

AGENDA
November 19, 2019 at 7:30 am
Tax Increment Finance Authority
City of Hillsdale
97 N Broad Street

I. Consent Agenda - Action

- A. Minutes from Regular Meeting 09/17/2019
- B. Minutes from Targeted Development Committee Meeting 09/24/2019 & 10/22/2019
- C. Minutes from Program Review Committee Meeting 11/05/2019
- D. Financial Reports

II. Public Comment

Agenda items only

III. Committee Reports

- A. Program Committee – Cindy Bieszk, Chair
 - 1. General Report
 - 2. Façade Grant – 18 N. Howell St.
- B. Targeted Development Committee – Andrew Gelzer, Chair.
 - 1. General Report
- C. Beautification Committee - Kathy Newell, Chair
 - 1. General Report
- D. Dawn Theater Governance Board – Mary Wolfram, Liaison
 - 1. General Report

IV. Old Business

- A. Dawn Theater Project Update

V. New Business

- A. Joint Meeting – January 25, 2020

VI. Economic Development Update/Board Round Table

VII. Adjournment

Next Meeting: January 21, 2020 at 7:30 am.



CITY OF HILLSDALE

Tax Increment Finance Authority TIFA Regular Meeting 3rd Floor City Hall September 17, 2019

Minutes

I. Call to Order at 7:30 am

- A. Members Present: Chris Sumnar, Cindy Bieszk, Michael Clark, Deb Kamen, Councilman Greg Stuchell, Andrew Gelzer, Dr. Robert Miller, Tim Dixon, Darin Spieth
- B. Others present: Alan Beeker, Mary Wolfram
- C. Members Absent: Mike Harner, Kathy Newell, John Spiteri

II. Consent Agenda

- A. Minutes from Special Meeting 07/23/2019
- B. Minutes from Targeted Development Committee 08/27/2019
- C. Minutes from Beautification Committee 08/06/2019
- D. Financial Reports
- E. Keefer Promotional Brochure available for review.

Mr. Sumnar asked that the Keefer Promotional Brochure be added to the Consent Agenda and that Committee Appointments be added to New Business as "B". Cindy Bieszk moved to approve with amendments, Drew Gelzer seconded, motion passed.

III. Member Business

- A. Darin Spieth & Tim Dixon – Mr. Sumnar took a moment to welcome the newest members. Mary Wolfram was appointed to the Board at the Sept. 16 Council meeting but had not be sworn-in. She was in attendance and welcomed as well.
- B. Robert Socha tendered his resignation to the Mayor, which Council accepted at the Sept. 16 meeting. Mary Mike Clark moved to accept the Mr. Socha's resignation, Deb Kamen seconded. Motion passed.

IV. Public Comment

No public comment.

V. Committee Reports

- A. Program Review Committee – Cindy Bieszk, Chair
 - 1. General Report – No report

B. Targeted Development Committee

1. General Report – Targeted Development approved and Mr. Sumnar signed the Keefer Purchase Agreement Addendum on Sept. 11, 2019.

C. Beautification/ Downtown Amenities- Kathy Newell, Chair

1. General Report – Deb Kamen reviewed the minutes from the last meeting, looking at the budget and some of the ways that cost savings can be achieved with regard to the flower purchase and maintenance. Looking at possibly purchasing equipment to do the watering and plant maintenance. Eliminating support of the installation and maint. of plants that are outside of district.

D. Dawn Theater Governance Board

1. General Report – No Report
2. Mr. Sumnar applauded the GB for the Rebirthday of the Dawn. The presentation and celebration that followed was very well planned and implemented.
3. Mr. Sumnar gave a brief overview of the final negotiation of the Dawn Management Agreement. Targeted Development wanted a firm number re: minimum costs of operation. Nathan Watson and the GB thought felt it was premature and would be something that could be determined once operations began in the completed Theater. Greg Stuchell moved to approve the Management Agreement and give the Chair authority to sign. Tim Dixon seconded. Motion passed.

VI. Old Business

- A. Dawn Theater Project Update – Mr. Beeker gave a brief update on the contract negotiations with Foulke Construction. The hope is to have a signed contract by the beginning of October.

VII. New Business

- A. Intergovernmental Agreement – Mr. Beeker gave a brief explanation as to why the agreement is required. Cindy Bieszk moved to approve the agreement and grant the Chair authority to sign, Tim Dixon seconded, motion passed.
- B. Committee Appointments – Cindy Bieszk moved to appoint Mary Wolfram to the Dawn Governance Board and Targeted Development, Tim Dixon to Targeted Development and Darin Spieth to the Program Review Committees. Drew Gelzer seconded, motion passed.

VIII. Economic Development Update/Board Round Table

Mr. Beeker gave a brief overview of some of the developments going on in the City.

- Dollar General moving to the existing Family Video store.
- Cottage Inn purchasing the Silos Park, building additional restaurant space and relocating.
- 23/25 N. Broad – developing an RFQ with the help of RRC resources to attract a developer to construct a new building in place of the demolished structure.
- 60 Logan Senior Apts. – submitting their funding application to MSHDA.
- New Taco Bell restaurant to be developed along W. Carleton.

The Board would like to have an informational presentation with Council to help them better understand the mechanics of the TIFA and to better work together in further

developing the district. There are still empty and under-utilized buildings in the District. The Board also asked Mr. Beeker to place an article in the next City newsletter to help educate the public.

- IX. Adjournment** – Drew Gelzer moved to adjourn, Tim Dixon seconded. Meeting adjourned at 8:20 a.m.

Next Regular Meeting: November 19, 2019 at 7:30 am.

DRAFT

CITY OF HILLSDALE

Tax Increment Finance Authority TIFA Targeted Development Committee 2nd Floor City Hall September 24, 2019

I. Call to Order at 8:00 am

- Members Present: Andrew Gelzer, Chris Sumnar, Mike Harner, Mary Wolfram, Tim Dixon
- Members Absent:
- Others present: Alan Beeker

II. Consent Agenda

Andrew Gelzer moved to approve the consent agenda as submitted, Chris Sumnar seconded, motion passed unanimously.

III. Old Business

- Dawn Theater Management Agreement
 - Only change is a negotiated event fee for public events.
 - Committee wants to know what teeth are there if the Manager chooses to change the parameters of the negotiated fee without TIFA approval.
 - Committee would like the fee number in writing so that it can be enforced.
 - What is the rush?
 - The building won't be completed for at least 9-12 mos.
 - Chris Sumnar and Mike Harner will meet with Nathan Watson at a morning meeting on Sept. 4.
 - Would like the public event costs defined in the agreement.
 - Ron Scholl spoke to the Committee regarding what the current and future role of the Governance Board (GB) would like to be.
 - Chris Sumnar feels that the GB may have a larger role if CL Enterprises (CLE) does not complete the development of the Keefer.
 - Mike Harner made a list of items that GB could work on:
 - ◆ Fund raising for the organ restoration and re-installation
 - ◆ Mike Harner thinks it will dove-tail nicely with the large organs that the College is installing. As people come to see the organs at the Chapel, they would also be able to see the restored organ at the Theater.
 - ◆ Work with the Dawn Management to program Community events in the Theater
 - ◆ Answer questions with regard to programming items during the renovation.
- Promissory Note Addendum

- Replace paragraph 4 to change the start date to Jan. 25. All of the other language remains the same.
- Andrew Gelzer reviewed the proposed contract and moved to accept, Chris Sumnar supported, motion passed.

IV. New Business

- Dawn Theater Re-birthday at 5:00 pm on Sept. 4.

V. Public Comment

No public comment

VI. Adjournment - Mr. Gelzer moved to adjourn, Mr. Sumnar seconded. Meeting adjourned at 8:25 am.

CITY OF HILLSDALE

Tax Increment Finance Authority TIFA Targeted Development Committee 2nd Floor City Hall October 22, 2019

I. Call to Order at 8:00 am

- Members Present: Andrew Gelzer (Chair), Chris Sumnar, Mary Wolfram
- Members Absent: Mike Harner, Tim Dixon
- Others present: Alan Beeker

II. Consent Agenda

Mary Wolfram moved to approve the consent agenda as submitted, Chris Sumnar seconded, motion passed unanimously.

III. Old Business

- Dawn Theater Project Update
 - Contract with Foulke Construction should be signed by the end of October.
 - The Pre-Construction meeting is scheduled for November 13, 2019 at 1:00 pm in the City Hall Conference Rm.
 - DPS secured the building since there was evidence of squatters still gaining access to the building.
 - Members of the GB went to Chicago on 10/18/2019 to tour a Wurlitzer Organ restoration company.
 - ◆ During the trip, Heather Trichka from the Heritage Foundation offered to take on the restoration project and fund-raising.
 - ◆ The Board thinks it would be a great idea.
 - The GB met on 10/17/2019 and would like to focus fund-raising on other items that will be needed to complete the Theater project. Ie: curtain, a/v equipment, stage lighting.

IV. New Business

- TIFA Grant Match Commitment.
 - Mr. Sumnar would like to renew the discussion with Council for a City Departmental line-of-credit.
 - Value Engineering of the project is still something that will need to be discussed with Foulke Construction once the contract is signed.
 - The Committee will speak to Council members to determine support for the subject.

V. Public Comment

No public comment

VI. Adjournment - Mr. Sumnar moved to adjourn, Ms. Wolfram seconded. Meeting adjourned at 8:57 am.

TIFA Program Review Committee Meeting Minutes
2nd Floor Conference Room
November 5, 2019 at 8:00 am

I. Call to Order 8:00 am

- A. Members present: Cindy Bieszk (Chair), Mike Clark, Dr. Robert Miller, Darin Spieth
- B. Others present: Alan Beeker, Mary-Ellen Sattler
- C. Members absent:

II. Old Business

No Old Business

III. New Business

- A. 18 N. Howell St. Façade Grant** – Mary-Ellen Sattler, owner of 18 N. Howell St. is applying for a façade grant. The proposed project will include new entry/exit doors in front and new storefront windows. The project will also include some structural work, new security camera system and the replacement of the roof. The estimated project total would be \$32,098. The requested grant would be for 50% of the estimate or up to a maximum of \$10,000.

Mike Clark moved to recommend approval of the grant of 50% of the project costs up to \$10,000 to the full TIFA board, Dr. Miller seconded. Motion passed unanimously.

- B.** Ms. Sattler asked if she would be eligible for any other programs. Cindy Bieszk informed her that her façade grant, if approved by the Board, would max out the funds budgeted for the FY2019-20. It was unlikely that the Board would amend the budget this year.

- IV. Adjournment: 8:15 am** – Mr. Clark moved to adjourn, Dr. Miller seconded. Meeting adjourned.

GL NUMBER	DESCRIPTION	BALANCE		2019-20 AMENDED BUDGET	END BALANCE
		10/31/2018 NORMAL (ABNORMAL)			10/31/2019 NORMAL (ABNORMAL)
Fund 247 - TAX INCREMENT FINANCE ATH.					
Revenues					
247-000.000-402.000	CURRENT TAXES	0.00		86,500.00	0.00
247-000.000-406.000	TAXES - PA 86 SEC. 17 PPT REPL	31,809.67		32,000.00	26,740.54
247-000.000-665.000	INTEREST	1,332.94		3,000.00	492.15
247-000.000-692.000	OTHER REVENUE	0.00		0.00	0.00
TOTAL REVENUES		33,142.61		121,500.00	27,232.69
Expenditures					
247-900.000-726.000	SUPPLIES	748.35		5,000.00	358.99
247-900.000-801.000	CONTRACTUAL SERVICES	19,781.25		15,000.00	1,305.00
247-900.000-801.006	CONTRACTUAL SERVICES - MEDC GR	0.00		1,300,000.00	62,867.48
247-900.000-801.247	CONTRACTUAL SERV-FACADE GRANT	0.00		6,000.00	5,687.01
247-900.000-801.248	CONTRACTUAL SERVICES - BUS ATT	0.00		6,000.00	10,000.00
247-900.000-801.249	CONTRACTUAL SERVICES BUS EXPAN	0.00		6,000.00	0.00
247-900.000-801.250	CONTRACTUAL SERVICES - RESTAURA	0.00		6,000.00	0.00
247-900.000-801.251	CONTRACTUAL SERVICES - HISTORI	0.00		6,000.00	0.00
247-900.000-806.000	LEGAL SERVICES	667.50		2,000.00	562.50
247-900.000-862.000	LODGING AND MEALS	0.00		0.00	0.00
247-900.000-920.000	UTILITIES	205.39		1,000.00	416.52
247-900.000-930.000	REPAIRS & MAINTENANCE	125.00		0.00	0.00
247-900.000-970.000	CAPITAL OUTLAY	0.00		20,000.00	0.00
247-900.000-999.401	TRANSFER - CAPITAL IMPROVEMEN	0.00		0.00	0.00
TOTAL EXPENDITURES		21,527.49		1,373,000.00	81,197.50

PERIOD ENDING 10/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		AMENDED BUDGET	10/31/2019 NORMAL (ABNORMAL)	MONTH 10/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCE ATH.						
Revenues						
Dept 000.000						
247-000.000-402.000	CURRENT TAXES	86,500.00	0.00	0.00	86,500.00	0.00
247-000.000-406.000	TAXES - PA 86 SEC. 17 PPT REPLACEMENT	32,000.00	26,740.54	26,740.54	5,259.46	83.56
247-000.000-529.000	FEDERAL GRANT - CDBG	1,300,000.00	36,900.00	0.00	1,263,100.00	2.84
247-000.000-665.000	INTEREST	3,000.00	492.15	0.00	2,507.85	16.41
Total Dept 000.000		1,421,500.00	64,132.69	26,740.54	1,357,367.31	4.51
TOTAL REVENUES		1,421,500.00	64,132.69	26,740.54	1,357,367.31	4.51
Expenditures						
Dept 900.000 - CAPITAL OUTLAY						
247-900.000-726.000	SUPPLIES	5,000.00	358.99	0.00	4,641.01	7.18
247-900.000-801.000	CONTRACTUAL SERVICES	15,000.00	1,305.00	1,305.00	13,695.00	8.70
247-900.000-801.006	CONTRACTUAL SERVICES - MEDC GRANT	1,300,000.00	62,867.48	17,067.48	1,237,132.52	4.84
247-900.000-801.247	CONTRACTUAL SERV-FACADE GRANT	6,000.00	5,687.01	0.00	312.99	94.78
247-900.000-801.248	CONTRACTUAL SERVICES - BUS ATTRACTION	6,000.00	10,000.00	0.00	(4,000.00)	166.67
247-900.000-801.249	CONTRACTUAL SERVICES BUS EXPANSION	6,000.00	0.00	0.00	6,000.00	0.00
247-900.000-801.250	CONTRACTUAL SERVICES - RESTAURANT ATTRAC	6,000.00	0.00	0.00	6,000.00	0.00
247-900.000-801.251	CONTRACTUAL SERVICES - HISTORIC PROJECT	6,000.00	0.00	0.00	6,000.00	0.00
247-900.000-806.000	LEGAL SERVICES	2,000.00	562.50	187.50	1,437.50	28.13
247-900.000-920.000	UTILITIES	1,000.00	416.52	250.77	583.48	41.65
247-900.000-970.000	CAPITAL OUTLAY	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 900.000 - CAPITAL OUTLAY		1,373,000.00	81,197.50	18,810.75	1,291,802.50	5.91
TOTAL EXPENDITURES		1,373,000.00	81,197.50	18,810.75	1,291,802.50	5.91
Fund 247 - TAX INCREMENT FINANCE ATH.:						
TOTAL REVENUES		1,421,500.00	64,132.69	26,740.54	1,357,367.31	4.51
TOTAL EXPENDITURES		1,373,000.00	81,197.50	18,810.75	1,291,802.50	5.91
NET OF REVENUES & EXPENDITURES		48,500.00	(17,064.81)	7,929.79	65,564.81	35.19

Fund 247 TAX INCREMENT FINANCE ATH.

GL Number	Description	Balance
*** Assets ***		
247-000.000-001.000	CHECKING ACCOUNT - COMMON	75,351.47
247-000.000-020.000	INVESTMENTS - MBIA/CLASS	87,233.35
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	221,464.55
247-000.000-137.000	ACCUMULATED DEPRECIATION-EQUI	(388,555.25)
247-000.000-138.000	INFRASTRUCTURE	381,672.00
Total Assets		707,166.12
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
247-000.000-390.000	FUND BALANCE	621,586.01
Total Fund Balance		621,586.01
Beginning Fund Balance - 18-19		621,586.01
Net of Revenues VS Expenditures - 18-19		103,547.83
*18-19 End FB/19-20 Beg FB		725,133.84
Net of Revenues VS Expenditures - Current Year		(17,967.72)
Ending Fund Balance		707,166.12
Total Liabilities And Fund Balance		707,166.12

* Year Not Closed

TIFA Façade Improvement Program Application



Applicant Information:

Name	MARY-ELLEN SATTLER
Mailing Address	1541 E BALL ROAD HILLSDALE MI 49242
Phone Number	586 615-3006
E-Mail Address	JILLYBEANS@YAHOO.COM
Business Name	JILLY BEANS
Project Address	8 AND 8 1/2 N HOWELL HILLSDALE MI 9242
Property Owner Name	CHUCK DAGLOW III SOON TO BE MARY-ELLEN SATTLER

Description of Proposed Improvements: (including design and/or architectural elements to be used)

WINDOWS AND FRAMES, FACADE AND STRUCTURAL UNDER FRONT WINDOWS,

COMPLETE ROOF, PAINT, DOORS, SECURITY CAMERA'S

(Attach additional pages as necessary).

Estimated Total Cost of Proposed Improvements:

\$32,098 + PAINT

Agreement and Signature

By submitting this application, I (we):

- Affirm that the information provided herein is true and accurate to the best of my (our) knowledge and
- Acknowledge that I (we) have read and understood the terms and conditions of the City of Hillsdale TIFA Façade Improvement Program.
- Understand that if my (our) application is approved that I (we) will be required to sign a Façade Improvement Grant Agreement prior to commencement of work on proposed project.
- Understand that all project work must be pre-approved by TIFA before funding.
- Allow any photos, renderings, or descriptions of the work to be performed on said project to be used by the City of Hillsdale TIFA for promotional purposes.
- Understand that this application and all supporting documentation are subject to the Freedom of Information Act (FOIA).

Name (printed)	MARY-ELLEN SATTLER
Signature	MARY-ELLEN SATTLER <i>Mary Ellen Sattler</i>
Date	30 SEP 19
Name (printed)	
Signature	
Date	

Please attach the following items:

- 1) Brief narrative explaining the scope of the project.
- 2) Color photos or renderings of the existing façade.
- 3) Color photos or renderings showing the location of the proposed façade improvements.
- 4) Samples of proposed paint colors.
- 5) Detailed cost estimate(s) from licensed contractor(s).
- 6) Proposed project timeline.
- 7) Letter of permission from property owner stating their approval of the application for assistance and proposed improvements (if applicable).



37 Waldron St
Hillsdale, MI 49242

Estimate

Date	Estimate #
9/25/2019	110

Name / Address
Mary Ellen Sattler 18 N Howell St Hillsdale, MI 49242

			Project
Description	Qty	Cost	Total
Hikvision USA Inc., Video, KT-8CH 2TB 6 2MP 2.8MM DOM	1	674.95	674.95T
Onsite Bench Fee - Setup and installation (with mobile configuration)	3.5	85.00	297.50
State Tax		6.00%	40.50

Thank you for supporting your local business.	Total	\$1,012.95
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Phone #	E-mail	Web Site
517-610-5372	hillsdale.qualitypc@outlook.com	www.Qualitypcllc.com

Customer Signature

COPY

HILLSDALE
PHONE: 517-437-3874
FAX: 517-437-7006
bramanroofing@comcast.net



ALBION
PHONE: 517-629-9221
COLDWATER
PHONE: 517-278-2664

Proposal / Contract

Customer's Name/Address Date: September 10, 2019 Bill VanDeusen jillybeans@yahoo.com	Project: C.S.I. Building 18 N. Howell St. Hillsdale, Michigan
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AREAS 72' X 23', 48' X 23' & 26' X 19'

We propose to reroof the three roof areas approximately 72' x 23', 48' x 23' and 26' x 19' as follows:

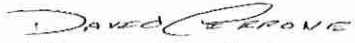
- Remove the existing TPO membrane and properly dispose of roofing debris
- Install one layer of 1.5" R-8.5 ISO insulation board secured to the deck with screws & plates
- Install a 60 Mil fully adhered EPDM roof and flashing system
- Install metal roof edge trim where needed
- Remove the existing built-in gutter and replace with 6" continuous aluminum gutter

Cost: Nineteen thousand eighty-five dollars (\$19,085.00)

COPY

Prices quoted are valid for thirty (30) days.

Payment Terms: Payment due when work is completed

Respectfully Submitted:  David Firrone, President	ACCEPTANCE OF PROPOSAL <hr/> Signature _____ Date _____
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73 Spring Street • Hillsdale, Michigan 49242
www.bramanroofing.com

MAC FLOORING STATEMENT

TO: Tilly Bean's

Date: 9/13/19

Removal of old Brick \$900.⁰⁰
Installation of New Brick/Mortar = \$4100.⁰⁰
Includes Cement Board/Mortar.

TOTAL DUE \$ 2,000.⁰⁰

Make check payable to: Caleb MacDonald
22 W Bacon Street
Hillsdale. MI 49242
Phone: (517)554-0647

COPY

PAYMENT DUE UPON COMPLETION OF WORK. THANK YOU FOR YOUR BUSINESS.





COMPUTER
SALES - SERVICE
NETWORKING - HARDWARE
1-800-729-4862

14 1/2

18 1/2

The Blossom Shop

Flowers

Blossom Shop

Gifts