92	67.66
248-726-975-001	Capital Outlay - Beautification	5,000.00	344.47	0.00	4,655.53	6.89
248-726-975-002	Capital Outlay - Streets	500.00	0.00	0.00	500.00	0.00
248-726-975-019	Covid Capital Outlay	0.00	0.00	0.00	0.00	0.00
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	353,619.00	15,000.00	0.00	338,619.00	4.24
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMENT & PRO	242,204.00	595.00	0.00	241,609.00	0.25
Total Dept 726 - DESIGN		649,603.00	27,677.62	0.00	621,925.38	4.26
Department: 728 ECONOMIC DEVELOPMENT						
248-728-801-000	Contractual Services	34,500.00	5,370.00	0.00	29,130.00	15.57
248-728-860-000	Trolley Expense	22,000.00	0.00	0.00	22,000.00	0.00
248-728-861-000	Survey Expense	468.00	0.00	0.00	468.00	0.00
248-728-862-000	Training Materials	500.00	0.00	0.00	500.00	0.00
248-728-864-000	Grant & Scholorship Distriubution	10,800.00	0.00	0.00	10,800.00	0.00
248-728-886-000	Marketing Materials	2,500.00	10.79	0.00	2,489.21	0.43
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	750.00	60.00	0.00	690.00	8.00
248-728-888-000	Brand Marketing	50,000.00	13,083.16	2,285.78	36,916.84	26.17
248-728-888-001	Contractual Services Brand Marketing	10,000.00	272.89	0.00	9,727.11	2.73
Total Dept 728 - ECONOMIC DEVELOPMENT		131,518.00	18,796.84	2,285.78	112,721.16	14.29
Department: 729 PROMOTION						
248-729-880-000	Event Promotion	2,000.00	404.71	0.00	1,595.29	20.24
248-729-880-001	Event Promo - Gazebo Series	11,000.00	10,600.00	0.00	400.00	96.36
248-729-880-004	Event Promo - Halloween Parade	2,500.00	1,240.10	0.00	1,259.90	49.60
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	7,500.00	2,832.22	296.26	4,667.78	37.76
248-729-880-006	Event Promo - New Years Res. Run	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	0.00	0.00	0.00	0.00	0.00
248-729-880-008	Event Promo-Photo Contest	250.00	0.00	0.00	250.00	0.00
248-729-880-009	Event Promo-Lake Orion Love Shop to	0.00	0.00	0.00	0.00	0.00
248-729-880-010	Babes On Broadway	1,500.00	0.00	0.00	1,500.00	0.00
248-729-880-011	Restaurant week	2,500.00	0.00	0.00	2,500.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	12,100.00	3,890.49	(108.38)	8,209.51	32.15
248-729-880-013	SD Nights- Stronger Together Winter	2,500.00	384.76	0.00	2,115.24	15.39
248-729-880-014	Octoberfest	1,500.00	128.14	0.00	1,371.86	8.54
248-729-880-015	Winter Activities	12,000.00	1,725.00	1,725.00	10,275.00	14.38
248-729-880-016	Athletic Events-other	2,500.00	0.00	0.00	2,500.00	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 01/31/2025
% Fiscal Year Completed: 58.90
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Account Category: Expenditures						
Department: 729 PROMOTION						
248-729-880-017	Movie Night	3,000.00	1,707.69	0.00	1,292.31	56.92
248-729-880-019	Covid Event Promotion	0.00	0.00	0.00	0.00	0.00
248-729-880-100	Stronger Together- smr fall	5,000.00	0.00	0.00	5,000.00	0.00
248-729-885-000	Port-A-Johns	2,600.00	1,007.50	0.00	1,592.50	38.75
248-729-895-000	Event Promo-Comm. Sponsorships	0.00	0.00	0.00	0.00	0.00
248-729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
Total Dept 729 - PROMOTION		68,450.00	23,920.61	1,912.88	44,529.39	34.95
Department: 730						
248-730-253-885	Knox Box Grant Program	0.00	0.00	0.00	0.00	0.00
248-730-885-100	Knox Box Grant Program	2,000.00	0.00	0.00	2,000.00	0.00
248-730-931-000	Repair & Maintenance-Equipment	0.00	0.00	0.00	0.00	0.00
248-730-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-301	Interfund TRF 2023 DDA Bond Project	419,709.00	0.00	0.00	419,709.00	0.00
248-730-965-404	Transfer Out - DDA Property Acq Fund	0.00	0.00	0.00	0.00	0.00
248-730-965-592	Transfers To Water/Sewer Fund	0.00	0.00	0.00	0.00	0.00
248-730-975-000	Capital Outlay	53,075.00	370.68	0.00	52,704.32	0.70
248-730-975-003	DDA Capital Outlay	5,500.00	730.06	0.00	4,769.94	13.27
248-730-975-005	DDA Capital Outlay- Wayfinding/Light	0.00	0.00	0.00	0.00	0.00
248-730-975-006	DDA Capital Outlay - Parking	0.00	0.00	0.00	0.00	0.00
248-730-975-009	Capital Outlay - Dumpsters	22,800.00	0.00	0.00	22,800.00	0.00
248-730-975-011	Capital Outlay - Trail Extensi	9,000.00	0.00	0.00	9,000.00	0.00
248-730-975-015	Captial Outlay- Outdoor Sound	0.00	0.00	0.00	0.00	0.00
248-730-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00
248-730-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
248-730-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 730		512,084.00	1,100.74	0.00	510,983.26	0.21
Expenditures		1,986,179.00	367,372.44	103,664.07	1,618,806.56	18.50
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		1,893,888.00	1,157,947.78	453,039.50	735,940.22	
TOTAL EXPENDITURES		1,986,179.00	367,372.44	103,664.07	1,618,806.56	
NET OF REVENUES & EXPENDITURES:		(92,291.00)	790,575.34	349,375.43	(882,866.34)	
BEG. FUND BALANCE		356,811.12	356,811.12			
END FUND BALANCE		264,520.12	1,147,386.46			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 01/31/2025
% Fiscal Year Completed: 58.90
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bdgt Used
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023						
Account Category: Revenues						
Department: 000 REVENUE						
301-000-300-001	2023 Downtown Dev Tax Exempt Bond Pr	0.00	0.00	0.00	0.00	0.00
301-000-300-002	2023 Downtown Dev Tax Exempt Bond Pr	0.00	0.00	0.00	0.00	0.00
301-000-664-000	Interest Earnings	900.00	897.49	0.00	2.51	99.72
301-000-671-999	Appropriation from Fund Balanc	0.00	0.00	0.00	0.00	0.00
301-000-699-301	TRF in from DDA	419,709.00	0.00	0.00	419,709.00	0.00
Total Dept 000 - REVENUE		420,609.00	897.49	0.00	419,711.51	0.21
Revenues		420,609.00	897.49	0.00	419,711.51	0.21
Account Category: Expenditures						
Department: 901 905						
301-901-805-000	Audit fees	0.00	0.00	0.00	0.00	0.00
301-901-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
301-901-950-000	Demolition & Land Improvement	500,000.00	89,758.85	18,959.99	410,241.15	17.95
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital Outlay - Buildings	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - 905		500,000.00	89,758.85	18,959.99	410,241.15	17.95
Department: 905 Downtown Dev Bond 2023						
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance Expenses	0.00	0.00	0.00	0.00	0.00
301-905-731-001	2023 Tax exempt Bond Issuance Expens	0.00	0.00	0.00	0.00	0.00
301-905-745-001	Property taxes-Orion Twp	0.00	0.00	0.00	0.00	0.00
301-905-920-000	Utilities	0.00	0.00	0.00	0.00	0.00
301-905-992-003	2023 DDA bonds Taxable	60,000.00	38,454.50	0.00	21,545.50	64.09
301-905-992-004	2023 DDA BONDS TAX EXEMPT	150,000.00	66,400.00	0.00	83,600.00	44.27
301-905-993-001	2023 DDA bond taxable interest	76,910.00	0.00	0.00	76,910.00	0.00
301-905-993-002	2023 DDA tax exempt bond interest	132,800.00	0.00	0.00	132,800.00	0.00
Total Dept 905 - Downtown Dev Bond 2023		419,710.00	104,854.50	0.00	314,855.50	24.98
Expenditures		919,710.00	194,613.35	18,959.99	725,096.65	21.16
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:						
TOTAL REVENUES		420,609.00	897.49	0.00	419,711.51	
TOTAL EXPENDITURES		919,710.00	194,613.35	18,959.99	725,096.65	
NET OF REVENUES & EXPENDITURES:		(499,101.00)	(193,715.86)	(18,959.99)	(305,385.14)	
BEG. FUND BALANCE		2,794,812.47	2,794,812.47			
END FUND BALANCE		2,295,711.47	2,601,096.61			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 01/31/2025
% Fiscal Year Completed: 58.90
*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bdgt Used
Fund: 404 DDA PROPERTY ACQUISITION						
Account Category: Revenues						
Department: 000 REVENUE						
404-000-664-000	Interest Earnings	0.00	57.64	0.00	(57.64)	100.00
404-000-694-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
404-000-699-248	Interfund Transfer In - DDA	0.00	0.00	0.00	0.00	0.00
	Total Dept 000 - REVENUE	0.00	57.64	0.00	(57.64)	100.00
	Revenues	0.00	57.64	0.00	(57.64)	100.00
Account Category: Expenditures						
Department: 901 905						
404-901-805-000	Audit Fees	0.00	0.00	0.00	0.00	0.00
404-901-901-000	Debt Service- Parking Deck	0.00	0.00	0.00	0.00	0.00
404-901-930-000	Repair & Maintenance - Bldg	0.00	0.00	0.00	0.00	0.00
404-901-950-000	Demolition & Land Improvement	0.00	0.00	0.00	0.00	0.00
404-901-956-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
404-901-971-000	Capital Outlay - Building	169,436.00	0.00	0.00	169,436.00	0.00
404-901-980-248	Prop Acq Transfer to DDA	0.00	0.00	0.00	0.00	0.00
404-901-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00
404-901-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00
	Total Dept 901 - 905	169,436.00	0.00	0.00	169,436.00	0.00
	Expenditures	169,436.00	0.00	0.00	169,436.00	0.00
Fund 404 - DDA PROPERTY ACQUISITION:						
TOTAL REVENUES		0.00	57.64	0.00	(57.64)	
TOTAL EXPENDITURES		169,436.00	0.00	0.00	169,436.00	
NET OF REVENUES & EXPENDITURES:		(169,436.00)	57.64	0.00	(169,493.64)	
BEG. FUND BALANCE		169,464.87	169,464.87			
END FUND BALANCE		28.87	169,522.51			
Report Totals:						
TOTAL REVENUES - ALL FUNDS		2,314,497.00	1,158,902.91	453,039.50	1,155,594.09	
TOTAL EXPENDITURES - ALL FUNDS		3,075,325.00	561,985.79	122,624.06	2,513,339.21	
NET OF REVENUES & EXPENDITURES:		(760,828.00)	596,917.12	330,415.44	(1,357,745.12)	

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 01/31/2025

GL Number	Description	YTD Balance 01/31/2024	YTD Balance 01/31/2025
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND			
***** Assets *****			
Account Classification: CASH CHECKING			
248-000-001-000	Cash	(125.04)	5,920.07
248-000-007-000	Payroll-checking	(250.00)	(5,601.11)
	CASH CHECKING	(375.04)	318.96
Account Classification: CASH SAVINGS			
248-000-002-000	Cash Savings	313,239.25	740,951.00
248-000-010-000	Investment/LGIP County Inv	403,528.39	414,553.51
248-000-011-000	Cash - Payroll Savings	5,821.11	(10,484.15)
	CASH SAVINGS	722,588.75	1,145,020.36
	Total Assets	722,213.71	1,145,339.32
***** Liabilities *****			
Account Classification: ACCOUNTS PAYABLE			
248-000-202-000	Accounts Payable	5,276.33	(2,560.00)
	ACCOUNTS PAYABLE	5,276.33	(2,560.00)
Account Classification: ACCRUED AND OTHER LIAB			
248-000-213-000	Accrued Property Tax - Est Chargebacks	400.00	400.00
248-000-228-001	FICA W/H - Medicare	0.00	(7.02)
248-000-228-002	FICA- Social Security Withheld	0.00	(30.02)
248-000-232-000	Life Insurance Payable	0.00	149.90
	ACCRUED AND OTHER LIAB	400.00	512.86
	Total Liabilities	5,676.33	(2,047.14)
***** Fund Equity *****			
Account Classification: FUND BALANCE			
248-000-390-000	Fund Balance - Unassigned	498,200.06	356,811.12
	FUND BALANCE	498,200.06	356,811.12
	Total Fund Equity	498,200.06	356,811.12
Total Fund 248:			
TOTAL ASSETS		722,213.71	1,145,339.32
BEG. FUND BALANCE		498,200.06	356,811.12
+ NET OF REVENUES & EXPENDITURES		218,337.32	790,575.34
+ FUND BALANCE ADJUSTMENTS		2,559.00	0.00
= ENDING FUND BALANCE		719,096.38	1,147,386.46
+ LIABILITIES		5,676.33	(2,047.14)
= TOTAL LIABILITIES AND FUND BALANCE		722,213.71	1,145,339.32

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 01/31/2025

GL Number	Description	YTD Balance 01/31/2024	YTD Balance 01/31/2025
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023			
***** Assets *****			
Account Classification: CASH CHECKING			
301-000-001-000	Cash	56,386.80	56,386.80
	CASH CHECKING	56,386.80	56,386.80
Account Classification: CASH SAVINGS			
301-000-002-000	CASH	2,706,175.43	2,547,469.30
301-000-011-000	Cash - Payroll Savings	0.00	(790.31)
	CASH SAVINGS	2,706,175.43	2,546,678.99
	Total Assets	2,762,562.23	2,603,065.79
***** Liabilities *****			
Account Classification: ACCOUNTS PAYABLE			
301-000-202-000	Accounts Payable	84.81	0.00
	ACCOUNTS PAYABLE	84.81	0.00
Account Classification: DUE TO INTERFUND			
301-000-214-101	Due to General Fund	6.15	1,969.18
	DUE TO INTERFUND	6.15	1,969.18
	Total Liabilities	90.96	1,969.18
***** Fund Equity *****			
Account Classification: FUND BALANCE			
301-000-390-000	Fund Balance - Unassigned	4,944,949.68	2,794,812.47
	FUND BALANCE	4,944,949.68	2,794,812.47
	Total Fund Equity	4,944,949.68	2,794,812.47
Total Fund 301:			
TOTAL ASSETS		2,762,562.23	2,603,065.79
BEG. FUND BALANCE		4,944,949.68	2,794,812.47
+ NET OF REVENUES & EXPENDITURES		(2,182,478.41)	(193,715.86)
= ENDING FUND BALANCE		2,762,471.27	2,601,096.61
+ LIABILITIES		90.96	1,969.18
= TOTAL LIABILITIES AND FUND BALANCE		2,762,562.23	2,603,065.79

BALANCE SHEET REPORT FOR VILLAGE OF LAKE ORION

Balance As Of 01/31/2025

GL Number	Description	YTD Balance 01/31/2024	YTD Balance 01/31/2025
Fund: 404 DDA PROPERTY ACQUISITION			
***** Assets *****			
Account Classification: CASH SAVINGS			
404-000-002-000	Cash-Savings-DDA Property Acq.	169,415.21	169,522.51
	CASH SAVINGS	169,415.21	169,522.51
	Total Assets	169,415.21	169,522.51
***** Fund Equity *****			
Account Classification: FUND BALANCE			
404-000-390-000	Fund Balance - Unassigned	326,840.70	169,464.87
	FUND BALANCE	326,840.70	169,464.87
	Total Fund Equity	326,840.70	169,464.87
Total Fund 404:			
TOTAL ASSETS		169,415.21	169,522.51
BEG. FUND BALANCE		326,840.70	169,464.87
+ NET OF REVENUES & EXPENDITURES		(157,425.49)	57.64
= ENDING FUND BALANCE		169,415.21	169,522.51
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		169,415.21	169,522.51

DDA ACTION SUMMARY SHEET

MEETING DATE: February 18, 2025

TOPIC Snow Removal Contract – Budget and Payment

BACKGROUND BRIEF:

At a special meeting of the Board on February 3, 2025 at 5pm, consideration was given to entering a one time contract with the Village for the DPW to cover all snow removal and salting services in the described diagrams and mapping.

The contract was approved and referred to the council for consideration. This was approved by Council at their February 10, 2025 meeting. We did not amended our budget as we were unsure if Counsil would approve, so we now need to adjust our budget and authorize payment of the contract.

FINANCIAL IMPACT:

The contract consideration is $17,000 for the balance of the 2025 snow season, and include all events.

The DDA currently has budgeted $12,000 in GL 248-260-801-033 – contracted Services -Snow Removal. There is also $15,000 budgeted in GL 248-260-801-000 – Contracted Services, of which none has been expended to date. It is recommended to transfer $5,000 from GL 248-260-801-000 to fully fund the contract from GL 248-260-801-033. This can be done with authorization to direct the amendment.

RECOMMENDED MOTION:

Authorize the Executive Director to sign the AGREEMENT FOR SEASONAL SNOW REMOVAL AND TREATMENT, approving a budget amendment transferring $5,000 from GL 248-260-801-000 contracted Services to GL 248-260-801-033 – Contracted Services Snow Removal, and authorizing payment on the contract in the amount of $17,000 forthwith.

AGREEMENT FOR SEASONAL SNOW REMOVAL AND TREATMENT

THIS AGREEMENT is made on the 11th day of February, 2025, by and between the Village of Lake Orion, a Michigan municipal corporation, 21 E. Church St., Lake Orion MI 48362,for and on behalf of its Department of Public Works (hereinafter referred to as "Village") and Lake Orion Downtown Development Authority, 118 N. Broadway St., Lake Orion MI 48362 (hereinafter referred to as "DDA")

The Village and DDA agree as follows:

1. **Scope of Work.** When the Director of the Department of Public Works for the Village has determined that a seasonal snow/ice event has occurred of sufficient depth, or as such event creates a hazardous condition, the Village, by its Department of Public Works, shall;
    a. Remove all snow and ice accumulations from the complete width of the sidewalks, including sidewalk ramps, and areas abutting general addresses, in all areas shown and depicted in the map(s) approved by the parties and attached hereto as Exhibit A, including pedestrian access thereto.
    b. Remove all snow and ice accumulation from five (5) parking areas for which the DDA maintains a contractual, or development, obligation to provide seasonal maintenance, as identified on Exhibit B, including pedestrian access thereto.
    c. Scatter and apply salt, or other ice melt product in the DPW Directors discretion, to all areas affected, in sufficient amount to provide reasonable and safe movement on all treated surfaces.
2. **Equipment and Materials.** The Village agrees to furnish all of the materials, equipment and labor necessary, and to abide by all the duties and responsibilities applicable to completing the scope of work.
3. **Emergency/On-Call Treatment.** The scope of service in this Agreement includes a reasonable amount of on-call, spot treatment of surfaces as conditions dictate. On mutual direction of the parties, the Village shall promptly provide materials and service to individually identified areas, as agreed between the DPW Director and the DDA Director.
4. **Term.** This agreement shall commence on February 1, 2025 and continue through and including all snow/ice events in the 2024-2025 winter season, but not later than June 30, 2025.
    a. **Non-Perpetual**. This Agreement is not perpetual and shall not automatically renew prior to the Winter season in 2025-2026. The parties agree that the non-public areas contained in this Agreement will not be serviced by the Village in the absence of a renewed and executed agreement, which may contain revised terms, including costs and fees.

5. **Fee and Payment.** The DDA will pay the Village a lump sum of $17,000 for the snow removal and salting services obligated herein.

    a. The DDA shall process a Purchase Order for the entire seasonal amount upon approval and execution of this Agreement, noting that the services herein shall commence prior to that final action of approval. In the event this Agreement is rejected by either body, and any services described herein have been performed during the time of the effective date and the date of rejection, the DPW shall submit an invoice to the DDA for time and materials, based on its prior estimate of cost, which shall be timely paid by the DDA. Thereafter this Agreement shall be null and void.

6. **Assignment.** This contract may not be assigned or subcontracted without the written consent of both Parties.

7. **Choice of Law.** This contract shall be construed, governed and enforced in accordance with the laws of the State of Michigan. By executing this agreement, Contractor and City agree to venue in Eaton County for purposes of any action arising under this contract. Whenever possible, each provision of the contract will be interpreted in a manner as to be effective and valid under applicable law. The prohibition or invalidity, under applicable law, of any provision will not invalidate the remainder of the contract.

8. **Relationship of the Parties.** Village and DDA agree that this is not a contract of employment or independent contract, rather an agreement between mutually operated governmental agencies. Nothing contained in this contract shall be deemed to constitute any other relationship than that of inter-agency.

9. **Entire Agreement.** This contract represents the entire understanding between Village and DDA and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations in entering into this contract. This contract may be altered, amended or modified only by a signed written amendment.

Village of Lake Orion	Lake Orion Downtown Development Authority
Darwin McClary Village Manager	Matthew Gibb Executive Director

EXHIBIT A
Snow/Ice Removal Map



LEGEND: PINK LINES – PUBLIC SIDEWALKS, APPROACHES, RAMPS

GREEN LINES –STREETSCAPE MAINTENANCE AND PEDESTRIAN AREAS

EXHIBIT B

PARKING AREAS INCLUDED IN DDA MAINTENANCE CONTRACTS



DDA ACTION SUMMARY SHEET

MEETING DATE: February, 2025

TOPIC Bill Approval

ATTACHED:
Invoice Register: These are the disbursements that took place last month.

Credit Card Report: Lists the details for the credit charges shown in the invoice register.

RECOMMENDED MOTION: (Roll Call)

To approve disbursements in the amount of $115,525.27 for January 2025.

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 01/01/2025 - 01/31/2025
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 000 REVENUE					
248-000-228-000	Remittance	MICHIGAN DEPARTMENT OF TRE	Remittance Check	537.46	34226
248-000-228-001	Remittance	IRS	Remittance Check	96.50	377
248-000-228-001	Remittance	IRS	Remittance Check	96.50	377
248-000-228-001	Remittance	IRS	Remittance Check	97.29	378
248-000-228-001	Remittance	IRS	Remittance Check	97.29	378
248-000-228-002	Remittance	IRS	Remittance Check	412.60	377
248-000-228-002	Remittance	IRS	Remittance Check	412.60	377
248-000-228-002	Remittance	IRS	Remittance Check	416.03	378
248-000-228-002	Remittance	IRS	Remittance Check	416.03	378
248-000-230-000	Remittance	IRS	Remittance Check	433.83	377
248-000-230-000	Remittance	IRS	Remittance Check	439.38	378
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	136.54	34129
248-000-237-002	Remittance	ALERUS FINANCIAL	Remittance Check	136.54	34224
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	47.30	34229
248-000-247-000	Remittance	PRINCIPAL LIFE INSURANCE C	Remittance Check	605.82	34231
			Total Department 000 REVENUE	4,381.71	
Department: 260 GENERAL ACTIVITIES					
248-260-719-000	DC VILLAGE CONTRIBUTIONS	ALERUS FINANCIAL	DC VILLAGE CONTRIBUTIONS DECEMBER	1,331.24	34133
248-260-801-000	ICHAT DDA DZIEGIELEWSKI	COMERICA BANK	CREDIT CARD- MARK DECEMBER 2024	10.00	276
248-260-801-000	DDA	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU DECEMBE	49.50	34139
248-260-801-000	BOARD TRAINING - MAIN STRE	POW! STRATEGIES, INC	BOARD TRAINING - MAIN STREET	4,500.00	34165
248-260-801-002	STATUS QUO - ADMIN FEE - P	VILLAGE OF LAKE ORION	3RD QTR ADMIN FEE - GENERAL,DPW,POLIC	45,000.00	34220
248-260-801-003	STATUS QUO - ADMIN FEE - D	VILLAGE OF LAKE ORION	3RD QTR ADMIN FEE - GENERAL,DPW,POLIC	7,500.00	34220
248-260-801-004	STATUS QUO - ADMIN FEE - G	VILLAGE OF LAKE ORION	3RD QTR ADMIN FEE - GENERAL,DPW,POLIC	17,500.00	34220
248-260-805-000	Audit Fees	ANDREWS HOOPER PAVLIC PLC	2024-2025 FINANCIAL AUDIT	1,989.00	34135
248-260-823-000	FLOWCODE INV BC2953D1-0033	COMERICA BANK	DECEMBER 2024 CREDIT CARD	9.95	276
248-260-823-000	SNAPRETAIL - INV 18022	COMERICA BANK	DECEMBER 2024 CREDIT CARD	65.00	276
248-260-823-000	CLICKUP - INV T9009138990-	COMERICA BANK	DECEMBER 2024 CREDIT CARD	57.00	276
248-260-823-000	IONOS INV 202052836220	COMERICA BANK	DECEMBER 2024 CREDIT CARD	25.00	276
248-260-823-000	ADOBE INV 2965625538	COMERICA BANK	DECEMBER 2024 CREDIT CARD	21.19	276
248-260-851-000	MISWITCH IN734470 - PHONE	COMERICA BANK	DECEMBER 2024 CREDIT CARD	90.28	276
248-260-851-000	ACCT 8529101420028897 - 11	COMCAST	TELEPHONE	205.78	34189
248-260-920-000	ACCT 910018071613 - 118 N	DTE ENERGY	OFFICE ELCTRIC	75.18	34147
248-260-920-000	GAS BILL 100062995376	CONSUMERS ENERGY	GAS BILL	289.07	34191
248-260-920-000	016-2151 215 S BROADWAY	VILLAGE OF LAKE ORION	WATER	183.67	34220
248-260-920-000	015-1180 118 N BROADWAY	VILLAGE OF LAKE ORION	WATER	257.11	34220
248-260-920-000	16-1650 165 S B ROADWAY	VILLAGE OF LAKE ORION	WATER	99.98	34220
248-260-921-000	ACCT 920009543389 - 90 S A	DTE ENERGY	STREET LIGHT / EV	450.81	34146
248-260-921-000	ACCT910018071993 - 165 S B	DTE ENERGY	STREET LIGHT / EV	29.37	34146
248-260-921-000	380 S BROADWAY 9100-4095-1	DTE ENERGY	DECEMBER 2024	42.59	34193
248-260-921-000	38 S WASHINGTON 9100-4095-	DTE ENERGY	DECEMBER 2024	60.49	34193
248-260-921-000	22 E SHADBOLT 9100-4095-17	DTE ENERGY	DECEMBER 2024	212.13	34193
248-260-921-000	38 E FLINT 9100-4095-1659	DTE ENERGY	DECEMBER 2024	629.68	34193
248-260-921-000	491 S BROADWAY 9100-4095-1	DTE ENERGY	DECEMBER 2024	143.35	34193
248-260-921-000	24 FRONT 9200-096-8065-2	DTE ENERGY	DECEMBER 2024	19.29	34193
248-260-941-000	RENT - JAN_MARCH 2025	NICK SCHILLACE	OFFICE RENT	4,200.00	34156
248-260-942-000	INV 3045 - 118 N BROADWAY	DarWel ENTERPRISES LLC	OFFICE MATS	24.65	34145
248-260-942-000	19J9-DFV7-TMC7	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	101.37	34179
248-260-942-000	1CV7-CFTW-9XNX	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	25.97	34179

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 01/01/2025 - 01/31/2025
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Department: 260 GENERAL ACTIVITIES					
248-260-956-000	INV 3616 - ANNUAL DUES	MICHIGAN DOWNTOWN ASSOC	ANNUAL DUES	750.00	34201
248-260-957-000	FORK & POINT - BRD TRAININ	COMERICA BANK	DECEMBER 2024 CREDIT CARD	240.28	276
			Total Department 260 GENERAL ACTIVITIES	86,188.93	
Department: 725 ORGANIZATION					
248-725-824-000	313 PIZZA - DEPOSIT	COMERICA BANK	DECEMBER 2024 CREDIT CARD	50.00	276
248-725-825-000	DOWNTOWN DOLLARS 4576	HANSON'S RUNNING SHOP	DOWNTOWN DOLLARS #4576	25.00	34150
			Total Department 725 ORGANIZATION	75.00	
Department: 726 DESIGN					
248-726-980-002	PHOTO FEE FOR GRANT PHOTOG	AJ MUELLER PHOTOGRAPHY	DOCUMENTATION FOR LUMBERYARD GRANT	595.00	34132
			Total Department 726 DESIGN	595.00	
Department: 728 ECONOMIC DEVELOPMENT					
248-728-888-000	INV 369876 - PRINT AD	VIEW NEWSPAPER GROUP	MARKETING	828.00	34173
248-728-888-000	DOLLAR TREE - MARKETING	COMERICA BANK	DECEMBER 2024 CREDIT CARD	2.65	276
248-728-888-000	INV 25-0002299 - ORION DDA	CHARTER TOWNSHIP OF ORION	BRAND MARKETING	1,455.13	34187
			Total Department 728 ECONOMIC DEVELOPMENT	2,285.78	
Department: 729 PROMOTION					
248-729-880-005	MIEJER - POLAR EXPRESS	COMERICA BANK	DECEMBER 2024 CREDIT CARD	30.24	276
248-729-880-005	GFS - POLAR EXPRESS	COMERICA BANK	DECEMBER 2024 CREDIT CARD	266.02	276
248-729-880-015	INV 1567 - ICE FEST LAKE O	CLEAR CUT ICE	ICE FEST - SCULPTURES	1,725.00	34188
			Total Department 729 PROMOTION	2,021.26	
			Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND	95,547.68	
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023					
Department: 901 905					
301-901-950-000	AMZN - WORK CART	COMERICA BANK	DECEMBER 2024 CREDIT CARD	159.99	276
301-901-950-000	INV 24-0045 - TEMPORARY FE	TBD CONSTRUCTION SERVICES,	LUMBER YARD - FENCING	6,500.00	34169
301-901-950-000	INV 24-0047 - DDA APPROVED	TBD CONSTRUCTION SERVICES,	REMOVAL & DISPOSAL OF CANOPY AND INTE	12,300.00	34214
			Total Department 901 905	18,959.99	
			Total Fund 301 DOWNTOWN DEV BOND PROJECT 2023	18,959.99	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION

EXP CHECK RUN DATES 01/01/2025 - 01/31/2025
POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	95,547.68	
		301	DOWNTOWN DEV BOND PROJECT 2023	18,959.99	
		Total For All Funds:		114,507.67	

January 2025 (December Transactions) Credit Card Report -				
Trans Date	Merchant	GL#	Explanation	Amount
12/1/2024	MiSwitch	248-260-851-000	Telephone	$ 90.28
12/4/2024	Dollar Tree	248-728-888-000	Marketing	$ 2.65
12/7/2024	Flowcode INV BC2953D1-0(	248-260-823-000	Software	$ 9.95
12/12/2024	SnapRetail INV 18022	248-260-823-000	Newsletter Software	$ 65.00
12/13/2024	Click Up INV T9009138990-	248-260-823-000	Software	$ 57.00
12/13/2024	GFS Store 0947	248-729-880-005	Polar Express	$ 266.02
12/14/2024	Meijer	248-729-880-005	Polar Express	$ 30.24
12/18/2024	Ionos Inc INV 20205283622	248-260-823-000	Software	$ 25.00
12/19/2024	Irish Tavern	248-260-957-000	Board training	$ 240.28
12/22/2024	Adobe INV 2965625538	248-260-823-000	Software	$ 21.19
12/26/2024	313 Pizza Bar	248-725-824-000	Deposit for volunteer awards dinner	$ 50.00
12/29/2024	Amazon	301-901-950-000	Work cart	$ 159.99
			total:	**$ 1,017.60**

DDA ACTION SUMMARY SHEET

MEETING DATE: February 18, 2025

TOPIC Village Capital Improvement Fund

BACKGROUND BRIEF:

On December 13, 2022 the DDA Board approved and certified a Resolution in mutual accord to the action of Village Council wherein each entity agreed to set aside an annual contribution to a line item account within the DDA Budget to focus on public facilities improvements with the DDA District. The Resolution provides insight into the intent of the plan, but no further action or direction was taken.

This agenda item seeks action on implementing the DDA obligations created by the Resolution, most commonly referred to as the 75-25 Plan.

The basic recommendation is to simplify the creation of the fund, standardize a means of accurately appropriating actual tax revenue amounts into the fund, and providing an Agreement setting forth the obligations of the Village and DDA. All of those documents are attached.

FINANCIAL IMPACT:

The Annual Reports filed by the DDA to the state of Michigan provide actual Tif revenue numbers that can be used to calculate the single month in 2022, and the annual revenue increases for 2023 and 2024. We have taken an approach to use actual revenue numbers, and NOT the revenue calculated from the projected assessed and billed model. This means the DDA will allocate to the fund 75% of the actual increases in revenue. Please note that this recommended approach calculates an annual revenue amount, and NOT a base year approach as sought by the Village Manager.

The calculations are shown on the attached worksheets

RECOMMENDED MOTION:

There are three items contained with the approval of the recommended Resolution. Therefore, the recommendation is to pass the following:

Motion to approve and adopt the Resolution REGARDING THE CREATION AND FUNDING OF THE VILLAGE CAPITAL IMPROVEMENT FUND as present.

RESOLUTION

REGARDING THE CREATION AND FUNDING OF THE VILLAGE CAPITAL IMPROVEMENT FUND

WHEREAS On or about December 13, 2022 the Lake Orion Downtown Development Authority ("DDA") approved a Resolution enabling the creation of a Capital Improvement fund within the appropriated budget of the DDA that would allocate seventy-five percent (75%) of annual increases in collected revenue from its TIF Plan; and

WHEREAS, the Lake Orion Downtown Development Authority now desires to adopt and enable the representatives, budget amendments, and operating agreement necessary to effect the intent and purpose of the enabling Resolution; and

NOW THEREFORE BE IT RESOLVED that the Board of the Lake Orion Downtown Development Authority Agreement adopts and approves the AGREEMENT BETWEEN THE VILLAGE OF LAKE ORION AND THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY REGARDING RESPONSIBILITIES AND COST ALLOCATION FOR CAPITAL IMPROVEMENT PROJECTS and authorize the Executive Director to execute the same, and

IT IS FURTHER RESOLVED that the following individuals are appointed to the Joint Committee, set forth and referenced in the approved Agreement, as representatives on behalf of the DDA, and are empowered with such authority and duty as intended in the Agreement.

_____ _____ _____

IT IS FURTHER RESOLVED that the following budget adjustments are implemented to create a permanent fund account for Village Capital Improvement, and funding the line in the amount of $103,697 for the reporting period from December 2022 through the 2024 PA 57 Annual report:

1. Create a new GL: GL 248-260-965-402 – Village Capital Improvement
2. Transfer $67,616 from GL 248-260-965-401 Transfer to Cap Impv Fund to GL 248-260-965-402 – Village Capital Improvement.
3. Transfer $36,081 from 248-000-390-000 Fund Balance to GL 248-260-965-402 – Village Capital Improvement

Action and certification on next page.

Moved by member:
Supported by member:

Ayes: Nays: ABSENT:

CERTIFICATION: I hereby certify the foregoing is a true and complete copy of a Resolution adopted by the Lake Orion Downtown Development Authority at its regular meeting held on February 17, 2025, the original of which is a part of the Board minutes.

_____

PUBLIC INFRASTRUCTURE RESERVED FUND ALLOCATION

In accord with the December 13 2022 DDA Resolution directing the creation of a dedicated public infrastructure account within its annual budget, the following alternative calculation methods are presented pending a determination of the intent of the Board of Directors.

THESE CALUCLATIONS ARE BASED ON ACTUAL REVENUE INTO THE TIF.

Model 1: BASED ON AN ANNUAL CALCULATION

Calculating 75% of the actual captured revenue year over year

2022 ALLOCATION

	2022 Reported TIF Revenue	$828,290
Less	2021 Reported TIF Revenue	$789,347
	Increase in TIF Revenue	$38,953
	For the one Month in 2022	$3,246
	Share Allocated (75%)	$2,434

2023 ALLOCATION

	2023 Reported TIF Revenue	$896,975
Less	2022 Reported TIF Revenue	$828,290
	Increase in TIF Revenue	$68,685
	Share Allocated (75%)	$51,514

2024 ALLOCATION

	2024 Reported TIF Revenue	$963,306
Less	2023 Reported TIF Revenue	$896,975
	Increase in TIF Revenue	$66,331
	Share Allocated (75%)	$49,749

Model 2: BASED ON A CUMULATIVE APPROACH

Setting Base Year at the 2022 Amount of $828,290

2022	PARTIAL YEAR	$2,434
2023	2023 less 2022 x 75%	$51,514
2024	2024 less 2022 x 75%	$135,016
	TOTAL	$188,964

ANNUAL REVENUE BASED FUND ALLOCATION

2022 $2,434*

2023 $51,514

2024 $49,749

Total$ 103, 697

***Single month in 2022**

ADVERSE EFFECT OF CUMULATIVE APPROACH

If TIF Revenue grows 5%, annually, in 2029 the projected capture would be $1,229,409. Applying the Base Year approach results in a then annual payment of $300,839, or 25% of the entire TIF and 105% of the capture growth after 2022.

AGREEMENT BETWEEN THE VILLAGE OF LAKE ORION AND THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY REGARDING RESPONSIBILITIES AND COST ALLOCATION FOR CAPITAL IMPROVEMENT PROJECTS

This Agreement is made and entered this _____ day of _____ 2025 by and between the Village of Lake Orion, a Michigan municipal corporation, with its principal offices at 21 E. Church Street, Lake Orion, MI 48362 ("Village"), and the Lake Orion Downtown Development Authority, organized and existing pursuant to the authority of Part 2, of the Recodified Tax Increment Financing Act, Public Act 57 of 2018, being MCL 125.4201, et seq, with its principal offices at 118 N. Broadway St. Lake Orion MI 48362 ("DDA"), for the purpose of fixing the rights and obligations of the parties relative to the construction of "public facilities" improvements within the defined boundaries of the Downtown Development District (the "Projects").

Whereas, the Village and the DDA have passed and certified Resolutions, attached as Exhibit B, designating that a portion of the Annual Tax Increment Finance ("TIF") Revenue derived from the adopted TIF Development Plan shall be provided as funding support for capital improvement Projects that qualify as Public Facility improvements under MCL 125.4201 et seq; and

Whereas, the Village and the DDA have formed a Joint Committee to review, approve and recommend certain Projects in the District that are compliant with the purpose and intent of the Mutual Resolutions and DDA TIF Development Plan; and

Whereas, the DDA has created a Capital fund account, pursuant to the formula described in Exhibit A, within its budget to hold and appropriate seventy-five percent (75%) of all future captured revenue deriving from the annual increase in ad valorem value within the District; and

Whereas, the Village and the DDA have reached an understanding with each other regarding their respective responsibilities for an annual appropriation of revenue to the fund, the administration of Project management and cost, including invoiced reimbursement to the Village, and desire to enter into this Agreement to memorialize that understanding.

THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, the Village and the DDA agree:

1. **Incorporation of Enabling Resolutions.** Each Resolution for Designation of Tax Increment Revenues from the DDA TIF Capture to be Dedicated for Public Facility

Infrastructure in the DDA District, which were adopted and certified by the Village on _____ and the DDA on December 13, 2022, is hereby incorporated and made a material part of this Agreement.

2. **Identification of Project(s)**. Through the Joint Committee established for this purpose, the Village and the DDA shall undertake and complete the identification and selection of Project(s) to construct, renovate, repair, remodel, rehabilitate, restore, preserve or reconstruct "public facilities" as defined by MCL 125.4201, et seq, within the DDA District, restricting such Project(s) to those necessary and appropriate to the execution of the DDA Development Plan.

    a. All costs necessary and inherent in the testing, oversight, engineering, review or analysis of any proposed Project, including all internal or external consulting, planning, other fees or regulatory controls, shall be solely borne by the Village, holding the DDA harmless therefrom.
    b. Any necessary or required entitlement or municipal application, review and process of approval, including all permitting, bonding, or other regulatory demand, shall be the responsibility of the Village, holding the DDA harmless therefrom.

3. **Project Management**. The Village will enter into, and be solely responsible for, any necessary contract(s) with any and all contractor(s), suppliers, professionals, or material provider, for the Project. The Village will administer and manage all contract(s) and related work necessary for the completion of the Project, without contribution from the DDA. In all contract(s), agreements, work order(s), or similar instrument(s) used for the planning, development and completion of identified Project(s), the Village shall require that the Contracted party indemnify the DDA for any claims or lawsuits by third parties arising from the work and must require the Contracted party to cover the DDA as additionally insured on general liability policy(s).

4. **Application of TIF Capital Fund(s)**. The DDA is responsible for funding its identified share of the Project(s) pursuant to the intent of the enabling resolutions incorporated herein, and in accord with the following;

    a. Upon identification of a Project by the Joint Committee, a Project Plan shall be submitted by the Village to the DDA setting forth the project scope, estimated total cost, proposed timeline, proposed DDA share of cost, and certification of the projects compliance with the limitations of MCL 125.4201, et seq, whereupon the DDA shall timely review and approve the project for inclusion in any immediate or annual budgetary plan or appropriation schedule, such approval not being unreasonably delayed or withheld.
    b. The Village shall be responsible and shall pay the Project costs, satisfying any contract directly with any Contractor, as described above, and finance the

complete cost of the construction, holding the DDA harmless therefrom.

c. Pursuant to the approved Project Plan, the Village will invoice the DDA at such times and events as defined in the Project Plan. The DDA shall reimburse the Village for the DDA's share of incurred costs, as authorized in the approved Project Plan, within thirty (30) days of receipt of an invoice from the Village.
d. Notwithstanding the DDA's funding of a share of the Project, the parties agree that responsibility for management of the Project, including all aspects of the contract with the Contractor(s), rests with the Village.

5. **Fixed Cost to DDA**. The cost allocation between the Village and the DDA for each approved Project Plan are fixed and binding between the parties and cannot be changed except by written Amendment to the Project Plan and re-approval of the amended plan. The DDA's obligation to fund its share of the Project does not include any obligation to fund change orders, contract addendum or amendment, cost associated with delay, site conditions or acts of God. The cost to the DDA for any Project, as set forth in any approved Project Plan, is a fixed cost, to be drawn against the Capital Improvement ledger account contemplated and created from the incorporated mutual enabling resolutions. No Project shall be funded with future anticipated revenues or made otherwise binding upon any other revenue or budgetary appropriation of the DDA without the written consent of the DDA, by Board Resolution.

6. **Miscellaneous**.

a. This Agreement constitutes the complete expression of the agreement between the parties on the subjects contained herein and there are no other oral or written agreements or understandings between the entities concerning these subjects.
b. Any prior agreements or understandings on the matters addressed in this Agreement are hereby rescinded, revoked or terminated.
c. Other than as specifically set forth herein, this Agreement may be modified or amended only by subsequent written agreement approved by the governing body of each of the Parties.
d. The headings in the Agreement are for convenience only, and shall not be considered as a part of the Agreement but the Recitals are an integral part of the Agreement.
e. This Agreement shall be governed by the laws of the State of Michigan and shall be interpreted in a manner consistent with applicable law.
f. If any portion is held to be illegal, invalid, or unenforceable, the remainder of the Agreement shall be deemed severable and shall remain in full force and effect.
g. Nothing in the Agreement shall be construed as a waiver of governmental immunity or other defenses to liability of either party or any officer or employee of either party.
h. The Agreement does not create a separate legal entity, a public body corporate, or a joint venture.
i. Any grants from Federal, State, or other public or private sources to either Party

in conjunction with the services, functions or responsibilities contemplated in the Agreement shall be retained by the party receiving the same.

IN WITNESS WHEREOF, both Parties have caused this Agreement to be executed as of the date first written above, pursuant to a resolution of its governing body.

VILLAGE OF LAKE ORION,
A Michigan municipal corporation

_____
By: Darwin McClary
Its: Manager

LAKE ORION DOWNTOWN
DEVELOPMENT AUTHORITY

_____
By: Matthew Gibb
Its: Executive Director

EXHIBIT A
FORMULA FOR ANNUAL CAPITAL IMPROVEMENT ALLOCATION

Pursuant to PA 57 of 2018, the DDA is required to file with the State of Michigan an annual report which details the prior year actual tax revenue derived from and under the TIF within the District. To accurately account for the allocation of seventy-five (75%) percent of the annual increase in TIF captured revenue, the DDA shall provide the Annual Report to the Village, on or before its due date, along with a statement showing the prior year revenue total reported to the state of Michigan, and the balance increase reflected in the difference between the then current year reported revenue, less the prior year, multiplied by .75 to reflect the next appropriation.

By way of example:

Calculating 75% of the actual captured revenue year over year

2022 ALLOCATION	
2022 Reported TIF Revenue	$828,290
Less 2021 Reported TIF Revenue	$789,347
Increase in TIF Revenue	$38,953
For the one Month in 2022	$3,246
Share Allocated (75%)	$2,434
2023 ALLOCATION	
2023 Reported TIF Revenue	$896,975
Less 2022 Reported TIF Revenue	$828,290
Increase in TIF Revenue	$68,685
Share Allocated (75%)	$51,514
2024 ALLOCATION	
2024 Reported TIF Revenue	$963,306
Less 2023 Reported TIF Revenue	$896,975
Increase in TIF Revenue	$66,331
Share Allocated (75%)	$49,749

EXHIBIT B

ADOPTED AND CERTIFIED ENABLING RESOLUTIONS

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	Village of Lake Orion	TIF Plan Name	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2021.	Downtown Development Authority		2021

Year AUTHORITY (not TIF plan) was created:	1985
Year TIF plan was created or last amended to extend its duration:	2020
Current TIF plan scheduled expiration date:	2040
Did TIF plan expire in FY21?	No
Year of first tax increment revenue capture:	1986
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	No
If yes, authorization for capturing school tax:	
Year school tax capture is scheduled to expire:	

Revenue:	Tax Increment Revenue		$ -
	Property taxes - from DDA levy		$ -
	Interest		$ 2,620
	State reimbursement for PPT loss (Forms 5176 and 4650)		$ 8,128
	Other income (grants, fees, donations, etc.)		$ 79,778
		Total	$ 90,526
Tax Increment Revenues Received			
	From counties		$ 137,533
	From municipalities (city, twp, village)		$ 596,606
	From libraries (if levied separately)		$ -
	From community colleges		$ 47,786
	From regional authorities (type name in next cell)	NOTA	$ 7,422
	From regional authorities (type name in next cell)		$ -
	From regional authorities (type name in next cell)		$ -
	From local school districts-operating		$ -
	From local school districts-debt		$ -
	From intermediate school districts		$ -
	From State Education Tax (SET)		$ -
	From state share of IFT and other specific taxes (school taxes)		$ -
		Total	**$ 789,347**
Expenditures	Administration- Personnel Costs		$ 103,828
	Administration- Non-Personnel Costs		$ 52,997
	Organization		$ 16,741
	Design		$ 13,884
	Economic Vitality		$ 83,655
	Promotions		$ 32,091
	Capital Outlay		$ 42,991
			$ -
			$ -
			$ -
			$ -
Transfers to other municipal fund (list fund name)	Police Services Fund		$ 85,429
Transfers to other municipal fund (list fund name)	Public Works Services Fund		$ 31,200
	Transfers to General Fund		$ 95,738
		Total	$ 558,554
Outstanding non-bonded indebtedness	Principal		$ 120,000
	Interest		$ 14,900
Outstanding bonded indebtedness	Principal		$ -
	Interest		$ -
		Total	$ 134,900
Bond Reserve Fund Balance			$ -

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	TIF Revenue
valorem PRE Real	$ 15,183,366	$ 2,169,815	$ 13,013,551	24.2749000	$315,902.65
Ad valorem non-PRE Real	$ 24,607,924	$ 7,134,785	$ 17,473,139	24.2749000	$424,158.70
Ad valorem industrial personal	$ -	$ -	$ -	0.0000000	$0.00
Ad valorem commercial personal	$ 1,906,710	$ 926,100	$ 980,610	24.2749000	$23,804.21
Ad valorem utility personal	$ -	$ -	$ -	0.0000000	$0.00
Ad valorem other personal	$ 1,052,410	$ 2,700	$ 1,049,710	24.2749000	$25,481.61
IFT New Facility real property, 0% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility real property, 50% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility real property, 100% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property on industrial class land	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property on commercial class land	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property, all other	$ -	$ -	$ -	0.0000000	$0.00
Commercial Facility Tax New Facility	$ -	$ -	$ -	0.0000000	$0.00
IFT Replacement Facility (frozen values)	$ -	$ -	$ -	0.0000000	$0.00
Commercial Facility Tax Restored Facility (frozen values)	$ -	$ -	$ -	0.0000000	$0.00
Commercial Rehabilitation Act	$ -	$ -	$ -	0.0000000	$0.00
Neighborhood Enterprise Zone Act	$ -	$ -	$ -	0.0000000	$0.00
Obsolete Property Rehabilitation Act	$ -	$ -	$ -	0.0000000	$0.00
Eligible Tax Reverted Property (Land Bank Sale)	$ -	$ -	$ -	0.0000000	$0.00
Exempt (from all property tax) Real Property	$ -	$ -	$ -	0.0000000	$0.00
Total Captured Value		$ 10,233,400	$ 32,517,010		$789,347.17 Total TIF Revenue

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	Enter Municipality Name in this cell	TIF Plan Name	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2022. MCL 125.4911(2)	Downtown Development Authority		2022

Year AUTHORITY (not TIF plan) was created:	1985
Year TIF plan was created or last amended to extend its duration:	2020
Current TIF plan scheduled expiration date:	2040
Did TIF plan expire in FY22?	no
Year of first tax increment revenue capture:	1986
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	no
If yes, authorization for capturing school tax:	
Year school tax capture is scheduled to expire:	

Revenue:	Tax Increment Revenue	$	-
	Property taxes - from DDA millage only	$	-
	Interest	$	2,458
	State reimbursement for PPT loss (Forms 5176 and 4650)	$	8,015
	Other income (grants, fees, donations, etc.)	$	62,529
	Total	$	73,002

Tax Increment Revenues Received		Revenue Captured	Millage Rate Captured
From counties		$ 153,233	
From cities		$ -	
From townships		$ 191,604	
From villages		$ 425,114	
From libraries (if levied separately)		$ -	
From community colleges		$ 50,496	
From regional authorities (type name in next cell)	NOTA	$ 7,842	
From regional authorities (type name in next cell)		$ -	
From regional authorities (type name in next cell)		$ -	
From local school districts-operating		$ -	
From local school districts-debt		$ -	
From intermediate school districts		$ -	
From State Education Tax (SET)		$ -	
From state share of IFT and other specific taxes (school taxes)		$ -	
	Total	**$ 828,290**	

Expenditures	Administration- Personnel Costs	$	120,517
	Administration- Non Personnel Costs	$	105,727
	Organization	$	42,020
	Design	$	33,449
	Economic Development	$	59,411
	Promotions	$	64,428
	Capital Outlay	$	93,203
		$	-
		$	-
		$	-
		$	-
Transfers to other municipal fund (list fund name)	Police Services Fund	$	60,000
Transfers to other municipal fund (list fund name)	Public Works Services Fund	$	26,196
	Transfers to General Fund	$	97,004
	Total	$	701,955
Total outstanding non-bonded indebtedness	Principal	$	100,000
	Interest	$	12,500
Total outstanding bonded indebtedness	Principal	$	-
	Interest	$	-
	Total	$	112,500
Bond Reserve Fund Balance		$	-
Unencumbered Fund Balance		$	-
Encumbered Fund Balance		$	-

TURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	TIF Revenue
m PRE Real	$ 16,220,204	$ 2,169,815	$ 14,050,389	24.0384000	$337,748.87
m non-PRE Real	$ 25,578,046	$ 7,134,785	$ 18,443,261	24.0384000	$443,346.49
m Industrial personal	$ -	$ -	$ -	0.0000000	$0.00
alorem commercial personal	$ 1,876,890	$ 926,100	$ 950,790	24.0384000	$22,855.47
alorem utility personal	$ -	$ -	$ -	0.0000000	$0.00
alorem other personal	$ 1,015,210	$ 2,700	$ 1,012,510	24.0384000	$24,339.12
lew Facility real property, 0% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
lew Facility real property, 50% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
lew Facility real property, 100% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
lew Facility personal property on industrial class land	$ -	$ -	$ -	0.0000000	$0.00
lew Facility personal property on commercial class land	$ -	$ -	$ -	0.0000000	$0.00
lew Facility personal property, all other	$ -	$ -	$ -	0.0000000	$0.00
mercial Facility Tax New Facility	$ -	$ -	$ -	0.0000000	$0.00
Replacement Facility (frozen values)	$ -	$ -	$ -	0.0000000	$0.00
mercial Facility Tax Restored Facility (frozen values)	$ -	$ -	$ -	0.0000000	$0.00
mercial Rehabilitation Act	$ -	$ -	$ -	0.0000000	$0.00
hborhood Enterprise Zone Act	$ -	$ -	$ -	0.0000000	$0.00
lete Property Rehabilitation Act	$ -	$ -	$ -	0.0000000	$0.00
le Tax Reverted Property (Land Bank Sale)	$ -	$ -	$ -	0.0000000	$0.00
npt (from all property tax) Real Property	$ -	$ -	$ -	0.0000000	$0.00
Captured Value		$ 10,233,400	$ 34,456,950	Total TIF Revenue	$828,289.95

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	Enter Municipality Name in this cell	TIF Plan Name	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2022. MCL 125.4911(2)			2023

Year AUTHORITY (not TIF plan) was created:	1985
Year TIF plan was created or last amended to extend its duration:	2020
Current TIF plan scheduled expiration date:	2040
Did TIF plan expire in FY22?	NO
Year of first tax increment revenue capture:	1986
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	NO
If yes, authorization for capturing school tax:	
Year school tax capture is scheduled to expire:	

Revenue:	Tax Increment Revenue		
	Property taxes - from DDA millage only		$ -
	Interest		$ 2,813
	State reimbursement for PPT loss (Forms 5176 and 4650)		$ 10,094
	Other income (grants, fees, donations, etc.)		$ 104,910
		Total	$ 117,817

Tax Increment Revenues Received		Revenue Captured	Millage Rate Captured
From counties		$ 164,709	
From cities		$ -	
From townships		$ 181,946	
From villages		$ 461,517	
From libraries (if levied separately)		$ -	
From community colleges		$ 54,216	
From regional authorities (type name in next cell)	NOTA	$ 34,587	
From regional authorities (type name in next cell)		$ -	
From regional authorities (type name in next cell)		$ -	
From local school districts-operating		$ -	
From local school districts-debt		$ -	
From intermediate school districts		$ -	
From State Education Tax (SET)		$ -	
From state share of IFT and other specific taxes (school taxes)		$ -	
Total		**$ 896,975**	

Expenditures			
	Administration-Personnel Costs		$ 126,254
	Administration-Non Personnel Costs		$ 290,350
	Organization		$ 14,829
	Design		$ 22,461
	Economic Development		$ 78,538
	Promotions		$ 78,538
	Capital Outlay		$ 324,733
			$ -
			$ -
			$ -
			$ -
Transfers to other municipal fund (list fund name)	Police Services Fund		$ 60,000
Transfers to other municipal fund (list fund name)	Public Works Services Fund		$ 30,000
	Transfers to General Fund		$ 70,000
		Total	$ 1,095,703
Total outstanding non-bonded Indebtedness	Principal		$ 100,000
	Interest		$ 10,000
Total outstanding bonded Indebtedness	Principal		
	Interest		
		Total	$ 110,000

Bond Reserve Fund Balance	$ -
Unencumbered Fund Balance	$ -
Encumbered Fund Balance	$ -

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan ↓	TIF Revenue
Ad valorem PRE Real	$ 18,154,516	$ 3,293,360	$ 14,861,156	24.0290000	$357,098.72
Ad valorem non-PRE Real	$ 26,571,114	$ 6,011,240	$ 20,559,874	24.0290000	$494,033.21
Ad valorem industrial personal	$ -	$ -	$ -	0.0000000	$0.00
Ad valorem commercial personal	$ 1,821,400	$ 926,100	$ 895,300	24.0290000	$21,513.16
Ad valorem utility personal	$ -	$ -	$ -	0.0000000	$0.00
Ad valorem other personal	$ 1,015,210	$ 2,700	$ 1,012,510	24.0290000	$24,329.60
IFT New Facility real property, 0% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility real property, 50% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility real property, 100% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property on industrial class land	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property on commercial class land	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property, all other	$ -	$ -	$ -	0.0000000	$0.00
Commercial Facility Tax New Facility	$ -	$ -	$ -	0.0000000	$0.00
IFT Replacement Facility (frozen values)	$ -	$ -	$ -	0.0000000	$0.00
Commercial Facility Tax Restored Facility (frozen values)	$ -	$ -	$ -	0.0000000	$0.00
Commercial Rehabilitation Act	$ -	$ -	$ -	0.0000000	$0.00
Neighborhood Enterprise Zone Act	$ -	$ -	$ -	0.0000000	$0.00
Obsolete Property Rehabilitation Act	$ -	$ -	$ -	0.0000000	$0.00
Eligible Tax Reverted Property (Land Bank Sale)	$ -	$ -	$ -	**0.0000000**	$0.00
Exempt (from all property tax) Real Property	$ -	$ -	$ -	**0.0000000**	$0.00
Total Captured Value		$ 10,233,400	$ 37,328,840	**Total TIF Revenue**	**$896,974.70**

Annual Report on Status of Tax Increment Financing Plan

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Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2024. MCL 125.4911(2)			**2024**

Year AUTHORITY (not TIF plan) was created:	1985
Year TIF plan was created or last amended to extend its duration:	2020
Current TIF plan scheduled expiration date:	2040
Did TIF plan expire in FY24?	NO
Year of first tax increment revenue capture:	1986
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	NO
If yes, authorization for capturing school tax:	
Year school tax capture is scheduled to expire:	

Revenue:	Tax Increment Revenue	$	-
	Property taxes - from DDA millage only	$	-
	Interest	$	7,753
	State reimbursement for PPT loss (Forms 5176 and 4650)	$	15,971
	Other income (grants, fees, donations, etc.)	$	83,571
	Total	$	107,295

Tax Increment Revenues Received			Revenue Captured	Millage Rate Captured
	From counties		$ 176,598	
	From cities		$ -	
	From townships		$ 195,092	
	From villages		$ 496,149	
	From libraries (if levied separately)			
	From community colleges		$ 58,285	
	From regional authorities (type name in next cell)	Oakland Transit	$ 37,183	
	From regional authorities (type name in next cell)		$ -	
	From regional authorities (type name in next cell)		$ -	
	From local school districts-operating		$ -	
	From local school districts-debt		$ -	
	From intermediate school districts		$ -	
	From State Education Tax (SET)		$ -	
	From state share of IFT and other specific taxes (school taxes)		$ -	
	Total		**$ 963,306**	

Expenditures			
	Administration - Personnel	$	161,591
	Administration - Non-Personnel	$	316,482
	Organization	$	5,569
	Design	$	17,311
	Economic Development	$	77,766
	Promotions	$	44,855
	Capital Outlay	$	8,742
	Inter FundTransfer (Bond Project)	$	422,709
	Debt Service and other charges	$	157,500
		$	-
		$	-
Transfers to other municipal fund (list fund name)	Police Service Fund	$	60,000
Transfers to other municipal fund (list fund name)	Public Works Service Fund	$	29,400
	Transfers to General Fund	$	70,000
	Total	$	1,371,925

Total outstanding non-bonded Indebtedness	Principal		$	-
	Interest		$	-
Total outstanding bonded Indebtedness	Principal		$	4,745,000
	Interest		$	1,997,459
		Total	$	6,742,459
Bond Reserve Fund Balance			$	-
Unencumbered Fund Balance			$	-
Encumbered Fund Balance			$	-

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	TIF Revenue
Ad valorem PRE Real	$ 19,025,015	$ 3,293,360	$ 15,731,655	24.6311000	$387,487.97
Ad valorem non-PRE Real	$ 27,622,055	$ 6,011,240	$ 21,610,815	24.6311000	$532,298.15
Ad valorem industrial personal	$ -	$ -	$ -	0.0000000	$0.00
Ad valorem commercial personal	$ 1,643,240	$ 926,100	$ 717,140	24.6311000	$17,663.95
Ad valorem utility personal	$ -	$ -	$ -	0.0000000	$0.00
Ad valorem other personal	$ 1,052,410	$ 2,700	$ 1,049,710	24.6311000	$25,855.51
IFT New Facility real property, 0% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility real property, 50% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility real property, 100% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property on industrial class land	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property on commercial class land	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property, all other	$ -	$ -	$ -	0.0000000	$0.00
Commercial Facility Tax New Facility	$ -	$ -	$ -	0.0000000	$0.00
IFT Replacement Facility (frozen values)	$ -	$ -	$ -	0.0000000	$0.00
Commercial Facility Tax Restored Facility (frozen values)	$ -	$ -	$ -	0.0000000	$0.00
Commercial Rehabilitation Act	$ -	$ -	$ -	0.0000000	$0.00
Neighborhood Enterprise Zone Act	$ -	$ -	$ -	0.0000000	$0.00
Obsolete Property Rehabilitation Act	$ -	$ -	$ -	0.0000000	$0.00
Eligible Tax Reverted Property (Land Bank Sale)	$ -	$ -	$ -	**0.0000000**	$0.00
Exempt (from all property tax) Real Property	$ -	$ -	$ -	**0.0000000**	$0.00
Total Captured Value		$ 10,233,400	$ 39,109,320	**Total TIF Revenue**	**$963,305.57**

The mission of the Lake Orion DDA is to enhance the economic potential
and preserve the historical character of the Lake Orion DDA District,
the heart and hub of the Orion Community,
through promotional activities and an organizational structure
that focuses on community involvement
with local businesses, residents and other stakeholders.

DDA Board Meeting

DATE: December 13, 2022

FROM: Molly LaLone, DDA Executive Director

SUBJECT: Resolution for Designation of Future Tax Increment Revenues from the DDA TIF Capture to be Dedicated for Public Facility Infrastructure in DDA District.

BACKGROUND BRIEF: The Village and the DDA both approved the formation of a joint committee to explore the legal options regarding how to use DDA tax capture to focus on the downtown district public facility infrastructure costs by way of a dedicated account for the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of public facility infrastructure performed by the Village. The joint committee has reviewed the issues and the available data and is recommending that the Village adopt a budgetary resolution to provide that 75% of all future tax increment revenues captured from the DDA TIF, from all newly realized Captured Taxable Value commencing from the execution of this Resolution and corresponding DDA Resolution, be transferred to a dedicated DDA District Public Facility Infrastructure account for the Village to construct, renovate, repair, remodel, rehabilitate, restore, preserve or reconstruct any and all “public facilities” within the defined boundaries of the DDA district on behalf of the DDA, and further, that the DDA retain the remainder of the 25% of all future tax increment revenues from the DDA TIF, from all newly realized Captured Taxable Value, commencing from the execution of this Resolution and corresponding Resolution of the DDA, which shall be utilized in any lawful manner by the DDA as determined by the DDA.

SUMMARY OF PREVIOUS COUNCIL ACTION: Creation of a joint Village and DDA Committee and appointment of Village Council Members to same.

FINANCIAL IMPACT: Increase in Tax Increment Revenues from DDA TIF capture to be dedicated to public facility infrastructure needs for the Village in the DDA district.

RECOMMENDED MOTION: To adopt Resolution 2022-001 to designate a portion of future tax increment revenues from the DDA TIF capture to be dedicated for public facility infrastructure in the DDA district.

LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTION 22-001
RESOLUTION FOR DESIGNATION OF TAX INCREMENT REVENUES FROM THE DDA TIF CAPTURE TO BE DEDICATED FOR PUBLIC FACILITY INFRASTRUCTURE IN THE DDA DISTRICT

MOTION BY:
SECOND BY:
AYES:
NAYS:
RESULT:

WHEREAS, the Lake Orion Downtown Development Authority is a duly established Downtown Development Authority, established by the Village of Lake Orion, pursuant to Part 2 of the Recodified Tax Increment Financing Act, Public Act 57 of 2018, being MCL 125.4201, *et seq.* ("DDA"); and

WHEREAS, the Village of Lake Orion is a Michigan municipal corporation duly established under The Home Rule Village Act, Public Act 278 of 1909, being MCL 78.1, *et seq.* ("Village"); and

WHEREAS, the DDA has the statutory authority to plan and propose for the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a "public facility," an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the DDA Board, aids in the economic growth of the downtown district pursuant to the Recodified Tax Increment Financing Act, Public Act 57 of 2018, being MCL 125.4207; and

WHEREAS, the Village owns and has the responsibility to construct, renovate, repair, remodel, rehabilitate, restore, preserve or reconstruct "public facilities" as defined in MCL 125.4201(x), within the DDA district, that are necessary and appropriate to the execution of the DDA Development Plan and which aid in the economic growth of the DDA district; and

WHEREAS, the DDA has met, studied and discussed the needs for ongoing maintenance and improvements to the Downtown District public facility infrastructure as a means to maintain and increase business and residential property values in the Downtown District; and

WHEREAS, the Village has met and analyzed the Downtown District and concludes that the maintenance and improvements to the public facility infrastructure in the Downtown District is vital to the Downtown District and the Village as a whole; and

WHEREAS, both the Village and the DDA have determined and agreed that the Village is best situated to address the public facility infrastructure needs of the Downtown District in coordination with the infrastructure of the Village as a whole; and

Attachment: 7dec22 Resolution for DDA Budget of Future TIF for Infrastructure (5547 : Resolution for Designation of Future Tax Increment

WHEREAS, both the Village and the DDA have determined and agreed that a dedicated public facility infrastructure account is a viable response to the Downtown District public facility infrastructure needs, with the Village best positioned to use those funds to coordinate infrastructure construction, maintenance and improvements to the Downtown District; and

WHEREAS, the Village and the DDA both approved the formation of a joint committee to explore the legal options regarding how to use DDA tax capture to focus on the Downtown District public facility infrastructure costs by way of a dedicated account for the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of public facility infrastructure performed by the Village that joint committee supports this Resolution; and

WHEREAS, the joint committee has reviewed the issues and the available data and has recommended that the Village adopt a budgetary resolution to provide that 75% of all future tax increment revenues captured from the DDA TIF, from all newly realized Captured Taxable Value commencing from the execution of this Resolution and corresponding DDA Resolution, be transferred to a dedicated DDA District Public Facility Infrastructure account for the Village to construct, renovate, repair, remodel, rehabilitate, restore, preserve or reconstruct any and all "public facilities" within the defined boundaries of the DDA District on behalf of the DDA, and further, that the DDA retain the remainder of the 25% of all future tax increment revenues from the DDA TIF, from all newly realized Captured Taxable Value commencing from the execution of this Resolution and corresponding DDA Resolution, which shall be utilized in any lawful manner by the DDA as determined by the DDA.

NOW, THEREFORE, BE IT RESOLVED, by the DDA that the Village has the responsibility to construct, renovate, repair, remodel, rehabilitate, restore, preserve or reconstruct "public facilities," as defined by MCL 125.4201(x), within the DDA District, which is necessary and appropriate to the execution of the DDA Development Plan and aids in the economic growth of the DDA District and the Village as a whole; and

BE IT FURTHER RESOLVED, that as part of the DDA budget, the DDA shall transfer to a dedicated public facility infrastructure account, 75% of all future tax increment revenues captured from the DDA TIF, from all new realized Captured Taxable Value commencing from the adoption of this Resolution and corresponding Resolution of the Village, on a monthly basis; and

BE IT FURTHER RESOLVED, that the Village shall invoice the DDA to utilize the dedicated public facility infrastructure funds to construct, renovate, repair, remodel, rehabilitate, restore, preserve or reconstruct any and all "public facilities" as defined in MCL 125.4201(x), within the defined boundaries of the DDA District on behalf of the DDA; and

BE IT FURTHER RESOLVED, that the current tax increment revenues from the DDA TIF capture shall remain with the DDA, in its general fund for use by the DDA, and that the residual 25% of the future tax increment revenues captured from the DDA TIF, from all new realized Captured Taxable Value commencing from the adoption of this Resolution and corresponding DDA Resolution, shall be retained by the DDA, in its general fund for the use by the DDA, and to be utilized by the DDA as provided for by law; and

Attachment: 7dec22 Resolution for DDA Budget of Future TIF for Infrastructure (5547 : Resolution for Designation of Future Tax Increment

BE IT FURTHER RESOLVED, that this Resolution shall remain effective though the duration of the currently approved DDA Tax Increment Financing and Development Plan ending December 2039 and, if the DDA Tax Increment Financing and Development Plan is extended, the term of this Resolution shall be extended to the same term; and

BE IT FURTHER RESOLVED, that nothing in this Resolution shall be construed or shall have any impact on the current Agreement between the parties for the provisions of Village services to the DDA.

CERTIFICATION

I, Susan C. Galeczka, Clerk for the Village of Lake Orion, do hereby certify that the foregoing is a true and original copy of Resolution #2022-043 adopted at the Regular Meeting of the Lake Orion Village Council held on the 13th day of December, 2022.

Susan C. Galeczka, CMC, MiPMC
Village Clerk

Dated: December 13, 2022

Attachment: 7dec22 Resolution for DDA Budget of Future TIF for Infrastructure (5547 : Resolution for Designation of Future Tax Increment

Village of Lake Orion TBC OL-D1-LKOR-1985 P.O.B. 2022

Parcel No.	Tax Billing Code	Base Value	2022 Taxable Value	2022 Captured Value	2023 Projected	2024 Projected	2025 Projected	2026 Projected	2027 Projected	2028 Projected	2029 Projected
	TOTALS:	10,230,700	46,490,130	36,259,430	36,636,862	37,018,058	37,403,057	37,791,897	38,184,616	38,581,254	38,981,848

Mills	Taxing Jurisdiction	Percentage	Capture
12.6756	Village	100%	12.6756
5.0447	Orion Twp	100%	5.0447
0.2339	NOTA	100%	0.2339
4.3602	Oakland County	100%	4.3602
0.2089	HCMA	100%	0.2089
1.5057	OCC	100%	1.5057
			24.0290

11.3534

TIF Revenue	**871,277.84**	**880,347.15**	**889,506.92**	**898,758.07**	**908,101.50**	**917,538.15**	**927,068.95**	**936,694.83**
Set Point 2022 for Revenue Share		(871,277.84)	(871,277.84)	(871,277.84)	(871,277.84)	(871,277.84)	(871,277.84)	(871,277.84)
Difference		9,069.31	18,229.08	27,480.22	36,823.66	46,260.31	55,791.10	65,416.99
75% growth Dedicated to Capital Outlay with DDA District		**6,801.98**	**13,671.81**	**20,610.17**	**27,617.74**	**34,695.23**	**41,843.33**	**49,062.74**
25% unassigned tax capture		2,267.33	4,557.27	6,870.06	9,205.91	11,565.08	13,947.78	16,354.25

Attachment: Tax Capture with rev share 2022-2039 (5547 : Resolution for Designation of Future Tax Increment Revenues from the DDA TIF

Village of Lake Orion TBC OL-D1-LKOR-1985 P.O.B. 2022

Parcel No.	Tax Billing Code	Base Value	2022 Taxable Value	2022 Captured Value	2030 Projected	2031 Projected	2032 Projected	2033 Projected	2034 Projected	2035 Projected	2036 Projected
	TOTALS:	10,230,700	46,490,130	36,259,430	39,386,440	39,795,069	40,207,775	40,624,600	41,045,584	41,470,770	41,900,200

Mills	Taxing Jurisdiction	Percentage	Capture
12.6756	Village	100%	12.6756
5.0447	Orion Twp	100%	5.0447
0.2339	NOTA	100%	0.2339
4.3602	Oakland County	100%	4.3602
0.2089	HCMA	100%	0.2089
1.5057	OCC	100%	1.5057
			24.0290

11.3534

TIF Revenue	**871,277.84**	**946,416.77**	**956,235.71**	**966,152.63**	**976,168.51**	**986,284.35**	**996,501.14**	**1,006,819.90**
Set Point 2022 for Revenue Share		(871,277.84)	(871,277.84)	(871,277.84)	(871,277.84)	(871,277.84)	(871,277.84)	(871,277.84)
Difference		75,138.92	84,957.86	94,874.79	104,890.67	115,006.50	125,223.29	135,542.05
75% growth Dedicated to Capital Outlay with DDA District		**56,354.19**	**63,718.40**	**71,156.09**	**78,668.00**	**86,254.88**	**93,917.47**	**101,656.54**
25% unassigned tax capture		18,784.73	21,239.47	23,718.70	26,222.67	28,751.63	31,305.82	33,885.51

Attachment: Tax Capture with rev share 2022-2039 (5547 : Resolution for Designation of Future Tax Increment Revenues from the DDA TIF

Village of Lake Orion TBC OL-D1-LKOR-1985 P.O.B. 2022

Parcel No.	Tax Billing Code	Base Value	2022 Taxable Value	2022 Captured Value	2037 Projected	2038 Projected	2039 Projected	Property Notes
	TOTALS:	10,230,700	46,490,130	36,259,430	42,333,915	42,771,959	43,214,376	

Mills	Taxing Jurisdiction	Percentage	Capture
12.6756	Village	100%	12.6756
5.0447	Orion Twp	100%	5.0447
0.2339	NOTA	100%	0.2339
4.3602	Oakland County	100%	4.3602
0.2089	HCMA	100%	0.2089
1.5057	OCC	100%	1.5057
			24.0290

11.3534

				Total Capture 2022-2040
TIF Revenue	**871,277.84**	**1,017,241.64**	**1,027,767.41**	**1,038,398.24**	17,147,279.69
Set Point 2022 for Revenue Share		(871,277.84)	(871,277.84)	(871,277.84)	
Difference		145,963.80	156,489.56	167,120.39	1,464,278.51
75% growth Dedicated to Capital Outlay with DDA District		**109,472.85**	**117,367.17**	**125,340.29**	**1,098,208.88**
25% unassigned tax capture		36,490.95	39,122.39	41,780.10	366,069.63

Attachment: Tax Capture with rev share 2022-2039 (5547 : Resolution for Designation of Future Tax Increment Revenues from the DDA TIF



DDA/VC JOINT SUBCOMMITTEE

NOVEMBER 2022 REPORT

Attachment: DDA-VLO Committee Presentation (5547 : Resolution for Designation of

TIMELINE

- Joint Subcommittee met: August, September, October & November
- Explored Current Capture, Revenue Breakdown, Legal Options & Path Forward

Attachment: DDA-VLO Committee Presentation (5547 : Resolution for Designation of

CURRENT DDA REVENUES (22-23)

- $459,309 Village Tax Capture (19%)
- $158, 915 County Tax Capture (.03%)
- $191,612 Township Tax Capture (3%)
- $54,596 OCC (.03%)
- $7,575 Huron Clinton Parks (01%)
- **$872,007 Total Capture from Taxing Jurisdictions**
- Plus Estimate of $12,000 State PPT Reimbursement

Attachment: DDA-VLO Committee Presentation (5547 : Resolution for Designation of

VILLAGE V. NON-VILLAGE REVENUE

- $459,309 Village Tax Capture
- $412,698 Tax Capture from other Taxing Jurisdictions

- For every $1 that comes from the village, $0.90 comes from jurisdictions outside the village.

Attachment: DDA-VLO Committee Presentation (5547 : Resolution for Designation of

DDA SERVICE CONTRACTS

- $70,000 Village Services (Administration)
- $55,000 DPW
- $101,000 Police
- **$226,000 Regular Service Contracts paid to the village from DDA**
- $459,309 VLO Capture - $226,000 contracts = $233,309 remainder of capture

Attachment: DDA-VLO Committee Presentation (5547 : Resolution for Designation of

WHAT ABOUT THE FUTURE?

- For every $1,000,000 in taxable value, the DDA captures $24,029 (approximately $12,680 from VLO & $11,349 from other jurisdictions)
- For $10 million the DDA captures $240,290 (approx. $126,800 from VLO & $113,490 from other jurisdictions).

- With the significant redevelopment projects forthcoming in the village the total taxable value has the potential to greatly increase.

Attachment: DDA-VLO Committee Presentation (5547 : Resolution for Designation of

WHAT ABOUT THE FUTURE?

- The benefit of the TIF is a substantially greater capture of the levied taxes since the increases in taxable values are not distributed to the other taxing jurisdictions and instead are part of the TIF capture.
- On the other side of the coin is that the village is in need of critical infrastructure funding and monies from the increased taxable value as a result of the forthcoming redevelopment projects would help toward these projects.

Attachment: DDA-VLO Committee Presentation (5547 : Resolution for Designation of

WHAT ARE THE OPTIONS?

- Do nothing – things stay as is
- Amending the DDA district boundaries to reduce the size of the district
- Amending the TIF Plan to exclude or remove any number of parcels from the DDA

Attachment: DDA-VLO Committee Presentation (5547 : Resolution for Designation of

WHAT ARE THE OPTIONS?

- Find creative options for the DDA to collaborate with the village in providing for critical infrastructure needs. MCL125.4207 allows for a DDA to plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction a public facility…which, in the opinion of the board, aids in the economic growth of the downtown district.
    - Public facility means street, plaza, pedestrian mall, and any improvements to a street, plaza, or pedestrian mall including street furniture and beautification, park, parking facility, right of way, structure, waterway, bridge lake, pond, canal, utility line or pipe, building and access routes to any of the foregoing, designed and dedicated to use by the public generally, or used by a public agency.

Attachment: DDA-VLO Committee Presentation (5547 : Resolution for Designation of

WHERE THE COMMITTEE LANDED

- Option 4: Collaboration
- Proposed resolution 2022-043 in front of council today
- This resolution is the result of a desire of representatives of both boards wanting the best for the village on all levels.
- To summarize it: The DDA will designate to a public infrastructure account, 75% of all future tax increment revenues captured from the DDA TIF from all new realized Captured Taxable Value from the date of adoption of the resolution. The remaining 25% will be used as legally allowed by law by the DDA

Attachment: DDA-VLO Committee Presentation (5547 : Resolution for Designation of

FUTURE IMPACT

- For every $10 million in increased taxable value:
  - $180,217 will be designated to a Public Infrastructure Fund, annually
    - This is a 42% increase, or $53,417 annual increase over the taxes captured from the VLO
  - $60,073 will stay in the DDA General Fund
- This new fund will then be utilized by the DDA to pay for public facility construction, repair, etc. within the DDA district, including, but not limited to: roads, water pipes, bridges, and sidewalks.

Attachment: DDA-VLO Committee Presentation (5547 : Resolution for Designation of

DDA ACTION SUMMARY SHEET

MEETING DATE: February 18, 2025

TOPIC Lumber Yard Progress Report – Bid Review

BACKGROUND BRIEF:

To better keep the board and Public informed as to progress, events, and next steps in the Lumber Yard at Paint Creek project, a monthly Progress Report will be provided and then published on the DDA website.

FINANCIAL IMPACT:

As outlined in the Report

RECOMMENDED MOTION

Move to Receive and File the Progress Report dated January 21, 2025.



LUMBER YARD at PAINT CREEK

PROGRESS REPORT

PHASE 1 – CLEAN UP

Report to the Board

For the Period 1/15/25 – 2/15/2025

February 18, 2025 @ 6:30pm

By: Matthew Gibb, Executive Director



The project remains in initial clean up and deconstruction. The Board has approved contracts for project work performed during this covered period, including, several phases of hazardous waste management, salvage of historic materials, and demolition. This report outlines what has been done in the immediately prior work period and concludes with next steps.

DEMOLITION AND SITE CLEAN OUT

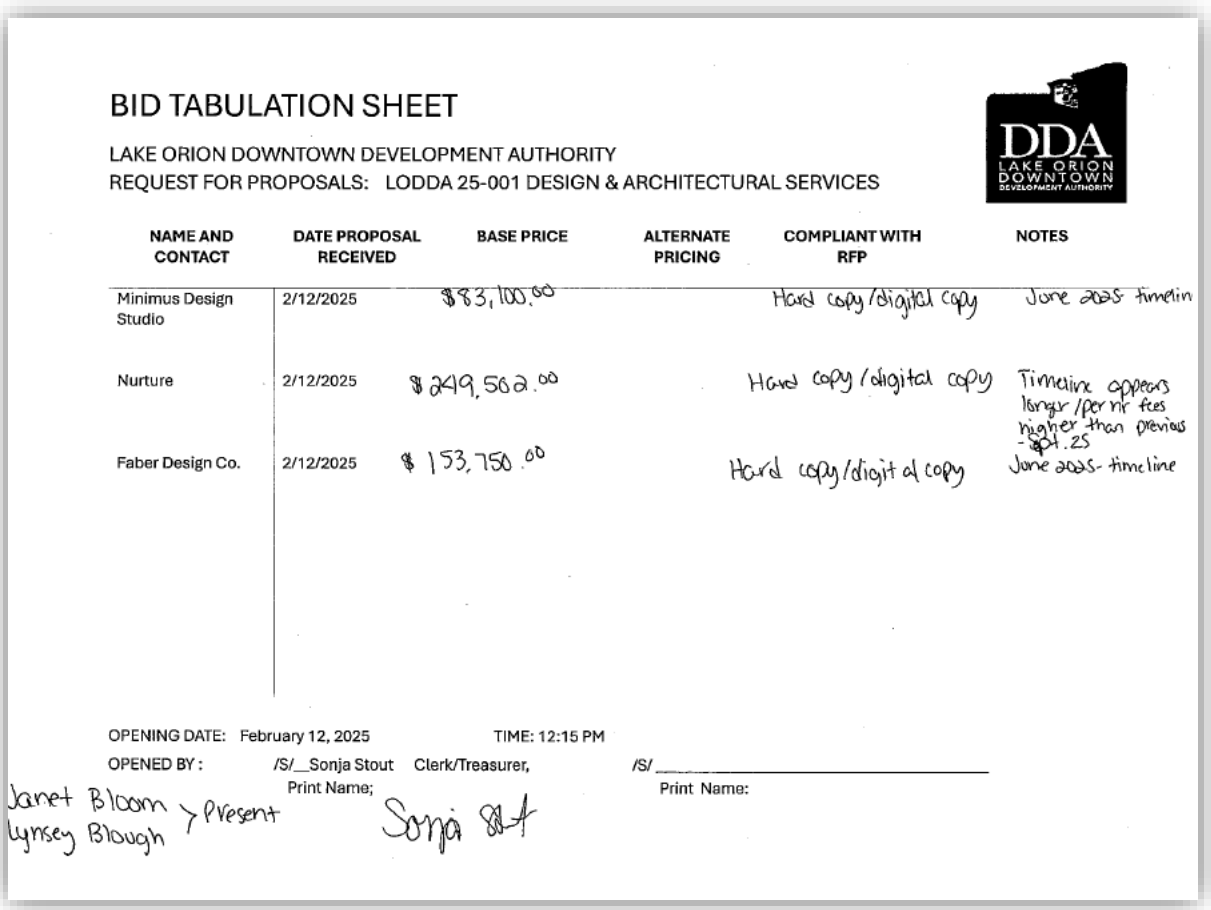
The Demolition contractor has finally been able to manage weather and site conditions and is actively completing the Phase 1 demo and debris removal on site. Some notes of interest, we have discovered filled in areas that are likely the original coal dump sites on the rail spur locations, and have also noted multiple stacked, and hand built foundation remnants. The tanker truck, that was ho[ed to be saved, fell apart upon first movement and we directed it be disposed through a material recycling program.





REQUESTS FOR PROPOSAL – ARCHITECTURAL SERVICES

Formal Requests for Proposal were issued and posted seeking Architectural Services to start and complete design services and construction drawings for the Main Barn, Supply canopy and Coal Office. Site walks, and multiple questions and clarifications were made. In the end, only three proposals came in and were opened by the Village Clerk. The next step I to consider whether any of the three bids is acceptable and pass a recommendation to the DDA Board.



BID TABULATION SHEET

LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS: LODDA 25-001 DESIGN & ARCHITECTURAL SERVICES

NAME AND CONTACT	DATE PROPOSAL RECEIVED	BASE PRICE	ALTERNATE PRICING	COMPLIANT WITH RFP	NOTES
Minimus Design Studio	2/12/2025	$83,100.00		Hard copy/digital copy	June 2025 timelin
Nurture	2/12/2025	$249,582.00		Hard copy/digital copy	Timeline appears longer/permit fees higher than previous -$21.25
Faber Design Co.	2/12/2025	$153,750.00		Hard copy/digital copy	June 2025- timeline

OPENING DATE: February 12, 2025 TIME: 12:15 PM
OPENED BY: /S/__Sonja Stout Clerk/Treasurer, /S/_____
Print Name; Print Name:
Janet Bloom > Present
Lynsey Blough
Sonja Stout

NEXT STEPS

1. Post demolition, security fencing will be addressed and a more permanent solution implemented. Temporary, safe, parking areas will be reintroduced pending plan and construction development.
2. Requests for Proposal(s)
    a. Site Engineering and – Analysis, design and site engineering, including access, utilities and infrastructure requirements. It is this concept plan that will go to the Planning Commission in March.

b. Roofing – Incoordination with the selected architectural firm, seeking metal roof installation for the main barn and canopy.

c. Private Partner Development – Seeking development concept and plan, cost estimate and use proposal for development of the excess site, in partnership with the public space and parking required by the DDA.

3. Marketing Plan Development – an attraction and recruitment plan for identifying tenant and partner users within the developed site.

ADDITIONAL CURRENT PHOTOGRAPHS









DDA ACTION SUMMARY SHEET

MEETING DATE: February 18, 2025

TOPIC Requests for Proposal - Architectural Services

BACKGROUND BRIEF:
This documents the steps taken in accordance with the procurement policies of both the Village of Lake Orion and the Lake Orion Downtown Development Authority.

PROCESS AND COMPLIANCE

1. The DDA Board authorized the publication of the two RFP packages by Motion and Action at its January 21, 2025 regularly noticed public meeting.
2. LODDA RFP 25-001 (Architectural Design and Services) was published on January 24, 2025 by posting the RFP on the DDA website, entering the RFP as an open bid on BidNet, the states government bid network, and sending the RFP to interested parties and known contractors.
3. A walk through of the site, and answering of in person questions, was conducted on February 3, 2025, at 9am. A list of attendees was retained for DDA records.
4. Communications were completed to clarify and direct RFP details and to answer direct questions. Communications affecting the RFP's were published on the DDA website, BidNet, and emailed to all attendees of each walkthrough and all firms who had submitted inquiry to this office.
5. Proposers were authorized to submit proposals by delivering the proposal to the Clerk, Village of Lake Orion, not later than 12:00pm on February 12, 2025.
6. All proposals received at the Clerk's Office were kept secure for opening as prescribed in the RFP and communications.
7. An opening of sealed proposals was conducted on February 12, 2025 at 12:15pm.
8. All proposals were reviewed by the panel for accuracy, price, references and content and referred to the Executive Director to complete a recommendation in accord with the comment and direction of the panel. Those participating on behalf of the DDA are noted as signatories to the Bid Tabulation Sheet(s).

FINANCIAL IMPACT:

None until award

RECOMMENDED MOTION:

Receive and file the three (3) Proposals in response to RFP LODDA 25-001 an refer all to the Executive Committee of the Board for consideration and recommendation.

BID TABULATION SHEET

LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS: LODDA 25-001 DESIGN & ARCHITECTURAL SERVICES

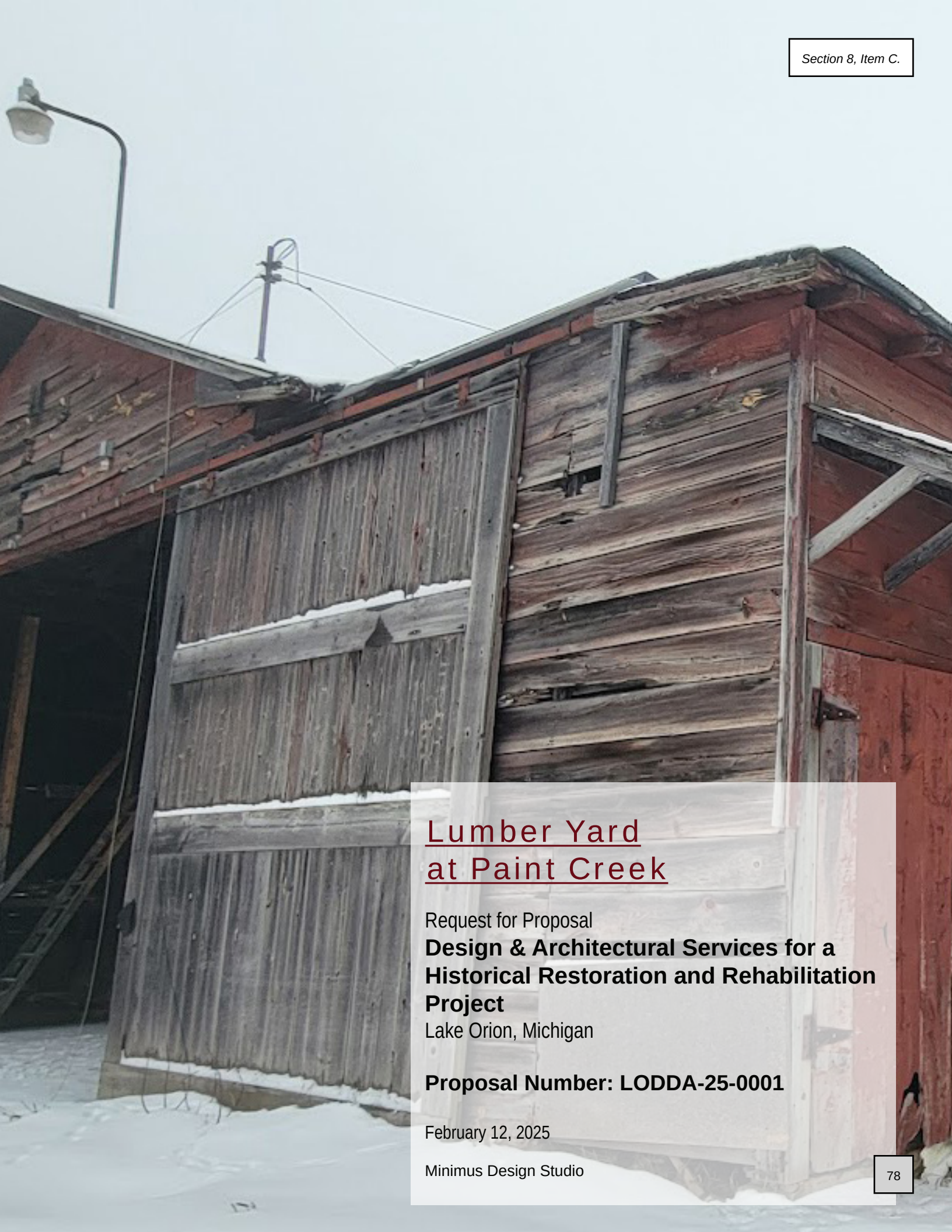
NAME AND CONTACT	DATE PROPOSAL RECEIVED	BASE PRICE	ALTERNATE PRICING	COMPLIANT WITH RFP	NOTES
Minimus Design Studio	2/12/2025	$83,100.00		Hard copy/digital copy	June 2025 timelin
Nurture	2/12/2025	$219,502.00		Hard copy/digital copy	Timeline appears longer/per hr fees higher than previous - $81.25
Faber Design Co.	2/12/2025	$153,750.00		Hard copy/digital copy	June 2025- timeline

OPENING DATE: February 12, 2025 TIME: 12:15 PM

OPENED BY : /S/__Sonja Stout Clerk/Treasurer, /S/ _____

Print Name; Sonja Stout Print Name:

Janet Bloom > Present
Lynsey Blough



Lumber Yard at Paint Creek

Request for Proposal

Design & Architectural Services for a Historical Restoration and Rehabilitation Project

Lake Orion, Michigan

Proposal Number: LODDA-25-0001

February 12, 2025

Minimus Design Studio

Project Architect:

Minimus Design Studio, LLC
28111 W 13 Mile Rd.
Farmington Hills, MI 48334
586.246.8475

Structural Engineer:

Thornton Tomasetti
600 W Fulton Street
Suite 705
Chicago, IL 60661
312.596.2000

MEP Engineer:

Greenpath Design
306 N. Main Street
Plymouth, MI 48170
248.310.7286

February 12, 2025

Attn. Mr. Matthew Gibb
Village of Lake Orion
21 E. Church Street
Lake Orion, MI 48362

Dear Mr. Matthew Gibb,

Minimus Design Studio is pleased to submit this Proposal on behalf of our project team for the Design & Architectural Services for the Historical Restoration and Rehabilitation of the Lumber Yard at Paint Creek. We are an innovative and experienced practice, with a fresh perspective on design approaches in the Architecture profession. With care to detail, we have carefully selected a team of talented, creative, experienced, and knowledgeable professionals who share our approach to provide a high level of service for this ambitious undertaking.

The Village of Lake Orion is a wonderful and engaging place. As architects and engineers, we are ecstatic about developing a beautiful and environmental solution to restoring the historic buildings and would be honored to work with the city to create a new gateway to downtown Lake Orion.

Please see attached Proposal, including narratives for our understanding of the project, our plan for conducting the work, project timeline, resumes of our design team, and schedules describing the design fee for our entire team.

We appreciate the opportunity to submit this proposal and value the opportunity to be your trusted advisor. We look forward to the hearing of the final selection.

Regards,



Romica Singh, AIA
Principal/Project Architect
Minimus Design Studio, LLC

Attachments: Proposal; Team Resumes; Fee Proposal

TABLE OF CONTENTS

Section 1 - Project Understanding.....7
Project Background
Project Objectives
Section 2 - Work Plan.....11
Investigation
Conceptual Design
Construction Documents
Bidding
Section 3 - Project Team.....15
Minimus Design Studio
Thornton Tomasetti
Greenpath Design
Section 4 - Fee Proposal.....31



SECTION 1

PROJECT UNDERSTANDING

By Jwhiting360 - Own work, CC BY-SA

SECTION 1: PROJECT UNDERSTANDING

Project Background:

The Lake Orion Historic District includes about twenty-six blocks in the historic core of Lake Orion surrounding the intersection of Broadway and Flint Street, which was historically the commercial center of the village.

The Lumber Yard at Paint Creek is Lake Orion's newest historic project. The approximately 4.5 acre site began as an ice and coal operation supporting the burgeoning resort community of the early 1900's. The grounds eventually grew to more than 20 buildings, including three rail spurs bringing coal and construction materials to the fast growing community. Our scope of work will be to provide professional services and issue design drawings for repurposing three of the main structures; the Main Barn, the Supply House Canopy, and the second of the Michigan Central Coal offices, each built in 1917 as a second phase of the then named Lake Orion Lumber & Coal Company. Each building is to be rehabilitated into a historic representation of itself, adapting a new purpose for the community.



LUMBER YARD at PAINT CREEK

Project Objectives:

(1) Restoring the historic Main Lumber Barn to reflect its appearance in 1917 and adapting its use to a market and events gathering place - this 600 square foot structure was operational through 2023 as a lumber rack and cutting room. The intention for the structure is to open and close both the East (existing) and West (new) sides for public access and use as an event space for markets, weddings, concerts, and festivals. There is a rack/storage structure abutting its East side that is intended to be an outdoor market vendor space. Additionally, there is an annex building abutting its North side that will require interior renovations. The Main Barn will be seasonal use only with new toilet rooms, new lighting, and revised accessibility.

Repurposing the barn into an event space will result in a change from Risk Category 1 to Risk Category 3 per ASCE 7 and the IEBC, so it is very likely that structural upgrades will be required for the lateral and wind-resisting systems.

(2) Rehabilitating the Supply House canopy into a trailhead for the Paint Creek Trail - this structure is adjacent to a curve in the north end of the Paint Creek Trail and sees tens of thousands of bike, pedestrian and other users annually. It is intended to be the cornerstone of a new, historic trailhead, preserving its unique canopy and the concrete beneath for a public space. The work will consist of design repairs for any deterioration. The roof will consist of a new standing seam metal roof construction.

(3) Repurposing the 1917 Coal Office utilizing salvaged material(s) and adapting the building to a commercial opportunity while maintaining the structure as a historic gateway - this building was constructed as an expanded coal office in 1917 and sits as the gateway to the downtown. It has been stripped of two layers of its original siding and all usable materials saved and stored. The original coal scale is still in the ground in front, and it abuts the main public space of the site, as both existing and intended. The first floor of approximately 1600 square foot has a dry and usable basement.

This building will be finished to a "white box" state and will eventually house a tenant. The building will require new toilet rooms, new lighting and power, HVAC, roof repairs, and revised accessibility. We understand that the asbestos tile floor has been removed and remediated. The building will potentially need additional windows and access to the nature trail on the North and East sides.



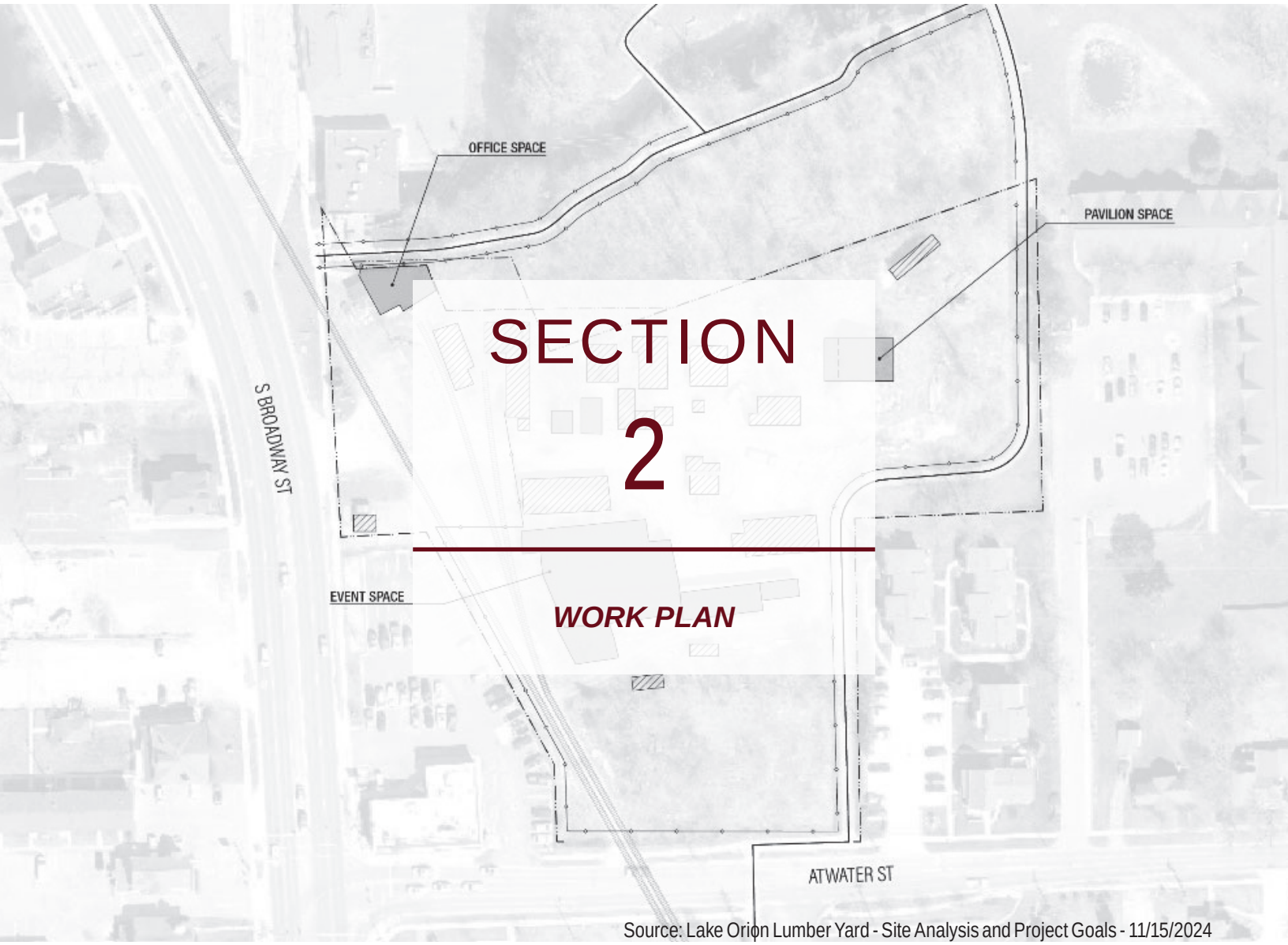
Interior of Main Barn



Supply House Canopy



Interior of Coal Office



SECTION 2

WORK PLAN

Source: Lake Orion Lumber Yard - Site Analysis and Project Goals - 11/15/2024

SECTION 2: WORK PLAN

Phase 1 - Investigation

Investigative Site Visit and Documentation Period - The entire team, including a representative from each consulting engineering practice will conduct a site visit to closely evaluate and document the existing conditions of the building through any available or applicable existing reports, historic photographs, construction drawings, and conversations. The team will be evaluating the existing structure and the mechanical, electrical, and plumbing infrastructure needs. Additionally, the team will field measure the three existing structures, including a building code and ADA review.

The team will identify areas with deterioration, designing repairs for any such deterioration, and analyzing miscellaneous modifications to suit the new use of the space.

The team will re-evaluate the discoveries of the existing reports and comprehensive master plan as a segue into brainstorming and thinking creatively about how to most effectively approach the conceptual design and programming solutions.



Phase 2 - Conceptual Design

Define the Project's Vision - Our goal is to creatively develop a plan to maintain the historical integrity of the existing building and remain sensitive to the interior and exterior interventions to enhance it's circulation and accommodate new programmatic requirements.

The result of this task will be plans, sections, elevations, and any other instruments of service required to convey the ideas of the Conceptual Design recommendations for three (3) buildings.

Phase 3 - Construction Documents

Completion of a Comprehensive Set of Detailed Drawings We understand that we will be required to manage and coordinate the development of a fully coordinated set of construction drawings for sequential permitting, tendering and construction of three (3) buildings using BIM software.

Documents will comply with the rules and regulations of City, State, and Federal codes, laws, ordinances, and ADA compliances.

Documents will be submitted to the Client for review once they are substantially complete.

Phase 4 - Bidding

Bid Preparation, Submission, and Evaluation - A detailed overview of the construction project, including drawings and specifications, will be submitted for the Bid solicitation.

We understand that it is crucial in ensuring all potential contractors have a clear understanding of the project's design intent, specifications, and any potential complexities. Having the Design team present at pre-bid meetings helps to guarantee accurate and competitive bids while minimizing misunderstandings during construction.

PROJECT SCHEDULE:

Phase 1: Investigation	Late March 2025 (2 weeks)
Phase 2: Conceptual Design	April 2025
Phase 3: Construction Documents	May 2025
Phase 4: Bidding	June 2025

*The current workload of the project team members will not interfere with completing this project in a timely manner.
*Phasing the project differently from the indicated schedule may result in an increase of fees.

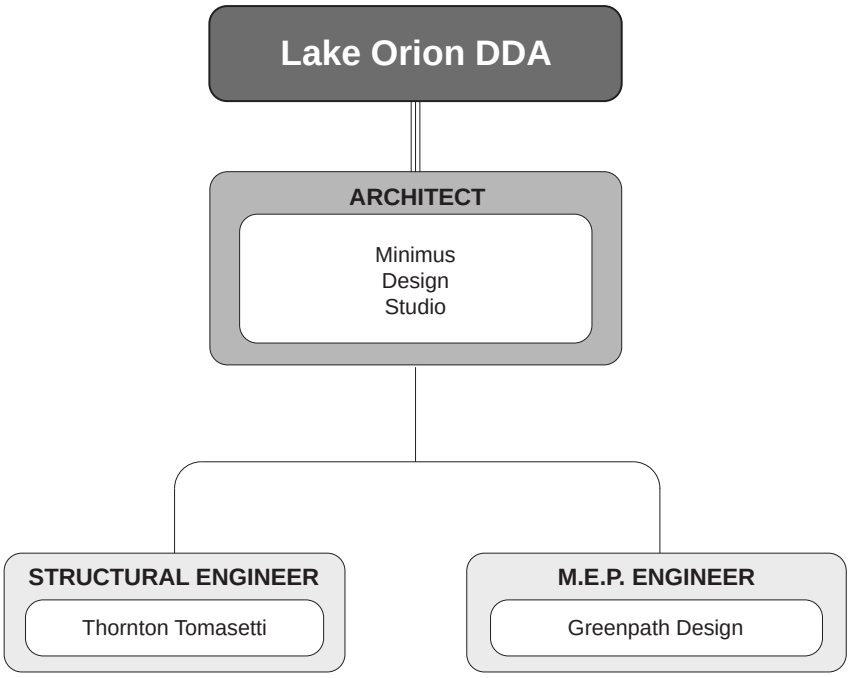


SECTION 3

PROJECT TEAM

Source: Village of Lake Orion - Parks and Recreation

SECTION 3: PROJECT TEAM



ARCHITECTURAL TEAM

Romica Singh, Principal/Project Architect

• Architect of Record, main point of contact

STRUCTURAL ENGINEER - THORNTON TOMASETTI

Kevin Jackson, PE

• Structural Principal-in-Charge

Christopher Kuenzer, PE

• Structural Project Manager

MEP ENGINEER - GREENPATH DESIGN

Kelly Sugg, PE

• MEP Principal-in-Charge

MINIMUS
design studio

About

Minimus Design Studio, LLC was founded in 2018 as a architecture and design practice based out of metro Detroit. Our diverse portfolio consists of hospitality, commercial, educational, workplace, building forensics, historical preservation, community based small scale installations, and medium-to-large scale, multi-use projects.

Design Philosophy

Our design philosophy is rooted in transdisciplinary collaboration, emphasizing the power of diverse expertise in addressing complex architectural challenges. A collaborative process allows us to integrate multiple perspectives, producing designs that are both highly functional and creatively inspired.

Licensure

Minimus Design Studio, LLC is licensed in the State of Michigan.

Technology

We keep up with the latest design trends and cutting edge technology, using Sketch-up and Rhino softwares for 3D modeling and parametric design, Revit software for building information modeling (BIM), Enscape, Twinmotion, and Adobe softwares for renderings and post-processing.

Professional Affiliations

The American Institute of Architects - AIA

Romica Singh, AIA

Principal/Project Architect



Role on Project: As the Architect of Record on the Project, Romica will be involved in the project preparation, preparing construction documents, and pre-construction. Romica will assist with defining the project scope, conducting field verification, code review and building assessments, and work on document development.

About: Romica is a licensed Architect in Michigan and brings an energetic and thorough approach to each design solution. With over 11 years of professional experience, she is well-versed in a variety of building types focusing on both the aesthetic and technical aspects of hospitality, commercial, educational, workplace, building forensics, historical preservation, and medium-to-large scale, multi-use projects. With the combined multidisciplinary background and collaborative design approach, Romica finds opportunities to implement best practice and innovation from conceptual design through contract documentation and completion of construction.

Education:

Master of Architecture, Design and Practice Concentration
Lawrence Technological University
Southfield, MI

D3 Natural Systems Design Workshop
The Shanghai University of Engineering Science
Shanghai, China

Bachelor of Science in Architecture
Lawrence Technological University
Southfield, MI

Reference:

Michelle Smay - University of Michigan, Ann Arbor
Email: chelle@umich.edu

Selected Project Experience:

Eastern Market - Midnight Temple Restaurant (Completed 2022)
Eastern Market, Detroit, Michigan
Lead designer and technical architect of a restaurant space in an existing 19th-century market space.

University of Michigan Hatcher Library Repairs (Completed 2019)
Ann Arbor, Michigan
UM AEC
Historic building facade forensics and roof repair documentation with the AEC team at UofM.

Wayne State University Chatsworth Apartments Renovation (Completed 2018)
Detroit, Michigan
Hamilton Anderson Associates
Design and documentation for a complete interior reconstruction while preserving the historic lobby and exterior facade.

Detroit Public Schools Community District Renovations (Completed 2023)
Detroit, Michigan
Stantec Architecture
Design and construction documentation of facade, door, and window renovations while maintaining the historic nature of the building.

Cantina Restaurant/Cafe (2021)
Historic West Village, Detroit, Michigan
Responsible for documenting the conversion of an existing 2,600 sf apartment space into a new use, a quick-serve restaurant and cafe with a new ADA entry.

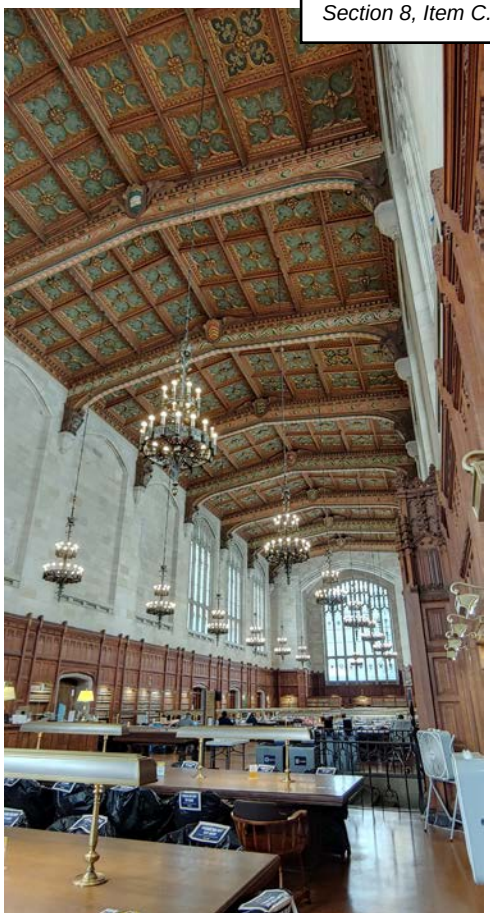
Hudson's Development (2014-2018)
Detroit, Michigan
Hamilton Anderson Associates
Programming, planning, and conceptual design in the early phases of Detroit's newest large-scale development.

Relevant Project Experience:

University of Michigan -
Hutchins Hall & Cook Legal Research Library Repairs
Ann Arbor, Michigan (Completed 2021)

Collaboration with the AEC department at UofM and facade engineers, Romica was able to identify and document water-damaged surfaces on the exterior facade and interior finishes of both Cook Legal Research Library and Hutchins Hall. Water infiltration through masonry and windows caused significant damage on all floors, including deterioration of plaster, paint, and stone.

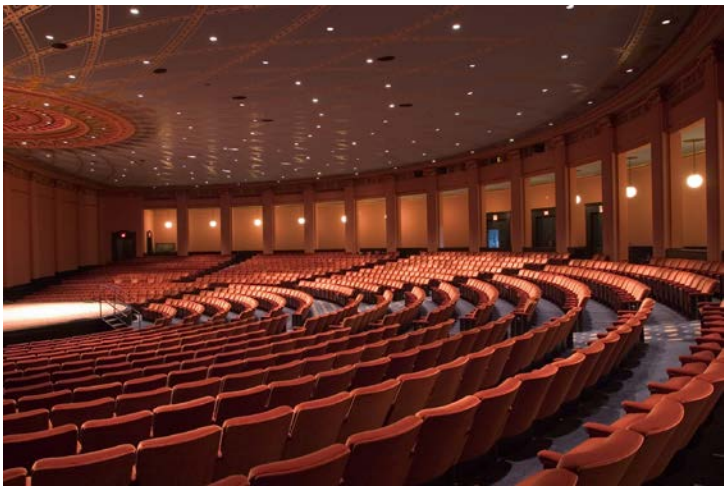




The building's walls and ceilings are traditional lime/gypsum plaster, which are susceptible to moisture degradation, particularly from continuous wetting over long periods of time. The existing plaster was softened, ruptured, eroded, and eventually separated from substrates. Most of the paint and plaster damage had general surface erosion with deterioration of associated paint surfaces. The work was documented to remove all areas of damaged plaster down to stable material and to remodel and repaint to match existing. The window surrounds on the buildings are oolitic limestone, a porous material. The stone damage inside the buildings were a direct result of subsurface efflorescence, coupled with physically unsympathetic Portland cement repairs at the exterior. Damage to the building's limestone was extensive and was documented to be cleaned, remove the unsympathetic Portland stone patches, and repair the stone surfaces using appropriate mortar.

The team worked together on both projects to exercise an uncompromising respect for the historic materials through:

- Research on existing construction
- Full documentation of areas in need of work
- Retaining original architectural elements
- Using reversible treatments to conserve existing materials
- Flagging old work from new



University of Michigan -
Rackham Auditorium Interior Renovation
Ann Arbor, Michigan (Completed 2021)

Design and documentation with the AEC team at UofM to repair existing historic interior finishes, including seating, floor finish, historic paint finishes, and refinishing the intricate gold leaf design at the ceiling.

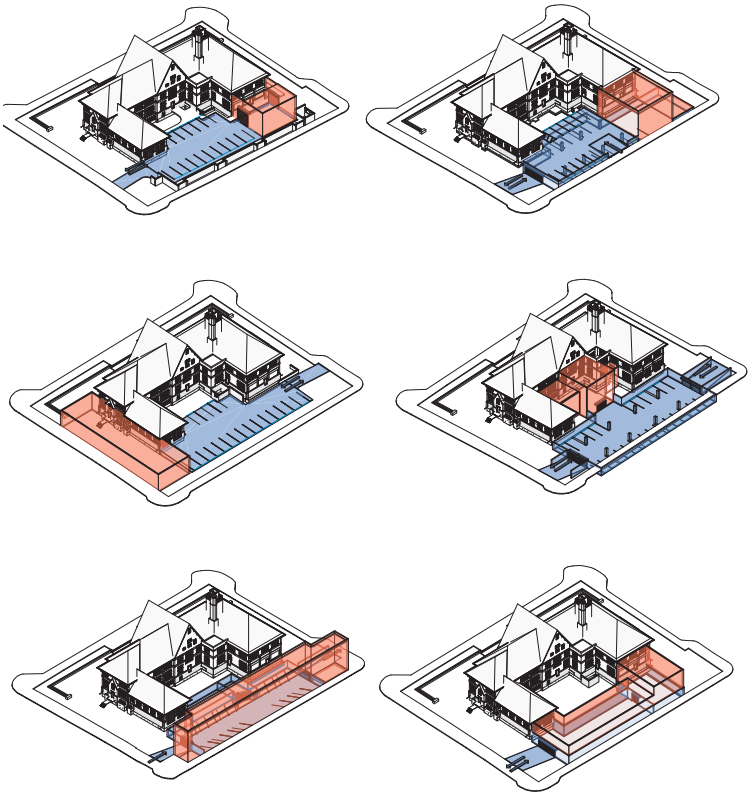
Birmingham Police Department and City Hall Assessment and Conceptual Design for Renovation/Exp

Historic Downtown Birmingham, Michigan (Completed 2023)

Collaboration with Telluris Architecture. Lead Design Architect for the historic renovation and expansion of the existing 100 year old Municipal building while complimenting the historic character of the city.

The team completed an entire building assessment, interviewed key occupants of the building, and developed a community-based program with multiple conceptual design iterations to best meet the clients needs.

As a treasured landmark of Birmingham, the goal was to establish a consolidated, secure, high functioning layout that works for the police department and the community, while preserving everyday life for all occupants.





x-identity

RESTORATION & RENEWAL

Our multidisciplinary teams have spent decades helping owners with a wide range of renewal needs – which means we know how to solve your specific problem. Whether we're restoring landmark buildings or repositioning a property for a new purpose; developing façade upgrades or building system improvements; investigating the root cause of a structural failure or providing an energy analysis – all of our people, from our structural engineers to our architects to our MEP engineers, have the experience, expertise and tools needed to tackle your challenge, whatever it may be.



University Of Illinois - Chicago, College Of Medicine East Tower, Chicago, IL

Read more about our restoration & renewal solutions HERE.

Alteration and renovation

Our services range from supporting programs for tenant or owner modification/upgrades, to full gut-renovations, modernization or adaptive re-use. We develop solutions that involve seismic upgrade, structural reinforcement for support of an expansion or change in use, and strengthening for blast force resistance. We have expertise in historic and vintage structural systems, applying our extensive knowledge of the behavior of structural systems to arrive at smart solutions.

Material expertise

Our skilled staff has extensive experience working with many forms of structural and non-structural masonry including renewal of wooden structures and elements to preserve their historical and aesthetic value Our unparalleled knowledge of structural design, forensic engineering, characteristics of construction materials and historic preservation allows us to take a total project approach to any project.

Historic preservation

We combine in-depth, specialized knowledge of façade restoration, historic materials conservation, and archaic structural systems with cutting-edge structural analysis and computer modeling capabilities. We investigate root causes and design sensitive repairs, seeking out the most appropriate and cost-effective solutions for each project. We strive to minimize impact to the historic fabric by applying our practical experience in nondestructive evaluation techniques, minimally invasive methods and remote monitoring.

Building envelope

From project concept to completion,we provide unique design, technical, consultation, diagnostic and construction phase services to owners, architects and builders. Our staff has extensive experience in new structure component design and investigation of existing problems for buildings of all types.

120+

RENEWAL EMPLOYEES

90,000+

PROPERTIES ON THE U.S. NATIONAL REGISTER

Thornton Tomasetti

KEVIN JACKSON, S.E., P.E.

Principal



Project role

Structural principal-in-charge

Summary

Kevin Jackson joined Thornton Tomasetti in 2005. As a Principal, he leads a renewal team focusing on structural investigations, condition assessments, renovation projects, and property loss consulting. He is familiar with various modern and archaic building types, construction materials and their behavior. Kevin's experience ranges from new construction projects to renovations, investigations of existing structures and failure analysis.

Education

- M.S.E, Structural Engineering and Materials, 2001, University of Michigan
- B.S.E, Civil and Environmental Engineering, 2000, University of Michigan

Registrations

- Licensed Professional Engineer in AL, AR, MI, OH
- Licensed Structural Engineer in IL

Professional activities

- Member, Structural Engineers Association of Illinois (SEAOI)
- Member, American Institute of Steel Construction (AISC)

Papers, Lectures and Publications

- "A Structural Facelift: Blast Resistant Over-Clad of 33-Story 1967 Federal Building," STRUCTURE magazine, June 2012, Co-author
- "Steel Provides Answer to Building on Top of Existing Parking Garage," STRUCTURE magazine, February 2009, Co-author

Select project experience

Museum of Contemporary Art Detroit (MOCAD) Renovation, Detroit, MI. Structural and façade engineering and façade restoration consulting services for the renovation of the existing 22,000-square-foot museum to include a new canopy and entry, building envelope modifications, historic façade restoration, new rooftop equipment, interior renovations and standalone pavilion.

Auburn University Rural Studio - Red Barn Investigation and Programming, Newbern, AL. Structural investigation and assessment of the existing two-story wood structure to determine the feasibility of repair. Project scope also included developed a strategy for straightening the existing structure by utilizing the structure of a new addition adjacent to the existing building.

Sears Sunken Gardens - Pavilion and Pergola Assessment, Chicago, IL.Structural investigation and assessment of two historic landmarked wood framed pavilions with tile roofs and a wood pergola structure supported on a Doric column colonnade at the former Sears Roebuck and Co headquarters. The project included development of a repair scope of work and identification of necessary materials testing

202 South State Street, The Century Building, Chicago IL. Hands-on examinations of the historic façade to develop temporary façade stabilization repair recommendations, as well as close-up observations of repairs in progress and exploratory openings to assess concealed conditions within the facade. The Century Building was designed by the Chicago-based architecture firm Holabird and Roche in 1915. It is a 15-story steel structure clad in historic terra cotta and brick masonry. The building was previously nominated for National Historic Landmark designation.

Wrigley Field, The 1060 Project, Chicago, IL. Structural engineering for renovations to a historic Major League Baseball park originally constructed in 1914. The project included strengthening of the grandstand foundations, columns and roof trusses to accommodate increased loading. Designs and details were provided for repairs to corroded steel framing and deteriorated concrete elements. Construction was completed in five phases between baseball seasons to allow the stadium remain operational for games.

400 College Riverview Terrace, Construction Administration Services, Adrian, MI. Design of structural repairs for a 12-story residential building. The scope included the design of new anchorages between the structural floor framing and the facade.

Morton Salt Works Feasibility Study, Chicago, IL. Structural assessment and analysis of two salt shed structures for a proposed adaptive reuse.

CHRISTOPHER KUENZER, P.E.

Senior Project Engineer



Project role

Structural project manager

Summary

Christopher joined Thornton Tomasetti in 2023. He brings experience in condition assessment, repair and rehabilitation design, disaster response, analysis of existing structures and construction period services. He has worked with a variety of structural materials, including reinforced concrete, steel, aluminum, masonry and wood. In addition to structural engineering, his project work includes façade repairs for both modern and historic structures, consulting and engineering services related to OSHA's roof safety requirements, design and testing of façade access anchorages, davits and rooftop safety tie-back systems.

Education

- M.S. Civil Engineering, University of Michigan, 2019
- B.S. Civil Engineering, University of Michigan, 2018

Registrations

- Licensed Professional Engineer in MI

Professional activities

- Voting Member, International Concrete Repair Institute (ICRI) Committee 210 - Evaluation
- Member, Landmarks Illinois Skyline Council
- Member, Structural Engineers Association of Illinois (SEAOI)

Certifications

- OSHA 10-Hour Construction Safety and Health
- City of Chicago Scaffold Safety Trained
- Aerial and Scissors Lift Operator Trained

Research

- Graduate Research Assistant, University of Michigan, Ann Arbor, Michigan, 2018-2019

Select project experience

Chicago Cubs Campus Maintenance, Chicago, IL. Ongoing facility evaluations and maintenance for the historically landmarked baseball stadium, home to the World Champion Chicago Cubs, adjacent hotel and office buildings, below grade facilities, a parking deck, and several support structures. The ballpark structure, originally constructed in 1914, has undergone multiple renovations over its 100+ year history, with its most recent renovations performed from 2013-2019.

Michigan Stadium Maintenance, Ann Arbor, MI. Design of maintenance repairs for the Big House, which is the largest stadium in the United States and home to the 2024 National Champion Michigan Wolverines. Recent repair work includes concrete and masonry repairs at the concourses, diagnosing the source of leaks into the locker rooms, reinforcement of corroded steel connections, and recoating of the steel stadia at the upper bowl.

202 South State Street, The Century Building, Chicago IL. Hands-on examinations of the historic façade to develop temporary façade stabilization repair recommendations, as well as close-up observations of repairs in progress and exploratory openings to assess concealed conditions within the facade. The Century Building was designed by the Chicago-based architecture firm Holabird and Roche in 1915. It is a 15-story steel structure clad in historic terra cotta and brick masonry. The building was previously nominated for National Historic Landmark designation.

Apartment Complex, West Lafayette, IN.* Investigation of dimension lumber columns and balcony framing after the owner received reports that some balconies were sagging. Upon discovery of water-damaged wood joists and some structural connections that were improperly installed during original construction, we designed shoring and specified repairs to address the deficient conditions.

Crete Historical Museum, Crete, IL.* Condition assessment of a church that was originally built in 1853 to determine necessary repairs prior to its conversion into a local history museum. In addition to the facades, windows, and roof, the assessment included entering the crawl space below the sanctuary to perform a hands-on review of all original rough-hewn timber floor framing members and accessing the attic to review remains of the bell tower which was damaged by a fire early in the building's history.

Apartment Building, Indianapolis, IN.* Field investigation and design of structural repairs for water-damaged PSL, LVL and dimension lumber columns and beams. Five-year-old building with poorly installed weather barrier and ineffective flashing conditions allowed water intrusion to damage the wood structure soon after construction.

*Denotes work performed with previous employer.

AUBURN UNIVERSITY RURAL STUDIO RED BARN RENOVATION

Newbern, Alabama

The Rural Studio in Newbern acts as a gathering place for students, faculty, and community members, hosting workshops, lectures, and social events. It stands as a local symbol of Auburn Rural Studio's commitment to community-oriented, sustainable, and cost-effective design.

Located in the heart of downtown Newbern on Highway 61, The Red Barn consists of a two-story wood-framed structure and an attached, single-story lean-to addition, both supported on shallow masonry foundations. Another engineering consultant performed an investigation and identified deflection of structural components at the building. Thornton Tomasetti reviewed their report and the as-built drawings, then performed a site visit to assess the existing structure, including the foundation components, lateral system, and lean-to wood framing.

After completing the investigation, we created a design narrative and repair documents that outlined the general demolition of the lean-to structure and the construction of a replacement addition aimed at stabilizing the main two-story building. The repair scope involved retrofitting the existing Red Barn building with new diaphragm sheathing and lateral braces, ensuring that we preserved the existing façade components that contribute to the building's character.

After completing the stabilization work, we proposed additional structural alterations and repair solutions, including the construction of a new porch and stairs, as well as specifications for repairing deteriorated sheathing and connections.

Owner
Auburn University

Client
Wrap Architecture

Completion date
2024

Total area
1,950 sf

Services
Structural engineering, condition assessment, repair recommendations







Thornton Tomasetti

ST. PETRONILLE PARISH

Glen Ellyn, Illinois

Thornton Tomasetti provided architectural and structural investigation of the parochial school campus as part of St. Petronille Parish's ten year capital improvement plan.

Here's how

Our scope included the investigation and repair documents for the wooden roof structure of an existing school built in the 1920s with the original structural drawings for the existing building being unavailable. We performed a site visit to review and document the existing rafters, ridge beam, collar ties and wood-to-wood connections. With the as-built information, we modeled the roof structural components and analyzed the wood-to-wood connections for the code prescribed roof live load, snow and wind loads.

Based on the analysis, we developed several repair solutions for existing roof structure. The typical repairs included reinforcing existing joints with new stamped metal connectors, splicing and sistering rafters that were fractured or deteriorated, adding new blocking at bowed members, and installing new collar ties.

Client / Owner
St. Petronille Church

Architect
Legat Architects

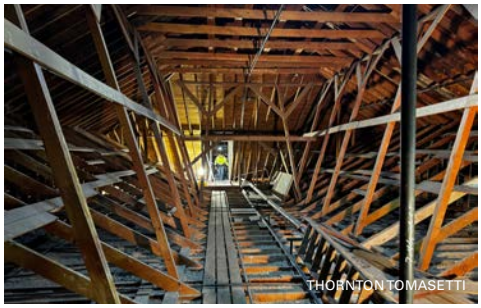
General contractor
Berglund Construction

Completion date
2024

Services
Architectural investigation, structural investigation







Thornton Tomasetti

NOBLE NETWORK OF CHARTER SCHOOLS, ITW NOBLE BELMONT CRAGIN CHARTER SCHOOL

Chicago, Illinois

Thornton Tomasetti provided structural engineering for a new school in the Noble Network of Charter Schools. The campus included a new 3,500 square meter two-story classroom building and the renovation of a 900 square meter lumber warehouse into an athletic facility and multipurpose space.

Here's how

The existing warehouse was constructed of clay masonry bearing walls supporting original wood-bowstring trusses from the 1950s. An adjacent warehouse of equal size was torn down thus requiring a new steel braced frame lateral system to be installed along one side of the remaining building. The new basketball court is recessed one meter below the original grade elevation of the warehouse. The existing foundation walls were reinforced in a manner to double as built-in risers around the perimeter of the gym.

Following occupancy, two of the original bowstring truss exhibited cracks in their bottom chord. TT worked with Campbell Truss of Chicago, IL to provide an in-kind replacement that preserved the historic look of remaining trusses.

The project received a LEED-NC Silver rating in part due to the creative adaptive reuse of the existing lumber warehouse.

Owner
Noble Network of Charter Schools

Client / Architect
Wheeler Kearns Architects

General contractor
Norcon, Inc.

Completion date
2015

Construction cost
$14 million

Total area
40,000 sf

Certification
LEED-NC Silver

Services
Structural engineering



Thornton Tomasetti

GREENPATH DESIGN

GREENPATH.DESIGN
INFO@GREENPATH.DESIGN

+1.248.310.7286
306 N MAIN STREET
PLYMOUTH MI, 48170

Company History

GreenPath Design PLLC was founded in February of 2018 as an engineering consulting firm specializing in mechanical and plumbing engineering. GreenPath Design also provides electrical engineering on a subcontracting basis through several accomplished engineering firms with whom we have developed relationships.

Mission

Our mission is to deliver project-specific, energy efficient, and sustainable solutions for buildings that provide habitation or support production of goods and services, while making no sacrifice to aesthetics and occupant comfort.

Organization/Staff

Our current staff consists of a licensed professional engineer and a LEED-accredited project engineer. At GreenPath Design, we take a team approach to deliver consistency and ensure seamless completion of each project. We value input from each team member to strengthen each design.

Licensure

GreenPath Design is licensed in the following states:
Michigan, Kansas, Maryland, Virginia, Florida, South Carolina, Illinois, Rhode Island, New York, Pennsylvania, Massachusetts, California, and Indiana

Technology

At GreenPath Design, we believe in providing coordinated and thoughtful plans that illustrate actual sizes of systems. We stay on top of the most current design trends and technologies, using Revit as our primary software tool for building information modelling (BIM). We also have a variety of software tools used for sizing, modelling, and developing mechanical building systems at our disposal.

Professional Registrations

U.S. Green Building Council – LEED Accredited Professional
National Council of Examiners for Engineering and Surveying (NCEES) Records Program for licensing requirements in multiple State Jurisdictions

Professional Affiliations

U.S. Green Building Council (USGBC)
American Society of Heating and Refrigeration Engineers (ASHRAE)
Ann Arbor 2030 District



KELLY SUGG PE

306 N MAIN STREET
PLYMOUTH, MICHIGAN 48170

+1.248.310.7286
KSUGG@GREENPATH.DESIGN

EXPERIENCE

2018 - PRESENT

PRINCIPAL, FOUNDER
GREENPATH DESIGN
NORTHVILLE, MI

Founded GreenPath Design to provide energy efficient and sustainable solutions for commercial buildings that provide habitation or support production of goods and services.

2016 - 2018

DIRECTOR, MECHANICAL ENGINEERING
INFORM STUDIO
NORTHVILLE, MI

Developed a mechanical engineering division within an existing architectural firm. Provide design, plans, specifications for mechanical, plumbing, and fire protection systems for commercial buildings. Ensure construction documents adhere to all applicable codes and industry standards.

2004 - 2016

ASSOCIATE
PETER BASSO ASSOCIATES
TROY, MI

Lead a mechanical design team for production of plans and specifications for higher education buildings. Institutional sustainable and energy efficient syste
ms were the principles of design.
Assisted in design and energy modeling of Three **LEED Gold** Projects

EDUCATION

2009

BACHELOR OF SCIENCE
MECHANICAL ENGINEERING
WESTERN MICHIGAN UNIVERSITY

SKILLS

WORK
Olin **Restaurant**, Detroit MI
Equinox **Fitness Club**, Bloomfield Hills MI
Growing Hope **Headquarters**, Ypsilanti MI
HOMES **Brewery**, Ann Arbor MI
Park Place **Apartments**, Northville MI
Silver Creek **Apartments**, Gainesville FL
Ripley's **Marine Science Building**, Myrtle Beach SC
Lawrence Tech. Univ. **Student Housing East**, Southfield MI
Lawrence Tech. Univ. **Student Housing South**, Southfield MI
Emerald Growth Partners **Cultivation Facility**, Harrison Twp MI
Chroma, Detroit MI
Great Oaks **Country Club**, Rochester MI

TYPOLOGIES
Indoor Agriculture, K-12 & Higher Education, Housing/ Residential, Office, Industrial, Laboratory, Hospitality, Health Care, Adaptive Reuse, Retail

SERVICES
Heating Ventilation and Air Conditioning design, Plumbing design, Fire protection design, Control systems design, Construction Documents and Specifications, Facility assessment, Project management

PE LICENSURE
Michigan, Kansas, Maryland, Virginia, Florida, South Carolina, Illinois, Rhode Island, New York, Pennsylvania, and Indiana

AFFILIATIONS
PRESIDENT EMERITUS
ASHRAE DETROIT CHAPTER

FOUNDING MEMBER
ANN ARBOR 2030 DISTRICT

SECTION 4

FEE PROPOSAL

SECTION 4: FEE PROPOSAL

PROPOSED FEE			
	Main Barn	Supply House Canopy	Coal Office
Investigation	$10,800.00	$4,100.00	$6,500.00
Conceptual Design	$12,400.00	$4,000.00	$7,500.00
Construction Documents	$14,600.00	$4,600.00	$9,400.00
Bidding	$3,200.00	$2,800.00	$3,200.00
Total:	**$41,000.00**	**$15,500.00**	**$26,600.00**
LUMP SUM FEE:	**$83,100.00**		

Note:

For this proposal, the structural scope generally includes identifying deteriorated conditions and designing in-kind repairs. Thornton Tomasetti has also included some modifications to existing structural elements, such as adding or enlarging window openings in the Coal Office and demolishing the catwalks and lumber storage racks in the Main Barn.

Repurposing the Main Barn into an event space will result in a change from Risk Category 1 to Risk Category 3 per ASCE 7 and the IEBC, so it is likely that some structural upgrades will be required for the lateral and wind-resisting systems. Invasive structural modifications can also trigger code-required building-wide upgrades if certain Alteration criteria listed in Chapter 6 of the IEBC are met. Some of the potential modifications for the Main Barn that were mentioned at the site walkthrough (e.g. removing columns) would likely constitute a Level 3 Alteration per IEBC and require updating the entire existing structure to meet the current building code. To do this, TT would have to perform a detailed structural analysis and likely design substantial reinforcement for the gravity system, lateral system, and foundations, but the extent of this work is dependent on the as-built configuration of the structure and the Village of Lake Orion's desired design concept.

Because the scope and extent of code-required upgrades is currently unknown, Thornton Tomasetti has only included a preliminary analysis and feasibility study of a few proposed concepts, which will be presented during the Conceptual Design Phase. However, Thornton Tomasetti has not included performing a full structural analysis and designing significant modifications to the lateral system, gravity system, or the foundations. These scopes would be an Additional Service.

Hourly Rate Schedule:

Principal	$135.00
Project Manager/Architect	$100.00
Architectural Designer	$75.00

Terms of Payment:

Invoices for payment will be submitted to the Client on a monthly basis. The Client's payments for the Architect's service will be broken into minimum monthly increments based on the scope of services purchased.

Additional Services:

Additional services are services of which are performed in addition to the original defined scope of work. Additional services will be billed at the Firm's current Hourly Rate (See Hourly Rate Schedule).

Additional service items will be identified to the Owner, prior to the performance of such work. Hourly contracts will also be billed in accordance with this Hourly Rate Schedule. The hourly rates are subject to change annually.

Reimbursable Expenses:

Reimbursable expenses and additional consultant fees will be billed at direct cost. Reimbursable expenses are as follows:

- Color Reproductions / Large Format Presentation Graphics
- Bid Set / Plan Review Printing (Plans and Specifications)
- Electronic Bid Document Distribution Service
- Travel (mileage per current federal rates)
- Express / Overnight Delivery Service (UPS, Federal Express, etc.)
- Plan Review Fees / Deposits

ACCEPTANCE OF PROPOSAL

Design & Architectural Services for a Historical Restoration and Rehabilitation Project
Lumber Yard at Paint Creek
215 S Broadway St., Lake Orion, Michigan 48362

Proposal Number: LODDA-25-0001

The aforementioned Proposal and the attached Standard Terms and Conditions are hereby accepted as the Agreement between Client and Architect. The Architect is authorized to proceed as specified. We look forward to working with you on this exciting project.

Sincerely,



Romica Singh, AIA
Principal/Project Architect
Minimus Design Studio, LLC

Accepted and Agreed to:

_____
Signature

_____
Printed Name

_____
Company

_____
Title

_____
Date

EXHIBIT A
STANDARD TERMS AND CONDITIONS

Scope of Basic Services The Scope of Basic Services is outlined in our enclosed Proposal. Changes to our Scope of Basic Services, including any changes, delays or extensions that occur in the project schedule which are beyond the control of Minimus Design Studio or suspension of services will warrant adjustment to our fees.

Contractual Agreements This Proposal will serve as our agreement for the Scope of Basic Services as described in the enclosed Proposal.

Proposal Offer This Proposal is valid for sixty (60) calendar days.

Client Responsibilities The Client shall provide full information including a program which shall set forth the Client's objectives, schedule, constraints, budget within reasonable contingencies, and criteria. The Client shall furnish additional data and reports as may be necessary for the performance of services on the Project.

Construction Cost The Construction Cost shall be the total cost or estimated cost to the Client of all elements of the Project designed or specified by Minimus Design Studio. The Construction Cost shall include the cost at current market rates of labor and materials furnished by the Client and equipment designed, specified, selected or specifically provided by Minimus Design Studio, plus a reasonable allowance for the Contractor's overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work during construction.

Responsibility for Construction Cost It is recognized that neither Minimus Design Studio nor the Client has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, Minimus Design Studio cannot and does not warrant or represent that bids or negotiated prices will not vary from any estimate of Construction Cost or evaluation prepared or agreed to by Minimus Design Studio.

Responsibility of Contractor Minimus Design Studio shall not have control over or change of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility under the Contract for Construction. Minimus Design Studio shall not be responsible for the Contractor's schedules or failures to carry out the Work in accordance with the Contract Documents. Minimus Design Studio shall not have control or change of acts or omissions of the Contractor, subcontractors or their agents or employees, or of any other persons performing portions of the Work.

Use of Drawings, Specifications and Other Documents The drawings, specifications and other documents prepared by Minimus Design Studio for this Project are instruments of service for use solely with respect to this Project and, unless otherwise provided, Minimus Design Studio shall be deemed the author of these documents and shall retain copies, including reproducible copies of Drawings, Specifications, and other documents for information and reference in connection with the Client's use and occupancy of the Project. Minimus Design Studio Drawings, Specifications and other documents shall not be used by the Client or others on other projects, for additions to this Project or for completion of the Project by others, unless Minimus Design Studio is adjudged to be in default under this Agreement, except by agreement in writing and with appropriate compensation to Minimus Design Studio.

Staffing Minimus Design Studio will provide professional staff with the requisite skills and abilities to complete the project with the agreed upon schedule. Minimus Design Studio reserves the right to provide alternate professional staff to meet specific project needs and schedule demands.

Survey of Existing Buildings Minimus Design Studio will develop overall plans, sections and elevations within the scope of the project deliverables outlined in the contract. Assumptions will be made with extensive field measurements, and checking of existing building conditions. Any conditions found that need renovation will not be performed by Minimus Design Studio. Minimus Design Studio cannot warrant the complete accuracy of the Existing Conditions drawings. There may be conditions that are not plumb, out of square, as well as other hidden conditions that may require planned construction to be modified and/or adjusted in the field during construction.

Limitation of Liability For any damage on account or error, omission or other professional negligence, the Architect's liability shall be limited to the Architect's fee received under this Agreement.

Waiver of Consequential Damage The Architect and the Client waive consequential damage for claims, disputes and other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with the provisions defining termination.

Hazardous Substances The Architect shall not be responsible for the identification, removal, testing and/or certification of removal relative to any hazardous substance including, but not be limited to, PCB, petroleum, mold infestation, hazardous waste, asbestos, lead, and any other similar substances. The Architect and the Client acknowledge that the Base Architectural Services does not include any items related to a Hazardous Environmental Condition.

Unforeseen, Latent or Hidden Conditions Unforeseen, latent or hidden conditions may not be readily ascertainable regardless of the extent of the investigation. Such conditions may impact the design and necessitate extensive revisions to the design. When architectural services are required to address these conditions, those services shall be deemed Additional Services.

Collection Costs If the Client fails to make payments when due, the Client agrees to pay Minimus Design Studio for any collection costs incurred. Such collection costs include legal fees, collection agency fees and expenses, court costs, and staff costs at standard billing rates for time spent in the effort to collect past due amounts. These fees are due immediately and are not forfeited with the termination of any agreement between Minimus Design Studio and the Client.

Suspension of Services If the Client fails to make timely payments or otherwise is in breach of this Agreement, Minimus Design Studio may suspend performance of services upon seven (7) calendar days written notice to the Client. If project were to be suspended, Minimus Design Studio shall have no liability whatsoever to the Client. Upon payment in full by the Client, Minimus Design Studio shall resume services under this Agreement, and the project schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for Minimus Design Studio to resume performance.

Termination Either party may terminate the contract with seven (7) days written notice. Termination notices for Minimus Design Studio shall be sent to the attention of Romica Singh. Termination notices for the Client shall be sent to the attention of the Client. Minimus Design Studio shall be paid for the services rendered, including closeout costs, and reimbursable expenses incurred to the date of termination.

MAKE IT RIGHT.
FABER
design co.
MAKE IT FUN.

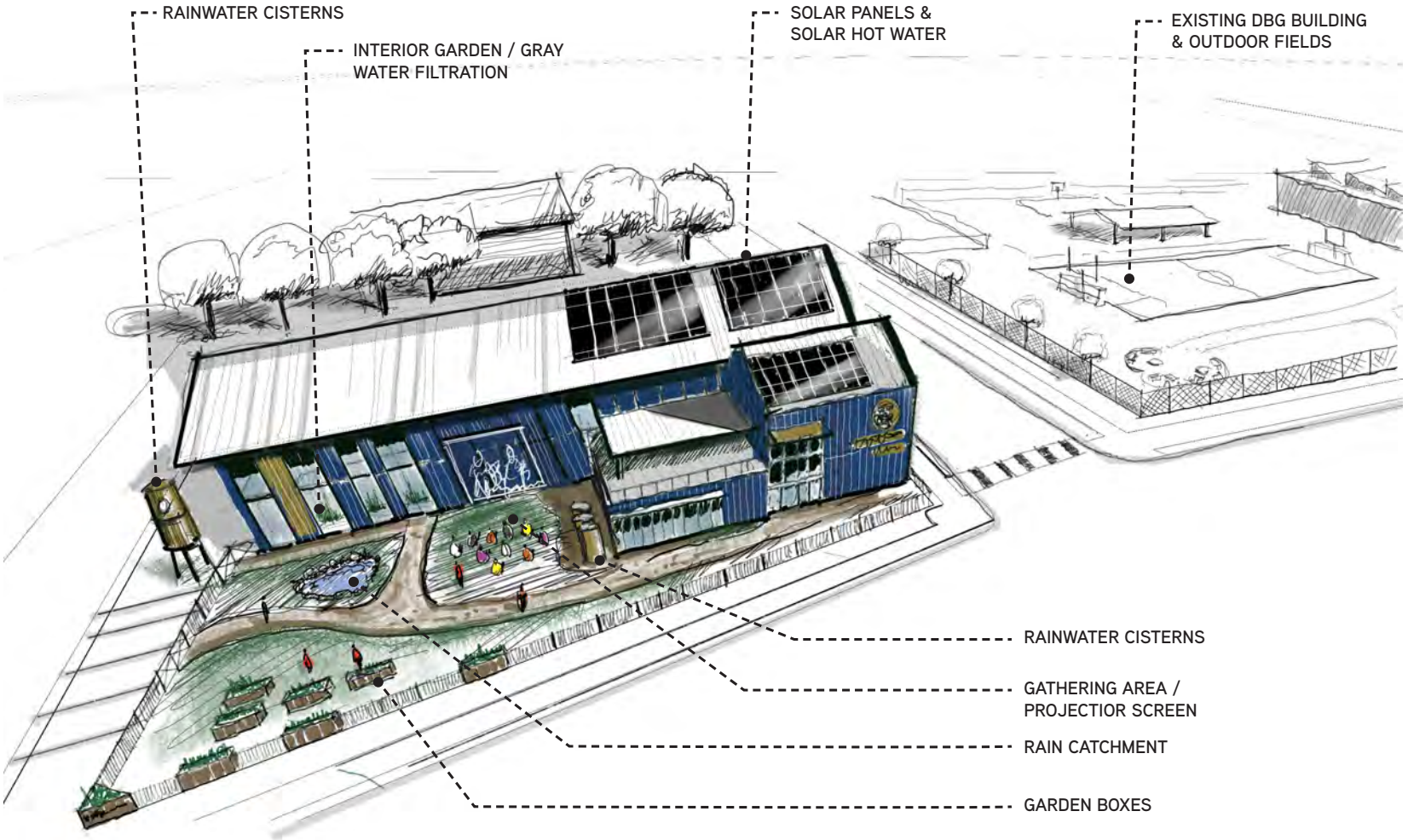
LUMBER YARD AT PAINT CREEK



PROPOSAL FOR ARCHITECTUAL + DESIGN SERVICES - 02.11.2025

LAKE ORION, MICHIGAN

Community Centric Design and Sustainability - Featured Project: Downtown Boxing Gym -
Faber Design Co. has been working as a close partner with Detroit's Downtown Boxing Gym for five years on upgrades to their non-for-profit academic and athletic program.



Cover Letter

Mr. Matthew Gibb & Lake Orion DDA:

It is evident based on our conversations, the site walk through, the media coverage, community charrettes, and tremendous amount of stakeholder work put in to this point that the “Lumber Yard at Paint Creek” is an important and highly anticipated project for the Lake Orion Community. It’s a one-of-a-kind opportunity to showcase Lake Orion’s rich history and become an even more exciting destination for tourists and the community to enjoy.

Its an understatement to say that we are excited about the potential to work on this project. The Lumber Yard at Paint Creek is an opportunity that is right at a collision point of the project type we are seeking and our relevant project expertise.

Our project team, is stacked with expertise in creating both, high-end, and community driven experiences. We are scrappy, optimistic, and are always excited at the opportunity to take an old structure and bring it back to life. Most of the project team listed in our submission has either built or renovated their house with their own hands. We all have experience in construction or fabrication and that makes us better designers and better teammates with contractors. We pride ourselves on being a partner with a gritty work ethic. We complete work on time, love to solve problems, and we have a track record of creative placemaking and award-winning projects.

Faber Design Co. is fully committed to working with your team on the requested Scope of Work (Architectural Design / Documentation / Adaptive Reuse Services) for the Lumber Yard at Paint Creek while meeting your firm timeline. We are excited to share our qualifications and demonstrate our team’s alignment with your project.

Sincerely,



Kyle Keaffaber, AIA
Architect, Owner
P: (260) 350-7337
E: kylek@faberdesignco.com

SUBMITTING FIRM

Faber Design Co.
Community // Creativity // Craft

AUTHORIZED PERSON

Kyle Keaffaber, AIA
Architect + Founder
Direct Cell: (260) 350-7337
Email: kylek@faberdesignco.com

ADDRESS

Faber Design Co.
46985 N Territorial Road
Plymouth, MI 48170

SERVICES

- Architecture
- Interior Design
- Master Planning
- Brand Development
- Furniture Procurement + Design

Table of Contents

1 - **Team Profile** 06-07
2 - **Resumes** 08-13
3 - **Timeline and Approach** 16-17
4 - **Fee for Professional Services** 18-19
5 - **Past Project Examples** 22-45
6 - **Financial Confirmation** 46-47

Proposal Number: LODDA-25-0001
Project Name: Lumber Yard at Paint Creek (Formerly Orion Lumber Company - 215 S. Broadway St., Lake Orion, MI
Firm Name: Faber Design Co.





Team Profile

WE ARE A GROUP OF:

ARCHITECTS // INTERIOR DESIGNERS // CRAFTSPEOPLE // ARTISTS // FURNITURE DESIGNERS // CARPENTERS // STRATEGISTS // BRAND DEVELOPERS // GRAPHIC DESIGNERS // COMMUNITY LEADERS

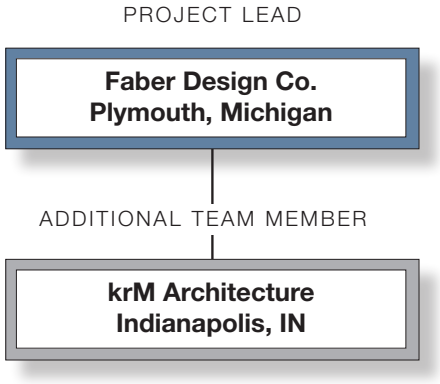
HISTORY + EXPERTISE:

Since Faber Design Co. was founded in 2021, we have worked with several Community, Library, and Educational Organizations, as well as, Small Business start ups, Hospitality, Multi-Family, and High-End Custom Residential Clients. We characterize our expertise more as a process and methodology of deeply understanding the people, places, and ideas that shape each project. It is this expertise that provides a clear, underlying vision that ensures each project is unique, meaningful, and achieves your organization's goals.

Our process allows us to work on projects of all scales, types, and budgets - from designing a piece of custom furniture to building an organization's Master Plan. Additionally, we have found a lot of success in working with clients on gritty renovations where our experience in construction and fabrications allows us to better understand possible solutions, communicate well with contractors, and be good advocates for our clients. Renovation projects are also unique because of the existing building's / site's history, and we love uncovering interesting details and artifacts that can be used to tell a story or connect a project to its community.

TEAM STRUCTURE:

Our team at Faber Design Co., is very excited to about the prospect of working with the Lake Orion DDA and the stakeholders on this special project. The project schedule was one important driver of our decision to bring on an additional partner to the team in order to deliver our high quality of standards within the desired timeline. krM Architecture is an architecture and interior design firm that we have significant past experience working with, and who will provide additional horsepower to meet the project schedule. The team at krM Architecture have also worked on several similar projects throughout the Midwest, and their experience will add value to the project. Faber Design Co. (FDC), and krM Architecture have a seamless partnership because both teams share similar values and project standards, as Kyle Keaffaber, owner of FDC, previously worked as a Project Director for krM Architecture when he was formerly a resident of Central Indiana. Mr. Keaffaber has worked on many projects with the krM Architecture team members that will be part of this project. Kyle Keaffaber of FDC., along with Kevin Montgomery of krM Architecture, and Chad Terwilliger of FDC, have maintained meaningful friendships since their time as classmates in architecture school and now lifelong friends and professional colleagues who share a passion for delivering quality design in our communities.



krM Architecture also has capacity to provide MEP engineering services and structural capabilities that allow for a cleaner and more cost-effective scope and structure. The following pages contain the individual team members resumes. The projects shown in the related project experience were led and designed by the team members shown.

krM Architecture is a **design studio** committed to **craft and quality**

krM Architecture is a design studio, committed to craft and quality. We advocate for innovative solutions that transform communities and are responsible to the environment. krM was founded by Architect, Ken Montgomery and his wife, Interior Designer, Shirley Montgomery, in 1978. Since that time, krM has always provided architecture and interior design and is now in its third generation of responsible leadership. Today, under a partner group of professional designers, our firm has gained a reputation for award-winning, high performance design, including recognition for many community projects.

Community and civic buildings have formed the core of krM's work. Throughout our history, we have made a commitment to breathing new life into communities. We design a variety of building types with a focus on community connectivity and design responsiveness.

We support a highly active and collaborative process that works in partnership with our clients and engages our consultants' expertise. The firm's partners lead and manage each project with a rigorous design review process that includes the entire krM team. We have participated and presented in regional and national conferences to better understand the opportunities and trends affecting communities. As project delivery has evolved over the years, krM has responded with the latest technologies and collaborated closely with owner's representatives, contractors and consultants to provide the best service to our clients.

krM as a whole is founded in serving our local communities. As we celebrate 45 years in business, we continue to focus on public projects. These provide us with a diverse blend of client and project types. We lead the design process through organized communication and consensus building.

krM Architecture

Indianapolis Office
1515 N. Pennsylvania Street
Indianapolis, Indiana 46202

Anderson Office
1020 Jackson Street
Anderson, Indiana 46016

www.**krM**architecture.com

Contact Information
Kevin Montgomery -
Principal and Architect
Direct Cell: (765) 617-1524
k.montgomery@krMarchitecture.com



Resumes



Role // **Lead Architect + Project Manager**

KYLE KEAFFABER
AIA

Faber Design Co.
Architect | Owner | Principal

education
Clemson University - Master of Architecture, 2010
Ball State University - Bachelor of Science in Architecture, 2008

resume narrative

Kyle's expertise is helping clients create inspirational visions that become reality. The level of craft he brings to every project was originally learned through his experience building timber-framed structures with an Amish construction crew throughout college. He also possesses true talent in client / community engagement, discovery, and story-telling that comes from his love for building community and the desire to honor the history and story of old buildings that will get another chance to exist for the next 100+ years.

Kyle has experience as Lead Designer and Project Manager for several notable and award winning projects as Faber Design Co. and prior to starting the company.

Kyle lives in Plymouth with his Wife, Kristen, 4 and 2 year old sons. Kyle coaches youth sports and is involved with his local Plymouth Rotary Club.

select experience

Kyle and his team are currently working on the restoration and expansion of the **Ypsilanti District Library (Downtown Location)** that was badly damaged by flooding over the summer of 2024. The restoration kick-started a plan Kyle had helped YDL develop in 2019 as part of a system wide strategic plan to expand that branch and re-imagine how it engages with the community. (1st Phase completion in Mid-February 2025).

Kyle and his team have worked with **Lakeland High School in NE Indiana** on a series of projects that provided brand / logo alignment to help develop a new pressbox, gymnasium redesign, and a Academic, Athletic, and Fine Arts Hall of Fame. This project started with Community Engagement that helped build consensus around many divided ideas and opinions.

Clearspring No.4 Schoolhouse - We are leading the process of restoring / renovating a one-room schoolhouse built in 1883 that has been in Kyle's family for five generations. FDC is leading the creation of a brand experience package and phased plan for two on-site businesses; a full-functioning winery/event space and a cut flower garden.

Honeywell Foundation Eagles Theater
As a project manager at krM Architecture, Kyle helped lead the transformation of the existing historic building into a mixed-use civic anchor. In addition to a full functioning movie and live play theater, the Eagles Theater offers a variety of programs and special events by housing new vocational film and music education programs. The upper floor has a freshly renovated ballroom, bar, and event space on the top floor. The transformation creates a new iconic presence for the theatre and its programs / events provide new energy to the street front and town's overall economy.

He was a key member on the **Tactical Preservation Taskforce put together by Detroit's Planning Department**, that became a ULI Report for Strategies on Reviving Detroit's Neighborhoods. In 2020, Kyle prepared the **nomination to officially list the Grosse Pointe Central Library, on the National Register of Historic Places**.

Kyle also worked as a lead designer and project architect on the award winning **Ascend Amphitheater and Riverfront Park** on Nashville's riverfront the won six design awards, including the 'Red Rocks' award for the world's best outdoor concert venue in 2022.



Role // **Architect**

CHAD TERWELLIGER
AIA

Faber Design Co.
Architect | Principal

education
Ball State University - Master of Architecture, 2010
Ball State University - Bachelor of Science in Architecture, 2008

resume narrative

Chad is a guru in both the design and management side of projects, which comes from his experience leading the design teams for large healthcare and education projects all over the United States. Chad recently joined FDC, but Kyle and Chad grew up together, went to architecture school together, worked together in Nashville and have now reunited to lead Faber Design Co.

Within the projects Chad leads, he creates a strong sense of team and believes that having positive relationships is key to successful architecture and proud clients.

Growing up with his Dad being a design-build architect, Chad understood design, construction, and the business of architecture from a young age. He has continued building off of that knowledge and has led and been apart of many high-profile and award-winning projects. Chad recently completed a Career Tech School in Jackson County, Alabama that created a very modern and unique aesthetic re-using and expanding a pre-fabricated metal building.

select project experience

Bask Detroit
New Buildout of High End Cold Plunge + Sauna Spa

Kugler Residence - Chattanooga, TN
New 8,500 SF Residence

Graddy Residence - Franklin, TN
Expansion + Renovation to 8,300 SF Residence

Lakeland High School
Renovation / Design for Gym + HOF

Clearspring No.4 Schoolhouse
Helped Kyle with Restoration Construction of new windows, bell-tower, roof, framing
Design and Restoration (on-going)

Resumes



Role // **Architect**

KEVIN MONTGOMERY
AIA, LEED GA

krM Architecture
Architect | Partner

education
Ball State University - Bachelor of Science in Architecture
University of Oregon - Master of Architecture

resume narrative

Kevin has played an integral role in propelling the recent designs of some of krM Architecture's most impressive, award-winning and published projects.

As a third-generation architect and partner at krM, under Kevin's leadership the firm has expanded its regional reach, and established a highly visible presence in the Midwest. In his design projects, Kevin is the relational force that pulls the team together. He understands multiple design options and calibrates them to create solutions that unite stakeholders His approach to design is also inseparable from his drive to create high-performing buildings, yielding low energy costs for the client. He has helped identify the firm as a unique outlet for high quality, specialized design projects that go beyond client expectations time and again. His commitment to an integrated design process combined with his technical aptitude have resulted in projects that successfully celebrate the synergies between building and community, materiality and craft, and budget and performance.

select project experience

Indianapolis Public Library
Michigan Road Branch – New Branch Library
Glendale Branch – New Branch Library
Downtown Central Library – Renovation

Westwood Wedding & Event Venue
Wedding & Event Venue – New Construction

Honeywell Foundation Historic Eagles Theater
Renovation, Expansion, and Historic Restoration

City of Anderson
Multi-Modal Public Transit Center – New Construction
Master Plan for Westside Redevelopment

Grosse Point Public Library
Feasibility Study for Three Library Buildings

The Varsity Lofts Mixed-Use Building
Apadtive Urban Infill – Office + Apartment Building

State of Indiana Historic Veterans Center
Renovation, Adaptive Reuse, Historic Restoration

University of Southern Indiana
Wellness Center – Major Expansion + Renovation

Huntington-City Township Public Library
New Markle Branch Library

Amos Memorial Public Library
Historic Library – Major Expansion + Renovation

Indiana Department of Transportation (INDOT)
Michigan City Welcome Center – New Construction
Centerville Welcome Center – New Construction

Mishawaka Sports & Community Center
Community Center & Athletic Facility – New Construction

Westfield Library + Township Trustee Department
New Public Library + Township Trustees Offices



Role // **Interior Designer**

LEAH ROBISON

Faber Design Co.
Lead Interior Designer

education

O'More College of Design - Bachelor of Fine Arts in Interior Design, 2011

resume narrative

Leah specializes in hospitality, educational, and multi-family interior design. However, what makes her so skilled at her craft is that she is a tireless learner. She is always developing or honing new skills interior design and other design facets. She has taken several different sculpture, metal, and wood fabrication courses. She has built and designed several pieces of custom furniture and fixtures (for clients and family), and has taken classes for and produced her own jewelry.

While not quite as skilled musically as she is in the design field, she also plays the drums and keyboard for fun and relaxation. While these different skills help in the development and understanding of materials and construction, they are the gateway to the creativity and thoughtfulness she puts into each project.

Leah worked at an award winning Nashville-based commercial architecture firm (with Kyle) for 5 years where she focused on commercial interiors. She enjoys the process of working alongside project teams including owners, architects, contractors and fabricators. Her services offer concept design, space planning, construction documentation, interior architectural detailing, custom furniture design + detailing and construction administration. She provides art, Furniture, Fixture & Equipment (FF&E) selections, purchasing, procurement and installation services.

select project experience

Ypsilanti District Library
Renovation / Restoration
Furniture Procurement
Expansion Study

Bask Detroit
High-End Interior Design

Paces Multi-Family Housing
High-End Design + Furniture Procurement of all amenity spaces

Lakeland High School
Interior Design for Gym + HOF

Clearspring No.4 Schoolhouse
Interior Design / Restoration
Furniture Procurement

Downtown Boxing Gym
Interior Design for Renovations of New Commercial Kitchen and Office Space

Olmstead Savannah
High-End Design + Furniture Procurement of all amenity spaces

Resumes



Role // **Engineering for Mechanical, Electrical, Plumbing (MEP)**

DAVE MONTGOMERY

krM Architecture
MEP Designer | Partner

education

Ball State University - Bachelor of Science in Business Administration
Ivy Tech Community College - CAD Training
Purdue University - Electrical Systems BISCI Certification

resume narrative

With 32 years of experience, David has committed to continually learn and expand his knowledge to propel the firm, our clients, and our design projects forward. As a M/E/P & Civil Senior Designer and a partner with krM, he applies what he learns to the project design including the sustainable and energy efficient solutions that are so important to the engineering piece of the design. David continues to remain privy to all local, regional, and national building codes associated to the mechanical, electrical, plumbing and civil engineering requirements. He is truly dedicated to the work he performs on each project through research and application of his knowledge. With a commitment to learning about the ever-changing design technologies, David has attended seminars and continued to obtain certifications in life safety, lighting, acoustics and telecommunications. He not only brings a technical expertise and experience, he also delivers a critical service to each krM project he designs and engineers.

select project experience

Jackson District Library
Brooklyn Branch – Major Expansion + Renovation

City of Anderson
Multi-Modal Public Transit Center – New Construction
Anderson Downtown Revitalization

The Farm at Community Health Foundation
Farm-to-Table Facilities & Education Center

City of Greenwood Sports Park
Parks Department Family Recreation Center

Westwood Wedding & Event Venue
Wedding & Event Venue – New Construction

Huntington-City Township Public Library
New Markle Branch Library

Hello Nature North American Headquarters
Sustainable Agriculture Research + Development Center

Albion College Wesley Hall
Feasibility Study for Residence Hall Renovation

Flagship Education Center
Purdue University / Anderson University P3 Center

Anderson University
New Kardatske Student Wellness Center

Madison County Museum of Art
Renovation, Historic Restoration, Adaptive Reuse



Role // **Architect + Project Management**

KATIE GRAJEWSKI
AIA, RID

krM Architecture
Architect | Associate

education
Ball State University - Bachelor of Science in Architecture
Tulane University - Master of Architecture

resume narrative

Katie brings a decade of expertise in stakeholder engagement, research processes, strategic planning, and data and vision synthesis. She is uniquely adept at translating input from a diverse set of voices into a singular vision and set of actionable strategies. She is a driver of organization, keeping the pace and the team on track with the overarching mission, from big picture, to minute details from start to finish.

Katie responds to the design team with a commitment to project organization and complete design documentation. She coordinates with the team using BIM methods and communicates with the client throughout the process, clarifying questions and identifying the direction of the team through each phase. As an architect and a registered interior designer, she is a holistic thinker, and every detail is deliberate. Trust and reliability are cornerstones of Katie's approach. She sees our role to the client as one that is fiduciary in nature, with project stewardship and delivery at front of mind. A combination of Katie's skill and aptitude promoted her in 2020 to the leadership role of Associate at krM where she is an inclusive and critical thinker impacting the culture and direction of the firm in a valuable way.

select project experience

City of Anderson Transit Center
Multi-Modal Public Transit Station + City Tenant Spaces

Batesville Arts & Innovation Center
New Multi-Use Community Hub

The Varsity Lofts Mixed-Use Building
Apadtive Urban Infill – Office + Apartment Building

Westfield Library + Township Trustee Department
New Public Library + Township Trustees Offices

Westfield Washington School Corporation
Adapating Former Public Library to K-12 Event Center

Ball State University Oakwood Building
Renovation + Expansion

Jean R. Packard Occoquan Center, NOVA Parks
Event / Wedding Venue and Welcome Center
** with previous employment in Virginia **

Blandair Park, Howard County Parks + Recreation
Multi-purpose Building, Interpretive Nature Center
** with previous employment in Maryland **

Indianapolis Public Library
Glendale Branch – New Branch Library
Downtown Central Library – Renovation

Avon Public Library
Multiple Renovations + Expansions

Pendleton Community Library
Interior Renovation

Timeline and Professional Fees

Project Plan // Fee Schedule // Statement of Workload

The following pages outline our project plan for the Lumber Yard at Paint Creek Projects.

We have assembled the following plan in coordination with the requested scope and schedule. With the quick schedule our goal is to complete the Concept Design and Estimating, and have it turned into your team for review by the end of the week of April 21st. We understand this plan is only a draft and we anticipate working with your leadership team to adjust and adapt the process as we learn more about your project. We also feel comfortable starting earlier than your design work date noted in the RFP of March 17th. By combining resources with krM Architecture it allows our collective team to begin immediately with documenting existing conditions. Because of the fast-track schedule we are comfortable starting the process with a written "notice to proceed," while we finalize the contract. Given the specific schedule requirements and the conditions of the buildings we have put more staffing resources at the beginning of the project and in the Construction Administration than a typical 'new construction' project would have.

Project Requirements // Design Decisions

Due to the rigorous project schedule, many important design decisions will NEED to be made in the first 2-4 weeks of the project. In our experience working through a longer term visionary plan like this one, new ideas evolve throughout the project and we will be somewhat limited in that ability after the first few weeks of the project, assuming the schedule stays as intended.

To ensure this project stays on track, we are stacking a lot of manpower upfront in the design process. We will create a week-by-week decision matrix (that we will have at our first meeting) that will allow the team working on this project to stay "full-steam ahead" so we can get you into the construction phase and get permits before the second half of June.

Cost Estimating

We believe in a rigorous checks and balancing approach, and we have a proven track record of delivering responsible reliable cost estimating. We are dedicated to the concept that good design does not require higher cost. It requires an organized team working together, listening to the needs, and drawing on the best skills of every team member.

From the outset of the project, FDC and krM Architecture will provide on-going in-house estimating, to ensure we don't get to the end of the Schematic Design with a project that is over the construction budget.
All of the design information continues to be reviewed by our project team and will update during the bi-weekly meetings so that we can make adjustments as needed along the way. Once Schematic Design is complete, the team will deliver the final project budget.

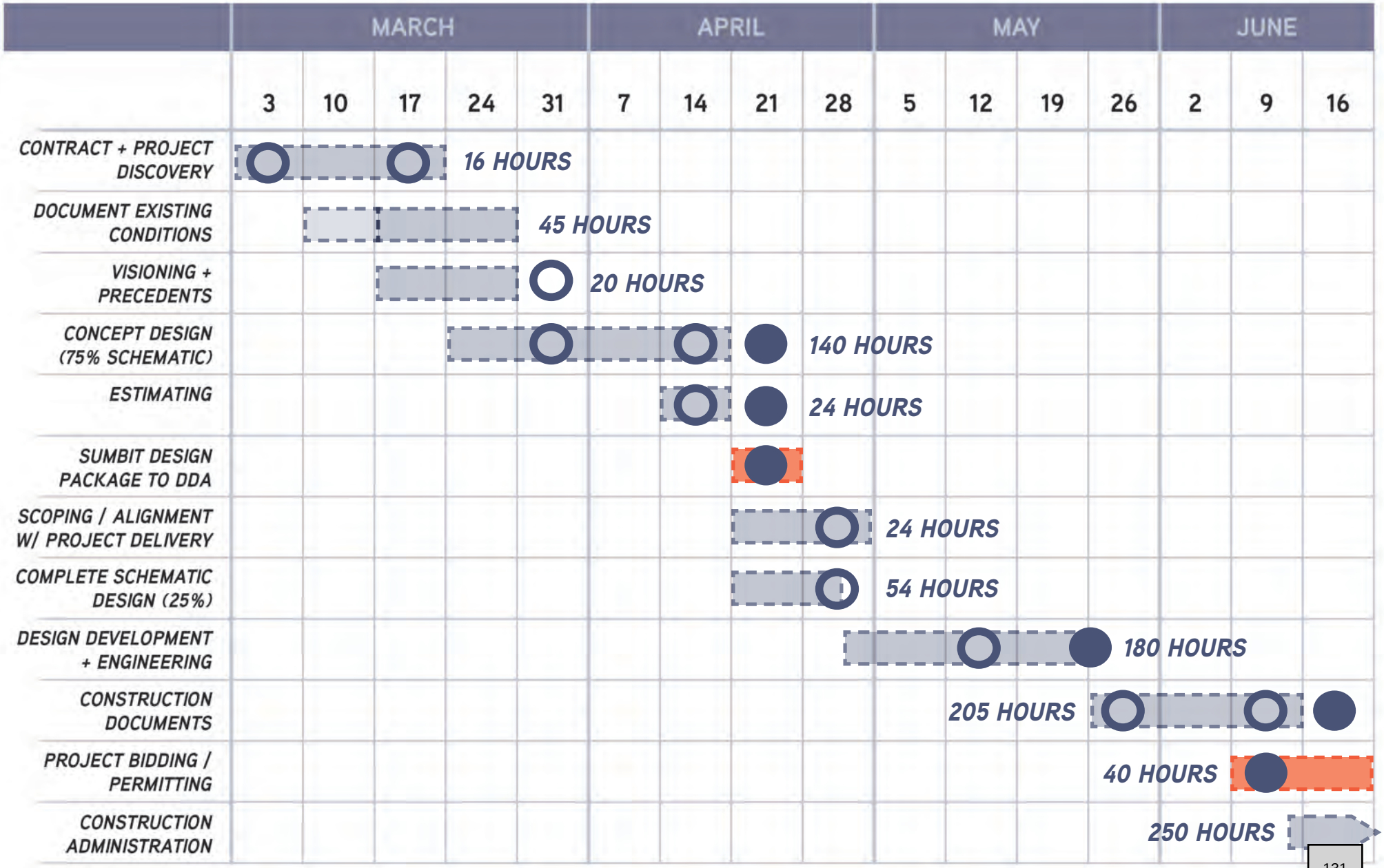
Concept Design Deliverables

In our experience, we believe that getting to a 75% schematic design level will allow our team enough time to explore different options, select a direction, and develop it at a high level. This will include building programs, floor plans, reflected ceiling plans, initial finish and fixture selections, high-quality 3D renderings and confidence in the structural design of each structure.

As you will see in the project pages, we can produce renderings and visuals in a myriad of ways and we use all these different mediums during the design process. Once we learn a little more about the community and project stakeholders we will suggest specific drawing and rendering methods, but we will leave it up to your team to ultimately direct us in how you want the final deliverables to be produced.

MAJOR DELIVERABLE

DENOTES IN-PERSON MEETING (PER BI-WEEKLY MEETING NOTE IN RFP)



HOURLY BREAKDOWNS OF TASK EFFORT / STAFFING ARE INCLUDED ABOVE - THIS IS TIED DIRECTLY TO HOW WE CALCULATED OUR FEE

Fee Schedule Continued

We propose the following fixed fee based on the owner's budget for all construction related costs and contingencies, referred to as the construction budget. Based on our understanding of the project to date, we have assumed that the current construction budget is approximately $1,850,000 based on the $2,100,000 - $2,200,000 budget range given at the site walk through.

OVERALL FEE SUMMARY

Based on this construction budget, we propose a fee of $153,750. This would be inclusive for all the scope of work, services, and phases for architecture, interior design, mechanical, electrical, and plumbing design. Excluded at this time are civil engineering fees and landscape architecture fees, if those are applicable to the project we can provide recommended partners and collect proposals for this scope, when appropriate. We have included the cost of basic structural engineering for repair of the wood structures. Extensive wood or steel framing design or foundation engineering are not calculable at this time but if required would be an additional expense that we would perform at an hourly rate, only after client approval and review. We also have included some landscape and site design into our scope and can provide this service through the Schematic Design deliverables, but without further knowledge of the entire site's scope, assuming a scope or fee for this wouldn't be productive.

INITIAL DESIGN PHASE

The initial phases of work to establish conceptual designs, estimates and the resulting project scope amount to a $35,000 of the total proposed fee. We would propose we work through these phases and then establish the remaining overall fee based on the final scope of work and corresponding construction budget.

ADDITIONAL SERVICES

Brand Development, Project Signage, Furniture Design/ Procurement, AV, Advanced Lighting Design, and Security Design are additional services we provide that were not figured into the project fee's at this time. The Faber Design Co. // krM Architecture Team has a blended rate of $140/hr for additional services. We will provide a flat fee for additional scope service adds - i.e. Furniture Design to provide you with an accurate fee expectation.

REIMBURSABLE COSTS

Reimbursable expenses to perform Faber Design Co.'s professional services such as printing and developing project mockups or samples, are billed at their cost + 5%. FDC will bill reimbursement for travel and mileage at their cost.

See adjacent page for fee / cost breakdowns. →

Fee Breakdown

OVERALL PROJECT BUDGET — **$2,100,000**

OVERALL CONSTRUCTION BUDGET — **$1,850,000**

DESIGN + ENGINEERING FEE BREAKDOWN —

$35,000 - INITIAL DESIGN SCOPE

+

$103,750 - REMAINING DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTATION ETC.

=

TOTAL OVERALL ARCH / STRUCTURAL FEES — **$138,750**

(7.5% OF ESTIMATED CONSTRUCTION COST)

+

MEP ENGINEERING FEES — **$15,000**

TOTAL DESIGN + ENGINEERING FEES — $153,750

<u>*BREAKDOWN BY STRUCTURE:</u>

MAIN BARN - EST. CONSTRUCTION COST = $1,200,000 // 7.5% FEE = $90,000

COAL OFFICE - EST. CONSTRUCTION COST = $400,000 // 7.5% FEE = $30,000

SUPPLY SHED - EST. CONSTRUCTION COST = $250,000 // 7.5% FEE = $18,750

*THIS WAS A METRIC FOR CROSS-CHECKING OUR FEE - NOT HOW WE DEVELOPED OUR FEE, BUT WAS REQUIRED PER THE RFP.

Past Project Experience

Ypsilanti District Library - Restoration and Future Expansion Planning

The 12,000 SF Carnegie Post-Office turned Library was flooded in July 2023 and FDC is leading the restoration and some additional renovations to bring its function and finishes up to modern library standards. Adding (3) new meeting rooms and a “tech lounge” will bring more EMU and younger patrons. We are also leading an expansion study to add an additional 8,000 SF of youth and community space.

The Entry Lobby has been mostly maintained to its original conditions in 1921. The original vestibule was never modified to be a fully accessible entrance and created spatial inefficiencies in the lobby. With this project we are extending the vestibule to provide full handicap accessibility and allow for a security/ greeter kiosk and additional display space in the lobby. The existing vestibule was constructed entirely of solid, cast brass, and single pane glass, making an extension a specialty task. FDC has led the process of working with a specialty contractor to develop the vestibule extension while maintaining Secretary of Interiors Design Standards for Historic Preservation.

We have also designed new custom furniture and millwork to replace the custom pieces that were lost in the flooding.

Services Provided

Feasibility Study
Site Studies
Community Engagement
Programming
Architecture
Interior Design
Furntiure Procurement

Client / Agency

Ypsilanti District Library
Ypsilanti, MI

Date of Completion

Late February 2025

Address

229 W Michigan Ave,
Ypsilanti, MI 48197

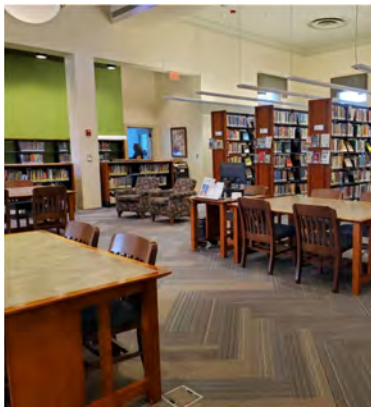
Contact

Lisa Hoenig, Director
734-879-1300
lisa@ypsilibrary

Construction Cost

Current Renovation + Restoration - $1.4 million

Future Expansion - ~$4million







◀ **Before Photos** (2023) Main Floor, Ypsilanti District Library

Main Floor, **Design Renderings** for Restoration / Renovation (2025) ▶





◀ **Before Photos** (2023) Lower Level, Ypsilanti District Library

Lower Level, **Design Renderings** for Restoration / Renovation (2025) ▶



Main Floor Renderings for YDL Restoration / Renovation - to be complete February 2025







Lower Level Renderings for YDL Restoration / Renovation - to be complete February 2025





Ypsilanti District Library - Restoration

The team at Faber Design Co. sought out and coordinated with an expert fabricator for unique needs in the restoration of the Ypsilanti District Library's original 1921 location (Built as a Carnegie Post Office). The age of the library and the materials used in its initial construction, called for this special expertise and tradesmanship to renovate and revitalize some aspects of the building, like this vestibule entry way that is the first space community members experience when they enter the library. Our team understood from community engagement that the library was important to the community across generations and socioeconmic standings. Upholding its identity was cruicial for that success of the project. Shown here are construction images of the unique metal fabrication that can only be completed by a handful of experts found throughout local communities. Thoughtfully generated construction documents by Faber Design Co., coupled with coordination and strong communication from Faber Design with this local crafstmen meant that the historical authenticity of the lobby could be maintained.



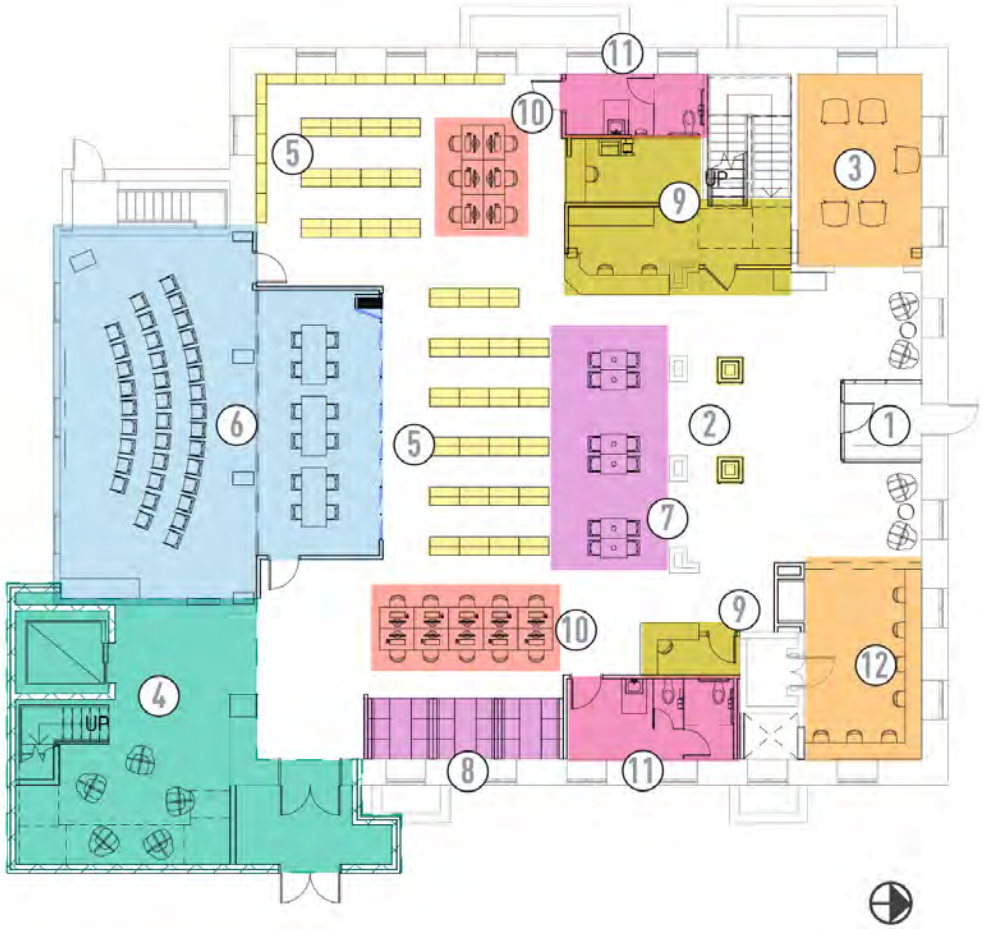




Expert Restoration (2024) - Ypsilanti District Library

Ypsilanti District Library - Future Expansion Planning

Faber Design Co. has acted as a close invested advisor to the Ypsilanti District Library, not only in their recent restoration, but also in future planning efforts that will allow this critical community resource to continue serving the community. Shown here is a floor plan example from that planning effort. The following two pages also show examples of our work to help the library understand the feasibility of expansion.

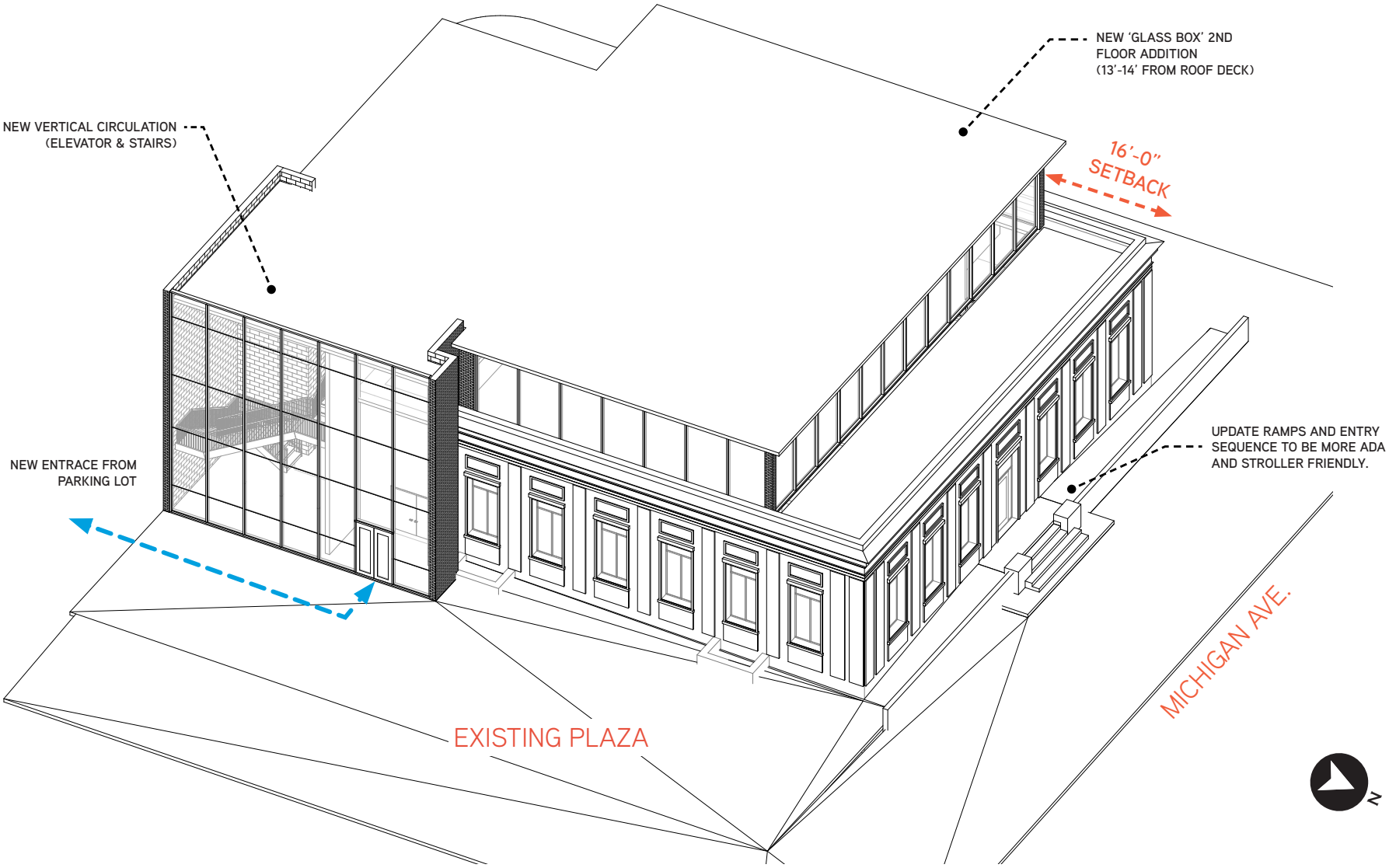


1. Reconfigured Vestibule
2. Display Shelving
3. Living Room Feel (Seating Area)
4. New Circulation Tower Addition
5. Collection
6. Divided Program Rooms
7. Open Collaboration Space
8. Built-in Booths
9. Staff Space
10. Computer Area and Quiet Reading
11. Multi-Stall Restrooms
12. “Bring Your Own Device” Bar

Ypsilanti District Library - Future Expansion Planning



FUTURE 2ND FLOOR ADDITION CONCEPT
OVERHEAD AXON FROM CORNER OF MICHIGAN AVE AND S. ADAMS STREET



FUTURE 2ND FLOOR ADDITION CONCEPT

OVERHEAD AXON FROM CORNER OF MICHIGAN AVE AND EXISTING LIBRARY PLAZA

Historic Eagles Theater

Historic preservation and adaptive re-use: The Eagles Theatre project is an arts and entertainment facility and an epicenter of diverse community resources. The 5-story building has been a highly visible feature of downtown Wabash, Indiana since it was first constructed in 1906, but many of its spaces had fallen into disrepair in later decades. When the theatre was acquired by the Honeywell Foundation in 2017 our design team partnered with the foundation and re-imaged the facility to support the foundation's mission of providing opportunities for creativity, music education, visual arts, and more. Honeywell has been instrumental in efforts that have had substantial social and economic impact in communities all over Indiana.

One of the most distinguishing features of the theatre is that it serves as a venue for both live performance and motion picture. It's rare for a theatre to offer both forms of entertainment. With 32,000 SF, the restored Eagles Theatre is exploding with spaces of various functions and carefully crafted historic details on every floor. Each floor has been completely renovated to serve diverse purposes.

- Ballroom for large scale corporate or private events or weddings
- Community conference/multi-purpose/event spaces
- Visual and performing arts educational spaces (recording studio, green room, computer lab, etc.)
- Two connectable lobbies: One serving the main theatre and the other serving the ballroom and upper floors
- Private theatre/viewing room in lower level
- Music practice rooms
- Three cast dressing rooms
- Theatre suites to be rented for private groups/events
- Expanded seating throughout the renovated lower and upper balconies
- Repurposed architectural features refurbished and restored throughout the new spaces
- Donor signage incorporated at all levels, made available through overwhelming community generosity and support

Services Provided

Community Engagement
Programming
Architecture
Interior Design

Client / Agency

Honeywell Foundation

Date of Completion

March 2020

Address

106 W. Market St.
Wabash, IN 46992

Awards

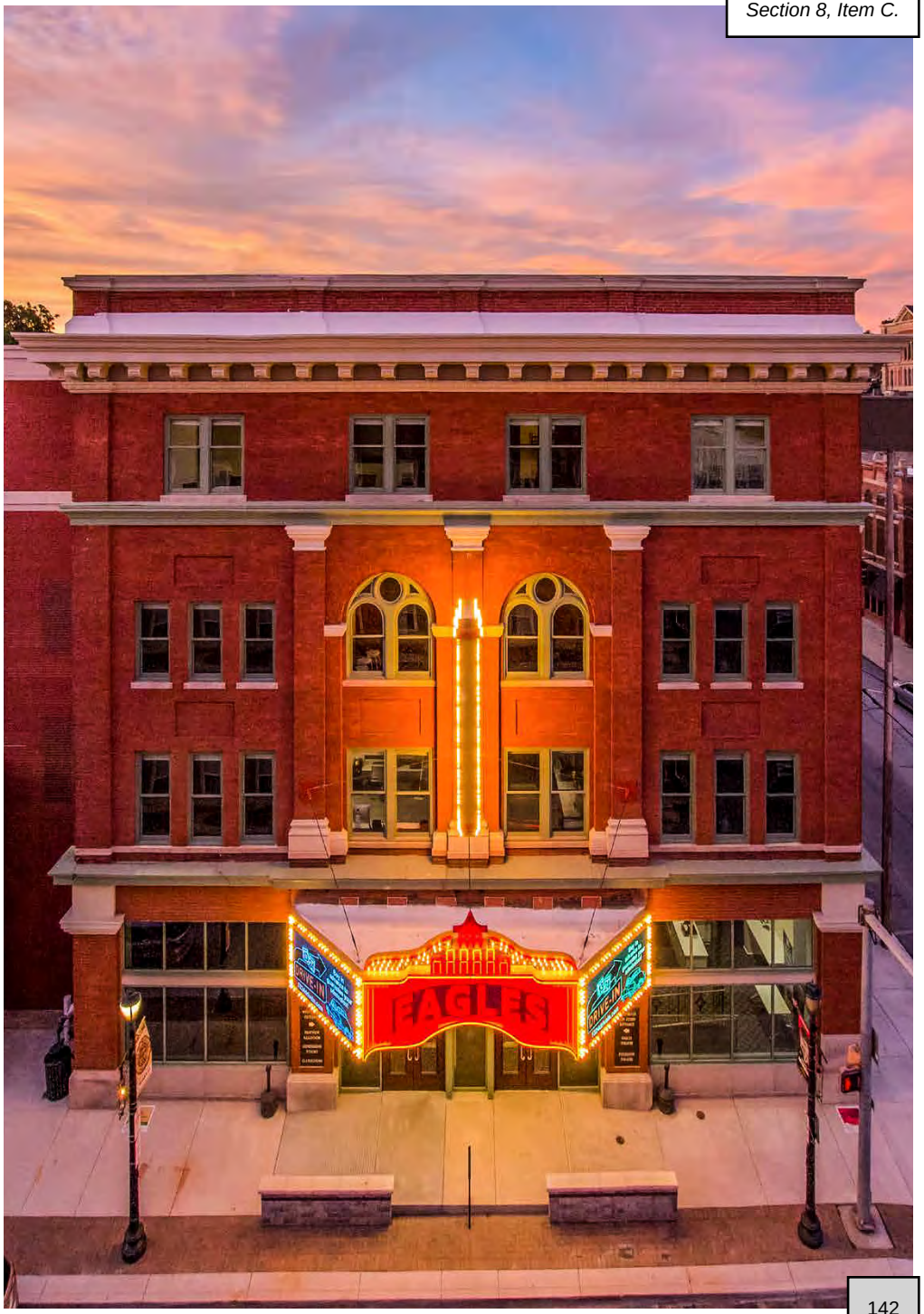
2022 Indiana Landmarks Cook Cup Award for Outstanding Restoration

Client Contact

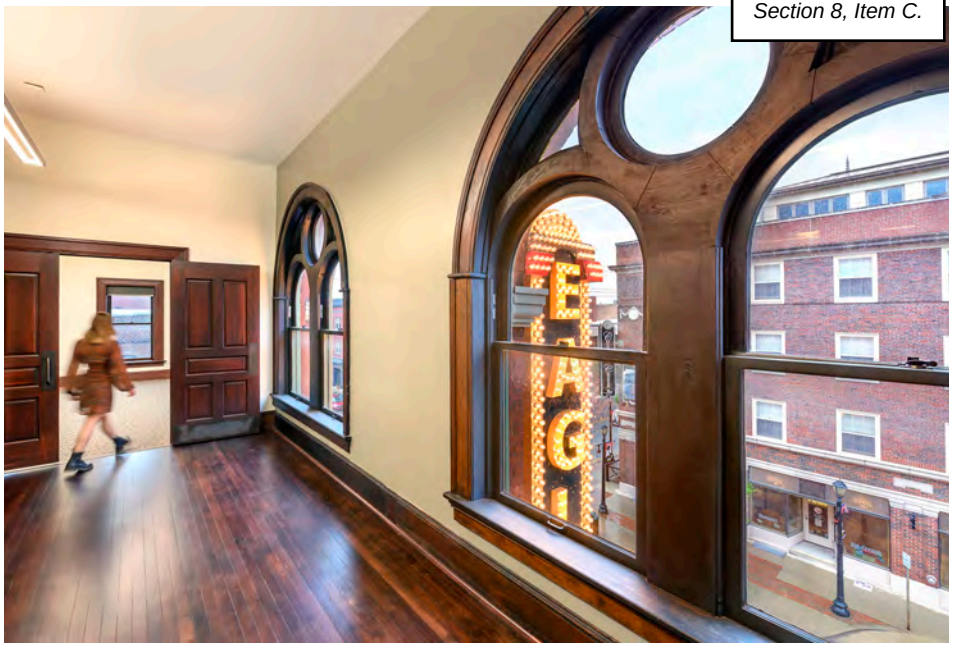
Todd Minnich - President/CEO
P. (260) 563-1102
E. TMinnich@honeywellarts.org

Construction Cost

Approx $8M






EAGLES


EAGLES


EAGLES
DRIVE-IN
SUMMER
MUSIC
SERIES

Historic Eagles Theater - Expansion, Renovation, & Preservation

Historic Restoration (2019) - Eagles Theater



















DONOR SIGNAGE

Old film reels were salvaged at the beginning of the project, and revitalized as art pieces throughout the building, dedicated to the many donors whose generous contributions made this project a reality. In the spirit of merging the Honeywell identity, with that of the Eagles Theatre, the Honeywell logo was fabricated into custom hand rails that are also seen throughout the building.



Historic photo of film reel in projection room

The McIntyre Venue

Nestled into a quiet harbor on Lake Erie, The McIntyre is a rare destination within the Great Lakes Region. Named after its original owners and founder of Monroe Shocks, The McIntyre draws inspiration from history, the surrounding nature-rich landscape, and modern English style, to provide uncompromising luxury and relaxation to its guests. This project highlights all of krM's services - beginning with developing high-end brand experience and brand identity package, master planning a 5 phase strategic plan, and complete architectural and interior design services for the existing and newly proposed buildings on the site. The property was planned to ultimately end up with a boutique bed and breakfast, an event venue that can accommodate weddings between 250-300, a high-end commercial kitchen, covered pavilion, waterfront fire pit and 12-16 on site cottage units. Because of the visioning work krM performed the client will ultimately be able accommodate more people on site with less expense than originally planned and the McIntyre Experience Booklet is the project roadmap through completion of all 5 phases.

The basic visuals shown here were produced in the site planning process. The diagrams demonstrated to the client the important adjacencies, how the project phases should develop, and then became the basis for krM to help the McIntyre team apply for zoning approval for special land use. One of the most important design drivers of this project was to design an event experience that connected with and engaged all the elements on the lodge property. Showcasing the activity within the varied spaces became an important element in the planning of this event space and place.

Services Provided

Brand Creation + Development
Site Studies
Re-Zoning / Approval
Programming
Architecture
Interior Design

Client / Agency

The McIntyre / Patriot Group (Previous Ownership)

Date of Completion

N/A - CD's completed Nov 2019

Address

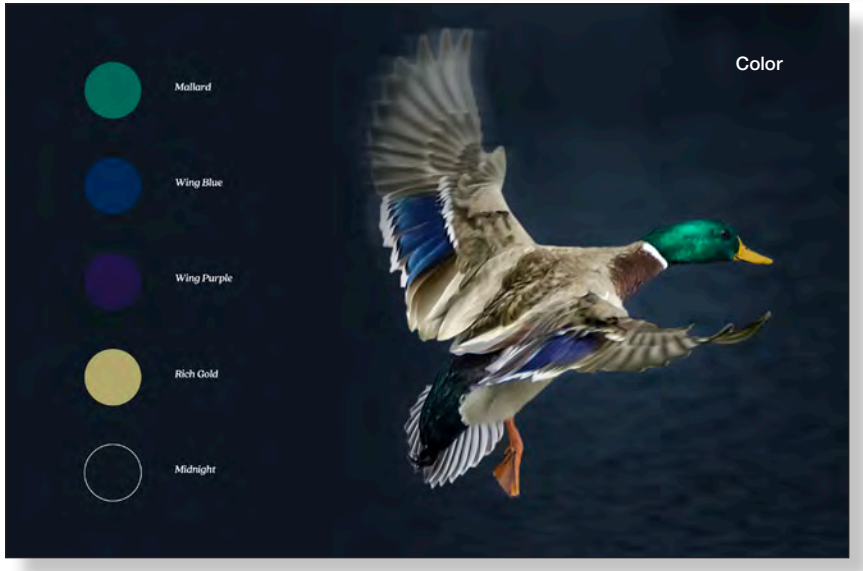
13910 Lake Dr., Monroe Township, MI 48161

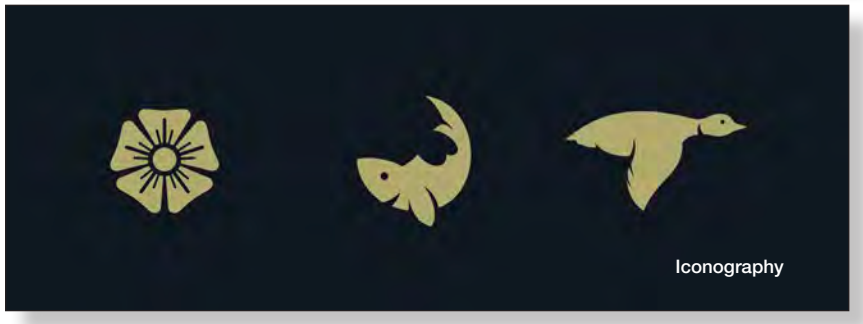
Contact

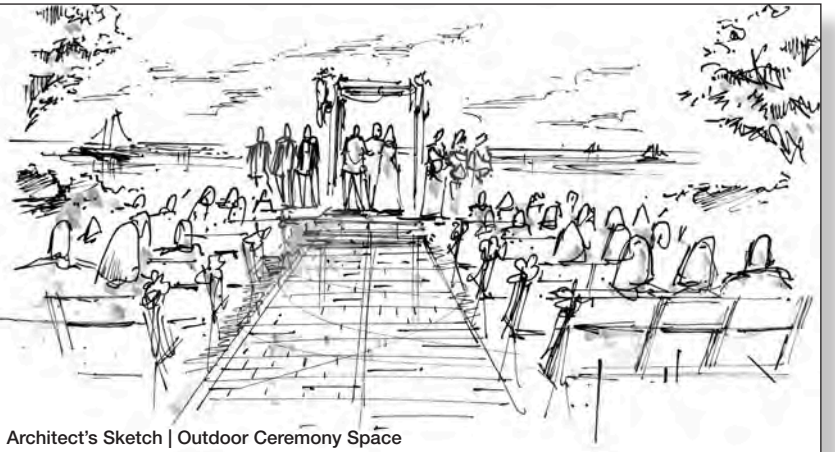
The previous owner's contact is unknown. The project was stalled with project funding after completion of Construction Documents, and the Pandemic had the owner abandon the project.

***Kyle led this project as an employee of krM Architecture.**

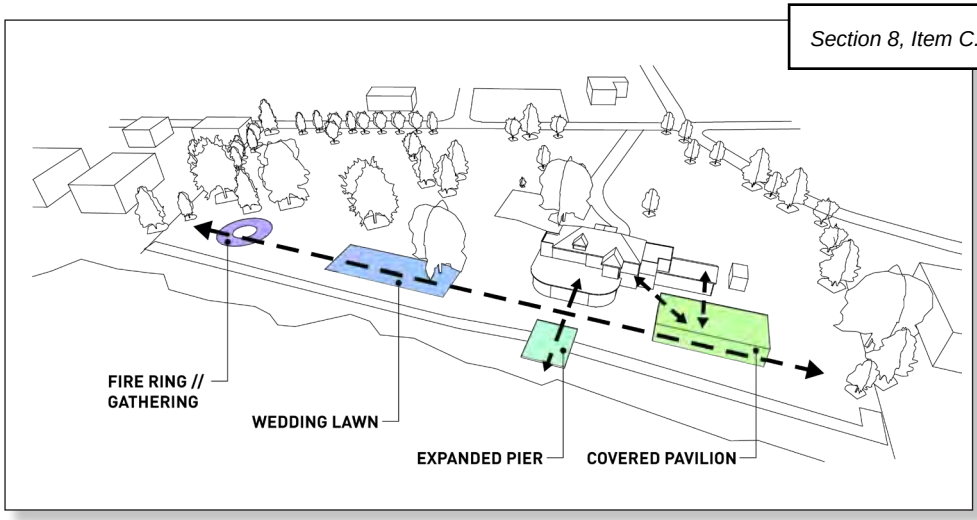


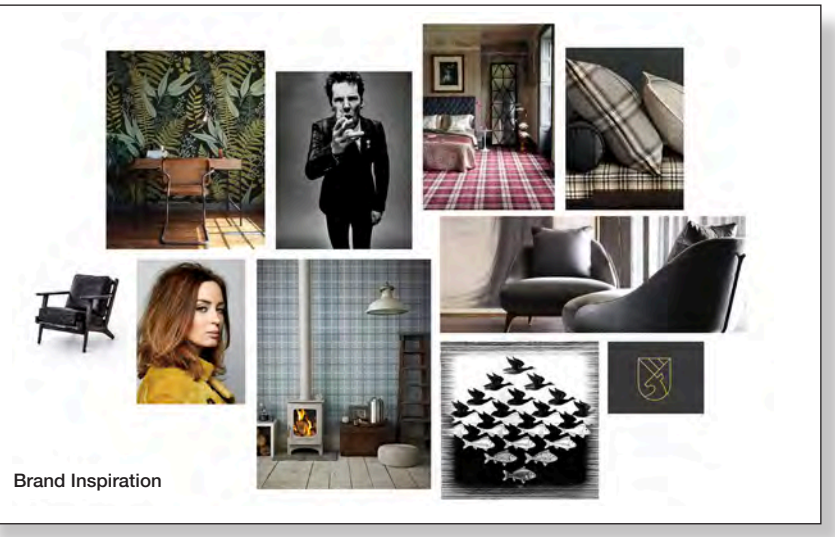




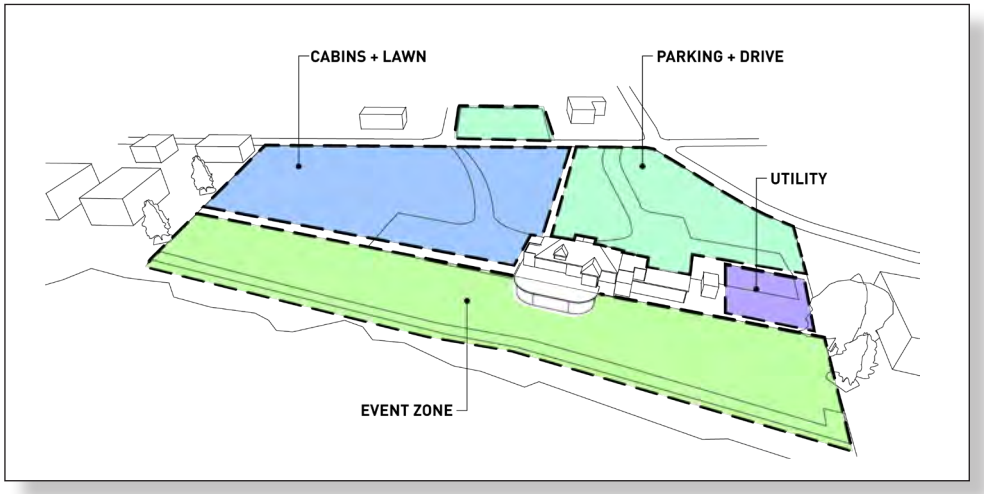


Architect's Sketch | Outdoor Ceremony Space



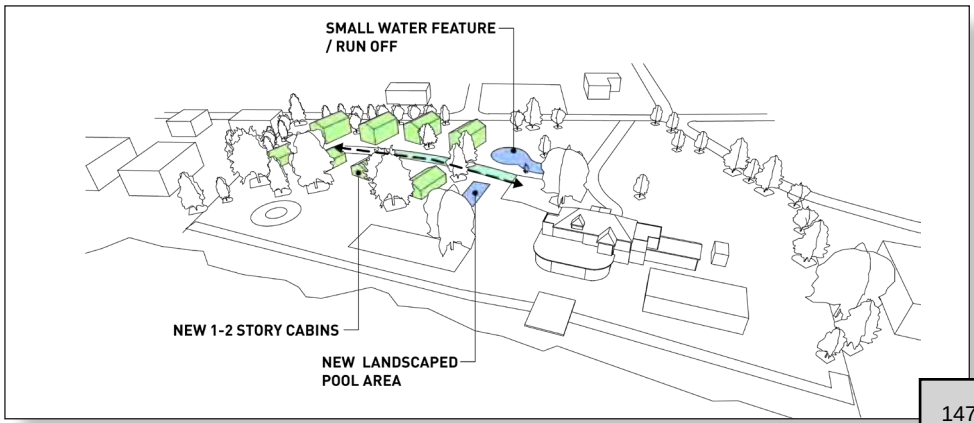


Brand Inspiration





Architect's Sketch | Fire Ring / Gathering Area



Frank Sherman 4H Pavilion for LaGrange County

As a multi-phase project, the goal of the Frank Sherman 4H Pavilion was to make this a first-class show and event space for the community. The new pavilion is a model and educational tool for the youth in the community, and sets a new standard for the surrounding counties in environmental responsibility and energy efficiency.

Emphasis has also been placed on adaptability and flexibility of the space to accommodate weddings and other community events when the fair is not taking place. This will provide revenue to the 4H Program. Improvement to the spectator and overall fair experience was addressed by new bleachers and a new canopy located at the center of the fairgrounds. It doubles as a shady refuge and meeting spot for the fair goers while, blocking the incoming South / Southwest sun that blinded spectators and showmen inside the pavilion. The canopy structure was completed in late June 2020 and the next phase is in fundraising.

Services Provided

Site Planning
Community Engagement
Programming
Architecture
Construction Administration
(Partial Scope)

Client / Agency

LaGrange County 4H
Frank Sherman Foundation

Date of Completion

June 2019 - Pavilion Extension and Lighting were the only items completed.

Address

1030 E 075 N,
LaGrange, IN 46761

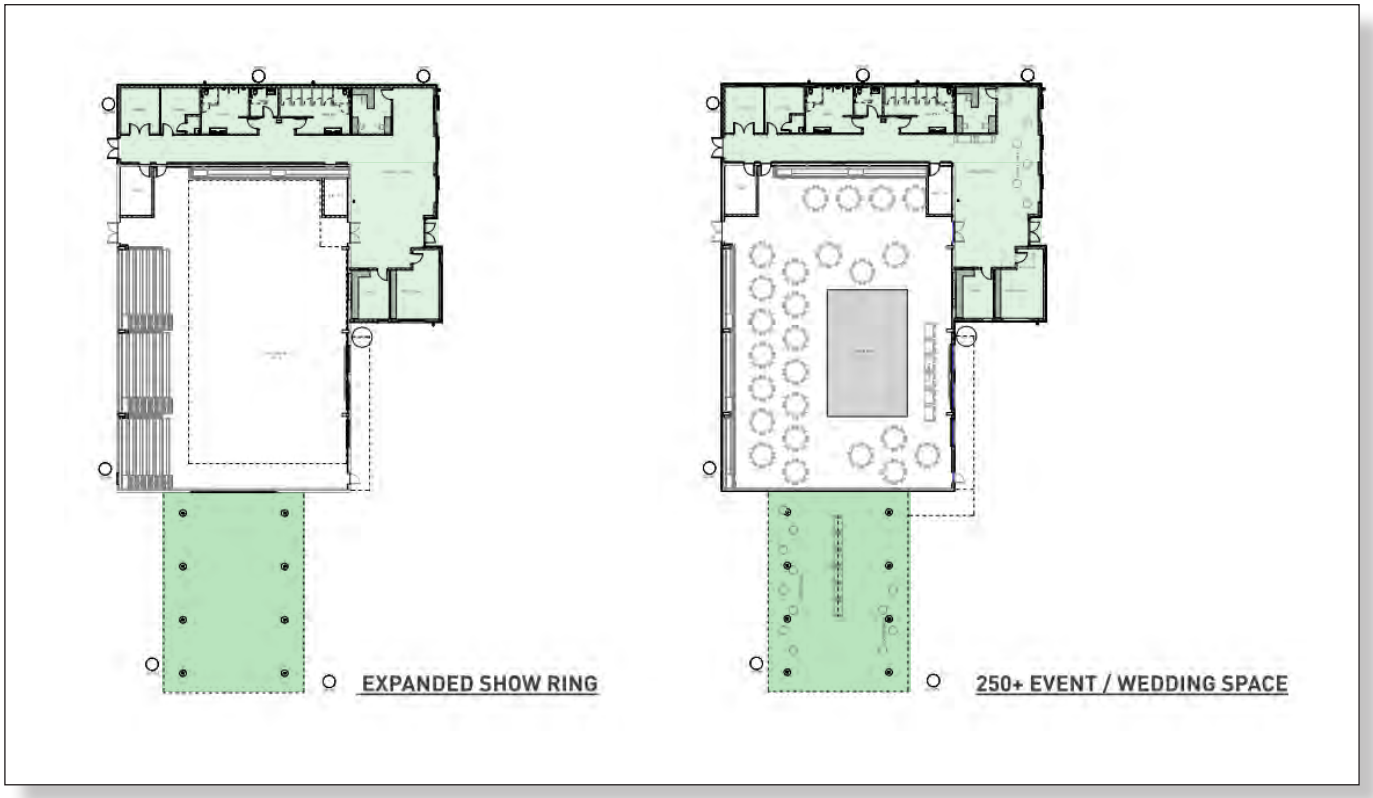
Contact

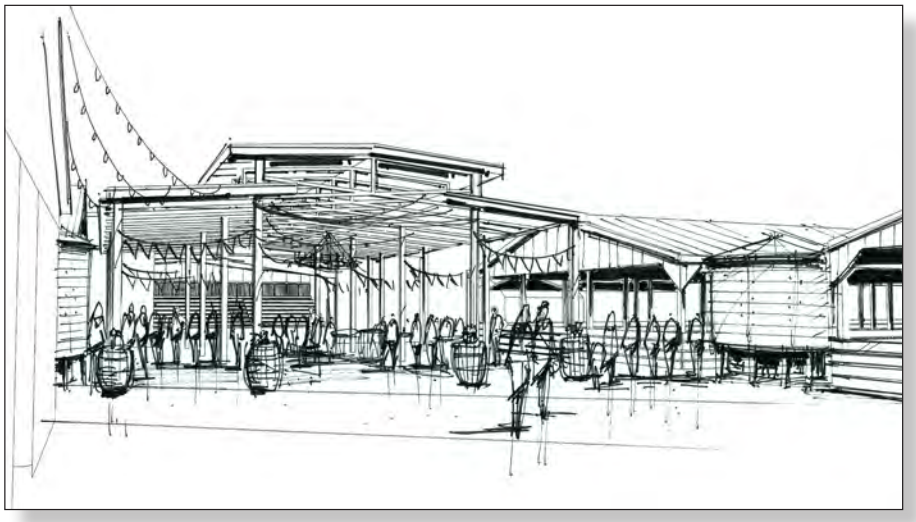
The main contact for this project has retired and re-located to Florida.








EXPANDED SHOW RING
250+ EVENT / WEDDING SPACE





The Varsity Lofts

The Varsity Lofts Building is an adaptive infill project that has given new life to a challenging site in the Old Northside Neighborhood of Indianapolis. It was originally a one-story building that was home to the Varsity Lounge, once a popular social hub in its hey-day, but fell into disrepair. Our team led its transformative rebirth. The project challenges the idea that small-scale mixed-use is no longer feasible, with 4,000 square feet of office space on the ground floor and mezzanine, and eight apartments above. The overall project promotes building back density to our cities, and a higher standard for small urban infill.

The design began with several constraints. The small site had a dilapidated concrete block building, erected in the 1950's and abandoned for some time. Local city agencies dictated that the footprint of the building was to remain the same. Thus, the first floor was placed only a few feet from the sidewalk. The existing walls running the length of the site, resided on the property line – and dictated by current code, did not allow for any openings. A variance was secured for 3% open area if additional fire safety measures were added. With these constraints in place, the team worked to create a residential environment for the upper apartments that would not feel restricted or enclosed. The solution was to carve out the middle of the upper floors to add an elevated courtyard which serves as front door and a common outdoor gathering space for all eight apartments. Residents access their units through this unique courtyard on the second floor which provides a peaceful outdoor space and connection to nature. As a small multi-family building, this outdoor space reinforces the spirit of being neighborly and a sense of community.

On the first floor, the common hall and vestibule open to views through glass into the office lobby for a welcoming sense that the building is a shared space, whether you live above or work below, you will be greeted and engaged. Within the office, the team reused original steel beams and wood roof joists as decorative elements in the space, adding a layer of depth and permanence to the space. The design of the exterior takes cues from the surrounding neighborhood which is a diverse blend of large residences, apartments, and churches. Masonry was ruled out due to the size of the existing wall foundations. A porcelain rainscreen was proposed to give the warmth of masonry in a much more light-weight system. Picking up on the surrounding apartments that use bay windows, the façade angles out to create a direct sightline to downtown, looking down the street.

Services Provided

Site Studies
Programming
Architecture
Interior Design

Client / Agency

krM Architecture and a Small Group of Private Investors

Date of Completion

January 2023

Address

1515 N. Pennsylvania St.
Indianapolis, IN 46202

Construction Cost

Approx $1.5M

Client Contact

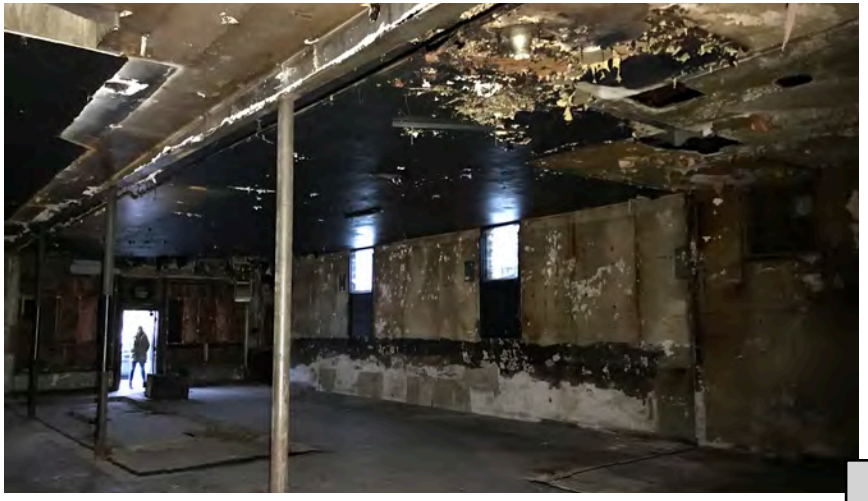
Brandon Winter
E: brandonpwinter@gmail.com
P: (317) 496-7814

The Varsity Building (2019) - before the transformation

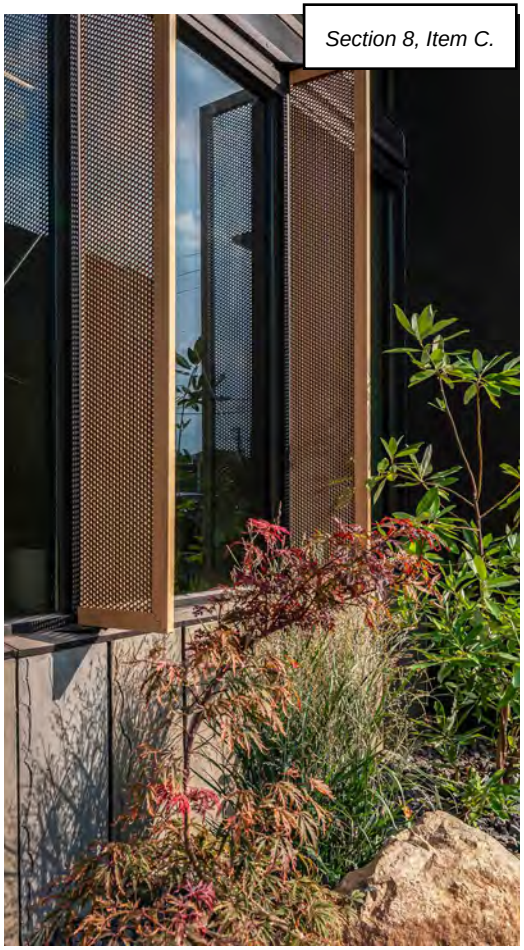




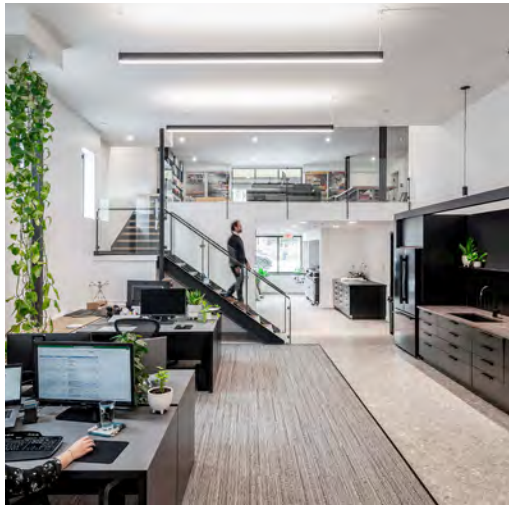





krM
Architecture









Lake Erie Custom Redwood Outdoor Residential Space

The owner's of the house has neglected their deck for years trying to think about how to create a new space where their family could enjoy more time outside and they host and entertain for their neighborhood friends.

Years ago, the owner purchased two shipping containers of Redwood from a lumber yard that was shutting down and provided Kyle with a spreadsheet to design a new deck structure with. We explored both 1 and 2 story concepts, but decided to keep a single story to encourage more interaction between the new deck, the beach area, and the area around the exterior fireplace.

The stone on the double sided fireplace was re-purposed from the bed of an old rail line that used to run on the beach side of the seawall 40+ years ago before the lake levels were raised. All of those stones have been pulled out of the lake by residents and are being reused in creative ways up and down the shoreline.

The Lake Erie House before (2021)



Services Provided

Architecture
Interior Design

Client / Contact

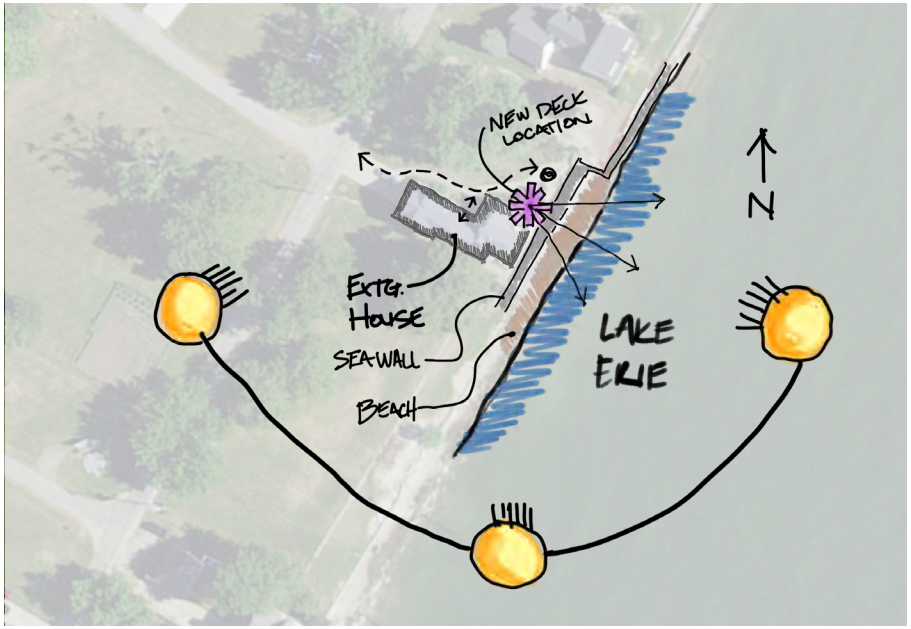
Erik Chappell
Cell: (419)-345-3783

Date of Completion

October 2022

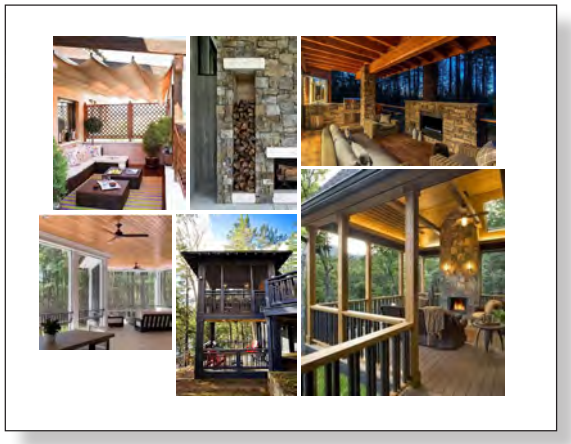
Address

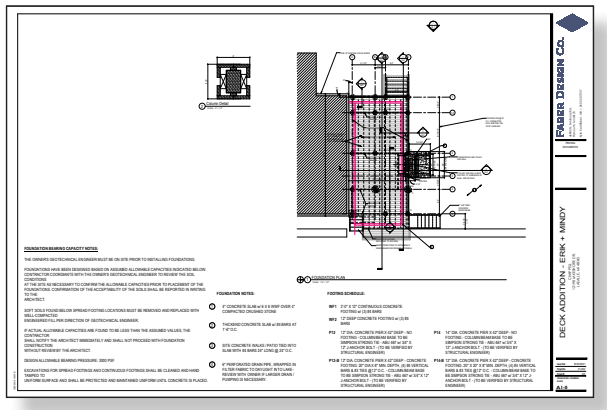
12198 Lakeshore Dr.
LaSalle Township, MI 48145



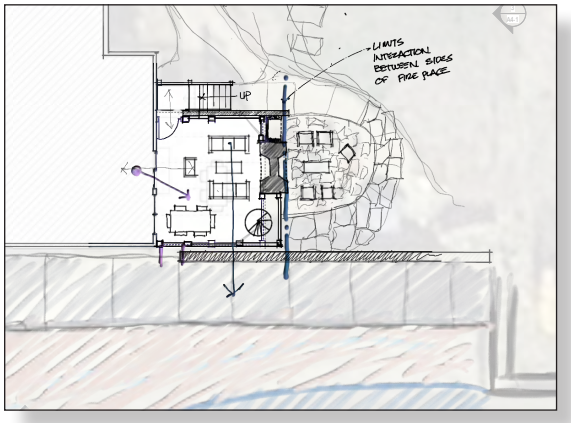
REDWOOD UNIT / SIZE QTY		
UNIT #	SIZE	QTY
UNIT #1	4X4X192	31
UNIT #2	2X6X168	112
UNIT #3	2X6X168	125
UNIT #4	2X6X192	48
UNIT #5	2X6X240	128
UNIT #6	2X4X240	79
UNIT #7	2X6X240	128
UNIT #8	4X4X168	104
UNIT #9	4X4X192	70
UNIT #10	4X4X168	69
UNIT #11	2X4X240	16
UNIT #12	4X4X240	76
UNIT #13	2X6X58	26
UNIT #14	4X4X59	30
UNIT #15	4X4X71	96
UNIT #16	4X4X57	52
UNIT #17	1X6X47	59
UNIT #18	1X6X47	336
UNIT #19	4X4X61	54
UNIT #20	4X4X63	59
UNIT #21	4X4X68	51
UNIT #22	4X6X72	52
UNIT #23	4X4X108	17

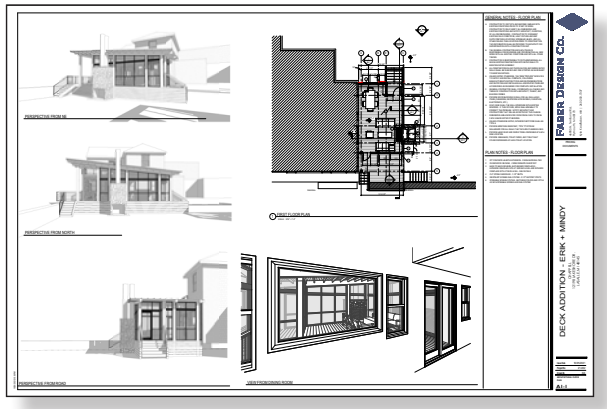
UNIT #23	4X4X108	17
UNIT #24	4X4X120	29
UNIT #25	4X4X120	18
UNIT #26	2X4X96	90
UNIT #27	2X6X168	26
UNIT #28	2X4X144	49
UNIT #29	4X4X240	23
UNIT #30	4X4X240	52
UNIT #31	4X4X52	86
UNIT #32	4X4X96	63
UNIT #33	4X4X240	37
UNIT #34	2X6X168	58
UNIT #35	4X6X240	12
UNIT #36	2X4X144	55
UNIT #37	4X6X192	28
UNIT #38	4X6X144	18
UNIT #39	4X6X58	53
UNIT #40	4X6X65	42



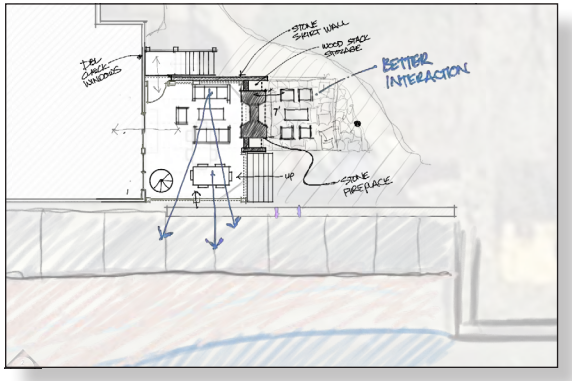

FABER DESIGN CO.
DECK ADDITION - ERIK + MINDY

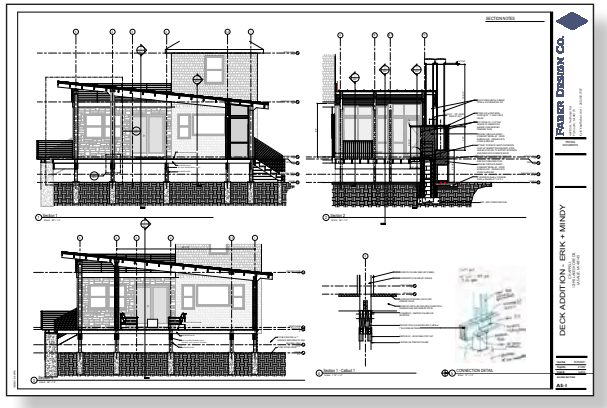



LIMITS INTERACTION BETWEEN SIDES OF FIRE PLACE
UP


FABER DESIGN CO.
DECK ADDITION - ERIK + MINDY




STONE SKIRET WALL
WOOD STACK STORAGE
BETTER INTERACTION
UP
STONE FIREPLACE


FABER DESIGN CO.
DECK ADDITION - ERIK + MINDY



BASK Detroit

Bask is a premier Cold Plunge and Sauna Wellness Club located in Downtown Detroit, in the historical Brush Park neighborhood. From the very origin of Bask, Faber Design Co. led and develped the name “Bask” along with the brand creation and development of the overall “Brand Experience”. Using that as a guide, FDC developed the layout and design of the new facility.

At approximately 2,300 SF and a first of its kind business, the space holds capacity for around 40 people for cold plunging and sauna. The owner also designed and created the carbon fiber cold plunge tubs as the project was on-going. Working with the owner on calculating projections for a business and space that has very few precedents in the United States presented some fun on the fly adjustments to the project.

There is a connected outdoor courtyard that will be used for strategic programming (yoga and workout classes) and future cold plunge and saunas.

Services Provided

Branding Package
Programming
Architecture
Interior Design
Construction Administration

Client / Agency

BASK Detroit, LLC

Date of Completion

February 2025

Address

81 Erskine St.
Detroit, MI 48201

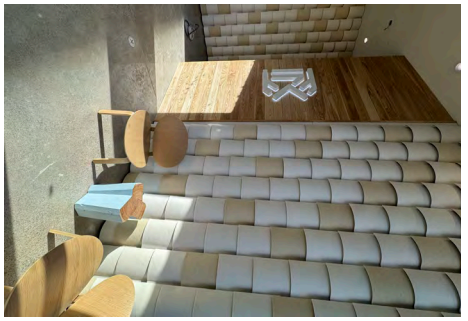
Budget

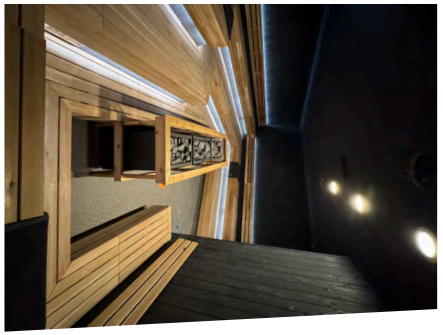
Not Disclosed

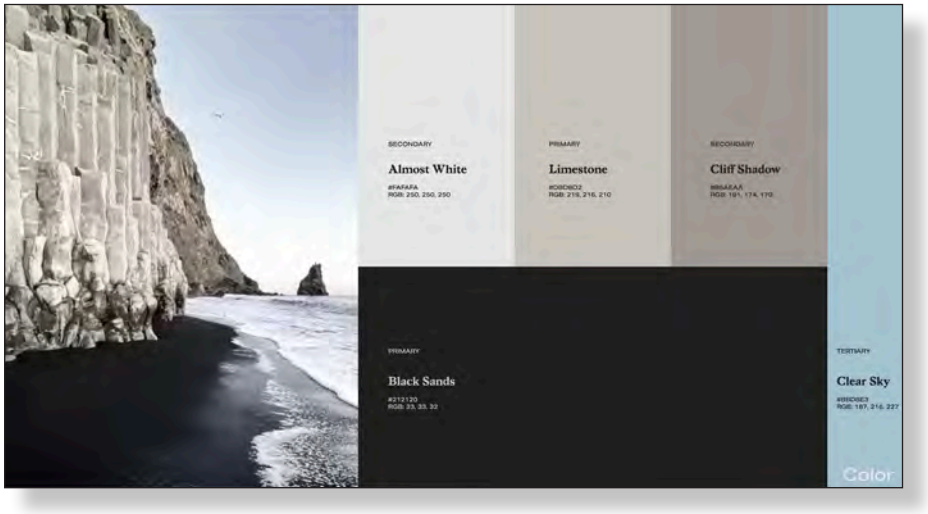
Contact

Brian Falther, Owner / Founder
Cell - (330)-310-3230

BASK Detroit is nearly complete, opening to the public February 2025












BASK









Markle Branch Library

This project made a significant impact for a small rural community when the Huntington Public Library System expanded their services into the community of Markle, IN. The project was an opportunity to set an example of refined design while being sensitive to the surrounding neighborhood.

During design input meetings, the excitement from the community for this new library in their town was apparent as the community expressed their desire to have this library represent their identity. Our team addressed this by paying close attention to the scale and form of the surrounding buildings, using metal siding that would not only be budget conscious, but also mirror existing structures, and by introducing wood that related to the timber industry – a strong part of the town's history. The design intentionally aimed to be constructed by local trades. A carpentry crew fabricated all timber and framing on site.

The strategic use of glass provides daylighting within the library, and allows views into the building from the neighborhood. Respecting the context in these ways created opportunities to introduce a modern approach to the overall design that was open and inviting. The open concept carries into the interior of the space, making the overall building feel larger than it actually is. Flexible and movable furniture, with low-height shelving, also contributes to the open feel of the interior design. The library also includes a semi-private patio, with additional outdoor seating and reading area, sheltered by an Ipe trellis. The project followed the most important aspects of sustainable design. It is nearly 100% naturally day-lit, 75% of glazing faces north, R-40 insulation is provided in the walls and roof, and high-efficiency building systems including all LED lighting.

Services Provided

Community Engagement
Programming
Architecture
Interior Design

Client / Agency

Huntington City-Township Public Library

Date of Completion

April 2017

Address

155 W. Sparks St.
Markle, IN 46770

Awards

2017 – Architectural Institute of America (AIA) Indiana – Design Award

2017 – International Interior Design Association (IIDA) Indiana – Design Award

Client Contact

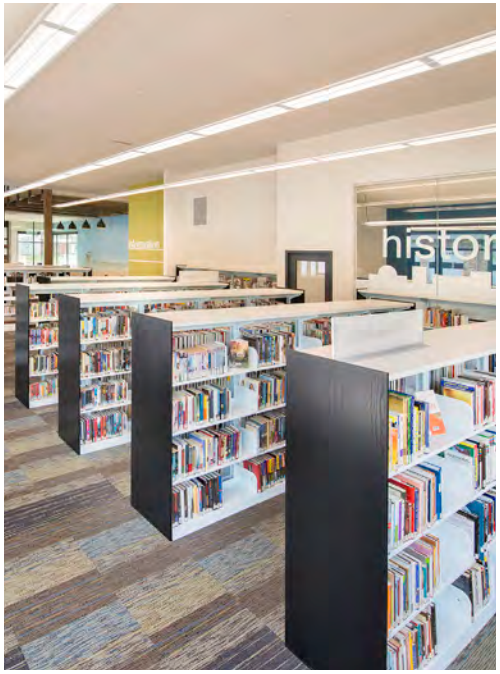
Beka Lemons - Director
P. (260) 356-0824
E. rlemons@huntingtonpub.lib.in.us

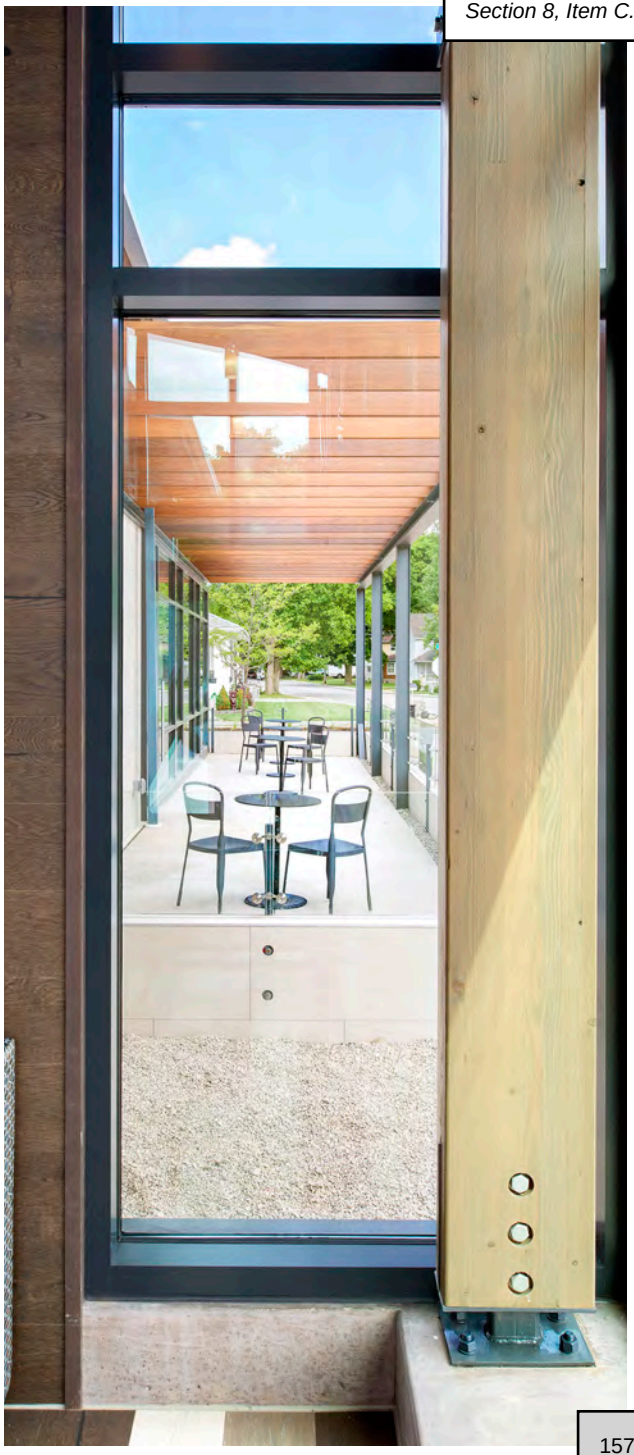
Cost

Approx $1.5M










LIBRARY
Markle Branch

Integrating Community Engagement

Faber Design Co. has extensive experience with integrating community engagement feedback into design solutions that build consensus. Gathering community input is a regular part of what we do. We understand that your team has carried out a great deal of community input, and we understand that projects like this one for the Lumber Yard at Paint Creek will involve translating that previous community input into a cohesive design that excites the community and fosters a sense of ownership.

We will incorporate this previously collected information from the outset with a commitment to inclusivity and democracy in the design process. By listening to the voices of various stakeholders – from residents and local organizations – we gain valuable insights into the diverse needs and preferences of the community. This helps us create a spaces that reflect the unique identity and values of the community. We've experienced great reward in collaborating with our clients on how to best achieve their vision.











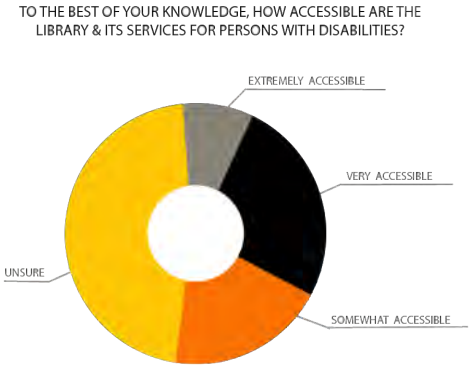
Youth Boxing Gym & Academic Program

Our design team worked with Detroit's Downtown Boxing Gym to study upgrades to their facility, a non-for-profit academic and athletic program that currently serves more than 150 students between the ages of 8 and 18. Our intial engagement sessions helped our design team understand the specific considerations needed to harmonize an atheletic facility with a tutoring/teaching/study space. We held multiple sessions with the students to understand what they would want the personality of the space to be like.

Digital Platforms

Digital platforms can also be utilized to ensure that input from all users is considered throughout the process. Our team has created online surveys that can be distributed via email and/or social media. An example of this resource is shown below.





These results can then be leveraged into graphs that help leadership use the data to make decisions.









Project Influence

- At the Amos Public Library in Sidney Ohio, we learned that the waterways in the region are an important fabric of the community, which lead to the inspiration of the custom designed children's' feature pictured to the left.
- These insights often go beyond custom measures that allow us to forgo prefabricated solutions in favor of personalized touches. In the case of the Indianapolis Public Library, we were reminded that building a library in an under served community meant addressing unique needs to ensure the facility itself was accessible. Sidewalks and site work were implemented and efforts were taken to connect the library to a bike path and a nearby bus stop to make sure the branch was accessible to those with transportation obstacles.
- At the Ypsilanti District Library in Michigan, community input sessions helped prioritize the facility needs between different branches. We learned that it was not uncommon for patrons to travel to a branch further from their home when they needed a more quiet work environment. That knowledge allowed us to understand where sound privacy should fall on the list of priorities.

Financial Statement

Faber Design Co.

Faber Design Co. has held our accounts and a credit line at Lake Trust of Brighton, MI since 2021. Our current liquid accounts can provide three months of payroll, and our credit line accounts can provide three+ months of payroll financing, if needed. We currently do not have any debt or financing at this time. We also maintain all necessary professional liability insurances to meet any projects needs.

krM Architecture

krM Architecture certifies that as of February 10, 2025, the firm is in sound financial standing. We have consistently demonstrated financial stability, with no outstanding liabilities that could affect our ability to operate effectively. Our financial records have been regularly updated and audited, ensuring accuracy and transparency in all transactions.

We have met all of our financial obligations in a timely and responsible manner, including payments to suppliers, employees, and regulatory authorities. Additionally, our current assets exceed our liabilities, reflecting a strong balance sheet and continued growth potential. Our firm's financial practices align with industry standards, and we maintain adequate cash flow to support ongoing projects and operations. We have also implemented prudent financial management strategies to mitigate any risks and ensure long-term sustainability.



Concept Sketch of McIntyre Bridal Suite

Lumber Yard at Paint Creek Restoration and Rehabilitation

DDA
LAKE ORION
DOWNTOWN
DEVELOPMENT AUTHORITY

Request for Proposal

Architectural Professional Services
February 11, 2025

ATTN: **Village of Lake Orion**
Sonja Stout, Clerk
21 E. Church St.,
Lake Orion MI 48362



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Contents

1 Cover Letter
2 Fee Proposal
3 Project Team
4 Project Experience
5 Current Workload
6 Project Approach & Schedule

Nurture

Jackson Lake Lodge Restoration
Moran, Wyoming

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Cover Letter

Nurture

UChicago Math Department
Planning + Programming Study
Chicago, Illinois

Nurture

314 West Institute Place
Suite 1E
Chicago, IL 60610
O 312.944.9600
www.nurturearch.com

February 11, 2025

Village of Lake Orion
ATTN: Sonja Stout, Clerk
21 E. Church St.,
Lake Orion MI 48362

Dear Members of the Lake Orion Downtown Development Authority,

Nurture is honored to submit our qualifications and fee proposal in response to RFP LODDA 25-0001 for the rehabilitation and adaptive reuse of The Lumber Yard at Paint Creek. Our team brings extensive expertise in historic preservation, adaptive reuse, and sustainable design, making us uniquely positioned to revitalize the Main Barn, The Supply House Canopy, and the Michigan Central Coal Office. We understand that a project of this scale requires a nuanced approach, balancing preservation with contemporary needs, and we are eager to apply our expertise to create a design that honors the site's past while fostering a vibrant future for the Lake Orion community.

NURTURING LEGACY

Nurture is a Chicago-based, 100% woman-owned, full-service architectural firm with nearly 50 years of experience at the nexus of historic preservation and sustainable design. For decades, our architects have led efforts in preserving cultural icons, civic treasures, and community landmarks across the nation. We specialize in creating preservation plans, conducting condition assessments, and developing technical documentation with precision and care. Our work is deeply rooted in the belief that preservation should safeguard valued history and curate spaces that inspire and support community needs.

Nurture has developed expertise in the inspection, evaluation, and preservation of nationally recognized structures, exemplified by projects such as the South Shore Cultural Center (1906), Quincy's Veterans Home (1880), and Soldier Field (1924). Our team specializes in producing Historical Structure Reports and Preservation Plans that meet the stringent guidelines appropriate for each property. These reports, along with comprehensive repair documentation and vigilant Construction Administration, reflect our commitment to precision, compliance, and exceptional quality. Our preservationists are skilled in evaluating, treating, and conserving historic materials, offering thoughtful solutions tailored to each structure's unique characteristics. Notably, our recent work on Jackson Lake Lodge — a mid-century architectural gem within Wyoming's National Parks — was awarded by DOCOMOMO for restoring an aged concrete Shadowood facade.

STRATEGIC VISION FOR THE LUMBER YARD AT PAINT CREEK

Our approach to this project reflects a deep respect for the site's industrial past, united in a progressive vision for its future. The Main Barn will be transformed into a dynamic event space, incorporating flexible design solutions that allow for open-air access. Thoughtful interior redesign will prioritize accessibility and adaptability for diverse programming. The Supply House Canopy will serve as a welcoming trailhead, activating the space for public use through historically sensitive design interventions, landscaping, and compatible site improvements, enhancing its role as a community hub along the Paint Creek Trail.

The Michigan Central Coal Office will undergo comprehensive rehabilitation to preserve its historic identity, while incorporating modern functionality to better serve the evolving needs of the community. Our team will develop a preservation-driven design that supports active use complementary to the public space, ensuring the building remains a meaningful gateway to downtown Lake Orion. We recognize each structure has a distinct role within the broader site, and our design strategy will reflect an integrated approach, considering circulation, accessibility, and the overall user experience.

Nurture

314 West Institute Place
Suite 1E
Chicago, IL 60610
O 312.944.9600
www.nurturearch.com

COMMITMENT TO COMMUNITY & PRESERVATION

We believe preservation is most impactful when it nurtures community connection and long-term resilience. Our work is deeply influenced by the Main Street approach, balancing economic vitality, quality design, and cultural heritage. Nurture is well-versed in the requirements of grant-funded projects and will integrate compliance measures throughout our process, ensuring full adherence to all guidelines. Our team's collaborative approach includes working closely with stakeholders, local officials, and community members to guarantee the revitalization of The Lumber Yard at Paint Creek reflects the values and aspirations of Lake Orion's residents. By weaving historic elements into a vibrant, functional space, we aim to create a destination that enhances the downtown experience and strengthens community pride.

We appreciate the opportunity to be considered for this significant project and look forward to the possibility of collaborating with the Lake Orion DDA to bring new life to The Lumber Yard at Paint Creek. We welcome the opportunity to discuss our approach in greater detail and look forward to the next steps in this exciting process.

Sincerely,

April Hughes
AIA, NCARB, LEED AP, LFA
President

Kelly Moynihan
AIA, WELL AP, LFA, CPHC, LEED Green Assoc.
Principal

Katherine Pohl
AIA, LEED Green Assoc.
Associate

Gwen Stricker
Assoc. AIA, LEED Green Assoc.
Junior Associate



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Fee Proposal

Nurture

Dana Thomas House Restoration
Springfield, Illinois

Deliverables & Proposal Breakdown

The Nurture team presents a comprehensive statement of fees, structured to align with DDA's requested scope of services. The fee table below captures our current understanding of the scope as outlined in the RFP; we welcome the opportunity to negotiate fees as needed to best align with the Client's expectations. Additionally, Nurture's hourly rates are listed below.

FEES BY PHASE			
Design Services		**Fees**	
Schematic Design		$	73,300.00
Design Development		$	55,500.70
Construction Documents		$	74,701.30
Bid / Permit		$	46,000.00
Total		**$**	**249,502.00**
Reimbursable Consultants		**Fees**	
Survey (Topographic)	Alpine Engineering	$	14,000.00
3D Laser Scan	GPRS	$	13,100.00
Reimbursables		**Fees**	
Travel/Reproductions		$	1,500.00

FEES BY STRUCTURE			
Design Services		**Fees**	
Main Barn		$	117,933.68
Supply Canopy		$	42,283.94
Coal House		$	89,284.38
Total		**$**	**249,502.00**
Reimbursable Consultants		**Fees**	
Survey (Topographic)	Alpine Engineering	$	14,000.00
3D Laser Scan	GPRS	$	13,100.00
Reimbursables		**Fees**	
Travel/Reproductions		$	1,500.00

Position	Rate per hour
Principal	$265.00
Senior Associate	$200.00
Associate	$175.00
Junior Associate	$150.00
Administration	$135.00



Project Team

Nurture

DDA LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY

Nurture

Architect of Record | Design Lead
WBE



April Hughes
Project Executive



Kelly Moynihan
Principal-In-Charge



Katherine Pohl
Project Manager



Gwen Stricker
Project Architect

Leading our Team of Experts

Allen + Shariff
MEPFP Engineers
MBE

Greenprint Partners
Civil Engineering
WBE

TYLin
Structural Engineer

JIMA Studio
Landscape Architect

Trophy Point
Cost Estimator



The Griffin Museum of Science and Industry, a Chicago lakefront landmark originally built as the 1893 World's Fair Palace of Fine Arts, was reconstructed in the 1930s. Since 1988, Nurture has been a Prime Architect for various projects, including a comprehensive maintenance audit, master planning, renovations, and restoration of key architectural elements.

Allen + Shariff brings extensive expertise in mechanical, electrical, and plumbing (MEP) engineering, ensuring that building systems are designed for long-term performance, efficiency, and sustainability. Their team takes a collaborative approach, integrating seamlessly with other disciplines to optimize functionality and maintainability while supporting the overall architectural vision.

Greenprint Partners specializes in civil engineering with a strong emphasis on resilient, sustainable infrastructure. Their work prioritizes stormwater management, site grading, and utility coordination to enhance environmental performance and mitigate long-term maintenance challenges. By focusing on green infrastructure solutions, they help ensure that site improvements align with broader sustainability and community goals.

JIMA Studio is a leading landscape architecture firm committed to designing thoughtful and engaging outdoor environments. Their expertise in placemaking, ecological restoration, and resilient landscapes contributes to a cohesive public realm that seamlessly integrates with the surrounding context. JIMA Studio's designs enhance user experience while supporting environmental sustainability through native planting strategies and stormwater-sensitive solutions.

TYLin has been a leader in structural engineering since 1966, bringing a wealth of experience in designing innovative, durable, and efficient structures. Their expertise ensures that new and existing buildings achieve optimal performance, balancing engineering precision with architectural intent. TYLin's technical knowledge in structural analysis, material efficiency, and adaptive reuse strategies strengthens the integrity and longevity of the project.

Trophy Point provides detailed and strategic cost estimating services, supporting informed decision-making throughout the project lifecycle. Their team works closely with designers and owners to develop accurate, evolving budget projections that align with project goals. With deep experience in both pre-construction and construction phases, they ensure financial feasibility w maintaining design integrity.

Nurture

Nurture is an architecture studio driven to create positive environmental impacts that consciously sustain communities and culture.

We champion the built environment that came before us, the people present in our practice, and the future of our cities.

Our firm is deeply committed to transparency and opportunity, being 100% woman-owned, woman-led, and JUST™ certified.

Nurture evolved from Nurture, a long running studio renowned for historic preservation and sustainable design.

Legal Name	Studio AH, LLC (dba: Nurture)
Ownership	Single Member LLC 100% Woman Owned (WBE, WOSB, DBE)
Registrations	IL, WI, MO, IN, IA, MI, WY

Nurture is deeply rooted in historic preservation.
Our architects have passionately led the care of cultural icons, civic treasures, and neighborhood character for nearly 50 years. As partners, we assist teams nationwide with preservation design, conditions assessments, and technical documentation. As project leaders, we defend historic architecture and champion adaptive reuse through a balanced approach, together with historians, conservators, and building scientists.

We believe preservation is the bridge between past and future, where history is harmonized with equitable sustainability. Our firm respects the tremendous value of our built environment and strives to revitalize these places so they continue to stand the test of time.

Nurture is committed to a sustainable future.
Our firm has cultivated a portfolio of case studies, certifications, and credentials that prove our commitment towards responsible and regenerative design. As architects, we are inspired by nature and how her patterns and processes inform our systems and materials. As building scientists, we hold ourselves and our projects equally accountable, identifying and implementing metrics that are essential to evaluate our progress.

We are compelled by the urgency of our climate crisis and are relentless in our pursuit of carbon independence in order to make a positive impact for our planet.







Our Services

- Historic Preservation & Restoration
- Sustainable Design
- Architecture
- Interiors
- Facade Restoration
- Materials & Building Conservation
- Third-Party Certifications
- Biophilic & Materials Workshops
- Historic Building Assessments
- Archival Research for Preservation





We are empathetic listeners

We value transparent dialogue with our partners, clients, and collaborators.

We are curious scientists

We are experts on how buildings are put together and are committed to a beautiful, carbon-positive future.

We are students of history

We recognize Chicago and where's she been, how she's evolved, and intend to preserve her legacy while imagining her future.

We are champions of neighborhood character

We believe that cultural identity is paramount for thriving places from preserving to introducing a community icon.

We are agents for equity

We believe all people deserve equal opportunity for success and pride in the places they call home.

Integrated Community Engagement Process







At Nurture, we believe an integrated community engagement process is as important as the finished design, building a collaborative atmosphere of mutual trust to do important work from soliciting input on individual building or site designs to preservation and master plans. We are compelled by the urgency of our climate crisis and are relentless in our pursuit of carbon independence to make a positive impact for our planet, and we believe existing and historic buildings are a critical feature in this endeavor.

This begins with an Integrated Design Workshop, or IDW, a meeting of our best minds. As the leaders of the multi-disciplinary conversation, we advocate for those who don't always get a voice, bringing all stakeholders together to dream big: creating bold, optimistic, and shared visions for the future in an open, honest environment.

We lead the process with our clients and community viewpoints, a collection of cultural experts in a team-first approach. We ask everyone to come prepared to engage with thoughtful research, relevant precedents, previous project stories, exposing successes and failures, with a strong sense of ambitious curiosity and enthusiasm. Workshop topics often include: historic considerations; site habitats; water systems; renewable energy; local economies and community engagement; and active, universal design.

Every IDW has different agenda points, but has the same desired outcome: let's find the best ways to maximize energy efficiency through building science, while creating beautiful, healthy communities for all living beings.

We start by asking important questions:

- How can we revitalize this place with tangible links to a community's identity and its people?
- Where can we find inspiration from nature to inform our systems and materials?
- How can this project be a catalyst for transformation, rising to meet today's challenges?
- What can we conserve, preserve, and protect?
- How can we achieve a regenerative design that gives more than it takes?
- What resilient strategies are durable and adaptive enough to serve future generations?
- How can we learn from culture and context, ornament and texture, innovation and spirit?

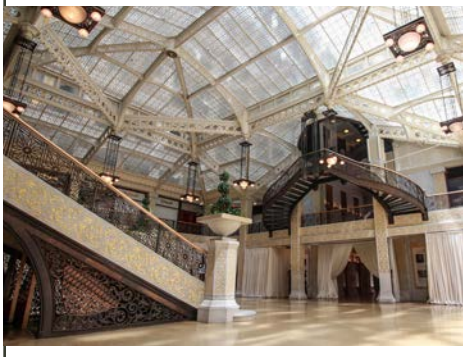
We sift ideas into **"Needs, Wants, and Wows!"** prioritizing each for problemsolving capabilities, and potential for aspirational impact. We see the most elegant solutions rise to the top that weave together practicality, affordability, and performance.

Through Integrated Community Engagement, we imagine what's possible, challenging one another, rooted in experience and excitement. Leading with empathy, humility, passion, and kindness is how we find success in the face of challenging work. Seeing progress and partnership in action, is the joy that makes it all worth it.

Preserving a Sustainable Future

The Nurture team has been recognized with awards for preservation-focused work throughout their careers on a number of projects, including but not limited to those listed below:

- Jackson Lake Lodge | Moran, Grand Teton National Park, Wyoming | Commercial Design Citation of Merit docomomo Modernism in America Awards
- The Rookery | Chicago, Illinois | Preservation Honor Award | AIA Chicago Interiors Honor Award, AIA Chicago National Honor Award, AIA, Interior Architecture Award of Excellence, AIA
- The Delaware Building | Chicago, Illinois | Society of American Registered Architects, Design Award in Recognition of Superior Achievement and Professional Excellence
- Grand Traverse County Courthouse | Traverse City, Michigan | Honor Award, National Association of Counties, Annual County Achievement Award
- Honolulu House Restoration | Marshall, Michigan | Distinguished Interior Architecture Award, Special Award for Technical Achievement, AIA Chicago
- Henry B. "Widow" Clarke Museum | Chicago, Illinois | Distinguished Building Award Honor Award, AIA Chicago
- St. Peter's United Church of Christ | Skokie, Illinois | Distinguished Interior Architecture Award, Citation of Merit, AIA Chicago
- Fountain Square Building | Evanston, Illinois | Citation of Merit, Evanston Preservation Commission, Evanston, Illinois
- Dearborn Station | Chicago, Illinois | Excellence in Architectural Preservation Architecture and the Law Committee, Chicago Bar Association
- The Dana Thomas House | Springfield, Illinois | Distinguished Building Award, Historic Restoration Architect, AIA Chicago | National Preservation Honor Award, The National Trust for Historic Preservation | The Thomas H. Madigan Outstanding Achievement Award, Capital Development Board | The National Historic Preservation Award, Advisory Council On Historic Preservation
- The Cliff Dwellers | Chicago, Illinois | Distinguished Interior Architecture Award Citation of Merit, AIA Chicago
- Lake Shore Drive 59th Street Bridge | Chicago, Illinois | Consulting Engineers Council of Illinois Honor Award
- Peoples Savings Bank | Cedar Rapids, Iowa | The President's Historic Preservation Award, Advisory Council On Historic Preservation Honor Award | AIA Chicago, Distinguished Building Award | AIA Iowa Honor Award
- John J. Glessner House Museum | Chicago, Illinois | Distinguished Interior Architecture Award, Citation of Merit AIA Chicago









As President of Nurture, April has pioneered the integration of sustainable practices within preservation and set new standards in retrofit design. With a career marked by award-winning achievements, she champions a holistic approach to heritage projects, combining the demands of conservation with innovative, energy-efficient solutions. April's leadership drives Nurture's role in transformative restorations, seen in projects with Griffin Museum of Science and Industry and the South Shore Cultural Center renovation. Her work on the Vehe Farm Restoration and the Quincy Veterans' Homes HABS Reports reflects Nurture's commitment to detail, conservation, and the power of place, bringing renewed purpose to historic sites.

April Hughes

President

AIA, NCARB, LEED AP, LFA

Education	University of Kansas, B.Arch
Registration	Licensed Architect: IL, WI, MO, IN, IA, MI, WY
Leadership	Connections for Abused Women and their Children (CAWC), Board Member
	AIA Chicago Board of Directors, 2020 President
	AIA Chicago Board of Directors, Director
	American Institute of Architects, Member
	Chicago Women in Architecture, Member
	U.S. Green Building Council - Chicago Chapter, Member
Honors	2013 AIA Chicago Dubin Family Young Architect of the Year
	2013 AIA Illinois Young Architect Award, John Wellborn Root Award

Featured Work

Jackson Lake Lodge Exterior Restoration | Moran, WY
Comprehensive visual and hands-on evaluation of this National Historic Landmark building that was the first Mid-Century Modern structure in the National Park Service portfolio. Prepared detailed restoration documents covering 100% of the façade including repair of the "Shadowood" textured concrete, removal of existing surface coatings and specialty re-staining to replicate the original historic wood-grained finish, and restored the roof.

Evanston Ecology Center | Evanston, Illinois
Comprehensive renovation of the City of Evanston's Ecology Center to enhance public spaces and outdoor classrooms, create room for new exhibits, and reimagine the entry experience, while also meeting the LEED Gold goals set by the City's Climate Action and Resiliency Plan.

South Shore Cultural Center | Chicago, Illinois
The South Shore Cultural Center is a historic landmark in Chicago's South Shore neighborhood. Nurture led its restoration, focusing on the entry pergola, colonnade, trellis, ornamental windows, and reception rooms. The project also improved accessibility to the outdoor promenade. Significant exterior repairs included stucco façade restoration and stone balustrade replication, ensuring the building's preservation for future generations.

Village of Orland Park | Orland Park, Illinois
Architect of Record for a new master plan of the 5 acre Boley Farm, including walking paths with interpretive agricultural exhibits, assessment of existing structures, stabilization plans for the farm structures and infrastructure, and implementation of energy efficient design solutions to keep the historic site accessible for the community.

Western Illinois Museum | Macomb, Illinois
Master planning and guided implementation of upgrades for the museum in a former industrial garage building. Project included assessing the existing building infrastructure, community outreach and engagement, and working with the museum on conceptual design that will be implemented in phases over the course of several years.

Griffin Museum of Science and Industry | Chicago, Illinois
Nurture has been a Prime Architect for the Griffin Museum of Science and Industry since 1988, overseeing major projects like roof and skylight restoration, bronze door repairs, and building system audits. Recent work includes electrical upgrades, converting the OmniIMAX into the Giant Dome Theater, leading the Science Storms Exhibit, and ADA enhancements to the Pioneer Zephyr Exhibit, all while supporting the museum's mission through feasibility studies.

Quincy Veterans' Home – New Hospital 50 Year Master Plan | Quincy, IL
Historical consultant responsible for preparing a complete inventory and evaluation of historic significance of all buildings, structures, and site features of this 220-acre facility established in 1886 to provide services for the veterans of the Civil War.

Quincy Veterans' Homes – HABS Reports | Quincy, IL
Preparation of Level III HABS reports for 8 buildings and a water tower identified as contributing structures to the Quincy Veterans' Home campus. Worked closely with the IHPD to establish recordation parameters, requirements and implementation of archival quality photography, and reproduction of original drawings.

Nurture

*Project Completed at Prior Firm



Kelly leads transformative projects, reimagining historic buildings for contemporary use while preserving their intrinsic value. Her work at Nurture centers on adaptive reuse, integrating sustainability, and expanding affordable housing, ensuring spaces remain relevant and resilient. At the University of Chicago, Kelly's transformation of the Harris School of Public Policy, an Edward Durrell Stone mid-century gem, into a high-performance learning environment exemplifies her approach. A WELL Accredited Professional, she designs with a focus on environmental health, incorporating systems that support both human well-being and the preservation of cultural assets.

Kelly Moynihan

Principal

AIA, WELL AP, LFA, CPHC®, LEED Green Assoc.

Education	Illinois Institute of Technology, Master of Architecture
	University of Minnesota, Bachelor of Science in Architecture
Registration	Licensed Architect: IL, WI, MN
Leadership	AIA Chicago Board of Directors, President-Elect
	PHIUS Alliance Chicago Board, Secretary
	Living Future Regional Community, Co-Chair
	AIA Chicago COTE/2030 Commitment Co-Chair
	Chicago Architecture Center, Board Trustee
	AIA Chicago Foundation, Ex-Officio Board Member
	Illinois Green Alliance, Member
	AIA Chicago 2022 Presidential Citation Recipient
Honors	AIA Illinois 2023 John Wellborn Root for Emerging Professionals

Featured Work

Evanston Ecology Center | Evanston, Illinois
Comprehensive renovation of the City of Evanston's Ecology Center to enhance public spaces and outdoor classrooms, create room for new exhibits, and reimagine the entry experience, while also meeting the sustainability goals set by the City's Climate Action and Resiliency Plan.

Woodstock Recreation Center | Woodstock, IL
Comprehensive renovation and master planning, overseeing critical upgrades including mold remediation, gymnasium roof replacement, ADA enhancements, and security upgrades. This project covers extensive updates to the pool area, sauna, locker rooms, gym, and exterior spaces, enhancing accessibility, safety, and functionality, establishing a sustainable framework for the center's long-term evolution as a community hub.

Rolling Knolls Welcome Center | Elgin, IL*
Rolling Knolls is the transformation of an abandoned golf course into a year-round public nature and recreation amenity for the Forest Preserve District of Cook County (FPDCC). The project included a comprehensive master plan for active recreation, natural landscapes, and habitat restoration and the revitalization of the former clubhouse into a high-performance event space.

Lake Ellyn Historic Boathouse Rehabilitation | Glen Ellyn, IL*
Historic rehabilitation of the 1935 Lake Ellyn Boathouse, addressing flood-related damage while integrating sustainable design strategies to achieve LEED-NC Gold certification. Preservation efforts included a 5.6 kW PV canopy, LED lighting, and high-efficiency mechanical systems, demonstrating the synergy between sustainability and historic preservation.

Elgin Sports Complex Welcome Campus | Elgin, IL
The Elgin Sports Complex Welcome Campus is a Net-Zero Energy series of buildings including a concessions and restroom station, sculptural canopy pavilion, and maintenance facility as part of the Elgin Sports Complex, a regional center for multiple sports leagues and outdoor recreation. These individual structures are optimized for solar photovoltaics and rainwater collection to serve the immediate site infrastructure and amenities including a playground, food truck plaza, and outdoor gathering spaces.

1000 West Washington Lofts | Chicago, IL
Conceptual Master Planning process for two historic West Loop loft buildings to develop a road map for all future projects for the property. Project scopes were developed for lobby/ circulation renovation, MEP upgrades, envelope enhancements, signage./wayfinding, parking and landscaping, and community amenity spaces.

University of Chicago Harris School of Public Policy | Chicago, IL*
Transformation of an historic Edward Durrell Stone mid-century gem into a state-of-the-art home for the Harris School of Public Policy with a 4-story atrium, monumental social stair, technology-driven collaborative spaces, and rooftop event space with sweeping Chicago Midway views. LEED Platinum and Living Building Challenge Petal Certified.

Nurture

*Project Completed at Prior Firm



Katherine earned her Master's Degree in Architecture and a Certificate in Historic Preservation from SAIC, blending her deep understanding of both historic charm and modern design. Her enthusiasm for preservation and adaptive reuse shines through her work, fueling her thorough archival research, building evaluations, and historic assessments, culminating in precise and insightful plans and reports. She finds inspiration in collaborative teamwork and is dedicated to cultivating meaningful connections with clients, consultants, and colleagues, viewing each project as an opportunity for growth and mutual success.

Katherine Pohl

Associate

AIA, LEED Green Associate

Education	School of the Art Institute of Chicago | Master of Architecture Certificate of Historic Preservation
	Lawrence Technological University | Bachelor of Science in Architecture
Registration	Licensed Architect in IL
Affiliations	American Institute of Architects, Member
	Landmarks Illinois Skyline Council, Past Secretary and Vice-Chair

Featured Work

Gift Theater | Chicago, IL*
Lead Architect and Preservationist responsible for the adaptive reuse of a historic movie theatre into a live performance venue. The project included coordinating with theatre, acoustics, AV, and MEP engineering consultants to ensure the facility met modern performance requirements while retaining its historic charm. Fundraising efforts were ongoing, with construction planned to start upon reaching 75% of the project goal.

Banging Gavel Brews | Tinley Park, IL*
Lead Designer and Historic Preservation Consultant for the adaptive reuse of a 1870s National Register hunting lodge. The project involved converting the lodge into a brewery, restaurant, and event center with an exterior beer garden. Efforts were made to preserve the building's historic character while adapting it for contemporary uses.

Englewood Brews | Chicago, IL*
Lead designer for the conversion of a historic 1920s bank complex into a vibrant production brewery and tasting room. The project involved preserving the original architectural details while integrating modern brewery equipment and design elements. Careful attention was given to creating an inviting atmosphere for patrons, with an open floor plan that allows for an immersive brewery experience.

Bungalow by MiddleBrow Brewery | Chicago, IL*
Designer for the adaptation of an existing building into a new 3,200 square-foot brewery, brew garden, and pizzeria concept named "Bungalow." The project embraced the vision of combining a cozy yet modern brewery with a lively pizzeria, offering both an indoor and outdoor seating experience. The design reflects a casual and inviting atmosphere, incorporating both rustic and industrial elements to complement the brewing process.

District Brew Yards by Burnt City Brewing | Chicago, IL*
Architect responsible for adapting and consolidating three separate historic warehouses into a new 20,000 square-foot production brewery. This innovative space houses three distinct breweries under one roof, featuring a 4,000 square-foot taproom, full-service kitchen, and meat smoker.

28 Mile Vodka Distillery | Highwood, IL*
Designer for a multi-phase adaptation of an existing light manufacturing building into a state-of-the-art 1,200-gallon distillery, tasting room, and storage facility. The project features a speakeasy-style entrance and an enclosed courtyard for events and live music, adding a unique touch to the distillery experience.

Peabody Estate Facility Condition Assessment & Master Plan | Chicago, IL*
Project Manager/Architect for performing a building condition assessment on the National Register property. Responsibilities included facilitating public engagement to gather stakeholder input and developing a master plan to efficiently use the spaces and promote understanding of the estate's history.

*Project Completed at Prior Firm



With a keen focus on historic significance, Gwen excels in preservation, adaptive reuse, and master planning; she brings her expertise to a diverse range of projects, spanning institutional, residential, commercial, and religious buildings. Gwen's skill set extends beyond design, facilitating architectural research, writing, thorough conditions assessments, and the preparation of National Register of Historic Places nominations. Additionally, she has in-depth knowledge of preservation regulations at local, state, and national levels.

Gwen Stricker

Junior Associate
Assoc. AIA, LEED Green Associate

Education

Columbia University, GSAPP, Master of Science in Historic Preservation

Ball State University, CAP, Bachelor of Science in Architecture

Affiliations

Association for Preservation Technology Western Great Lakes, Member

Calumet Heritage Partnership, Board of Directors

Landmarks Illinois Skyline Council, Member

Alliance for Historic Landscape Preservation, Member

International Committee for the Conservation of Industrial Heritage, Member

Featured Work

Chicago Park District English Stone Comfort Station HSR | Chicago, IL
Prepared a Historic Structures Report for the English Stone Comfort Station in Jackson Park for the Chicago Park District, as part of the Obama Presidential Center project. Conducted site improvements, including roadway changes, new bicycle and pedestrian facilities, and recreational area relocations, ensuring compliance with Section 106 of the National Historic Preservation Act.

St. James Lutheran Church and School | Chicago, IL
Conceptual Master Planning effort led to a re-imagination of the St. James Lutheran Church and School campus in Lincoln Park, with space renovations and additions across all three historic buildings to preserve and adapt to St. James's future needs of growing curriculum, enrollment and ministries. Renovations and expansions include universal design across classroom, office, gymnasium, recreation spaces, music halls, religious assembly, multi-purpose spaces, and accessibility upgrades.

1000 West Washington Lofts | Chicago, IL
Conceptual Master Planning process for two historic West Loop loft buildings to develop a road map for all future projects for the property. Project scopes were developed for lobby/ circulation renovation, MEP upgrades, envelope enhancements, signage/wayfinding, parking and landscaping, and community amenity spaces. This historic character of the buildings is to be protected through recommendations for material prescriptions, repair details, and design directions to help coordinate any future projects in a set of Community Design Guidelines.

Kraus House Conservation Management Plan | St. Louis, MO*
Preservation specialist for the Conservation Management Plan (CMP) of the Kraus House (1952). The house, a Frank Lloyd Wright-designed Usonian house, is currently operated as a public house museum. The CMP outlines significant architectural elements, identifies potential challenges in site management, and provides overarching preservation policies that inform preservation decisions and maintenance well into the future.

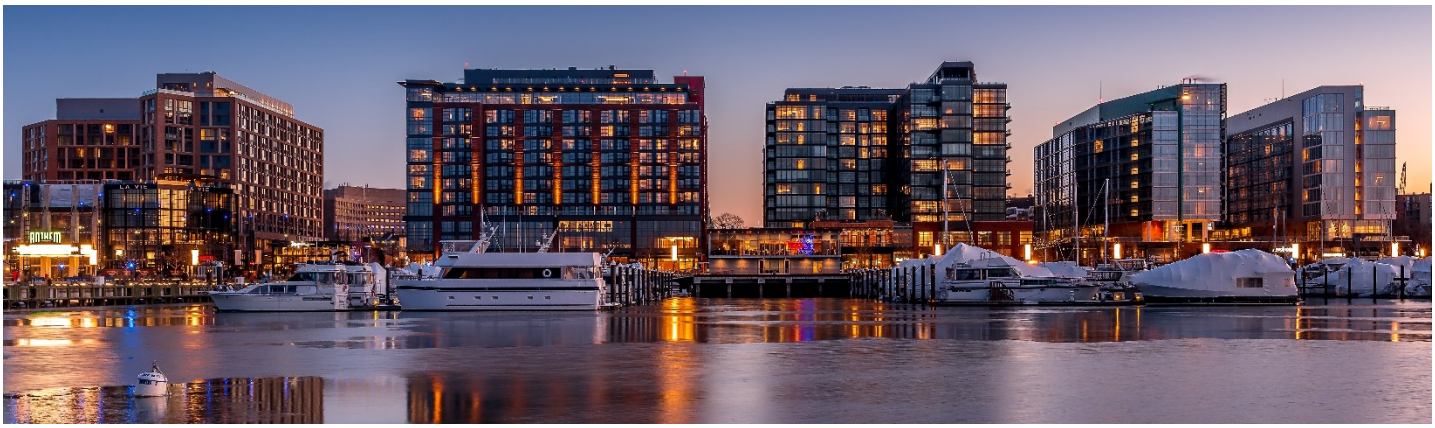
Chicago Cultural Center Grand Army of the Republic Rooms Restoration | Chicago, IL*
Preservationist for the construction oversight of the restoration of the Grand Army of the Republic Rooms, including restoration of original Tiffany-designed interiors through overpaint removal and marble cleaning, restoration the Healy & Millet art glass dome through careful deconstruction, offsite cleaning, and reconstruction of the art glass panels, and the design of a new custom carpet matching the original terrazzo and mosaic floors.

Kalita Humphreys Theater Master Plan | Dallas, TX*
Preservationist for the Dallas Theater Center's Master Plan, specifically addressing the restoration needs for Frank Lloyd Wright's Kalita Humphreys Theater. The master plan included identification of preservation values, assessment of significant interior spaces and exterior elements, and integrity and material conditions assessment of the building.

Samara Restoration | West Lafayette, IN*
Preservationist for the restoration of Frank Lloyd Wright's Samara House, a 1950s Usonian house museum operated by Indiana Landmarks. The project included selective dismantle and reconstruction of outdoor brick terrace walls, custom red concrete mix design, and correction of structural failure of the cantilevered roof.

Nurture

*Project Completed at Prior Firm



Allen + Shariff Corporation is a Client-Focused leading professional services firm that offers Mechanical, Electrical, Plumbing, and Fire Protection Engineering and Commissioning. For three decades, we have built partnerships into long term relationships that have been rewarded with great success. Our relationships are client focused, but so too are our relationships within our firm and our communities.

Our intellectual capital and experience set us apart from other traditional engineering firms. We have a deep expertise in adaptive re-use, renovation, energy efficient and sustainable design for historic buildings. Our experience with historic preservation of buildings and sites is vital to ensuring a modern solution to building system upgrades and replacements while respecting and preserving the historic components of the property and structure. We also provide commissioning services, site investigations, value engineering, feasibility studies, system analysis and troubleshooting, building controls automation, due diligence reports, construction phase services, operation & maintenance consulting, facility management info systems, and energy star certification services. Our engineering design and commissioning services result in lower energy and operating costs, enhanced system reliability, improved indoor air quality, and increased occupant comfort and productivity.

We have stateside offices in Columbia, MD (Headquarters); Chicago, IL; Salisbury, MD; Pittsburgh, PA; Zelienople, PA and Wilmington, NC. We have over 85 employees in our engineering group in the US at the disposal of the local office.

As a Minority-Owned Business (MBE), we understand the incredible benefits of celebrating and promoting diversity in the workplace. Our best work is inspired by team members of different ages, levels of experience, areas of expertise, and cultural backgrounds. As a result, Allen + Shariff carries multiple MBE certificates, including the State of Illinois, Howard County, MD; National Minority Supplier Development Council (NMSDC); Pennsylvania Department of General Services (DGS) Small Diverse Business; Urban Redevelopment Authority of Pittsburgh; and MDOT (Maryland Department of Transportation) for commissioning & construction management. With these qualifications, Allen + Shariff brings a unique perspective to every project we encounter.

Legal Name: Allen + Shariff Corporation, 7061 Deepage Drive, Suite 200, Columbia, MD 21045
Local Office: Allen + Shariff Corporation, 625 W Adams Street, 19th Floor, Chicago, IL 60661
Years in Business: 31
Number of Employees (US): 85
Total Number of Employees: 105
Federal ID Number: 521806514

Contact for Contract Negotiations:

Alexander Radkoff, PE, WELL AP
Vice President
Allen + Shariff Corporation
625 W Adams Street, 19th Floor, Chicago, IL 60661

Alexander G. Radkoff, PE, WELL AP
Vice President
Assignment: *Mechanical/Electrical Engineering Consultant*
MEP/FP Project Manager



Education
Bachelor of Architectural Engineering-Mechanical Option/2014
The Pennsylvania State University – University Park, PA

Professional Registrations
Registered Professional Engineer

Years with Firm: 4
Years with Other Firms: 6

Professional Experience
Alex has experience serving as a project manager and lead mechanical engineer of piping, HVAC, and controls systems. He has selected a diverse range of mechanical system applications, including geothermal well field systems, four pipe fan coil, water source heat pump, variable refrigerant flow (VRF), steam to hot water heating central plants, chilled water central plants, radiant floor cooling and heating, and dedicated outdoor air variable air volume systems. His timely communication with project architects, manufacturers, and engineers helps to ensure the project schedule and coordination are achieved. His experience with a variety of historic preservation, rehabilitation, adaptive re-use, and renovation projects across is critical in delivering successful economical, operationally sound and robust mechanical system improvement projects. He has assisted with the completion of necessary documents, forms and project design standards related to the funding of such projects.

Children's Museum of Pittsburgh – Museum Lab and Event Venue (2017-2019)
MEP engineering services for the $23m, 65,000 square foot renovation of a historic Carnegie Library to be repurposed to house the Children's Museum of Pittsburgh's new middle school level museum exhibit spaces as well as provide assembly space for weddings, conferences, and events. The project consisted of a new chilled water/hot water four pipe fan coil system and a dedicated outside air system with energy recovery to serve the various spaces, exhibits and programs.

Fallingwater Historical Site – Visitor Building Renovation – Mill Run, PA (2018-2019)
Mechanical Engineering services for the $650k renovation of a renovation of the Fallingwater Historical Site Visitor Building and Restrooms. The mechanical scope of work involved the renovation of the central restroom building to feature new plumbing winterization, space heating, and bathroom/utility room exhaust.

City of Asylum Pittsburgh - Alphabet City Library/Bookstore, Restaurant, and Apartments - Pittsburgh, PA (2014-2018)
MEP engineering services for the $7m, 23,000 square foot renovation of the historic masonic hall in the north side of Pittsburgh built in the 1910s. The former masonic hall was converted to a library and bookstore, performance arts stage, high end restaurant, social services offices, and 12 market rate apartment units. The project was designed under historic preservation tax credits for the building facade and exterior

Etna Center for Community and Library Schematic Design Services – Pittsburgh, PA (2021)
Provided mechanical engineering services for the schematic design report associated with a 10,000 square foot renovation and addition of a historic building to reprogram the first floor, basement and addition at the rear of the building to house proposed library and community spaces to the building to serve the community. The project scope included design considerations for net-zero, all electric and WELL building standard certified system design and practices.

Jennifer R. Hanlon
Senior Electrical Designer / Associate
Assignment: Senior Electrical Designer



Education
Bachelor of Science in Electrical Engineering Technology /2010/University of Pittsburgh – Pittsburgh, PA

Years with Firm: 12
Years with Other Firms: 2

Professional Experience
Jen is the definition of a team player in her willingness to work with others to come up with the best project solutions. Jen places open communication in the forefront to insure coordination between architecture, structure, and MEP engineering. Likewise, as a lighting control resource within Allen + Shariff, her knowledge introduces the client to the newest and most economical lighting technologies. With an extensive aptitude for Revit and CAD, Jen is able to produce construction documents sets efficiently. She never fails to meet even the most challenging of schedules. Continuing to strive to maintain client satisfaction, Jen's projects go out on-time and within budget constraints.

She has worked on a diverse range of projects including historic, event space, community center, retail, entertainment, restaurant and office (fit-out) facilities, among others.

The Industrialist Hotel (former Historic Arrott Building) – Pittsburgh, PA
Provided MEP/FP engineering design services for a 115,500 SF renovation of an 18-story historic building that was converted from offices to a modern hotel. The renovation added multipurpose event space for weddings, conferences and events, 124 rooms, 28 suites, fitness center, lobby bar, and 48-table restaurant called the Conflux.

Washington City Mission Women's Shelter - Washington, PA (2025 – est.)
Provided MEP/FP engineering design services for a 12,400 SF renovation of a historic two story church to house a 50-bed women's facility with emergency shelter beds, residential program beds, group activity space, offices, courtyard, and daycare center. Designed new electrical power service and distribution, lighting and lighting controls, fire alarm system, and facade lighting.

Allegheny Center Alliance Church Hub – Pittsburgh, PA – (2023)
Provided MEP/FP engineering design services for a $5.1m three-story connector hub at the Allegheny Center Alliance Church. The project consisted of the development of 37,200 SF of new space and the renovation of 18,000 SF of space within the two existing historic buildings. The existing church complex consisted of four buildings completed in the 1900s, 1920s, 1930s, and 1960s. Designed new code compliant normal and emergency power, lighting and lighting control systems for the new and renovation spaces.

PNC Plaza – Electrical Upgrades – (2024)

Provided MEP/FP engineering design services for the upgrade of a new electrical service and power distribution for a 19,000 square foot outdoor plaza served by an adjacent building.

Angel Lopez, CPD
Senior Plumbing Designer
Assignment: *Plumbing/FP Engineering Consultant*



Education
Architectural Design and Construction Technology/2011
Miami Dade College – Miami, FL

Professional Registrations
ASPE Certified in Plumbing Design (CPD) 910898

Years with Firm: 1
Years with Other Firms: 10

Professional Experience
With over a decade of experience Angel has been involved in the design of various types of plumbing and fire protection systems in different applications. He has shown exceptional collaborative skills with design team members and brings valuable experience during the construction phase to ensure project requirements and specifications are met. He can coordinate accuracy of design through BIM modeling and is knowledgeable with the latest building codes and industry standards. He has worked on a diverse range of projects, including renovation, expansion and new construction of library facilities.

Princeton University Prospect House - Princeton, NJ – (2021-2023)
Provided engineering design services for new plumbing and fire protection systems included in renovation of an existing 5 story 26,000 sqft historic building on the university campus. Acted as lead plumbing designer. The $10M (est) project included demolition of an old dry pipe sprinkler system and installation of a new wet based automatic sprinkler system within the existing wood structure and a dry pipe system in the attic space. Extensive plumbing modifications were also made to existing restrooms, Kitchen, and dining areas.

Poster House Museum – NY. NY (2017-2018)
Provided MEP services for fitout of new 15,000 sqft museum space. The $15M project included gallery spaces, small café, restrooms, and storage areas. Provided new plumbing systems extended from existing building services to serve new fixtures. A combination of wet and pre-action sprinkler system was provided throughout the gallery spaces.

The Collectors Club – NY, NY – (2023)
MEP services for fitout of existing 7,500 sqft tenant space in an office building. Acted as lead plumbing designer for the project. New spaces included high-tech offices, a library, and records storage. The $20M (est.) project involved providing plumbing systems for new restrooms and pantry. Piping was extended from existing building systems to serve new fixtures. A pre-action sprinkler system was provided for the high-density storage area where sensitive records were stored.

Columbia University – Uris / University Hall, NYC, NY (2022-2024)
MEP Engineering services for this 150,000 SF renovation project of an existing 9 story building. The $20M est. project included new classrooms, offices, restrooms, and refurbishing of existing library. Acted as the lead plumbing designer. The project included an upgrade to the facilities water heating system to an air sourced heat pump system. Replacement of all plumbing stacks, replacement of all galvanized storm lines to ductile iron, and designed new plumbing systems for new fixtures. A new fire line was also brought in to provide a complete automatic sprinkler system sourced from the campus loop.

Greenprint Partners Firm Profile

Greenprint Partners (W/M/DBE, B Corp) is an award-winning consulting firm specializing in sustainable environmental infrastructure. With expertise in green infrastructure design, urban landscape transformation and public space revitalization, Greenprint delivers projects that are both technically sound and ecologically driven. Since 2014, Greenprint has partnered with public agencies to address urban challenges, including stormwater management, sustainable development and enhancing pedestrian-friendly environments. Our multidisciplinary team provides urban planning, landscape architecture, civil engineering and program management services that prioritize innovation, sustainability and community-focused design.

Landscape Architecture

Greenprint's landscape architects seamlessly blend science and design to create better places for people and the planet. Our goal is to ensure our work adds lasting value to every project and the community, standing the test of time for generations to come.

Services

- Landscape Architecture
- Green Roofs + On-Structure Sites
- Urban Planning
- Green Infrastructure Design
- Residential + Commercial Landscape Design
- Streetscape Design
- Site Analysis + Planning
- Planting Design + Horticulture
- Visualization + Modeling
- Maintenance Guidelines

Civil Engineering

Greenprint engineers go beyond meeting technical and regulatory requirements by collaborating with communities. Working together, we find the sweet spot where client goals align with the community's needs. Our infrastructure design and management approach provides long-term benefits and sustainable maintenance.





Jim Sparber, PE

VICE PRESIDENT OF ENGINEERING

Jim draws on three decades of experience in the planning, design and construction of municipal infrastructure. At Greenprint, Jim leverages his experience to develop and manage complex sustainable infrastructure projects and programs for municipal clients across the country. His commitment to strong client service and technical quality, combined with a commitment to protecting the health and well-being of community residents and our environment, shapes his approach to green infrastructure program design and management.

EDUCATION

- MS. Environmental Management, Illinois Institute of Technology
- B.S., Civil Engineering, Valparaiso University

32 YEARS OF EXPERIENCE

6 years with Greenprint Partners

REGISTRATIONS

Professional Engineer: California, Georgia, Illinois, Michigan, Missouri, New York, Pennsylvania, Vermont, Washington, Wisconsin

CONTACT

(815) 529-0776
jsparber@greenprintpartners.com
Chicago

PREVIOUS EMPLOYMENT

- Baxter + Woodman, Dekalb, IL
- Rempe-Sharpe + Associates, Chicago

EXPERIENCE

3-Acre Manufactured Housing Communities Initiative
Western Vermont
Serves and Program Manager for a 9M ARPA-funded program to provide Manufactured Housing Communities (MHCs) with construction funding and technical assistance to build stormwater controls to meet the requirements of the 3-Acre Permit.

Green Schools Initiative
Western Vermont
Program Manager for Phase 1 and Phase 2 of the Vermont Green Schools Initiative. Assisted over 60 public schools comply with the Stormwater General Permit 30-9050 for properties with 3 or more acres of impervious area. Projects are currently being constructed using ARPA and Federal funds. Managing the procurement and installation of stormwater treatment practices at the schools to become fully compliant.

RainReady Calumet Corridor
Cook County, IL
Serves as Technical Advisor for a $6M initiative funded by Cook County to implement stormwater management and resilience plans in six south suburban communities. Applies his expertise with municipal contracting and engineering, as well as in residential retrofit program execution, to ensure smooth and efficient processes.

Fresh Coast Green Communities
Milwaukee, WI
Serves as Program Manager for a $31.5M program created in partnership with the Milwaukee Metropolitan Sewerage District to install GI projects that collectively manage nine to twelve million gallons of stormwater on public and private property. Worked collaboratively with the District to design and launch the program, and now oversees all aspects of program delivery.

Climate Ready Rainscapes
Village of Oak Park, IL
Serves as Technical Lead for a residential GI cost-share program designed to align with the Climate Ready Oak Park plan, which aims to reduce greenhouse gas emissions, minimize reliance on fossil fuels, expand green infrastructure and parks, and direct more climate and sustainability funding towards vulnerable communities.



Alex Heidtke, PE

ENGINEERING MANAGER

Alex manages our team of civil engineers and oversees the design of complex site development projects that meet our clients' goals. She has provided civil engineering services for diverse projects across the country, from church and school sites to high impact redevelopment projects. She is dedicated to transforming the built environment through environmentally-friendly systems like green infrastructure (GI) and maximizing the climate resiliency of every site she designs.

EDUCATION

B.A., Civil + Environmental Engineering, University of Illinois at Urbana-Champaign

11 YEARS OF EXPERIENCE

3 years with Greenprint Partners

REGISTRATIONS

Professional Engineer: California, Illinois, Missouri, Pennsylvania, Washington

CONTACT

(847) 899-6835
aheidtke@greenprintpartners.com
Chicago

PREVIOUS EMPLOYMENT

- Terra Engineering, Chicago
- Conservation Design Forum, Lombard, IL

EXPERIENCE

RainReady Calumet Corridor
Cook County, IL
Serves as Engineering Lead for a $6M initiative funded by Cook County to implement GI in six flood-prone south suburban communities: Blue Island, Calumet City, Calumet Park, Dolton, Riverdale and Robbins. Advised on project alternatives, feasibility and costs, engaged with municipalities and communities about engineering concepts, and will oversee the design, construction and vegetative establishment period of the program.

Suburban Green Schoolyard Pilot Program
Cook County, IL
Serves as Program Manager for a Metropolitan Water Reclamation District of Greater Chicago pilot program that transforms four schoolyards into green schoolyards by incorporating GI features like rain gardens, green roofs and subsurface infiltration. The schoolyards are holistically designed to maximize co-benefits to each school by incorporating outdoor learning opportunities as well as amenity and play spaces.

El Concilo
Philadelphia, PA
Served as Project Manager for the design and permitting for a stormwater retrofit grant project for a Latino community center. Site elements include two curbed parking lot bioretention basins. The project will manage one acre of urban stormwater.

Sustainable Square Mile West Woodlawn
Chicago, IL
Serves as Project Manager performing GI analysis for the West Woodlawn neighborhood in alignment with Blacks in Green's Sustainable Square Mile principles. Provided data on GI stormwater management capabilities and costs to help establish a cost/benefit matrix that can be replicated across additional neighborhoods and will be used to prioritize potential projects.

Farm Foundation Innovation and Education Center
Chicago, IL
Served as Project Manager, providing civil engineering services associated with the construction drawing designs for a non-profit agriculture accelerator. Site elements include a paved access drive, parking lot and patio. Stormwater management is provided in bioretention basins throughout the site.



Nora Kusaka Herrero, PE

PROJECT MANAGER

Nora thinks holistically and strives to design projects that promote a sustainable, equitable and resilient future. Her passion for sustainable systems like green infrastructure stems from its ability to treat and manage stormwater while providing a multitude of environmental, social and economic benefits to communities. Nora's international upbringing contributed to her interest in the built environment and how people interact with one another and their surroundings. She has an organized and detail-oriented approach to her work, allowing her to efficiently manage projects and meet client goals.

EDUCATION

B.S.E, Environmental Engineering, University of Michigan

9 YEARS OF EXPERIENCE

2 years with Greenprint Partners

REGISTRATIONS

Professional Engineer: Illinois

CONTACT

(734) 709-6651
nkusakaherrero@greenprintpartners.com
Chicago

PREVIOUS EMPLOYMENT

- Wright & Company, Chicago
- Sherwood Design Engineers, San Francisco
- Bohler Engineering, Boston

EXPERIENCE

Joliet Event Center
Joliet, Illinois
Served as Project Manager for the renovation of an existing church building to a formal event space. The building and associated site improvements includes a building addition off of the existing structure, an outdoor courtyard, accessible pedestrian paths, staff parking and on-site utilities. Greenprint provided the civil and landscape design and permitting assistance for the project.

St. Emydius Church and Stratford School
San Francisco, CA
Served as Design Engineer, providing civil engineering services associated with the construction drawings. Site elements include three bioretention facilities and an underground infiltration gallery to provide treatment and stormwater storage for the site as well as added pervious area. The project was part of the San Francisco Public Utilities Commission's Green Infrastructure Grant Program.

St. Thomas the Apostle
San Francisco, CA
Served as Design Engineer, providing civil engineering services associated with the construction drawings for St. Thomas the Apostle, a school located in the Outer Richmond of San Francisco. Site elements include three bioretention facilities and an underground infiltration gallery to provide treatment and stormwater storage for the site as well as added pervious area.

St. Emydius Church and Stratford School
San Francisco, CA
Served as Design Engineer, providing civil engineering services associated with the construction drawings. Site elements include three bioretention facilities and an underground infiltration gallery to provide treatment and stormwater storage for the site as









NEW CONSTRUCTION
RENOVATION
ADAPTIVE REUSE
HISTORIC PRESERVATION
STRUCTURAL INVESTIGATION
BUILDING ENVELOPE
SUSTAINABLE DESIGN

Connecting People, Places, and Ideas.

TYLin delivers tailored structural engineering solutions for complex building challenges — including new construction, renovation and adaptive re-use, historic preservation, transportation infrastructure, and specialty structures using a combination of sophisticated technologies and fundamental engineering methodologies. Our team of creative collaborators is deeply passionate about architectural design and its ability to bring people, places, and ideas together.

TYLin's Buildings Sector comprises 200+ professionals including 70+ professionally licensed engineers and 20+ LEED accredited professionals. Our people provide a nuanced and innovative approach towards building design.

TYLin has consulted on over 400 registered landmark structures, developing invaluable expertise in the restoration and preservation of historic buildings. Over time, the firm's portfolio has broadened: new structures ranging from cultural and educational facilities to commercial and residential buildings now account for half of ongoing work. Renovations and adaptive reuse account for a significant portion of active projects, drawing from TYLin's knowledge of structures both old and new.

TYLin is well experienced in executing complex structural upgrades and fit-outs. These projects require knowledge of a broad range of building systems, and may involve structural building frame modifications; integration of mechanical systems; upgrades to the existing building with minimal cost impact or impact on visual elements; design of security measures; and approvals by various agencies.

The firm's engineers and drafters are experts in Building Information Modeling (BIM), primarily utilizing Autodesk® Revit® for modeling, documentation, and coordination. TYLin has created CD level documents in Revit for new and existing buildings, and in some cases has continued the use of BIM through construction administration.

As part of a commitment to creating more efficient structural systems, TYLin has incorporated sustainability into its standard specifications and introduced high performance metrics into all its designs. The firm is also a signatory of the SE2050 Commitment, which has the goal of achieving net zero embodied carbon structural systems by 2050.



Albert Mena, PE, SE

PRINCIPAL, CENTRAL SECTOR MANAGER

Albert Mena first joined TYLin in 2008 as a college intern and has continued working with the firm for the majority of his career, having spent time in TYLin's Boston and New York offices. Albert was promoted to Principal in 2024 and currently leads the TYLin Building Sector's Chicago office, which he started in 2021. Albert strives for collaboration among all team members and stakeholders through his management of new construction and existing building projects for a diverse group of clients, including educational, residential, civic, and cultural institutions.

YEARS OF EXPERIENCE
15

YEARS WITH TYLIN
11

EDUCATION
BS, Civil Engineering, Massachusetts Institute of Technology

LICENSE
Structural Engineer: IL (081.007811)
Professional Engineer: IN, MI, MN, MO, ND, NY, OH, WI

AFFILIATIONS
Structural Engineers Association of Illinois (SEAOI), Member

AIA Chicago, Affiliate Board Member

Arquitectos, Member

Urban Design Forum, Former Fellow

Structural Engineers Association of New York (SEAoNY), Former Member

LANGUAGES
Spanish, fluent

PROJECT EXPERIENCE

Jackson House | Dearborn, MI
Structural engineering services and historic preservation guidance for the dissection, relocation and reconstruction of the historic Jackson House - a one-story bungalow that played a pivotal role in the United States Civil Rights Movement. TYLin designed the dissection of the home and assisted with the logistics of the 879 mile transport from Selma, Alabama, to Dearborn, Michigan on two truck beds. In Phase 2, TYLin is now designing the foundations on which the house will be relocated. The details require repairing and restitching the pieces of the existing building back together and reinforcing the roof for Michigan winters.

Tallgrass Prairie National Preserve | Strong City, KS
The rehabilitation of (4) historic buildings and associated access across two sites included within Tallgrass Prairie National Preserve: Historic Lantry Barn (circa 1887); Historic Lantry Poultry House (circa 1920); Historic Lantry Tile-Tack Barn (circa 1920); and Historic Spring Hill Barn (circa 1881). As one of the most prominent and accessible resources within the Preserve, the Spring Hill Barn requires repair of wood, limestone, and concrete elements. The Lantry site houses three unique buildings consisting of stone masonry, historic wood, and terracotta clay tile materials requiring structural intervention. NPS.

Sunflower Arts Center | Detroit, MI
The Sunflower Arts Center, a collaboration with Blight Busters, is an adaptive reuse project in Detroit's Old Redford neighborhood, transforming a 20,000 square-foot building into a vibrant hub featuring artist programming, a gallery, retail space, a café, classrooms, and studios. The renovation will involve significant updates, preserving key elements while ensuring the building meets modern safety standards and supports a thriving artistic community.

Shaker Museum | Chatham, NY
This project will adaptively reuse a three-story, 15,000 sf barn structure to create space for permanent and rotating exhibition galleries, a lobby, a multi-purpose room, and offices for museum personnel. TYLin is designing a new steel and mass timber framing system to replace the unreinforced masonry building's interior floor structure. The $18 million project will also construct a new four-story, 12,000 sf addition for back-of-house functions.

Steep Theatre | Chicago, IL
Adaptive reuse of a 3,600 sf church into a new 5,000 sf new theatre space in Chicago's uptown neighborhood. The existing building consists of wood trusses and concrete masonry block walls while the new addition will be framed using a variety of structural materials, including masonry bearing walls, cold formed metal roof framing and steel interventions at the new theater lobby.

Detroit Zoo Discovery Trails | Royal Oaks, MI
The renovation of a 7-acre site in the south-central area of the Detroit Zoo. TYLin provided structural engineering services for the renovation of four existing buildings and the construction of five new buildings. Approximately 27,000 sf of new and existing buildings will be constructed within this site redevelopment larger effort. TYLin also offered structural engineering design for additional site features (interpretive signs, landscape walkways and walls, artwork foundations).



Ellen Lane, PE, SE

SENIOR ENGINEER

Ellen joined TYLin in January 2018, after completing her Master of Science in Civil Engineering from Massachusetts Institute of Technology. Her project experience at TYLin ranges from historic preservation and adaptive reuse to new construction for educational clients, commercial and office space, and cultural institutions.

YEARS OF EXPERIENCE
6

YEARS WITH TYLIN
6

EDUCATION
MEng, Civil Engineering, Massachusetts Institute of Technology, 2017

BS, Civil Engineering, McGill University, Montreal, Canada, 2014

LICENSE
Professional Engineer: MA

Structural Engineer: IL

AFFILIATIONS
Association for Preservation Technology Northeast Chapter (APTNE)

Board Member, 2021-2024

2019 Melissa Morrisey Scholarship award

Structural Engineering Association of New York (SEAoNY): Young Members Group, Media Coordinator (2019-2020)

PROJECT EXPERIENCE

Jackson House | Dearborn, MI
Structural engineering services and historic preservation guidance for the dissection, relocation and reconstruction of the historic Jackson House - a one-story bungalow that played a pivotal role in the United States Civil Rights Movement. TYLin designed the dissection of the home and assisted with the logistics of the 879 mile transport from Selma, Alabama, to Dearborn, Michigan on two truck beds. In Phase 2, TYLin is now designing the foundations on which the house will be relocated. The details require repairing and restitching the pieces of the existing building back together and reinforcing the roof for Michigan winters.

Odell House | Hartsdale, NY
Restoration of a historic 18th-century heavy timber house for use as a museum. Work included a comprehensive stabilization of the existing structure, repair of deteriorated framing elements and connections, including roof framing that had been heavily modified in previous renovation work, reinforcement of existing structure where required, and revisions to cladding and finishes. An emphasis was placed on retention of historic fabric and use of traditional framing techniques.

Tallman-Budke House | West Nyack, NY
Restoration of a 1791 Dutch Colonial home. The two-story sandstone structure, one of the oldest in Clarkstown, is listed on the State and National Registers of Historic Places. Its careful rehabilitation ensures its continued use as an educational resource for years to come. With NYS OPR&HP.

Jay Heritage Center, Palmer Tennis House | Rye, NY
Phased restoration of a 7,000 sf wood structure, one of the oldest enclosed tennis courts in the United States. Phase I involved temporary stabilization and repairs, including repairs to the long-span roof trusses, funded in part by a grant program that supports historically significant properties that were severely damaged by Hurricane Sandy. With NYS OPR&HP.

Tortuga Harbor Light, Garden Key, Dry Tortugas National Park | Key West, FL
Temporary stabilization and restoration of the 1876 cast-and-wrought-iron lighthouse located at Fort Jefferson. TYLin conducted a detailed structural survey and designed a temporary scaffolding and shoring system to ensure stability during hurricane seasons. Design and construction administration for the full disassembly, removal, off-site restoration, and reconstruction of the lighthouse.

David Rockefeller Creative Arts Center | Tarrytown, NY
Conversion of a 1909 greenhouse into a 13,000 sf art studio and performance space. This change of use required the removal of six existing interior columns, reconfiguration and reinforcement of roof framing impacted by column removals, reinforcement of existing exterior columns, and new pile foundations and grade beams (tie beams) to accommodate new loads. TYLin's scope also included a large barn door opening in the existing exterior wall, a new terrace and trellis shade structure, and a new pavilion building adjacent to the existing. The project used features such as on-site solar panels and a storm water garden to meet its net-zero sustainability goals. It has been certified LEED Platinum.



ABOUT JIMA STUDIO

JIMA (jee-mah) Studio is a landscape architectural design and urban planning studio that collaborates with community groups, organizations, and builders committed to culturally relevant placemaking and strategic implementation. We centralize participatory design methods to provide full site design and planning services, from conception to completion.

JIMA stems from the Kwanzaa principle Ujima (ooh-jee-mah), which means "collective work and responsibility." It is the ethos of this studio to work collaboratively with other change makers and use design as a vehicle toward accountability in placemaking, placekeeping, and land stewardship.

Our work moves across three focuses: design, engagement and research. We provide high-quality design and implementable solutions that empower our partners, collaborators, and clients to enhance or transform their communities in a collective and forward-thinking way. We offer design services that elevate the needs of those who will be impacted the most, while leveraging both a cultural and environmental sensitivity that is required for longevity, relevance, and resilience.

We integrate community engagement and participation in all our design and planning processes as a foundational source for co-creation and development. Ranging from one-on-one interviews to large-scale public engagement forums, we sustain a "Listen first - Listen often," culture that keeps our projects grounded and reflected within the values of the communities we serve.

We also contribute to the design profession through critical thought essays, assessments, and toolkit development that reflect on lessons learned from our projects as well as trends in the field. Our goal is to contribute to design literature and the menu of best practices in a way that helps other change makers approach similar projects and challenges with tact.

Our experience working in communities of color, specifically Black, Latinx and Indigenous communities also offers a quality of understanding, cultural competency and authenticity that separates us from other candidates. We value lived experiences as part of our analysis to any design challenge and look forward to incorporating those values into future strategies.

This team is small and mighty. With over 15 years of combined experience in the profession, this team is capable, seasoned, and ready to lead.

FIRM DETAILS

JIMA Studio PLLC
8045 Linwood Street, Suite 1
Detroit Michigan 48206
www.jimastudio.com
FEIN: 83-2209080

Certifications

MBE
WBE
Detroit CRIO

Primary Contact

Ujijji Davis Williams
Principal, Owner
ujijji@jimastudio.com
646-217-8786

JIMA STUDIO

JIMA STUDIO

UJIJJI DAVIS WILLIAMS, PLA

PRINCIPAL, LANDSCAPE ARCHITECT & URBAN PLANNER







EDUCATION

Master of Urban Planning | Rackham Merit Fellow | Graduate Service to the Community Award, University of Michigan, 2017

Bachelor of Science of Landscape Architecture | Cornell Tradition Fellow, Cornell University, 2012

REGISTRATIONS & CERTIFICATIONS

Landscape Architect — Michigan #3901001710

MEMBERSHIPS & AFFILIATIONS

American Society of Landscape Architects (Member)

Cornell University Department Advisory Committee (Member)

Black Landscape Architects Network (Former Board Member)

PROFESSIONAL AWARDS

2023 Outstanding Recent Alumni, Taubman College, University of Michigan

2022 Crain's Detroit Notable Woman in Architecture Design and Construction

2021 SEGD Vanguard Fellow

2020 Michigan ASLA Emerging Professional Award

2019 National ASLA Bradford Williams Medal

2018 ULI Larson Leadership Fellow

2018 Next City Vanguard Fellow

Ujijji Davis Williams is a practicing landscape architect, urban planner and researcher based in Detroit. She is the Founding Principal of JIMA Studio. Prior to JIMA, Ujijji was a design leader at SmithGroup for over six years, leading critical landscape and urban design work, including neighborhood planning, greenways and streetscapes in Detroit and other post-industrial cities across the country.

KEY PROJECTS

Milliken State Park & Harbor / Detroit, MI / 2018-2019*
Project manager and project lead for the Milliken State Park & Harbor master plan update to support Detroit riverfront parks system

Joe Louis Greenway / Detroit, MI / 2020-2021*
Design and engagement support for 27.5 mile long greenway system in Detroit

Canfield Connect / Detroit, MI / 2022-Present
Working with a neighborhood serving organization to activate a vacant lot into a community greenway connector

Greenleaf Gardens Public Housing Landscape Plan / Washington DC / 2021-Present
Landscape design improvements for public housing facility as part of a large scale renovation of low-income housing.

Englewood Line & Agrihood Development / Chicago, IL / 2021-2022*
Design lead for Englewood Line conceptual design and on-call designer for adjacent public space and urban agricultural systems

Renaissance of Hope Strategic Development Plan / Detroit, MI / 2021-2022
Worked with a faith-based organization to establish a strategic plan for vacant lot activation in the Russell Woods area. Supported the existing conditions, engagement and open space strategies.

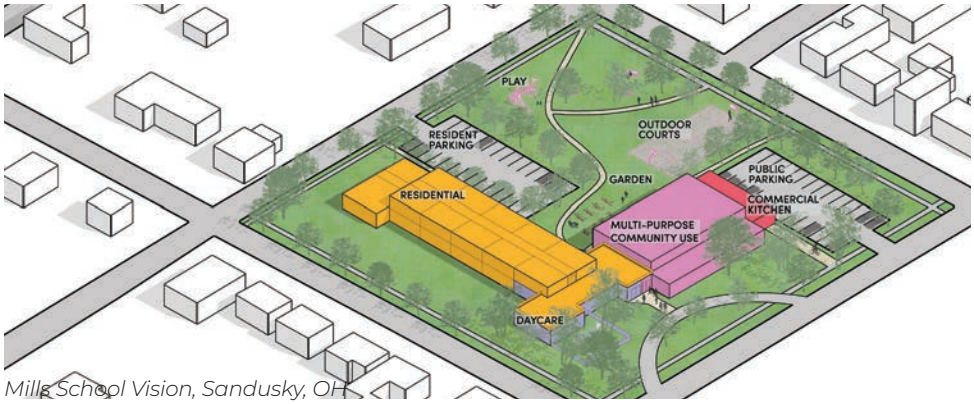
NYCHA Red Hook Initiative Farms / Brooklyn, NY / 2021
Worked with urban agricultural organization partnered with NYC public housing to redesign the main growing area and provide food security to residents.

*Work completed before JIMA Studio

JIMA STUDIO

SHANDRA BERNATH-PLAISTED
DESIGN ASSOCIATE





Mills School Vision, Sandusky, OH

EDUCATION

Masters of Architecture, University of Michigan, 2022

Bachelors of Arts in Social Movements | Honors Major, Swarthmore College, 2009

MEMBERSHIPS & AFFILIATIONS

NCARB

Shandra's experience in architecture is coupled with her background in social movements and organizing. Shandra worked a decade as a labor and community organizer in , Atlanta and Oakland, engaging diverse communities around housing and labor issues, including high school students, security officers, hotel workers and Manufactured Home Community residents. As a Design Associate, she hopes to build on her organizing experience by bringing a design skill set to continue supporting community driven and public interest initiatives.

KEY PROJECTS

Higginbotham School Adaptive Reuse Landscape / Detroit, MI/ 2022-Present
Landscape design for the adaptive reuse of a vacant school to affordable multi-family housing to comply with statewide regulations and standards.

BT Farms / Madison WI /2021-Present
Large scale planning for agricultural-based community with housing, commercial space and job creation around food sciences.

South Side Neighborhood Plan / Sandusky, OH / 2022-2023
Master planning for key neighborhood in Sandusky, with visioning for key development sites and opportunities including vacant school site for housing.

Braden Street Pocket Park Design Build / Detroit, MI / 2021-2022
Worked with a neighborhood serving organization to activate a vacant lot into a community garden space, from concept design to implementation.

Eliza Howell Park Trails and Trailhead / Detroit, MI / 2022
Worked with a local community development organization to design and implement trail system for a city park in Detroit.

Oakland Avenue Farm Master Plan / Detroit, MI / 2022
Site design and planning for an urban agricultural neighborhood paired with programming and retail to support micro food shed for Detroit's North End.

Manufactured Homeowner Trainings and Meetings / National / 2016-2019*
Planned, coordinated and ran several national trainings for 25-50 residents of manufactured home communities and supporters from around the country.

* Work completed before JIMA Studio

JIMA STUDIO

MICHELLE URANO
DESIGN ASSOCIATE




Grosse Pointe Park Civic Campus

Michelle's passion for parks and play is evidenced in her experience in design and construction. As a recent graduate from Harvard GSD, she integrates play and environmentalism in her work as a way to develop resilience playscapes that fold in education and habitat support. As a Design Associate, she hopes to build on her experience to provide important strategies for clients at their own sustainability crossroads.

EDUCATION

Masters of Landscape Architecture, Harvard Graduate School of Design, 2024

Bachelors of Architecture and Urbanism, University of Sao Paulo, 2019

MEMBERSHIPS & AFFILIATIONS

GSD Alumnae

KEY PROJECTS

Climate Change Vulnerability Assessment/ Miami, FL/ 2023*
Served as Project Manager in the development of a Climate Change Vulnerability Assessment for nearly 300 county parks within Miami-Dade County. Support the 30% Tree Canopy Project and the Miami-Dade Resilience Parks Guidelines.

Bunker Hill Playground/ Boston MA/ 2023*
Developed temporary playground design concept for the Charlestown Resident Alliance with the Community Outreach Group for Landscape Design and the Boston Housing Authority

Brazil Cities Research Grant by the David Rockefeller Center for Latin American Studies: Research "RIO DE JANEIRO EM EXPEDIÇÃO: A trace of Burle Marx's expeditions in Rio de Janeiro" - Advisors: Camila Sant'anna (Federal University of Goias) and Gareth Doherty (Harvard University)/ 2022-2024*
Research project about the impact of Burle Marx's expeditions in Brazil to expanding his plant vocabulary and understand the different Brazilian ecosystems. Also, study the effects of those expeditions on the development of his projects, especially the Flamengo Park project and his country property, Sítio Burle Marx, both in the Rio de Janeiro metropolitan region.

* Work completed before JIMA Studio

Firm Profile

TROPHY POINT
Construction Services & Consulting

Trophy Point provides **Construction Cost Estimating, Construction Management Support, Owner's Representative Services and Construction Consulting** services. Within each of these areas, Trophy Point provides ancillary services. The most common services offered by Trophy Point are cost estimating, scheduling, integrated design and constructability review services, staff augmentation, and owner's representation. Trophy Point's services enable the company to provide full pre-construction controls.

The Trophy Point team strives to assist their clients in understanding construction costs during the concept phase of a project and provides them with detailed and accurate estimates as a project design matures. Since 1976, the Trophy Point team has developed an ability to provide accurate estimates prior to the execution of formal design efforts in an unrivaled manner that enables clients to align their scope with their budgets quickly and effectively.

The Trophy Point team is capable of supporting their clients as a project transitions into Construction in several different capacities, such as Change Order Management / Review, Pay App Reviews and Construction Consulting. Trophy Point's understanding of the variables that impact costs and their associated magnitude on a project is unrivaled and serves as the bedrock upon which their team differentiates itself from other cost consultants.

Trophy Point also provides unparalleled Owner's Representative, Construction Management Support, and Construction Consulting services. Their understanding of how a project's costs are derived has enabled them to expand their professional services into many areas, such as Scheduling, Construction Administration, Staff Augmentation, Integrated Design and Constructability Reviews, and general Owner's Representation. Their team provides a "one-stop shop" for professional services required during all phases of a project. Trophy Point is flexible and able to accommodate the needs of their clients by providing any of these services in an independent capacity as well.

Trophy Point's team consists of construction industry professionals with diverse and complementary backgrounds, educations, training and collective experiences that benefit their clients and any project team they are a part of.

The Trophy Point team consists of professionals who work out of offices in Buffalo, NY, Pittsburgh, PA, and New York, NY. Based on the nature of Trophy Point's work, members of their team are continuously co-located with clients in the field as well.





Key Staff

TROPHY POINT
Construction Services & Consulting

Richard Chudzik

President & Owner –
Estimator & Project Manager

Background

Rich brings 24 years of leadership experience across organizations and teams of varying functions, sizes, and industries to Trophy Point. Rich has served as the Estimator-of-Record and Project Manager on several new-build and renovation projects.

Rich has worked as a Quantity Estimator, Project Manager, and Estimator-In-Charge. These projects have ranged from $75,000 to $2Bn in construction value. Prior to starting Trophy Point, Rich worked as an Estimator and Business Development Director for one of the Nation's most reputable Cost Consulting firms, Baer & Associates.

Prior to joining the Construction Industry, Rich worked in the Aerospace & Defense Industry where he served in several different capacities and at varying levels at Moog and General Dynamics Land Systems in General Management, Supply Chain, Business Development, and Operations. As a Veteran Infantry Officer who served in Iraq and Afghanistan, Rich has a passion for supporting our Veterans and their Spouses – something that served as an impetus behind the founding of Trophy Point. He is the recipient of a Bronze Star, Purple Heart and a graduate of several military schools, including Ranger, Airborne, Air Assault, Marine Corps Mountain Warfare, and SERE Level B schools.

Education

- *United States Military Academy, West Point, NY*
  B.S. – Political Science & Computer Science
- *Duke University, Durham, NC*
  M.B.A.
- *Cornell University, Ithaca, NY*
  M.Eng. – Systems Engineering

Project Experience

- Cortland County – Courthouse Dome Restoration
- Delaware County Historical Association – Collections Storage Facility
- First Presbyterian Church of Niagara Falls – Bell Tower Restoration
- Herkimer County – Historical Jail Evaluation
- New York State Office of Parks, Recreation, and Historic Preservation (NYSOPRHP) – Olana State Historic Site Mansion Exterior Re-Painting & Hazmat
- University of Pennsylvania – Anne and Jerome Fisher Fine Arts Library Building Envelope Restoration

Key Staff

TROPHY POINT
Construction Services & Consulting

Joseph Dommer

Executive Vice President – Senior Estimator

Background

Joe brings 34 years of industry experience to the firm. With a degree in Construction Management Technology, Mr. Dommer's experience includes many public, university, K-12, healthcare, and complex industrial projects where he has served as the Chief Cost Estimator and/or Project Manager.

Joe has supported hundreds of projects that have ranged from $100,000 to $13Bn in construction value. He is also a graduate of the University at Buffalo Center for Entrepreneurial Leadership. Joe's experience is rooted in his time at Baer & Associates where he started in June 1991 as a Summer intern and became a full- time employee in May 1992. Joe's career path took him through several different roles at Baer & Associates, including Quantity Estimator, Project Manager, Vice President, and President in 2004.

In 2017, he co-founded Trophy Point with Rich Chudzik and has been applying his lessons learned from the industry over the past 34 years towards growing the company. Mr. Dommer is a member of the Hilbert Board of Trustees, and an affiliate member of the Buffalo-Western New York Chapter of the American Institute of Architects.

Education

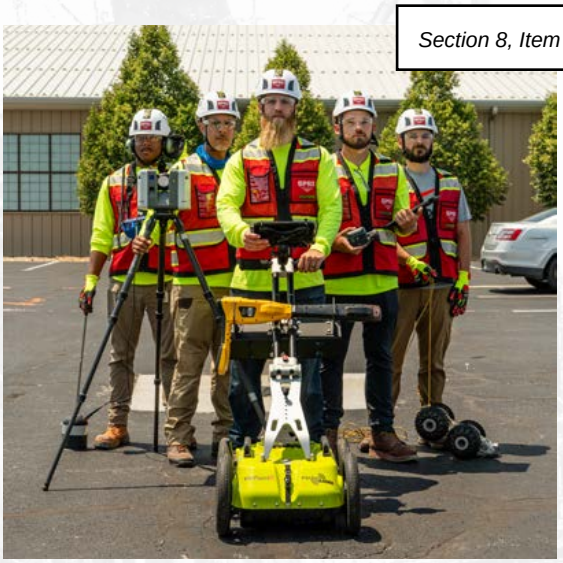
- *Erie Community College, Buffalo, NY*
  Associates – Construction Management
- *University at Buffalo, Buffalo, NY*
  Core program graduate – Center for Entrepreneurial Leadership

Project Experience

- New York State Office of Parks, Recreation, and Historic Preservation (NYSOPRHP)
  - Caleb Smith Park Restoration or Conversion of the Red Barn
  - Letchworth State Park Glen Iris Inn Siding Replacement & Window Restoration
  - Rehabilitation of the East Bathhouse
- Shea's Performing Arts Center – Roof Restoration, Replacement & Related Work
- U.S. Army Corps of Engineers – Arlington National Cemetery Gate Restoration
- Benjamin Franklin Bridge – Masonry Rehabilitation



/// THE GPRS STORY



Founded in 2001, GPRS Intelligently Visualizes The Built World™ above and below ground. We are the nation's largest infrastructure visualization and mapping company with Project Managers in every primary market in the United States. Our services include Utility Locating, Concrete Scanning, Video Pipe Inspection, Leak Detection, and 3D Laser Scanning.

With GPRS, clients can rest assured that our elite Project Managers use state-of-the-art technology to deliver the most accurate site information. GPRS leads the industry – providing outstanding service and cutting-edge technology – keeping projects on time, reducing risks, and putting relationships with our clients first.



/// 3D LASER SCANNING SERVICES

GPRS is a leading provider of 3D laser scanning services, helping clients to complete construction and engineering projects with accurate as built documentation.

- Every GPRS Project Manager completes an extensive training program to ensure their competence in laser scanning equipment and field knowledge to provide the best possible results for every project.
- We use industry-leading Leica survey-grade laser scanners to capture comprehensive point cloud data. The data produced is complete, clean, accurate, and well filtered with low range noise.
- Point clouds provide powerful and dynamic information for a project. By representing spatial data as a collection of x, y, and z coordinates, point clouds deliver large datasets that can be mined for information.
- Our Mapping & Modeling Team transforms point clouds into 2D CAD drawings, 3D BIM models, 3D meshes, TruViews, and virtual tours of the highest quality standards.

Partnering with GPRS delivers you accurate as built data, maps, and models to expedite project planning and reduce change orders, delays, and costs.

Alpine Engineering, Inc. (Alpine) is a S-Corporation and an Oakland County company. Alpine was established in January of 2002 with the headquarters being located at 46892 West Road, Suite 109, Novi, Michigan. In January of 2017, we opened a second office in Pickford, MI.

Alpine is a certified Women's Business Enterprise (WBE) by Women's Business Enterprise National Council, Small Business Enterprise (SBE) by the Wayne County Airport Authority, and Disadvantage Business Enterprise (DBE) by the Michigan Department of Transportation (MDOT). Alpine is prequalified with MDOT in Surveying: Construction Staking, Road Design, and Right of Way, and in Construction Engineering: Assistance work classifications.

Alpine is a member of Construction Association of Michigan (CAM), Michigan Society of Professional Surveyors (MSPS), National Society of Professional Surveyors (NSPS), American Council of Engineering Companies (ACEC) and Michigan Chamber of Commerce.

We provide land surveying and civil engineering for a wide variety of clients. Our clients include residential, commercial, and industrial developers, airport facilities, MDOT contractors, environmental companies, engineering and architectural firms and public clients. The firm currently employs three licensed professional surveyors and two licensed civil engineers with a total of 21 employees.

In Alpine's early years, the company specialized in providing land surveying and civil engineering services for commercial, residential, and industrial developments. Around 2009, Alpine started performing surveying services on Michigan Department of Transportation projects and at various airports.

Since 2009, Alpine has worked on over 200 MDOT projects performing contractor staking and monument preservation. Alpine has also performed surveying services on over 50 projects at 25 different airports in the last 12 years bringing airport experience to the team. The airports include: Gerald R. Ford International Airport, Selfridge Air National Guard Base, Monroe Custer Airport, Grosse Ile Airport, Lansing Capital Region International Airport, Owosso Community Airport, Jackson County Airport, Canton-Plymouth-Mettetal Airport, W.K. Kellogg Airport, Charlevoix Municipal Airport, Sandusky City Airport, Oakland Troy Airport, MBS International Airport, Hilldale Municipal Airport, Bishop International Airport, Ann Arbor Municipal Airport, Oakland County International Airport, Chippewa County International Airport, Alpena Regional Airport, Livingston County Spencer J Hardey Airport, Marlette Twp. Airport, Lenawee County Airport, Mason Jewett Field, Willow Run and Detroit Metropolitan Airport.

The services performed range from topographic surveys, control surveys, obstruction surveys, construction staking including for a service drive, taxiway improvements, and an employee parking lot, pavement marking layout, wetland surveys, locate and stake soil borings and monitoring wells, ADA ramp as-builts, inspection, and tree removal staking. Topographic surveys have been performed for water main design, road design, duct bank design, fence routing, pavement markings, taxiway and apron rehabilitation, and GIS base mapping.

Alpine performs work on over 300 sites a year that involve boundary surveys, topographic surveys, design, and/or construction staking. The project sites range from under 1 acre to 300 acres, and include restaurant sites, school parking lots, parks, shopping centers, subdivisions, roadway improvements, utility upgrades, airport facilities and industrial plant expansions.









Project Experience

Nurture

South Shore Cultural Center Restoration
Chicago, Illinois

Evanston Ecology Center Renovation

The City of Evanston
Evanston, Illinois

Services	Historic Renovation & Sustainability
Size	6,200 SF
Budget	$3,400,000
Features	Targeting LEED Gold, Improved accessibility and functionality of public spaces | Integration of educational exhibits | Enhanced indoor air quality and building resilience
Reference	Shane Cary, AIA | Architect & Project Manager Public Works Agency | City of Evanston 847.859.7876 | scary@cityofevanston.org

Nurture was selected as Architect of Record by the City of Evanston's Ecology Center to assist in a comprehensive feasibility study and consequent renovation, better serving the community with awareness and knowledge of the natural environment and our interdependence with it through educational programs. The Ecology Center building, originally constructed in 1974, underwent a major addition and renovation in 2001 which added a multipurpose room, corridor, and vestibule. However, as operations evolved, the building's needs changed, necessitating a thorough remodeling.

Our design team reimagined the entry experience, enhancing public spaces and outdoor classrooms, and created room for new exhibits. One major driving force behind the renovation was the need to update MEP systems and attend to necessary structural repairs. Given the building is half a century old, issues such as water damage, moisture infiltration, and outdated ductwork were significantly impacting the well-being of both staff and visitors. Our intervention addressed the current problems and additionally made this a functioning and resilient building.

This project is targeting LEED Gold to meet the goals set by the City of Evanston Climate Action and Resiliency Plan – it is important, we believe, for a project like this with ecology at its core to have the tools to be transparent about the effort to be as sustainable and resilient as possible with the surrounding community.







Western Illinois Museum

Nurture collaborated with the non-profit Western Illinois Museum (WIM) in Macomb, Illinois, to develop a comprehensive Master Plan for its existing historical facility. This plan included a thorough assessment of current building components and offered a conceptual design aimed at revitalizing and repurposing the museum spaces to ensure its continued success. The objective was to expand the museum's offerings to both the local community and the broader region, ultimately leading to the launch of a capital campaign.

The Master Plan served as a strategic "road map," complemented by detailed design documents and necessary permitting processes. Its purpose was to steer future development in a logical and organized manner, minimizing duplication of effort and unnecessary expenditures. As per the proposed design, WIM would have had the flexibility to utilize the east building throughout the year, enabling the expansion of program offerings and the opportunity to generate revenue through event-based rental of the space.

Western Illinois Museum
Macomb, Illinois

Services	Master Planning & Renovation
Size	6,000 SF
Budget	$1,200,000
Features	Strategic Road Map | Year-Round Utilization | Community and Regional Impact | Capital Campaign Launch
Reference	Sue Scott, Executive Director Western Illinois Museum | 309.837.2750 info@wimuseum.org







"The facilities plan created by Nurture has guided the Museum to work in a fiscally responsible way towards its vision and allowed us to launch a successful capital campaign; work on expanding the usable space in the building is underway – and we are working with Nurture on the documentation, selection of bidders and subsequent construction! Their work has given us the confidence to move forward, knowing that we are working towards a design that will meet the Museum's needs in the future."

— Sue Scott, Executive Director, Western Illinois Museum

Village of Orland Park Historic Properties Restoration

The Village of Orland Park
Orland Park, Illinois

Services	Historic Restoration and Structural Stabilization
Size	Humphrey House, 2,500SF | Boley Farms, 392,040SF | Stellwagen House, 3,000SF
Features	Historic Significance Documentation| Accessibility Enhancements | MEP Systems Upgrade | Master Planning & Site Integration
Reference	Valerie Berstene, Senior Planner | Village of Orland Park | 708.403.6121 | vberstene@orlandpark.org

Nurture is revitalizing three historic properties, including the esteemed Humphrey House Museum, for the Village of Orland Park. Dating back to 1881 and listed on the National Register of Historic Places, this iconic residence once belonged to Orland Park's inaugural mayor, John Humphrey. At the Humphrey House, Nurture is overseeing enhancements to the ground floor to ensure ADA accessibility within the museum interior, alongside the installation of new mechanical systems to facilitate museum storage on the second floor. Additionally, efforts are underway to stabilize the original timber frame of the Stellwagen Farmhouse, poised to welcome a new wave of visitors.

Nurture is concurrently developing a master plan for the 5-acre Boley Farm, aimed at integrating walking paths adorned with interpretive agricultural exhibits; a series of updated programs and special events will shine a spotlight on the rich heritage of Orland Park. This comprehensive initiative involves an analysis of existing structures, coupled with strategic plans to fortify the farm's infrastructure while implementing energy-efficient design solutions to ensure continued accessibility for the local community.







Vehe Farm Restoration

Vehe Farm Foundation
Village of Deer Park, Illinois

Services	Historic Restoration | Master Planning | Adaptive Reuse
Size	4,500 SF
Features	Restored Native Prairie | Community and Cultural Spaces | Phased Master Plan | Interpretive Agricultural Displays
Reference	Vehe Farm Foundation | Deer Park Village Hall 23680 W. Cuba Road | Deer Park, IL 60010 847.726.1648

Vehe Farm, a sprawling fifteen-acre property, stands as one of Lake County, Illinois' two esteemed centennial farm sites. This historic complex includes seven culturally significant structures, reflecting the rich agricultural heritage of the region. For four generations, the Vehe family maintained the farm until its transition into the care of the Village of Deer Park in 1999. Acquired with the intent to honor the Vehe family's legacy, the site has since been preserved and repurposed to serve the local community.

Today, the Vehe Farm site functions as the administrative hub for Deer Park Village, offering office space for village staff, and hosting a variety of village and community events. These events range from village meetings and public lectures to art exhibitions and historical displays, all of which help to foster a sense of community while celebrating the site's storied past. The grounds of the Vehe Farm are thoughtfully designed to offer a blend of historical and natural experiences. Walking paths meander through restored native prairie landscapes, inviting visitors to enjoy the natural beauty of the area. Interpretive agricultural displays provide insight into the farming practices that once sustained the Vehe family and the broader community, offering a tangible connection to their past.

Nurture played a pivotal role in ensuring the site's preservation and continued relevance by developing a phased master plan for its restoration and adaptive reuse. This plan included the meticulous restoration of the farmhouse, which now serves as a functional space for village use, and the careful exterior restoration and adaptation of the main barn building into a vibrant community center.









The Hazel M. Johnson Institute Altgeld Restoration

People for Community Recovery (PCR)
Traverse City, Michigan

Services	Historic Restoration, Sustainability, Design Charette Leadership
Size	20,300SF
Cost	$20,000,000
Reference	Katherine Darnstadt | AIA, NOMA, LEED AP Founding Principal | Latent | 312-344-1498 katherine@latentdesign.net

Nurture is providing Historic Preservation and Sustainability consulting for the Altgeld HJI, focusing on Building C (20,300 SF). Led by People for Community Recovery (PCR), the project aims to establish a research and learning center dedicated to Sustainability and Environmental Justice, as well as a Clean Jobs Workforce Hub to provide workforce development programs to underserved, low-income populations. The renovation and potential restoration of Building C will create classrooms, laboratories, workshops, administrative offices, and storage spaces, supporting PCR's mission to foster academic growth and community empowerment. Nurture's role in this project is to integrate historic preservation practices with sustainable design strategies, ensuring the building's historical integrity is preserved while meeting progressive sustainability standards.

Nurture's scope of work will span from visioning through conceptual design, working closely with the development team to define the project's direction. In the visioning phase, Nurture will review historical materials and past community plans, participate in development team meetings, and identify key goals for sustainability, inclusive design, and preservation. The team will also lead a design charette to refine the vision. During the programming and test fit phase, Nurture will help define the building's uses and optimize spatial layouts. In the conceptual design phase, Nurture will assemble a multidisciplinary team to present design concepts and assess them against project goals. Additionally, Nurture will contribute to public funding applications, ensuring the project is well-positioned to secure resources for future phases.



Additional Preservation Projects



John J. Glessner House Museum

The John J. Glessner House, a Romanesque gem designed by H.H. Richardson, has graced Prairie Avenue since 1886, earning recognition as a Chicago Landmark, a listing on the National Register of Historic Places, and designation as a National Historic Landmark. Now managed by the Glessner House Museum, it stands as a testament to Chicago's rich architectural heritage. Nurture played a key role in its restoration, providing detailed historical research, restoration planning, and construction documents. Efforts extended throughout the house, preserving its architectural integrity and earning accolades such as an AIA Interior Design Award for the kitchen restoration.



The Wilmette Historical Museum

The Gross Point Village Hall, built in 1896, stands as one of the last surviving 19th-century government buildings in Chicago's North Shore area. Originally housing the Village Clerk's office, police station, fire station, and jail cells, its second floor featured a grand ballroom. Following Gross Point's annexation to Wilmette in the 1920s, the building passed into private hands before the Village of Wilmette repurchased it in 1990. Listed on the National Register of Historic Places in 1991, the historic structure became the focus of plans to convert it into a new home for the Wilmette Historical Museum. Nurture prepared a feasibility study and later provided comprehensive restoration and adaptive reuse designs. The project included masonry and structural repairs, fire and accessibility upgrades, and new MEP systems, while creating flexible exhibit spaces, meeting rooms, public amenities, and administrative offices.



The Garver Feed Mill Historic Structures Report

The Garver Feed Mill Building, a historic structure from 1906, was proposed for repurposing by the City of Madison to enhance the neighboring Olbrich Botanic Garden. Nurture contributed by conducting an Historic Structure Report and adaptive reuse feasibility study, identifying three potential reuse scenarios, including expanding support facilities for existing entities and creating an arts incubator. The project prioritized sustainability with features such as porous paving, rain gardens, a green roof, and a geothermal heat pump. Aiming for LEED certification, the initiative sought to preserve the building's historical significance while transforming it into a vibrant, environmentally-conscious community asset.

Union Mill Mixed-Use Complex (Adaptive Reuse)

Responsibility: *LEED MEP Design, Energy Modeling & PreRequisite Commissioning Services*





Baltimore City, MD

Design Start	12/09
Construction Start	03/10
Construction End	6/11 - 11/11 (phased)
Project Cost (*thousands*)**:**	$20,000

Owner: Seawall Development - Baltimore, MD
Evan Morville 410-539-4300
Architect: Marks Thomas & Associates
Tom Liebel 410-539-4300

Seawall Development redeveloped the largest historic stone mill in the State of Maryland. The mill, known historically as "Druid Mill" was renamed "Union Mill".

Allen & Shariff Engineering, LLC was responsible for the LEED MEP engineering design, Energy Modeling and PreRequisite Commissioning services for this vacant structure that was converted to a mixed-use project consisting of a combination of non-profit office space, residential units (54 teacher's apartments), a restaurant, and support spaces. The building contains 29,500 SF office space, 5,900 SF restaurant and 52,320 SF residential.

The project received state and federal historic preservation tax credits ($2,920,000). It was the first project to be Certified under Baltimore City Green Building Standard and received **LEED-NC Silver Certification**. Through the whole-building, hourly energy-simulation model, were able to project for BG&E an overall annual savings of 450,000 kWh. Everything in the building is electric, and thanks to the ingenious engineering of the variable speed compressors and heat exchangers, the average apartment energy use is only $50 a month.

The baseline methodology is consistent with LEED and ASHRAE 90.1 protocols, and was based primarily on a Variable Refrigerant Flow (VRF) zoning system from Mitsubishi Electric Cooling & Heating, as well as a high-performance make-up air system, energy recovery ventilator (ERV), high-performance double-pane low-E windows and the walls' thermal mass. All of these benefits of the Mitsubishi Electric VRF zoning system helped Seawall attain the equivalent standards of LEED Silver and a sizable rebate check from Baltimore Gas & Electric's "Smart Energy Savers Program" ($164,258, largest so far).

In May 2012, this project received the 2012 Historic Preservation Award from Baltimore Heritage.

In February, 2013 this project received the Maryland Sustainable Growth Award for "Smart Growth Community" from the Maryland Department of Planning.

In addition, in 2013 Union Mill received the Brownfield Renewal Award/Sustainability Impact Category.

Union Mill is the first redevelopment project in Baltimore certified under the City's Green Building Standards.

Miller's Court (Mixed-Use)

Responsibility: *MEP/LEED Engineering & Energy Modeling & Commissioning*







Baltimore, MD

Design Start	2007
Construction Start	2008
Construction End	2009
Project Cost *thousands*:	$21,900 total

Owner: Seawall Development Company
Architect: Marks Thomas Architects
Tom Liebel 410-539-4300

Allen & Shariff Engineering provided LEED MEP engineering, energy modeling & commissioning services for the renovation / rehabilitation of this existing 80,000 SF historic warehouse building (Brownfield) formerly the H.F. Miller and Son Tin Box and Can Manufacturing Plant. The building design is a three story office building approximately 35,000 SF and 4 stories of residential apartments, approximately 40 trendy loft style units totaling 45,000 SF. Includes on-site coffee shop, fitness center with showers, business/resource room, club room, conference/training room, mail room and key card security system.

The building is on the historic registry and design was coordinated with the architect and historic requirements. **Project is LEED for New Construction (LEED-NC v2.2) Gold Certified.** Includes $5.25M in historic tax credits from state/federal governments and $5.25M from the federal New Market tax credit program.

Design includes new electrical services and coordination with BGE and electrical contractor for service sizing, voltage and termination location. The mechanical system for the building is a condenser water system with floor by floor condenser water units in the office building, and individual water source heat pumps in the residential units. The office air distribution system is a VAV system.

Miller's Court has also been recognized with numerous national awards including:

- United States Environmental Protection Agency – *National Award for Smart Growth and Green Building,* 2010
- Urban Land Institute, Terwilliger Center – *Grand Award*, 2010
- Baltimore Heritage – *Preservation Project Award*, 2010
- Maryland Historical Trust – *Preservation Partnerships Award*, 2010
- Maryland Chapter, NAIOP Commercial Real Estate Development Association – *Best Historical Renovation*, 2010
- Maryland Chapter, NAIOP Commercial Real Estate Development Association – *Community Impact Award*, 2010
- Maryland Chapter, USGBC, *Special Recognition*, 2010
- American Institute of Architects, Residential Knowledge Community, *Green Housing Award*, 2009
- Baltimore Chapter, Urban Land Institute, *WaveMaker Award*, 2009

Pittsburgh Athletic Association Renovation

Responsibility: *MEP/FP Engineering*



Oakland,PA

Design Start	2018
Construction Start	2018
Construction End	2021
Project Cost (*thousands*)**:**	$25,000

Walnut Capital Management
5500 Walnut Street - Suite 300
Pittsburgh, PA 15232
Todd Reidbord (412-683-3810)

Allen + Shariff provided MEP/FP engineering design services for a 138,585 SF renovation of this six-story historical building on Fifth Avenue. The building contains restaurants, leasable office spaces, banquet areas, and integration of the existing athletic club.

A chilled water/ hot water system provides building wide heating and cooling. Two 230-ton chillers are located on the roof and are routed in a building level mechanical room containing the two 3000 MBH hot water boilers. The four-pipe system is routed vertically throughout the building and piped to each floor level dedicated outdoor air handling system (DOAS). The building is complete with a snow melt system for easy winter maintenance. For the final tenant fit out, tenants will install their own hot water/ chilled water air handlers for maximum space flexibility.

This building was completely gutted of all electrical equipment for replacement as part of the renovation. A new 480/277-Volt, 4000-Amp switchboard was provided to serve the building, and the 'landlord' loads are fed directly from this switchboard. A downstream 'tenant' switchboard was also provided, which includes numerous metering compartments and breakers from which all future tenants will be served. Anticipating the electrical consumption of future tenants required multiple rounds of electrical calculations. The permanently installed lighting, including the interior historic spaces and façade lighting, was carefully coordinated with the architect and specialty lighting design consultant to ensure that it matched the historic aesthetic. The lighting control system needed to offer maximum flexibility in lighting zones and adjusting the intensity of each zone. Each future office floor and restaurant tenant was provided with life safety provisions for code compliance until the tenant fit-outs commence, including emergency lighting and fire alarm coverage.

There was demolition of the existing water, sanitary, and storm systems. New domestic cold water, hot water, vent, sanitary, water booster, and storm systems; roof drains and piping; natural gas system (as required for base building equipment); and fire protection system with fire pump, standpipe, and sprinklers were designed.

2022 Electric League of Western Pennsylvania Outstanding Lighting Award, Excellence in Exterior Lighting.

Community College of Allegheny County Center for Innovation

Allen + Shariff MEP Engineering | Project Management

Responsibility: *MEP/FP Engineering*



Pittsburgh, PA

Design Start	2020
Construction Start	2021
Construction End	2022
Project Cost (*thousands*):	N/A

Community College of Allegheny County
808 Ridge Avenue
Pittsburgh, PA 15212
Brian Richards (412-237-3072)

Allen + Shariff provided MEP/FP engineering design services for the renovation of Chalfant Hall at the Community College of Allegheny County's North Campus. The existing 17,600 SF building had been vacant for many years after serving as interim office space. With it's historical and intricate wood carvings and architectural features dating back to the 1800s, CCAC sought to renovate the building into conference spaces, student work spaces, faculty offices, training rooms, and instructional classrooms while maintaining the architectural integrity of the building.

Coordination of the MEP systems was important to produce a high-tech facility within a historic structure. To do so, all existing MEP systems were removed, and new smaller more efficient equipment was sought.

The HVAC system was designed as a highly efficient VRF system to not only conserve energy, but to also integrate into the existing tight ceiling spaces. This system will also meet CCAC's ongoing goal to work towards Net-Zero campuses. Ventilation air is provided thru a basement mounted DOAS (Dedicated Outdoor Air System).

The electrical system was upgraded to a 800A, 208/120V service feeding a series of panelboards located throughout the facility. This arrangement allowed for smaller lengths of branch circuiting and easier coordination of power devices. A new 80kW diesel generator was also introduced to serve both life-safety and standby loads including data room equipment critical to CCAC's operations. LED lighting and dimming control systems were integrated to reduce the energy consumption while maintaining high levels of illumination.

The plumbing systems reworked the existing drainage and underground lines. New restrooms were provided on all

Hendler Creamery Conversion (Mixed-Use)

Responsibility: *MEP Engineering Consultants*



Baltimore City, MD

Design Start	September, 2013
Construction Start	End 2014
Construction End	End 2016
Project Cost (*thousands*)**:**	$45,000

Design Collective, Inc.
601 East Pratt Street, Suite 300
Baltimore, MD 21202
Scott McGovern AIA 410-685-6655

Allen & Shariff provided MEP engineering services for the $45M conversion/adaptive-reuse of the former 120-year old Hendler Creamery building to a mixed-use complex with 275 residential units. The building that was constructed in 1892 consists of 97,500 SF. The building was added to the National Register of Historic Places in 2007.

The garage was demolished to make way for the new apartment building; the historic Hendler building was renovated and incorporated into the complex, which includes two new courtyards, a pool, and 11,000 square feet of retail space.

The Romanesque structure initially served as a powerhouse for Baltimore's cable car service in 1892 and was later converted into a theater in 1903 that hosted opera, vaudeville and early film. In 1912, Lionel Hendler purchased the building and transformed it into one of the nation's largest and first fully-automated ice cream factories.

The Industrialist Hotel
(former Historic Arrott Building)

Responsibility: *MEP/FP Engineering*



Pittsburgh, PA

Design Start	2018
Construction Start	2018
Construction End	2020
Project Cost (*thousands*)**:**	$30,000

HRI Properties
1501 Canal Steet
New Orleans, LA 70112
Martin Steib (504-566-0204)

Allen + Shariff provided MEP/FP engineering design services for the renovation of the Arrott Building, an 18-story, 115,500 SF historic office space in downtown Pittsburgh, that was converted into a modern hotel. The renovation of the new hotel added 124 rooms, 28 suites, fitness center, lobby bar, 1,200 SF event space, and 48-table restaurant. Allen + Shariff worked closely with the architect and owner to ensure a reliable MEP system that seamlessly integrated into the existing historic space.

Low ceilings and a compact size throughout the building proved to be a challenge for routing an HVAC system. To work within this footprint, Allen + Shariff utilized a roof mounted isolated coil cooling tower with a complex piping riser created to feed individual water source heat pump units within each hotel room as well as common areas. Two natural gas fired boilers in the penthouse provide the necessary hot water piping system. Due to the length of this piping, several large pumps were also integrated into the design. A 100% outside air dedicated air system on the roof provides the necessary supplemental ventilation air. Smoke control and pressurization systems were also seamlessly integrated into the architecture to meet high-rise code requirements.

With the increased energy demands of the renovation, a new utility vault and collector bus within the basement was coordinated with the city utility. Power from the vault feeds the fire pump as well as a 208V, 4000A switchboard. A combination of feeders and busduct help to minimize the electrical footprint through the building. A 450kW diesel generator was also required to operate all of the emergency systems. LED lighting systems were coordinated with Marriott's design standards, and a new voice evacuation fire alarm system keeps guests safe.

Due to the size of the building, several large capacity gas-fired water heaters are integrated into the sub-basement with a domestic water booster pump design required to obtain the necessary water pressures. A grease interceptor was also worked into the back of house design to serve the new restaurant. A new fire department connection was coordinated with the city with a new 100hp fire pump designed to meet sprinkler pressure levels.

Joliet Event Center

Joliet, IL

Revitalizing a historic church into a vibrant event space with sustainable design and preserved architectural character

Greenprint was selected to provide civil engineering and landscape architectural services for the transformation of a historic church building into a formal event space in Downtown Joliet. Located within the Downtown Joliet National Register Historic District, the project prioritizes preserving the church's exterior while enhancing the site with thoughtful improvements. Key site upgrades include a building addition, an outdoor courtyard, accessible pedestrian pathways, staff parking and essential site utilities.

In addition to infrastructure enhancements, the landscape design incorporates native plantings that support local pollinators and contribute to regional biodiversity. These sustainable elements ensure the site not only complements its historic surroundings but also fosters ecological resilience. Greenprint's role extended beyond design, providing permitting assistance to facilitate the project's approval process. This initiative demonstrates the firm's commitment to integrating green infrastructure with historic preservation, ensuring this adaptive reuse project enhances both community functionality and environmental sustainability.

CLIENT

Matise Events LLC via Legat Architects

PROJECT TYPE

Mixed Use, Stormwater Management, Courtyard, Native Habitats, Renovation

SERVICES

Landscape Architecture, Civil Engineering

DURATION

2023–present

SIZE

20,000 square feet







Renderings: Legat Architects

The Salt District

Chicago, IL

Reimagining an industrial site as an entertainment venue using innovative GI

Located along the North Branch of the Chicago River, Morton Salt has been a recognizable Chicago landmark for nearly a century. After closing its salt storage and packing facility in 2015, the 4.2-acre site was redeveloped as the Salt District, a mixed-use destination reconnecting the property to the river. Greenprint led the landscape design, prioritizing accessibility, gathering spaces, and nature connections. Sustainable features include native plantings, repurposed salt hoppers as tree planters, and a sloped landscape with bench seating along the Riverwalk. A continuous planting strip and boardwalk through the bioswale enhance the immersive experience.

The Riverwalk required a 30-foot setback, posing budget challenges on the former industrial site. Greenprint worked with Chicago's Department of Buildings and Department of Water Management to demonstrate the viability of Omni Infinity Media™. Collaborating with V3 Companies, the team optimized soil placement to manage a 100-year storm. Runoff is directed into Omni Infinity Media™ before discharging into the river, providing detention and volume control through surface storage. The design meets Chicago's landscape and stormwater ordinances while cutting costs and securing city approval. It marks Chicago's first use of innovative stormwater soils, pioneering decentralized green infrastructure to reduce combined sewer overflow.

CLIENT
Blue Star Properties

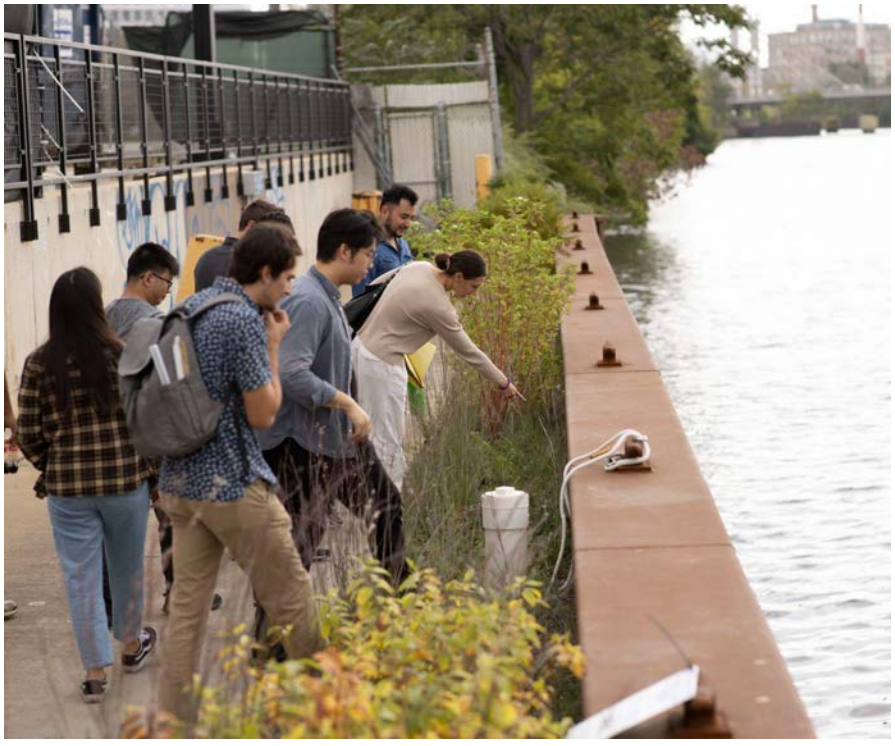
PROJECT TYPE
Adaptive Reuse, Stormwater Management

SERVICES
Landscape Architecture

DURATION
2018–2021

SIZE
4.2 acres

AWARD
ILASLA Merit Award, Landscape Architectural Research, 2022







Seed a Lot: Sidewalk Share

Chicago, IL

Transforming a contaminated lot into a space to enjoy nature

The Seed A Lot: Sidewalk Share project for the Chicago Architecture Biennial transforms a 21-foot setback on a contaminated vacant lot into an immersive rewilding landscape, creating a space for communal respite and wildlife habitat. This project highlights resiliency and the ability to reclaim a former industrial site within a short time frame, while actively working to reverse the effects of past disinvestment. It also serves as a template for the activation of vacant space and for corridor creation in urban settings and demonstrates the benefits of more equitable public access to green spaces.

In addition to adding beauty and vegetation to a barren landscape, the project serves several social, economic and ecological purposes. Socially, the addition of trees and green landscapes on underutilized, barren lots creates “tree equity” in communities that lag behind the average tree canopy in the city.

Ecologically, this project attracts pollinators, adds lush plantings and more than 30 trees to the community, sequesters carbon, produces oxygen and mitigates the Urban Heat Island Effect via evaporative cooling. In an area particularly vulnerable to flooding, the newly planted setback increases the site's stormwater management capacity by more than 57,000 gallons.

CLIENT
Omni Ecosystems

PROJECT TYPE
Adaptive Reuse, Parks + Recreation

SERVICES
Landscape Architecture

DURATION
2021–2022

SIZE
1 acre









CLIENT
Shaker Museum

ARCHITECT
Selldorf Architects

REFERENCE
Lacy Shutz
Executive, Shaker Museum
(518) 794-9100
lschutz@shakerml.org

COMPLETION YEAR
2026 (est.)

PROJECT AREA
15,000 sf (renovation)
12,000 sf (addition)

CONSTRUCTION COST
$18 Million (Est.)

STRUCTURAL FEE
$81,000

TYLIN ROLE
Structural Engineering

CHATHAM, NY

Shaker Museum

This ongoing project will adaptively reuse a three-story Victorian-era unreinforced masonry structure to create space for permanent and rotating exhibition galleries. A new four-story addition will house the lobby, offices, and back-of-house functions.



The project required consideration of a variety of structural conditions. The existing masonry walls are being retained and braced back to a new steel and mass timber framing system, which will replace the existing interior floor structure. To ensure composite action of the walls, TYLin collaborated with a specialist co-consultant to develop supplemental anchorage and injection grouting strategies for the air cavity between the two layers of masonry.

Like the existing building, the new building's structural framing will consist of a first floor cast-in-place concrete slab with upper floors consisting of a structural steel frame supporting cross-laminated timber (CLT) floor slabs.



ARCHITECT
Machado Silvetti

REFERENCE
Stephanie Randazzo Dwyer
Principal, Machada Silvetti
617.426.7070 ext. 167

COMPLETION YEAR
Ongoing (glass house)

TYLIN ROLE
Structural Engineering

WARSAW, VA

Menokin

After centuries of occupancy, the 18th-century former home of Francis Lightfoot Lee fell into serious decline. In the late 1960s, a falling tree caused a portion of the structure to collapse and left its interior exposed. A temporary protective enclosure currently spans over the ruins to protect them from the elements.

Portions of the structure that remain standing are the two main chimney stacks; the southwest and northeast corner walls; and some wood framing of the roof, second, and first floors at the northeast corner. TYLin performed a structural evaluation and provided recommendations for stabilization and safety during the removal of debris and historic fabric.

TYLin is on the design team to preserve the house's remnants and reconstruct missing areas in structural glass. This strategy will offer visitors a unique vantage point into the house's many parts and pieces. The primary structural scope of work consists of the design of a new steel armature and details of attachment of this new structure to the existing masonry walls. The design of the new steel armature relies on the existing masonry walls to resist lateral and shear forces, taking advantage of the stiffness to maintain a light frame for the remainder of the building.

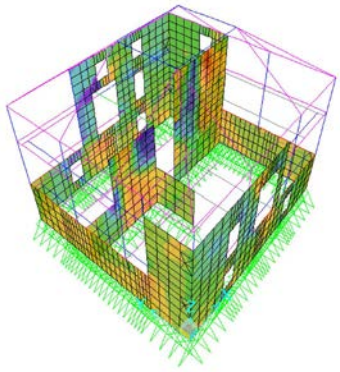


IMAGE CREDIT: TOP RENDERING COURTESY OF MACHADO SILVETTI



TOP PHOTO COURTESY OF BOB GABALSKI
ABOVE: EXISTING CONDITIONS, 2017

AGENCY
New York State Office of Parks, Recreation and Historic Preservation

ARCHITECT
Stephen Tilly, Architect

REFERENCE
Stephen Tilly
Principal, Stephen Tilly, Architect
914.693.8898
stevet@stillyarchitect.com

CONSTRUCTION COST
$892,000

COMPLETION YEAR
2020

TYLIN ROLE
Structural Engineering

WEST NYACK, NY

Onderdonck-Tallman-Budke House

The Tallman-Budke House, one of the oldest in the town of Clarkstown, is a two-story sandstone structure built in the Dutch architectural style of the Lower Hudson Valley. The initial construction, a single room, dates to circa 1735; enlargements were added in 1755 and 1791. When the town purchased the structure in 2011, it has been unoccupied for over 70 years and had fallen into severe disrepair.

Restoration work included reconstructing the front porch, rebuilding the east bay, and replacing the roof. The careful rehabilitation of this important community landmark ensures its continued use as an educational resource for years to come. The property was listed on the State and National Registers of Historic Places in 2017.



AWARDS/CERTIFICATIONS

— 2020 New York State Historic Preservation Award - Excellence in Historic Building Rehabilitation

TYLin



CLIENT
Scenic Hudson Land Trust

ARCHITECT
Architecture Research Office

REFERENCE
Kim Yao
Principal, Architecture Research Office
212.675.1870
kyao@aro.net

CONSTRUCTION COST
Barn: $1,490,000; Pavilion: $595,000

PROJECT AREA
Barn: 8,000 sf; Pavilion: 2,700 sf

COMPLETION YEAR
2011

TYLIN ROLE
Structural Engineering

LONG DOCK PARK, BEACON, NY

Hudson River Center and Boat Pavilion

This project for the Scenic Hudson Land Trust consists of two separate structures in a public park on the Hudson River in Beacon, New York: a new boat pavilion and an arts and environmental education center inside a re-stored historic barn. The two buildings, standing several hundred feet apart, are integrated within the park.



The barn is the sole survivor of Beacon's industrial riverfront. Its renovation preserves its structure, but transforms its interior into a loft-like art studio. The pro-gram includes a new ground floor multipurpose space for lectures and exhibitions, two classrooms on the second floor, and support spaces. Most existing window openings are preserved, and large glass doors are added to make a new public entry and increase the connection between inside and outside. Large sliding panels permit reconfiguration of the interior. New stairs, elevator, me-chanical, electrical, plumbing and fie sprinkler systems are included to meet code requirements.

The roof of the riverfront boat pavilion is an impossibly thin horizontal plane of corrugated steel that parallels a large wood deck boat launch. The painted steel struc-ture is economical and sturdy. Secure storage for up to sixty-four kayaks or canoes, a changing room, and stor-age area are enclosed by aluminum bar grating panels.



SUSTAINABILITY METRICS

— LEED Gold certification

BRADEN STREET POCKET PARK

DETROIT, MI

Braden Street Pocket Park, previously a vacant lot in the Chadsey Condon neighborhood, was transformed by the vision of Bridging Communities INC., and their community members. JIMA Studio served as the landscape architect for the park, to design and build a low maintenance, low cost, yet high impact project. The design adds native planting, site and tree clearing, and locally fabricated site furniture, while maintaining the existing tree canopy for shade and microclimate. The overall budget for this project was under $60,000 with a 3 week construction timeline.



CLIENT
Bridging Communities INC.

KEY TEAM MEMBERS
Ujijji Davis Williams
Shandra Bernath Plaisted

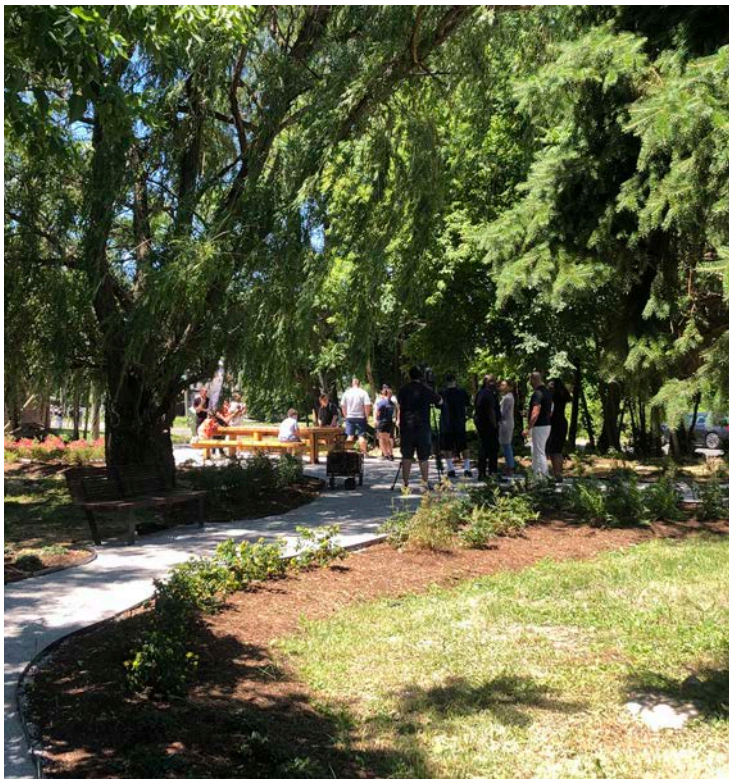
PARTNERS
N/A

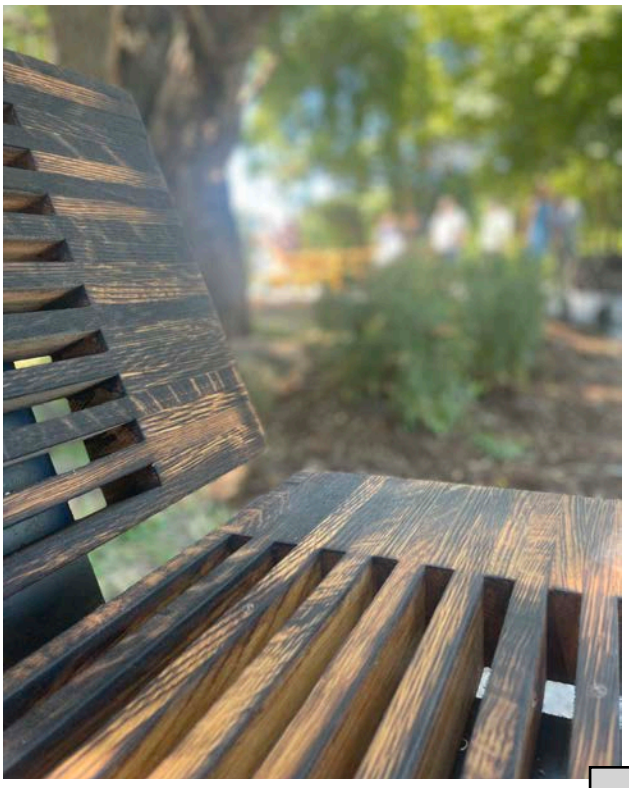
FINAL COMPLETION
2022

VALUE OF CONSTRUCTION
$60,000

SUSTAINABILITY
Native Plantings

SCOPE OF WORK
Design Development
Construction Management and Administration





BURGER-MATTHEWS HISTORIC HOME AND LANDSCAPE

KINGSTON, NY

The Burger-Matthews home, once vacant, will now house TRANSART INC., an African American heritage organization in the Mid-Hudson Valley offering cultural programs for the region. JIMA Studio led the design of the historic landscape and site modifications for the house to reflect the original character in modern context. Working with Alan Baer Architects, JIMA Studio dove deep into historic and cultural context to establish a planting and materials palette that would resonate with the existing character of the house, its historic glory while connecting with the proposed internal programming. The Queen Anne style house features one dominant gable facing Henry Street, two turrets at one corner of the house, fish-scale cedar shingles, a mansard roof and a porch with intact arch details.



CLIENT
TRANSART INC.

KEY TEAM MEMBERS
Ujijji Davis Williams

PARTNERS
Alan Baer Architects

FINAL COMPLETION
2022

SCOPE OF WORK
Concept Design, Design Development

YEAR
2020 - 2021

VALUE OF CONSTRUCTION
$500,000

SUSTAINABILITY
Adaptive Reuse

REAR PLAZA

In addition to the landscape, JIMA led the full design of the rear plaza, which serves as an accessible route and parking lot for the building. Working with historic materials of red brick and bluestone, the exterior landscape has offered a new life to this historic gem.









ELIZA HOWELL PARK NATURE TRAIL

DETROIT, MI

Sidewalk Detroit, a non-profit steward of Eliza Howell Park, contracted JIMA Studio to upgrade and formalize an informal nature path connecting the Park's drive to the Rouge River. JIMA provided several options for improving the accessibility of the trail while maintaining the intimate character of the space and protecting habitats.

The selected crushed limestone trail traverses native meadow and dense forested underbrush. The construction documentation was completed to align with local park design standards in order to ease the required departmental and City Council approval process. The generous path width was designed to accommodate comfortable and accessible passing on the trail, and to allow for natural regrowth and narrowing over time.



CLIENT
Ryan Myers-Johnson
Executive Director | Sidewalk Detroit
313-409-8128
ryan@sidewalkdetroit.com

INFORM KEY TEAM MEMBERS
Ujijji Davis Williams
Shandra Bernath
Plaisted

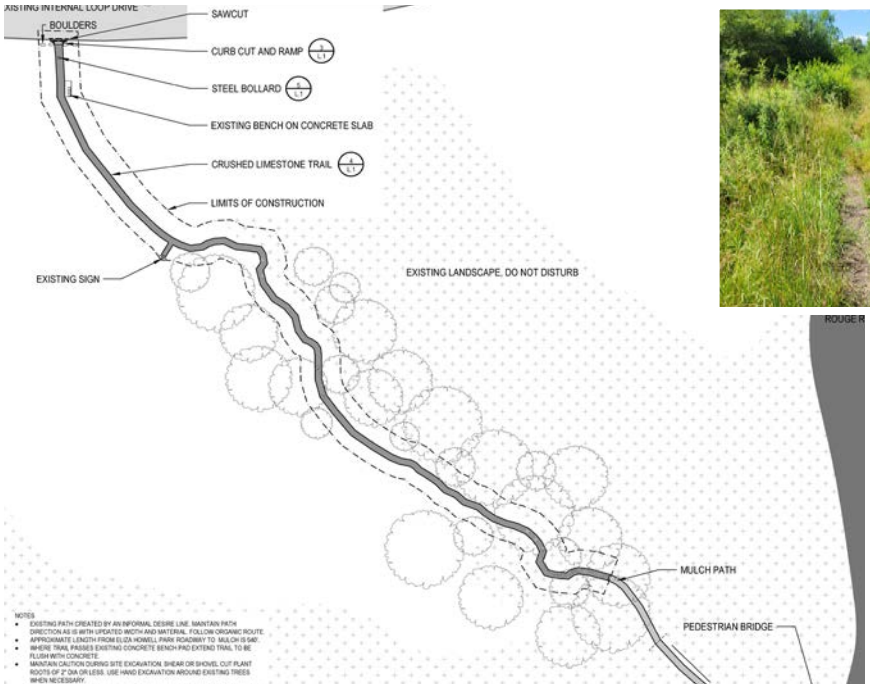
PARTNERS
PGA Construction

FINAL COMPLETION
2022

VALUE OF CONSTRUCTION
$70,000

SUSTAINABILITY
Native Habitat

SCOPE OF WORK
Trail Design
Construction Documentation
Construction Administration







Relevant Experience

Herkimer County – Historical Jail Evaluation

Location: Herkimer, NY

Client: C.T. Male Associates, Nicholas Lobosco, Project Architect/Project Manager, 518-786-7469, n.lobosco@ctmale.com

Scope: This project consisted of a limited visual evaluation of the historic jail. While no longer active, regular guided tours are held. Proposed repairs included asbestos abatement, facade repointing repair, some interior structural support, interior and exterior painting. Six options were also proposed for additional or alternative work. Trophy Point worked with C.T. Male Associates to provide cost estimating services.

Estimated: 2019-2020

Cost Estimate: $729K

New York State Office of Parks, Recreation, and Historic Preservation (NYSOPRHP) – Olana State Historic Site Mansion Exterior Re-Painting & Hazmat

Location: Hudson, NY

Client: Beardsley Architects + Engineers, Tom Ascienzo, 315-612-3041, tascienzo@beardsley.com

Scope: This project consisted of restoring the exterior painting of the Olana State Site Mansion. The building is a historic site with intricate artwork and detail throughout the exterior of the building. Special considerations were given to the location of the work, to maintain safe egress for the operating building and the variety of techniques to be used for the various details on the building. Trophy Point provided cost estimating services to Beardsley Architects + Engineers.

Estimated: 2022-2024

Cost Estimate: $2.3M

U.S. Army Corps of Engineers – Norfolk District Arlington National Cemetery Gate Restoration

Location: Arlington, VA

Client: Leisnoi Diversified Services, LLC, Kevin Truesdell, General Manager, 571-508-8124, ktruesdell@leisnoi.com

Scope: Trophy Point assisted Leisnoi Diversified Services in assembling a cost estimate and schedule in P6 that was cost-loaded based on the estimate. The project involved a site visit and multiple meetings/calls to collect bidder information and assemble an estimate based on six bid packages. The scope included the installation of the original Ord & Weitzel Gate, sidewalks, rerouting of water mains, and a guard shack.

Estimated: 2020

Cost Estimate: $3.5M



Current Workload Statement

Nurture

Pabst Theater Restoration
Milwaukee, Wisconsin

Current Workload Statement







Nurture possesses the expertise, resources, time, and technical capability to successfully execute the proposed construction schedule for the Paint Creek Lumber Yard project. With a highly skilled team of architects, engineers, and project managers, we are fully equipped to oversee all phases of the project — from schematic design through construction documentation and permitting — with precision and efficiency.

We employ a strategic, detail-oriented approach to project execution, ensuring all milestones are met while upholding the highest standards of quality and performance. Our firm has a proven ability to manage complex schedules, coordinate multidisciplinary teams, and proactively mitigate challenges, allowing us to maintain project momentum while adhering to scope, budget, and timeline requirements. The firm's ongoing projects, currently at various stages of completion, will 100% not impact our ability to deliver the required services. Nurture remains fully committed to meeting all contractual obligations, ensuring the successful fulfillment of all agreed-upon services with the highest level of professionalism.

The Paint Creek Lumber Yard project presents unique considerations that require a thoughtful and responsive design approach. Building on decades of experience with industrial, historic, and commercial facilities, along with our expertise in adaptive reuse and site-sensitive solutions, we are able to implement necessary improvements while ensuring operational continuity. With a demonstrated history of delivering high-performance projects on time and within budget, Nurture is fully committed to allocating the necessary resources to ensure the successful completion of this project.



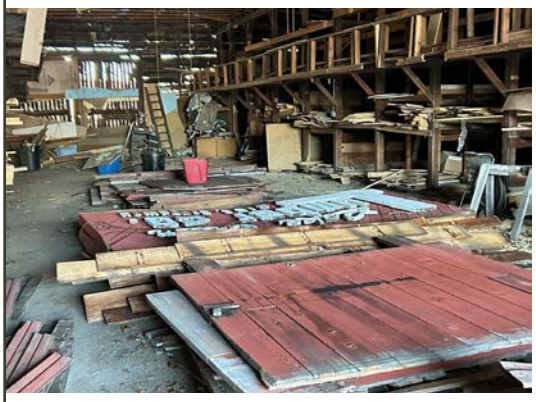
Project Approach & Schedule

Nurture

The Rookery Restoration
Chicago, Illinois

Our Project Approach







PROJECT VISION AND UNDERSTANDING

Our understanding of the project is that the objective is to restore and adaptively reuse the Main Barn, Supply House, and Coal Office as key components of a recreational destination along the Paint Creek Trail. The Main Barn will be reimagined as a versatile event space, the Supply House will be transformed into an accessible public gathering area, and the Coal Office will provide flexible tenant accommodation. Thoughtful site improvements will be incorporated to create dynamic public spaces and facilitate multimodal circulation across the site.

We believe our experience uniquely positions us to provide architectural design services that center historic preservation principles while also accommodating contemporary uses. Nurture practices at the nexus of preservation and sustainable design, seeking to preserve our past in an environmentally resilient mode. As a preservation-focused firm, we are well prepared to share project concepts and express the proposed architectural approach clearly to a public audience. As a gateway to public green space, we understand the importance of public support for the Paint Creek Lumber Mill restoration and adaptive reuse project.

We will initiate the project with a comprehensive site visit involving the full team to assess existing conditions, informing both critical repair recommendations and overarching design objectives for the site, public spaces, and the structures slated for reuse or restoration. Our team embraces an integrated design approach, holding regular interdisciplinary meetings to ensure all aspects of the project are considered holistically and aligned throughout the design process.

Our approach also ensures regular touch points with the Client team to accommodate any changes in programmatic needs, collect feedback on design recommendations, and ensure Client and public approval for all phases of work. We understand the Paint Creek Lumber Yard transformation to be a public good, and we are excited by the challenge to create a resilient, healthy, and historically informed design approach for the complex.

SCOPE OF WORK AND DELIVERABLES

Schematic Design

- Review reports from the public engagement process, historic information, and available reports
- Provide input on the existing design idea developed from public engagement process
- Initial site visit
- Design Integration meeting with DDA and design team
- Develop a schematic design set based on existing design ideas, incorporating any new ideas from the Design Integration meeting
- Develop set of repair drawings for bid
- Cost estimate on schematic design set

Design Development

- Review of schematic design set and cost estimate with DDA
- Incorporate DDA's comments from Schematic Design phase
- Develop drawings. Specification Table of Contents
- Cost estimate of Design Development Set



Construction Drawings

- Incorporate DDA's comments from Design Development phase
- Develop drawings and specifications
- Cost Estimate of Construction Drawings

Bid and Permit Phase

- Incorporate DDA's comments from Construction Drawings
- Issue one set of drawings specifications for Bid and Pemit

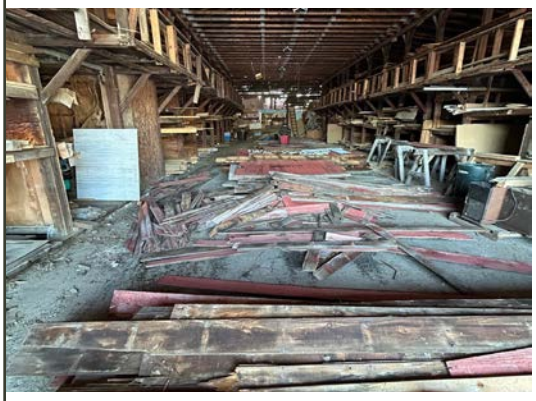
PROJECT TEAM

Nurture assembled a team of multidisciplinary professionals for the Lumber Creek Paint Yard, leveraging years of experience and a proven track record to address the comprehensive needs of this project. Our consultants will work closely with us and DDA to deliver a coordinated, integrated, holistic and comprehensive design

Allen + Shariff will deliver mechanical, electrical, and plumbing engineering expertise, ensuring optimal system performance and efficiency. **Greenprint Partners** will lead the civil engineering efforts, ensuring effective site development and infrastructure solutions. **JIMA Studio** will contribute landscape architecture services, designing thoughtful, sustainable outdoor spaces. **TYLin** will offer structural engineering services, focusing on safety, innovation, and design integrity. Trophy Point will provide cost-estimate services, ensuring precise budget forecasting and cost control throughout the project. **GPRS** will utilize laser scanning technology to create highly accurate, detailed site models for effective planning and design. Lastly, **Alpine Engineering** will conduct a topographic survey, providing vital data for site analysis and development.

Together, we will ensure a successful outcome, bringing a unified vision to life through collaborative expertise.

Our Project Approach







PROJECT SCHEDULE

Nurture is prepared to start work within two weeks of notice to proceed. Based on the schedule outlined in the Request for Proposal, we have divided the project into the following phases. In order to best accommodate the requested timeline, we propose:

- Starting Schematic Design earlier to start gathering existing conditions before design work.
- Issuing a repair set of drawings at the end of Schematic Design phase to facilitate stabilization and critical repair work while design documentation is ongoing.
- Starting Design Development phase after DDA has an opportunity to review and digest both the Schematic Design drawings and cost estimate.

We are confident that this approach will establish a strong foundation for Schematic Design, ensuring a smooth progression through the subsequent design phases. Simultaneously, repair work can commence on the buildings and site.

Pre-Contract:

- Award of Contract: February 19

  Contract Negotiation: February 24 - 28

Schematic Design:

- Schematic Design & Repair Documents: March 3 - April 17
- Site Visit: March 19
- Cost Estimate: March 31 - April 11
- Owner Review: March 31 - April 18
- Issue Repair Drawings: April 18

Bid Phase of Repair Work:

- Estimated Bid Period: April 21 - May 16
- Estimated Construction Start: June 2

Design Development:

- Design Development: April 21 - May 9
- Cost Estimate: May 12 - May 23
- Owner Review: May 12 - May 16

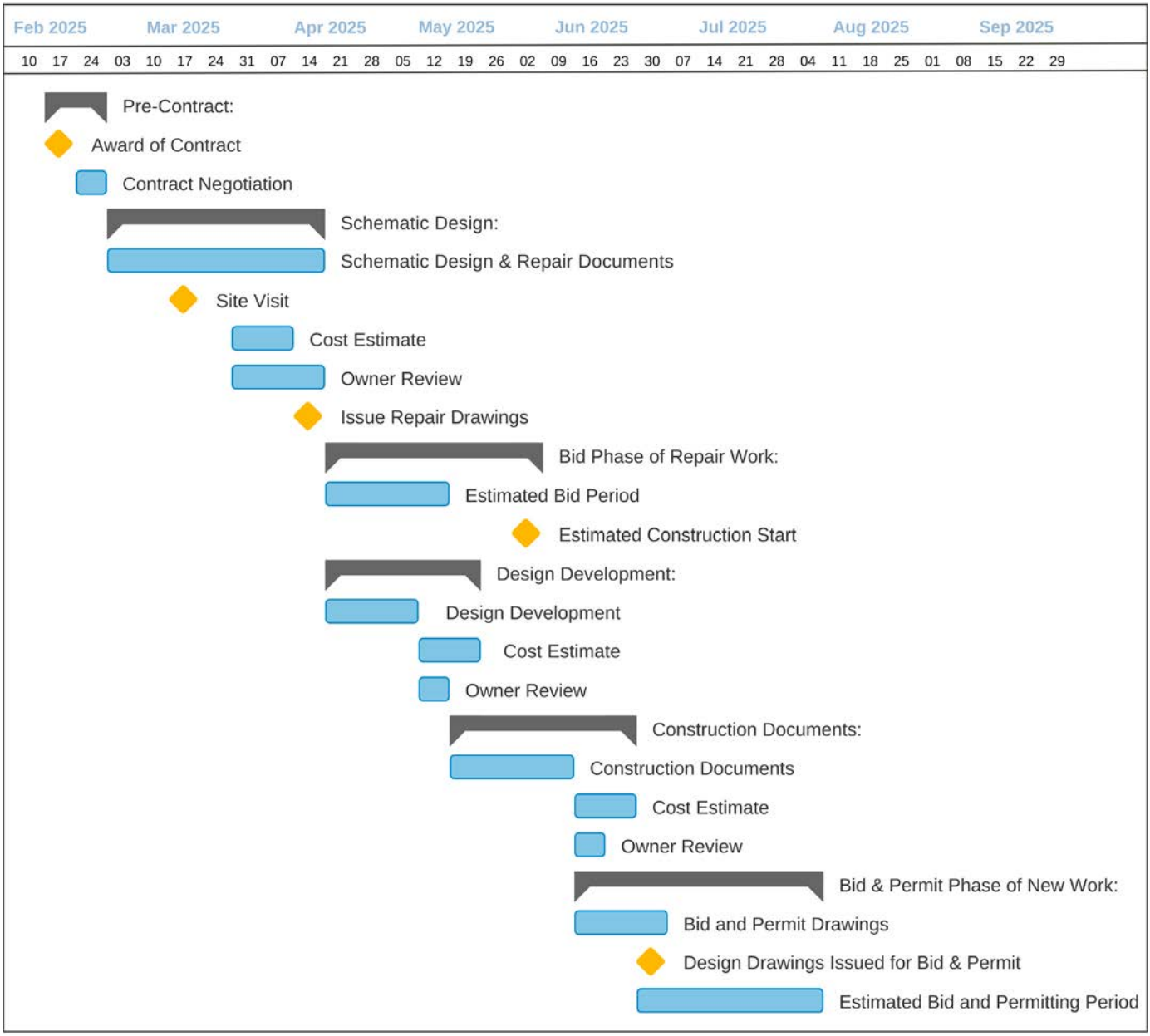
Construction Documents:

- Construction Documents: May 19 - June 13
- Cost Estimate: June 16 - June 27
- Owner Review: June 16 - June 20

Bid & Permit Phase of New Work:

- Bid and Permit Drawings: June 16 - July 2
- Design Drawings Issued for Bid & Permit: July 3
- Estimated Bid and Permitting Period: July 4 - August 5

Our Project Schedule



Nurture

314 West Institute Place
Suite 1E
Chicago, IL 60610
O 312.944.9600
www.nurturearch.com

DDA ACTION SUMMARY SHEET

MEETING DATE: February 18, 2025

TOPIC Strategic Plan Review – Schedule Date

BACKGROUND BRIEF:

Following the last Board Training session, which was moderated by Cristina Sheppard-Decius, a 2025 Strategic and Transformational Strategy draft was coordinated from POW Strategies. This has been sent to the Board separately for your review prior to the final review meeting, to be scheduled as a part of this Agenda item.

Staff is very enthused about this Strategy and encourage active review prior to our final session where it will be presented, analyzed and possibly finalized for adoption.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

Pursuant to the Memo from Cristina Sheppard-Decius, a meeting for the Review and possible adoption of the Lake Orion DDA 2025 Strategic Plan is scheduled for _____ at _____.

02.12.2025

Memo

TO
Lake Orion DDA Board of Directors & Staff

FROM
Cristina Sheppard-Decius, CMSM, POW! Strategies, Inc. Founder & President

CC

RE
2025 Strategic Plan

OVERVIEW & NEXT STEPS

POW! Strategies, Inc. facilitated the Lake Orion DDA strategic planning process on January 9, 2025, with a majority of its Board of Directors and staff in attendance to set a prioritized plan of its goals and objectives for the next three years. The attached presentation of the results will be reviewed with the Board of Directors at a special meeting on _____.

The 2025 Strategic Plan includes refreshed options for the DDA's mission and vision statements, as well as core values in which to guide its decision making. Based upon the prioritization of needs and long-term goals of the TIF plan for the DDA, two key strategies rose to the top in which to base its objectives and tasks, including focusing on a *Lakeshore Economy* and *Community Building*. We will review this in detail, steps the Board and committees can take to reach these goals, and determine if any modifications are needed before adopting the plan. This Strategic Plan should then be the framework for the DDA's budget and action plan.

During this meeting we will also finalize the mission and vision statements, work on developing some key messaging Board members can use to help build community involvement and engagement, as well as determine timelines for the action plan moving forward. Once the Board adopts the Strategic Plan, it should then share it with committee members and have each committee refine the action plan so that the Board can better monitor and track its progress on a regular basis (quarterly). Empowering Board and committee members to take an active part in championing projects, programs and initiatives is important to the success of the plan.

It's been a pleasure working with the Lake Orion DDA, and I look forward to helping you finalize your Strategic Plan at the upcoming meeting. POW! Strategies, Inc. will continue to be at your service if there are ever questions, adjustments or follow-up needs.

POW! STRATEGIES, INC.

Tel 248-760-9265
Email info@powstrategiesinc.com

DDA ACTION SUMMARY SHEET

MEETING DATE: February 18, 2025

TOPIC Executive Directors Report

BACKGROUND BRIEF:

The Report is provided as an update of ongoing work and effort of the Director

FINANCIAL IMPACT:

RECOMMENDED MOTION

Receive and file the Executive Directors Report for February 2025.

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

February 18, 2025

I. NEWS AND UPDATES

a. **VILLAGE CAPITAL FUND.** The entire package is on tonight's agenda. The approach honors the intent of the Resolutions enabling the CIP approach, and the calculations for the determination of set aside is made from the PA 57 Annual reports.

b. **BUDGET DEVELOPMENT.** A re-work of the budget is in progress that would better appropriate and track promotional and infrastructure expenses. Anticipated Budget Work Schedule is on this Agenda

c. **SERVICE AGREEMENT.** A new service agreement approach is drafted, and will be made available for review in the Budget Process.

d. **SNOW REMOVAL.** A new contract for this services was awarded to the Village DPW

e. **MAIN STREET ACCREDITATION.** The portal has been uploaded and our application for Accreditation was timely submitted. Several of the attachments created for the new portal are attached.

II. TO DO'S AND MORE

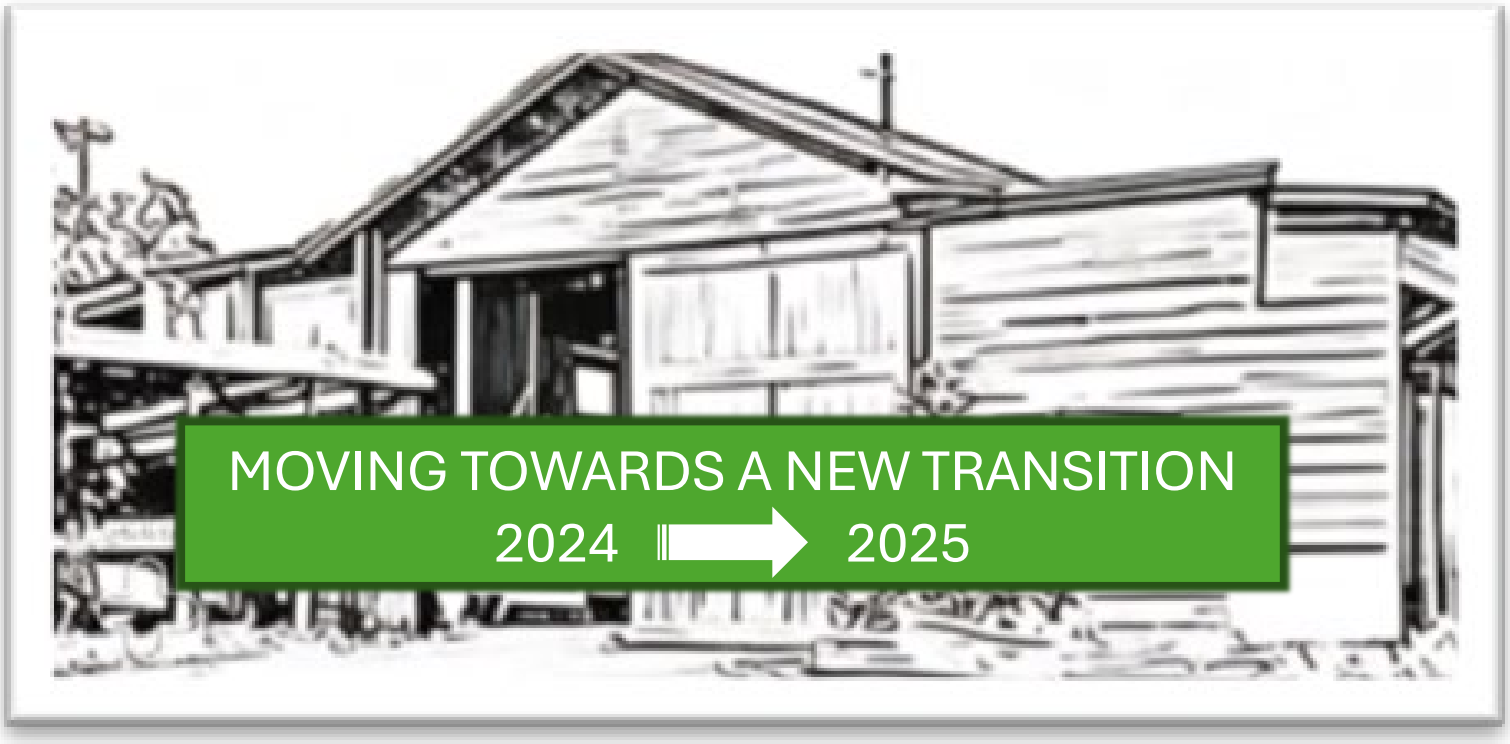
1. Leadership Development – Began building structure for town hall, program or event, but we need to start recruiting more committee members, volunteer leadership people and general help in working hands and ideas.
2. SPONSORSHIPS – This must be priority this year, as well as, the build out of the prior authorization to create a non-profit
3. STAFF ANNUAL REVIEW(S). This is in progress and reports will be provided in March, as the annual date for the new staff structure.

Respectfully Submitted,

Matthew Gibb

gibb@downtownlakeorion.org

(248) 464-0307



AN OUTLINE OF WHO WE ARE AND WHERE WE ARE MOVING UNDER NEW EXECUTIVE LEADERSHIP

December 2024

A NEW FORM OF LEADERSHIP

To meet the demands of saying farewell to the Director

THE BOARD MADE A BOLD MOVE

NEW FULL TIME STAFFING STRUCTURE: MARCH 2024

Understanding the diverse needs of the District, including the Lumber Yard Project, Post Pandemic and "Save the DDA" jetlag, and a rapidly changing economic mix of high-end New Residential overshadowing small store front sustainability, the Board shuffled and adjusted its finances to allow for two dynamic full time positions;

*Executive Director **and** Assistant Director*



ADOPTION OF A NEW BUDGET APPROACH: JUNE 2024

As part of the Save the DDA Campaign, it was offered to our Village of Lake Orion Partners that the DDA would share 75% of all future prosperity (TIF revenue) increases in a collaborative Capital Plan, matching capital improvement needs in the District with the preemptive plan of the DDA TIF. This allows focus on placemaking and improvement, while restructuring the Budget to direct administrative costs in a work plan/work-order process.



A FRESH APPROACH LEADS TO RENEWAL: AUGUST 2024

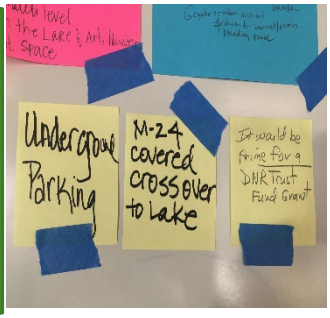
New leadership has been pulling the dynamic assets of past Main Street successes and refreshing the edges into new, re-focused and purpose driven programs and events. New Look programs include:

FAÇADE GRANTS ✦ BUSINESS TRAINING ✦ PUBLIC ART ✦ VOLUNTEERS



WHO WE ARE and WHERE WE WANT TO BE: NOV/DEC 2024

The "Save the DDA" effort, in driving its success, took the energy and wind from the sails of the entire support system. A new line was drawn, with the importance of understanding who we are, not who we were during the past two years. Comprehensive training and workshops with Board, Volunteers, Staff and Village Leaders, brought out a renewed voice and a refined focus of priority and message, to culminate in March 2025.



2024-25 MAIN STREET COMMITTEES

Promotions Committee - First Tuesday at 11am online and DDA office



Committee Chair: Sally Medina, DDA Board Member

The Promotion Committee markets Downtown's unique characteristics to shoppers, investors, new businesses, tourists, and others while promoting retail events, special events and ongoing programs.

Design Committee - Third Monday at 3pm online and at DDA Office



Committee Chair: Lloyd Coe, DDA Board Member

The Design Committee works to improve the appearance of Downtown so that it is perceived as clean, safe and friendly while preserving its historic appeal.

Organization Committee - Third Wednesday at 11:30am, DDA Office



Committee Chair: Alaina Campbell, DDA Board Member

The Organization Committee works to communicate the vision, philosophy and activities of the Main Street organization to the community through membership and partnership development and a communications program.

Economic Vitality Committee - Fourth Thursday at 11:30am online and DDA Office



Committee Chair: Matthew Shell, DDA Board Member

The Economic Vitality Committee works to strengthen the economic base in Downtown by helping existing businesses to expand, recruiting new businesses for a balanced mix, and converting unused space into productive property.

NEW PROGRAM

DOWNTOWN LODown, formerly the DDA Business Power Hour – Fourth Thursday at 4pm or 8am, rotating to different partner locations in the district.

Chair: Dr. Sam Caruso, DDA Board Member

The DOWNTOWN LODown is a meeting for business owners, managers, and residents of the District to learn about involvement in projects and events, and to discuss current issues, opportunities and challenges within the District.

2024-25 MAIN STREET TRANSFORMATIONAL STRATEGIES

A COMMITMENT TO ECONOMIC AND COMMUNITY DEVELOPMENT

DINING AND ENTERTAINMENT DISTRICT

DINING & ENTERTAINMENT DISTRICTS ARE DEFINED BY AN OVERWHELMING COMBINATION OF FANTASTIC DINING, NIGHTLIFE, SHOPPING, AND LIVE EVENTS IN ONE CONCENTRATED AREA.



PLACEMAKING

PLACEMAKING IS A PARTICIPATORY PROCESS FOR SHAPING PUBLIC SPACE THAT HARNESSES THE IDEAS AND ASSETS OF THE PEOPLE WHO USE IT.



COMMUNITY ENGAGEMENT

COMMUNITY ENGAGEMENT IS A STRATEGIC APPROACH THAT INVOLVES BUILDING RELATIONSHIPS WITH STAKEHOLDERS BUILT UPON CONVESATION, COMMUNITY AND COLLABORATION.



WHAT IS ECONOMIC DEVELOPMENT?

ECONOMIC DEVELOPMENT IS THE PROCESS OF IMPROVING THE STANDARD OF LIVING FOR A COMMUNITY. IT INVOLVES JOB CREATION, SUPPORT FOR INNOVATION, WEALTH CREATION, IMPROVING QUALITY OF LIFE. THIS TERM IS USED INSTEAD OF "TRANSFORMATION" WITH THE INTENTION OF FOLLOWING THE INTENTION OF MAIN STREET ACCREDITATION GUIDELINES.

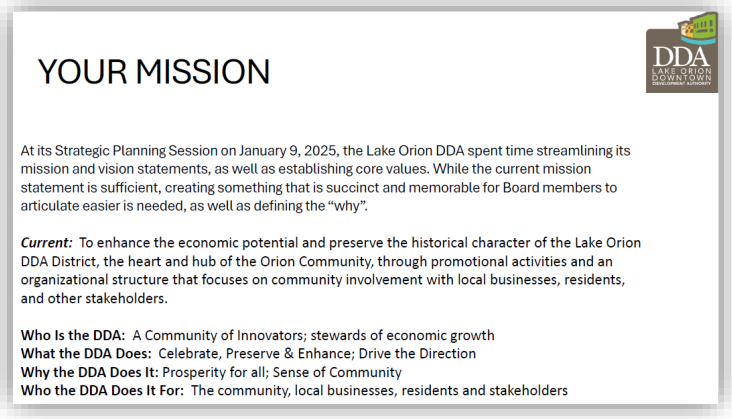


WHO WE ARE AND WHERE WE 'RE GOING – STRATEGY AND PLANNING

BUILDING PROSPERITY TO REINVEST IN A HISTORIC TOMORROW

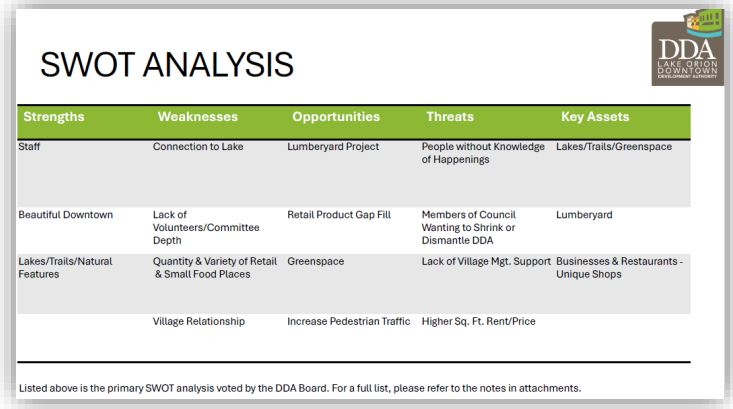
Leadership and ALL engaged support has doubled down on defining how the plans of yesterday are now our strategy for the future.

Examples of the work being done:



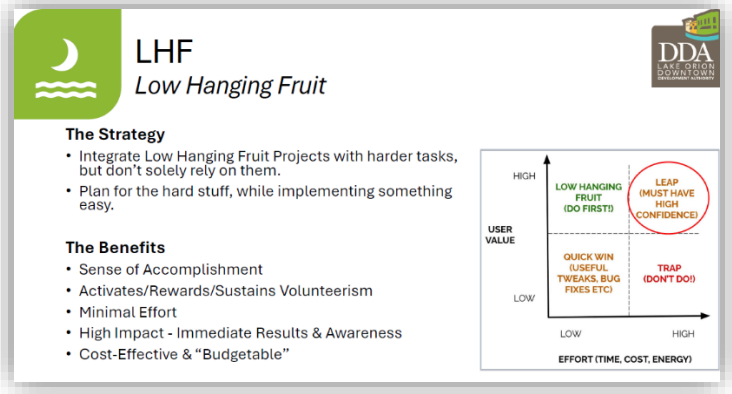
OPPORTUNITY

Simplify our message into a more "street smart" conversation and publish the good work and methods in more dynamic places. Instead of always defending, advocating with a purposeful, cohesive message.



OPPORTUNITY

Understand how our Strengths can build a better business recruitment and preservation strategy and plan. Knowing our weak spots allows targeted invitations and training concepts.



OPPORTUNITY

Take our Work Plans from scheduling and timing to purpose and opportunity. Add knowledge to event planning, including how to take advantage when a downtown take over event happens outside your front door.

2025 PRIORITIES
BEYOND THE TRANSFORMATION

IN THIS SECOND YEAR OF NEW LEADERSHIP, THE WORK GOES ON TO UPDATE, RE-SET, AND BUILD ANEW, THE BONES AND OPPORTUNITIES FOR THE ORGANIZATION AND THE DISTRICT. *IN NO ORDER OF START OF PREFERENCE:*

1. ORGANIZE, ASSESS AND REPURPOSE OUR CONTRACTS

a. We maintain contracts for five parking areas/lots that allow public access. Each needs to be renewed, with appropriate re-drafting and cost analysis.
b. Beautification contracts, snow removal, lighting, and other contracts have not been rebid or assessed in several years. Organize each sufficiently in front of need, and put each task on calendar based project plan, with new drafted and supported documents.
c. PA 57 ADMINISTRATIVE FEE AGREEMENT. This annual fee has been blended into multiple general fund draws for Village budgeting. There needs to be a specific agreement for general admin, and separate agreements for "as needed" work in the district.

2. LUMBER YARD AT PAINT CREEK

a. Build work plans that follow the progress of preservation and adaptive reuse.
b. Complete renovation and re-purposing of the coal office and get the building online with a revenue generating tenant, that allows the space to become the Gateway.
c. Complete renovation of the main barn and supply shed, allowing the completion of site engineering to determine whether the space can be converted into a large event space or if parking will predominate.
d. Complete site planning and access design.
e. Start the public art components of the project, along with the track preservation and trailhead connections.
f. Develop and launch a strategy to define third party tenants/owners, along with a marketing and revenue plan for the business operations
g. File and approve successor operational entity, Non-Profit.

3. BUDGET OVERHAUL

a. Break down the multiple admin fee lines into “as needed” work order based expense lines.
b. Focus the branding and promotions budgets to better align with training and event purpose.
c. Provide stronger definition on multiple Capital Outlay lines so that the direction is in accord with both the Tif plan and the Main Street Transformational Strategies.
d. ENGAGE THE JOINT COMMITTEE ON CAPITAL PLANNING AND FUNDING (75/25 Plan)

4. ENHANCE COMMUNITY / VILLAGE ENGAGEMENT

a. Continue to invite Council to multiple events, including training, workshops, studies, and other programs where dialogue and collaboration are inherent.
b. Ask for, or use public time, at all Council sessions to deliver information and message.
c. **VOLUNTEERISM**. Create a stronger approach to task based invitations and prior sign up tools.
d. Seek more media and communications tools and bring in the young and old ends of our community age demographics.

5. CATCH UP ONGOING PRIOR-YEAR PRIORITIES

a. Remediate the failing wall, and other overdue landscaping, issues in the downtown.
b. Push to complete a refuse solution for the east side of downtown, and create a beautification plan for dumpster enclosures throughout downtown.
c. Correct and repair electrical issues, resolve the EV charging station issues, map the DTE use issues.
d. Set a date to have all the Board and Committee materials updated, re-advised and acknowledged.

6. IMPLEMENT THE 2025 STRATEGY PLAN

a. SEE ATTACHED

MEET OUR BOARD

The Lake Orion Downtown Development Authority (DDA) Board plays a vital role in advancing the pillars of Main Street America, fostering a vibrant, economically resilient, and community-focused downtown. Through its leadership, the board champions the Four-Point Approach—Design, Economic Vitality, Promotion, and Organization—to ensure the historic charm and economic sustainability of Lake Orion's downtown district. The DDA Board supports Design by preserving and enhancing the area's architectural heritage and public spaces, creating a visually appealing and welcoming environment. It drives Economic Vitality by supporting local businesses, attracting investment, and implementing initiatives that encourage downtown growth and stability. The board enhances Promotion efforts through strategic marketing, events, and community engagement that draw visitors and residents alike. Lastly, through Organization, the board fosters collaboration among stakeholders, secures funding, and ensures efficient governance to sustain long-term revitalization efforts. By embracing these principles, the Lake Orion DDA Board strengthens the community's identity, preserves its history, and fosters a thriving, walkable downtown.

The DDA Board of Directors consists of local property owners, business owners, and residents. Also on the DDA Board are the Village Council President and Orion Township Supervisor.

LEADERSHIP

Deborah Burgess
CHAIRMAN
Builders Custom Flooring



Sam Caruso
VICE CHAIR
Caruso Chiropractic



Matthew Shell
TREASURER
Attorney & Counselor



Hank Lorant
SECRETARY
DDA Resident



MEMBERS AT-LARGE

Lloyd Coe
MEMBER AT-LARGE
Ed's Broadway Gift & Costume



Sally Medina
MEMBER AT-LARGE
Broadway Embroidery



Alaina Campbell
MEMBER AT-LARGE
Cookies & Cream



Chris Barnett
ORION TOWNSHIP SUPERVISOR



Teresa Rutt
VILLAGE COUNCIL PRESIDENT



DDA ACTION SUMMARY SHEET

MEETING DATE: February 18, 2025

TOPIC Assistant Director's Report

Assistant Director's Report

RECOMMENDED MOTION:

To Receive and File the Assistant Director's Report

MEMORANDUM

Janet Bloom – Assistant Director

February 18, 2025

Completed Event:

Feb. 1 – Ice Fest (Tie in with Lake Orion Sunrise Rotary Ice Golf Cup Challenge)
Ice sculptures; live ice carving demo; warming station with s'mores; QR code-based Scavenger Hunt for retailers for $350 in Downtown Dollar prizes; Flint St. Alley warming station with booth set up with spin to win and other goodies for kids and upcoming events. Anita's Kitchen did the Frosty Fishing Hole as our Signature Drink.

We wish to thank our ice block sponsors:
Broadway Embroidery, Caruso Chiropractic, Cookies & Cream, Epique Realty, Flint Street Alley, Haney Farm Bureau, Irish Tavern, Lucky's Natural Foods. And our Live Ice Carving Demo: Michigan United Credit Union.

We wish to thank our Scavenger Hunt stores:
Accent on Art, Amazing Petals Florist, Boutique Chic, Broadway Embroidery, Green Hippo Gifts, Heritage Spinning and Weaving, Lucky's Natural Foods, Messy Designs, Orion Art Center, Primetime Comics and Cards, and Roses of Silverbell.

Upcoming Events:

Feb. 21 – March 1 – Restaurant Week with Oxford DDA. Committed restaurants to date for Lake Orion are: 313 Pizza Bar, Anita's Kitchen, Irish Tavern, Johnny Black's, and Valentino's. We ask for restaurant to do packaged meals such as app/entrée/dessert style with one set price.

Mar. 15 – St. Paddy's Day Pre-Game with Oxford DDA. Trolley to take revelers between communities. Expect ticket sales of around 250. Tickets are now available on www.shopOCmainstreets.com. Cost is $25. T-shirt will be "ticket" for entry and to get deals at participating restaurants. Lake Orion check in will be at Irish Tavern from 4:30 - 5:30 pm. Event is 5 pm – 10 pm.

Social Media Stats

Downtown Lake Orion Facebook:
Followers: April 9,938; May 10,116; June 10,141; July 10,166; August: 10,209; September: 10,255; October: 10,304; November: 10,388; December: 10,457; January: 10,459; February 10,522 (added 63)

Estimated Reach: Previous: 83,000; Current: 105,237 (# of people who saw content at least once)
Engagement: Previous: 16,900; Current: 13,400 (reactions, comments, shares, or clicks on our posts)

Downtown Lake Orion Business Group:
135 members (added 3)

Instagram:
4,120 (added 34)

X (formerly Twitter):
1,549 (lost 13)

Activities

1/21: Monthly DDA/Village Mgr. & Clerk meeting
1/23: LAUNCH! Downtown LOdown business and property owner meeting
1/29: MSOC Managers Roundtable – Oak Park
1/30: Ribbon Cutting: O Cigar Bar
2/3: Special Board Meeting
2/4: Bagels & Brews (Orion Area Chamber of Commerce) at Amazing Petals Florist
2/4: ONTV live show – LO DDA and OX DDA show
2/6: Community Calendar Zoom call
2/6: Ribbon Cutting: Messy Designs
2/10: Shop OC Main Streets Training with MSOC/ShopOC – joint training with LO DDA and OX DDA
2/11: Shop OC Main Streets monthly meeting
2/12: Bid Opening
2/12: Art & Flower Fair Committee Planning meeting
2/12-13: DPW snow response for downtown sidewalks
2/14: MSOC Managers Meeting - Southfield

Conferences/Showcases/Trainings/Awards:

1/23: Volunteer Appreciation Party: We appreciate all our volunteers and the time and dedication they give to Downtown Lake Orion. We recognized the following volunteers at this year's gathering:
DDA Legacy: The Samet's
Tour DDA Force: Oakview CyberDragons Robotics
Top Recruit: Fire Chief Ryan Allen
Spirit of Main Street: Linda Crane
Strongest Paddler: Alaina Campbell
Best Costumed Volunteer: Anthony Medina
Best Booth Ambassador: The Rutt Family
I'll Get My Tools: Joe Young

Committee Meetings:

Organization Committee – January cancelled.
Promotions Committee – February 4, 2025 (minutes attached)
Design Committee – January cancelled.
Economic Vitality Committee – January cancelled due to Downtown LOdown and Volunteer Awards at same time.

2025 Downtown Event Calendar (attached)

Respectfully Submitted,

Janet Bloom
bloom@downtownlakeorion.org
cell (248) 320-7599

The mission of the Lake Orion DDA is to enhance the economic potential
and preserve the historical character of the Lake Orion DDA District,
the heart and hub of the Orion Community,
through promotional activities and an organizational structure
that focuses on community involvement
with local businesses, residents and other stakeholders.

The **Main Street Approach** is a unique economic development strategy that focuses on leveraging existing social, economic, physical and cultural assets to energize community revitalization efforts and help manage success for the long term.

Promotion: Creates a positive image of the downtown to instill community pride and encourage commercial activity and investment in the area. Promotions such as advertising, retail and special events, marketing and social media campaigns can be used to communicate the unique characteristics of a downtown to residents and visitors — sparking interest in shopping, dining, living or investing and creating a business in the community.

Promotions Committee Minutes

February 4, 2025

11 am – 12 pm

Teams Meeting

Committee Members: Chair Sally Medina, Garrett Hoffman, Sandra Wood, Holly Nicosia, Kristin Berry, Anthony Medina
DDA: Matt Gibb, Ex. Dir./Janet Bloom, Asst. Dir.

I. Resolution Run and IceFest Recap

- **Resolution Run (Jan. 1):** Janet will follow up with the organizers.
- **IceFest (Feb. 1):**
  - General discussion of IceFest, including the Rotary Ice Golf Cup Challenge. Several attendees shared their experiences.
  - Olivia: IceFest was eventful, bringing in new customers.
  - Sandra: IceFest was a blast and the party of the year.
  - Discussion about the mix of family-friendly and adult-oriented activities, with some suggestions to separate the timing of these more distinctly in future years (e.g., family activities starting later in the day).
  - Discussion about the scavenger hunt, with some suggesting a name change and others noting the success of the QR code aspect. It was noted that many families participated.
  - Suggestion to start family-friendly activities later in the day to avoid overlap with the more adult-focused golf challenge.
  - Discussion of other activities: Smores, Flint Street Alley, signature drink (Anita's Kitchen).
  - The more station was popular with kids.

II. Upcoming Events

- **Restaurant Week (2/21-3/1):**
  - Working on lining up restaurants, getting photos, and creating packages with Oxford DDA (appetizer, entree, dessert, etc.).
  - Aiming to finalize details this week and get information on the website and social media.
  - Discussion of potential gamification (QR codes, scavenger hunt style) to encourage participation.
- **St. Paddy's Day Pre-Game (3/15):**
  - Working with Oxford DDA. Last year sold almost 2000 tickets.
  - Working on trolley arrangements (currently in maintenance).

    - Green t-shirts and Local Hop Disco planned.
- **Easter Egg Hunt (American Legion):**
    - Possibly moving from Children's Park to Blanche Sims due to space constraints. Awaiting final confirmation.
- **Art & Flower Fair (5/17-18) (Orion Art Center):**
    - Holly (Orion Art Center) discussed the event.
    - Mystery Art Stroll suspended for this year; will be a separate fall event. Focus will be on art in businesses during Art & Flower Fair.
    - Planning meeting next week to discuss footprint, hoping to keep the expanded layout from Dragon on the Lake. Family activities will be in Children's Park.
    - Difficulty in attracting additional flower vendors due to competition from other events. Harvest Time (Oxford) and a downriver nursery will be participating.
    - Businesses can apply for a 10x10 spot in front of their stores via ZAP format. Deadline is a couple of months out.
- **Memorial Day Activities (5/26) (Orion Twp. and Village, Am. Legion):** No specific discussion.

III. MSOC Assessment – Feb. 20

- Full-day activity at Village Hall.
- Agenda being developed and will be shared.
- Opportunity for feedback and suggestions for improvement.

IV. Volunteer Appreciation Party – Awards

- Event was a success.
- Appreciation expressed to volunteers, including Anthony for "Best Costume."
- Will be an annual event.

V. Volunteer Engagement

- Looking for ways to increase volunteer engagement.
- Focus on task-based opportunities, especially for events (setup, teardown, booth work).
- Spring cleanup and beautification efforts planned.

VI. Chamber Downtown events/meetings

- Bagels & Brews (attended that day at Amazing Petals).
- Ribbon cuttings (upcoming one at Messi Designs).
- Downtown Peer to Peer meetings being planned.
- Encouragement for attendees to participate in these events.

VII. Downtown LOdown

- January launch prior to the volunteer appreciation party.
- Next event: Feb. 27 at Bitter Tom’s (4-5:30 pm).
- Intended as a conduit for information and discussion of business challenges and resources.
- Previous format had low attendance; recent event had much better turnout. Potential for rotating morning/afternoon times.
- Upcoming meeting will cover event information and discussion of how to help businesses engage with events.

VIII. Retailer Events

- Galentine’s Party (Feb. 7) being organized by retailers like Boutique Chic.
- Discussion of how the DDA can support these efforts (marketing dollars, posters, banners).
- Looking ahead to other retail events like Mother's Day and planning support in advance.
- Examples of successful collaborations (e.g., dessert/coffee flight and flowers).
- Focus on unique experiences.

IX. Trainings/Resources for Merchants

- **Feb. 10 – Shop OC Main Streets:** Training at Oxford Community Room (9 AM). Includes virtual training and in-person Q&A with Eric Phillips from Main Street Oakland County and Kevin from Roses of Silver Bell, a top seller, sharing tips and tricks.
- **Feb. 24 – Facebook and Google Business training with Brian Birney:** Zoom training (9 AM). Brian is also an Open Thrive trainer. Businesses can access seven free hours of training with a consultant of their choice through Open Thrive (contact Joyce, the local rep).
- **Thrive training for businesses:** Open Thrive offers one-on-one business training on various topics. Businesses can connect with Joyce for more information.

DRAFT – 2025 Downtown Lake Orion Events

All the LOLive! Music concerts are from 6:30pm – 8:00pm in Children's Park.
The Social District is open during restaurant business hours until midnight every day.

January	
1	Lake Orion Resolution Run (Hanson's)
4	Chroma Opening- thru 1/25 (Orion Art Center)
February	
1	Lake Orion Ice Golf Cup Challenge (Sunrise Rotary)
1	Lake Orion Ice Fest (DDA)
8	Heartlines Opening- thru 3/1 (Orion Art Center)
21-March 1	Lake Orion & Oxford #StrongerTogether Restaurant Week (DDA)
March	
13	Lake Orion Middle School Show Opening- thru 3/29 (Orion Art Center)
13	Ribbon Cutting at Irish Tavern (Orion Area Chamber)
15	Lake Orion & Oxford #StrongerTogether St. Paddy's Day Pre-Game (DDA)
April	
3	TBD: Fundraiser – Boat Club
5	Joan Brace Scholarship Show Opening- thru 4/26 (Orion Art Center)
5	Boater Safety Class (Lake Orion Lake Association)
9	Library Celebration (Roaring 20's) 6:30-8pm (Orion Twp. Public Library)
19	Easter Egg Hunt in Children's Park (SAL/American Legion)
May	
May-Sept.	DIA Inside Outside Art in Downtown LO-10 locations (DDA)
3	Blooming Opening- thru 5/31 (Orion Art Center)
17-18	Art & Flower Fair (Orion Art Center)
26	Memorial Day Services & Parade (11am) (Village/American Legion)
26	Navy Memorial at Children's Park 10am (Village/American Legion)
26	Orion Veterans Memorial Day Race (Twp./Orion Veterans Memorial)
29	Wildwood Fundraiser for Fireworks 6:30-9 pm

The events listed here could change unexpectedly due to unforeseen circumstances.

DRAFT – 2025 Downtown Lake Orion Events

June	
June/July/August	Launch of Pedal Boat Pub Tours
June/July/August	Launch of Tour on Orion Boat Tours (Orion Essentials or Ghosts and Gangsters)
5	Cornhole Starts (Every Thurs. through Sept.7) (SAL/Am. Legion)
7	Warp and Weft Opening- thru 6/28 (Orion Art Center)
7	TBD: National Trails Day (DDA)
7	Summer Reading Kickoff (Orion Twp. Public Library)
7	Youth Fishing Tournament (Lake Orion Lake Association)
15	TBD: Family Duck Race (Friends of the Library)
17	75th Year Celebration at Paint Creek Country Club (Orion Chamber)
19-22	Lake Orion Jubilee Carnival (Lions Club)
21	Boater Safety Class (Lake Orion Lake Association)
23-29	Lake Orion American Summer Restaurant Week (LOAS) (Lake Orion & Oxford)
26	Ribbon Cutting/Mixer-Mystic Cove (Orion Chamber)
27	Lake Orion American Summer Pub Crawl (LO/Oxford) (LOAS)
July	
4	Flare Night on Lake Orion (Lions Club)
5	Exposures Opening- thru 7/26 (Orion Art Center)
5	Lake Orion Fireworks (LO Fireworks Foundation)
9, 16, 23, 30	Lake Orion LOLive! Music Concerts (DDA)
TBD	LOHS All Classes Reunion Pre-Party (American Legion)
TBD	LOHS All Classes Reunion at Camp Agawam
27	Lake Orion Kids & Kops Car Show (and Pancakes) 8am-1pm (LOPD)
August	
2	Seafood Boil-ticketed event (Sunrise Rotary)
6, 13, 20, 27	Lake Orion LOLive! Music Concerts (DDA)
20-24	Lake Orion Dragon on the Lake (Orion Art Center)
22	Lighted Boat Parade (Lake Orion Lake Association)

The events listed here could change unexpectedly due to unforeseen circumstances.

DRAFT – 2025 Downtown Lake Orion Events

September	
6	The Art of Storytelling Opening- thru 9/27 (Orion Art Center)
13	LO Palooza at Wildwood (The Daisy Project)
20	Lake Orion Zombie Walk & Poker Run (Ed's Broadway Gift & Costume/Lighted Parade Fundraiser)
TBD	Lake Orion Outdoor Movie Nights (3) in Children's Park (DDA)
25-27	America in Bloom (Orion Twp./Orion Parks/Village/DDA)
27	Michigan Downtown Day (DDA)
October	
4	Grayscale Opening- thru 10/25 (Orion Art Center)
4-5	Here Lies Lake Orion Cemetery Tours (Orion Historical Society)
15	Lake Orion Halloween Extravaganza 5pm-7pm (DDA)
24	Witches Night Lake Orion & Oxford #StrongerTogether (DDA)
November	
1-30	Holiday Art Market (Orion Art Center)
1-30	Oakland County Shop Small "Local Gems" Sweepstakes"
20	Lake Orion Sing & Stroll Tree Lighting and Hometown Holiday Horse & Carriage Rides (DDA)
29	Shop Small Saturday and Hometown Holiday Horse & Carriage Rides (DDA)
December	
1-31	Holiday Art Market (Orion Art Center)
4	Impact Awards (Orion Chamber)
5	Holly Jolly Folly Fundraiser 6-11pm (Golling/Orion Area Parade Group)
6	Orion Lighted Christmas Parade 6pm (Orion Area Parade Group)
13	Polar Express Trolley Rides (DDA)
13	Winter Workshop 11am-1pm (Orion Twp. Public Library)

The events listed here could change unexpectedly due to unforeseen circumstances.

Main Street America and MSOC Year-End Evaluation

Lake Orion MI

February 20, 2025 (Thursday)

PURPOSE AND SUMMARY

The Main Street Community Assessment Visit is an important evaluative service offered to local Main Street programs to review the progress made towards building a comprehensive revitalization program.

Your Main Street Community Assessment Visit has the following objectives:

1. Determine the progress the program has made to meet or maintain the current Main Street America Assessment Criteria.
2. Understand the Main Street America Standards and take the important steps to become familiar and start aligning with this holistic framework.
3. Recognize strengths and celebrate the growth and accomplishments of the past year.
4. Identify needs, trends and obstacles that might challenge the district and the program's efforts.
5. Determine technical assistance and services that can continue to grow and sustain the local Main Street Program.

AGENDA

- **9:00 a.m.** **Introductory meeting with the Board of Directors, Committees, staff and other Main Street leaders**
  Location: Village Council Chambers, 21 E. Church St.
  - Overview of the Accreditation Standards by MSA
  - MSA overview on how the Program meets current National Accreditation Criteria and expectations based on Program's self-assessment.
  - Opportunity for the Main Street Board to highlight the organization's direction for the past year and its priorities for 2024. **At least 75% of Board attendance is expected with advanced confirmation**.
- **Noon** **Lunch with Board Chair and Village Mgr. (Village Council President to fill in)**
  Location: Irish Tavern, 51 N. Broadway
- **1:30 p.m.** **Community Tour – meet at the Lumberyard property office**
- **2:30 p.m.** **Stakeholder Meeting**
  Location: Village Council Chambers, 21 E. Church St.
  - Downtown business and building owners, residents and representatives of organizations with a presence in downtown to meet with the team and share their perspectives on the local economic environment and value of the Main Street program.
  - City leaders and staff to highlight the City's vision and support to the district's revitalization and the Main Street program.
- **4:30 p.m.** **Adjourn**
- **5:00 p.m.** **Dinner with Main Street Board of Directors and staff**
  Location: TBD
- **6:30 p.m.** **End of Evaluation**

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Village office, at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.

Posted: February 13,2024