



**TIFA Agenda  
January 9, 2020 1:00pm  
City Hall**

1. Call to order
2. Roll Call; G. Goldberg, S. Hegg, S. Bruch, T. Lipps, L. Ladner
3. Approval of Agenda
4. Public Comment
5. ACTION ITEMS
  - A. Approve Property Improvement Plan documents
6. DISCUSSION ITEMS
  - A. Financials
    - a. Financial Statement Review
  - B. Public Act 57 requirements for 2020, responsibilities and public meetings
  - C. Sidewalk improvement projects – timeline
  - D. Board Composition and meeting structure, 2020 meeting schedule
  - E. HM5: Update from board members.
7. Communications from members
8. Adjournment

Board Member	Membership	Interest in District
Scott Hegg	TIFA	Yes
Bill Hegg	Main Street/TIFA	Yes
Tracy Lipps	Main Street/TIFA	Yes
Steve Bruch	TIFA	Yes
Gale Goldberg	TIFA	



## CITY OF HART

407 S. STATE ST.  
HART, MI 49420

### TAX INCREMENT FINANCE AUTHORITY (TIFA)

November 19, 2019, at 10:00 am  
MINUTES

**Members Present:** Steve Bruch (via phone), Tracey Lipps, Scott Beal, and Gale Goldberg

**Members absent:** Bill Hegg

Also present: City Manager –Lynne Ladner and Deputy City Clerk - Cheri Eisenlohr

In the absence of a Chairperson, Ms. Ladner called the meeting to order at 10:03 am. Rollcall was then taken.

**Agenda Approval:** Ms. Goldberg made a motion to accept the agenda, supported by Ms. Lipps, all ayes, the motion carried.

**November 14, 2019, Minutes Approval:** Notes only as there wasn't a quorum. Ms. Goldberg made a motion to accept the written notes of the 11/14/19 regular meeting, in conjunction with an informational meeting, supported by Ms. Lipps, 3 ayes, 0 nays, 1 abstain (Bruch), the motion carried.

**Public comments were made at this time: None**

#### Discussion Items:

- Financial Statement Review – no documents to review; this item will be tabled until the December meeting.
- City of Hart Economic Development & Marketing/Branding Strategy
  - This item has been approved by both the board and the City Council.

#### Action Items:

- Accept resignations of Tom Drenth, Garth Larson, and Patrice Martin
  - Ms. Lipps made a motion to accept the resignations, supported by Mr. Hegg. Ayes: 4, Nays: 1 (Bruch), the motion carried.
- Approve the 2019-2027 TIFA Development Plan Draft Amendment I
  - Ms. Goldberg made a motion to approve the Amendment, supported by Mr. Hegg, all ayes, the motion carried.

#### Further Discussion Items:

- Suggestions/Recommendations for new TIFA members to fill vacancies
  - It was mutually agreed to have Ms. Ladner be appointed to the board as the Mayor's representative and have voting rights. Ms. Goldberg and Mr. Hegg will each consider becoming dual-seat holders with the Main Street Board. Ms. Bruch and Mr. Tufts will be asked to consider becoming members of the TIFA board and would also become dual-seat holders.

#### Communications from Members:

- A chairperson needs to be chosen. Mr. Bruch stated that he would take the position, and Ms. Lipps said that she would be the Treasurer so that she can become an authorized account signer. Ms. Goldberg made a motion to approve the posts, supported by Mr. Hegg, all ayes, the motion carried.

Mr. Hegg made a motion to adjourn the meeting at 10:59 am, supported by Ms. Lipps, all ayes, the motion carried, and the meeting adjourned.

The next regularly scheduled meeting is to be on December 12, 2019, at 1:00 pm.

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

Applicant's Name \_\_\_\_\_

Property Address \_\_\_\_\_

Is the applicant the property owner?                      Yes                      No

Has the applicant received prior grant funding?        Yes                      No

Business Name \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

Business owner \_\_\_\_\_

Phone# \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Property Owner Address \_\_\_\_\_

Parcel # \_\_\_\_\_

Present Use of Building \_\_\_\_\_

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

**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
- Other city-approved façade improvements
- Other; please specify: \_\_\_\_\_

Part of Property Impacted     Front     Rear     Side     Corner lot

Total Cost of Improvement \$ \_\_\_\_\_

Incentive Amount Requested \$ \_\_\_\_\_

**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.**

City of Hart Master Plan

Goal #: \_\_\_\_\_  
Principle #: \_\_\_\_\_  
Goal #: \_\_\_\_\_  
Principle #: \_\_\_\_\_  
Goal #: \_\_\_\_\_  
Principle #: \_\_\_\_\_

City of Hart Parks & Recreation Master Plan

Goal: \_\_\_\_\_  
Objective: \_\_\_\_\_  
Goal: \_\_\_\_\_  
Objective: \_\_\_\_\_  
Goal: \_\_\_\_\_  
Objective: \_\_\_\_\_

**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 ~~Historic Preservation Easement~~ agreements that will be executed in the event this application is approved.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Complete and return to City of Hart TIFA, 407 State St., Hart, MI 49420**

# City of Hart TIFA Property Improvement Grant Program Guidelines

## Background

The City of Hart TIFA Property Improvement Grant Program is a program of the City of Hart TIFA.

## Program Purpose

The grant program is to encourage private investment through the rehabilitation and improvement of commercial and mixed-use property within the City of Hart Tax Increment Finance Authority District, to encourage good design that will serve as quality examples, and to preserve the architectural character that is distinctive to the City of Hart. The program is also intended to support the City of Hart Master Plan, and Parks & Recreation Plan, as appropriate. By improving the appearance of commercial and mixed-use properties, the program serves to improve the economic viability of the TIFA District.

## Program Description

This program provides a matching grant for improvements within the TIFA District. It is a competitive grant program. For every dollar awarded the applicant must spend an equal amount. Individual grant amounts will be up to 50 percent of ~~project cost~~ owner investment. ~~A total of \$XXX is~~ A percentage of available TIFA funds shall be allocated to be awarded during the current each budget year. The total of funds allocated for this program shall be determined and published not later than July 1st of each year. The TIFA reserves the right to reallocate funds. The grant program is funded by the City of Hart TIFA with funds raised through its revenues. Grant applications will be reviewed by the City of Hart TIFA Board, and the Board will also make all final grant-funding decisions. There is no set minimum or maximum number of projects per year.

## Program Target Area

The target area for the City of Hart TIFA Commercial and Business Property Improvement Grant Program is the TIFA District with a special emphasis on properties outside the core downtown district.

## Eligible Applicants

Property owners or leaseholders of all commercial or mixed-use buildings within the TIFA district area are eligible to apply for grant funds. In the case a leaseholder applies they must submit a notarized letter of permission from the property owner with their application. Preference will be given to new applicants who have not received grant funding from the program.

## Eligible Improvements

All grant-funded improvements must be permanent and must meet all State, County and Local code requirements. ~~Improvements must also follow the Hart Main Street Design Guidelines. (Copies are available from the Main Street office)~~ Applications for projects must be reviewed and approved by the City of Hart TIFA Board. Eligible items include, but may not be limited to:

- 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
- Other city-approved façade improvements
- ~~Priority will be given to historic buildings~~

- Ineligible expenses include signage, and reimbursement for work that has already been completed.

### **Funding Guidelines**

Projects must be completed within one year of the date the grant is awarded. If requested, extensions of grant funds may be considered.

Improvements made through the Property Improvement Grant Program must be maintained by the applicant and may not be removed or significantly altered for a period of five years, according to the ~~Historic Preservation Easement signed agreements~~ that must be executed following the approval of a grant award.

All applicants must be in good standing with the City of Hart which includes being current with all fees, permits and taxes.

No grant will be awarded until the project is 100% complete and all City approval processes completed (i.e., final inspection on all building permits and final inspection of grant work). For example, if the services of an architect are needed, reimbursement to applicant for architectural expenses will be paid to the applicant at the end of the project as part of the total grant award. The grant is awarded on a reimbursement basis.

### **Application Process**

1. Meet with the City Manager and TIFA board representative to explain scope of project.
2. **Complete a grant application and submit to the City of Hart office by \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_. On or before the posted due date. All applications must include design plans and estimates for the proposed work. A detailed description of the work to be completed along with building photos showing the areas where the work will be done must be submitted.**
3. Applications will be reviewed by the TIFA Board, which serves as the grant review committee. The final grant decision will be made by the City of Hart TIFA Board.
4. All grantees will be required to sign a ~~Historic Preservation Easement~~ an agreement which guarantees the maintenance and preservation of the improvements for a period of five years.
5. When the project is completed and "Before" and "After" pictures are submitted, City of Hart staff will verify work has been completed as specified in the grant application.
6. When completed 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 the City of Hart TIFA for one payout. After receipt and verification of the information, the City of Hart TIFA will release the grant money to the applicant. The grant is awarded on a reimbursement basis.

### **Program Amendments**

The details of the City of Hart TIFA Property Improvement Grant Program may be amended subject to the formal approval of the City of Hart TIFA Board.

### **Contact Information**

For questions or to apply for the City of Hart TIFA Property Improvement Grant Program, contact the \_\_\_\_\_ Hart City Manager. An application will be made available to interested parties after an in-person meeting with City of Hart TIFA representatives.

PERIOD ENDING 12/31/2019

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE		ACTIVITY FOR		AVAILABLE				
		AMENDED BUDGET	NORMAL	12/31/2019	(ABNORMAL)	MONTH 12/31/2019	(DECREASE)	NORMAL	(ABNORMAL)	BALANCE	\$ BDT	USED
Fund 215 - TIFA												
Revenues												
Dept 000.000	CURRENT PROPERTY TAXES	41,000.00		40,356.88		7,354.56		643.12		98.43		
215-000.000-665.000	INTEREST ON INVESTMENTS	70.00		0.00		0.00		70.00		0.00		
215-000.000-699.000	USE OF CASH RESERVES	20,000.00		0.00		0.00		20,000.00		0.00		
Total Dept 000.000		61,070.00		40,356.88		7,354.56		20,713.12		66.08		
TOTAL REVENUES												
		61,070.00		40,356.88		7,354.56		20,713.12		66.08		
Expenditures												
Dept 000.000	Materials	0.00		197.73		0.00		(197.73)		100.00		
215-000.000-740.100	PROFESSIONAL SERVICES	0.00		28,899.95		0.00		(28,899.95)		100.00		
215-000.000-801.000	TRANSFER TO GENERAL FD	40,000.00		0.00		0.00		40,000.00		0.00		
215-000.000-999.101	Sidewalk Replacement	10,000.00		0.00		0.00		10,000.00		0.00		
215-000.000-999.245	Main Street Program	9,000.00		4,500.00		0.00		4,500.00		50.00		
Total Dept 000.000		59,000.00		33,597.68		0.00		25,402.32		56.95		
TOTAL EXPENDITURES												
		59,000.00		33,597.68		0.00		25,402.32		56.95		
Fund 215 - TIFA:												
TOTAL REVENUES												
		61,070.00		40,356.88		7,354.56		20,713.12		66.08		
TOTAL EXPENDITURES												
		59,000.00		33,597.68		0.00		25,402.32		56.95		
NET OF REVENUES & EXPENDITURES												
		2,070.00		6,759.20		7,354.56		(4,689.20)		326.53		



CASH SUMMARY BY FUND FOR CITY OF HART  
FROM 07/01/2019 TO 12/31/2019

FUND: 215  
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2019	Total Debits	Total Credits	Ending Balance 12/31/2019
215	TIFA	89,046.04	46,511.37	51,349.47	84,207.94