



## AGENDA - Tax Increment Finance Authority

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DATE: June 5, 2025 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Appointment of TIFA Director
  - I. Appointment of City Manager to TIFA Director
- IV. Informational Meeting
  - I. Activity Highlights
- V. Approval of Meeting Minutes
  - I. Approval of June 5th, 2025 Minutes
- VI. Public Comment (Agenda Items)
- VII. Unfinished Business
- VIII. New Business
  - I. Municipal Landscape Agreement
  - II. Closed Session MCL 15268 1(h)
- IX. Public Comment (Non-Agenda Items)
- X. 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

DATE: June 5, 2025

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**SUBJECT:** Activity Highlights

**SUMMARY:** As required under PA 57 of 2018 the TIFA hosts two informational meetings in the year to discuss activities and projects of the TIFA District. Our last informational meeting was on November 7, 2024

## **Charlevoix Streetscape**

The Charlevoix Streetscape project is at about 60% of its schedule and next steps. The TIFA has hosted two community meetings in January and March of this year. The third public engagement will take place at the After 6 on Kercheval on June 28th. Currently the administration is working with OHM to develop a plan for construction phases to find the least amount of impact to the area and local businesses. We are also working on property coordination with several homes and businesses that will impact including fence lines, landscaping and consideration of easements. Utility coordination with DTE is in progress to ensure minimal impact and project understanding for DTE.

## **Preliminary Fiscal Year 2026 Budget**

The proposed budget includes • Annual revenues: \$1,382,000 • Non-streetscape expenditures: \$665,572 • Charlevoix streetscape project allocation: \$716,428

## **FY 2026 Residential Improvement Grant Program**

\$120,000 has been approved for the RIG program with the maximum distribution for the grant in the amount of \$5,000. Last Fiscal Year the program funded 50% with the total maximum award of \$4,000. Eligible projects include the following of • 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

## **FY 2026 Commercial Improvement Grant Program**

The 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.

**FINANCIAL IMPACT:** Not Applicable

**RECOMMENDATION:** Review and Listen to Informational Session

**PREPARED BY:** Nick Sizeland, City Manager



Tax Increment Finance Authority MEETING - March 6, 2025  
7:00 PM

CALL TO ORDER

Vice-Chair Anton called the meeting to order at 7:02 AM.

ROLL CALL

MEMBERS PRESENT: Mullen, Robson, King-Piepenbrok, Chamberlain, Anton, Czerny, and Secord (arrived at 7:24)

MEMBERS ABSENT: Cousineau, Ralstrom, Tompkins, and Distel

ALSO PRESENT: Warren Rothe, Director

APPROVAL OF MEETING MINUTES

APPROVAL OF MEETING MINUTES:  
APPROVAL OF JANUARY 15, 2025 MINUTES

Motion by Chamberlain, seconded by Robson to approve the January 15, 2025 Minutes.

The motion passed unanimously by voice vote.

PUBLIC COMMENT

No public comments were given.

UNFINISHED BUSINESS

NEW BUSINESS

NEW BUSINESS:

CONSIDERATION OF THE PRELIMINARY FISCAL YEAR 2026 BUDGET

Director Rothe presented the FY 2026 budget and the FY 2025 Year to Date Financial Report. The Board discussed both items and asked questions to Director Rothe.

Motion by Mullen, seconded by Chamberlain to receive the file the Year to Date Financial Report as presented.

The motion passed unanimously by voice vote.

NEW BUSINESS:

APPROVE FY 2026 RESIDENTIAL IMPROVEMENT GRANT PROGRAM

Director Rothe presented an overview of the proposed FY 2026 Residential Improvement Grant program.

NEW BUSINESS:

APPROVE FY 2026 COMMERCIAL IMPROVEMENT GRANT PROGRAM

Director Rothe discussed the proposed Fiscal Year 2026 commercial grant program. The Board asked questions, including about starting the program early in fiscal year 2025.

Motion by Mullen, seconded by King-Piepenbrok to recess the meeting at 8:00 PM.

The motion passed unanimously by voice vote.

The meeting reconvened at 8:02 PM.

Motion by Mullen, seconded by Chamberlain to amend the FY 2025 budget by appropriating \$20,000 from fund balance to launch the commercial grant program in the current fiscal year.

The motion passed unanimously by voice vote.

Motion by Robson, seconded by Mullen to approve the preliminary FY 2026 budget and send it to the City Council for their consideration.

The motion passed unanimously by voice vote.

Motion by Chamberlain, seconded by King-Piepenbrok to approve the FY 2026 Residential Grant Program.

The motion passed unanimously by voice vote.

Motion by Chamberlain, seconded by Mullen to approve the FY 2026 Commercial Grant Program.

The motion passed unanimously by voice vote.

#### ADJOURNMENT

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

The motion passed unanimously by voice vote.

The meeting adjourned at 8:12 PM.



# TAX INCREMENT FINANCE AUTHORITY MEETING

DATE: June 5, 2025

**SUBJECT:** Municipal Landscape Agreement

**SUMMARY:** The City of Grosse Pointe Park solicited a Request for Proposals to obtain costs and continue enhancing beautification efforts of the City, TIFA and DDA Districts. Currently Parks and Recreation with the assistance from the Public Works Department maintains landscaping of the streetlight flower pots, sidewalk beds and parking lots in the TIFA District (Mack, Charlevoix, Kercheval) which includes weeding, watering, pruning, planting of flower pots, litter clean up and spring/fall clean up. Due to the amount of landscaping to maintain our local businesses have also chipped in to assist and we sincerely appreciate their efforts.

In other communities It is fairly common practice among DDA's and TIFA's to utilize the services of a contractor to maintain these areas. In the Grosse Pointe Park DDA, they currently utilize Backer Landscaping for assistance. The request for services will also go to the City and the DDA district to be under one contract handled by the TIFA with the DDA and City paying the TIFA.

The challenge of City staff completing this task is for flower pots on the light poles it takes 2 staff members for flowers, 8 hrs a day 3 days a week or 48 hours. In addition every 1-2 weeks from mid-May-September we have 4 staff members tend to flower beds, parking lots with each employee working 40 hours in our business district instead of work they could otherwise tend to Patterson and Windmill Pointe Park.

Proposals			
Company	Cost Per Month, TIFA	Watering per Month	Total
Backer Landscaping	\$5,826.43	\$2,340.00	\$40,832.15
Landscape Services, Inc	\$9,088.71	\$2,975.00	\$60,318.55
Russell Landscaping	\$5,957.42	Included in total	\$29,787.10
Green Meadows Landscaping	\$3,487.14	\$2,950.00	\$32,185.70

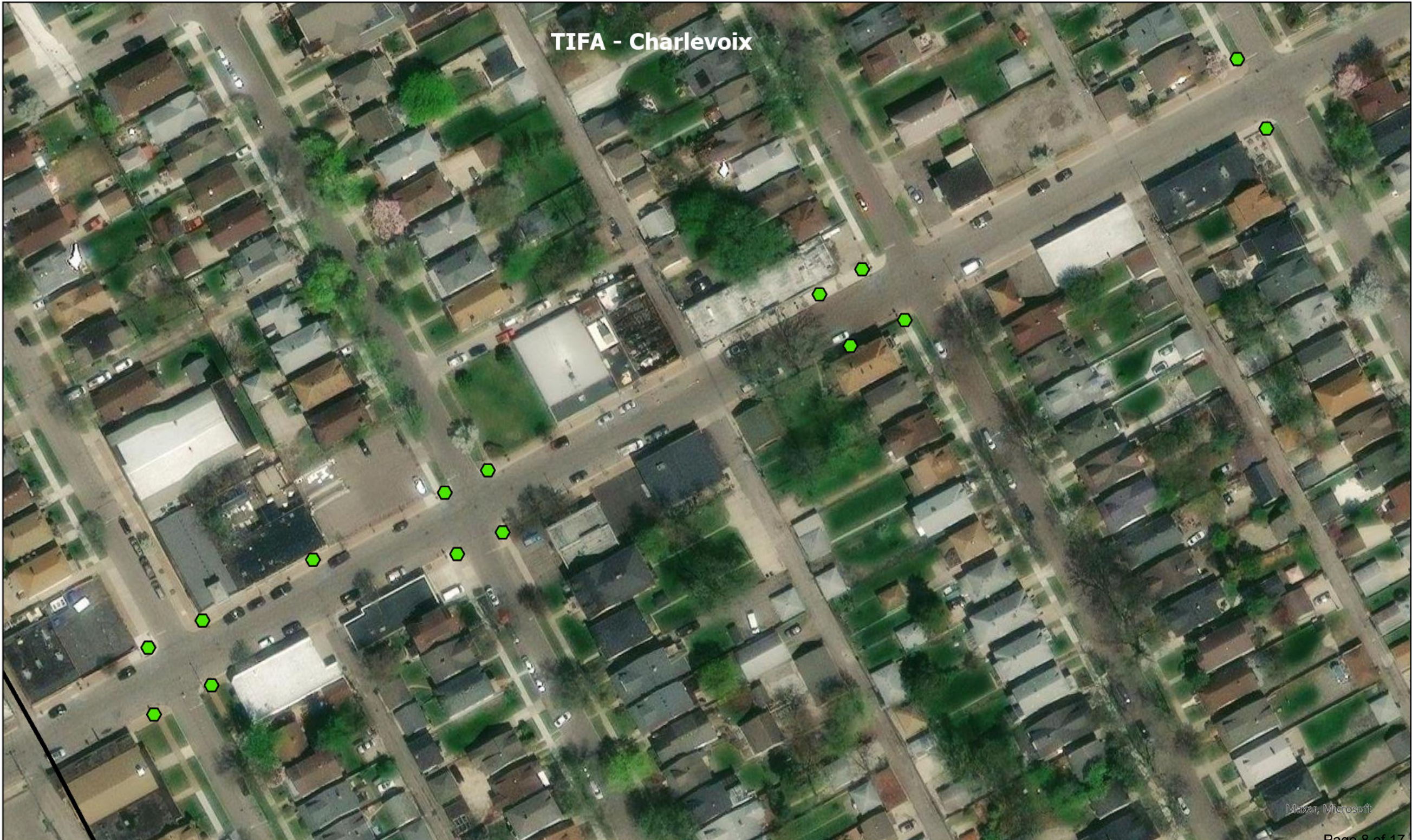
The City in the RFP requested contractors to break out watering and mulching if chosen in their bids. Based on the price and quality of work from references from the City of Troy and Dearborn I am recommending the award to Russell Landscaping. The RFP is a two year agreement with the second year being an option

**FINANCIAL IMPACT:** \$29,787 over a 5 month period in 2025 and \$11,914 in April-June 2026

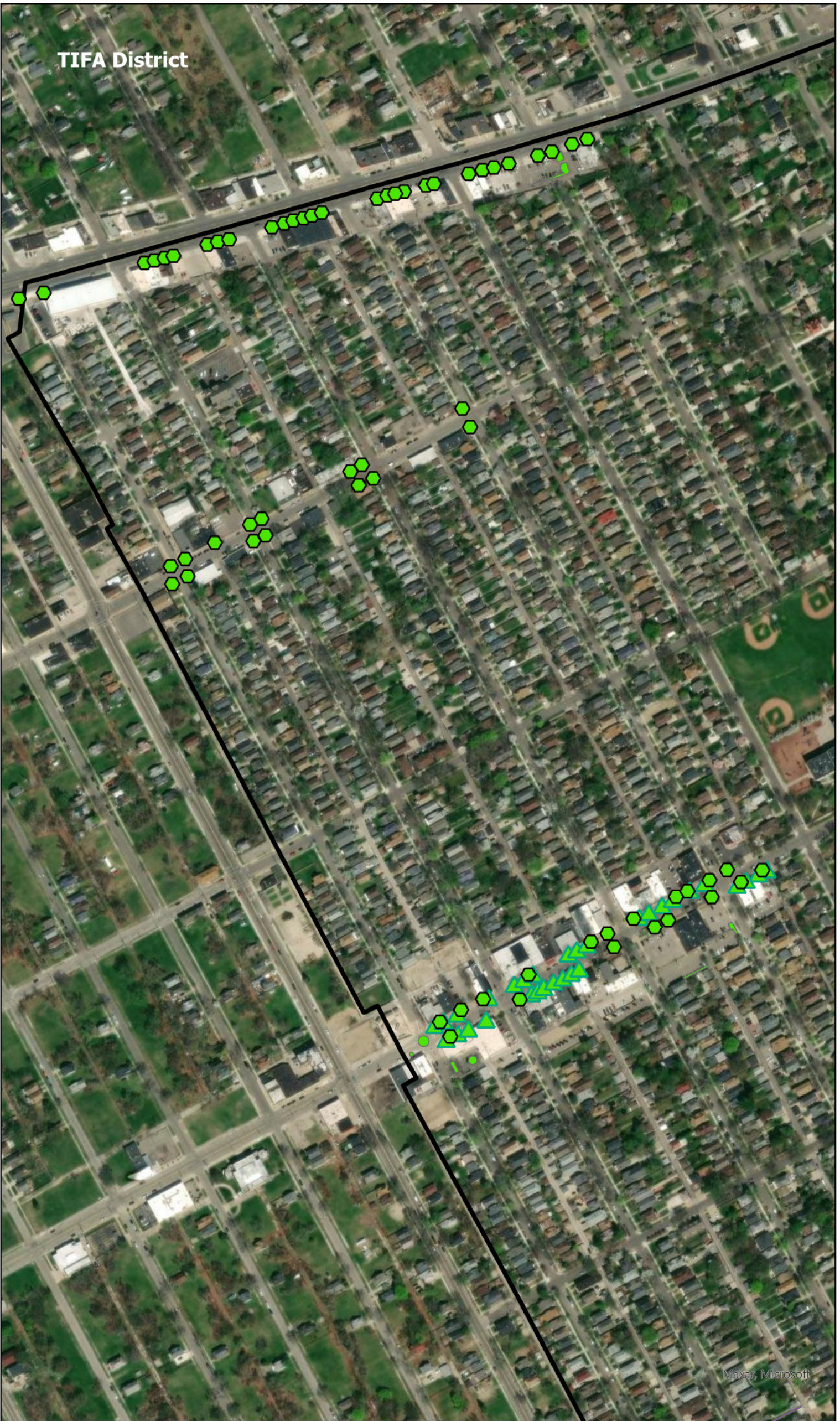
**RECOMMENDATION:** Motion to approve the contract between Russell Landscaping and the Grosse Pointe Park Tax Increment Finance Authority

**PREPARED BY:** Nick Sizeland, City Manager

TIFA - Charlevoix



TIFA District



TIFA - Kercheval



TIFA - Mack Avenue





**REQUEST FOR PROPOSALS  
MUNICIPAL LANDSCAPE MAINTENANCE  
CITY OF GROSSE POINTE PARK, MICHIGAN**

ISSUED: March 11, 2025

SUBMITTAL DEADLINE: 2:00 pm April 11, 2025

Submittals/Proposals are due at 2:00 p.m. on Friday April 11, 2025. Proposals shall be submitted in a sealed package clearly marked as indicated:

Company/Firm Name  
"Proposal for Municipal Landscape Maintenance"

Proposals shall be submitted to:

City of Grosse Pointe Park  
Attn: City Clerk  
15115 E. Jefferson Avenue  
Grosse Pointe Park, MI, 48230

The City of Grosse Pointe Park is a Participating Agency in the Michigan Inter-Governmental Trade Network (MITN). Interested vendors are encouraged to register with MITN at <http://www.MITN.info> to view specifications for this and all other open bids.

Russell Landscaping Inc  
25305 Little Mack Ave.  
Saint Clair Shore, MI 48081



Subject: Proposal for Landscaping Services

Dear City of Grosse Pointe Park,

I am writing to formally express Russell Landscaping Inc.'s interest in providing high-quality landscaping services for the City of Grosse Pointe Park. Established in 1989, our company has been a trusted leader in the landscaping industry for over three decades. Our team consists of highly trained professionals with extensive experience in commercial landscaping and municipal projects, ensuring that we deliver exceptional results tailored to the unique needs of each community we serve.

At Russell Landscaping Inc., we take great pride in our commitment to excellence, compliance, and safety. We meet all insurance requirements and strictly adhere to all state, local, and federal laws governing our industry. Additionally, our dedication to advancing landscaping standards is demonstrated through the leadership of our owner, Brett Russell, who serves on the Board of Directors at the Michigan Green Industry Association. His role in the association helps set higher industry benchmarks, ensuring our company remains at the forefront of best practices and innovation.

We would appreciate the opportunity to discuss how our services can benefit the City of Grosse Pointe Park. We are confident that our experience, professionalism, and dedication to quality will make us a valuable partner in maintaining and enhancing the city's landscape.

Please feel free to contact us at your earliest convenience to arrange a meeting or discuss potential opportunities. We look forward to the possibility of working together.

Sincerely,

Brett Russell

Owner, Russell Landscaping Inc.

Russell Landscaping Inc.  
 25305 Little Mack  
 St Clair Shores, MI 48081  
 brett.russellcompanies@gmail.com

'estimate'  
 4147



**ADDRESS**

City of Grosse Pointe Park  
 15115 E. Jefferson Ave.  
 Grosse Pointe Park, MI 48230

DATE  
 03/25/2025

TOTAL  
 \$41,702.00

**PROJECT**

TIFA DISTRICT

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Spring Clean Up</b> Kercheval - Spring Clean up of all Leaves, Debris, Sticks, Garbage, Cut down any remaining perennials from prior season.	1	1,300.00	1,300.00
	<b>Spring Clean Up</b> Mack - Spring Clean up of all Leaves, Debris, Sticks, Garbage, Cut down any remaining perennials from prior season.	1	600.00	600.00
	<b>Spring Clean Up</b> Charlevoix St. - Spring Clean up of all Leaves, Debris, Sticks, Garbage, Cut down any remaining perennials from prior season.	1	600.00	600.00
	<b>Fall Clean Up</b> Kercheval - Fall Clean up of all Leaves, Debris, Sticks, Garbage, Cut down all perennials as needed.	1	1,800.00	1,800.00
	<b>Fall Clean Up</b> Mack Ave. - Fall Clean up of all Leaves, Debris, Sticks, Garbage, Cut down all perennials as needed.	1	700.00	700.00
	<b>Fall Clean Up</b> Charlevoix St. - Fall Clean up of all Leaves, Debris, Sticks, Garbage, Cut down all perennials as needed.	1	700.00	700.00
	<b>Annual Flowers</b> Kercheval - Plant Annual Flower display on municipal light poles (15 Pots) Petunia Variety	15	130.00	1,950.00
	<b>Water</b> Kercheval - Water Light Pole Flowers 3x/Week May thru October	72	107.00	7,704.00
	<b>Gardening</b> Wayburn/Kercheval Traffic Circle - Weeding (x10) ,Trimming (x2), Planting	10	55.00	550.00
	<b>Gardening</b> Kercheval - Sidewalk Garden Beds - Weeding (x10), Trimming(x2), Planting	10	520.00	5,200.00
	<b>Gardening</b> Kercheval - Parking Lot Behind Corewell Health - Weeding (x10) and Trimming hedges along fence line (x2)	10	45.00	450.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Annual Flowers</b>	3	130.00	390.00
	Kercheval - Plant Annual Flower Display in Bench Pots near Bricks Pizzeria (3) Pots Petunia Variety			
	<b>Annual Flowers</b>	16	130.00	2,080.00
	Mack Ave. - Plant Annual Flower display on municipal light poles (16) Pots Petunia Variety			
	<b>Water</b>	72	114.00	8,208.00
	Mack Ave. - Water Light Pole Flowers 3X/Week May thru October			
	<b>Gardening</b>	10	45.00	450.00
	Mack Ave. - Parking Lot next to Cracked Egg - Weeding (x10), Trimming (x2), Maintain Current vegetation			
	<b>Annual Flowers</b>	14	130.00	1,820.00
	Charlevoix St. - Plant Annual Flower Display on Municipal light poles (14) Pots Petunia Variety			
	<b>Water</b>	72	100.00	7,200.00
	Charlevoix St. - Water Light Pole Flowers 3X/Week May thru October			
	<b>Mulch</b>			
	\$85/Yard Installed. Areas to be approved and selected by staff			
	<b>Total</b>	1	0.00	0.00
	(7) Payments of \$5,957.42 Due the first of each month April thru October Plus Planting Plus Mulch			

TOTAL

\$41,702.00

THANK YOU.

Accepted By

Accepted Date

## Native Plant Recommendations

### Full Guide

#### Michigan State University Extension - Southern Lower Peninsula

Where to purchase: [List of Native Plant Nurseries \(Map\)](#)

#### **Shade:**

*Geranium maculatum*, Wild Geranium  
*Aquilegia canadensis*, Red Columbine  
*Solidago caesia*, Blue-stemmed Goldenrod  
*Eurybia macrophylla*, Big-Leaved Aster  
*Adiantum pedatum*, maidenhair fern  
*Matteuccia struthiopteris*, ostrich fern  
*Phlox divaricata*, woodland phlox

\$45/Each Installed.

#### **Full to Partial:**

*Echinacea purpurea*, Purple Coneflower  
*Zizia aurea*, Golden Alexander  
*Asclepias tuberosa*, Butterfly Weed  
*Rudbeckia fulgida*, Orange Coneflower  
*Pycnanthemum muticum*, Clustered Mountain Mint  
*Penstemon digitalis*, Foxglove Beard tongue  
*Rudbeckia fulgida*, black-eyed susan  
*Rudbeckia triloba*, brown-eyed susan  
*Saururus cernuus*, lizard's tail (good for/needs wet soil)

\$45/Each Installed.

#### **Shrubs:**

*Diervilla lonicera*, Dwarf Bush Honeysuckle  
*Baptisia australis*, Blue Wild Indigo  
*Lindera benzoin*, Northern Spicebush  
*Cornus sericea*, Red-osier Dogwood  
*Ceanothus americanus*, New Jersey tea  
*Physocarpus opulifolius*, ninebark

\$60/Each Installed.

\$35/Each Installed.

#### **Grasses and Sedges:**

*Sporobolus heterolepis*, Prairie Dropseed  
*Schizachyrium scoparium*, Little Bluestem  
*Carex rosea*, Wood Sedge  
*Panicum virgatum*, switch grass

\$30/Each Installed.



RUSSLAN-01

MVARGAS

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/2/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>		<b>CONTACT NAME:</b>	
Oakland Insurance Agency 8055 Ortonville Road Clarkston, MI 48348		PHONE (A/C, No, Ext): (248) 647-2500	FAX (A/C, No): (248) 647-4689
		EMAIL ADDRESS: certrequest@oaklandinsurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Employers Mutual Casualty Co.	NAIC # 21415
		INSURER B: Emcasco Insurance Company	21407
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

### COVERAGES

### REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<b>X</b> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	<b>X</b>	<b>BBC3388</b>	<b>4/1/2025</b>	<b>4/1/2026</b>	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>500,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> <b>EBLI AGGREGATE</b> \$ <b>2,000,000</b> COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ <b>5,000,000</b>
<b>B</b>	<b>AUTOMOBILE LIABILITY</b> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	<b>X</b>	<b>6E71187</b>	<b>4/1/2025</b>	<b>4/1/2026</b>	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ <b>5,000,000</b>
<b>A</b>	<b>X</b> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ <b>0</b>		<b>6J71187</b>	<b>4/1/2025</b>	<b>4/1/2026</b>	EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ <b>5,000,000</b>
<b>B</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE MEMBER EXCLUDED? <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	<b>X</b>	<b>6H71187</b>	<b>4/1/2025</b>	<b>4/1/2026</b>	<b>X</b> PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
<b>A</b>	<b>Leased/rented</b>		<b>6C71187</b>	<b>4/1/2025</b>	<b>4/1/2026</b>	E.L. DISEASE - POLICY LIMIT \$ <b>100,000</b>
<b>A</b>	<b>Stored materials</b>		<b>6C71187</b>	<b>4/1/2025</b>	<b>4/1/2026</b>	E.L. DISEASE - POLICY LIMIT \$ <b>100,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)