



## AGENDA - Tax Increment Finance Authority

DATE: December 8, 2022 7:00 PM City Council Chambers

- I. Call to Order - Informational Meeting
- II. Roll Call
- III. Informational Meeting of the T.I.F.A.
  - I. Public Comment
  - II. Overview of Annual Activities
  - III. Presentation on Parking Lot Projects
  - IV. Adjournment of Informational Meeting
- IV. Call to Order - Regular Meeting
- V. Approval of Meeting Minutes
  - I. Approval of September 29, 2022 Minutes
- VI. Public Comment
- VII. Unfinished Business
- VIII. New Business
  - I. Set 2023 Meeting Dates
- IX. Adjournment

**Public Comment:** Public Comments are limited to three minutes.

**Live Stream:** The meeting will be livestreamed to the Official City of Grosse Pointe Park YouTube Channel.

**Northwest Tax Increment Finance Authority**  
**December 8<sup>th</sup>, Semi-Annual Informational**  
**Meeting**

Pursuant to PA 57 of 2018, the TIFA is required to hold two informational meetings per year. This is the first information meeting of 2022, and this report summarizes TIFA activities and accomplishments since the June 09, 2022, informational meeting.

**Activities & Accomplishments**

DPW Building. A Certification of Occupancy inspection is scheduled for the week of December 5<sup>th</sup>. The interior of the building is substantially complete, with drywall, flooring, and windows installed. Comcast installed the internet connection prior to Thanksgiving; and installation of computer networking equipment and the alarm system by will be finished in the next few days. Availability of concrete has increased significantly in November and the paving of the alleyway is complete, and the drive approaches are scheduled to be poured the week of December 5<sup>th</sup>. Asphalt plants have closed for the year so a portion of the exterior yard will be finished in Spring of 2023. Other exterior work finishing up in December includes permeant fencing and the brick wall. Mack Avenue has been resurfaced from the fire suppression system tap and the fire suppression system was successfully inspected by the Fire Inspector. A formal grand opening/community open house will be scheduled for early spring. This will give DPW staff ample time to move all their equipment and materials from the old DPW facility.

Business and Residential Grant Programs – All funds (\$90,000) that were budgeted for the residential and business improvement grant programs have been committed. 23 grants were for the residential program and two for the business program.

New Attorney Selected – A RFP for legal services was issued and several responses were received. Kevin Kilby of McGraw Morris was appointed as legal counsel for the TIFA at its September 29<sup>th</sup>, 2022 meeting.

Parking Improvements –The TIFA’s two major projects for FY 2023 include the development of parking lots behind Pointe Hardware and in the Maryland/Lakepointe block immediately adjacent to the Pointe Hardware lot. A status update, including the presentation of a development agreement framework, will occur as part of the December 8<sup>th</sup> informational meeting.

Goal Setting/Priorities – An online community survey was circulated along with a worksheet that was sent to the TIFA Board. The objectives of these were to solicit ideas and generate a list of goals/priorities that would be formally adopted by the Board as objectives for 2023 and 2024. The results of the survey are being summarized and reviewed. New TIFA members are expected to be appointed at the December 12<sup>th</sup> City Council meeting. As a result, discussion of the survey and generation of priorities for the upcoming 2024 and 2025 fiscal years will occur throughout the early TIFA meetings of 2023 so the new Board members can be included in the process.

## **Parking Lot Project Update: 12/08/2022**

### **Goal:**

Plan, construct, and complete parking lots the in the Kercheval Business District during the 2023 calendar year. The lots are located:

Behind Pointe Hardware

Behind Park Grill/Atwater

### **Parties:**

The Tax Increment Finance Authority (the “TIFA”) proposes coordinating with the Grosse Pointe Park Business District Improvement Foundation (the “Foundation”) to plan, construct, and complete the Park Grill/Atwater parking lot.

Tax Increment Finance Authority (the “TIFA”) will plan, construct, and complete the parking lot behind Pointe Hardware.

## **PROPOSED ROLES**

### **Design and Construction of both Parking Lots**

- Foundation, at its expense, shall design the proposed parking lot to be constructed at the Park Grill/Atwater site.
- The TIFA, at its expense, will plan, construct, and complete the parking lot behind Pointe Hardware.
- TIFA Board will review and approve of the proposed designs and cost for both projects. This includes review by the City Engineer.
- TIFA shall provide a fixed financial contribution towards Park Grill/Atwater Lots construction within the confines of the 2023 Fiscal Year budget.
- TIFA shall provide the 100% of funding towards Pointe Hardware construction within the confines of the 2023 Fiscal Year budget.

### **Operations of Park Grill/Atwater Parking Lot**

The Foundation, or its subcontractor, shall be responsible for following operations and maintenance in perpetuity:

- Landscaping, including tree trimming, water and irrigation
- Refuge collection
- Lawn mowing
- Electric Vehicle
- Maintenance and replacement of any light poles and fixtures
- Maintenance of concrete or hot mix asphalt (HMA) including crack sealing
- Replacement of concrete or HMA and all associated costs
- Irrigation fixtures, fixture maintenance, and water cost of irrigation

- Landscaping
- Brick paver maintenance and replacement
- Electric Vehicle Charging Stations
- Charging Station maintenance

The TIFA, or its subcontractor, shall be responsible for the following operations in perpetuity:

- Snowplowing
- Street sweeping
- Hours of operation
- Establishment of a permit parking or similar program at the sole discretion of the TIFA
- Closure of the parking lot for special events upon 72 hours' notice to the Foundation
- Lighting of the parking lot, such as streetlights
- Parking meter maintenance and collection of revenue from parking meters
- Replacement and collection of revenue from parking meters
- Parking space markings
- Parking signage, including handicap parking signage

### **Operations of Pointe Hardware Parking Lot**

The TIFA, or its subcontractor, shall be responsible for 100% of operations, maintenance, and repairs in perpetuity

### **Property Ownership**

- TIFA shall retain ownership of the Pointe Hardware lot into perpetuity.
- The following shall apply to the Park Grill/Atwater Parking Lot:
  - 4 parcels are involved in the proposed Park Grill/Atwater parking lot. 3 are currently owned by the TIFA, one is owned by the Foundation.
  - Prior to construction, the Foundation shall convey their parcel to TIFA.
  - After the construction is completed, the TIFA shall lease to the Foundation the entire parking lot for a period of three years.
  - At the conclusion of the initial lease term the Foundation shall have the option to request that TIFA convey the property to the Foundation, subject to a deed restriction that the property shall only be used as a parking lot.
  - Operational and Maintenance responsibilities remain in perpetuity during the lease period and after the conveyance request is made.

### **Next Steps**

Pointe Hardware Lot: Approve design proposal to finalize site plan and elements of construction.

Park Grill/Atwater Lot: Prepare draft development agreement for review of the TIFA Board prior to next meeting, after which it may be adopted at the discretion of the Board. The Foundation will continue work on the design and engineering aspects of the project.

Tax Increment Finance Authority Meeting - September 29, 2022  
7:00 PM

CALL TO ORDER

The meeting was called to order by Chairman Hughes.

ROLL CALL

The following were present: Board Members Anton, Chamberlain, Cousineau, King-Piepenbrok, Lee, Ralstrom, Tompkins, and Chairman Hughes.

Also present: Warren Rothe, TIFA Director and Assistant City Manager, and Jake Howlett, City Attorney.

Absent: Board Members Kokoshi, Mullen, and Secord.

APPROVAL OF MEETING MINUTES:  
APPROVAL OF JUNE 9, 2022 MEETING MINUTES

Motion by Board Member Anton, seconded by Board Member Ralstrom, to approve the June 9, 2022 meeting minutes.

AYES: Board Members Anton, Chamberlain, Cousineau, King-Piepenbrok, Lee, Ralstrom, Tompkins, and Chairman Hughes.

NAYS: None

ABSENT: Board Members Kokoshi, Mullen, and Secord.

APPROVAL OF MEETING MINUTES:  
APPROVAL OF SEPTEMBER 19, 2022 MEETING MINUTES

Motion by Board Member Cousineau, seconded by Board Member Lee to approve the September 19, 2022 meeting minutes.

AYES: Board Members Anton, Chamberlain, Cousineau, King-Piepenbrok, Lee, Ralstrom, Tompkins, and Chairman Hughes.

NAYS: None

ABSENT: Board Members Kokoshi, Mullen, and Secord.

PUBLIC COMMENT

There was one public comment.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS:  
APPROVE LOT PAVING QUOTE

As part of the TIFA's 2023 budget, developing the parking lots behind Pointe Hardware and between Maryland/Lakepointe was a top priority. With the delays in finishing the design of the Maryland/Lakepointe lot, it is recommended to move forward with paving the PHL. The City recently solicited bids for an alley paving project. The selected low bidder was Hutch Paving, located in Warren. Hutch was contacted to see if they would be interested in paving the PHL while they are onsite paving alleyways and they provided a quote of \$29,642 for the Board's consideration. If approved, the work is scheduled to begin the week of October 24th.

Motion by Board Member Cousineau, seconded by Board Member Tompkins to table the approval of the quote from Hutch Paving as presented for \$29,642.

AYES: Board Members Anton, Chamberlain, Cousineau, King-Piepenbrok, Lee, Ralstrom, Tompkins, and Chairman Hughes.

NAYS: None

ABSENT: Board Members Kokoshi, Mullen, and Secord.

NEW BUSINESS:  
MARYLAND/LAKEPOINTE PARKING LOT UPDATE

Director Rothe presented a preliminary concept plan detailing the proposed layout and design of the parking lot between Lakepointe and Maryland in conjunction with the Kercheval business community. At this time, engineering work is being finalized.

NEW BUSINESS:  
ATTORNEY SELECTION

An RFP for legal services was published on Bidnet, a website where municipalities across Michigan solicit quotes for services. Eight firms responded with proposals which were reviewed by the City Manager, TIFA Director, and Chairman Hughes. Interviews were scheduled with two firms. Based on the unanimous consent of the interview panel, it is recommended that the Board select McGraw Morris as legal counsel to the TIFA. Kevin Kilby, a partner with McGraw Morris, will be the principal attorney. Kevin has extensive experience representing other DDAs, TIFAs, and other authorities. Select clients include Ypsilanti, Frankenmuth, Romeo, Vassar, and Sault Ste. Marie. The hourly rate for McGraw Morris is \$175. Currently, Bodman is charging \$430 an hour. It is anticipated that significant savings will be realized in TIFA's legal budget.

Motion by Board Member Cousineau, seconded by Board Member Chamberlain to accept McGraw Morris's proposal for legal services and appoint Kevin Kilby as attorney for the Tax Increment Finance Authority.

AYES: Board Members Anton, Chamberlain, Cousineau, King-Piepenbrok, Lee, Ralstrom, Tompkins, and Chairman Hughes.

NAYS: None

ABSENT: Board Members Kokoshi, Mullen, and Secord.

NEW BUSINESS:  
DPW BUILDING COSTS AND BUDGET AMENDMENT

Director Rothe presented a memo regarding the status of the DPW Building project. A budget amendment is requested to cover unexpected costs associated with the project for \$36,357.99. Sufficient unspent funds are available in the FY 2022 TIFA budget to accommodate the additional costs.

Motion by Board Member Cousineau, seconded by Board Member Ralstrom to approve the additional expenditures of \$36,357.99 and amend the FY 2022 budget accordingly.

AYES: Board Members Anton, Chamberlain, Cousineau, King-Piepenbrok, Lee, Ralstrom, Tompkins, and Chairman Hughes.

NAYS: None

ABSENT: Board Members Kokoshi, Mullen, and Secord.

NEW BUSINESS:  
GOAL SETTING DISCUSSION

Director Rothe discussed setting short, mid and long-term goals at the next meeting. A questionnaire will be sent to the board members to review what goals the board would like to set.

ADJOURNMENT

Motion by Board Member Cousineau, seconded by Board Member Ralstrom, to adjourn the meeting.

AYES: Board Members Anton, Chamberlain, Cousineau, King-Piepenbrok, Lee, Ralstrom, Tompkins, and Chairman Hughes.

NAYS: None

ABSENT: Board Members Kokoshi, Mullen, and Secord.

With no further business, the meeting adjourned at 8:16 pm.



## TAX INCREMENT FINANCE AUTHORITY MEETING

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DATE: December 8, 2022

**SUBJECT:** Set 2023 Meeting Dates

**SUMMARY:** Director Rothe is proposing the following dates be adopted for the 2023 calendar year. Board review and approval of the proposed dates is requested. The Board is welcome to make amendments to the proposed schedule. All meeting times are proposed to begin at 7:00 PM.

- Thursday January 12, 2023
- Thursday March 9, 2023
- Thursday May 4, 2023 - informational meeting
- Thursday July 6, 2023
- Thursday September 7, 2023
- Thursday November 9, 2023 - informational meeting

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Adopt the meeting schedule for 2023 as presented/amended.

**PREPARED BY:** Warren Rothe, Assistant City Manager