



City of Hart, Michigan

TIFA Board

November 18, 2025, 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, Tracey Lipps, Deborah Windell, S Hegg, Caleb Griffis, Maria Rosas, Mayor Klotz, Hannah Juhl
3. Approval of Agenda
4. Public Comment
5. Approval of Oct 2025 Minutes
6. Approval of Oct 2025 Financials
7. Action Items
 - a. RESOLUTION 2025-02 *Accept 3 E Main – Ceres Solutions FRQ Submission Criteria*
8. Discussion Items
 - a. Property Improvement Grant Unused Funds Corner Bakery
 - b. TIFA Administrator Position
 - c. Streetscape fireplace usage discussion
9. Public Comment
10. Member Comment
11. Adjournment - *next regular meeting December 16, 2025*



MINUTES

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

Members Present: B. Hegg, Deborah Windell, S. Hegg, Caleb Griffis, Maria Rosas, Mayor Klotz, Hannah Juhl **Absent:** Tracey Lipps. **Others Present:** Andrew Mullen, Catalina Burillo

Motion by Griffis, supported by S Hegg, to accept Gale Goldberg's resignation and welcome Hannah Juhl (appointed 10/14/25)

Approval of Agenda: Motion by S Hegg, supported by Mayor Klotz to accept the agenda. Motion carried.

Public Comment: none

Approval of September Minutes – motion by S Hegg to accept the minutes with an amendment to reflect that only 2 proposals were submitted "in time and one withdrawn", supported by Klotz. Motion carried.

Financials – Motion by Griffis, supported by S Hegg to accept September financials. Nichole was asked by B Hegg to share with the board the result of attorney's finding. Motion carried.

Action Items: none

Discussion Items –

- a. **3 E Main St** – Next step discussion for Ceres Solution resulted in unanimous support to reopen developer submissions. The submission criteria were reviewed, and it was decided that the following items must be submitted by the deadline of February 28, 2026:
 - Letter of interest & summary of project proposal, concept plans or drawing, development timeline, developer experience, fiscal capacity, resume
- b. TIFA Member Attendance Summary – 2-yr attendance summary of board members was reviewed. Rosas recalled joining the board in January 2025 which was not reflected and S Hegg disputed being absent in five times in 2024, as reflected in the report. Nichole agreed to review the minutes again for attendance. Mayor Klotz reminded the board that the TIFA bylaws state that "if a member is absent more than 3 times in a 12-month period, the board may recommend that the member be removed".
- c. 15-year project plan discussion – tabled.

Public Comments: Andrew Mullen asked for an update on the church.

Communications From Members: none

Adjournment: Meeting adjourned at 1:53 pm.

Respectfully submitted Nichole Kleiner, City Manager



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 PublicFund Business Interest Checking Account: -----9172

Statement Activity From: 10/01/25 to 10/31/25		Beginning Balance	\$210,703.12
		Credits (+)	74,635.80
		Regular Deposits	73,821.87
		Electronic Deposits	700.00
		Interest Earned	113.93
Days in Statement Period	31	Debits (-)	208,314.24
Average Ledger Balance*	117,112.69	Regular Checks Paid	8,314.24
Average Collected Balance*	117,075.05	Electronic Withdrawals	200,000.00
		Total Service Charges (-)	0.00
		Ending Balance	\$77,024.68

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

Average Percentage Yield Earned this period 1.151%

200,000 Huntington investment
187,258.20 MICH CLASS
464,282.88

Deposits (+) Account:-----9172

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
10/03	69,246.70	taxes	Remote	10/24	388.50	Church utility	Remote
10/16	3,027.40	Taxes	Remote	10/31	1,159.27	taxes	Remote

Other Credits (+) Account:-----9172

Date	Amount	Description
10/03	700.00	BUS ONL TFR FRM CHECKING 100325 XXXXXX0405 Ceres mill rent
10/31	113.93	INTEREST PAYMENT

Checks (-) Account:-----9172

Date	Amount	Check #	Date	Amount	Check #
10/09	356.82	1250 city church utilities	10/17	115.28	1252 Church gas
10/10	7,842.14	1251 STUDIO 49 prop imp grant			

(*) 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.

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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**Other Debits (-)****Account:-----9172**

Date	Amount	Description
10/08	200,000.00	Huntington Bank INVESTMENT 100725 BUY

Service Charge Summary**Account:-----9172**

Previous Month Service Charges (-)	\$0.00
Total Service Charges (-)	\$0.00

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

Date	Balance	Date	Balance	Date	Balance
09/30	210,703.12	10/09	80,293.00	10/17	75,362.98
10/03	280,649.82	10/10	72,450.86	10/24	75,751.48
10/08	80,649.82	10/16	75,478.26	10/31	77,024.68

In the Event of Errors or Questions Concerning Electronic Fund Transfers (electronic deposits, withdrawals, transfers, payments, or purchases), please call either 1-614-480-2001 or call toll free 1-800-480-2001, or write to The Huntington National Bank Research - EA4W61, P.O. Box 1558, Columbus, Ohio 43216 as soon as you can, if you think your statement or receipt is wrong or if you need more information about an electronic fund transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

Verification of Electronic Deposits If you authorized someone to make regular electronic fund transfers of money to your account at least once every sixty days, you can find out whether or not the deposit has been received by us, call either 1-614-480-2001 or call toll free 1-800-480-2001.

Balancing Your Statement - For your convenience, a balancing page is available on our web site <https://www.huntington.com/pdf/balancing.pdf> and also available on Huntington Business Online.

TIFA

Account Summary

Average Monthly Yield: 4.2044%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Michigan CLASS	186,590.75	0.00	0.00	667.45	6,698.16	186,945.05	187,258.20

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
10/01/2025	Beginning Balance			186,590.75	
10/31/2025	Income Dividend Reinvestment	667.45			
10/31/2025	Ending Balance			187,258.20	

RESOLUTION 2025-02
CITY OF HART
TAX INCREMENT FINANCE AUTHORITY

APPROVAL TO RELEASE DEVELOPER REQUEST FOR QUALIFICATIONS FOR 3 E MAIN STREET

WHEREAS, the City of Hart Tax Increment Finance Authority (TIFA) owns the property located at 3 E Main Street within the City's downtown district; and

WHEREAS, the TIFA has identified the redevelopment of 3 E Main Street as a key priority to support downtown revitalization, economic development, and the continued enhancement of the City's Main Street corridor; and

WHEREAS, to ensure a transparent and competitive selection process, the TIFA desires to issue a formal Request for Qualifications (RFQ) to solicit interest from qualified developers for the purchase and redevelopment of the property; and

WHEREAS, the proposed RFQ outlines the submission criteria, including a letter of interest, concept plans or renderings, project timeline, experience with similar projects, fiscal capacity documentation, and resumes of the development team; and

WHEREAS, the RFQ establishes a release date of November 19, 2025, with responses due no later than 10:00 a.m. on Friday, February 27, 2026, to the attention of City Manager Nichole Kleiner, and provides for review of submissions by City stakeholders within 45 days of the deadline; and

WHEREAS, the TIFA recognizes that this process will assist the City and its partners in identifying a qualified development team capable of executing a project consistent with the community's vision for downtown redevelopment;

NOW THEREFORE BE IT RESOLVED THAT the City of Hart Tax Increment Finance Authority hereby authorizes the release of the Developer Request for Qualifications for 3 E Main Street as presented, and directs staff to coordinate with the Michigan Economic Development Corporation's Redevelopment Services Division for its distribution and review.

Adopted this 18th day of November, 2025, by the City of Hart Tax Increment Finance Authority.

I, Karla Swihart, City Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Hart Tax Increment Finance Authority at a regular meeting held on November 18, 2025.

Karla Swihart, City Clerk

3 E Main Street – Developer RFQ

RFQ Release Date: November 19, 2025

Due: Friday, February 29, 2026 at 10:00 AM (ET)

Submission Instructions

Submit one (1) PDF by email or one (1) hard copy:

- Email: nkleiner@cityofhart.org (Subject: “3 E Main RFQ – [Firm Name]”). Combine all items into one PDF.
- Hard Copy (optional): City of Hart, Attn: Nichole Kleiner, City Manager, 407 S State St, Hart, MI 49420
- Proposals must be received by 10:00 AM (ET). Emailed proposals will receive acknowledgment; if you do not receive one within 4 business hours, please contact us. Late proposals will not be accepted. The city assumes no responsibility for delivery issues.

Required Qualifications Package

- **Letter of Interest (up to 3 pages):** Vision and approach for 3 E Main St; parking plans, anticipated public/private partnership element (if any).
- **Concept Plans/Renderings:** site plan, preliminary elevations (schematic drawings are sufficient).
- **Timeline:** anticipated financing, construction start, substantial completion, and phasing (if applicable).
- **Experience:** relevant past projects of similar scope/scale.
- **Fiscal Capacity:**
 - Initial Pro Forma (summary) with rents/sales, operating expenses, contingencies, finance terms.
 - Sources indicating equity, debt, and any requested incentives (TIF/Brownfield, MEDC, etc)
 - Evidence of financial capacity (financials may be marked “confidential”)
- **Team & Resume:** team overview/resumes of lead team members; identify key consultants.
- **Community & Design Commitments (1 page):** Proposed community benefit (local hiring, storefront activation, sustainability, housing, parking, etc) and consistency with proposed design.

Q&A / Site Access

- **Questions due:** by 10:00 AM (ET), Friday, January 20, 2026, to nkleiner@cityofhart.org
- **Responses:** posted on www.takemetohart.org/ceres by 5:00 PM on Friday, January 20, 2026.
- **Site Visit:** optional walkthroughs by appointment.

Evaluation Criteria

- Development concept + downtown fit (housing, retail space, design quality, adequate parking, alignment with community's vision) – 30%
- Team experience & capacity – 25%
- Financial feasibility – 25%
- Schedule & deliverability (path to closing, construction, completion) – 15%
- Community benefits & sustainability – 5%

The City may request clarifications, conduct interviews, or negotiate with one or more respondents.

Incentives / Disposition (if applicable)

The City may consider support tools (e.g., **MEDC programs, Brownfield/TIF**) subject to separate approvals and statutory requirements. Any land sale/lease terms will be negotiated during the exclusive negotiations period and require City Council approval.

Contact

- **Nichole Kleiner**, City Manager – nkleiner@cityofhart.org | (231) 873-3546
- **Daniel Leonard**, Director of Redevelopment Services, MEDC – leonardd6@michigan.org | (989) 387-4467

No-Lobbying: Except for the contacts listed above, respondents shall not contact City officials regarding this RFQ. Violations may result in disqualification.

Legal / Reserved Rights / Public Records

The City reserves the right to accept/reject any or all submissions; waive irregularities; request additional information; and cancel or reissue this RFQ. Submission costs are the sole responsibility of the respondent. Materials may be subject to FOIA; respondents should clearly mark proprietary financial data as CONFIDENTIAL. Selection does not obligate the City to any transaction until approved by the City Council and executed.