



# CITY OF HILLSDALE

## Tax Increment Finance Authority TIFA Regular Meeting 3<sup>rd</sup> Floor City Hall November 15, 2016

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

- A. Members Present: Saul Gimenez, Cindy Bieszk, Mike Parney, Andrew Gelzer, Chris Sumnar, Kathy Newell, Mike Harner, Chris Bahash, Robert Socha, John Spiteri
- B. Others present: Mary Wolfram (Economic Development), Alan Beeker (Zoning Administrator), Ruth Brown (County Commissioner), Kay Freese
- C. Members Absent: Deb Kamen (excused)

### **II. Consent Agenda**

- A. Minutes from Regular Meeting 9/20/2016 – draft
- B. Minutes: Façade Grant Committee 9/27/2016 – draft
- C. Minutes: Targeted Development Committee 10/25/2016 & 11/1/2016 – draft
- D. Financial Statements

Mike Harner moved to approve the agenda. Rob Socha seconded, motion passed.

### **III. Public Comment**

Kay Freese spoke regarding the Dawn Theater possibly being rented to her church. The current place that they are renting might be sold and she was asking TIFA to consider temporarily renting the Dawn Theater to the church.

### **IV. Old Business**

- A. Dawn Theater
  - a. Should it be rented? ENACTUS / SOZO Church. Ms. Wolfram suggested that TIFA could commit to renting to the church on a temporary basis after the gas is reconnected and we have a better idea of the grant timeline. Mike Harner asked if the building was safe to currently rent. Alan Beeker responded that with heat, the building is viable for use. Mr. Harner then asked who would be the entity to rent it. Ms. Wolfram answered that TIFA could rent as the owner of record. The Church currently pays the school system on a monthly basis and that arrangement could be made with the TIFA. Mike Parney moved to have Targeted Development be a steering committee to determine how to operate the Dawn Theater. Rob Socha seconded. Motion passed.
  - b. \$200,000 Grant progress. Mary Wolfram spoke to the grant application progress. The estimates for a new roof and HVAC system have been received. The application is nearly complete and almost ready to submit to MEDC.

- B. Keefer House
  - a. Hotel Feasibility Study – HIS – Once the study is complete, the RFP process can begin. The company has proposed that it be completed by the January 21. The City will contact them to see if it can be completed prior to the January 17 TIFA meeting.

## V. Committee Reports

- A. Façade Grant Committee – Saul Giminez, Chair
  - 1. General Report – nothing to report  
Façade Grant – 10 Budlong. Mr. Sumnar stated that since the application was for external paint only, the applicant would be eligible for the 75/25 grant maximum of \$3000. Andrew Gelzer seconded. Motion passed.
  - 2. The committee recommends to the Board that a 3 year limit between availability of the Special Projects grant be part of the guidelines. Mike Harner seconded. Motion passed.
- B. Beautification/ Downtown Amenities- Kathy Newell, Chair
  - 1. General Report – nothing to report.
    - a. Placemaking Grant – Update – Mr. Beeker updated the board on the progress of the study. The visioning meeting results were included in the packet. The next meeting of the steering committee will be held on Dec. 8, 2016 to review the preliminary plans of the study.
- C. Targeted Development Committee – Mike Parney, Chair
  - 1. General Report - nothing to report.
  - 2. \$10,000 Business Attraction loan for Modern Revival – two items were removed from the original application since they were façade items. The grant amount would be up to \$8,767. Rob Socha seconded. Motion passed.
  - 3. TIFA Grant Programs – Mr. Parney brought up the suggestion to create two columns, one with the Attraction Programs and the other with the Improvement Programs and have building owners be able to pick one from each column that could be used in conjunction. After a brief discussion, it was noted that the Targeted Development Committee had decided at the November 1, 2016 meeting to follow the decisions made at the joint Façade Grant/Targeted Development meeting held on May 24, 2016. Currently, applicants are eligible for one of the Business Attraction programs only, but also eligible for the Façade Grant program at the same time.

## VI. New Business

- A. Adopt rule to authorize Chair and Vice-Chair to sign contracts – Mike Harner moved to: authorize Chair or Vice Chair to enter into any contract, to execute and deliver any instrument, or to acknowledge any instrument required by law for the purchase, sale and development of the Dawn Theater and Keefer House.

This authorization includes but is not limited to;

- 1. The purchase, transfer and sale of the Dawn Theater liquor license.
- 2. The submission of information and application for grants for redevelopment and restoration.

3. The issuance of an RFP for development of the Keefer House and/or the Dawn Theater
4. Acceptance of competitive bids for the redevelopment of the Keefer House and/or the Dawn Theater
5. Acceptance of competitive bids on the management of the Dawn Theater

Cindy Bieszk seconded. Motion passed.

- B. Liquor license transfer. Mary Wolfram spoke to the details of owning the license. She would like a smaller group to discuss administration issues. Mike Harner moved to allow the Targeted Development Committee to administer the license. John Spiteri seconded. Motion passed.
- C. Project Rising Tide – Mary Wolfram and Alan Beeker spoke to the technical assistance that is coming from MEDC as part of the Project Rising Tide. The City will receive help in establishing an Economic Development Strategy, Marketing plan, new Branding and Zoning Code creation.
- D. Standard Bid Procedure – Adoption - Mr. Sumnar thought the Board was looking into whether the TIFA had to go through the bid process or not. As a public entity, the TIFA is subject to the bid process. Mike Harner moved to table until the next meeting to allow time to receive counsel from Mr. Lovinger. Cindy Bieszk seconded. Motion passed.
- E. Adopt 2017 Meeting Dates – Mike Parney moved to adopt, Chris Bahash seconded. Motion passed.
- F. Ads for Business Attraction Programs – Ms. Wolfram asked for guidance in how to advertise for the TIFA programs. The Board deferred further discussion to Targeted Development. Rob Socha moved to create a special sub-committee to oversee the Dawn Theater and Keefer House and Mr. Socha offered to be Chair. Andrew Gelzer supported. There was a great deal of discussion that indicated that the oversight should be kept in Targeted Development. Mr. Socha and Mr. Gelzer withdrew the motion.

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

Handmade Grand Opening is November 18, 2016.

- VIII. Adjournment** – Chris Bahash moved to adjourn, Rob Socha seconded, motion passed. Meeting adjourned at 8:35 am.

**Next Meeting: January 17, 2017 at 7:30 am.**