



CITY OF HART
407 S. STATE ST.
HART, MI 49420

TAX INCREMENT FINANCE AUTHORITY (TIFA)

May 16, 2023, at 1:00 pm

MINUTES

Call to Order: Windell called the meeting to order at 1:00 pm. Voice rollcall was then taken.

Members Present: Tracey Lipps, Scott Hegg, Gale Goldberg, Deborah Windell, Bill Hegg, Amy Trudell

Members absent:

Others present: Nichole Kleiner, Chad Gale

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

Public Comments: Chad Gale, owner of Morningside Pallet Merchandise introduced himself to the board letting them know that he is interested renting the feed mill building at the Ceres property for storage only. There will be no retail shopping. He will be using the read loading bay to unload and store his pallets of merchandise until he can transfer inventory to the retail space on State Street.

April Minutes: Motion by Motion by Lipps, supported by B Hegg, to approve the April minutes. Motion carried.

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

Action Items:

1. **Lease Agreement with Morningside Pallet Co & Freestanding Sign** – Nichole shared a draft commercial lease agreement. S Hegg suggested adding a few more legal terms within the agreement to include liability insurance terms and other legal terms. S Hegg agreed to share a sample lease agreement and Nichole will amend. After discussion with Gale and amongst the board, it was agreed to rent 3 E Main Street to Chad Gale for \$700 for 6 months. The lease will be reviewed at that time. Gale will be responsible for utilities at 3 E Main St. The board decided that they did not want to sell the sign at the Ceres property.
2. **Pink Elephant and Sidewalk Bid Updates** – Nichole reported that in lieu of time, she prepared and posted an RFP for the Pink Elephant sidewalks so that the project does not get held up. The RFP was shared with the board. Nichole noted that bids are due by May 25th so TIFA will be able to review at the June meeting. A separate RFP will be issued for the remaining sidewalks but Nichole noted they need to be re-evaluated. The last list was prepared in 2020. S Hegg stated that sidewalks in front of Hegg's are in need of repair.
3. **Authorize \$5000 transfer to HEART for Tin Man** – board recalled voting on this topic at a previous meeting. Nichole noted that she wanted the board to know that the transfer would be happening soon. So noted by the board. No action required since this item had already been voted.
4. **TIFA Administrator** – Nichole recapped her time with TIFA explaining that she stepped in in May 2020, offering to prepare the monthly agendas/packets which led to many projects. Two of the biggest include development and implementation of the Property Improvement Program and writing a new TIF Plan with corrected capture amounts which increased TIFA's annual revenue by over \$190,000 per year. Over the course of the 3 years serving the TIFA board, Nichole has not had a title. Nichole recommended that since the board is in a stable financial position that they consider hiring a part time administrator. After discussion, Nichole offered to stay on as the TIFA Administrator and asked the board if they would consider compensation for her time. The board suggested that Nichole prepare compensation terms and present to the board and assume the role of TIFA Administrator effective immediately.
5. **Property Improvement Grant Residential Requests** – Nichole had a homeowner who is making significant improvements to a property on State Street ask if TIFA would consider funding residential requests for the Property Improvement Grant. After discussion, motion by Goldberg, supported by Trudell, to allow

residents within the TIFA district to apply for the Property Improvement Grant and that TIFA allocate no more than 25% of its annual funds towards residential projects. Motion carried.

Discussion Items -none

Communications From Members: Lipps expressed her concern with dune riders parking their trailers in the lots and taking up all the spaces. Goldberg stated that she would like to see someone other than Nichole taking minutes for the meeting.

Adjournment: Meeting adjourned at 2:06 pm.

Respectfully submitted Nichole Kleiner, TIFA Administrator