

**MEETING AGENDA**  
**July 20, 2021 at 7:30 am**  
**Tax Increment Finance Authority**  
**City of Hillsdale**  
**97 N Broad Street**

**I. Consent Agenda - Action**

- A. Minutes from Meeting 5/18/2021
- B. Minutes from Targeted Development Meeting 6/29/2021
- C. Minutes from Dawn Theater Governance Board Meeting 6/17/2021
- D. Financial Reports

**II. Public Comment**

Agenda items only – 3 min.

**III. Member Appointment Review**

- A. Officer Elections
- B. Committee Appointments

**IV. Committee Reports**

- A. Program Committee – Cindy Bieszk, Chair
  - 1. General Report
- B. Targeted Development Committee – Mary Wolfram, Chair.
  - 1. General Report
  - 2. Dawn Theater Project Update
  - 3. Authority to select Stencil Contractor
- C. Beautification Committee – Margaret Braman, Chair
  - 1. General Report
- D. Dawn Theater Governance Committee – Mary Wolfram, Liaison
  - 1. General Report

**V. Old Business**

- A. No Old Business

**VI. New Business**

- A. Amended 2021-22 FY Budget Approval
- B. Information meeting – Set Date

**VII. Economic Development Update/Board Round Table**

**VIII. Adjournment**

**Next Meeting: September 21, 2021 at 7:30 am.**



# CITY OF HILLSDALE

## Tax Increment Finance Authority TIFA Regular Meeting May 18, 2021

### Minutes

#### **I. Call to Order at 7:30 am**

- A. Members Present (in-person): Chair Andrew Gelzer, Cindy Bieszk, Councilman Greg Stuchell, Matthew McLain, Lance Lashaway, Mary Wolfram, Darin Spieth, Michael Clark, Margaret Braman, Mary Spiteri
- B. Others present (in-person): Rich Moore, Penny Swan, Jack McLain, Joe Hendee, David Mackie, Alan Beeker, Tim Sullivan
- C. Members Absent: Tim Dixon, John Spiteri, Chris Bahash

- #### **II. Consent Agenda** – Alan Beeker distributed copies of the last meeting minutes with minor changes, Andrew Gelzer moved to accept the consent agenda as presented, Greg Stuchell seconded, motion passed.

#### **III. Public Comment**

Tim Sullivan wanted to commend the Board for their bravery in creating the current environment atmosphere in the district. He wanted to thank the Board for their work and diligence in the Keefer project and to continue working with the small business owners in the district to fight the constant threat of blight. He wants to encourage all of the board members to be patient as the projects at the Keefer and Dawn are completed.

Richard Moore wanted to thank the Board for their support and the grants that are available to the property owners in the district. He is excited to see how the Keefer project will change the downtown. This is possibly the largest investment in the downtown in the last 50 years. We are fortunate for the things we have, things that many downtowns our size do not.

Jack McLain asked about why some of the checks that were approved recently by the Finance Committee are not shown on the financial reports.

#### **IV. Committee Appointment Review**

Chair Gelzer informed the Board know of some Committee changes.

Greg Stuchell is resigning from the Dawn Theater Governance Board. Mary Wolfram asked Tim Sullivan if he was willing to serve on the DTGB committee. Mary Wolfram

moved to accept Mr. Stuchell's resignation and to appoint Tim Sullivan to the vacant DTGB seat.

## **V. Committee Reports**

### **A. Program Committee – Cindy Bieszk, Chair**

1. General Report – Two applications were submitted to the Committee for review, but at the scheduled meeting time, there was not a quorum. Ms. Bieszk decided to submit the applications to the Board for review. All funds for this fiscal year are allocated and there are no funds budgeted in the coming fiscal year. She would like to fund the grants but with no monies, it is not possible. The Chair requested that Mr. Beeker notify the property owners by letters of the Board decision. Mary Wolfram encouraged all of the board members to review the Façade Grant guidelines and be aware of SHPO requirements, the Board cannot fund the replacement of historic windows.

### **B. Targeted Development Committee – Mary Wolfram, Chair.**

1. General Report – There was no quorum for the scheduled meeting. No business was conducted.
2. Dawn Theater Project – Alan Beeker updated the Board on the progress going on at the Dawn Theater.

### **C. Beautification Committee – Margaret Braman, Chair**

1. General Report – Mary Spiteri spoke. Hanging pots were donated and will be placed on street lamps that are equipped with irrigation. Plants have been donated for public places and will be maintained by college students. The Committee is working on a social media contest that will showcase businesses that beautify their storefronts.

### **D. Dawn Theater Governance Committee – Mary Wolfram, Liaison**

1. General Report – Mary gave a brief history to the board as to how the DTGB was created. A charity was created called “Friends of the Dawn” to help fund raise. WCSR will be doing a remote broadcast on 5/22 from 11-1pm in the Dawn Theater. The lobby will be roped off due to the construction but people will be able to see a lot of the interior. DTGB will be more active once the theater is open to the public. Chef's Way is funding the radio remote. Friends received a grant to document the rehab of the Dawn. They are also asking for stories about the Dawn.

## **VI. Old Business**

No Old Business

## **VII. New Business**

- A. Board Member Lance Lashaway Request. He was unhappy that the documents he wanted in the packet were not included. Lance Lashaway made a motion requesting a roll call vote to recommend the removal of Greg Stuchell from the Board. Matthew McLain seconded. Greg Stuchell requested the reasons. Lance refused speak. Mr. Beeker read the letter of accusation. Mr. Stuchell had no comment. Cindy Bieszk expressed her disappointment with both members. She stated that the Board meeting should not be used to air personal

grievances. This Board is a non-partisan board focused on the economic development and physical improvement of the district. The roll call vote followed:

- Lance Lashaway – yes
- Matthew McLain – yes
- Cindy Bieszk – no
- Mary Spiteri – yes
- Greg Stuchell – no
- Mike Clark – no
- Mary Wolfram – no
- Andrew Gelzer – no
- Darin Spieth – no
- Margaret Braman – no
- Motion failed.

### **VIII. Economic Development Roundtable**

- A. Patty Bailey invited the owner of a winery in Marshall to come to Hillsdale. The owner came to the downtown and he is considering a tasting in the downtown. Ms. Bailey had asked Mary Wolfram to the meeting. Ms. Wolfram urged all of the downtown business owners to be ambassadors for Hillsdale.
- B. New Gift shop, Birdie's and Howell to open soon
- C. The Gifted Garden Gallery is now open.

**IX. Adjournment** – Andrew Gelzer moved to adjourn, Cindy Bieszk seconded. Meeting adjourned at 8:11 a.m.

**Next Regular Meeting: July 20, 2021 at 7:30 am.**

**City of Hillsdale  
Tax Increment Finance Authority (TIFA)  
Dawn Theater Governance Board (DTGB)  
City Hall, Second Floor Conference Room  
Thursday, June 17, 2021 at 11:00 am  
Minutes**

- I. Members Present:** Mary Wolfram (Chair), James Brandon, Tim Sullivan, Peggy Youngs, Lance Lashaway
- II. Others Present:** Penny Swan, Jack McLain, Alan Beeker, Sam Frye
- III. Consent Agenda**
  - A. James Brandon moved to accept agenda as submitted. Peggy Youngs seconded, motion passed.
- IV. Old Business**
  - A. Dawn Theater Project Update
    - Alan Beeker gave an update to the theater project. The project is still scheduled to have construction complete by the end of July and the DTGB will be instrumental as the management company begins to transmission.
  - B. History and role of the Dawn Theater Governance Board/committee
    - Mary Wolfram gave a brief history of the DTGB. After purchasing the Dawn Theater, TIFA established the DTGB as a sub-committee of Targeted Development. The Project Rising Tide Initiative offered a small grant that could be used on the Theater but MEDC wanted to make it a larger project which included a larger grant. The DTGB was to be a stakeholder committee with community members outside of TIFA as well. Four years later it is now a TIFA committee that will continue to help with guiding programming in the Theater once open to the public.
    - Relationship to TIFA – The Committee has had a budget in the past and will have a budget in the future but at the present there are no funds budgeted.
    - Relationship to the Friends of the Dawn Theater – the Friends were established out of the DTGB to focus on fund-raising for the theater. The Friends currently own a URL that can be used to donate until the website can be constructed.
    - Relationship to Keefer House Hotel/H.I.S. for theater management – TIFA has a signed management agreement with Keefer House Hotel LLC (CL Real Estate) to manage the theater upon its completion.
      - The Committee reviewed the management agreement.
      - The Keefer will manage the profit side
      - DTGB will manage the non-profit side in cooperation with the manager.

## **V. New Business**

### **A. Dawn Theater House and Balcony Stencil Painting**

- The bid proposals were included in the packet for discussion
- The stenciling was required as a part of the grant once the “Nu-wood” was discarded and the stenciling was discovered. SHPO required that the stenciling had to be re-created.
- The stenciling was bid and received four responses. One refusal and three proposals.
- The Committee discussed which bidder they would recommend
- Lance Lashaway suggested discussing a payment plan or a private fund-raising event to raise monies for the stenciling project.
- Lance Lashaway moved to setup a demonstration with Watters, James Brandon seconded, motion approved.

B. Lance Lashaway moved to accept Mary Wolfram as Chair, James Brandon seconded, motion approved. Tim Sullivan did not vote as he was not sworn in.

### **C. Booking acts for the theater when opened**

- Mary Wolfram tabled the item due to length of meeting.

## **VI. Committee Members’ Comments**

## **VII. Public Comment**

Jack McLain felt the member appointment for Tim Sullivan and the resignation of Councilman Stuchell from the DTGB was orchestrated. Questioned whether the liaison of TIFA can be the Chair.

## **VIII. Adjournment**

James Brandon voted to adjourn, Lance Lashaway seconded, motion approved.  
Adjourned at 12:37 pm.

**Next meeting scheduled for June 29, 2021 at 11:00 am in the City Hall Conference Room.**

# CITY OF HILLSDALE

## Tax Increment Finance Authority TIFA Targeted Development Committee June 29, 2021

### Minutes

#### **I. Call to Order at 5:32 pm**

##### **Targeted Development Committee:**

- Members Present: Mary Wolfram (Chair), Andrew Gelzer, Tim Dixon
- Members Absent: Chris Bahash
- Others present: Alan Beeker, Lance Lashaway, Jack McLain, Penny Swan

#### **II. Consent Agenda** – Andrew Gelzer moved to accept the consent agenda as presented, Tim Dixon seconded, motion passed.

#### **III. New Business**

##### BPU Interdepartmental Loan Deferment

- Mr. Mackie is placing the item on the July 6<sup>th</sup> Council agenda.
- Andrew would like to have the full Board decide prior to sending to the Council.
- Discussion suggested that the deferment be conditional that only if needed.
- Chair moved that Andrew be given authority to discuss when the item is on Council, Tim seconded, motion passed.

#### **IV. Old Business**

##### Dawn Theater

- Stenciling Bids
- The Committee discussed the submitted bids so they had the information
- Mary Wolfram would like to meet the contractors prior to offering the contract
- Andrew Gelzer moved that Mary Wolfram contact Watters Colors to schedule a meeting. Tim Dixon seconded. Motion passed.

#### **V. Committee Members' Comments**

Tim asked how the Dawn Theater project numbers came in overall. Mr. Beeker stated that the project will be approx. 8% over bid. Most of that was due to the need to replace the roof structure.

#### **VI. Public Comment**

Jack McLain asked for clarification on the deferment. He also asked about the audit for TIFA. He wanted to know if Façade grants will be allowed in the future.

**VII. Adjournment** – Andrew Gelzer moved to adjourn, Tim Dixon seconded. Meeting adjourned at 6:14 pm.

**Next Regular Meeting: July 13, 2021 at 5:30 pm.**



Fund 247 TAX INCREMENT FINANCE ATH.

GL Number	Description	Balance
*** Assets ***		
247-000.000-001.000	CHECKING ACCOUNT - COMMON	273,799.20
247-000.000-020.000	INVESTMENTS - MBIA/CLASS	151,116.45
247-000.000-082.001	DUE FROM OTHERS - BRIDGE LOANS	265,000.00
247-000.000-130.000	LAND	65,000.00
247-000.000-136.000	PLANT AND EQUIPMENT	211,464.55
247-000.000-137.000	ACCUMULATED DEPRECIATION-EQUI	(392,784.54)
247-000.000-138.000	INFRASTRUCTURE	381,672.00
247-000.000-158.000	CONSTRUCTION WORK IN PROGRESS	142,416.36
<b>Total Assets</b>		<b>1,097,684.02</b>
*** Liabilities ***		
247-000.000-202.000	ACCOUNTS PAYABLE	10,000.00
247-000.000-214.582	DUE TO ELECTRIC	160,000.00
247-000.000-300.000	BONDS PAYABLE - LONG TERM	380,000.00
<b>Total Liabilities</b>		<b>550,000.00</b>
*** Fund Balance ***		
247-000.000-390.000	FUND BALANCE	865,221.20
<b>Total Fund Balance</b>		<b>865,221.20</b>
<b>Beginning Fund Balance</b>		<b>865,221.20</b>
<b>Net of Revenues VS Expenditures</b>		<b>(317,537.18)</b>
<b>Ending Fund Balance</b>		<b>547,684.02</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,097,684.02</b>

PERIOD ENDING 06/30/2021

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 06/30/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 247 - TAX INCREMENT FINANCE ATH.						
Revenues						
Dept 000.000						
247-000.000-402.000	CURRENT TAXES	92,000.00	87,111.92	0.00	4,888.08	94.69
247-000.000-406.000	TAXES - PA 86 SEC. 17 PPT REPLACEMENT	36,000.00	0.00	0.00	36,000.00	0.00
247-000.000-529.000	FEDERAL GRANT - CDBG	1,000,000.00	979,233.50	0.00	20,766.50	97.92
247-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	31,208.01	0.00	(31,208.01)	100.00
247-000.000-665.000	INTEREST	0.00	1,408.28	3.57	(1,408.28)	100.00
Total Dept 000.000		1,128,000.00	1,098,961.71	3.57	29,038.29	97.43
TOTAL REVENUES		1,128,000.00	1,098,961.71	3.57	29,038.29	97.43
Expenditures						
Dept 900.000 - CAPITAL OUTLAY						
247-900.000-726.000	SUPPLIES	5,000.00	356.14	0.00	4,643.86	7.12
247-900.000-801.000	CONTRACTUAL SERVICES	2,000.00	10,700.00	10,000.00	(8,700.00)	535.00
247-900.000-801.005	CONTRACTUAL SERVICES - DAWN THEATER	3,500.00	137,575.00	134,075.00	(134,075.00)	3,930.71
247-900.000-801.006	CONTRACTUAL SERVICES - MEDC GRANT	1,000,000.00	1,232,450.04	(425.00)	(232,450.04)	123.25
247-900.000-801.007	CONTRACTUAL SERVICES - TIFA GRANTS	30,000.00	0.00	0.00	30,000.00	0.00
247-900.000-801.247	CONTRACTUAL SERV-FACADE GRANT	0.00	19,748.00	0.00	(19,748.00)	100.00
247-900.000-806.000	LEGAL SERVICES	2,000.00	2,362.50	0.00	(362.50)	118.13
247-900.000-850.000	INSURANCE	0.00	7,393.00	0.00	(7,393.00)	100.00
247-900.000-920.000	UTILITIES	1,000.00	1,554.21	121.61	(554.21)	155.42
247-900.000-970.000	CAPITAL OUTLAY	264,000.00	0.00	0.00	264,000.00	0.00
247-900.000-995.000	DEBT SERVICE - INTEREST	0.00	4,360.00	0.00	(4,360.00)	100.00
Total Dept 900.000 - CAPITAL OUTLAY		1,307,500.00	1,416,498.89	143,771.61	(108,998.89)	108.34
TOTAL EXPENDITURES		1,307,500.00	1,416,498.89	143,771.61	(108,998.89)	108.34
Fund 247 - TAX INCREMENT FINANCE ATH.:						
TOTAL REVENUES		1,128,000.00	1,098,961.71	3.57	29,038.29	97.43
TOTAL EXPENDITURES		1,307,500.00	1,416,498.89	143,771.61	(108,998.89)	108.34
NET OF REVENUES & EXPENDITURES		(179,500.00)	(317,537.18)	(143,768.04)	138,037.18	176.90

User: JMANGAN

DB: Hillsdale

## Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2021-22 RECOMMENDED BUDGET
Fund: 247 TAX INCREMENT FINANCE ATH.						
247-000.000-402.000	CURRENT TAXES	86,500	85,427	92,000	87,112	94,008
247-000.000-406.000	TAXES - PA 86 SEC. 17 PPT REPLACEM	32,000	26,741	36,000		
247-000.000-529.000	FEDERAL GRANT - CDBG	1,300,000	109,175	1,000,000	979,234	228,000
247-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHAF				31,208	31,208
247-000.000-665.000	INTEREST	3,000	2,020		1,408	
247-000.000-690.247	OTHER REFUNDS - TIFA GRANTS		400			
247-900.000-726.000	SUPPLIES	5,000	660	5,000	356	
247-900.000-801.000	CONTRACTUAL SERVICES	15,000	13,205	2,000	10,700	
247-900.000-801.005	CONTRACTUAL SERVICES - DAWN THEATR			3,500	137,575	511,000
247-900.000-801.006	CONTRACTUAL SERVICES - MEDC GRANT	1,300,000	425	1,000,000	1,232,450	80,000
247-900.000-801.007	CONTRACTUAL SERVICES - TIFA GRANTS			30,000		
247-900.000-801.247	CONTRACTUAL SERV-FACADE GRANT	6,000	35,687		19,748	
247-900.000-801.248	CONTRACTUAL SERVICES - BUS ATTRACT	6,000	10,000			
247-900.000-801.249	CONTRACTUAL SERVICES BUS EXPANSION	6,000				
247-900.000-801.250	CONTRACTUAL SERVICES - RESTAURANT /	6,000				
247-900.000-801.251	CONTRACTUAL SERVICES - HISTORIC PR	6,000				
247-900.000-806.000	LEGAL SERVICES	2,000	750	2,000	2,363	2,000
247-900.000-850.000	INSURANCE		7,424		7,393	7,200
247-900.000-920.000	UTILITIES	1,000	1,295	1,000	1,554	1,000
247-900.000-968.000	DEPRECIATION		4,229			41,575
247-900.000-970.000	CAPITAL OUTLAY	20,000		264,000		
247-900.000-995.000	DEBT SERVICE - INTEREST				4,360	7,379
NET OF REVENUES/APPROPRIATIONS - FUND 247		48,500	150,088	(179,500)	(317,537)	(296,938)
BEGINNING FUND BALANCE		715,134	715,134	865,221	865,221	547,684
ENDING FUND BALANCE		763,634	865,222	685,721	547,684	250,746