

SWARTZ CREEK DDA

Agenda

**Downtown Development Authority, Thursday, November 9, 2023, 6:00 P.M.
City Hall 8083 Civic Drive, Swartz Creek Michigan, 48473
Virtual (Zoom) Meeting Available for General Public**

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

4. APPROVE AGENDA:

4A. Proposed or Amended Agenda, November 9, 2023

5. MOTION TO APPROVE MINUTES:

5A. Board Meeting, September 14, 2023

6. REPORTS & COMMUNICATIONS:

6A. Resolutions

6B. September 14, 2023 Minutes

6C. November 9, 2023 Meeting Letter

6D. Budget Report

6E. Façade Grant Funding Request

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7. MEETING OPENED TO THE PUBLIC:

7A. General Public Comments

8. BUSINESS:

8A. Façade Grant Request

9. MEETING OPENED TO THE PUBLIC:

9A. General Public Comments

10. REMARKS BY MEMBERS:

11. ADJOURNMENT:

CITY OF SWARTZ CREEK
DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTIONS
THURSDAY, NOVEMBER 9, 2023

Resolution No. 231109-01

Agenda – November 9, 2023

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the agenda for the November 9, 2023 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 231109-02

Minutes – September 14, 2023

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the Minutes for the September 14, 2023 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 221109-03

Façade Grant Application

Motion by Board Member: _____

WHEREAS, the Swartz Creek DDA maintains a Façade Improvement Program that has budgeted funds for the 2024 fiscal year; and,

WHEREAS, the program generally operates on a first-come, first-served basis for qualifying projects; and,

WHEREAS, a new local business is undertaking improvements for 8127 Miller Road and is seeking some funds for commercial windows and doors.

NOW, THEREFORE, BE IT RESOLVED THAT, the Swartz Creek DDA approves the application, as included in the November 9, 2023 DDA packet, for the façade improvement program as submitted by Todd Thorton with Tru Eco Construction for 8127 Miller Rad, with the following conditions:

1. Execution of all standard façade application agreements and adherence to all terms and conditions therein.
2. Grant match to be the lessor of 50% of project total or \$7,500
3. _____

Resolution No. 231109-04

Adjourn

Motion by Board Commission Member: _____

I Move the Swartz Creek Downtown Development Authority adjourns the November 13, 2023 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

CITY OF SWARTZ CREEK
VIRTUAL DOWNTOWN DEVELOPMENT AUTHORITY MEETING ACCESS INSTRUCTIONS
THURSDAY, NOVEMBER 9, 2023, 6:00 P.M.

The regular virtual meeting of the City of Swartz Creek park board is scheduled for **November 9, 2023** starting at 6:00 p.m. and will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 and rules promulgated by the Michigan Department of Health and Human Services.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Connie Olger, 810-429-2766 48 hours prior to meeting,

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provide below. The details include a link to **“Join via computer”** as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DMTF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

Connie Olger is inviting you to a scheduled Zoom meeting.

Topic: DDA- Downtown Development Authority Meeting

Time: November 9, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83096401128>

Meeting ID: 830 9640 1128

One tap mobile

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 830 9640 1128

Find your local number: <https://us02web.zoom.us/j/83096401128>

If you have any further questions or concern, please contact 810-429-2766 or email colger@cityofswartzcreek.org.

A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.

**CITY OF SWARTZ CREEK
VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES**

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, and city board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

The following shall apply to virtual meetings of the city’s public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) persons have an illness, injury, disability or other health-related condition that poses a risk to the personal health or safety of members of the public or the public body if they were to participate in person; or (3) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
 - (a) why the public body is meeting electronically;
 - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;
 - (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
 - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City’s website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website’s homepage that clearly describes the meeting’s purpose.

6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

MAINTAINING ORDER

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the meeting application or by dialing *9 on their phone.

MOTIONS & RESOLUTIONS

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member whom reads/moves for a motion may oppose, argue against or vote no on the motion.

PUBLIC ADDRESS OF BOARD OR COMMISSION

The public shall be allowed to address a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.

7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

VOTING RECORD OF PUBLIC BODIES

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY MEETING
SEPTEMBER 14, 2023**

The meeting was called to order at 6:00 p.m. by Board Member Beedy in the Swartz Creek Council Chambers with a virtual (Zoom) meeting available for the general public.

Board Members Present: Beedy, Krueger, Jesme, Barclay, Toms, Parenteau, Whittey.

Board Members Absent: Ryan, King.

Staff Present: Adam Zettel.

Others Present: Nate Henry, Lania Rocha (virtual).

APPROVAL OF AGENDA:

Resolution No. 230914-01

(Carried)

Motion by Board Member Krueger
Second by Board Member Whittey

I Move the Swartz Creek City Downtown Development Authority approves the agenda for the September 14, 2023, Downtown Development Authority Meeting.

Unanimous affirmative voice vote: Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 230914-02

(Carried)

Motion by Board Member Krueger
Second by Board Member Barclay

I Move the Swartz Creek City Downtown Development Authority approves the minutes for the July 13, 2023, Downtown Development Authority meeting.

Unanimous affirmative voice vote: Motion declared carried.

MEETING OPEN TO PUBLIC:

Nate Henry questioned Grove Street- Mr. Zettel replied it is being resurfaced. Questioned the house on Morrish- Mr. Zettel replied it has been purchased and is being renovated.

NOMINATIONS FOR CHAIRPERSON, VICE-CHAIRPERSON AND SECRETARY

Nominations made by Barclay for Beedy as Chairperson, Jesme as Vice-Chairperson and King as Secretary.

I MOVE for Todd Beedy for Chair, Autumn Jesme for Vice-Chair, and Connie King for Secretary.

Motion by Board Member Krueger to cast a unanimous ballot for Resolution No. 230914-03, Resolution No. 230914-04, and Resolution No. 230914-05. Second by Board Member Barclay.

YES: Krueger, Jesme, Barclay, Toms, Parenteau, Whittey, Beedy.

NO: None

Motion declared carried.

CHAIRPERSON NOMINATION

Resolution No. 230914-03

(Carried)

I MOVE the Swartz Creek Downtown Development Authority hereby selects Member Beedy to serve as Chairperson of the Downtown Development Authority, said term to expire upon officer selection at the 2024 annual meeting.

VICE-CHAIRPERSON NOMINATION

Resolution No. 230914-04

(Carried)

I MOVE the Swartz Creek Downtown Development Authority hereby selects Member Jesme to serve as Vice-Chairperson of the Downtown Development Authority, said term to expire upon officer selection at the 2024 annual meeting.

SECRETARY NOMINATION

Resolution No. 230914-05

(Carried)

I MOVE the Swartz Creek Downtown Development Authority hereby selects Member King to serve as Secretary of the Downtown Development Authority, said term to expire upon officer selection at the 2024 annual meeting.

JEEPERS CREEKERS SPONSORSHIP

Resolution No. 230914-06

(Carried)

Motion by Board Member Parenteau
Second by Board Member Barclay

I MOVE the Swartz Creek Downtown Development Authority (DDA) sponsor the Jeepers Creekers, Inc. fall events, conditioned upon approval of the event by the Swartz Creek City Council, for the 2023 season at a cost of \$1,000.

Unanimous affirmative voice vote: Motion declared carried.

ADDITIONAL FUNDING FOR DOWNTOWN HISTORICAL SIGNS

Resolution No. 230914-07

(Carried)

Motion by Board Member Krueger
Second by Board Member Barclay

WHEREAS, the City of Swartz Creek DDA wishes to engage in development of a historic interpretive signage and illustration/image program in the community; and,

WHEREAS, an award has been made by the MACC (Michigan Arts and Culture Council) to match half of such a program, up to \$5,000; and,

WHEREAS, the DDA accepted this award and committed an additional \$6,000 in funds to support the installation of three signs in downtown; and,

WHEREAS, the Swartz Creek Area Historical Society has delivered proofs for four signs, increasing the total budget to \$15,383.44, installed; and

WHEREAS, the DDA has sufficient fund balance and unspent programming dollars to realize installation of an additional sign; and

NOW, THEREFORE BE IT RESOLVED the DDA amends the budget to provide for additional matching funds of \$5,008.44 plus a 10% contingency to fund the project.

BE IT FURTHER RESOLVED, the DDA affirms authorization for city staff to engage and complete the project, including the execution of all grant requirements, conditions, and reports as needed.

Unanimous affirmative voice vote: Motion declared carried.

MEETING OPEN TO PUBLIC:

None.

REMARKS BY BOARD MEMBERS:

Member Parenteau stated it was a wonderful first meeting.
Member Krueger mentioned October 14 at 9:00am is a clean-up of the cemetery.
Member Jesme thanked the board for the Jeepers Creekers vote. Questioned if Miller Road will be open before Trunk-or-Treat? Mr. Zettel stated we should know soon but believes we can work around it.
Member Beedy stated he will not be able to attend next meeting.

ADJOURNMENT:

Adjourn at 7:01pm

Renee Kraft, CMC, MiPMC



SWARTZ CREEK DDA
SWARTZ CREEK CITY OFFICES
8083 CIVIC DR.
SWARTZ CREEK, MI 48473

PHONE: 810-635-4464
FAX: 810-635-2887

Date: November 1, 2023

To: DDA Board Members
From: Adam Zettel
RE: November 9, 2023 DDA Meeting

Hello everyone,

There will be a meeting of the DDA at 6:00 p.m. on Thursday, November 9, 2023. All board members must now attend in person to participate. This will also be broadcast virtually via Zoom for the general public. Instructions and guidelines for the virtual meeting are in the packet.

We have a façade improvement application. As most of you know, the former Swartz Creek Bakery has been purchased by Tru Eco Construction. They specialize in remodels and have been hard at work with this project. They plan to use this as their office, and have made many improvements already. At this point, they are seeking a 50% match to replace commercial grade windows and doors. I am including their estimate, application, and existing pictures. I am attempting to get a sketch/rendering of what the finished product will be.

The DDA does have budget for this, and there is no question that the building is improving. However, I do believe that the DDA should be able to assess how their funds are to be used to bring about a noticeable positive change. With that said, I think a sketch or rendering is important. However, I expect the owner to be able to give some description or insight at the meeting that will also help to convey the final product. I have a prewritten motion in the affirmative for this application.

Concerning updates, Miller Road is complete, and the historical signs have been installed at Bicentennial Park, Holland Square, Feather and Fin, and the former Methodist Church. Check them out!

Staff continues to work with a pair of business/property owners downtown to consider transformational improvements to their buildings. One chooses to remain confidential. The other is the old Methodist Church on Morrish Road, which has strong interest from the restaurant/brewing industry. It appears there may already be a purchase agreement in place. We hope to be able to market this aggressively for this purpose, including some concept drawings and an incentive package.

The former Burrito Brothers building is to become a tattoo parlor. You probably noticed that they painted over the mural. I am not sure what the plan to do, if anything, in its place.

The school is proceeding with plans to fund a varsity baseball field at Mary Crapo. I am hopeful that they will include a plaza/skating location onsite.

There is still preliminary interest in two Meijer out lots and renovation of another pair of buildings in downtown. There are no site plans or applications yet, but we are starting to see an uptick in investment.

That is the news! Contact me directly with any questions, comments, or agenda items. Please see the city council packets for updates of other downtown and community projects! **Please let us know if you can attend or not.** We have struggled to get a quorum recently.

Sincerely,

A handwritten signature in blue ink that reads "Adam Zettel". The signature is fluid and cursive, with the first name "Adam" and the last name "Zettel" clearly legible.

Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK

PERIOD ENDING 10/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 248 - Downtown Development Fund					
Revenues					
Dept 000.000 - General					
248-000.000-402.000	Current Tax Revenue	167,746.00	114,533.78	53,212.22	68.28
248-000.000-664.000	Interest Income	8.50	49.02	(40.52)	
Total Dept 000.000 - General		167,754.50	114,582.80	53,171.70	68.30
TOTAL REVENUES		167,754.50	114,582.80	53,171.70	68.30
Expenditures					
Dept 173.000 - DDA Administration					
248-173.000-745.000	Postage	3.00	0.00	3.00	0.00
248-173.000-801.000	Contractual Services	20,000.00	555.00	19,445.00	2.78
248-173.000-825.000	Admin Services	5,000.00	0.00	5,000.00	0.00
248-173.000-961.000	Miscellaneous	1,300.00	1,000.00	300.00	
Total Dept 173.000 - DDA Administration		26,303.00	1,555.00	24,748.00	5.91
Dept 728.000 - Economic Development					
248-728.000-801.000	Contractual Services	33,375.00	1,650.70	31,724.30	4.95
248-728.000-976.000	Equipment	5,000.00	3,845.86	1,154.14	
Total Dept 728.000 - Economic Development		38,375.00	5,496.56	32,878.44	14.32
Dept 728.002 - Streetscape					
248-728.002-726.000	Supplies	500.00	0.00	500.00	0.00
248-728.002-967.101	Contribution to General Fund	40,000.00	40,000.00	0.00	
Total Dept 728.002 - Streetscape		40,500.00	40,000.00	500.00	98.77
Dept 728.003 - Facade Program					
248-728.003-801.000	Contractual Services	12,500.00	0.00	12,500.00	0.00
Total Dept 728.003 - Facade Program		12,500.00	0.00	12,500.00	0.00
Dept 728.004 - Family Movie Night					
248-728.004-726.000	Supplies	2,000.00	1,599.51	400.49	79.98
248-728.004-801.000	Contractual Services	5,000.00	1,700.00	3,300.00	34.00
248-728.004-968.000	Depreciation Expense	1,793.75	0.00	1,793.75	
Total Dept 728.004 - Family Movie Night		8,793.75	3,299.51	5,494.24	37.52
TOTAL EXPENDITURES		126,471.75	50,351.07	76,120.68	39.81
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES		167,754.50	114,582.80	53,171.70	68.30
TOTAL EXPENDITURES		126,471.75	50,351.07	76,120.68	
NET OF REVENUES & EXPENDITURES		41,282.75	64,231.73	(22,948.98)	155.59

**SWARTZ CREEK
DOWNTOWN DEVELOPMENT AUTHORITY
2022 Façade Improvement Application**

Applicant: Todd Thornton with Trueco Construction
Property Address: 8127 Miller Rd Swartz Creek, MI 48473
Mailing Address (if different): _____
Contact Person: Lauren Thornton
Title: Administrative Manager
Phone: 810 399 8318
Email: admin@truecoconstruction.com

Applicant is: Building & Business Owner ___ Business Owner ___ Building Owner

If applicant is not the building owner, please provide the following:

Building Owner Name: _____
Mailing Address: _____ City: _____
State: _____ Zip: _____

Important: If applicant is not the building owner, please include a letter from the building owner providing endorsement and permission for the proposed façade renovations.

How long has the current business been in the DDA? 8/17/23^{since}

How long has the present building owner owned the property? 8/17/23^{since}

0-5 Years (0 pts) ___ 6-10 Years (5 pts) ___ 10+ Years (10 pts)

Has any interior improvement been made to the building in the past 3 years or do you plan on making any interior improvements at the same time as the exterior?

YES (10 pts) ___ NO (0 pts)

If yes, please give a brief description and approximate cost

painting, flooring

___ \$0 - \$1,000 (0 pts) ___ \$1,000 - \$2,500 (10 pts)
___ \$2,501 - \$5,000 (15 pts) +\$5,000 (25 pts)

Description of Proposed Façade Work: (please attach required quotes, a picture of the current façade, and any drawings or elevations that are available.)

removal and replacement of commercial grade windows and doors

Estimated Total Cost of Project: \$ 15,000.00

Please explain how this improvement will attempt to honor the historical characteristics of the building or the DDA district: (if additional space is needed, please attach as an additional page)

We wish to replace the current windows/doors with dark bronze commercial grade windows/doors. This will greatly elevate appearance of building and allow it to fit in well with the look of downtown Swartz Creek.

Approximately how many square feet of the façade will be done? 200 SF

What percentage of square feet of the exterior will be done?

0 - 25% (5 pts)

26 - 50% (10 pts)

51 - 75% (15 pts)

+76% (25 pts)

Portion of project that applicant proposes to pay? 50%

Must be at least the minimum match (50%) as specified in the program

50% (0 pts)

>51-75% (15 pts)

75% or greater (30 pts)

Estimated start date 12/7/23 Estimated completion date 12/14/23

The DDA reserves the right to approve or deny, in whole or in part, any and all applications. The scoring on this application is an initial self-scoring by the applicant that serves as guidance on eligibility of the applicant. The DDA maintains the right to consider the project, as it stands alone and as it impacts the greater community, in the context of the design guidelines and with the input of their own designer.

Certification

I certify to the City of Swartz Creek and DDA that ALL of the information contained in this application is true and correct to the best of my knowledge. I understand that I must comply with all the regulations of the City of Swartz Creek.

Applicant Signature: A. Thout Date 10/25/23

**STEVENS GLASS
8340 W SILVER LAKE RD
LINDEN MI 48451
(810)735-2882 Fax:(810)735-0997
Tax# 86-1607523**

**Quote: 3994
Date: 09/18/2023**

Customer

LAUREN THORTON
8127 MILLER RD
SWARTZ CREEK MI 48473

H (810)399-8318

Csr: Tech: PO Terms: C.O.D

Sched Pref:09/21/2023 Pref Time:2

<u>Qty</u>	<u>Part / Description</u>	<u>Material</u>	<u>Labor</u>	<u>Item Total</u>
1	COMMDOOR - DOORS Ramco Door & Frame with Equal Sidelites Bronze	3,500.00	350.00	3,850.00
1	COMMDOOR - DOORS Ramco Door and Transom Frame with Left Sidelite Bronze	2,400.00	350.00	2,750.00
1	COMMDOOR - Window Frame Bronze	850.00	300.00	1,150.00
1	COMMDOOR - Window Frame Bronze	825.00	300.00	1,125.00
1	96" X 39-3/4" X INS316CLR TMP - INSULATED UNITS TEMPERED 3/16 Clear Tempered Insulated Unit. made with 3/16" Glass 26.6667SF @ 25.00	550.00	75.00	625.00
1	64-1/2" X 72" X INS316CLR TMP - INSULATED UNITS TEMPERED 3/16 Clear Tempered Insulated Unit. made with 3/16" Glass 33.0000SF @ 25.00	680.00	75.00	755.00
1	40-7/8" X 72" X INS316CLR TMP - INSULATED UNITS TEMPERED 3/16 Clear Tempered Insulated Unit. made with 3/16" Glass 21.0000SF @ 25.00	434.00	75.00	509.00
1	54" X 71-1/2" X INS316CLR TMP - INSULATED UNITS TEMPERED 3/16 Clear Tempered Insulated Unit. made with 3/16" Glass 27.0000SF @ 25.00	560.00	75.00	635.00
1	39-5/8" X 80" X INS316CLR TMP - INSULATED UNITS TEMPERED 3/16 Clear Tempered Insulated Unit. made with 3/16" Glass 22.2222SF @ 25.00	460.00	75.00	535.00

Continued...

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**STEVENS GLASS
8340 W SILVER LAKE RD
LINDEN MI 48451
(810)735-2882 Fax:(810)735-0997
Tax# 86-1607523**

**Quote: 3994
Date: 09/18/2023**

Customer

LAUREN THORTON
8127 MILLER RD
SWARTZ CREEK MI 48473

H (810)399-8318

Csr: Tech: PO Terms: C.O.D

<u>Qty</u>	<u>Part / Description</u>	<u>Material</u>	<u>Labor</u>	<u>Item Total</u>
1	39-5/8" X 16" X INS316CLR TMP - INSULATED UNITS TEMPERED 3/16 Clear Tempered Insulated Unit. made with 3/16" Glass 4.4444SF @ 25.00	100.00	75.00	175.00
1	39-1/2" X 96-1/4" X INS316CLR TMP - INSULATED UNITS TEMPERED 3/16 Clear Tempered Insulated Unit. made with 3/16" Glass 27.2222SF @ 25.00	570.00	75.00	645.00
1	71-1/2" X 71-1/2" X INS316CLR TMP - INSULATED UNITS TEMPERED 3/16 Clear Tempered Insulated Unit. made with 3/16" Glass 36.0000SF @ 25.00	775.00	75.00	850.00
1.00	MISC - caulk, screw, vinyl strips	150.00	50.00	200.00

Notes: msr commercial windows and doors

make two separate quotes for doors and windows

Job Site: LAUREN THORTON
8127 MILLER RD
SWARTZ CREEK MI 48473
if running late, need to call

Signature _____

<u>Material</u>	<u>Labor</u>	<u>Tax</u>	<u>Total</u>	<u>Payments</u>	<u>Balance</u>
11,854.00	1,950.00	711.24	14,515.24	0.00	14,515.24

**FENTON GLASS SERVICE, INC.
 327 NORTH LEROY ST.
 FENTON MI 48430
 (810)629-5231 Fax:(810)629-5502
 Tax# 38-2197095**

**Quote: 9705
 Date: 10/22/2023**

Customer

TRU ECO
 8127 MILLER RD
 SWARTZ CREEK MI 48473

H (810)399-8318

Csr: TODD Tech: UNF PO Terms: C.O.D

Qty Part / Description

1 Quote Window and Door Replacement
 Option #1
 Remove Existing Windows and 1 Door
 Install New Windows
 Left Window 72" x 72"
 Middle Window 54" x 72"
 Far Right Window 42" x 72" , Door 40" x 96" Window 64" x 72" *replace door with window*
 Dark Bronze Frame 1 3/4" x 4 1/2"
 1" Insulated Glass

Material, Tax, and Labor (\$9450.00)

*dispose of old glass and frames

Option #2
 Remove Door and Install New
 Center Door
 1 - 3'0 x 7'0 Door
 39 1/2 x 96" Frame with Transom
 Dark Bronze Frame
 1" Insulated Clear Glass

Material, Tax, and Labor (\$4827.00)

Option #3
 Remove Door and Install Window

Continued...

Store Copy

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FENTON GLASS SERVICE, INC.
327 NORTH LEROY ST.
FENTON MI 48430
(810)629-5231 Fax:(810)629-5502
Tax# 38-2197095

Quote: 9705
Date: 10/22/2023

Customer

TRU ECO
 8127 MILLER RD
 SWARTZ CREEK MI 48473

H (810)399-8318

Csr: TODD Tech: UNF PO Terms: C.O.D

Left Door
 1 - 39 1/2" x 96" Frame
 Dark Bronze Frame
 1" Insulated Clear Glass

Material, Tax, and Labor (\$3325.00)

if you want to keep this as a door it would be the same price as option #2

Signature _____

<u>Tax</u>	<u>Total</u>	<u>Payments</u>	<u>Balance</u>
0.00	0.00	0.00	0.00

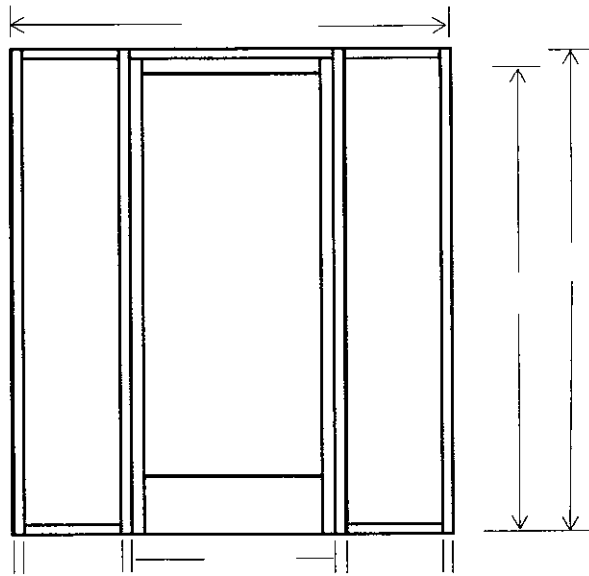
Store Copy

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Customer: STEVENS GLASS-LINDEN

Written By: RICK BUCZEK

Date Ordered: 10/9/23



Tag:

Color: _____
 D.O.W: _____
 D.O.H: _____
 Stile: _____
 Qty: _____
 Qty: _____
 Hinging: _____
 Inter. Hinge: _____
 Top-Rails: _____
 Mid-Rails: _____

 Bottom Rail: _____
 Clearance: _____ Bottom of Door
 Lock: _____
 Exterior: _____
 Interior: _____
 Pull: _____
 Push: _____
 Closer: _____
 Sweeps: _____
 Glazed: _____
 D. Glazing Type: _____
 Door Comments: _____

Stile:
Top Rail:
Bottom Rail:

Hinge Jamb:
Lock Jamb:
Header:
Threshold:

S/L Jamb:
S/L Filler:
S/L Header:
S/L Sill:
S/L Stop:
S/L Subsill:
S/L Header:
S/L Sill:
S/L Stop:
S/L Subsill:
Vinyl:

F.O.W: _____
 F.O.H: _____
 Door Stop Type: _____
 Frame Type: _____

 Hinge Jamb: _____
 Lock Jamb: _____
 Header: _____
 Threshold: _____
 Thres. Info.: _____
 Frame Comments: _____

 Overall FW: _____
 Sidelite Frame: _____
 Equally Split: _____
 Subsill: _____

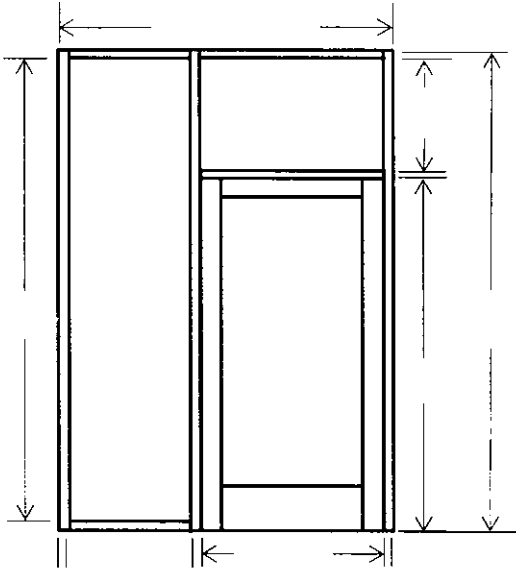
 High Sill Base: _____

Glass sizes are for reference only

Left Sidelite: Width: _____ Height: _____
Right Sidelite: Width: _____ Height: _____
DDA Packet

Warehouse Use Only	
M.C.	_____
F.P.	_____
F.A.	_____
D.P.	_____
D.A.	_____

Customer: STEVENS GLASS-LINDEN
 Written By: RICK BUCZEK
 Date Ordered: 10/9/23



Stile:
 Top Rail:
 Bottom Rail:

Hinge Jamb:
 Lock Jamb:
 Header:
 Trans. Head:
 Threshold:

S/L Jamb:
 S/L Filler:
 S/L Header:
 S/L Sill:
 S/L Stop:
 S/L Subsill:
 Vinyl:

Glass sizes are for reference only

Tag:

Color: _____
 D.O.W: _____
 D.O.H: _____
 Stile: _____
 Qty: _____
 Qty: _____
 Hinging: _____
 Inter. Hinge: _____
 Top-Rails: _____
 Mid-Rails: _____

 Bottom Rail: _____
 Clearance: _____ Bottom of Door
 Lock: _____
 Exterior: _____
 Interior: _____
 Pull: _____
 Push: _____
 Closer: _____
 Sweeps: _____
 Glazed: _____
 D. Glazing Type: _____
 Door Comments: _____

 F.O.W: _____
 F.O.H: _____
 Door Stop Type: _____
 Frame Type: _____

 Hinge Jamb: _____
 Lock Jamb: _____
 Header: _____
 Trans. Head: _____
 Threshold: _____
 Thres. Info.: _____
 T. Glazing Type: _____
 Frame Comments: _____

 Overall FW: _____
 Sidelite Frame: _____
 Subsill: _____
 High Sill Base: _____

Warehouse Use Only

M.C.	_____
F.P.	_____
F.A.	_____
D.P.	_____
D.A.	_____

Customer: STEVENS GLASS-LINDEN
 Written By: RICK BUCZEK
 Date Ordered: 10/9/23

Comments: _____

Frame Series: _____

Color: _____

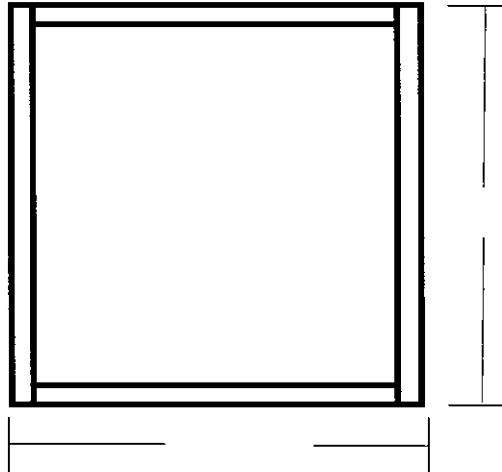
Quantity: _____

O.F.W: _____

O.F.H: _____

Subsill: _____

Frame Comments: _____



Jamb:
 Header:
 Sill:
 Stop:
 Subsill:

 Vinyl:

Glass sizes are for reference only

Full Lite Width: Height:

Warehouse Use Only

M.C.	_____
F.P.	_____
F.A.	_____

Ramco - PH: 313-924-9750 - FAX: 313-924-8877 - 9751 Erwin, Detroit, MI. 48213



