City of Hart, Michigan
TIFA Board
June 20, 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
3. Approval of Agenda
4. Public Comment
5. Approval of April 2023 Minutes
6. Approval of May 2023 Financials
7. Action Items
    a. Property Improvement Grant Request – Birch & Blossom Awning $1,523.63
    b. Property Improvement Grant Request – Main Street Medical 302 Hanson $3,750
    c. Property Improvement Grant Request – Suttner – Combs $12,278.17
    d. Pink Elephant Sidewalk Bid - $11,775
    e. 227 E Main Parking Lot RFP – Authorize Administrator to Solicit Bids
    f. Shade Structure @ John Gurney Park
8. Discussion Items
    a. Prein & Newhoff Public Meeting Streetscape 06/22/23 @ 5:15 pm
    b. TIFA Budget Update
    c. Walkers/Chalets/New Parking Lot/Tin Man Update
9. Member Comment
10. Adjournment - *next regular meeting August 15, 2023 (no July meeting)*

CITY OF HART TAX INCREMENT FINANCE AUTHORITY
Property Improvement Grant Program Application

Applicant's Name Birch & Blossom LLC - Noble & Joseph Graham-Lattin

Property Address 112 E Main Street, Suite 3, Hart Mi 49420

Is the applicant the property owner? ☐ Yes ☑ No

Has applicant received prior grant funding from the City of Hart? ☐ Yes ☑ No

Business Name Birch and Blossom LLC

Business Mailing Address 112 E Main Street, Suite 3, Hart MI 49420

Business owner Noble & Joseph Graham-Lattin

Phone# 7575707241 Email: birchandblossomflowers@gmail.com

Property Owner Name S Hegg Real Estate

Property Owner Address 112 E Main Street, Suite 1, Hart MI 49420

Parcel # _____

Present Use of Building Retail Floral and gift Shopp

Have you secured financial resources for this project? (Please be specific)

We have partial funds (50%) for this project on deposit

Improvement(s) Planned (check whichever applies)

- ☐ Removal of siding that was used to cover original building materials
- ☐ Exterior brick or wall surface repair
- ☐ Pointing of brick/mortar joint repair
- ☐ Window and/or door replacement/repair
- ☐ Any architectural details in need of repair and/or replacement
- ☐ Painting the building
- ☐ Landscaping
- ☑ Construction, installation and/or renovation of awnings, marquees, doors, windows, or pavement between the business door and the sidewalk
- ☐ Permanent outdoor public art installations
- ☐ Other; please specify: _____

Part of Property Impacted ☒ Front ☐ Rear ☐ Side ☐ Corner lot

Total Cost of Improvement $ 3047.26

Incentive Amount Requested $ 1523.63

Please identify to which goals, if any, of the most recent City of Hart Master Plan and/or the City of Hart Parks & Recreation Master Plan your proposed improvements will contribute. Applications that identify contribution to either plan will receive priority for funding.

The following information must be submitted with your application:

1. Project Improvement Plans drawn to scale, if applicable
2. Samples of paint colors to be used on facade improvements
3. Photograph(s) of existing condition of property
4. Proposed budget and detailed cost estimates for work
5. Written permission by property owner, if tenant
6. Proof of payment of taxes

The Applicant certifies and agrees to the terms and conditions set forth below:

1. The Applicant is the owner or tenant of a property in the City of Hart TIFA District as outlined in the City of Hart TIFA Property Improvement Grant Program Guidelines Exhibit "A", hereinafter referred to as "Program Guidelines."

2. The Applicant is in good standing with the City of Hart in terms of payment of taxes and utilities.

3. The Applicant agrees to be bound by the rules as outlined in the Program Guidelines and has reviewed the Design Guidelines when making decisions regarding the aesthetic quality of the property improvement(s).

4. All improvements to be undertaken will be consistent with all applicable zoning and building codes. Further, if review is necessary by the City of Hart Planning Commission in accordance with the City of Hart Zoning Ordinance, the review will be conducted before the work on the property begins.

5. Only the work that is outlined on the application will be eligible for reimbursement.

6. The project must be completed within one year of approval of the application. Extensions may be considered for unforeseen circumstances. The project is not eligible for reimbursement if the work is not completed during the approved time period.

7. Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is complete and certified by the City of Hart to be in compliance with the approved design. The Applicant must submit copies of invoices, receipts and an itemized statement of the total cost of the project, signed by the applicant. All documentation for payment must be provided at one time to City of Hart TIFA for one payout.

8. The Applicant understands that he/she is responsible for the construction management for the entire project.

9. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and incompliance with all federal, state, and local safety conditions, safety regulations, building codes, ordinances and other applicable regulations.

10. The applicant shall, at his/her own expense, indemnify, protect, defend and hold harmless the City and/or its agents and employees, from all claims, damages, lawsuits, costs, and expenses, for any property damage, personal injury or other loss relating in any way to the City of Hart TIFA Property Improvement Grant Program.

11. The Applicant understands that he/she is responsible for the maintenance of the facade improvements described here for a period of five years from the project completion in accordance with the agreements that will be executed in the event this application is approved.

Applicant's Signature _____ Date 6/13/23

Property Owner's Signature _____ Date 6/13/23

Complete and return to Hart Economic Development, 407 S State St, Hart, MI 49420

MUSKEGON AWNING & FABRICATION

Commercial • Residential • Industrial • Marine

Proposal

Quote	PROP005526
Date	4/18/2023

Bill To:

Birch & Blossom
112 E. Main St.
Hart, MI 49420

Ship To

Birch & Blossom
112 E. Main St.
Hart, MI 49420

Phone 1	Phone 2	Fax
(757) 570-7741		

Purchase Order No.	Customer ID	Sales ID	
		CMC	Prices Good For 30 Days from Date of Quote

Qty	Description	Cost	Total
1	Fabricate One (1) Shed Style Entry Door Awning Dim: 4' Height x 2'6" Projection x 6' Wide Fabric: Standard Sunbrella Colors (Forest Green) Frame: Welded Aluminum - Mill Finish Valance: Soft; Scalloped - 6-8" Height (Included in Height above)	1,276.00	1,276.00T
1	Graphics/Artwork Location: Face of Awning Style: Painted on or SGS Color: Tan Graphics: Birch & Blosson Logo Customer to provide vector style computer file of designed graphics	995.00	995.00T
1	INSTALLATION - Labor	640.00	640.00
1	Please Note: - Current lead time is 4-6 weeks upon receiving half down deposit and signed proposal. Lead time may vary depending on fabric selection as some options are on backorder. - Muskegon Awning to verify attachment points and final measurements prior to fabrication. Contact: Noble Graham 757-570-7241 birchandblossomflowers@gmail.com	0.00	0.00

Please sign and return to the address below.
A 50% deposit is due upon order and the balance is due upon completion.

Customer Signature _____

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

Subtotal	$2,911.00
Sales Tax (6.0%)	$136.26
Total	**$3,047.26**

2333 Henry St - Muskegon, MI 49441
800-968-3686 231-759-0911 Fx. 231-759-3200

Main Street Spa

302 Hanson Street

Hart, MI 49420

Hart Economic Development

407 S. State Street

Hart, MI 49420

June 13, 2023

Dear TIFA Committee,

On April 10, 2023, we purchased the property at 302 Hanson Street in Hart, formerly the World of Wonder Daycare. Since that time, we've been busy renovating the inside turning the rooms into therapy rooms to better serve our customers. On May 1, 2023, we moved into the new building and started serving customers during our renovation.

We are applying for a TIFA grant so that we can paint the outside of our new building. The current color is brown and is showing signs of years of wear and neglect. If approved for a TIFA grant, we would hire Courtright Painting in Mears to paint the entire building. We've received a quote for the work totaling $7,500. We would like to paint the building a shade of cobalt blue. We feel that this would help to draw attention to our building especially since there's not a lot of traffic on Hanson Street.

We've included photos of the building along with the quote from Courtright Painting with our application submittal. As far as taxes, we pre-paid for those as part of our escrow account through Shelby State Bank.

If there is anything additional that is needed or if there are any questions, please feel free to let us know.

Respectfully submitted,

Patty & Tim Kersjes

Main Street Spa

231-742-0390

CITY OF HART TAX INCREMENT FINANCE AUTHORITY
Property Improvement Grant Program Application

Applicant's Name Patty Kersjes

Property Address 302 Hanson Street Hart

Is the applicant the property owner? ☑ Yes ☐ No

Has applicant received prior grant funding from the City of Hart? ☐ Yes ☑ No

Business Name Main Street Spa

Business Mailing Address 302 Hanson Street

Business owner Patty & Tim Kersjes

Phone# 231-742-0390 Email: pattykersjes@gmail.com

Property Owner Name Main Street Spa LLC

Property Owner Address 302 Hanson Street Hart, MI 49420

Parcel # _____

Present Use of Building Health Spa

Have you secured financial resources for this project? (Please be specific)

Additional financing from Shelby State Bank (over and above the purchase price) for remodeling

Improvement(s) Planned (check whichever applies)

- ☐ Removal of siding that was used to cover original building materials
- ☐ Exterior brick or wall surface repair
- ☐ Pointing of brick/mortar joint repair
- ☐ Window and/or door replacement/repair
- ☐ Any architectural details in need of repair and/or replacement
- ☑ Painting the building
- ☐ Landscaping
- ☐ Construction, installation and/or renovation of awnings, marquees, doors, windows, or pavement between the business door and the sidewalk
- ☐ Permanent outdoor public art installations
- ☐ Other; please specify: _____

Part of Property Impacted ☑ Front ☑ Rear ☑ Side ☐ Corner lot

Total Cost of Improvement $ 7,500

Incentive Amount Requested $ 3,750

Please identify to which goals, if any, of the most recent City of Hart Master Plan and/or the City of Hart Parks & Recreation Master Plan your proposed improvements will contribute. Applications that identify contribution to either plan will receive priority for funding.

The following information must be submitted with your application:

1. Project Improvement Plans drawn to scale, if applicable
2. Samples of paint colors to be used on facade improvements
3. Photograph(s) of existing condition of property
4. Proposed budget and detailed cost estimates for work
5. Written permission by property owner, if tenant
6. Proof of payment of taxes

The Applicant certifies and agrees to the terms and conditions set forth below:

1. The Applicant is the owner or tenant of a property in the City of Hart TIFA District as outlined in the City of Hart TIFA Property Improvement Grant Program Guidelines Exhibit "A", hereinafter referred to as "Program Guidelines."

2. The Applicant is in good standing with the City of Hart in terms of payment of taxes and utilities.

3. The Applicant agrees to be bound by the rules as outlined in the Program Guidelines and has reviewed the Design Guidelines when making decisions regarding the aesthetic quality of the property improvement(s).

4. All improvements to be undertaken will be consistent with all applicable zoning and building codes. Further, if review is necessary by the City of Hart Planning Commission in accordance with the City of Hart Zoning Ordinance, the review will be conducted before the work on the property begins.

5. Only the work that is outlined on the application will be eligible for reimbursement.

6. The project must be completed within one year of approval of the application. Extensions may be considered for unforeseen circumstances. The project is not eligible for reimbursement if the work is not completed during the approved time period.

7. Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is complete and certified by the City of Hart to be in compliance with the approved design. The Applicant must submit copies of invoices, receipts and an itemized statement of the total cost of the project, signed by the applicant. All documentation for payment must be provided at one time to City of Hart TIFA for one payout.

8. The Applicant understands that he/she is responsible for the construction management for the entire project.

9. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and incompliance with all federal, state, and local safety conditions, safety regulations, building codes, ordinances and other applicable regulations.

10. The applicant shall, at his/her own expense, indemnify, protect, defend and hold harmless the City and/ or its agents and employees, from all claims, damages, lawsuits, costs, and expenses, for any property damage, personal injury or other loss relating in any way to the City of Hart TIFA Property Improvement Grant Program.

11. The Applicant understands that he/she is responsible for the maintenance of the facade improvements described here for a period of five years from the project completion in accordance with the agreements that will be executed in the event this application is approved.

Applicant's Signature Patty Knops Date June 13, 2023

Property Owner's Signature_____ Date_____

Complete and return to Hart Economic Development, 407 S State St, Hart, MI 49420

PROPOSAL

COURTRIGHT PAINTING AND DECORATING
7344 W. FILLMORE RD
MEARS, MI 49436

PROPOSAL SUBMITTED TO:	WORK TO BE PERFORMED AT:
PATTY KERJES	
302 HANSON	
HART, MI 49420	

WE HEREBY PROPOSE TO FURNISH THE MATERIALS AND PERFORM THE LABOR NECESARY FOR THE COMPLETION OF
PAINT EXTERIOR BUILDING-
SIDING - FACIA - SOFFIT - DOORS - SMALL OVERHANG ROOF
2 COATS
POWER WASHING- $7,500.00

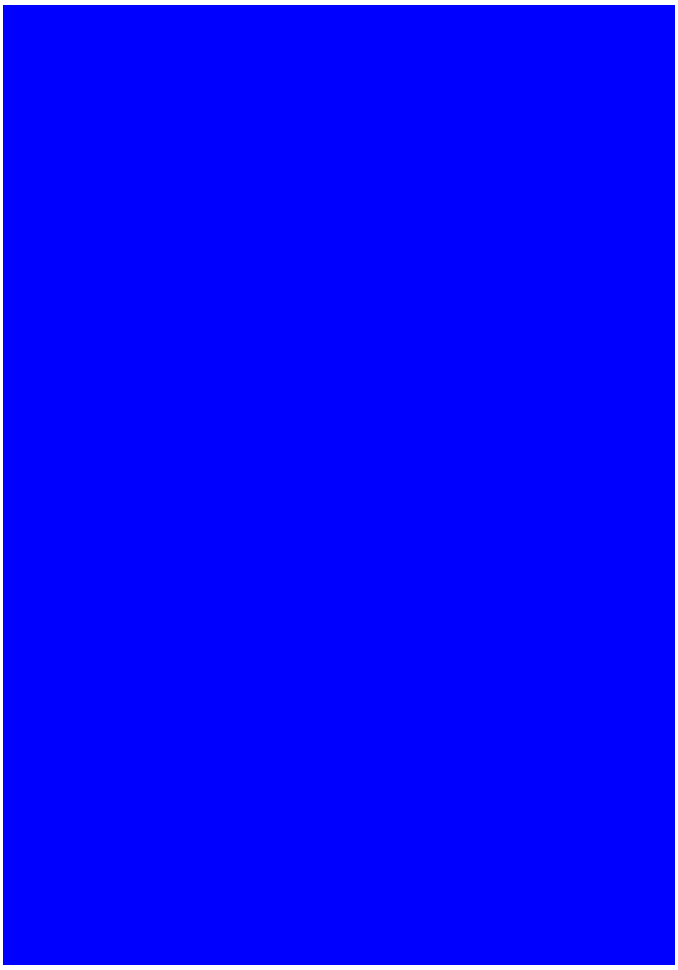
ALL MATERIAL IS GUARENTEED TO BE AS SPECIFIED AND THE ABOVE WORK TO BE PERFORMED IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS SUBMITTED FOR THE WORK AND COMPLETED IN A SUBSTANTIAL WORKMANLIKE MANNER FOR THE SUM OF: SEVEN THOUSAND FIVE HUNDRED DOLLARS $ 7,500.00

WITH PAYMENTS TO BE MADE: MONTHLY

ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFIATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL.

RESPECTFULLY SUBMITTED: GORDON COURTRIGHT PER: COURTRIGHT PAINTING AND DECORATING

NOTE- THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS






Main Street Spa
231-742-0390



June 14, 2023

City of Hart TIFA

RE: 53 and 55 South State Street
Hart, MI

Property Owner: Green Moose Properties
486 Sand Street
Pentwater, MI 49449
Michael Combs
Asgar Khan
Lori Suttner

Thank you for taking the time to consider our request for assistance on the above listed property.

Our intention for this property is to create safe, welcoming, and aesthetically pleasing housing and retail space in the Historic District of Hart.

For the purpose of this request we will be replacing 2 exterior doors and refinishing an original door on the two properties. We would like to update the front of the building with fresh paint on the facia. We also would like to clean and paint the existing awning on the building. Our intention is to complete this update as the front of the building is repaired. We have received the quote for the brick work and are in the process of securing funding for this expenditure. We have included two photos for your review. The first photo shows the current condition of the building. The second image is a photoshop version of our vision for the property.

Regards,

Green Moose Properties
Lori Suttner
231-907-9606

CITY OF HART TAX INCREMENT FINANCE AUTHORITY
Property Improvement Grant Program Application

Applicant's Name Green Moose Properties / Lori Suttner

Property Address 53 & 55 South State St.

Is the applicant the property owner? [X] Yes [ ] No

Has applicant received prior grant funding from the City of Hart? [ ] Yes [X] No

Business Name _____

Business Mailing Address _____

Business owner _____

Phone# _____ Email: _____

Property Owner Name Green Moose Properties

Property Owner Address 486 Sands Street, Pentwater, MI 49449

Parcel # 020-208-010-00 & 020-208-009-50

Present Use of Building 4 apartments & 2 retail

Have you secured financial resources for this project? (Please be specific)

Yes, private pay.

Improvement(s) Planned (check whichever applies)

- [ ] Removal of siding that was used to cover original building materials
- [ ] Exterior brick or wall surface repair
- [ ] Pointing of brick/mortar joint repair
- [X] Window and/or door replacement/repair
- [ ] Any architectural details in need of repair and/or replacement
- [X] Painting the building
- [ ] Landscaping
- [X] Construction, installation and/or renovation of awnings, marquees, doors, windows, or pavement between the business door and the sidewalk
- [ ] Permanent outdoor public art installations
- [ ] Other; please specify: _____

Part of Property Impacted [X] Front [ ] Rear [ ] Side [ ] Corner lot

Total Cost of Improvement $ 24,556.34

Incentive Amount Requested $ 12,278.17

Please identify to which goals, if any, of the most recent City of Hart Master Plan and/or the City of Hart Parks & Recreation Master Plan your proposed improvements will contribute. Applications that identify contribution to either plan will receive priority for funding.

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Applicant's Signature Lori Suttner Date 6-14-2023

Property Owner's Signature Lori Suttner Date 6-14-2023

Complete and return to Hart Economic Development, 407 S State St, Hart, MI 49420

GREENER
HOME SERVICES

Customer: Green Moose Properties
Phone: 231-907-1936
Date: June 13,2023

Location: 53 & 55 South State Street
Hart, Michigan 49420

Job Description Install 2 new exterior doors. Paint front of the building. Paint Awning.
Strip and Stain fron door on 55 South State Street.

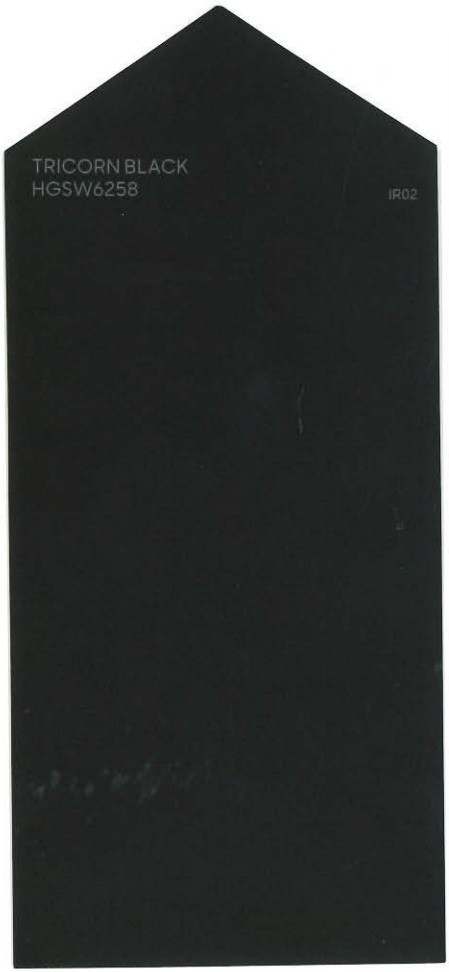
General Services:
Remove existing doors and door trim. Prep for paint.

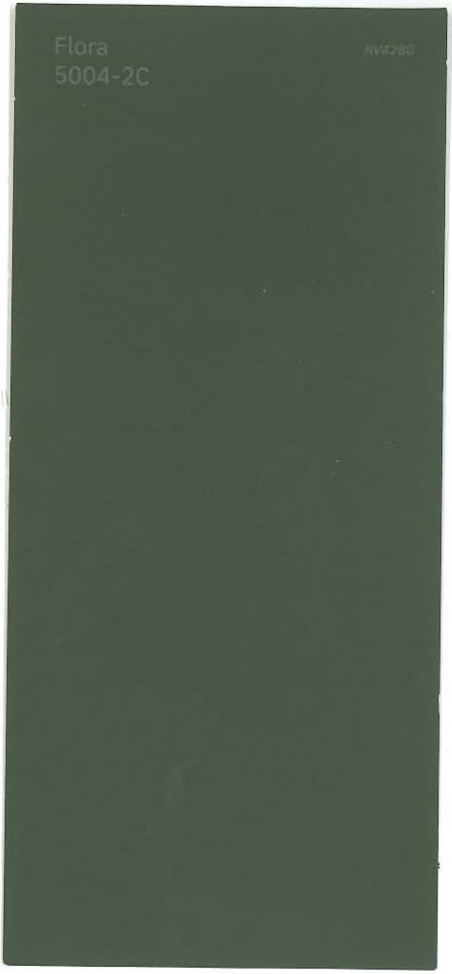
Awning:		$1,989.00
	Paint awning.	
Paint:		$12,789.00
	Paint front of the building per customer design.	
	Paint door casings.	
Equipment Rental:		$1,000.00
	Rental of Lift for one week.	
Locks:		$1,462.90
	Install 2 Digital Locks	
	2 Digital Locks	
Doors and Millwork:		
	Install 2 new exterior doors and casing.	$3,377.46
	Strip 55 S. State Street front door/trim and refinish.	$629.00
	2 Masonite Exterior Fiberglass doors.	$3,308.98

Total $24,556.34


Reflections
HOPE


Reflections
HOPE
PERMANENT MAKEUP
231-750-2170


TRICORN BLACK
HGSW6258
IR02


Flora
5004-2C
NV428G

TO: Tax Incremental Finance Authority (TIFA)
City of Hart
407 S State Street
Hart, MI 49420

FROM: Jaime Hendrixon
5966 Harrison Rd
Mears, MI 49436

RE: SIDEWALK REPLACEMENT BID - Lincoln/State Sidewalk Project

DATE: 06/12/2023

Please consider this document as my formal bid to complete the Lincoln/State Street Sidewalk Project in front of the Pink Elephant Diner located at 207 S State Street. This project work will be completed concurrently with the installation of a new ADA compliant walkway and entrance ramp into the Pink Elephant Diner. The scope of this bid includes the following:

1) Site Assessment - conduct thorough inspection of existing sidewalk and design a "raised and sloped" replacement curb that will eliminate current double curb design.
2) Permits and Regulations - obtain any and all permits and ensure compliance with applicable regulations.
3) *Demolition and Removal - excavation and removal of 1,600 square feet of sidewalk.
4) *Site Preparation - excavate to ensure proper grading and compaction of sub-base.
5) Formwork and Reinforcement - construct sturdy forms for ramp, sidewalk and steps to define shape and install rebar or wire mesh in order to enhance concrete strength.
6) Concrete Pouring - coordinate delivery and pouring of 1,600 square feet of concrete at a 4-inch depth. Install ADA pavers along street approaches. Use proper tools to finish the cement in order to achieve a smooth and uniform appearance.
7) Curing and Finishing - monitor curing and address any necessary jointing (cutting for expansion joints or control joints to control cracking)
8) Site Cleanup - remove all debris and cleanup project site.

*Excavation Cost - $5,700
Concrete Forming, Laying & Finish Work - $10,000

Total Project Cost) $15,700

*(Condition of subsurface is unknown. This bid assumes normal excavation and subsurface preparation costs. Bidder reserves the right to consult with City of Hart if excavation unmasks problems with the subsurface area.)

Signed: Jaime Hendrixon Date: 6-14-23

NOTICE TO BIDDERS
2023 LINCOLN/STATE DESIGN & SIDEWALK PROJECT
CITY OF HART, OCEANA COUNTY MICHIGAN

Business Name: Jaime Hendrixon

Contact Name: Jaime Hendrixon

Email: Markfarner@gmail.com Phone: (231) 301-3409

Scope of work: *Sidewalk design plans for new 1,600 sf of 4-inch ADA compliant sidewalk at the corner of Lincoln/State to eliminate the double curb design in front of the Pink Elephant Diner, in coordination with the Pink Elephant's plans for a new concrete approach at the East entrance (attached). Construction to include removal and replacement of 1,600 sf of 4-inch sidewalk along with associated saw cutting, and concrete removal.*

PROJECT DESIGN BID: $15,700

SIDEWALK BID: $11,775

NOTES: The difference between Project Bid and Sidewalk Bid is 25%. This is the Pink Elephant Diner's share of cost.

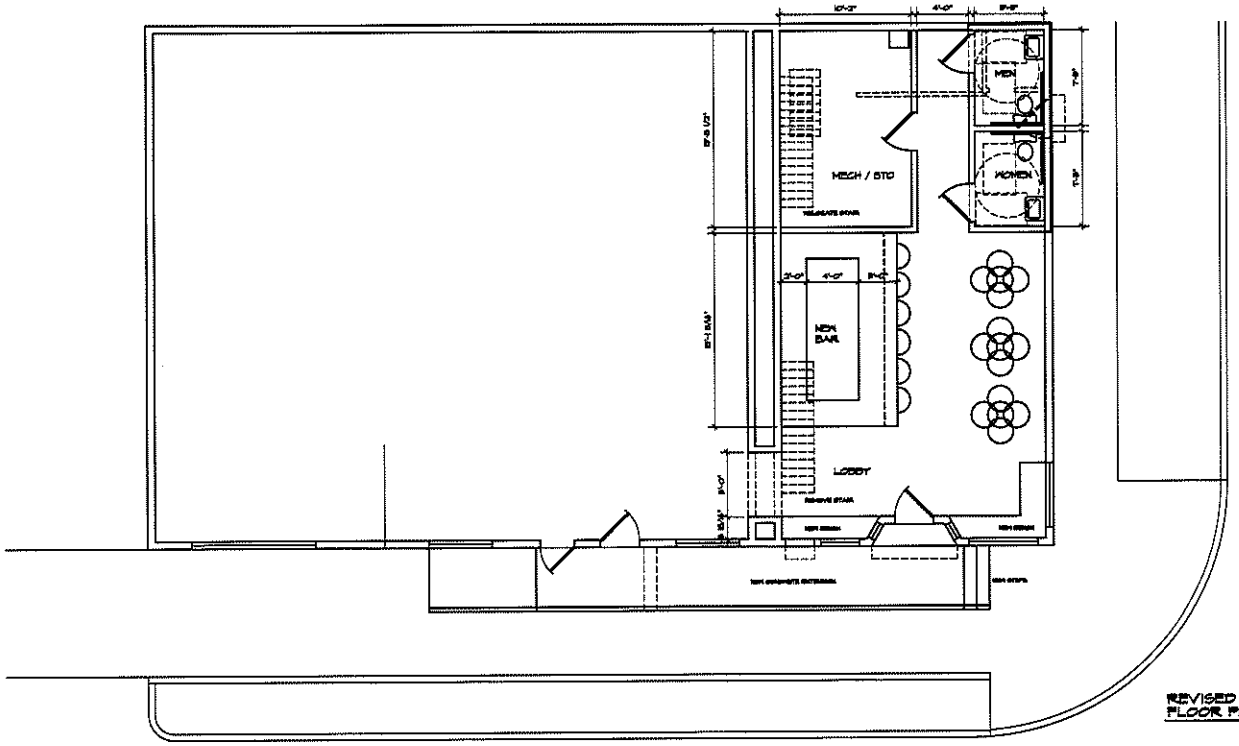
SIGNATURE: Jaime Hendrixon

DATE: 6-14-23

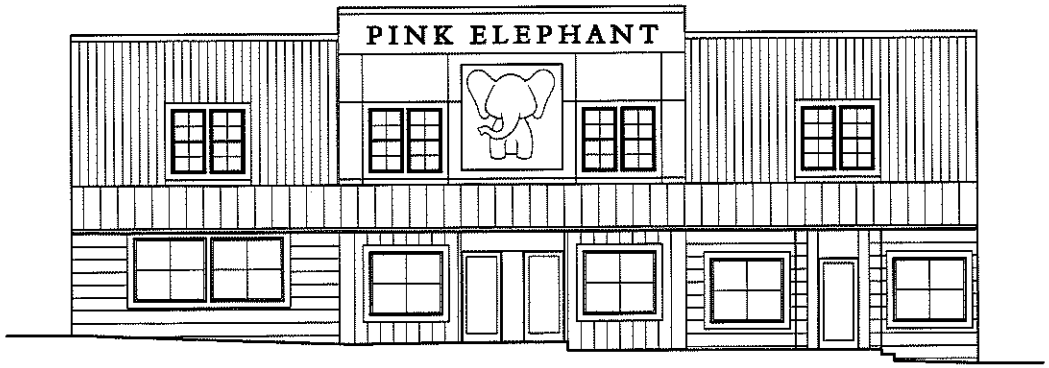
$15,700

25% = $3,925

$11,775 TIFA



REVISED
FLOOR PLAN
1/4" = 1'-0"



REVISED EAST ELEVATION
1/4" = 1'-0"

05-25-23

REVISED PLAN & ELEV

RENOVATION
FOR
PINK ELEPHANT

207 S STATE ST
HART MI 49420

NORMAN C.
DODDS
ARCHITECT
AIA NCARB PLC

A2