City of Hart, Michigan
TIFA Board
October 17, 2023, 1:00 PM
Hart City Hall Community Center, 407 State Street, Hart, Michigan

NOTICE OF PUBLIC MEETING

TIFA Agenda

1. Call to order
2. Roll Call; B. Hegg, G. Goldberg, Tracey Lipps, Nichole Kleiner, Deborah Windell, S Hegg, Amy Trudell, Caleb
3. Approval of Agenda
4. Public Comment
5. Approval of September Minutes
6. Approval of September 2023 Financials
7. Event Coordinator Update
8. Action Items
    a. United Congregational Church Building Acquisition
    b. Request to Rent Middle Ceres Building – Matt Adams
    c. Property Improvement Grant Application - 39 S State for $7,678.40
        i. *$8524.57 available in 23-24 fund*
    d. TIFA Account Credit Card
    e. TIFA Manager Contract
    f. Christmas Décor Budget Increase Consideration
9. Discussion Items – Updates
    a. Ceres Update
    b. Sidewalk Project Update
    c. Informational meeting scheduled for October 24, 2023 at 10:00 AM in the Community Center, 407 State St, Hart, MI
10. Member Comment
11. Adjournment - *next regular meeting November 21, 2023*

CITY OF HART
407 S. STATE ST.
HART, MI 49420
TAX INCREMENT FINANCE AUTHORITY (TIFA)
September 19, 2023, at 1:00 pm

MINUTES

Call to Order: Windell called the meeting to order at 1:02 pm. Voice rollcall was then taken.
Members Present: Tracey Lipps, Scott Hegg, Gale Goldberg, Deborah Windell, Bill Hegg, Nichole Kleiner, Amy Trudell **Members absent**:
Others present: Caleb Griffis, West Michigan Carpet
Approval of Agenda: Nichole requested to add Action Item d) Property Improvement Grant Request for 39 S State and e) Consider Board Member Application for Caleb Griffis, West Michigan Carpet. Motion by Goldberg, supported by Lipps to approve the amended agenda. Motion carried.
Public Comments: None
August Minutes: Motion by Motion by Lipps, supported by B Hegg to approve the August minutes. Motion carried. **Financials:** Nichole celebrated with the board that a $72,367 reimbursement from the USDA Grant for the demo of Walkers and Main Street Market was deposited. An additional $20k will be disbursed when the grant is closed out by the end of the year. John Gurney Park transferred $3,500 to TIFA to purchase the 20x20x20 canopy intended for Hart Commons. Motion by B. Hegg supported by Goldberg to approve the September financials. Motion carried.
Action Items:

a. **Administrators Salary** – Nichole presented Board with a contract for administrative services in the amount of $18k annually with a list of duties outlined. After discussion, the board unanimously supported the contract. Goldberg brought up the concern that if TIFA compensates Nichole, it could affect her current HEART wages. Nichole was advised to talk with the city to ensure this contract will not affect her position with the city. Tabled until the October meeting
b. **Pet Waste Eliminator & c. Cleaning wipes Station** – Nichole presented board with quotes for pet waste eliminator receptacles that could be placed downtown along with cleaning wipe stations for tables near Hart Dairy Delight. After a brief discussion, Bill Hegg suggested that the conversation be moved to the HEART Board and that TIFA would consider recommendations from HEART. Item tabled.
c. **Property Improvement Grant Request for 39 S State St** – Deborah Windell submitted a request for TIFA to consider a 50% reimbursement of window that need replaced on the north side of the building. The application stated that the total project cost was $31,504.47 but the estimates did not match that amount. S Hegg asked for clarification before voting on this request to ensure that we're not exceeding 50% of the total project cost. Motion by B. Hegg to approve funding request once clarification is received, supported by Trudell. Motion carried with Windell abstaining from the vote.
d. **Consider Appointing Caleb Griffis to TIFA** – Calebs application to join TIFA was reviewed by the board. Motion by B. Hegg, supported by Lipps to recommend Mayor Platt appoint Caleb to the TIFA Board. Motion carried.

Discussion Items

1. **Event Coordinator Review** – Event Coordinator, Erin Stottler submitted a request for TIFA to continue her funding and provided a summary of what she managed over the summer. Nichole reported that Erin is reporting an average of 7.8 hours per week. After discussion, the board noted that they were happy with Erin's report but had hoped to see new events in the community and since the hours are ½ of what we contracted for, is this something she is able to do. Lipps expressed concerned about communication with the businesses and understanding of property boundaries sharing that a vendor was placed on the sidewalk to the east of Hart Dairy Delight, on her private property which was upsetting. The Windell thought it might be helpful if Erin attended TIFA meetings to share with them what she's working on and what her plans are. S Hegg thought it would be nice if she could help the Hispanic Festival with their marketing and event planning as it has dwindled in attendance and size significantly. Windell suggested a street corn festival. In conclusion, Nichole will invite Erin to the October meeting to share her proposal for 2024 events.
2. **Streetscape Update** – Nichole shared that she and Rob had met with Prein & Newhof and directed Matt to proceed with creating 3D renderings of the items we've discussed with an emphasis on not reducing parking,

keeping the historic feel and introducing artistic elements. We should have data for another meeting sometime in November.

3. **Informational meeting Oct 5 per at 11am** – Nichole reported that she planned to have the 2nd TIFA Informational Meeting required by MCL 125.4910(4). Board members are not required to attend. The purpose is to inform the public of the goals and direction of the authority, including projects to be undertaken in the coming year.
4. **Downtown Mural & Community Center Grant** – Nichole reported that after two community listening sessions, a mural artist from Grand Rapids has been hired to create and paint a large-scale mural on the north side of LaFiesta depicting the lives and stories of our immigrant workers and migrant families. This project is funded by the Michigan Arts and Cultural Council through a grant. In addition, a grant opportunity became known last month through LEO (Labor and Economic Opportunity) for a Community Center. Nichole was excited to report that several partners came together in agreement that converting the IGA into a community center was an excellent idea. The grant request for 2.5 million was submitted and the results should be announced by the end of October.

Communications From Members: B. Hegg pointed out that the retaining wall behind city hall that abuts the playground was a TIFA project and mentioned it may need some maintenance that TIFA could consider. Nichole noted that she will begin working on 2024 sidewalk replacements in the district. B. Hegg shared that Pixel Grafix will be downsizing and moving out of his building by the end of the year.

Adjournment: Meeting adjourned at 2:07 pm.

The next regularly scheduled meeting is October 17, 2023 at 1:00 pm.

Respectfully submitted Nichole Kleiner, TIFA Administrator

THE HUNTINGTON NATIONAL BANK
PO BOX 1558 EA1W37
COLUMBUS OH 43216-1558

Huntington

CITY OF HART
TIFA ACCOUNT
407 S STATE ST
HART MI 49420-1259

Have a Question or Concern?

Stop by your nearest Huntington office or contact us at:

1-800-480-2001

www.huntington.com/businessresources

Huntington Public Funds Hybrid Checking — *Account: -------9172*

Statement Activity From: 09/01/23 to 09/30/23

Days in Statement Period	30
Average Ledger Balance*	351,183.57
Average Collected Balance*	351,160.24

* The above balances correspond to the service charge cycle for this account.

Beginning Balance	**$247,531.55**
Credits (+)	**155,746.56**
Regular Deposits	155,746.56
Debits (-)	**376.75**
Regular Checks Paid	376.75
Ending Balance	**$402,901.36**

Deposits (+) — *Account:-------9172*

Date	Amount	Serial #	Type
09/01	68,706.84 tax disp		Remote
09/07	700.00 ck# 1008 Ceres rent		Remote
09/19	86,339.72 tax disp		Remote

Checks (-) — *Account:-------9172*

Date	Amount	Check #
09/19	376.75	1123 main Street market sign

(*) Indicates the prior sequentially numbered check(s) may have 1) been voided by you 2) not yet been presented 3) appeared on a previous statement or 4) been included in a list of checks.

Balance Activity — *Account:-------9172*

Date	Balance	Date	Balance	Date	Balance
08/31	247,531.55	09/07	316,938.39		
09/01	316,238.39	09/19	402,901.36		

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

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Independent Contractor Agreement
Hart Tax Increment Finance Authority

Parties and Terms of Contract
This agreement is entered into by and between the Hart Tax Increment Finance Authority (TIFA) located at 407 State Street, Hart, MI 49420 and Kleiner Management "Contractor" located at 2967 E Pierce Rd, Shelby, MI 49455. This agreement is effective October 1, 2023 and will be subject to renewal October 1, 2024.

Compensation and Provisions of Service:
The Contractor will be paid $1,500, paid monthly for **Administrative Services** recommended by the Tax Increment Finance Authority pursuant to this agreement and set forth in this proposal.

Contractor is not an employee of TIFA and is responsible for paying all taxes incurred as a result of compensation paid for services under the Agreement.

General Provisions
No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties. This Agreement may be terminated for any reason at any time by either party given written notice to at least 21 calendar days prior to termination date.

Performance Specifications

TIFA Manager:
- Work with the TIFA Board of Directors to establish goals, priorities, annual operating budget that supports the TIFA Plan.
- Research and pursue private and public funding opportunities and grants to support development of the District.
- Carry out administrative actions to support TIFA including but not limited to purchasing and financial management duties, preparation of agendas, reports, minutes, budget, recommendations, notices and correspondence. Maintain TIFA office files and records.
- Acts as expert staff for the TIFA Board by assisting in the preparation of development plans and the scope of timing of specific projects pertaining to downtown revitalization.
- Acts as the downtown/district advocate. Creates and maintains a cooperative working relationship with existing and new businesses owners/operators, residents and local agencies.
- Work with the City to make recommendations for downtown design, signage, traffic management, pedestrian walkability, bike connectivity, and related infrastructure factors.
- Aggressively promote and develop business retention and attraction strategies. Organize and administer programs that are used as assets for economic development.
- Engaging the public in the downtown enhancement effort and their ownership and involvement in the future of the downtown.
- Motivate business owners, property owners and investors to make necessary improvements in a quality manner.
- Coordinate the work of the TIFA with any other committee or task forces that are formed.
- Develop and implement an effective marketing promotion, recruitment and retention efforts for the downtown.
- Develop, refine and assist in the implementation of long- and short-range plans for the downtown with various City department, including the adopted TIF plans.

- Organize and manage façade and other improvement programs.
- Provide leadership and management to the Event Coordinator on a weekly basis.

The TIFA Manager shall serve under the direct supervision of the TIFA Board of Directors.

This Agreement is executed on the 17th day of October, 2024.



_____

Nichole Kleiner

_____

Deborah Windell
TIFA Chair

October 17, 2023
Hart TIFA

CITY OF HART
REQUEST FOR TIFA ACTION

FROM: Nichole Kleiner

SUBJECT: Acquisition of the United Congregational Church

SUMMARY & BACKGROUND
The United Congregational Church has offered to deed the church and accessory buildings at 408 S State Street to the Hart Tax Increment Financing Authority. Due to lack of attendance, the church intends to hold its last service on Christmas Eve 2023 at which time the board will disband. The board is looking to gift the three buildings to an organization who will see that it best serves the community.

There is a traditional upper level congregation with pews, a lower level community/gathering space with a small kitchen, both accessible by elevator. The one-floor center building was used as a nursery with boiler heat and a new flat roof 5yrs ago. The house is being used as offices. The roof on all three buildings are new within the last 5-8 years, HVAC new within 8 years, serviced regularly.

A study indicated the buildings costs $15-$20k to maintain annually. TIFA would be responsible for utilities, maintenance, lawncare, snow removal, and maintaining the elevator license.

The building is in the B2 General Business District and can be used for retail, apartments, indoor/outdoor commercial recreation facilities, funeral homes, printing, contractors, medical, ambulance, restaurants, pubs, wineries, theatre, bank, government buildings, schools, bakery, laundromat, video rental, hotel/motel, mixed use with commercial as primary use, churches, along with additional “special uses”.

STRATEGIC PLANNING/PURPOSE
The Hart TIFA 2021 Development Plan, Part 4, Section B(8) states that, the TIFA has the authority to acquire by purchase or otherwise, on terms and conditions and in a manner that the authority considers proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights of interests in property, which the authority determines is reasonably necessary to achieve the purposes of this part, to grant or acquire licenses, easements, and options with respect to that property to:

- Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances to that property, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination of them.
- Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.
- Lease any building or property under its control, or any part of a building or property.
- Accept grants and donations of property or labor.

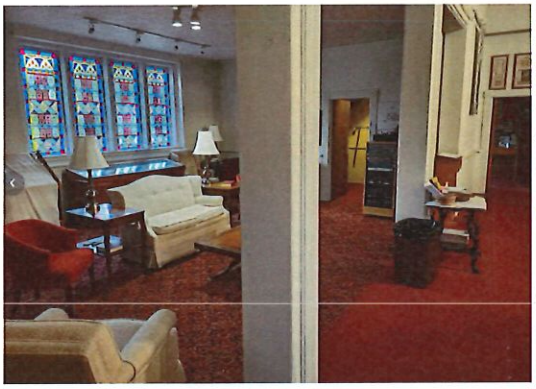
Considering the eligible uses in the B2 General Business District, TIFA, by acquiring the property could determine the highest and best use for the property and market it accordingly.

RECOMMENDED ACTION

It is recommendation that TIFA accept the donation of 408 S State Street with the intention of seeking preferred development within two years. If preferred development does not occur, TIFA could then list the property for sale to regain the cost incurred to maintain the building for two years.



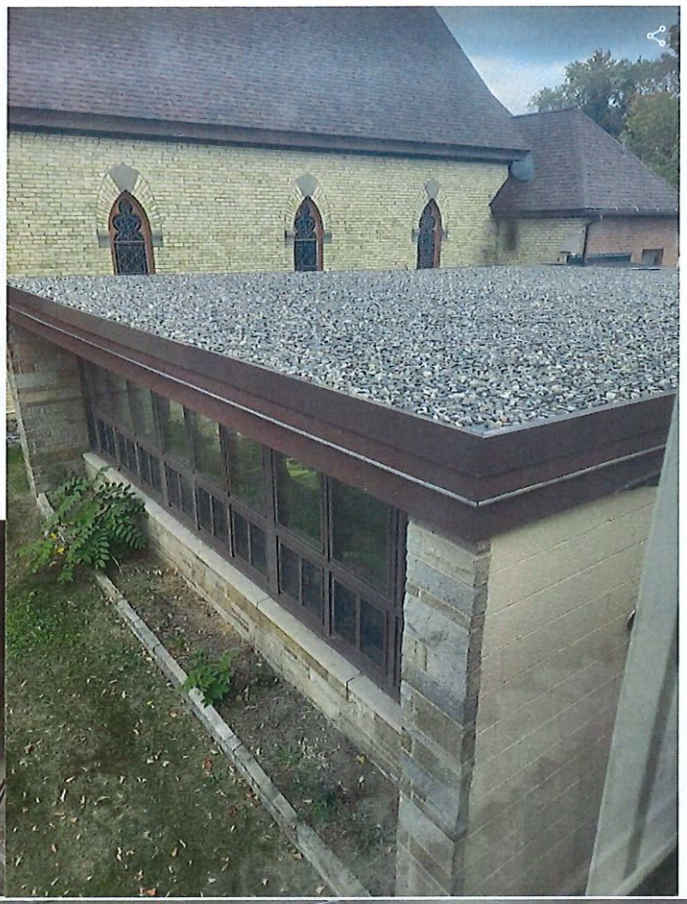

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EXIT

