



City of Hart, Michigan

TIFA Board

August 15, 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 June 2023 Minutes
6. Approval of June & July 2023 Financials
7. Action Items
 - a. 2024 Budget Items
 - i. Request to allocate \$6,000 annually for flowers and hanging baskets
 - ii. Request to allocate \$3,500 for banners downtown annually
 - iii. Administrator Salary
 - iv. FY23-24 Project Allocations
8. Discussion Items
 - a. Results of public input streetscape meeting
 - b. Billboard Design Selection – Wayfinding Signage Update
 - c. Update on Birch and Blossoms Property Improvement Grant Awning (green awning with tan writing to read “Birch and Blossom (line one) floral – gifts – events (line two)”
 - d. Annual Meeting Scheduled for August 24, 2023 at 10:00 AM at Hart City Hall Community Center
9. Member Comment
10. Adjournment - *next regular meeting September 19, 2023*



MINUTES

Call to Order: Windell called the meeting to order at 12:59 pm. Voice rollcall was then taken.

Members Present: Tracey Lipps, Scott Hegg, Gale Goldberg, Deborah Windell, Bill Hegg, Nichole Kleiner

Members absent: Amy Trudell

Others present: Tim Kersjes, Patty Kersjes, Lori Suttner, Michael Combs, Asgar Khan, Rob Splane

Approval of Agenda: Motion by Lipps, supported by B Hegg to approve the agenda. Motion carried.

Public Comments: public made introductions with no further comment since they are on the agenda.

May Minutes: Motion by Motion by S Hegg, supported by B Hegg. Motion carried.

Financials: Motion by S Hegg, supported by Lipps, to approve the May financials. Motion carried.

Action Items:

1. **Property Improvement Grant Request** – Birch and Blossom Awning \$1523.63. After reviewing the available funds for the Property Improvement Grant, motion by Goldberg, supported by Lipps to award Birch and Blossom LLC \$1523.63 for a new awning pending a description of the awning (color, size, design or drawings). Motion carried.
2. **Property Improvement Grant Request** – Main Street Medical Painting \$3750. After reviewing the available funds for the Property Improvement Grant, motion by Goldberg, supported by S Hegg to award Main Street Medical \$3750 to paint the exterior of their building. Motion carried.
3. **Property Improvement Grant Request** – Suttner, Combs, Khan (Green Moose Properties) to replace 2 exterior doors, refinish an original door, front façade paint, clean and paint existing awning for \$12,278.17. After reviewing the available funds for the Property Improvement Grant, motion by Goldberg, supported by Lipps to award Green Moose Properties \$12,278.17 for the requested improvements. Motion carried.
4. **Pink Elephant Sidewalk Bid** – Request from Pink Elephant for TIFA to pay the sidewalk replacement cost for 1600 SF of new 4-inch ADA compliant sidewalk in front of the diner at Lincoln and State Street. The total project cost is \$15,700, the property owner would be responsible for \$3,925 and it is requested that TIFA cover the remaining \$11,775. Owner, Mark Forner was contacted to clarify design questions by the board. Motion by Goldberg to authorize \$11,775 for the replacement of the sidewalk at Lincoln/State, supported by S Hegg with a contingency that the architect provide a set of sealed drawings. Motion carried.
5. **Shade Structure at John Gurney Park** – Nichole shared that John Gurney Park is interested the 20x20x20-ft awning purchased for shade at the Commons stage area to provide shade at their playground area; will TIFA donate to JGP? Lipps reminded the group that the LIONS club donated \$1500 towards that project. The cost of the canopy was \$3500. It was recommended by Windell to sell the canopy to JGP for \$3500. Motion by S Hegg, supported by Lipps to sell the canopy to JGP for \$3500.

Discussion Items

1. **Prein & Newhoff Streetscape Meeting** – Nichole reported that Prein & Newhoff will be hosting a public input streetscape meeting on June 22nd at 5:15pm in the community center.
2. **TIFA Budget Update** – Nichole reported that a clerical error had occurred in calculating the tax capture for TIFA's FY22-23 and as a result, TIFA undercaptured approximately \$120,000. The only way to correct this would be to request that each taxing jurisdiction return the funds. After discussion, the board agreed to reallocated the \$100,000 allocated to the streetscape project in FY23-24 to FY 27-28.
3. **Walkers/Chalets/Parking Lot/Tin Man Update** – Nichole shared that the quote for the parking lot, to be done properly according to Prien & Newhoff's engineered recommendations for the USDA grant, would cost \$140,000 (\$80,000 over budget). She explained that the catch basins needed replace, it needs a new approach, electrical runs for lighting, and the cost of asphalt is much higher that when the project was submitted. It is Nichole's recommendation to remove the topsoil where the building was demolished and lay slag which has been quoted for less than \$5000. This will bring the project back within the budget. Now that we have engineered plans for the lot, we can seek other funding to complete that project properly. Supported by the board with the recommendation by S Hegg to go ahead and repair the sidewalk and approach in the meantime.

Communications From Members: S Hegg referred to the email a few weeks back, from Nichole, in regards to the demo/parking lot/pop-up shop USDA grant project where the board was notified that barricades had to be ordered ASAP in the amount of \$7500. S Hegg and Lipps would like to ensure that the board has the opportunity to vote on all expenditures before authorization and cautioned Nichole about spending without the vote of the board. Goldberg reminded Nichole that she would like the city to be asked about designating someone to take minutes for the authority.

Adjournment: Meeting adjourned at 2:35 pm.

The next regularly scheduled meeting is July 18, 2023 at 1:00 pm.

Respectfully submitted Nichole Kleiner, TIFA Administrator



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

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Account: -----9172

Statement Activity From: 06/01/23 to 06/30/23		Beginning Balance	\$198,354.93
Days in Statement Period		Debits (-)	38,748.12
Average Ledger Balance*		Regular Checks Paid	38,748.12
Average Collected Balance*		Ending Balance	\$159,606.81
30			
173,774.39			
173,774.39			

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

Checks (-)

Account:-----9172

Date	Amount	Check #	Date	Amount	Check #
06/05	✓ 2,146.00	1100 Prince + manton Attorney Quiet title	06/23	✓ 775.00	1106 P+N Streetscape
06/07	✓ 7,497.00	1101 barricade wall	06/23	✓ 1,770.00	1107 Walkers Pkg lot P+N
06/06	✓ 71.39	1102 Ceres utilities	06/26	✓ 2,250.00	1108 Ceres phase I
06/09	✓ 3,773.17 (PIG)	1103 Travis Larsons dining	06/26	✓ 52.94	1109 Flowers water cans
06/09	✓ 16,500.00 (PIG)	1104 Kristi's roof	06/30	✓ 2,705.28	1110 grant (trash cans)
06/15	✓ 1,207.34	1105 upnorth flowers			

(*) 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
05/31	198,354.93	06/07	188,640.54	06/23	164,615.03
06/05	196,208.93	06/09	168,367.37	06/26	162,312.09
06/06	196,137.54	06/15	167,160.03	06/30	159,606.81

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Huntington Public Funds Hybrid Checking

Account: -----9172

Statement Activity From: 07/01/23 to 07/31/23		Beginning Balance	\$159,606.81
Days in Statement Period		Credits (+)	25,258.27
Average Ledger Balance*		Regular Deposits	25,258.27
Average Collected Balance*		Debits (-)	31,131.20
* The above balances correspond to the service charge cycle for this account.		Regular Checks Paid	31,131.20
		Ending Balance	\$153,733.88

Deposits (+)

Account:-----9172

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
07/11	700.00	Ceres rent	Remote	07/21	24,558.27	Tax disp	Remote

Checks (-)

Account:-----9172

Date	Amount	Check #	Date	Amount	Check #
07/05	23.97 ✓	1111 Ceres utilities	07/24	✓ 1,199.00	1115 P+N Walker Pkg lot
07/03	12,596.00 ✓	1112 Chalet electric	07/24	✓ 196.35 Prince Monto	1116 Ceres quiet title
07/13	5,732.78 ✓	1113 Ceres taxes	07/31	1,900.00 PIG	1117 Garcia (paint)
07/24	5,733.10	1114 P+N Streetscape	07/21	3,750.00 PIG	1118 main street medical paint

(*) 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
06/30	159,606.81	07/11	147,686.84	07/24	155,633.88
07/03	147,010.81	07/13	141,954.06	07/31	153,733.88
07/05	146,986.84	07/21	162,762.33		

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