



Kingsley Downtown Development Meeting

207 South Brownson Ave, Kingsley, MI 49649

12/2/2024 6:00pm

Meeting called to order at 6:01p by DDA President / Chair Max Anderson

Roll Call: Allman X, Anderson X, Ascione_X, Ashmore X, Burke_AB, McKellar_AB, Lajko X, Steele AB.

Motion by ALLMAN seconded by ASCIONE to accept agenda as presented. All Approved.

Motion by ALLMAN seconded by ASCIONE to accept DDA Minutes from 9/16/2024. All Approved

Reports from the Board:

1. Village Council-All seats almost filled on council board. Hiring of Charlie Jetter, Welcome! VC has invited someone from the DDA to attend a meeting for an update. RRC Kick-off meeting. Approved for grant to improve roads and railroad tracks on Fenton St. Sewer and Water project wrapping up.
2. Village PC- Master Plan , January 14th is public meeting. You are all invited.
3. Township Board-. Questions about Parks and Recreation—are we updating that part of the plan? Needed to apply for most grants. Escalante negotiations.
4. Township PC-Master Plan On-going
5. Other

New Business:

1. **Santa Night Request-** Letter provided asking for donations to assist with The Rock's Santa Night. The DDA did give monies for the Business Expo; Jess will be donating time by providing photos. We will not award money for 2024 but will consider in 2025.
2. **Kingsley Friends of the Library-** Mandy Quinn is the new treasurer for the library. Updates and improvements to the community room are coming but there is a \$16,700 shortfall for items needed. A question was asked about fundraising. 501C3 status has not been maintained because of missing paperwork so it is not an option at this time. Library contributed \$15K. Before consideration, DDA has asked Mandy for a written proposal and specific ask.
3. **Quinn's Auto Clinic Request-** Proposal provided, total ask \$90K. Remodeling costs are needed to make it work. Ryan is open to any consideration the board might make. The DDA asked Ryan about loan options, referencing the arrangement we had with the Brewery. This item will be added to old business for next meeting, in order to give time for consideration. Meanwhile, Ryan is under construction and has begun work. Slated to open Spring 2025.
This Agenda Item will be moved to next meeting.
4. **Election of Officers 2025/Schedule-** Max expressed willingness to continue serve in the President role. It was asked if anyone would like to change roles at this time, and the answer was no. Steele did offer to provide secretary duties last year, so this will be considered. With McKellar being absent, it was suggested we move this to the next meeting. Currently roles are as follows:

Max Anderson-President

Mike Ascione-VP

Marc McKellar-Treasurer

Jess Ashmore-Secretary

Consideration for hiring an accountant for budget consideration in 2025. Ex. \$5000/year. It was asked if we could involve The Village. Mary, Max, and Charlie set to meet before the holidays to discuss potential options. *This Agenda Item will be moved to next meeting.*

2025 DDA SCHEDULE-First Monday of the month, beginning January 6th 2025, with the exception of September. Time changed to 5:30p. January 6th will also be the BRA Meeting.

January 6th

February 3rd

March 3rd

April 7th

May 5th

June 2nd

July 7th

August 4th

September 2nd

October 6th

November 3rd

December 1st

Motion by ALLMAN seconded by ASCIONE to accept 2025 DDA meeting calendar.

Old Business:

1. Update on Consultant/CIB progress-Sent final draft to Joe Quandt at Kuhn Rogers to review. A couple items were noted:
 - a. Clarification on DDA versus the Village
 - b. Ownership of the final project
 - c. ARS Language to be addressed
 - d. General Liability Insurance question

Max will make adjustments and finalize with CIB and attorney. Discussed the timeliness of the responses from CIB discussed due to lack of slow response on their part. Expectations to be outlined in the memorandum of understanding.

Communications:

1. Village Update- Welcome Charlie Jetter! Adam's Fly and Heritage Day interest. Wanting to be resurrected for 2025.
2. Marketing Update-Business Coffee, this Wednesday at 7:30a. Website setting to be adjusted, Jena is working with website designer due to mobile issues. Opening of the Village Café. Redefined is Closing, but will maintain an online presence. Jena has expressed interest to be rehired as marketing director for DDA.

Financial Reports: Treasurer absent. Board Members requested to have a monthly statement presented at the meeting each month to be reviewed. Jess to provided YTD total of capital expenditures to be considered when making Quinn and Library asks. BS&A Program coming to village may be helpful to the DDA; Christina or Lindsay at the Village may be able to provide clerical work for DDA per Charlie Jetter. To be discussed further.

Other: -Gabe Bogart, no longer on DDA Board. \$300 payment previously approved was due for flower watering.

Motion by ALLMAN seconded by LAJKO to adjourn at 7:44p. All approved.



Seasons Greetings!

The Rock's annual Santa Night and Silent Auction on December 7, 2024 will bring in over 500 attendees to enjoy the spirit of Christmas by getting a picture with Santa, writing a letter to Santa, making a craft, taking a wagon ride and warming up by the fire, eating delicious cookies, and drinking delectable hot chocolate. There will also be a large silent auction for families to shop at. This is a fundraising event for The Rock's Afterschool Programming, which provides a free space for teens to come and hang out, be safe, and thrive; physically, mentally, emotionally and socially.

To reach our goal of \$10,000, we are looking for your help. We are contacting your business to request in-kind donations and/or auction items to help us meet our goal. We are specifically looking for the following items:

- **Trips or experiences**
- **Monetary donations**
- **Sponsorships-** Your company name will be listed at our Santa Night and Silent Auction, along with being announced during the event, on our Facebook page and website.
 - Crafts- \$250
 - Cookies and Cocoa- \$250
 - Wagon Rides- \$250
 - Santa- the main man himself- \$300
 - Pictures with Santa- \$300
 - Outdoor Winter Wonderland- \$600
- **Family-friendly activities**
- **Gift certificates or gift baskets to auction off**

If you have items that fit this list or would be willing to sponsor part of our event, we would greatly appreciate your donation of any in-kind gift. Your generosity makes a tremendous impact in the lives of the youth in the community. Please contact us at 231-263-7000 or email diane@therockofkingsley.com if you would be willing to sponsor or give a donation.

I'm happy to discuss this opportunity over the phone or in person, whichever you prefer.

Thank you for your generosity,

Diane Walton
Executive Director
The Rock of Kingsley Youth Center

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, entered into this ____ day of _____ 2024 A.D., by and between the VILLAGE OF KINGSLEY, Grand Traverse County, State of Michigan, hereinafter referred to as "Client" and CIB PLANNING, INC., a Michigan Corporation, hereinafter referred to as "Consultant."

WITNESSETH:

WHEREAS, the client desires to engage the Consultant to render professional services for the Client; and

WHEREAS, the Consultant desires to provide said services and agrees to do so for compensation based upon services rendered and expenses incurred pursuant to the terms and conditions hereinafter set forth;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

SECTION I. SCOPE OF SERVICES.

The Consultant shall perform the specified services under this Contract in connection with downtown development planning and redevelopment project management services. The services to be performed are described in, attached to, and made a part of this contract as Attachment A. The Consultant shall carry out all activities specified in the above-cited scope of services in a satisfactory and proper manner.

SECTION II. CHANGES TO SCOPE OF SERVICES.

The client may from time to time during the course of this agreement, request modifications of this Agreement or changes in the Scope of Services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Consultant's compensation, which are mutually agreed upon by the Client and the Consultant, shall be incorporated in written amendments to this agreement.

SECTION III. PROJECT MANAGEMENT AND COMMUNICATION

The Consultant Contact shall be Justin Sprague, Principal, Vice President, as Project Manager and all direct contact shall be made with him. Advanced Redevelopment Solutions will serve as a subconsultant on this project and will serve as co-project manager through the duration of this contract. Additionally, the Consultant will be supported by Emily C. Palacios, Attorney at Law with the law firm Miller Johnson to provide as needed legal reviews of polices, contracts, development agreements or similar, which may be needed occasionally throughout the duration of this contract.

SECTION IV. COMPENSATION AND METHOD OF PAYMENT.

- A. The Client shall pay the Consultant a fixed/not-to-exceed fee of \$57,689.00 for the services, described in the Scope of Services (Attachment A). This fee includes typical out-of-pocket expenses including, but not limited to, long distance telephone, mileage, postage, photography, and working document reproduction. Final deliverable reproduction will be the responsibility of the Client.
- B. The Client may authorize the Consultant to provide additional services beyond the Scope of Services or attend additional meetings for a fee in addition to paragraph A above. For additional professional services the Consultant shall be compensated at the hourly rates described in Attachment A, unless a separate fee is mutually agreed upon.
- C. Invoices will be submitted monthly for work performed during the billing period and shall be paid within thirty (30) days of receipt of such invoice by the Client.

SECTION V. ASSIGNABILITY

The Agreement shall not be assigned or transferred by either the Consultant or the Client to any entity not connected with the Consultant without the prior written consent of the other. Notwithstanding the foregoing, the Consultant shall not be prohibited from contracting with qualified subconsultants or from assigning to a bank, trust company, or other financial institutions, any claims for compensation due, or to become due to the Consultant from the Client under this agreement, without prior written consent.

SECTION VI. DATA AND SERVICES TO BE PROVIDED BY CLIENT TO CONSULTANT

If requested by the Consultant, Client shall furnish at no charge to the Consultant, in a timely manner:

- A. Copies of all reports, survey data, plans, maps, drawings, aerial photos, and similar materials relevant to the performance of the scope of services. Such materials shall be provided at no cost to the Consultant.
- B. The Client shall be responsible for any professional, legal, engineering or accounting services connected with the project and shall coordinate review of any drafts by said consultants, if necessary.
- C. The Client shall be responsible for scheduling meetings, publication of agendas and notices, and the costs of publication for postings, notices, and mailings.
- D. The Client shall devote sufficient time at regular meetings to adequately discuss the project within the number of meetings herein described, and to maintain the project schedule, or shall schedule special meetings devoted exclusively to the project.
- E. The Client shall provide the Consultant with decisions or reviews in a timely manner.
- F. If the primary Client contact person is changed, the Consultant shall be compensated for time spent on orientation to the new staff person.

SECTION VII. SCHEDULE.

The Consultant and Client shall agree to complete all work required and described in the contract on an expeditious schedule designed to meet time frames as specified in Appendix A, or as mutually extended by the Client and the Consultant.

SECTION VIII. OWNERSHIP OF DATA.

Upon completion or termination of this Agreement, all work products shall become the property of the Client and shall not be furnished to any other party without written permission of the Client. It is understood and agreed that the calculations, final documents, studies, surveys, drawings, maps, reports, and specifications prepared pursuant to this Agreement in machine format or hard copy, are instruments of professional service. They are and shall remain the property of the Client.

The consultant will retain the original work product. The Client understands that changes or modifications to the work product made by anyone other than the consultant may result in adverse consequences which the Consultant can neither predict nor control. Therefore, the Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify the Consultant from and against all claims, liabilities, losses, damages, and costs including, but not limited to, attorney fees, arising out of or in any way connected with the modification, misinterpretation, misuse, or reuse by others of the work product provided by the Consultant under this Agreement. The foregoing indemnification applies, without limitation, to any use of the Project documentation on other projects, for additions to the project, or for completion of this project by others, excepting only such use as may be authorized, in writing, by the Consultant.

SECTION IX. CONFIDENTIALITY

Information obtained and reports prepared by the Consultant under this Agreement shall be considered confidential and shall not be made available to any individual or organization by the Consultant without prior approval of the Client.

SECTION X. TERMINATION

This Agreement may be terminated for cause by either the Client or the Consultant upon written notice, together with appropriate documentation of the reasons. In such case the Consultant shall be compensated by the Client for all work completed prior to termination upon delivery of products completed to the Client.

SECTION XI. NON-DISCRIMINATION:

The Consultant shall, when applicable, comply with the requirements of all federal, State, and Local laws, ordinances and regulations relating to minimum wages, social security, unemployment compensation insurance, and Worker's Compensation, and shall not discriminate against any employee or applicant for employment because of race, sex, creed, color, or national origin.

SECTION XII. COMPLIANCE WITH ALL LAWS.

In the performance of this Agreement, Consultant agrees to comply with all applicable State, Federal, and local statutes, ordinances, and regulations, and obtain any and all permits applicable to the performance of this Agreement.

IN WITNESS WHEREOF, the Client and Consultant have executed this Agreement as of the date above and in accordance with the laws of the State of Michigan.

WITNESS:

VILLAGE OF KINGSLEY DDA, GRAND TRAVERSE COUNTY,
MICHIGAN

By:

CIB PLANNING, INC.

Carmine P. Avantini

By:

Carmine Avantini, AICP
President, CIB Planning

ATTACHMENT A

July 10, 2024

Kaitlyn Aldrich
Village Manager
Village of Kingsley
P.O. Box 208
Kingsley, Michigan 49649

Subject: Project Management Services

Dear Kaitlyn:

It is with great pleasure that CIB Planning in partnership with Advanced Redevelopment Solutions offers our following qualifications to provide DDA Planning and Project Management Services, specific to brownfield properties in downtown Kingsley. It's clear that you are taking the necessary steps to position the village for redevelopment by completing entering into an agreement with the County Land Bank to assist with the process.

As you may know, it is much more difficult to redevelop properties in downtown areas due to increased costs, primarily from needing to deal with such items as asbestos and demolition, infrastructure replacement and underground contamination. The increased costs, combined with an unknown demand for retail and office space, leaves developers searching for ways to close the financial "gap" for a proposed project. Combined with a limited number of developers undertaking mixed-use projects in Michigan, the task of attracting new projects can be daunting. This requires a high level of redevelopment expertise and creative financing tools on the part of the village.

We have listed below some of the anticipated services that we can provide, although we may be able to assist in other ways as we move through the development process:

- Prepare a Request for Qualifications (RFQ) targeted at developers and providing enough detail to encourage responses;
- Provide, and act as a "Facilitator" for, the contemplated project as shall be specifically authorized in writing by City. We will work with the City and an interdisciplinary team of professionals with redevelopment experience (attorneys, environmental professionals, engineers, financial advisors, economic development specialists and governmental agencies), attempting to bring together the various parties to successfully reach the goal of agreement on development of the property. We will lead Incentives discussions and meetings with local and state governmental officials to reach consensus on the appropriate Incentive package structure. Coordination and meetings will likely include the City representatives, Developer, Brownfield Redevelopment Authority, Downtown Development Authority, EGLE, MEDC, and others;

- Based on market assessment and conceptual plans assist with the preparation of a preliminary proforma. In the case of a developer responding to the RFP that has already prepared a proforma, review and advise the City of the projects' performance and gaps in financing.
- Determine what incentives may be employed to assist with project implementation. Through this effort we will prepare as a deliverable a preliminary incentives evaluation with projections of viable and available incentives for specific projects. This will include a projection of eligible incentive costs and projected property tax revenues generated by projected taxable values extracted from the Developer (or City's planned development expectations) conceptual plans and data. We will complete a preliminary incentives evaluation that will:
 - Identify available economic development tools and financial incentives.
 - Solicit and facilitate public governmental interest and support from local, state and federal government entities.
 - Evaluate and measure the identified economic development tools and financial incentives that may be combined and used as leverage to support the project.
 - Work with the Village and potential developer to evaluate the applicability and to perform cost-benefit analysis on economic development tools and financial incentives selected based upon the ownership/operational structure Developer will provide to consultant.
 - Determine what regulatory changes may need to be instituted, revised or deleted that will enhance the likelihood of project success;
 - Assist with funding applications, including but not limited to:
 - Brownfield Tax Increment Financing ("Brownfield TIF") program incentive under the Brownfield Redevelopment Financing Act (PA 381 of 1996, as amended) to gain access to and use local & state tax increment revenues generated as a result of the redevelopments new taxable value.
 - Grant and/or Loan "gap financing" under the Michigan Community Revitalization Program (MCRP), as authorized by Michigan Public Act 270 of 1984, the Michigan Strategic Fund Act, Chapter 8C, and administered by the Michigan Economic Development Corporation (MEDC).
 - Grant and/or Loan from the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
 - Various available Tax Abatements.
 - Recruit developers, both ones we have worked with and those we know, and assist with securing new local investors when necessary; and
 - We can also help coordinate the efforts of the developer and village officials to ensure that projects are truly public-private partnerships.

Since the services to be requested are varied and unpredictable, we are unable to provide a fixed fee but instead can do so on an hourly basis and provide regular progress updates.

Therefore, in consideration of the Services to be provided by Consultant to the village, the Consultant will be paid for Services rendered on a time and materials not to exceed (T&M NTE) basis at established hourly rates. Actual cost invoiced to would be based upon actual rate of the personnel assigned to perform services under an acceptable agreement. As you know we will be partnering in this effort with Eric Helzer of Advanced Redevelopment Solutions and his rate is \$220 per hour while a schedule of our firm's hourly rates for the 2024 year are below:

CIB Planning 2024 Public Fee Schedule

<i>President</i>	<i>\$163.00</i>
<i>Vice President</i>	<i>\$149.00</i>
<i>Director</i>	<i>\$142.00</i>
<i>Planning Manager</i>	<i>\$139.00</i>
<i>Senior Planner</i>	<i>\$118.00</i>
<i>Project Planner III</i>	<i>\$98.00</i>
<i>Project Planner II</i>	<i>\$90.00</i>
<i>Project Planner I</i>	<i>\$82.00</i>
<i>Assistant Planner</i>	<i>\$74.00</i>
<i>Administrative</i>	<i>\$50.00</i>

*** Hourly rates are subject to increase annually, according to the cost-of-living index, on January 1st, 2025.**

Professional Classification

Carmine P. Avantini, AICP, President
Justin Sprague, Vice President
Elena Moeller-Younger, Director of Marketing & Strategic Planning
Hannah Smith, Senior Planner
Kristen Hatfield, Project Planner III
Sandy Avantini, Business Manager

We have attached a recent case study for your review based on a very similar project recently completed for the City of Farmington. We look forward to speaking with you on this exciting project and are available to answer any questions at 810-734-0000 or by email at sprague@cibplanning.com.

Sincerely,
CIB PLANNING



Carmine P. Avantini, AICP
President



Justin Sprague
Vice President

About CIB Planning

CIB Planning's mission is to deliver uncommon planning, marketing, and development solutions meeting community needs and challenges, helping them to prosper.

We believe that everyone should feel a strong connection and a sense of place in their community. We strive to serve our partners by providing innovative and implementable planning and development solutions.

CIB Planning provides exceptional planning and development services to small- and medium-sized communities throughout Michigan, and we are also active in the fields of economic development, economic development marketing, regional coordination, downtown development, ongoing DDA & CIA assistance, housing implementation, redevelopment financing, and project implementation. The planning professionals at CIB began their careers in the public sector and continue to work with local governments on a daily basis. This connection helps ensure that the plans, ordinances, and recommendations we make are both visionary and practical.

Moreover, we pride ourselves on a firm that can not only provide day-to-day solutions to planning and development issues, but also bring a level of leadership that will build community consensus on key topics. This is evidenced by the long-term relationships that we have with client communities; the longest being over 30 years.

At CIB, we have experts with experience at every angle of community improvement. We combine community planning and stakeholder engagement with economic development and tie in marketing, branding, implementation and redevelopment financing strategies, building tools for communities to transform their vision into reality while being a collaborative and trustworthy partner in every step.

CIB frequently teams with other consultants in order to provide a wide range of talents and expertise.

Firm Information

Community Image Builders (CIB)
Carmine P. Avantini, AICP, President
17195 Silver Parkway, #309
Fenton, Michigan 48430
avantini@cibplanning.com
(810) 734-0000

CIB was formed in 2012 and is a Subchapter S Corporation organized in the State of Michigan, Federal ID# 45-5419410.

CIB is an innovative planning and development consulting firm managed by Carmine Avantini, one of the founding partners of LSL Planning, Justin Sprague, formerly with the Flint & Genesee Chamber of Commerce, and Elena Moeller-Younger, Principal. With a staff of six professionals, the firm has over 85 years of experience providing innovative planning and development solutions to communities in Michigan and the eastern United States.

 HOUSING & ECONOMIC DEVELOPMENT STRATEGIES	 COMMUNITY BRANDING	 STAKEHOLDER ENGAGEMENT & FACILITATION
 PROJECT IMPLEMENTATION	 MARKETING STRATEGIES	 MASTER PLANNING & DDA PLANNING
 CORPORATE LOCATION SUPPORT	 PLANNING & ZONING	 TAX INCREMENT FINANCING ASSISTANCE



November 5, 2024

VIA EMAIL maxa@myhonorbank.com

Max Anderson
Village of Kingsley DDA
207 S. Brownson Avenue
Kingsley, MI 49649

Re: Professional Services Agreement

Dear Max:

I have had an opportunity to review the Professional Services Agreement ("PSA") which you forwarded to me between the Village DDA and CIB Planning, Inc. While the PSA was straightforward and informative, it was missing many key terms and provisions which I typically see in standard agreements, such as the one provided. My comments, in no particular order, are as follows:

1. The PSA is with CIB Planning, Inc., a Michigan corporation. My search of the records of the Michigan Department of Licensing and Regulatory Affairs does not show the existence of a CIB Planning, Inc. There is an entity noted as "Community Image Builders, LLC", but the referenced corporation does not appear to exist.

2. Under Section III, the PSA references a great deal of work to be performed by a subcontractor, Advanced Redevelopment Solutions, which is a dba of Helzer & Associates, LLC. There should be some discussion in the PSA regarding the responsibility of CIB to manage and ultimately be responsible for the performance of services by Advanced Redevelopment Solutions. Many of the PSA provisions, such as the obligation to be properly insured, standard of performance and care, indemnity, etc., should also be detailed in the PSA and should be obligations shared by CIB and/or Helzer & Associates.

3. Section IV of the PSA states that the PSA is a fixed/not-to-exceed fee, but then indicates that invoices will be submitted monthly for work performed during the billing period. Is the fee to be twelve (12) equal payments or based upon some increment of time or resource allocation? I'm sure it would be helpful for your budget to know exactly what the expectations are with respect to how the fee increments will be billed and if they are tied to any performance benchmark. This equally applies to Section VII which, again, does not provide any specific schedule of performance benchmark, other than timeframes as specified in Appendix A which, again, does not provide any specific, enforceable benchmarks or timelines.

4. Under Section VIII, it should be clear in the second paragraph that the consultant's retention of original work product is subject to the ownership and rights of the client. Further, there is a broad indemnification obligation for the Village to indemnify CIB for any non-authorized

use of the work product. While I can certainly understand the need for a release, the obligation to indemnify is overbroad and should be removed.

5. Some other standard provisions which I would typically see in these contracts is an obligation of the consultant to meet certain minimum insurance requirements. In addition, the PSA should clearly identify the role of the consultant as an independent contractor, and not as an agent, representative, or any other legal capacity to act independently on behalf of the Village.

6. Typically, I would see indemnity provisions which would require the consultant's indemnification of the Village in the event that they create a liability to a third party as a result of their performance of services.


7. As previously stated, there is no specific standard of performance of the consulting services, nor a standard of care in the execution of the performance of those services. Typically, these agreements would also have some additional boilerplate language regarding the responsibilities of each party to pay their own tax obligations, references to contract integration, costs of enforcement of the contract, severability related to any unenforceable terms of the contract, authorization for counterpart signatures, etc.

As far as moving forward, I can either provide a redline and include many of these provisions, or you can simply provide a copy of this letter to CIB and ask that they try to address a revised PSA. I was encouraged to see that CIB is represented by Emily Palacios, whom I have worked with in the past and I believe is a fine lawyer and can likely create these amended terms fairly easily. However, if you would like me to undertake the "yeoman's oar" to make the changes, I am happy to do that, as well.

Please let me know your thoughts and direction on this matter.

Sincerely,

KUHN ROGERS PLC



Joseph E. Quandt
(231) 947-7901 ext. 115
jeq@kuhnrogers.com

JEQ:shp

Ryan Quinn
7322 Rahe Rd
Kingsley, MI 49649
231.499.2538
qcustom@gmail.com

December 1, 2024

Dear DDA of Kingsley,

I, Ryan Quinn of Quinn's Auto Clinic, am writing to ask for your support to help with construction costs to remodel the old Mr. Bubbles Car Wash in Kingsley to become the new location of Quinn's Auto Clinic. As you know over a year ago we attempted to buy the Auto Tech of Kingsley at the purchase price of \$440,000. Unfortunately the DDA's offer was accepted on that building and we since had the opportunity to purchase the Mr. Bubbles Car Wash building. We purchased the building for \$279,000 with many renovations needed to make it work as an Auto Repair Shop. As previously discussed with the DDA board members it was said that an Auto Repair Shop is a much needed business in our town as we just lost two others. It is also essential to help keep Thirlby's Auto Parts in our town as well. At that time we were told that the DDA wanted to help make sure that we still made the move here and could help us with funding to make it happen. As a small business we were able to budget the purchase of the Auto Tech building and equipment for \$440,000. Since then we bought the remaining equipment for \$12,000, Mr. Bubbles Car Wash for \$279,000, and had to hire an architect for renovations needed at a cost of \$11,345. Our General Contractor has put an estimate together for the renovations needed and that is \$228,500. This puts us at a total of \$530,845, \$90,845 over our original budget of \$440,000. We are asking the DDA to help with funding the following items to get us closer to our original budget:

Concrete Cutting \$10,000
Masonry Work \$25,000
Doors and Windows \$20,000
Garage Doors \$35,000
Total: \$90,000

Thank you for taking the time to consider my request. Since starting our business it is our goal to provide our services at a reasonable rate to make it as affordable to our customers as possible. Your generous contribution will help us continue to be able to do that which will significantly benefit the members of our community.

Ryan Quinn