



AGENDA - Tax Increment Finance Authority

DATE: March 6, 2025 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - I. Approval of January 15, 2025 Minutes
- IV. Public Comment
- V. Unfinished Business
- VI. New Business
 - I. Consideration of the Preliminary Fiscal Year 2026 Budget
 - II. Approve FY 2026 Residential Improvement Grant Program
 - III. Approve FY 2026 Commercial Improvement Grant Program
- 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 - January 15, 2025
7:00 PM

CALL TO ORDER

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

ROLL CALL

MEMBERS PRESENT: Ralstrom, Mullen, Robson, Chamberlain, Secord, Anton, Distel, Tompkins, King-Piepenbrok

MEMBERS ABSENT: Cousineau, Czerny

ALSO PRESENT: Warren Rothe, TIFA Director; Alex Blehm, OHM Advisors

APPROVAL OF MEETING MINUTES

APPROVAL OF MEETING MINUTES:
APPROVAL OF NOVEMBER 7, 2024 MINUTES

Motion by Chamberlain, seconded by Mullen to approve the November 7, 2024, Minutes.

The motion passed unanimously by voice vote.

PUBLIC COMMENT

No public comments were given.

UNFINISHED BUSINESS

UNFINISHED BUSINESS:
CHARLEVOIX STREETScape UPDATE

Alex Blehm from OHM Advisors presented on the status of the Charlevoix streetscape project. The Board asked questions and discussed the upcoming March community engagement meeting.

NEW BUSINESS

NEW BUSINESS:
SELECTION OF OFFICERS

Motion by Mullen, seconded by Chamberlain to appoint Member Ralstrom as Chair for 2025.

The motion passed unanimously by voice vote.

Motion by Ralstrom, seconded by Robson to appoint Member Anton as Vice-Chair for 2025.

The motion passed unanimously by voice vote.

ADJOURNMENT

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

The motion passed unanimously by voice vote.

The meeting adjourned at 7:20 p.m.

DRAFT PENDING APPROVAL



TAX INCREMENT FINANCE AUTHORITY MEETING

DATE: March 6, 2025

SUBJECT: Consideration of the Preliminary Fiscal Year 2026 Budget

SUMMARY: Attached is the preliminary Fiscal Year 2026 Budget for consideration. Revenues and expenditures are balanced. If the Board finds the budget favorable, it can be forwarded to the City Council for their review and approval.

Per Public Act 57, the TIFA Board cannot adopt the budget until it has been approved by the municipality's governing body. Therefore, staff will present a final budget to the Board for consideration after the City Council approves it during its annual budget process.

The proposed budget includes:

- **Annual revenues:** \$1,382,000
- **Non-streetscape expenditures:** \$665,572
- **Charlevoix streetscape project allocation:** \$716,428

This allocation does not include cash reserves from previous fiscal years or the TAP grant funds. A breakdown of the Charlevoix project is also included.

The FY 2026 allocation of \$716,428 for the Charlevoix streetscape project exceeds the anticipated remaining TIFA contribution of \$688,656. However, because project bids have not been finalized and construction costs will be incurred across both Fiscal Year 2026 and Fiscal Year 2027, the full \$3.8 million in expected project costs is not yet reflected. These costs will be incorporated into the budget through amendments as the project progresses.

FINANCIAL IMPACT: Revenues and expenditures are balanced. The budget will be amended in the future once the final costs of the Charlevoix Streetscape project are known.

RECOMMENDATION: Review the proposed budget for the 2026 fiscal year.

PREPARED BY: Warren Rothe, Assistant City Manager

06/30/2024 Ending Cash Balance	\$ 758,675.00
Estimated FY 2025 Revenues	\$ 1,247,266.76
Estimated FY 2025 Expenditures	\$ 1,027,301.00
6/30/2025 Est. Cash Balance	\$ 978,640.76

FY 2026 Revenues

Tax Capture	\$ 1,352,000.00
Interest	\$ 30,000.00
Estimated Revenues	\$ 1,382,000.00

FY 2026 Expenditures

Operating Supplies	\$ 15,000.00
Legal	\$ 20,000.00
Contractual Services	\$ 15,000.00
Holiday Decorations	\$ 13,000.00
Pedestrian Lighting	\$ 25,000.00
Events	\$ 60,000.00
Internet - for Kercheval music	\$ 1,500.00
Liability Insurance	\$ 5,000.00
Transfer Out - Admin Cost Share	\$ 28,600.00
Debt	\$ 302,472.00
Residential Grants	\$ 120,000.00
Commercial Grants	\$ 60,000.00
Total Non-Streetscape Expenses	\$ 665,572.00

Funds for Streetscape \$ 716,428.00

Charlevoix Project Budget	
Cost Estimate	\$ 3,800,000.00
City Share	\$ 1,000,000.00
TIFA Design Engineering	\$ 300,000.00
TAP Grant	\$ 1,811,344.00
Remaining from TIFA	\$ 688,656.00



TAX INCREMENT FINANCE AUTHORITY MEETING

DATE: March 6, 2025

SUBJECT: Approve FY 2026 Residential Improvement Grant Program

SUMMARY: As the new fiscal year approaches, the Board is being asked to consider continuing the Residential Improvement Grant program for FY 2026. Last year the program funded projects at 50%, with a maximum award of \$4,000. I recommend the Board consider increasing the maximum grant to \$5,000. All other aspects of the program, such as eligible projects, are proposed to remain unchanged. Attached for your reference is the application and guidelines from Fiscal Year 2025.

FINANCIAL IMPACT: \$120,000 is included in the proposed FY 2026 budget.

RECOMMENDATION: Review the proposed FY 2026 RIG Program and provide direction.

PREPARED BY: Warren Rothe, Assistant City Manager



**NORTHWEST TAX INCREMENT FINANCE AUTHORITY RESIDENTIAL
IMPROVEMENT PROGRAM**

Fiscal Year 2024-2025

15115 E. Jefferson Ave
Grosse Pointe Park, MI 48230 228-9475

Guidelines updated on April 11, 2024

Residential Façade Improvement Grant Program

Program Purpose

It is a fundamental goal of the Grosse Pointe Park Tax Increment Finance Authority (TIFA) to promote economic growth and vitality within the City's TIFA District. In support of this objective, the TIFA has created the Residential Façade Improvement Grant Program to provide property owners within its boundaries an opportunity to upgrade their exterior building façades with financial assistance from the TIFA. Successful façade improvement projects promote a positive community image and leverage additional investment in neighboring properties, which facilitates continued economic growth and revitalization of the district as a whole.

Applicant Eligibility

Eligible applicants include owners of residential properties located within the boundaries of the TIFA District (see map, page 4). Tenants who are leasing a building for which improvements are proposed must obtain written consent and approval of project plans from the property owner.

Project Guidelines

1. The property must be within the boundaries of the TIFA District (see map page 4).
2. Proposed façade improvements must also comply with all applicable building and zoning codes, including necessary permits.
3. Proposed façade improvements must be on any exterior face of an existing building that is visible from any street, right-of-way, or parking lot. This includes the building's front, rear, entryway, or exposed side.
4. The applicant must provide proof that property taxes are up to date.
5. The applicant shall not be in default to the City nor involved in any litigation with the TIFA or City.
6. The project must be a permanent improvement; not temporary or seasonal.
7. The project must enhance or fit into the larger context of neighboring buildings.
8. If performed by a licensed contractor, material and labor costs can be considered eligible expenses. Property or business owners cannot charge labor for their own time or their employees' time; however, "do-it-yourself" expenditures on materials are eligible.
9. The applicant must submit a complete application packet including:
 - Grant Application Cover Sheet (page 5)
 - Attachment A:** Narrative - Detailed description of project
 - Attachment B:** Photographs of the building's existing condition from all affected sides
 - Attachment C:** Graphic rendering of proposed improvements (drawings/photos)
 - Attachment D:** Contractor bids/material and other estimates calculating the total project cost
 - Attachment E:** Evidence of up-to-date property taxes
 - Attachment F:** Completed W-9 for all applicable contractors
10. The proposed project must meet the grant program guidelines and be approved by the TIFA Director.
11. If approved, the project must be completed within six months of grant approval.
12. **Work completed prior to grant approval will not be reimbursed.**
13. Changes to the scope of the project after grant approval must be submitted in writing and approved by the TIFA Director.

Eligible Projects

- Front and rear building façade improvements. Façade improvements include porches, overhangs, railings, and stairs. Regular maintenance items such as tuck-pointing are not eligible.
- Side facades to the extent that they are visible to the public eye
- Enhanced front entryways
- Aesthetic improvements (such as awnings)
- Fencing along alleyways or in a street-side yard.
- Structural and cosmetic upgrades to garages
- Pouring expanded concrete parking pads
- Painting only as part of a comprehensive façade improvement project
- Doors and windows if part of a comprehensive façade improvement project

Ineligible Projects

- Physical or visual removal of architecturally important feature
- Driveway or sidewalk repairs or replacement.
- Installation of vinyl or aluminum siding
- Roofs
- Parking Lots
- Mechanical systems
- Landscaping
- Murals
- Routine general maintenance items that are part of normal property ownership
- Repair of any code violations
- Interior renovation projects
- Properties that have received previous Residential Façade Improvement Grant funding *within* the 2025 fiscal year (July 1, 2024 – June 30, 2025).

Grant Amount Guidelines

Grants require a 1:1 cash match on behalf of the applicant for all eligible expenses. The maximum grant is \$4,000. Grant funds are paid directly to the contractor(s) completing the work or to the property owner if they are self-performing the work.

The TIFA Board has allocated \$100,000 in funding for the 2024 Fiscal Year starting July 1, 2024, and ending June 30, 2025. The grants are considered on a competitive and rolling basis. There is a limit of one Residential Façade Improvement Grant per property per fiscal year.

Application Instructions & Selection Process

1. The applicant may obtain a Residential Façade Improvement Grant application through the TIFA's [website](#), or the TIFA office, 15115 Jefferson Avenue, Grosse Pointe Park, MI 48230.
2. The completed Application Cover Sheet (page 5) shall be submitted to the TIFA along with attachments in this order:
 - Attachment A:** Narrative - Detailed Description of Project
 - Attachment B:** Photographs of the building's existing condition from all affected sides
 - Attachment C:** Graphic Rendering of Proposed Improvements (drawings/photos)
 - Attachment D:** Contractor Bids/Material and other estimates calculating the Total Project Cost
 - Attachment E:** Evidence of up-to-date property taxes
 - Attachment F:** Completed W-9 for all applicable contractors
3. The application will be reviewed by the TIFA Director and the Building Department for compliance with the program requirements. Approval or disapproval by the TIFA Director will be forwarded in writing to the applicant within five days after a decision is made.
4. The TIFA or its agent will inspect the work at completion of the project to determine if the work is complete as agreed upon and in compliance with program requirements.
5. If the above conditions are met, at completion of the project and upon presentation to the TIFA of evidence of paid bills, and submitted before and after photos, the property owner will be reimbursed up to \$4,000 per façade improvement project as awarded.

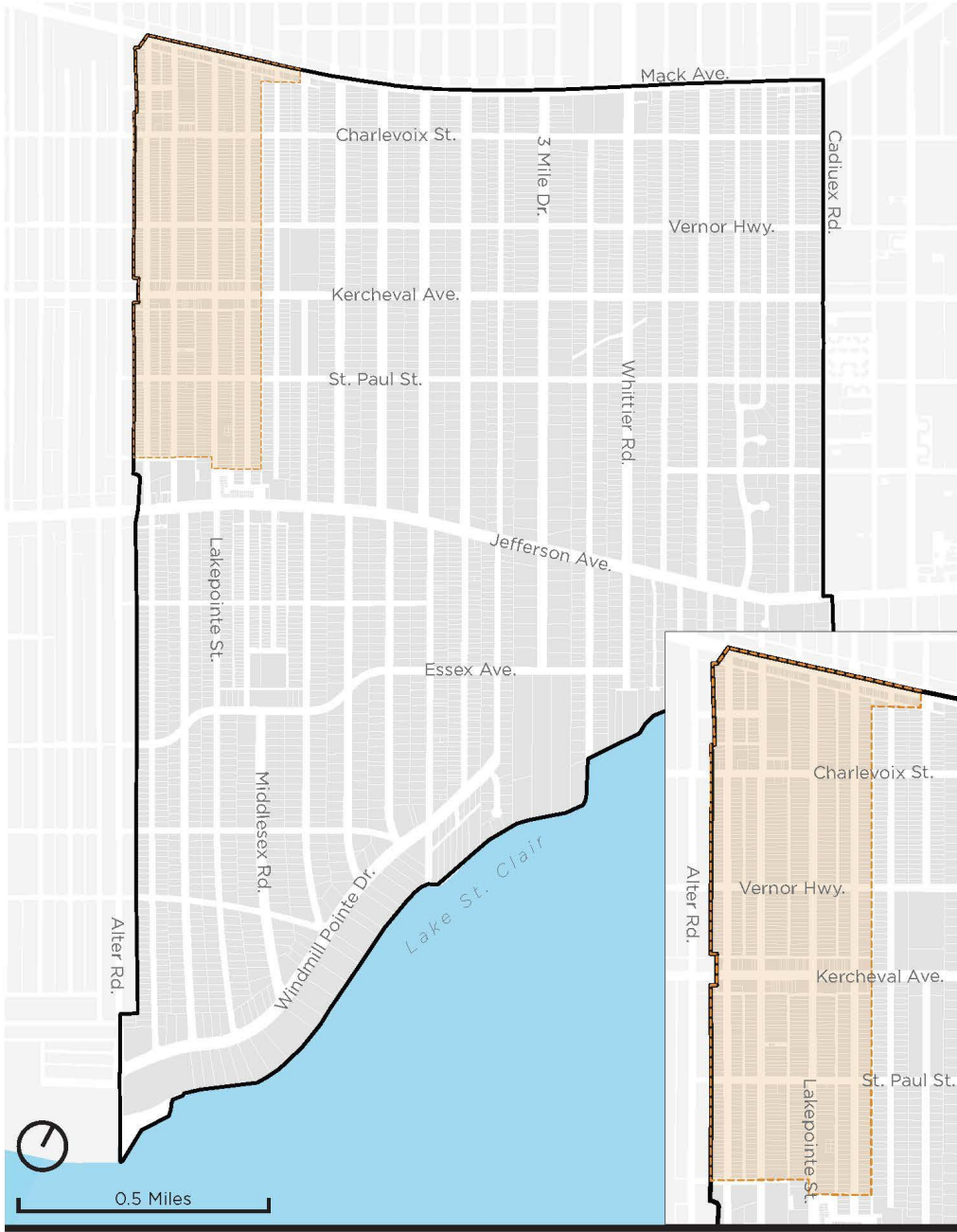
Default & Remedy

The applicant will be in default if rehabilitation activities stated in the grant application are not completed within six months of approval. The grantee may be considered in default if the scope of the project changes once approval is granted, without prior notification to and approval from the TIFA.

Rights Reserved

- The final approval or disapproval rests with the TIFA Director.
- The TIFA reserves the right to accept or reject any or all proposed projects.
- The allocation of grants is based on available funding.

Grosse Pointe Park TIFA District



NORTHWEST TAX INCREMENT FINANCING AUTHORITY DISTRICT
GROSSE POINTE PARK, MI
8/6/2019



APPLICATION COVER SHEET
Grosse Pointe Park TIFA Residential Facade Improvement Grant Program

Instructions: Please print neatly or type. Only completed applications with required attachments will be accepted. Applications should be sent to the Grosse Pointe Park Tax Increment Finance Authority (TIFA), 15115 East Jefferson Avenue or emailed to rothew@grossepointepark.org

CONTACT INFORMATION

Applicant Name: _____

Applicant Address: _____

Applicant Phone #: _____ Applicant Email: _____

If applicant is a lessee and not the property owner, please fill out the following information:

Property Owner's Name/Address: _____

Property Owner's Phone #: _____ Property Owner's Email: _____

PROJECT FINANCIAL SUMMARY

Brief Description of source of Applicant Contribution: _____

Grant Request may not exceed \$4,000

Applicant Contribution	\$
Grant Request of TIFA - \$4,000 maximum	\$
Total Project Cost	\$

PROJECTED TIMELINE *(must be completed within six months of grant agreement)*

Projected Start Date: _____ Projected End Date: _____

REQUIRED ATTACHMENTS CHECKLIST

- ___ Attachment A: Narrative - Detailed Description of Project
- ___ Attachment B: Photographs of the building’s existing condition from all affected sides
- ___ Attachment C: Graphic Rendering of Proposed Improvements (drawings/photos)
- ___ Attachment D: Contractor Bids/Material and/or any other estimates calculating Total Project Cost
- ___ Attachment E: Evidence of up-to-date property taxes
- ___ Attachment F: Completed W-9 for all applicable contractors

AGREEMENT

I have read the Residential Façade Improvement Grant Program Guidelines. I understand that if the proposed project is approved, I will make the agreed upon improvements to the property within the specified timeframe allowed.

Applicant Signature: _____ **Date:** _____

To be signed by property owner if other than applicant:

I have read the Residential Façade Improvement Grant Program Guidelines, reviewed the project proposal, and authorize the applicant to make the proposed improvements to my property if the project is approved.

Property Owner Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

APPLICATION NUMBER: _____

APPROVED OR DENIED: _____



TAX INCREMENT FINANCE AUTHORITY MEETING

DATE: March 6, 2025

SUBJECT: Approve FY 2026 Commercial Improvement Grant Program

SUMMARY: Several years ago, the TIFA introduced a commercial grant program similar to the current residential grant program. As the TIFA prepares to launch the Charlevoix Streetscape project, reintroducing commercial grants is a great opportunity to foster additional investment and development. The proposed FY 2026 budget allocates \$60,000 for this initiative. A dollar-for-dollar match will be required, with a maximum grant of \$10,000, for projects with a total cost of at least \$20,000. The grant will support various types of façade improvements. The Board is now being asked to approve the parameters of the grant program.

FINANCIAL IMPACT: \$60,000 is included in the proposed FY 2026

RECOMMENDATION: Review the proposed FY 2026

PREPARED BY: Warren Rothe, Assistant City Manager