



AGENDA - Tax Increment Finance Authority

DATE: January 15, 2025 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - I. Approval of November 7, 2024 Minutes
- IV. Public Comment
- V. Unfinished Business
 - I. Charlevoix Streetscape Update
- VI. New Business
 - I. Selection of Officers
- VII. 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.

Tax Increment Finance Authority MEETING - November 7, 2024
7:00 PM

CALL TO ORDER

Chair Ralstrom called the meeting to order at 7:00 PM.

ROLL CALL

MEMBERS PRESENT: Chamberlain, Robson, Czerny, King-Piepenbrok, Distel, Secord, and Chair Ralstrom

MEMBERS ABSENT: Mullen, Anton, Tompkins, Cousineau

ALSO PRESENT: Warren Rothe, Director and Assistant City Manager

INFORMATIONAL MEETING OF THE T.I.F.A.

INFORMATIONAL MEETING OF THE T.I.F.A.:
PUBLIC COMMENT

No public comments were given.

INFORMATIONAL MEETING OF THE T.I.F.A.:
OVERVIEW OF ANNUAL ACTIVITIES

Director Rothe provided an update of activities for the second half of 2024.

INFORMATIONAL MEETING OF THE T.I.F.A.:
ADJOURNMENT OF INFORMATIONAL MEETING

Motion by Chamberlain, seconded by Distel to adjourn the information meeting.

The motion carried on a unanimous voice vote.

The information meeting adjourned at 7:05 p.m.

APPROVAL OF MEETING MINUTES

APPROVAL OF MEETING MINUTES:
APPROVAL OF SEPTEMBER 5, 2024 MINUTES

Motion by Chamberlain, seconded by King-Piepenbrok to adopt the minutes from the September 5, 2024 meeting.

The motion carried on a unanimous voice vote.

PUBLIC COMMENT

No public comments were given.

UNFINISHED BUSINESS

NEW BUSINESS

NEW BUSINESS:
ADOPT BUDGET AMENDMENTS

Motion by Robson, seconded by Chamberlain to adopt the budget amendments as presented.

The motion carried on a unanimous voice vote.

NEW BUSINESS:
ADOPT 2025 MEETING SCHEDULE

Motion by Chamberlain, seconded by King-Piepenbrok to adopt the 2025 meeting schedule.

The motion carried on a unanimous voice vote.

ADJOURNMENT

Motion by Chamberlain, seconded by Distel to adjourn the meeting.

The motion carried on a unanimous voice vote.

The meeting adjourned at 7:12 p.m.

DRAFT PENDING APPROVAL

memorandum

Date: January 13, 2025

To: Grosse Pointe Park TIFA Board
cc: Warren Rothe, TIFA Director
From: Alex Blehm, PE

Re: Charlevoix Streetscape Progress Update

This memorandum is intended to provide a progress update for the Charlevoix Streetscape Project. As of January 13, 2025, the project is advancing according to schedule. Below is a summary of the key updates.

Task 1: Project Kickoff, Field Investigation, and Community Engagement

1. A project kickoff with city staff and the TIFA director was held on November 11, 2024.
2. A topographic survey and AutoCAD processing of the project limits to create a base map of existing conditions was completed in December.
 - a. Mapping and investigation of existing utilities is largely complete with some coordination and field verification still required.
3. A geotechnical investigation of the soil conditions and pavement thicknesses by G2 Consulting Group was completed in December. A report of findings and recommendations was submitted to OHM.
 - a. The soil is substantially hard clay and the pavement consists of 10 to 11 inches of asphalt over 5 to 8 inches of concrete.
4. G2 also conducted environmental testing near 15010 Charlevoix (Former Whittier Cleaners). There is an underground storage tank on this property that was known to be leaking. The tank has since been closed and remediated on the property but had the potential to leak into the public right-of-way. The testing found no contaminants of concern.
5. A meeting with local businesses was held on December 17 and a meeting with the public was held on January 8. Feedback is currently being compiled and a summary will be provided. This feedback will help set priorities and ensure all needs are being accommodated in the design.
6. In line with the TAP grant conditions and the project's due diligence, National Environmental Policy Act (NEPA) and State Historic Preservation Office (SHPO) forms have been submitted to the Michigan Department of Transportation (MDOT). This is an expected 6 to 9 month review process.

Task 2: 30% Design Engineering

Now that most of the preliminary investigation from Task 1 is complete, the creation of design documents including geometry, water main, drainage schemes, and plan preparation is underway.



Schedule and Next Steps

The updated project schedule is shown below. The next milestone is to prepare design documents considered 30% complete. This milestone is used to verify geometric decisions and major design concepts with the community, TIFA, and City before moving into more detailed work.

- Kick-Off - Nov 2024
- Topographic Survey - Nov/Dec
- Business Engagement - Dec 17
- NEPA and SHPO Submittals - Jan 2025
- Community Meeting 1 - Jan 8
- **30% Design** - **Feb 19**
- Community Meeting 2 - March
- 60% Design - April/May
- Community Meeting 3 - June
- GI Plans (90%) to MDOT - August
- Final Plans to MDOT - October
- MDOT Bid Letting - Jan 2026
- Construction - Summer 2026